



Singapore College  
of Insurance

# CHARTERED FINANCIAL CONSULTANT®/SINGAPORE (ChFC®/S)

## DIPLOMA IN PERSONAL FINANCIAL PLANNING (DPFP) - Self Study

Eligible to apply for IBF Qualified (Level 1) upon passing ChFC01/DPFP01, leading to the award of SCI Certificate in Financial Planning.

Eligible to apply for IBF Advanced (Level 2) upon passing ChFC01/DPFP01 to DPFP05E, leading to the award of SCI Diploma in Personal Financial Planning (DPFP), subject to experience requirement.

Eligible to apply for IBF Advanced (Level 3) upon passing ChFC01/DPFP01 to ChFC09, leading to the award of ChFC®/S under licence from The American College of Financial Services, subject to experience requirement.

### Self-Study Option

# 2024

We highly encourage candidates to go through the Training & Assessment route.  
For more information, please refer to the Training & Assessment brochure [here](#)

Month	Module	Opening Registration Date
January	ChFC01/DPFP01 - ChFC07	15 Dec 2023
February	ChFC01/DPFP01 - ChFC07	15 Dec 2023
March	ChFC01/DPFP01 - ChFC07	2 Jan 2024
April	ChFC01/DPFP01 - ChFC07	1 Feb 2024
May	ChFC01/DPFP01 - ChFC07	1 Mar 2024
June	ChFC01/DPFP01 - ChFC07	1 Apr 2024
July	ChFC01/DPFP01 - ChFC07	1 May 2024
August	ChFC01/DPFP01 - ChFC07	3 Jun 2024
September	ChFC01/DPFP01 - ChFC07	1 Jul 2024
October	ChFC01/DPFP01 - ChFC07	1 Aug 2024
November	ChFC01/DPFP01 - ChFC07	2 Sep 2024
December	ChFC01/DPFP01 - ChFC07	1 Oct 2024

Registrations will close two working days before each examination date.

For ChFC08 Opening and Closing Registration Dates, please see Table 6.  
ChFC09 Opening and Closing Registration Dates follow those of ChFC08.

### DIPLOMA IN PERSONAL FINANCIAL PLANNING (DPFP) - SELF STUDY

This is a 36-month CPE-Registered Programme (part-time).

ChFC01/DPFP01	Financial Planning: Process and Environment
ChFC02/DPFP02	Risk Management, Insurance and Retirement Planning
ChFC03/DPFP03	Tax, Estate Planning and Legal Aspects of Financial Planning
ChFC04/DPFP04	Investment Planning
ChFC05/DPFP05	Personal Financial Plan Construction
DPFP05E	Skills and Ethics for Financial Advisers

PROGRESSION  
PATHWAY

### CHARTERED FINANCIAL CONSULTANT®/ SINGAPORE (ChFC®/S)

Awarded by the Singapore College of Insurance under  
licence from The American College of Financial Services

ChFC01/DPFP01	Financial Planning: Process and Environment
ChFC02/DPFP02	Risk Management, Insurance and Retirement Planning
ChFC03/DPFP03	Tax, Estate Planning and Legal Aspects of Financial Planning
ChFC04/DPFP04	Investment Planning
ChFC05/DPFP05	Personal Financial Plan Construction
ChFC06	Planning for Business Owners and Professionals
ChFC07	Wealth Management and Financial Planning
ChFC08	Financial Planning Applications
ChFC09	Ethics for the Financial Services Professional

Awarded by the Singapore College of Insurance under  
licence from The American College of Financial Services



The SCI launched a new professional certification programme called “Diploma in Personal Financial Planning” (DPFP) on 9 November 2020.

**The Diploma programme comprises the following six modules viz:**

- ChFC01/DPFP01 Financial Planning: Process and Environment
- ChFC02/DPFP02 Risk Management, Insurance and Retirement Planning
- ChFC03/DPFP03 Tax, Estate Planning and Legal Aspects of Financial Planning
- ChFC04/DPFP04 Investment Planning
- ChFC05/DPFP05 Personal Financial Plan Construction
- DPFP05E Skills And Ethics For Financial Advisers

Upon passing each of the DPFP modules, the candidate will be exempted from the respective ChFC®/S modules.

Those who complete and pass the first five modules of ChFC®/S + DPFP05E of DPFP and have at least 3 years of Financial Planning experience are eligible to apply for IBF Advanced (Level 2).

For enquiries pertaining to DPFP/ChFC®/S, please email: [dpfp@scidomain.org.sg](mailto:dpfp@scidomain.org.sg)

**TABLE 1: MODULE FEES & RETAKER FEES (SELF STUDY)**

Note: A one-time non-refundable registration fee of S\$32.70 (inclusive of GST at prevailing rate) is applicable at the time of first admission into the programme. The registration fee is not funded.

**FEE FOR CHFC/S MODULES (SELF-SPONSORED PARTICIPANTS ONLY).  
COMPANY-SPONSORED CANDIDATES PLEASE CONTACT SCI.**

Module	Fee Per Module (with GST at prevailing rate)	First Attempt Fee Per Module (with GST at prevailing rate)	Clawback Amount Per Module	Retaker Fee Per Module (with GST at prevailing rate)
	Full Fee (Before Funding)	Net Fee payable to SCI (After Funding)		Funding not applicable
ChFC01/DPFP01- ChFC05/DPFP05	S\$392.40 Per Module	S\$140.40 (For Singapore Citizens aged 40 and above)  S\$212.40 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$252.00 (70% of module fee)  S\$180.00 (50% of module fee)	S\$196.20
DPFP05E (Online Learning & Examination)	S\$109.00	S\$39.00 (For Singapore Citizens aged 40 and above)  S\$59.00 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$70.00 (70% of module fee)  S\$50.00 (50% of module fee)	S\$109.00
ChFC06-ChFC07	S\$392.40 Per Module	S\$140.40 (For Singapore Citizens aged 40 and above)  S\$212.40 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$252.00 (70% of module fee)  S\$180.00 (50% of module fee)	S\$196.20
ChFC08 14-hour Tutorial (Online in 2022)		S\$253.50 (For Singapore Citizens aged 40 and above)	S\$455.00 (70% of module fee)	S\$163.50 (Tutorial)
1-hour Practicum Assessment (Online)	S\$708.50	S\$383.50 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$325.00 (50% of module fee)	S\$163.50 (Practicum Assessment)
3-hour Written Case Study Assessment				S\$81.75 (Case Study Written Assesment)

## TABLE 1: MODULE FEES & RETAKER FEES (SELF STUDY)

Note: A one-time non-refundable registration fee of S\$32.70 (inclusive of GST at prevailing rate) is applicable at the time of first admission into the programme. The registration fee is not funded.

