

Step-By-Step Guide For Examination Registration Purposes

1. Step 1 - Minimum Entry Requirements*

Before you register for the Examination, you have to meet all the pre-requisites as specified, i.e. you:

- (a) must be at least 18 years of age;
- (b) should be a Singapore Citizen / Singapore Permanent Resident or foreigner who is ordinarily resident in Singapore at the point of registering for the Programme / Examination;
- (c) should preferably be engaged in financial services activities;
- (d) must have successfully completed the Capital Markets & Financial Advisory Services (CMFAS) Examination Module 5 and Module 8 or Module 9, as well as Health Insurance examination.

If you do not meet any of the above-mentioned requirements, you will not be able to register for the Examination.

***Important Note - Original Supporting Documents To Produce For Verification Purposes For:**

Item 1(a) & (b) above: NRIC / valid Employment pass.

2. Step 2 - Website Information, Advisory Note & Student Contract

You must thoroughly read and understand the following details as posted on the SCI Website:

all prevailing Contents information, including the Examination Registration Policies, as well as the [Examination Rules & Regulations](#).

3. Step 3 - Signing Of Advisory Note & Student Contract

- (a) When you are ready to register for the 1st module, you must make an appointment by calling the Singapore College of Insurance (SCI) at: 6221 2336 and come personally to the SCI, to sign the abovementioned documents as required; bringing along your NRIC / valid Passport. The address and operating hours of the SCI are available [here](#).
- (b) At the SCI, an officer will assist you with any queries relating to the Advisory note and the student contract, before you sign a copy in his presence.
- (c) Upon signing, you will receive a copy of the signed documents via e-mail..

- (d) For subsequent signing of the Advisory Note and Student Contract, please contact SCI on the module that you are going to register. We will send you the relevant documents by e-mail for you to sign digitally.

NB: Signing of these documents will be in relation to the examinations already opened for registration. These documents need to be signed for each module of the programme.

4. Step 4 - Online Examination Registration & Payment

- (a) You can proceed to register online for the examination module(s) and make the correct fee payment accordingly.
- (b) Immediately after you have made the payment, you may proceed to the SCI reception to collect your Study Text.
- (c) Should you decide to withdraw from the respective modules within the Cooling-Off Period of seven (7) working days from the date of signing the Student Contract, you must complete and submit the "Withdrawal Form For CPE-Registered Programme" in person at SCI during office hours. You must return the original signed Student Contract(s) and the study text(s) issued, in its original condition. Otherwise, a fee of \$107.00 (inclusive of 7% GST) will be charged per study text.