



SC LICENSING EXAMINATION TERMS & CONDITIONS
(Jul - Dec 2018)

1. MODULE COMBINATION FOR LICENCES AND REGISTRATION

- 1.1. It is vital for professionals, wishing to participate in the capital market, to have the relevant & required competencies. In this regard:
- 1.1.1 applicants for Capital Markets Services Representative's Licence (CMSRL) and candidates for head of operations, head of compliance and compliance officers are required to pass the relevant examinations as prescribed in the Licensing Handbook; and
- 1.1.2 those who intend to be employees of registered persons who carry out the regulated activities specified in Part 1 of Schedule 4 of the Capital Markets & Services Act 2007 (permitted capital market activities) are required to pass the relevant examinations as prescribed in the Guidelines on Investor Protection.
- 1.2. The combination of examinations applicable for the respective regulated activities and/or candidates for head of operations, head of compliance and compliance officers or for those who intend to be employees of registered persons who carry out the permitted capital market activities are as follows:

Table 1: Combination of Examinations

No	Regulated Activity	Description	No	Regulated Activity	Description
1	Dealing in securities	<ul style="list-style-type: none"> Applicants must pass the SC Licensing Examination: Modules 6 & 7 or 6 & 18 or 7 & 17 or 17 & 18. 	4	Advising on Corporate Finance	<ul style="list-style-type: none"> Applicants must pass the SC Licensing Examination: Modules 12 & 19 or 12, 19A & 19B. For CMSRL Applicants - CFA charter holder are exempted from Module 12 of the SC Licensing Examinations.
		<ul style="list-style-type: none"> For CMSRL Applicants - CFA charter holder are exempted from Module 7 of the SC Licensing Examinations 	5	Investment Advice	<ul style="list-style-type: none"> Applicants must pass the SC Licensing Examination: Modules 12 & 19 or 12 & 19A. For CMSRL Applicants - CFA charter holder are exempted from Module 12 of the SC Licensing Examinations.
		<p><u>Dealing in unlisted debt securities only</u></p> <ul style="list-style-type: none"> Applicants who are certified by Financial Markets Association or Persatuan Pasaran Kewangan Malaysia (PPKM) as eligible. 	6	Financial Planning	<ul style="list-style-type: none"> No specific SC Licensing Examination required.

No	Regulated Activity	Description	No	Regulated Activity	Description
2	Dealing in Derivatives	<ul style="list-style-type: none"> Applicants must pass the SC Licensing Examination: Modules 14 & 16 or 17 & 18 or 14 & 17 or 16 & 18. For CMSRL Applicants - CFA charter holder are exempted from Module 14 of the SC Licensing Examinations, subject to attending a 2-day preparatory course by SIDC. 	7	Head of operations	Candidates must pass the SC Licensing Examination - Modules 6 & 7 or 6 & 18 or 7 & 17 or 17 & 18.
3	Fund Management in relation to portfolio management (Including digital investment management and boutique portfolio management company)	<ul style="list-style-type: none"> Applicants must pass the SC Licensing Examination: Modules 9 & 10. For CMSRL Applicants - CFA charter holder are exempted from Module 10 of the SC Licensing Examinations. 	8	Head of compliance and compliance officer	<p>Candidates must pass the SC Licensing Examination - Module 11 and the relevant modules as determined by the regulated activities of his principal:</p> <ul style="list-style-type: none"> Dealing in securities - Modules 6 & 7 or 6 & 18 or 7 & 17 or 17 & 18; Dealing in derivatives - Modules 14 & 16 or 17 & 18 or 14 & 17 or 16 & 18; and Fund management in relation to portfolio management - Modules 9 & 10.

2. EXAMINATION MODULES

2.1. Securities Industry Development Corporation (SIDC) offers multiple choice question examinations for individuals wishing to undertake one or more regulated activities under the Capital Markets & Services Act 2007.

Table 2: Description of Examination Modules

MODULE	DESCRIPTION	NO. OF QUESTIONS	DURATION (MINUTES)	PASS MARK %
6	Stock Market and Securities Law	60	90	60
7	Financial Statement Analysis and Asset Valuation	60	90	60
9	Funds Management Regulation	30	60	60
10	Asset and Funds Management	30	60	60
11	Fundamentals of Compliance	40	60	70
12	Investment Management and Corporate Finance	60	90	70
14	Derivatives	60	90	70
16	Rules & Regulations of Derivatives	60	90	70
17	Securities and Derivatives Trading (Rules and Regulations)	100	150	70
18	Securities and Derivatives Trading (Products and Analysis)	100	150	70
19	Advisory Services (Rules and Regulations)	60	90	70
19A	Advisory Services (Rules and Regulations) - Part A	40	60	70
19B	Advisory Services (Rules and Regulations) - Part B	30	60	70

- 2.2. The study outlines published by the SIDC are designed to assist candidates in their preparation for the licensing examinations and are correct at the time of print. Study outlines for respective modules are available for download at www.sidc.com.my. Upon request, the SIDC may courier the study outlines to candidates. Standard courier charges apply.
- 2.3. The SIDC reserves the right to amend the study outlines from time to time as it deems appropriate.
- 2.4. Given the rapid development of the Malaysian capital market and the consequential changes in its regulations, **candidates are advised to update themselves with the relevant changes before attempting the examinations.**
- 2.5. Candidates will be tested on prevailing financial reporting standards, contract specifications, acts, guidelines, rules and regulations. However, in the event of any amendments to financial reporting standards, contract specifications, acts, guidelines, rules and regulations, candidates will be tested on the previous financial reporting standards, contract specifications, acts, guidelines, rules and regulations for a period **not exceeding one (1) month** from the effective date of the amendments.
- 2.6. The SC licensing examination is a computer-based examination (CBE) and the simulation for the CBE system is accessible at www.sidc.com.my. The simulation is intended to assist candidates in familiarising themselves with the format of the CBE system and consist of sample questions of all the modules. Candidates are encouraged to attempt the simulation prior to their actual examinations.
- 2.7. Selected reference materials can be purchased at the SIDC shop.