### FEE FOR CHFC/S MODULES (SELF-SPONSORED PARTICIPANTS ONLY). COMPANY-SPONSORED CANDIDATES PLEASE CONTACT SCI.

Module	Fee Per Module (with GST at prevailing rate)	First Attempt Fee Per Module (with GST at prevailing rate)	Clawback Amount Per Module	Retaker Fee Per Module (with GST at prevailing rate)
	Full Fee (Before Funding)	Net Fee payable to SCI (After Funding)		Funding not applicable
ChFC09 (Online Learning & Examination)	S\$109.00	S\$39.00 (For Singapore Citizens aged 40 and above)	S\$70.00 (70% of module fee)	S\$54.50
		S\$59.00 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$50.00 (50% of module fee)	
Total for ChFC08 and ChFC09	S\$817.50	S\$292.50 (For Singapore Citizens aged 40 and above)	S\$525.00 (70% of module fee)	-
		S\$442.50 (For Singapore Citizens aged below 40 and Singapore PRs)	S\$375.00 (50% of module fee)	

Payment must be made at the time of registering for the examination(s) at the SCI website at: <https://www.scicollege.org.sg> via credit card. SkillsFuture Credit is not applicable for all modules under the DFPF/ChFC/S Programmes.

## FUNDING

### FUNDING (only for first examination attempt)

- Funded Under IBF Standards Training Scheme (IBF-STTS)

Only Singapore Citizens or Singapore Permanent Residents who are physically based in Singapore are eligible for funding.

#### For 70% course fee subsidies for Singapore Citizens aged 40 and above:

- Course to commence with effect from 1 January 2023 and candidates to fulfil all the course requirements as well as pass all the examinations/assessments no later than 120 calendar days from the respective course end date as stipulated by the IBF funding policy.
- Assessment-only course to commence with effect from 1 January 2023 and candidates to pass the examination/assessment no later than 120 calendar days from the registered examination date as stipulated by the IBF funding policy.

#### For 50% course fee subsidies for Singapore Citizens aged below 40 and all Singapore Permanent Residents:

- Course to commence with effect from 1 January 2023 and candidates to fulfil all the course requirements as well as pass all the examinations/assessments no later than 120 calendar days from the respective course end date as stipulated by the IBF funding policy.
- Assessment-only course to commence with effect from 1 January 2023 and candidates to pass the examination/assessment no later than 120 calendar days from the registered examination date as stipulated by the IBF funding policy.

#### Important Note :

- **For self-sponsored trainees, GST funding support has been removed with effect from 3 October 2022. In other words, self-sponsored trainees will have to pay the GST component in addition to the course fee for Course/Assessment-only course that commence from 3 October 2022.**
- **For candidate who opts for net fee funding, SCI reserves the right to claw back the full amount from the candidate if he/she does not successfully complete the programme within the stipulated deadline.**

Please refer to the IBF website at <https://www.ibf.org.sg/programmes/Pages/IBF-STTS.aspx> for more details.

## ADVISORY NOTE, STUDENT CONTRACT & WITHDRAWAL POLICY DURING AND AFTER COOLING-OFF PERIOD FOR CHFC01/DPFP01 - CHFC05/DPFP05 AND DPFP05E

### Signing of Advisory Note & Student Contract For ChFC01/DPFP01 - ChFC05/DPFP05 and DPFP05E

All candidates whether self-sponsored or company-sponsored are required to sign an Advisory Note as well as an electronic Student Contract with SCI before registering for the DPFP modules. The SCI offers a Cooling-Off Period of 7 working days from the date of signing the Student Contract. Should a candidate decide to withdraw from the DPFP programme within the Cooling-Off Period, he must notify SCI by way of electronic mail (email). A full refund of Net Fee paid including one time registration fee of S\$32.70 (inclusive of GST at prevailing rate) paid by the candidate, if any, will be made by the SCI to the candidate within 14 days from the date of withdrawal in such instance. The date of withdrawal must fall within the 7 working days from the contract signed date by both parties. No withdrawal is allowed after the cooling-off period, for whatsoever reasons. candidates are advised to check the course/examination details, including the exemption policy, before submission.

To sign the Advisory Note and Student Contract, candidates will contact SCI via email at talk2us@scidomain.org.sg or call the SCI officer during office hours at 62212336 to request the Advisory Note and Student Contract to be sent to them via Adobe Sign. They are also required to state the preferred examination dates for these funded modules as deadlines to pass these modules to be eligible for the IBF-STS funding will be counted from the examination dates that candidates have selected.

## SIGNING OF CLAWBACK CONTRACT FOR ChFC06-ChFC09

Candidates who wish to register for ChFC06 to ChFC09 are required to sign the Clawback Contract electronically pertaining to Clawback Provision, Registration Policy, Rescheduling Policy and Refund Policy before the registration can be confirmed.

To sign the Clawback Contract, candidates will contact SCI via email at talk2us@scidomain.org.sg or call the SCI officer during office hours at 62212336 to request the Clawback Contract to be sent to them via Adobe Sign. They are also required to state the preferred examination dates for these funded modules as deadlines to pass these modules to be eligible for the IBF-STS funding will be counted from the examination dates that candidates have selected.

### Clawback Provision

The Student Contract and Clawback Contract provide for the Clawback Provision whereby in the event that candidates should fail and/or neglect to pass the examinations or for whatever reason(s) within the specified deadline(s) as stated in Deadline to Pass as stipulated by the IBF funding policy, they will not be entitled or eligible to get funding for part of the fees under the IBF-STS funding scheme. Candidates, thereby, undertake to pay the SCI for the indicated clawback amount invoiced, and will have to settle the payment within 7 working days from the invoice date.

### For Self-Study Only (SS)

For the candidate on the Self-Study Only (SS) pathway, the SCI will claw back the necessary module fee, depending on the subsidy granted. For details on the amount to be clawed back, please refer to Table 2.

### Attendance Requirement

Candidates are also required to scan the QR code(s) presented in the assessment/examination room(s) to meet the funding eligibility requirement for attendance.

