

## **Financial Practitioners FinTech Training Programme 2022** **Webinars Series**

### **Guides and Notes for the Applicants**

#### **You are required to:**

- Read this Guides and Notes related to the Financial Practitioners FinTech Training Programme 2022– Webinars Series before submitting your application.
- Contact Hong Kong Cyberport Management Company Limited (“HKCMCL”) by email [fp@cyberport.hk](mailto:fp@cyberport.hk) when you have any enquiries about the application.

#### **1 Introduction**

- 1.1 The Financial Services and the Treasury Bureau (“FSTB”) has commissioned Cyberport to launch the Financial Practitioners FinTech Training Programme 2022 – Webinar Series, with a view to deepening in-service financial practitioners’ understanding of Fintech, thereby promoting wider FinTech adoption by financial institutions, and further accelerating digital transformation of the financial services sectors. The Webinars Series seeks to provide subsidies for financial practitioners to enroll FinTech specific training programmes. This Guides and Notes set out the arrangement of subsidy to in-service financial practitioners of financial institutions and Hong Kong financial services industry trade associations (the “financial practitioners”) for enrolling Webinars Series calibrated to the needs of in-service financial practitioners and decision-makers. A series of 12 sessions of FinTech webinars will be conducted from May 2022 to September 2022, following with a graduation ceremony.

#### **2 The Subsidy**

- 2.1 Up to total 120 fully subsidised seats of the 12 FinTech Webinar Series, for which up to 20 fully subsidised seats per session, could be allocated to each eligible financial institutions and trade associations for their in-service practitioners to join in the conditions that the Cyberport Academy Attendance Policy comply (please refer to clause 5.1 in this document for the Cyberport Academy Attendance Policy details). The listed fee of each Webinar Series is HK\$775 per head per session.
- 2.2 e-Certificate will be issued via Cyberport Academy portal: eligible participants will receive e-Certificate weblink from Cyberport Academy portal for their own record and to be shared with employers.

- 2.3 1-month free playback video with English/Chinese transcript: all participants could watch the webinar playback with English/Chinese transcript (Beta version) at Cyberport Academy portal free-of-charge for 1 month.
- 2.4 To encourage financial institutions and practitioners to embrace fintech, the below 3 awards will be presented at the Graduation Ceremony to the eligible companies and individuals, (please refer to clause 6 in this document for details) :
- (1) FinTech Talent Development Award 2022
  - (2) FinTech Talent Award 2022
  - (3) FinTech Transformation Award 2022

### 3 Eligibility

- 3.1 Applicants must be financial institutions regulated by financial regulators, including The Securities and Futures Commission (the “SFC”), The Insurance Authority (the “IA”), The Mandatory Provident Fund Schemes Authority (the “MPFA”) and The Hong Kong Monetary Authority (the “HKMA”), and/or trade associations in the securities and insurance sectors.

### 4 Application Process and Terms and Conditions

- 4.1 An applicant must fill in and email the application form of Webinar Series (Doc Ref: CFPFTP Application Form WS FI 2022 or CFPFTP Application Form WS TA 2022) with following company documents to HKCMCL on or before the 25 March 2022:

4.1.1 Business Registration

4.1.2 Company / Association Logo (high resolution, AI format preferred)

Application Deadline	25 March 2022
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- 4.2 Cyberport will send out confirmation email upon receiving of the application form and the supporting documents. The documents submitted will be evaluated and the approval process will take at least 7 working days.
- 4.3 Once the application is approved, registered financial institutions and trade associations should follow the below enrolment procedures:
- 4.3.1 A unique institution code will be sent to the Principal Contact Person of the application form. The Principal Contact Person is required as the representative of the registered financial institutions or trade associations for centralised communication and arrangement of the Webinar Series.
  - 4.3.2 The registered financial institutions or trade associations could allocate up to 20

fully subsidized seats to the targeted financial practitioners for each session of the Webinar Series.