3. REGISTRATION

- 3.1. Candidates must provide all details as required in the SC Licensing Examinations Form. The SIDC shall treat the information provided in the SC Licensing Examinations Form as true and accurate.
- 3.2. Registration will only be processed upon receipt of the:
 - 3.2.1. Completed SC Licensing Examinations Form with the original signature of the candidate; and
 - 3.2.2. Full payment of the examination fees.
- 3.3. Incomplete or faxed forms will not be processed.
- 3.4. Registration can be done in person or by mail as follows:
 - 3.4.1. Walk-in registrations are accepted at the SIDC Bookshop. The business hours at the SIDC Bookshop (Ground Floor, SC Building) are:

Day	Time
Monday - Thursday	9.00am - 5.30pm (closed from 12.30pm - 2.00pm)
Friday	9.00am - 5.30pm (closed from 12.30pm - 2.30pm)
Saturday, Sunday and Public Holidays	Closed

- 3.4.2. For registration by mail, the completed SC Licensing Examinations Form and payment should be sent to **Finance & HR Admin, Securities Industry Development Corporation, 3 Persiaran Bukit Kiara, Bukit Kiara, 50490 Kuala Lumpur.**
- 3.5. The closing date for registration is **three (3) full working days** (excluding weekends and public holidays) prior to the date of the examination (refer to Examination Schedule for last registration date) and is subjected to seat availability.
- 3.6. The SIDC reserves the right to reject any application if the form and/or details submitted are incomplete or inaccurate although payment has been made and receipts have been issued.

- 3.7. Seats are limited and registration is on a first-come, first-served basis.
- 3.8. Upon successful application, candidates will be issued an Examination Registration Confirmation Slip (the “Slip”). Candidates must ensure that the registration details stipulated in the Slip are **CORRECT**. If the information in the Slip is not in accordance with your application, you must inform the SIDC **IMMEDIATELY**.
- 3.9. Notwithstanding anything stated in these terms and conditions to the contrary, the SIDC reserves the right to cancel, suspend, interrupt or reschedule any examination and will not be liable for any claims, actions, costs, charges, expenses, damages, loss and liability due to the cancellation/suspension/interruption/rescheduling of the examinations.

4. EXAMINATION FEES & PAYMENT

- 4.1. Effective 1st June 2018 onwards, the examinations fees for the respective modules are as follows:

Table 3: Examination Fees

MODULE	DESCRIPTION	FIRST SITTING	RE-SITTING
		Exam Fee (RM)	Exam Fee (RM)
6	Stock Market & Securities Law	200	100
7	Financial Statement Analysis and Asset Valuation	200	100
9	Funds Management Regulation	200	100
10	Asset and Funds Management	200	100
11	Fundamentals of Compliance	200	100
12	Investment Management and Corporate Finance	200	100
14	Derivatives	200	100
16	Rules & Regulations of Derivatives	200	100
17	Securities and Derivatives Trading (Rules and Regulations)	300	200
18	Securities and Derivatives Trading (Products and Analysis)	300	200
19	Advisory Services (Rules and Regulations)	200	100
19A	Advisory Services (Rules and Regulations) - Part A	200	100
19B	Advisory Services (Rules and Regulations) - Part B	200	100

- 4.2. The payment terms for the examination fees are as follows:

- 4.2.1. Payment can be made by cash, credit card (Master and Visa only), cheque, bank draft, money order or Electronic Fund Transfer (EFT). Please note that EFT is only applicable for corporate clients. A copy of the payment/bank-in slip must be provided as proof of payment.
- 4.2.2. Credit card payment is only accepted for walk-in candidates at the SIDC shop.
- 4.2.3. Post-dated cheques are not accepted.
- 4.2.4. Cheque, bank draft or money order should be crossed and made payable to **SECURITIES INDUSTRY DEVELOPMENT CORPORATION**.
- 4.2.5. Candidates who make payment by personal cheques must ensure that there are sufficient funds in their bank accounts. Candidates whose cheques are not honoured for any reason will bear all charges incurred by the SIDC in processing these cheques and will be barred from the examinations for such period as determined by the SIDC.

5. CHANGE OF EXAMINATION MODULE(S)

- 5.1. Candidates may change their choice of examination module(s) at a penalty fee of **RM50** per module. However, the examination date and session shall remain unchanged and any change to the examination date and session shall be subjected to item 6: Deferment.
- 5.2. Change of choice of examination module(s) will only be processed upon receipt of the:
 - Completed SC Licensing Examinations Form with original signature of the candidate with the new module(s); and
 - Full payment of the prescribed fee.
- 5.3. The payment and completed SC Licensing Examinations Form must be received by the SIDC not later than **three (3) full working days** (excluding weekends and public holidays) prior to the date of the examination. Any late submission of the SC Licensing Examinations Form **WILL NOT**, under any circumstances, be entertained.
- 5.4. Incomplete or faxed forms will not be processed.

6. DEFERMENT

- 6.1. Candidates may defer the date of their registered examination at a fee of **RM50** per module.
- 6.2. The payment and completed SC Licensing Examinations Form must be received by the SIDC not later than **five (5) full working days** (excluding weekends and public holidays) prior to the date of the examination, failing which the examination fee for the said module shall be forfeited (refer to Examination Schedule for last deferment date).
- 6.3. Candidates must state their preferred new date for the examination in the form. Otherwise, the form will be treated as incomplete and shall not be processed.
- 6.4. Deferment will only be processed upon receipt of the:
 - Completed SC Licensing Examinations Form with original signature of the candidate; and
 - Full payment of the prescribed fee for deferment.
- 6.5. Incomplete or faxed forms will not be processed.