**TABLE 2: CLAWBACK AMOUNT PER MODULE**

Module	Funding Support	Clawback Amount per module
ChFC01/DPFP01 ChFC02/DPFP02 ChFC03/DPFP03 ChFC04/DPFP04 ChFC05/DPFP05	70% of module fee	S\$252.00
ChFC06 ChFC07	50% of module fee	S\$180.00
ChFC08	70% of module fee	S\$455.00
	50% of module fee	S\$325.00
DPFP05E ChFC09	70% of module fee	S\$70.00
	50% of module fee	S\$50.00

**TABLE 3: EXAMINATION / ASSESSMENT FORMAT & STRUCTURE**

Module	Examination Duration	Examination Format	Total Marks/ Grade Allocated	Pass Requirement
ChFC01/DPFP01 Financial Planning: Process and Environment	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC02/DPFP02 Risk Management, Insurance and Retirement Planning	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC03/DPFP03 Tax, Estate Planning and Legal Aspects of Financial Planning	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC04/DPFP04 Investment Planning	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC05/DPFP05 Personal Financial Plan Construction	2 Hours	50 Multiple-Choice Questions (case-based)	50 Marks	35 Marks
DPFP05E Skills and Ethics for Financial Advisers	30 Minutes	30 Multiple-Choice Questions	30 Marks	24 Marks
ChFC06 Planning for Business Owners and Professionals	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC07 Wealth Management and Financial Planning	2 Hours	100 Multiple-Choice Questions	100 Marks	70 Marks
ChFC08 Financial Planning Applications - Practicum Assessment	1 Hour	One-on-one Presentation of Financial Plan to the Assessor	Only "Competent" or "Not-Yet-Competent"	To be assessed as "Competent"
ChFC08 Financial Planning Applications - Case Study Written Assessment	3 Hours	2 Case Studies (6 Short Essay Questions each)	150 Marks	105 Marks
ChFC09 Ethics for the Financial Services Professional (Online)	45 Minutes	30 Multiple-Choice Questions	30 Marks	24 Marks



# SCHEDULE

## Examination Schedule for January 2024

TABLE 4A: EXAMINATION SCHEDULE AND TIME - JANUARY 2024							
Module	Examination Schedule	Examination Time	Deadline To Pass				
ChFC01/DPFP01	8 January 24	9:00am - 11:00am	7 May 24				
	15 January 24		14 May 24				
	22 January 24		21 May 24				
ChFC02/DPFP02	9 January 24		9:00am - 11:00am	8 May 24			
	16 January 24			15 May 24			
	23 January 24			22 May 24			
ChFC03/DPFP03	10 January 24			9:00am - 11:00am	9 May 24		
	17 January 24				16 May 24		
ChFC04/DPFP04	11 January 24				9:00am - 11:00am	10 May 24	
	18 January 24					17 May 24	
ChFC05/DPFP05	12 January 24					9:00am - 11:00am	11 May 24
	19 January 24						18 May 24
	26 January 24	25 May 24					
ChFC06	8 January 24	11:30am - 1:30pm					7 May 24
	15 January 24						14 May 24
	22 January 24		21 May 24				
ChFC07	9 January 24		11:30am - 1:30pm				8 May 24
	16 January 24						15 May 24
	23 January 24			22 May 24			

## Examination Schedule for February 2024

TABLE 4B: EXAMINATION SCHEDULE AND TIME - FEBRUARY 2024							
Module	Examination Schedule	Examination Time	Deadline To Pass				
ChFC01/DPFP01	5 February 24	9:00am - 11:00am	4 June 24				
	19 February 24		18 June 24				
ChFC02/DPFP02	6 February 24		9:00am - 11:00am	5 June 24			
	13 February 24			12 June 24			
ChFC03/DPFP03	20 February 24			9:00am - 11:00am	19 June 24		
	7 February 24				6 June 24		
	14 February 24				13 June 24		
ChFC04/DPFP04	21 February 24				9:00am - 11:00am	20 June 24	
	8 February 24					7 June 24	
	15 February 24					14 June 24	
ChFC05/DPFP05	22 February 24					9:00am - 11:00am	21 June 24
	9 February 24						8 June 24
	16 February 24	15 June 24					
ChFC06	23 February 24	11:30am - 1:30pm					22 June 24
	5 February 24		4 June 24				
	19 February 24		18 June 24				
ChFC07	6 February 24		11:30am - 1:30pm	5 June 24			
	13 February 24			12 June 24			
	20 February 24			19 June 24			

Dates are subject to changes.

## Examination Schedule for March 2024

**TABLE 4C: EXAMINATION SCHEDULE AND TIME - MARCH 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	4 March 24	9:00am - 11:00am	2 July 24
	11 March 24		9 July 24
	18 March 24		16 July 24
ChFC02/DPFP02	5 March 24		3 July 24
	12 March 24		10 July 24
	19 March 24		17 July 24
ChFC03/DPFP03	6 March 24		4 July 24
	13 March 24		11 July 24
	20 March 24		18 July 24
ChFC04/DPFP04	7 March 24		5 July 24
	14 March 24		12 July 24
	21 March 24		19 July 24
ChFC05/DPFP05	8 March 24		6 July 24
	15 March 24		13 July 24
	22 March 24		20 July 24
ChFC06	4 March 24	11:30am - 1:30pm	2 July 24
	11 March 24		9 July 24
	18 March 24		16 July 24
ChFC07	5 March 24		3 July 24
	12 March 24		10 July 24
	19 March 24		17 July 24

## Examination Schedule for April 2024

**TABLE 4D: EXAMINATION SCHEDULE AND TIME - APRIL 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	1 April 24	9:00am - 11:00am	30 July 24
	8 April 24		6 August 24
	15 April 24		13 August 24
ChFC02/DPFP02	2 April 24		31 July 24
	9 April 24		7 August 24
	16 April 24		14 August 24
ChFC03/DPFP03	3 April 24		1 August 24
	17 April 24		15 August 24
	4 April 24		2 August 24
ChFC04/DPFP04	11 April 24		9 August 24
	18 April 24		16 August 24
	5 April 24		3 August 24
ChFC05/DPFP05	12 April 24		10 August 24
	19 April 24		17 August 24
	ChFC06		1 April 24
8 April 24		6 August 24	
15 April 24		13 August 24	
ChFC07	2 April 24	31 July 24	
	9 April 24	7 August 24	
	16 April 24	14 August 24	

*Dates are subject to changes.*

## Examination Schedule for May 2024

**TABLE 4E: EXAMINATION SCHEDULE AND TIME - MAY 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	6 May 24	9:00am - 11:00am	3 September 24
	13 May 24		10 September 24
	20 May 24		17 September 24
ChFC02/DPFP02	7 May 24		4 September 24
	14 May 24		11 September 24
	21 May 24		18 September 24
ChFC03/DPFP03	8 May 24		5 September 24
	15 May 24		12 September 24
	22 May 24		19 September 24
ChFC04/DPFP04	9 May 24		6 September 24
	16 May 24		13 September 24
	23 May 24		20 September 24
ChFC05/DPFP05	10 May 24		7 September 24
	17 May 24		14 September 24
	24 May 24		21 September 24
ChFC06	6 May 24	11:30am - 1:30pm	3 September 24
	13 May 24		10 September 24
	20 May 24		17 September 24
ChFC07	7 May 24		4 September 24
	14 May 24		11 September 24
	21 May 24		18 September 24

