

## HKTA Certified Trust Practitioner™ Accreditation Program

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

#### Experienced Practitioner Exemption

#### 1. Introduction

The HKTA recognizes 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 sections 3 & 4) are met by the CTP holder.

The success of the EPE application will be judged by the HKTA Membership Sub-Committee (“MSC”) comprising of at least 6 trust industry experts who are HKTA members and 4 of them have already qualified for the CTP designation either through the EPE route or by passing the Trust Training Certificate (“TTC”) course.

#### 2. Application Process and Timing

In order to qualify for EPE, an application must be submitted to the HKTA secretariat. Applicant must complete and submit the required application form and supporting documents with an EPE processing fee of HKD 5,000 (non-refundable for an unsuccessful application). You should only apply for CTP designation via EPE unless you have satisfied the minimum criteria laid out under Section 3 below..

The MSC will meet on regular basis to consider applications. Please make sure you have provided all the required information including references, and the application form is correctly and fully completed.

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

The MSC will inform you of a decision on your application within 4 weeks of your submission or interview, whichever is later.

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 print this designation (i.e. CTP) 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, or  
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 course.

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 MSC 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 with a fee of HKD2,000 which is non-refundable regardless of the appeal outcome. 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 CTP and who are familiar with and can attest to your experience. A list of CTP is available on the HKTA website.
2. The third referee should be a senior person (director/CEO) from your work organization who is familiar with your experience and job role and can attest to your relevant hands-on experience. As the new registration process for TCSP's is already in place, the reference from your work place must be provided by or endorsed by one of the directors who is recorded as fit and proper on the TCSP registration for your organization.

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 an HKTA 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 the maintenance of 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 may 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**

A CTP will lose his/her CTP designation in the event of any of the following occurring:

- a) If he/she is disciplined by any regulatory authority including, but not limited to, MPFA, SFC, Law Society, Companies Registry or an equivalent overseas regulatory authority;
- b) If he/she is a director designated as Fit and Proper under the TCSP licensing regime and he/she loses this status (except for reasons of resignation of your position);
- c) If he/she does not fulfill the CPT requirements;
- d) If he/she does not submit his/her CPT results within one month of the due date;
- e) If he/she does not renew and pay his/her HKTA individual membership and the CPT processing fee within one month of the due date.

Generally, the above will be rigidly enforced. However, if applicants believe there are extenuating circumstances, they may appeal to the MSC through the HKTA secretariat. Fees may apply for any appeal process, and the details will be advised prior to actual processing.

## **6. Submitting Your Application**

**Step 1.** Carefully fill up and sign the Application Form. Make sure to have all referees information completed with signature where applicable. Please also complete Appendix A of the Application Form on any previous employment, where required.

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

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

\*Your detailed CV should include the following information:

- a) full details of your academic and/or industry qualifications. Please include certified true copies of your academic/industry certificates demonstrating the designation has been awarded. The qualified certifiers include lawyers, accountants, company secretaries, bankers, and TCSP directors registered in Hong Kong.
  - 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 managed/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 process fee of HKD5,000 (cheques to be made payable to “**HK Trustees’ Association Ltd**”).

**Step 3.** Please send :

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

To :

The Hong Kong Trustees’ Association  
Attention : Membership Sub-Committee  
Room 1103, 11/F, V. Heun Building, No 138, Queen’s Road Central, Hong Kong

If you have any queries regarding the above, please contact us at:

Email: [accreditation@hktrustees.com](mailto:accreditation@hktrustees.com) and quote “EPE Accreditation” as the caption.