7. CANCELLATION

- 7.1. Candidates may cancel their registered examination at a penalty fee of **RM100** per module.
- 7.2. The completed SC Licensing Examinations Form must be received by the SIDC not later than **five (5) full working days** (excluding weekends and public holidays) prior to the date of the examination, failing which the examination fee for the said module shall be forfeited (refer to Examination Schedule for last cancellation date).
- 7.3. The SIDC will refund the balance of the examination fee, (if any) after deducting the penalty for cancellation.
- 7.4. Cancellation shall be confirmed only upon the SIDC's receipt of the completed SC Licensing Examinations Form with the original signature of the candidate.
- 7.5. Incomplete or faxed forms will not be processed.

8. RESIGNATION (FOR CANDIDATES SPONSORED BY COMPANY)

- 8.1. If a candidate sponsored by a company resigns, the company must provide an **original written notice** to the SIDC no later than **five (5) full working days** (excluding weekends and public holidays) prior to the date of the examination. A photocopy or faxed copy of the company's written notice will not be accepted.
- 8.2. In this circumstance, a penalty fee of **RM100** per module will be imposed and the balance of the examination fee, (if any) will be refunded to the company.
- 8.3. Companies are not allowed to replace candidates for any examination.

9. ABSENTEEISM

- 9.1. Candidates who are unable to attend the examination, for whatever reason, will be deemed as "ABSENT".
- 9.2. Failure to attend the examination will result in the registration fee being forfeited.
- 9.3. In the event a candidate is unable to attend the examination for medical reasons, the candidate is allowed to defer the examination to another date with a penalty fee of **RM50** per module. The original (or certified true copy) of the medical certificate, together with completed SC Licensing Examinations Form with original signature of the candidate and the prescribed fee, must be received by the SIDC within **three (3) full working days** from the date of the examination.
- 9.4. In the event of absenteeism due to death of an immediate family member (spouse, child, parent, parent-in-law, grandparent, brother, sister only) occurring within **seven (7) days** prior to the examination date, the candidate is allowed to defer the examination to another date. All the following documents must be received by the SIDC within **five (5) full working days** from the date of the examination.
 - A copy of the death certificate;
 - A written notice from the candidate indicating the relationship between the candidate and the deceased; and
 - Completed SC Licensing Examinations Form with original signature of the candidate.

10. DISCIPLINARY ACTION

- 10.1 If a candidate is found to have committed a disciplinary offence, found to have engaged in any form of misconduct during an examination or failed to comply with any of the examination terms and conditions, this may result in stern action being taken against the candidate, such as (but not limited to) the SIDC withholding and/or revoking the candidates examination results and/or banning the candidate from sitting for **ALL** SC licensing examinations for life or for a specified period of time.
- 10.2 Disciplinary offences shall include, but is not limited to the following:
 - Talking to another candidate during examination
 - Looking at another candidate's answers
 - Bringing in unauthorised notes or devices during examination
 - Soliciting confidential information relating to licensing examination
 - Disclosing or soliciting for disclosure of confidential information relating to licensing examination as per item 11. Confidentiality
 - Providing answers or assistance to another candidate during examination
 - Using another person's NRIC to sit for the examination or asking another person to sit for the examination on your behalf or sitting for the examination on behalf of another
 - Any other action that is considered or can be interpreted as disciplinary offence by the SIDC
- 10.3 A candidate may appeal any decision made by the SIDC within **fourteen (14) days** of being notified of that decision. The decision of the SIDC on appeal shall be final and conclusive.

11. CONFIDENTIALITY

- 11.1. The questions and answers of the SC Licensing Examinations are the exclusive and confidential property of the SIDC.
- 11.2. Candidates **MUST NOT** disclose the SC Licensing Examinations questions and answers (Confidential Information) to others or use, whether directly or indirectly, any of the Confidential Information for his/her benefit or for any other purpose.
- 11.3. Candidates must **IMMEDIATELY** report to the SIDC any disclosure or solicitation for disclosure of the Confidential Information or any part of the Confidential Information which has come to his/her attention or which he/she becomes aware of.
- 11.4 Breach of this item 11: Confidentiality will cause irreparable harm to the SIDC where monetary remedies may not be adequate. Therefore in addition to any other available remedies, the SIDC shall be entitled to injunctive and other equitable relief from the courts of law to prevent the disclosure or misuse of the Confidential Information.
- 11.5 Candidates in breach of this item 11: Confidentiality may be subjected to a disciplinary action under item 10: Disciplinary Action and/or legal action by the SIDC.