## Examination Schedule for June 2024

**TABLE 4F: EXAMINATION SCHEDULE AND TIME - JUNE 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	3 June 24	9:00am - 11:00am	1 October 24
	10 June 24		8 October 24
ChFC02/DPFP02	4 June 24		2 October 24
	11 June 24		9 October 24
	18 June 24		16 October 24
ChFC03/DPFP03	5 June 24		3 October 24
	12 June 24		10 October 24
	19 June 24		17 October 24
ChFC04/DPFP04	6 June 24		4 October 24
	13 June 24		11 October 24
	20 June 24		18 October 24
ChFC05/DPFP05	7 June 24		5 October 24
	14 June 24		12 October 24
	21 June 24		19 October 24
ChFC06	3 June 24		11:30am - 1:30pm
	10 June 24	8 October 24	
ChFC07	4 June 24	2 October 24	
	11 June 24	9 October 24	
	18 June 24	16 October 24	

*Dates are subject to changes.*



## Examination Schedule for July 2024

**TABLE 4G: EXAMINATION SCHEDULE AND TIME - JULY 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	1 July 24	9:00am - 11:00am	29 October 24
	8 July 24		5 November 24
	15 July 24		12 November 24
ChFC02/DPFP02	2 July 24		30 October 24
	9 July 24		6 November 24
	16 July 24		13 November 24
ChFC03/DPFP03	3 July 24		31 October 24
	10 July 24		7 November 24
	17 July 24		14 November 24
ChFC04/DPFP04	4 July 24		1 November 24
	11 July 24		8 November 24
	18 July 24		15 November 24
ChFC05/DPFP05	5 July 24		2 November 24
	12 July 24		9 November 24
	19 July 24		16 November 24
ChFC06	1 July 24	11:30am - 1:30pm	29 October 24
	8 July 24		5 November 24
	15 July 24		12 November 24
ChFC07	2 July 24		30 October 24
	9 July 24		6 November 24
	16 July 24		13 November 24

## Examination Schedule for August 2024

**TABLE 4H: EXAMINATION SCHEDULE AND TIME - AUGUST 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	5 August 24	9:00am - 11:00am	3 December 24
	12 August 24		10 December 24
	19 August 24		17 December 24
ChFC02/DPFP02	6 August 24		4 December 24
	13 August 24		11 December 24
	20 August 24		18 December 24
ChFC03/DPFP03	7 August 24		5 December 24
	14 August 24		12 December 24
	21 August 24		19 December 24
ChFC04/DPFP04	8 August 24		6 December 24
	15 August 24		13 December 24
	22 August 24		20 December 24
ChFC05/DPFP05	16 August 24		14 December 24
	23 August 24		21 December 24
	ChFC06		5 August 24
12 August 24		10 December 24	
19 August 24		17 December 24	
ChFC07	6 August 24	4 December 24	
	13 August 24	11 December 24	
	20 August 24	18 December 24	

*Dates are subject to changes.*

## Examination Schedule for September 2024

**TABLE 4I: EXAMINATION SCHEDULE AND TIME - SEPTEMBER 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass
ChFC01/DPFP01	2 September 24	9:00am - 11:00am	31 December 24
	9 September 24		7 January 25
	16 September 24		14 January 25
ChFC02/DPFP02	3 September 24		1 January 25
	10 September 24		8 January 25
	17 September 24		15 January 25
ChFC03/DPFP03	4 September 24		2 January 25
	11 September 24		9 January 25
	18 September 24		16 January 25
ChFC04/DPFP04	5 September 24		3 January 25
	12 September 24		10 January 25
	19 September 24		17 January 25
ChFC05/DPFP05	6 September 24		4 January 25
	13 September 24		11 January 25
	20 September 24		18 January 25
ChFC06	2 September 24	11:30am - 1:30pm	31 December 24
	9 September 24		7 January 25
	16 September 24		14 January 25
ChFC07	3 September 24		1 January 25
	10 September 24		8 January 25
	17 September 24		15 January 25

## Examination Schedule for October 2024

**TABLE 4J: EXAMINATION SCHEDULE AND TIME - OCTOBER 2024**

Module	Examination Schedule	Examination Time	Deadline To Pass	
ChFC01/DPFP01	7 October 24	9:00am - 11:00am	4 February 25	
	14 October 24		11 February 25	
	21 October 24		18 February 25	
ChFC02/DPFP02	8 October 24		5 February 25	
	15 October 24		12 February 25	
	22 October 24		19 February 25	
ChFC03/DPFP03	9 October 24		6 February 25	
	16 October 24		13 February 25	
ChFC04/DPFP04	10 October 24		7 February 25	
	17 October 24		14 February 25	
ChFC05/DPFP05	11 October 24		8 February 25	
	18 October 24		15 February 25	
	25 October 24		22 February 25	
ChFC06	7 October 24		11:30am - 1:30pm	4 February 25
	14 October 24			11 February 25
	21 October 24	18 February 25		
ChFC07	8 October 24	5 February 25		
	15 October 24	12 February 25		
	22 October 24	19 February 25		

*Dates are subject to changes.*

## Examination Schedule for November 2024

TABLE 4K: EXAMINATION SCHEDULE AND TIME - NOVEMBER 2024				
Module	Examination Schedule	Examination Time	Deadline To Pass	
ChFC01/DPFP01	4 November 24	9:00am - 11:00am	4 March 25	
	11 November 24		11 March 25	
	18 November 24		18 March 25	
ChFC02/DPFP02	5 November 24		5 March 25	
	12 November 24		12 March 25	
	19 November 24		19 March 25	
ChFC03/DPFP03	6 November 24		6 March 25	
	13 November 24		13 March 25	
	20 November 24		20 March 25	
ChFC04/DPFP04	7 November 24		7 March 25	
	14 November 24		14 March 25	
	21 November 24		21 March 25	
ChFC05/DPFP05	8 November 24		8 March 25	
	15 November 24		15 March 25	
	22 November 24		22 March 25	
ChFC06	4 November 24		11:30am - 1:30pm	4 March 25
	11 November 24			11 March 25
	18 November 24			18 March 25
ChFC07	5 November 24	5 March 25		
	12 November 24	12 March 25		
	19 November 24	19 March 25		