- 4.3.3 The individual financial practitioners assigned by the registered financial institutions or trade associations should enroll and pay the refundable listed price of HK\$775 per head per session individually with the unique institution code through Cyberport Academy portal (<https://academy.cyberport.hk/fintech-training>) on or before 5 working days of the training date of each session of the Webinar Series.
- 4.3.4 HK\$775 will be refunded upon verifying participated attendance that complied with Cyberport Academy Attendance Policy. The arrangement will be made with 30 working days to enrolled financial practitioners' credit cards after each webinar session.
- 4.3.5 Individual enrolled financial practitioner failed to comply with the Cyberport Academy Attendance Policy, as penalty, the enrolled listed fee of HK\$775 per head per session will not be refunded.
- 4.3.6 If the enrolled financial practitioners could not attend the registered webinar(s), they shall inform Cyberport by email at least 3 working days before the webinar date and refund of credit card payment could be arranged, otherwise no refund will be given.
- 4.3.7 With the account of the Cyberport Academy portal, all enrolled financial practitioners could watch the webinar playback with English/Chinese transcript (Beta version) at Cyberport Academy portal free-of-charge for 1 month.
- 4.3.8 The targeted financial practitioners should make sure all data are correctly entered on Cyberport Academy portal including the following:
  - 4.3.8.1 full name of their respective financial institutions or trade associations
  - 4.3.8.2 email domain of the respective financial institutions or trade associations
  - 4.3.8.3 full names of the participants for issuing certificates.
- 4.4 The information and personal data collected will be used for the purpose of administration and communication on the Webinar Series only.
- 4.5 The session topics, contents and the speakers are subject to change, HKCMCL reserves the right to cancel, modify and/or postpone the Webinar Series due to unforeseen circumstances or any other circumstances, and the final decision is made by HKCMCL.

## 5 Certificate and Continuing Professional Development/Training ("CPD/CPT")

- 5.1 An electronic certificate of attendance issued by Cyberport Academy will be given to financial practitioner who completed each session of the Webinar Series, in the conditions that the Cyberport Academy Attendance Policy is complied. According to the Cyberport

Academy Attendance Policy, the enrolled financial practitioners will not be given any CPD/CPT and/or attendance record if they are late and/or absent from the class for more than a total of 15 minutes.

- 5.2 2 CPD/CPT hour will be given to individual financial practitioner who completed each session of the Webinar Series, in the conditions that the Cyberport Academy Attendance Policy is complied.
- 5.3 The attendance report of the financial practitioners for each session will be generated to the Principal Contact Person(s) of the respective registered financial institutions and trade associations monthly for their internal record.
- 5.4 If all the enrolled practitioners of registered financial institutions and trade associations are absent in any one session of the Webinar Series, as penalty, the respective financial institution and trade association cannot enrol the next session of the Webinar Series.
- 5.5 The penalty of the enrolled list fee will be used by HKCMCL for the purposes of public mission activities.

## 6 Awards

- 6.1 To appraise commitment to foster digital transformation and the talent development, as well as to recognize the outstanding performance of the FinTech talents in the Webinars Series, HKCMCL sets up three awards for encouragement. Financial institutions, and trade associations and financial practitioners in compliance with the Cyberport Academy Attendance Policy are eligible for obtaining the below awards and the awards will be presented at the graduation ceremony of the Programme.
  - 6.1.1 FinTech Talent Development Award 2022: awards to financial institutions and/or trade associations nurtured the greatest number of financial practitioners who fulfil the Cyberport Academy Attendance Policy.
  - 6.1.2 FinTech Talent Award 2022: awards to individual financial practitioner, who have attended all 12 sessions of the Webinars Series and complied with Cyberport Academy Attendance Policy.
  - 6.1.3 FinTech Transformation Award 2022: awards to financial institutions and/or trade associations which adopted local FinTech companies' applications within the period between January to October 2022.