12. EXAMINATION RESULT

- 12.1 Candidates will be given an official and **FINAL** examination result upon the completion of the examinations provided there is no interruption (refer to item 13: Examination Interruption) during the examination.
- 12.2 In the event of Examination Interruption (refer to item 13: Examination Interruption), for candidates who attempt the examinations using pen and paper, the candidates' official results shall be available as follows:
 - 12.2.1 The examination results will be ready for collection at the SC Building on the **eight (8th) working day** from the date of the examination or from the last date of examinations if the examinations are held outside of Kuala Lumpur. Candidates who wish to collect their official results shall complete and submit the relevant form to SIDC Examination on the day of the examination.
 - 12.2.2 Candidates are also allowed to call SIDC for their results on the **eight (8th) working day** from the date of the examination(s) or from the last date of examination if the examinations are held outside Kuala Lumpur. Candidates will be provided with identification codes for this purpose and SIDC shall **NOT** release any results over the telephone if the candidate fails to provide the correct code.
 - 12.2.3 Candidates who have opted to receive their results by mail but did not receive their results within **fourteen (14) working days** from the examination date may request for a duplicate result by completing and forwarding to the SIDC the Duplicate Examination Result Slip/Performance Analysis Form with the original signature of the candidate. Notwithstanding the above, requests for duplicate result slip received 1 month after the examination date will be charged **RM20** per module. Requests for duplicate result slips will only be processed upon receipt of the completed Duplicate Examination Result Slip/Performance Analysis Form with the original signature of the candidate together with payment (where applicable).
- 12.3 The examination result will be graded and released as either "PASS" or "FAIL" and will show the score.
- 12.4 No examination result shall be issued to candidates deemed **ABSENT**.
- 12.5 For normal and uninterrupted examinations, the examination result **will NOT be released over the telephone, fax or any other electronic medium** to any candidate or third party.
- 12.6 Candidates may request for a duplicate copy of the examination result slip by submitting the Duplicate Examination Result Slip/Performance Analysis Form to the SIDC and a fee of **RM20** will be charged for each module. Requests for duplicate result slips will only be processed upon receipt of the completed Duplicate Examination Result Slip/Performance Analysis Form with the original signature of the candidate, together with payment (where applicable).

- 12.7 Requests for performance analysis can be made to the SIDC within **six (6) months** from the date of the examination. Candidate may request for performance analysis by submitting the Duplicate Examination Result Slip/Performance Analysis Form to the SIDC with a non-refundable fee of **RM75** per module. The performance analysis will indicate the candidate's performance (in terms of range of percentage) in each section as per the table on maximum composition of questions in the respective module's study outline.
- 12.8 Candidates may request for their examination result to be reviewed within **two (2) months** from the date of the examination. The request letter shall be submitted to the SIDC with a non-refundable fee of **RM75** per module. The examination result will be reviewed and released as either "PASS" or "FAIL" with the score.
- 12.9 The official examination result graded as "PASS" is valid for **two (2) years** from the date of the examination of that particular module.
- 12.10 A duplicate copy of the candidate's examination result slip, performance analysis or any other information produced by SIDC relating to the candidate's licensing examination shall be definitive proof of such examination result, performance analysis or such other information provided.

13. EXAMINATION INTERRUPTION

- 13.1 The SIDC will take all reasonable steps and precautions to ensure that the examinations are conducted without any interruptions.
- 13.2 In a situation where the examinations are interrupted due to unforeseen circumstances and/or circumstances beyond SIDC's control (power failure, computer breakdown, etc.), candidates are required to follow instructions given by invigilators. Candidates will be notified of any alternative arrangements which may include, but not limited to, time extension for the examination. In this regard, candidates are advised to make an allowance of additional four (4) hours in making travel arrangements.

14. PRESCRIBED REFERENCE MATERIALS (PRMs)

- 14.1 Candidates are allowed to bring in and refer to their own PRMs as indicated in Table 4 for all Regulations modules; namely Modules 6, 9, 11, 16, 17, 19, 19A and 19B.
- 14.2 ALL Product modules; namely Modules 7,10,12,14 and 18 are closed-book examinations and candidates are NOT allowed to bring in any material into the examination centre.
- 14.3 The PRMs brought into the examination centre are subject to the following:
 - 14.3.1 The PRMs must NOT contain any markings (e.g. highlights, written notes, underlines, attachments, drawings, folding, etc). However, only highlights, underlines and updates due to amendments to any provision are permitted. The PRMs which do not meet the above requirements will NOT be allowed as references during the examination;
 - 14.3.2 Candidates are strictly PROHIBITED from marking the PRMs (e.g. highlighting, writing, underlining, drawings, folding etc) during the examination; and
 - 14.3.3 The invigilators have the right to inspect all PRMs before, during and after the examinations.

Table 4: Prescribed Reference Materials and its Amendments

Examination Module		PRMs and Amendments
Module 6	Stock Market & Securities Law	<ol style="list-style-type: none"> 1. Capital Market and Services Act 2007 2. Securities Commission Act 1993 3. Listing Requirements <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad Main Market Listing Requirements - Bursa Malaysia Securities Berhad ACE Market Listing Requirements - Bursa Malaysia Securities Berhad LEAP Market Listing Requirements 4. Rules <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad - Bursa Malaysia Securities Berhad Participating Organisations' Trading Manual - Bursa Malaysia Securities Clearing Sdn Bhd 5. Guidelines <ul style="list-style-type: none"> - Guidelines on Market Conduct and Business Practices for Stockbroking Companies and Licensed Representatives - Guidelines on Prevention on Money Laundering and Terrorism Financing for Capital Market Intermediaries - Guidelines on Unlisted Capital Market products under the Lodge and Launch Framework 6. Licensing Handbook
Module 9	Funds Management Regulation	<ul style="list-style-type: none"> - Capital Market and Services Act 2007 - Securities Commission Act 1993 - Guidelines on Compliance Function for Fund Management Companies - Guidelines for Public Offerings of Securities of Closed-end Funds - Guidelines for the Establishment of Foreign Fund Management Companies - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries - Guidelines on Unlisted Capital Market Products under the Lodge and Launch Framework - Lodgement Kit: Unlisted Capital Market Products under the Lodge and Launch Framework - Guidelines on Unit Trust Funds - Guidelines on Exchange-Traded Funds - Guidelines on Islamic Fund Management - Licensing Handbook
Module 11	Fundamentals of Compliance	<ol style="list-style-type: none"> 1. Rules <ul style="list-style-type: none"> - Rules of Bursa Malaysia Securities Berhad - Bursa Malaysia Securities Berhad Participating Organisations' Directives and Guidance - Rules of Bursa Malaysia Derivatives Berhad 2. Guidelines <ul style="list-style-type: none"> - Guidelines for Compliance Officers (<i>formerly known as Bursa Malaysia Securities Berhad/MESDAQ Joint Guidelines for Compliance Officers</i>) - Compliance Guidelines for Futures Brokers - Guidelines on Market Conduct and Business Practices for Stockbroking Companies and Licensed Representatives - Guidelines on Unit Trust Funds - Guidelines on Compliance Function for Fund Management Companies - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries
Module 16	Rules and Regulations of Derivatives	<ol style="list-style-type: none"> 1. Capital Market and Services Act 2007 2. Securities Commission Act 1993 3. Rules <ul style="list-style-type: none"> - Rules of Bursa Malaysia Derivatives Berhad - Bursa Malaysia Derivatives Berhad Trading Manual 4. Guidelines <ul style="list-style-type: none"> - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries - Guidelines on Contract For Difference 5. Licensing Handbook