## Examination Schedule for December 2024

TABLE 4L: EXAMINATION SCHEDULE AND TIME - DECEMBER 2024				
Module	Examination Schedule	Examination Time	Deadline To Pass	
ChFC01/DPFP01	2 December 24	9:00am - 11:00am	1 April 25	
	9 December 24		8 April 25	
	16 December 24		15 April 25	
ChFC02/DPFP02	3 December 24		2 April 25	
	10 December 24		9 April 25	
	17 December 24		16 April 25	
ChFC03/DPFP03	4 December 24		3 April 25	
	11 December 24		10 April 25	
	18 December 24		17 April 25	
ChFC04/DPFP04	5 December 24		4 April 25	
	12 December 24		11 April 25	
	6 December 24		5 April 25	
ChFC05/DPFP05	13 December 24		12 April 25	
	20 December 24		19 April 25	
	ChFC06		2 December 24	11:30am - 1:30pm
9 December 24			8 April 25	
16 December 24			15 April 25	
ChFC07	3 December 24		2 April 25	
	10 December 24	9 April 25		
	17 December 24	16 April 25		

Dates are subject to changes.

## Schedule for DFP5E - January to December 2024

**Table 5: Schedule for DFP5E - January to December 2024**

Month	Registration Starts	Registration Closes	Commencement of online course	Completion of online course Exam dates	Onsite Exam Date and Time	Deadline to Pass
January	2 Jan 2024	12 Jan 2024	19 Jan 2024	8 Feb 2024	14 Feb 2024	13 Jun 2024
February	5 Feb 2024	16 Feb 2024	23 Feb 2024	14 Mar 2024	20 Mar 2024	18 Jul 2024
March	4 Mar 2024	15 Mar 2024	22 Mar 2024	11 Apr 2024	17 Apr 2024	15 Aug 2024
April	1 Apr 2024	12 Apr 2024	19 Apr 2024	9 May 2024	15 May 2024	12 Sep 2024
May	6 May 2024	17 May 2024	24 May 2024	13 Jun 2024	19 Jun 2024	17 Oct 2024
June	3 Jun 2024	14 Jun 2024	21 Jun 2024	11 Jul 2024	17 Jul 2023	14 Nov 2024
July	1 Jul 2024	12 Jul 2024	19 Jul 2024	8 Aug 2024	14 Aug 2024	12 Dec 2024
August	5 Aug 2024	16 Aug 2024	23 Aug 2024	12 Sep 2024	18 Sep 2024	16 Jan 2025
September	2 Sep 2024	13 Sep 2024	20 Sep 2024	10 Oct 2024	16 Oct 2024	13 Feb 2025
October	7 Oct 2024	18 Oct 2024	25 Oct 2024	14 Nov 2024	20 Nov 2024	20 Mar 2025
November	4 Nov 2024	15 Nov 2024	22 Nov 2024	12 Dec 2024	18 Dec 2024	17 Apr 2025
December	2 Dec 2024	13 Dec 2024	20 Dec 2024	9 Jan 2025	15 Jan 2025	15 May 2025

## Table 6: Schedule for ChFC08 & ChFC09

(Note: Dates are subject to changes.)

Intake	Registration Starts	Registration Closes	14-hour Tutorial (Online)* 9am to 5pm	Financial Plan Submission Deadline- Submit by 11:59PM	1- hour Practicum Assessment (via Virtual Platform)	ChFC08 3-hour Case Study Written Assessment (9am - 12.15pm)	ChFC09 (Online Assessment)	ChFC09 (Onsite Exam)	Release of SMART Certificate of Completion for ChFC08 (by 5pm)	Release of ChFC®/S SMART Certificate Parchment (by 5pm)	Deadline to Pass (ChFC08 & ChFC09)
1 Jan 2024	2 Jan 2024	22 Jan 2024	25, 26 Jan 2024	12 Feb 2024	19, 20, 21 Feb 2024	1 Mar 2024	4 Mar 2024	6 Mar 2024	22 Mar 2024	12 Apr 2024	29 Jun 2024
1 Mar 2024	19 Feb 2024	11 Mar 2024	14, 15 Mar 2024	31 Mar 2024	8, 9 Apr 2024	19 Apr 2024	22 Apr 2024	24 Apr 2024	10 May 2024	31 May 2024	17 Aug 2024
1 May 2024	22 Apr 2024	13 May 2024	16, 17 May 2024	2 Jun 2024	10, 11, 12 Jun 2024	21 Jun 2024	24 Jun 2024	26 Jun 2024	12 Jul 2024	2 Aug 2024	19 Oct 2024
1 Jul 2024	24 Jun 2024	15 Jul 2024	18, 19 Jul 2024	4 Aug 2024	12, 13, 14 Aug 2024	23 Aug 2024	26 Aug 2024	28 Aug 2024	13 Sep 2024	4 Oct 2024	21 Dec 2024
1 Sep 2024	26 Aug 2024	9 Sep 2024	12, 13 Sep 2024	29 Sep 2024	7, 8, 9 Oct 2024	18 Oct 2024	21 Oct 2024	23 Oct 2024	8 Nov 2024	29 Nov 2024	15 Feb 2025
1 Nov 2024	14 Oct 2024	4 Nov 2024	7, 8 Nov 2024	24 Nov 2024	2, 3, 4 Dec 2024	13 Dec 2024	16 Dec 2024	18 Dec 2024	3 Jan 2025	24 Jan 2025	12 Apr 2025

\*At the end of the 14-hour tutorial, candidates will be provided with instructions on how to book the 1-hour Practicum Assessment.

Dates are subject to changes.

# COMPLETION REQUIREMENTS

for ChFC08

## Candidates must take note that you will be required to:

- Attend a compulsory 14-hour tutorial for ChFC08 which will be conducted by the SCI according to the course schedule in Table 6.
- Achieve 100% Class Attendance.
- Submit a Financial Plan for Practicum Assessment online.
- Pass a 1-hour Practicum Assessment.
- Pass a 3-hour Case Study Written Assessment.

## Candidates are also required to provide a verbal consent of the following before the Tutorial, Practicum Assessment and Case Study Written Assessment:

- Consent to be photographed, videoed and recorded while attending the Tutorial, Practicum Assessment and Case Study Written Assessment.
- Consent given to SCI officer(s) to sight the NRIC (front & back) for ID verification purpose, to capture and match the last 4 characters of the NRIC with those registered in the SCI system.

