

## HKTA Certified Trust Practitioner™ Accreditation Program

### Provisions for Certified Trust Practitioner™ (“CTP”) Designation

#### Experienced Practitioner Exemption

##### 1. Introduction

The HKTA recognises that there are many experienced practitioners in the trust industry in Hong Kong. We understand that they do not wish to sit through 42 hours of lectures and take examinations on subjects on which they are already well versed, but would like to receive the CTP designation. HKTA has therefore made available an Experienced Practitioner Exemption (“EPE”).

Industry participants qualifying under the EPE will be awarded the CTP designation.

The CTP designation given under the EPE route will apply continuously, provided certain criteria (as set out below under section 3 & 4 are met by the CTP holder.

The success of the EPE application will be judged by the HKTA Accreditation Committee (“AC”) comprising of at least 6 trust industry experts who are HKTA members and who have already qualified for the CTP designation either through the EPE route or by passing the Trust Training Certificate (“TTC”) course. A HKSI representative will also sit on the AC. The AC may also second from time to time, members or others who are experts in specific trust areas where an application requires such expertise.

##### 2. Application Process and Timing

In order to qualify for EPE, an application must be made to the HKTA secretariat/accreditation committee. The committee will provide the forms and documents and referee requirements which the applicant must complete and submit. A processing fee for EPE will be HKD 5,000 and is not refundable for an unsuccessful application. You should therefore not apply for EPE qualification unless you have satisfied the minimum criteria laid out under Section 3 below. The processing fee must accompany your application form.

The AC will meet every 2 months to consider applications. These dates will be published in advance on the HKTA website ([www.hktrustees.com/accreditation](http://www.hktrustees.com/accreditation)) and your application must be provided to the HKTA secretariat at least 3 weeks before the next AC sitting in order for your application to be considered at that next sitting. Please make sure you have provided all information including references and the application form is correctly and fully completed.

If the AC believes you have the necessary qualifications for EPE, you will then be asked to attend an interview with the AC.

The AC will inform you of a decision on your application within 3 weeks of your interview.

Once you have received formal notification of your successful application, you will be required to join the HKTA as an individual member and pay a membership fee of HKD2,000. Once membership application is processed you will be awarded the CTP certificate, be entered into HKTA's register of CTP designees, and you will be entitled to have this designation on your business card.

### **3. Minimum requirements to be considered for EPE**

**3.1 Requirement 1.** You need to have "*relevant hands-on experience*" in the trust industry.

"*Relevant*" *experience* may include experience in one or more of:

private trusts,  
commercial trusts,  
unit trusts,  
corporate/bond trusts,  
pre IPO trusts  
employee benefit /share trusts  
retirement scheme trusts  
acting as trustee

"*Hands-on*" *experience* means that you are currently, or have, not longer than 3 years ago, been actively engaged in the management, supervision, structuring, establishment and/or ongoing administration of the trusts mentioned above and /or acting as trustee thereto.

**3.2 Requirement 2.** You will also need to satisfy one of the following conditions regarding your length of experience:

1. You will need at least 10 years of relevant hands-on experience in Hong Kong;

Or

2. At least 10 years of overall relevant hands-on trust industry experience across other jurisdictions with a minimum of 2 years' relevant hands-on experience in Hong Kong;

Or

3. At least 10 years of overall relevant hands-on trust experience outside Hong Kong, plus have been awarded the TEP STEP designation, plus have undertaken Unit 6 (Trusts and Compliance) of the HKTA TTC..

Or

4. You have a law degree specialising in trusts and have at least 2 years relevant hands-on experience in the trust industry and you have undertaken Unit 6 (Trusts and Compliance) of the HKTA TTC course.

Or

5. You have 7 years relevant hands on experience in the trust industry and you have undertaken and have successfully passed all of Part A units of the HKTA TTC course including the Part A examination.

Or

6. You have at least 5 years relevant hands on experience in the trust industry, have successfully undertaken all of Part A of the HKTA TTC course and passed the Part A examination and you have lectured on at least two topics in Part B of the HKTA TTC course and have achieved a satisfactory lecturer rating by students.