Examination Module		PRMs and Amendments
Module 17	Securities and Derivatives Trading (Rules and Regulations)	<ol style="list-style-type: none"> 1. Capital Market and Services Act 2007 2. Securities Commission Act 1993 3. Listing Requirements <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad Main Market Listing Requirements - Bursa Malaysia Securities Berhad ACE Market Listing Requirements - Bursa Malaysia Securities Berhad LEAP Market Listing Requirements 4. Rules <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad - Bursa Malaysia Securities Berhad Participating Organisations' Trading Manual - Bursa Malaysia Securities Clearing Sdn Bhd - Bursa Malaysia Derivatives Berhad - Bursa Malaysia Derivatives Berhad Trading Manual 5. Guidelines <ul style="list-style-type: none"> - Guidelines on Market Conduct and Business Practices for Stockbrokers and Licensed Representatives - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries - Guidelines on Unlisted Capital Market Products under the Lodge and Launch Framework - Guidelines on Contract For Difference 6. Licensing Handbook
Module 19	Advisory Services (Rules and Regulations)	<ol style="list-style-type: none"> 1. Capital Market and Services Act 2007 2. Licensing Handbook 3. Guidelines, Codes and Practice Notes <ul style="list-style-type: none"> - Equity Guidelines - Principal Adviser Guidelines - Guidelines on Due Diligence Conduct for Corporate Proposals - Malaysian Code on Take-Overs and Mergers 2016 - Rules on Take-Overs, Mergers and Compulsory Acquisition - Asset Valuation Guidelines - Prospectus Guidelines - Guidelines on Issuance of Corporate Bonds and Sukuk to Retail Investors - Guidelines on Unlisted Capital Market Products under the Lodge and Launch Framework - Lodgement Kit: Unlisted Capital Market Products under the Lodge and Launch Framework - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries - Issuer Eligibility Guidelines - Structured Warrants 4. Listing Requirements <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad Main Market Listing Requirements - Bursa Malaysia Securities Berhad ACE Market Listing Requirements - Bursa Malaysia Securities Berhad LEAP Market Listing Requirements
Module 19A	Advisory Services (Rules and Regulations) - Part A	<ol style="list-style-type: none"> 1. Capital Market and Services Act 2007 2. Licensing Handbook 3. Guidelines, Codes and Practice Notes <ul style="list-style-type: none"> - Equity Guidelines - Guidelines on Prevention of Money Laundering and Terrorism Financing for Capital Market Intermediaries - Malaysian Code on Take-Overs and Mergers 2016 - Rules on Take-Overs, Mergers and Compulsory Acquisition 4. Listing Requirements <ul style="list-style-type: none"> - Bursa Malaysia Securities Berhad Main Market Listing Requirements - Bursa Malaysia Securities Berhad ACE Market Listing Requirements - Bursa Malaysia Securities Berhad LEAP Market Listing Requirements

Examination Module		PRMs and Amendments
Module 19B	Advisory Services (Rules and Regulations) - Part B	1. Guidelines, Codes and Practice Notes <ul style="list-style-type: none"> - Equity Guidelines - Principal Adviser Guidelines - Guidelines on Due Diligence Conduct for Corporate Proposals - Asset Valuation Guidelines - Prospectus Guidelines - Guidelines on Issuance of Corporate Bonds and Sukuk to Retail Investors - Guidelines on Unlisted Capital Market Products under the Lodge and Launch Framework - Lodgement Kit: Unlisted Capital Market Products under the Lodge and Launch Framework - Issuer Eligibility Guidelines - Structured Warrants

- 14.4 The SIDC will **CONFISCATE** any of the candidate's PRMs which do not conform to SIDC's requirements and/or unauthorised PRMs for a particular module.
- 14.5 The complete and updated PRMs for the respective modules are available at the SC library for candidates' reference.
- 14.6 The reference materials listed in the study outlines shall not in any way limit the scope of the examination questions and candidates are advised to continually update themselves and not solely rely on the references listed when sitting for the examinations.
- 14.7 Candidates are advised to purchase or download the relevant acts, guidelines and business rules to assist them in their studies.
- 14.8 In reference to changes on rules and regulations:
- Changes and amendments to the business rules and listing requirements of Bursa Malaysia can be obtained from the Bursa Malaysia website www.bursamalaysia.com.
 - Changes to guidelines issued by the SC are announced via press release and can be obtained from the SC website www.sc.com.my.
- 14.9 Candidates are advised to refer to the SIDC website www.sidc.com.my for latest developments pertaining to licensing examinations.
- 14.10 Selected reference materials (acts, guidelines, rules, study guides etc.) can be purchased from the SIDC shop. **First sitting candidates are entitled to purchase the relevant study guide(s) at a 20% discount.** (Please refer to the www.sidc.com.my for the latest price list).