## REGISTRATION LINK FOR CHFC08

To register, please click here: <https://www.scicollege.org.sg/Exam/ExamRegistration>

ChFC/S > View Details & Schedule > Register For ChFC08: Click Here

## SUBMISSION OF FINANCIAL PLAN

SCI Portal > Dashboard > upload ChFC08 Financial Plan  
> Select File > (upload your zipped file, not exceeding 25 MB) > Submit > Confirmation Page

- Each candidate is given 2 weeks to complete the financial plan after the tutorial.
- If the submission deadline is missed, the candidate is deemed to have failed the ChFC08 module and he is required to retake the Practicum Assessment with a retake fee of S\$163.50 (inclusive of GST at prevailing rate) within the same intake and fulfil completion requirement of ChFC08 by the stipulated deadline. If not, the clawback provision kicks in.
- As certain tablets, including the iPad, do not permit the usage of the camera function and screen-sharing function simultaneously, tablets are discouraged during the Practicum Assessment.
- The system allows submission of only 1 file, which can be a zipped one containing multiple files.
- Submission can only be done **ONCE**.
- Files should not contain any password.
- File size cannot exceed 25 MB.

## BOOKING PROCEDURE FOR PRACTICUM ASSESSMENT

SCI Portal > Dashboard > Register for ChFC08 Practicum Assessment > (Select your timeslot) > Submit > Confirmation Email

## ITEMS TO PREPARE

For the Tutorial, please prepare your Identification Document (NRIC/Passport), pen, paper, and a non-programmable financial calculator. For the Practicum Assessment, please prepare your Identification Document (NRIC/Passport) and a digital copy of your financial plan. For the Case Study Written Assessment, please bring your Identification Document (NRIC/Passport), non-programmable financial calculator. You may also bring your financial plan, one piece of double-sided A4-sized crib sheet and a pen when you sit for the Case Study Written Assessment.

# COURSE REQUIREMENTS

for ChFC09

Candidates must complete and pass the online course before taking the on-site examination as stipulated in Table 6. If a candidate fails the on-site examination or fails to fulfil the course requirements for ChFC09, the candidate will be required to re-register for ChFC09 at the retaker fee of S\$54.50 (inclusive of GST at prevailing rate). Retaker fee is not eligible for funding.

# RELEASE OF RESULT SLIPS, SMART CERTIFICATE OF COMPLETION FOR CHFC08 & CHFC09 AND SMART OVERALL CERTIFICATE PARCHMENT FOR CHFC®/S

For ChFC01/DPFP01 - ChFC05/DPFP05 and ChFC06 - ChFC07, a Certificate of Attendance will be issued upon fulfilling the attendance requirement for the tutorials five working days after the last tutorial.

For ChFC01/DPFP01 - ChFC05/DPFP05, ChFC06 - ChFC07, DPFP05E & ChFC09 examinations, candidates will receive their examination results immediately upon completion of the computer mode examinations.

Candidates will receive a SMART Certificate Parchment for the Diploma in Personal Financial Planning (DPFP) within a month after all the required modules, ChFC01/DPFP01 - ChFC05/DPFP05 and DPFP05E have been completed and passed. (Note: ChFC01/DPFP01 is exempted for Cert FPC holders).

For ChFC08, upon fulfilling all completion requirements for ChFC08 on Page 13, a SMART Certificate of Completion will be issued to candidates on the "Release of SMART Certificate of Completion for ChFC08 Dates" as shown on Page 12.

For ChFC09, a SMART Certificate of Completion will be issued within 5 working days once all the online course requirements are fulfilled. A Result Slip will be issued immediately upon completion of the on-site examination.

All SMART Certificates will be sent to the email address of the candidate in the SCI system.

## USE OF DPFP DESIGNATION

Candidates need not apply for the DPFP Designation. Upon successful completion of the examination modules from ChFC01/DPFP01 to DPFP05E within the specified time frame, you will be eligible to use the certification designation: Dip SCI (DPFP).

## USE OF ChFC®/S DESIGNATION

There is no need to apply for the ChFC®/S designation. You may start to use your ChFC®/S designation on the day when you have received the overall SMART Certificate Parchment and Code of Ethics Certificate.

## OVERALL CERTIFICATE PARCHMENT FOR ChFC®/S

With effect from ChFC08 March 2021 intake, for those who have successfully attained their ChFC®/S, we will no longer issue hard copy of the Overall Certificate Parchment for ChFC®/S. Instead, the ChFC®/S holder will receive an overall SMART Certificate Parchment together with the Code of Ethics Certificate on the "Release of ChFC®/S SMART Certificate Parchment Dates" as shown on Page 12. An email will be sent to the ChFC®/S holder from our third-party vendor CV Trust (support@cvtrust.com) on the date as shown in Table 6.

The Code of Ethics Certificate is issued to the ChFC®/S holder who is deemed to agree to abide by the Code of Ethics for as long as he is a holder of the designation. If the ChFC®/S holder fails to abide by the Code of Ethics, the SCI has the right to deny the award of the designation and/or suspend the use of the designation in the event that the SCI determines that the ChFC®/S holder has violated the Code of Ethics.

If the ChFC®/S holder wishes to practise in the US, he will need to take the US equivalent papers for the ChFC®/US title. The ChFC®/S title is not transferable in this case.

For details on the "Guidelines For Designation Trademark Use", please refer to: [https://www.scicollege.org.sg/docs/Guidelines\\_for\\_ChFC\\_CLU\\_Designations.pdf](https://www.scicollege.org.sg/docs/Guidelines_for_ChFC_CLU_Designations.pdf)

## TARGET Audience

- Financial Planners / Life Insurance Advisers;
- Relationship Managers;
- Bancassurance Staff; and
- Other insurance professionals whose job responsibilities require in-depth knowledge of financial planning principles, practices and products, and those wishing to obtain a professional financial planning qualification for their career advancement.

# ENTRY

# Requirements

- At least 18 years of age;
- A minimum of 10 years of formal education; and
- Preferably be in financial services activities.

# REGISTRATION

# Policies

## The Order By Which Modules Must Be Passed

1. ChFC01/DPFP01-ChFC04/DPFP04 can be taken in any order. However, ChFC05/DPFP05 can only be taken upon passing ChFC01/DPFP01-ChFC04/DPFP04.
2. If candidates want to pursue the DPFP qualification, then they are required to take and pass DPFP05E which can only be taken after passing DPFP01-DPFP05 and they must pass by the clawback deadline.
3. Candidates can register for ChFC06 and/or ChFC07 only upon passing ChFC01/DPFP01-ChFC05/DPFP05 or having been exempted from ChFC01/DPFP01-ChFC05/DPFP05 (see Exemption section).
4. Candidates can register for ChFC08 only upon passing ChFC01/DPFP01-ChFC07.
5. ChFC09 must be registered for together with ChFC08.
6. Maximum number of modules allowed to register for is **TWO**.

Candidates will encounter registration issues if the above order is not followed.