The AC will generally not consider granting EPE in any circumstances other than the above. An appeal for special consideration to be granted EPE based on other merits may be applied for at an additional cost of HKD2,000. However, the granting of EPE in such circumstances would generally also be accompanied by a requirement for you to complete certain units of the TTC course.

Your relevant hands-on experience level must be evidenced in a detailed CV. The expected information to be contained in your CV is set out in the EPE - Application Form.

### **3.3 Requirement 3.** You will need at least 3 referees to support your application.

1. 2 referees must be provided by HKTA members who are already CTP designees and who are familiar with and can attest to your experience. A list of designees is provided on the HKTA website. *(Note: This requirement for HKTA members to be CTP designees will be waived for 2018 and referees can simply be HKTA members or employed by HKTA's corporate members attesting);*
2. The third referee should be a senior person (director/CEO) from your work organisation who is familiar with your experience and job role and can attest to your relevant hands-on experience. Once the new registration process for TCSP's is in place, your work place referees

must be provided by or endorsed by one of the directors who is recorded as fit and proper on the TCSP registration for your organisation.

Please note that if your hands-on experience under Requirement 2 has been completed with different employers you will need to obtain additional references from your previous employers sufficient to cover the required length of experience.

### **3.4 Requirement 4: You must be a member of the HKTA as an individual member.**

This applies even if your employer is also a corporate member. Your HKTA membership carries the requirement for you to be a Fit and Proper person and to adhere to the Best Practice Guidelines set out by the HKTA. A fee of HKD2,000 per annum will apply for your individual membership.

## **4. Continuous Professional Training (“CPT”)**

### **4.1 Qualifying requirements**

As part of your HKTA CTP designation you will be required to undertake 6 hours of relevant continuous professional training in each calendar year following the award of your designation.

If you fail to complete your CPT or do not submit your completed form within the one-month deadline, you will lose your CTP designation and be removed from the register.

The annual cost of your CTP designation will be HKD1,000 which is in addition to your individual HKTA membership fee. This fee covers the time taken by HKTA to review your CPT attendance and update your compliance details in the CTP register.

Please refer to our website [www.hktrustees.com/accreditation](http://www.hktrustees.com/accreditation) for details on the CPT requirements.

## **5. Loss of CTP designation**

You will lose your CTP designation in the event of any of the following occurring:

- a) If you are disciplined by any regulatory authority including MPFA, SFC, Law Society, Companies Registry or an equivalent overseas regulatory authority;
- b) If you are a director designated as Fit and Proper under the TCSP licensing regime and you lose this status (except for reasons of resignation of your position);
- c) If you do not fulfill the CPT requirements;
- d) If you do not submit your CPT results within one month of the due date;

- e) If you do not renew and pay your HKTA individual membership and the CPT processing fee within one month of the due date.

Generally, the above will be rigidly enforced. However, if you believe there are extenuating circumstances, you may appeal to the AC through the HKTA secretariat. Fees will apply for any appeal process.

## 6. Submitting Your Application

**Step 1.** Please fully complete the Application Form and sign it. Please remember to have your referees complete and sign it where applicable. Please complete Appendix A on the Application Form on previous employment where required.

**Step 2.** Please attach to your application form:

- a. A copy of your HK Identity Card or Passport
- b. A detailed\* CV.

\*Your CV should include the following information:

- a) full details of your academic and/or industry qualifications. Please include copies of your academic/industry certificates demonstrating the designation has been awarded.
  - b) full details of your current and previous job titles and the specific tasks you have performed in those roles and state whether you have undertaken that task or have manage/supervised that task.
  - c) State which industry associations you are a member of/director of and what contribution you have made to that association (committee work, seminars, lectures, exam setting etc.)
- c. A cheque for HKD5,000 made payable to **“HK Trustees’ Association Ltd”**

**Step 3.** Please send :

- ✓ the completed application form,
- ✓ a copy of your HKID card or passport,
- ✓ your CV with attachments and
- ✓ your cheque

To :

The Hong Kong Trustees' Association  
Attention : EPE Accreditation Committee  
C/- Deacons  
6/F, Alexandra House,  
Chater Road,  
Central,  
Hong Kong.

If you have any queries on this form or the application in general please contact us:  
Email: [accreditation@hktrustees.com](mailto:accreditation@hktrustees.com) and use subject heading "EPE Accreditation"