15. BIOMETRIC FINGERPRINT IDENTIFICATION

- 15.1. The SIDC will randomly select candidates and scan their fingerprints before, during or after the examinations. If any of the candidate refuse to do so, the candidate will NOT be allowed to sit or continue with the examination.
- 15.2. Candidate will not be allowed to attempt or continue with the examinations, if he/she fails the biometric fingerprint scan. The SIDC reserved the right to withhold the candidates' examinations results until they pass the biometric scan.
- 15.3. If a candidate is found to be using another person's NRIC or had asked another person to sit for the examinations on his/her behalf or taking the examinations for or on behalf of another person, the candidate is deemed to have committed a disciplinary offence and will be subjected to the penalty as stipulated in item 10: Disciplinary Action or any other penalty to be decided by the SIDC.
- 15.4. The SIDC does not store candidates' information/data obtained from the biometric fingerprint reader.

16. GENERAL RULES FOR SC LICENSING EXAMINATIONS
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16.1 Admission

- 16.1.1 Candidates are advised to arrive early at the examination centre for security checking purposes, among others.
- 16.1.2 The dress code for attending examinations at the SC Building is **BUSINESS ATTIRE**. Some of the inappropriate attire would include but not limited to round-neck t-shirts, spaghetti strap and sleeveless tops, jeans, short pants/skirts, slippers, sport shoes, etc. Candidates must strictly adhere to and comply with all rules and regulations imposed by the SC on its premise. Candidates who fail to comply with the dress code will **NOT** be allowed to sit for the examinations.
- 16.1.3 For examinations held in the SC Building, candidates are required to register and obtain a visitor's pass from the reception counter located at the Ground Floor. Candidates must display their visitor's pass prominently at all times when they are in the SC Building.
- 16.1.4 Candidates are only permitted to access the following areas within the SC Building:
- Examination Centre, Ground Floor (G)
 - Cafeteria, Lower Ground 1 (LG1)
 - Surau, Lower Ground 2 (LG2) which is accessible via lifts in "Core A" only
- For areas other than those stated above, candidates are required to register with the reception counter.
- 16.1.5 Candidates will NOT be admitted to the examination centre 30 MINUTES after the start of an examination.
- 16.1.6 Candidates will NOT be allowed to leave the examination centre within the first 30 MINUTES of an examination.
- 16.1.7 Candidates must sit at the designated seats.
- 16.1.8 Candidates are REQUIRED to bring original and valid identification i.e.
- NRIC (Malaysian)
 - Passport (Foreigner only)
- 16.1.9 Those who fail to produce such identification will not be allowed to sit for the examination.
- 16.1.10 Candidates are only allowed to place their non-programmable electronic calculators (provided it is battery-powered, silent in operation and without print-out or graphic/word display functions) and valid identification on the table. Calculators brought into the examination centre are subject to inspection. Below are some examples of the calculator models which are allowed to be used during the examinations:
- Texas Instruments BA II Plus
 - Hewlett Packard HP 12C
 - Casio FX100AU
- 16.1.11 Candidates are **NOT ALLOWED** to:
- bring in any stationery. Pencils/Markers and blank papers will be provided by the SIDC during the examination.
 - switch on their pagers, mobile phones, PDA or any other electronics devices (except non-programmable calculator). All equipments must be switched off before entering the examination centre. All personal and study items must be placed at the designated areas during the examination.
 - drink, eat or smoke during the examination.
- 16.1.12 All devices and purses/wallets/valuable items are to be placed in the plastic bag provided by the SIDC and to be kept at the candidates' respective drawers or as per invigilator's instructions. All other personal and study items must be placed at the designated area during the examination.

- 16.1.13 Invigilators reserve the right to confiscate items deemed prohibited during the examination.
- 16.1.14 The SIDC, SC and their respective employees and agents will not be liable for any personal injury to the candidate or loss, theft or damage of personal property of the candidate during the examination or while in the examination centre.

16.2 During the examination

- 16.2.1 Candidates must observe strict silence, remain seated at all times and raise hands if assistance is required.
- 16.2.2 Should an emergency alarm be raised during the examination, candidates should await and adhere to further instructions from the invigilator.

16.3 At the end of the examination

- 16.3.1 Candidates are not allowed to remove any stationery supplied by the SIDC from the examination centre.
- 16.3.2 Candidates must proceed to wait at the designated waiting area for the collection of their examination result slips.

16.4 Uncollected items

- 16.4.1 Candidates must take all their belongings with them before they leave the examination centre. SIDC will not be responsible for any damage to the uncollected items.
- 16.4.2 In the event any personal items are left behind, candidates can check with the SIDC Customer Service & Event Management (Bookshop) located on the Ground Floor of SC Building and arrange to collect them during business hours.
- 16.4.3 The SIDC will keep all uncollected items for a maximum of 30 days from the date of the candidate's examination. Thereafter, the items will be disposed of accordingly and any claim after the 30-day period will not be entertained.

17. ENQUIRIES, COMMENTS AND SUGGESTIONS

- 17.1 Any enquiries pertaining to examination should be sent to:

Finance & HR Admin
Securities Industry Development Corporation
3, Persiaran Bukit Kiara
Bukit Kiara
50490 Kuala Lumpur

Tel : 03-6204 8625/03-6204 8665
E-mail: sidc@sidc.com.my

- 17.2 The SIDC welcomes constructive comments and suggestions. You can send them to:

Director, Professional Development Division
Securities Industry Development Corporation
3, Persiaran Bukit Kiara
Bukit Kiara
50490 Kuala Lumpur

E-mail: sidc@sidc.com.my

The SIDC reserves the right to amend the terms and conditions as it deems fit.

FOR SECURITIES COMMISSION LICENSING EXAMINATIONS CANDIDATE

NOTICE UNDER THE PERSONAL DATA PROTECTION ACT 2010

The Personal Data Protection Act 2010 (hereinafter referred to as the “PDPA”), which regulates the processing of personal data in commercial transactions, applies to the Securities Industry Development Corporation (hereinafter referred to as “SIDC”, “our”, “us” or “we”). For the purpose of this written notice, the terms “personal data” and “processing” shall have the meaning prescribed in the PDPA.