### IMPORTANT NOTE:

Registrations for ChFC/DPFP examinations from ChFC01/DPFP01 to ChFC07 open two months ahead of the examination date and close two working days before the examination date. As for ChFC08 and ChFC09, please refer to Table 6.

You will need to provide your full name (as shown in your NRIC/passport), personal mobile number and RNF number at the time of registration. No cancellation or withdrawal of registration is allowed once registration is submitted. All registrations are subject to review and SCI reserves the right to reject any applications.

# HOW TO

# Register

## For ChFC01/DPFP01 - ChFC07 (Self-Study)

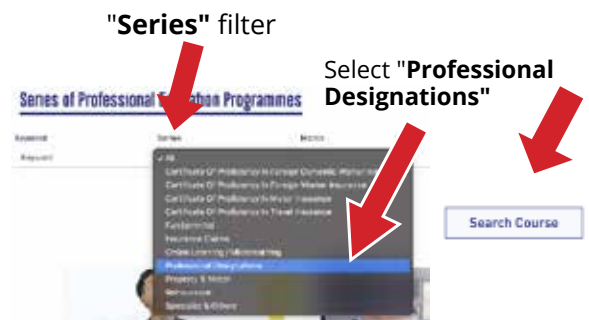
To register for ChFC01/DPFP01-ChFC07 (Self-Study), please click this link at: <https://www.scicollge.org.sg/Exam/ExamRegistration> and navigate to "**ChFC/S and CLU/S**" tab. Click [**Register**]. Before you register and pay for ChFC01/DPFP01 - ChFC07, you are required to sign the Student Contract for ChFC01/DPFP01-ChFC05/DPFP05 & DPFP05E and the Clawback Contract for ChFC06 & ChFC07 (refer to Page 4).

## For ChFC08 & ChFC09

To register for ChFC08, please go to the SCI website at <https://www.scicollge.org.sg/> and click on "**Professional Education**" navigation link on the homepage. You will see the Screenshot 1.0, go to "**Series**" filter, select "**Professional Designations**" in the dropdown list and click on the "**Search Course**" button on your right. A list of ChFC/DPFP registration links will appear. Please click on the ChFC08 module link to register. When you register for ChFC08, ChFC09 will also be registered together. Before you register and pay for ChFC08 and ChFC09, you are required to sign the Clawback Contract (refer to Page 4).

Screenshot 1.0

## For ChFC08 & ChFC09



## ChFC08 module link



# SWITCHING OF

# Routes

Q: If I am registered for a DPFP or ChFC/S module on the Self-Study mode but I failed, can I switch to T&A track for my retake & to pay net fee for T&A pathway?

A: Yes. If you have registered for any DPFP or ChFC/S module under the net fee and applied for funded amount of the module fee depending on the funding quantum applicable to you at the point of registration, you must make payment for the funded amount within 7 working days from the date of the clawback invoice issued to you before you are allowed to switch to the T&A route.

You will also have to sign a new Student/Clawback Contract (whichever is applicable) for your first-time registration of the module under the T&A pathway. You will also be required to pay an administrative fee of S\$54.50 (inclusive of GST at prevailing rate) and you will be treated as a first-timer for the registered T&A module.

Q: I am registered for the ChFC01/DPFP01 on the T&A pathway, but I failed. Can I switch to Self-Study as a first-timer and pay the prevailing net fee for the module, instead of the retaker fee under the T&A pathway?

A: Candidates are not allowed to switch from T&A pathway to Self-Study mode regardless of modules.

## RESCHEDULING POLICY

### FOR ChFC01/DPFP01 - ChFC07 & ChFC09

#### FOR EXAMINATIONS

If Candidates Submit Their Request*:	Administrative Fee Payable
7 or more working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>No fee is payable for the first time request to reschedule to a date within 45 calendar days from the initial examination date.</li><li>An administrative fee of S\$32.70 (inclusive of GST at prevailing rate) per request is payable for request(s) to reschedule to date(s) more than 45 calendar days from the initial examination date.</li><li>An administrative fee of S\$32.70 (inclusive of GST at prevailing rate) per request is payable for subsequent request to change the examination date/time for that particular examination.</li></ul>
Less than 7 working days but more than 2 working days (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>An administrative fee of S\$32.70 (inclusive of GST at prevailing rate) per request is payable.</li></ul>
2 working days or less (excluding weekends and public holidays) before examination date	<ul style="list-style-type: none"><li>No re-scheduling is allowed</li></ul>

\*Rescheduling applications must be submitted online with payment via the SCI website. Should the candidate decide to reschedule to a later examination date, please note that the time bar will remain as of the first registered examination date.

Note: Counting of the days does not include the actual examination date itself.

If a candidate fails the examination, he will have to retake it with the retaker fee payment of S\$196.20 (inclusive of GST at prevailing rate). In rescheduling, candidates are to take note of the deadlines to take and pass the examinations with IBF-STs funding as there is a Clawback Provision involved for those modules.

### FOR ChFC08

#### FOR 14-HOUR TUTORIAL

Candidates will be allowed to reschedule their 14-hour Tutorial with the rescheduling payment of S\$163.50 (inclusive of GST at prevailing rate) to the next Tutorial dates of the upcoming intake. Rescheduling can be done by the candidates on their own on the SCI website. Candidates are required to observe the deadline to fulfil the qualifying requirements for ChFC08 as there is a Clawback Provision involved.



## FOR PRACTICUM ASSESSMENT

Candidates will be allowed to reschedule their Practicum Assessment with the rescheduling payment of S\$163.50 (inclusive of GST at prevailing rate) to the next available date (within the same intake) set by the SCI. Candidates must be assessed "Competent" before they are allowed to take the Case Study Written Assessment. Candidates are required to observe the deadline to fulfil the qualifying requirements for ChFC08 as there is a Clawback Provision involved.

## FOR CASE STUDY WRITTEN ASSESSMENT

Candidates will be allowed to reschedule their Case Study Written Assessment date with the rescheduling payment of S\$81.75 (inclusive of GST at prevailing rate) to the next Case Study Written Assessment date of the upcoming intake. Rescheduling can be done by the candidates on their own on the SCI website. Candidates are required to observe the deadline to fulfil the qualifying requirements for ChFC08 as there is a Clawback Provision involved.

# ABSENCE ON DAY OF TUTORIAL

## FOR ChFC08 TUTORIAL

If a candidate is absent from tutorial day(s) without any of the valid reasons listed in the section on "Absence on Day of Examination/Assessment" and do not fulfil the 100% class attendance, he will be required to reschedule the 14-hour Tutorial with the rescheduling payment of S\$163.50 (inclusive of GST at prevailing rate) to the next Tutorial dates of the upcoming intake. Rescheduling and payment can be done by the candidates on their own on the SCI website. Candidates are required to observe the deadline to fulfil the qualifying requirements for ChFC08 and ChFC09 as there is a Clawback Provision involved for each module.

