

Arrangement for registration in person or by a representative for the Salespersons Qualifying Examination scheduled for 14 December 2021 (10:00AM - 12:30PM)

The following arrangements for registration in person or by a representative will be implemented on 3 November 2021 and while seats are still available:

1. Before 7:45 a.m., applicants are required to queue up from the right side of the stairs at the VTC Tower main entrance and proceed along Wood Road to Salvation Army Street.
2. After 7:45 a.m., we will distribute "Queue Number Ticket" and instruct the applicants in queue outside the VTC Tower to a designated place inside the VTC Tower in batches. Applicants who receive the "Queue Number Ticket" should go to the specified designated place without delay. Otherwise, the "Queue Number Ticket" shall become invalid, and applicants have to queue up outside the VTC Tower again.
3. All applicants entering the VTC Tower will be asked to use the "LeaveHomeSafe" mobile application or complete the form to record their visits.
4. Applicants should follow the instructions given by the VTC Staff and Security Officers for queuing up/proceeding to the designated place. Applicants should return the "Queue Number Ticket" before they enter into the designated place. Applicants who do not have the "Queue Number Ticket" are not allowed to enter into the designated place to queue up for receiving quota tags.
5. Starting at 9 a.m., we will distribute quota tags to applicants in queue inside the designated place and arrange the applicants with quota tags to the Enrolment Counter for registration in batches.

Queuing and registration arrangements are subject to change depending on the actual situation on the day. All arrangements are subject to the announcement of the Examination Centre on the day.

6. **Real-name Registration for quota tag will be implemented**

- 6.1 Each applicant is required to provide the candidate's name and HKID Card / Passport number at the time of quota tag allotment. Any applicant who fails to provide the candidate's information as required will NOT be allotted with quota tag.
- 6.2 Each applicant is required to fill in candidate's name and his/her partial identification document number on the quota tag once the applicant receives the quota tag. Examination Centre will take photos of the completed quota tags for records. Changes to the candidate's information on the quota tag will NOT be permitted. Applicants must fill in all the required information on the quota tags before taking photo records. Otherwise, **the Examination Centre will NOT accept the registration for the examination and regain the allotted quota tag.**
- 6.3 An applicant can ONLY submit an entry form which bears the same name and identification document number as recorded on the quota tag. Otherwise, **the**

Examination Centre will NOT accept the registration for the examination.

7. One quota tag is allotted for one person and each applicant may only submit one entry form each time. Those who want to be allotted more than one quota tag or submit more than one entry form must queue up again after submitted 1st entry form.
8. All quota tags are distributed and allotted on a first-come-first-served basis, and shall not be transferred or sold in any way.
9. The number of quota tags for each examination session is limited. Applicants who are not allotted with quota tags may try to submit their registration by post/online.
10. All applicants who have been allotted with quota tags are required to return the quota tags and complete their applications at the Enrolment Counter by 8 pm on the same day, otherwise the quota tags shall become invalid. **Any applicant who is unable to return his/her quota tag will be rejected from registration by the Examination Centre.**

Applicants are encouraged to register online so as to reduce the risk of the spread of COVID-19 in the community.