1. This written notice serves to inform you that your personal data is being processed by or on behalf of the SIDC and you hereby consent to the processing of your personal data.
2. The personal data processed by us may include without limitation your name, national identity card no. (NRIC no.), passport number, contact number, address, email address, photograph, designation, company name, Capital Markets Services Representative’s Licence Number (CMSRL Number), Employees of Registered Person Number (ERP Number), qualifications and all other details provided by you in the documents as prescribed in Paragraph 4 of this notice.
3. We are processing your personal data, including any additional information you may subsequently provide, for the following purposes (“Purposes”):
 - (a) performing our contractual obligation with you (or your company, if applicable);
 - (b) provide our products and services in relation to our training programmes and/or consultancy services ;
 - (c) provide you with information and/or the latest updates on training programmes, certification/qualification programmes of SIDC, SIDC’s business partners or service providers;
 - (d) perform all functions related to our appointment of you as our service provider;
 - (e) perform all functions related to employment of graduates into the capital market industry;
 - (f) perform all functions related to SIDC’s procurement and payment processes;
 - (g) to invite your participation in SIDC events, education programmes and activities ;
 - (h) provide you with services and updates in relation to our public education programme ;
 - (i) administer and conduct the Securities Commission licensing examinations and CPE requirements;
 - (j) any of our business activities or the Security Commission’s regulatory related activities;
 - (k) conducting internal activities such as market surveys, trend analysis, data analytics to improve our products and services; and
 - (l) any purpose related to the foregoing.
4. Your personal data is and will be collected from you and/or from the information you have provided:
 - (a) on the website and your emails;
 - (b) on the social media platform which includes Facebook and Instagram;
 - (c) in all forms associated with training and certification or qualification programmes, functions and events including but not limited to the programme registration forms;
 - (d) in all forms associated with exams including but not limited to the exam registration forms;
 - (e) in all corresponding documents such as but not limited to agreements, quotation and invoices;
 - (f) through your participation in our activities and programmes; and
 - (g) any information that you have provided and will provide us from time to time.

5. You may access and request for correction of your personal data and to contact us with any enquiries or complaints in respect of your personal data (including the possible choices and means for limiting the processing of your personal data or to cease or not begin processing your personal data for purposes of direct marketing) from:

Designation:	Manager
Telephone number:	03-6204 8529
Mailing address:	Securities Industry Development Corporation (SIDC) No.3, Persiaran Bukit Kiara Bukit Kiara 50490 Kuala Lumpur
E-mail address:	pdp@sidc.com.my

In accordance with the PDPA:

- (a) We may charge a prescribed fee for processing your request for access or correction; and
 - (b) We may refuse to comply with your request for access or correction to your personal data and if we refuse to comply with such request, we will inform you of our refusal and reason for our refusal.
6. Your personal data may be disclosed to parties such as but not limited to banks, auditors, governmental departments and/or agencies, regulatory and/or statutory bodies, business partners, service providers and any such third party requested or authorised by you for any of the above Purposes or any other purpose for which your personal data was to be disclosed at the time of its collection or any other purpose directly related to any of the above Purposes.
7. If you fail to supply to us the above personal data, we may not be able to process your personal data for any of the above Purposes.
8. Your personal data may be transferred to a place outside Malaysia.
9. You are responsible for ensuring that the personal data you provide us is accurate, complete and not misleading and that such personal data is kept up to date.
10. We may request your assistance to procure the consent of third parties whose personal data is provided by you to us and you agree to use your best endeavours to do so.
11. We reserve the right to amend this notice at any time and will place notice of such amendments on our website at www.sidc.com.my or via any other mode that we view suitable.
12. In the event of any inconsistency between the English version and the Bahasa Malaysia version of this notice, the English version shall prevail over the Bahasa Malaysia version.

UNTUK CALON PEPERIKSAAN PELESENAN SURUHANJAYA SEKURITI

NOTIS DI BAWAH AKTA PERLINDUNGAN DATA PERIBADI 2010

Akta Perlindungan Data Peribadi 2010 (selepas ini disebut sebagai “PDPA”) yang mengawal selia pemprosesan data peribadi untuk tujuan transaksi komersial adalah terpakai terhadap Securities Industry Development Corporation (selepas ini disebut sebagai “SIDC”, “kami”, atau “kita”). Dalam notis bertulis ini, terma-terma “data peribadi” dan “pemprosesan” mempunyai maksud seperti yang ditakrif dalam PDPA.

1. Notis bertulis ini bertujuan untuk memaklumkan kepada anda bahawa data peribadi anda sedang diproses oleh atau bagi pihak SIDC dan anda bersetuju kepada pemprosesan data peribadi anda.
2. Data peribadi yang diproses oleh pihak kami termasuk tanpa had nama, nombor kad pengenalan (No.KP), nombor pasport, nombor telefon, alamat, alamat e-mel, gambar, jawatan, nama syarikat, nombor Lesen Wakil Peniaga Pasaran Modal (Nombor CMSRL), Nombor Pekerja Kepada Orang Berdaftar (Nombor ERP), kelayakan dan butiran-butiran yang lain yang anda telah berikan kepada kami yang terkandung di dalam dokumen dokumen seperti yang ditetapkan dalam Perenggan 4 notis ini.
3. Kami sedang memproses data peribadi anda termasuk apa-apa maklumat tambahan yang mungkin anda berikan kemudian untuk maksud-maksud berikut (“Maksud-maksud”):
 - (a) melaksanakan kewajipan kontraktual kami dengan anda (atau syarikat anda, jika terpakai);
 - (b) memberikan produk dan perkhidmatan yang berkaitan dengan program-program latihan kami dan/atau khidmat nasihat;
 - (c) memberikan maklumat dan/atau perkembangan terkini mengenai program latihan, program pensijilan/kelayakan SIDC, rakan kongsi atau pembekal perkhidmatan SIDC;
 - (d) melaksanakan semua fungsi berkaitan dengan pelantikan anda sebagai pembekal perkhidmatan kami;
 - (e) melaksanakan semua fungsi yang berkaitan dengan pengambilan kerja para siswazah dalam industri pasaran modal;
 - (f) melaksanakan semua fungsi berkaitan dengan pemerolehan dan proses pembayaran SIDC;
 - (g) Untuk menjemput penyertaan anda untuk acara-acara, program-program pendidikan dan aktiviti-aktiviti SIDC;
 - (h) memberikan perkhidmatan dan maklumat terkini berkenaan dengan program-program pendidikan awam kami;
 - (i) menyelaras dan mengendalikan pemeriksaan perlesenan dan pematuhan CPE yang dikenakan oleh Suruhanjaya Sekuriti;
 - (j) apa-apa aktiviti perniagaan kami atau aktiviti-aktiviti yang berkaitan dengan pengawalseliaan Suruhanjaya Sekuriti;
 - (k) menjalankan kegiatan dalaman seperti tinjauan pasaran, analisis kecenderungan dan analisis data untuk menambahbaik produk dan perkhidmatan kami; dan
 - (l) apa-apa maksud lain yang berkaitan dengan yang tersebut di atas.
4. Data peribadi anda akan dan telah dikumpulkan daripada anda dan/atau maklumat yang anda telah berikan kepada kami:
 - (a) di laman web dan melalui e-mel anda;
 - (b) di platform-platform media sosial termasuk tanpa had seperti Facebook dan Instagram;
 - (c) semua borang-borang yang berkaitan dengan program-program latihan dan pensijilan atau kelayakan, fungsi-fungsi dan acara termasuk tetapi tidak terhad kepada borang pendaftaran program;
 - (d) semua borang yang berkaitan dengan peperiksaan termasuk tetapi tidak terhad kepada borang pendaftaran peperiksaan;
 - (e) semua dokumen yang bersamaan seperti tetapi tidak terhad kepada perjanjian, sebut harga dan invois;
 - (f) melalui penyertaan anda di dalam aktiviti-aktiviti dan program-program kami; dan
 - (g) apa-apa maklumat yang anda telah berikan dan akan beri kepada kami dari semasa ke semasa.

5. Anda boleh mengakses dan memohon untuk membuat pembetulan terhadap data peribadi anda serta menghubungi kami untuk sebarang pertanyaan atau aduan berkenaan dengan data peribadi anda (termasuk pilihan-pilihan dan cara-cara yang mungkin untuk mengehadikan pemprosesan data peribadi anda atau untuk memberhentikan atau tidak memulakan pemprosesan data peribadi anda bagi tujuan pemasaran langsung) daripada:

Jawatan:	Pengurus
Nombor Telefon:	03-6204 8529
Alamat Surat Menyurat:	Securities Industry Development Corporation (SIDC) No.3, Persiaran Bukit Kiara Bukit Kiara 50490 Kuala Lumpur
Alamat e-mel:	pdpa@sidc.com.my

Selaras dengan PDPA:

- (a) Kami berhak untuk mengenakan bayaran fi yang ditetapkan untuk pemprosesan permintaan anda untuk mengakses atau membuat pembetulan; dan
 - (b) Kami berhak untuk tidak mematuhi permintaan anda untuk mengakses atau untuk membuat pembetulan ke atas data peribadi anda dan sekiranya kami enggan mematuhi permintaan tersebut, kami akan memaklumkan kepada anda tentang keengganan kami berserta alasan-alasan kami.
6. Data peribadi anda mungkin dizahirkan kepada pihak seperti tetapi tidak terhad kepada bank, juruaudit, jabatan dan/atau agensi kerajaan, badan-badan pengawalseliaan dan/atau berkanun, rakan kongsi, pembekal perkhidmatan dan mana-mana pihak ketiga seperti yang diminta atau dibenarkan oleh anda untuk mana-mana Maksud-maksud yang dinyatakan di atas atau untuk maksud lain di mana maklumat peribadi anda telah dizahirkan pada masa pengumpulannya atau untuk maksud lain yang mempunyai hubungan secara langsung dengan mana-mana Maksud-maksud yang dinyatakan di atas.
 7. Sekiranya anda gagal untuk memberikan kepada kami data peribadi anda seperti yang dinyatakan di atas, maka kami mungkin tidak dapat memproses data peribadi anda untuk Maksud-maksud yang dinyatakan.
 8. Data peribadi anda mungkin dipindahkan ke lokasi-lokasi di luar Malaysia.
 9. Anda bertanggungjawab untuk memastikan bahawa data peribadi yang anda berikan kepada kami adalah tepat, lengkap, tidak mengelirukan dan terkini.
 10. Kami boleh meminta kerjasama anda untuk mendapatkan persetujuan pihak-pihak ketiga yang anda telah berikan data peribadi mereka kepada kami dan anda bersetuju untuk berusaha sedaya upaya untuk membuat demikian.
 11. Kami berhak untuk meminda Notis ini pada bila-bila masa dan akan memberikan notis mengenai pemindaan tersebut di dalam laman web kami pada www.sidc.com.my atau melalui cara lain yang kami pertimbangkan adalah sesuai.
 12. Sekiranya terdapat sebarang ketidakseragaman di antara versi Bahasa Inggeris dan Bahasa Malaysia ke atas Notis ini, maka versi Bahasa Inggeris akan digunakan.