# ABSENCE ON DAY OF EXAMINATION/ASSESSMENT

## FOR ChFC01/DPFP01 - ChFC07 & ChFC09 EXAMINATIONS AND ChFC08 PRACTICUM ASSESSMENT / CASE STUDY WRITTEN ASSESSMENT

The SCI will grant a complimentary reschedule for the examination session if the candidate is absent from the examination owing to one of the following reasons:

- Medical grounds (self);
- Bereavement (immediate family member);
- Disabling accident or injury (self);
- Court appearance (self); or
- National Service (self) in accordance with the Enlistment Act (Chapter 93).

This complimentary reschedule will be considered as the candidate's first reschedule. Any reschedule after, even if they fall into the above categories, will be considered as "Subsequent Rescheduling".

Please email the relevant documentary evidence to the SCI within **three working days** from the date of the examination. You will be rescheduled to the next available examination date or within two weeks from the date of the examination you were absent from. SCI accepts only valid medical certificates issued by registered medical practitioners or hospitals in Singapore.

SCI will process the rescheduling application within **four working days** from the date of receipt of the application and complete supporting documentary evidence. If the documentation is in order, an email will be sent to you by the next working day informing that rescheduling of your examination is completed. However, note that there is a Clawback Provision involved for each module.

## APPEAL FOR CASE STUDY WRITTEN ASSESSMENT RESULTS

Please visit SCI website at <https://www.scicollege.org.sg> for details.

# OVERVIEW OF MODULES

## **ChFC01/DFFP01**

### **Financial Planning: Process and Environment**

Provides an overview of the financial planning process, including communication techniques, ethics, risk tolerance, time-value-of-money concepts and financial planning applications. It also offers an understanding of the role and responsibilities of a financial planner, along with some analytical skills to aid in financial decision making.

## **ChFC02/DPFP02**

### **Risk Management, Insurance and Retirement Planning**

Focuses on the use of risk management techniques in treating the risks faced by individuals. It also provides an outline of the basic insurance principles, as well as the various classes of insurance, given the importance of insurance in the risk management process. In addition, it presents the steps in insurance planning to equip the candidates with the knowledge on how to perform insurance planning services.

## **ChFC03/DPFP03**

### **Tax, Estate Planning and Legal Aspects of Financial Planning**

This module highlights the application of income tax laws relating to the transactions of individuals, as well as planning for minimisation and deferral of taxation for the clients.

This module also provides an overview of the legal aspects of financial planning, including common law relating to financial planning, as well as the laws governing successful estate planning. Cases representative of estate planning, including a study of the techniques of estate planning will be presented and discussed.

## **ChFC04/DPFP04**

### **Investment Planning**

This module covers the different risks and returns from the various forms of investments, as well as the types of investment strategies that can be taken, given the increasingly challenging investment environment. It also provides a systematic approach to investment planning and how to deal optimally in a volatile market.

## **ChFC05/DPFP05**

### **Personal Financial Plan Construction**

This module complements the theoretical aspects of financial planning by addressing key practice and plan construction issues. It outlines the essential skills needed to formulate a sound financial plan and how it can be effectively presented. Case studies, with practice questions and answers are also provided to allow for better application of learning.

## **DPFP05E**

### **Skills And Ethics For Financial Advisers**

Ethics and professionalism are two important pillars of the financial industry. The first includes providing professional services and taking into consideration client's best interest. Next is legal compliance. It is important for the financial consultant to be able to see the relationship between ethics and law and how to apply them seamlessly.

## **ChFC06**

### **Planning for Business Owners and Professionals**

This module focuses on the various forms of business structures and highlights the risks and returns involved in a business investment. It also provides insights on buy-sell agreements and the importance of planning for business succession.

## **ChFC07**

### **Wealth Management and Financial Planning**

This module examines the importance of creating and protecting wealth as it has a great impact on clients' current and future lifestyles. It also outlines the proper wealth management techniques and strategies that will help clients to better manage their risks, transfer wealth, and maximise their financial quality of life.

## **ChFC08**

### **Financial Planning Applications**

This module presents a capstone to the ChFC®/S programme by encompassing and encapsulating holistic knowledge that the student has gained from ChFC01 to ChFC07 studies. Case studies and analyses are used to integrate the various planning techniques, tools and products covered in these courses. It also provides practical experience in analysing and solving realistic financial problems of individuals and families, high net-worth individuals and business owners, ranging from simple fact patterns and basic documents to complex situations. Students will gain practical experience in formulating and presenting a holistic Financial Plan covering the 6 steps of financial planning.

## **ChFC09**

### **Ethics for the Financial Services Professional**

This module provides a practical framework for making ethical business decisions in the financial services industry. It covers the importance of ethics as a subject, the eight-step model of ethical decision-making framework and the three obstacles to ethical decision-making. It describes the elements of an ethical organisation and the characteristics of a financial service professional. The module also investigates ethical approaches to placing financial products, determining suitability, and assessing risk. The three issues of replacement, rebating and compensation are also discussed.

## By the end of the 9 modules, candidates will be able to :

- Develop knowledge in the process, tools and concepts of financial planning and investments.
- Use a systematic approach to risk management, insurance and retirement planning.
- Apply the basic tax concepts and skills to deal with individual income, expenses and allowances.
- Learn the various types of estate planning tools, such as wills, trusts, powers of attorney and life insurance.
- Understand the major types of investments and risk profiles.
- Learn the essential skills to formulate a sound financial plan to meet clients' objectives and conform to ethical standards and practices.
- Gain insights on the importance of business succession planning and buy-sell agreements.
- Learn wealth management strategies to better manage clients' risks and assets.
- Develop the ability to design, construct and present a financial plan, and make recommendations to clients, as well as function as an ethical and competent practitioner in the field of financial planning.
- Discuss about ethics in the financial services industry.

## MODE OF EXAMINATION

For each module (ChFC01/DPFP01-ChFC07), candidates are required to take a 2-hour examination (CSE On-site).

For DPFP05E, candidates are required to take a 30-minute examination (CSE On-site).

For ChFC08, candidates will take a 1-hour Practicum Assessment, as well as a 3-hour Case Study Written Assessment.

The 3-hour Case Study Written Assessment will be held on-site at SCI's premises (CSE On-site), unless otherwise advised. Candidates are to take note that in the event the examination is to be remotely proctored, they must take the examination in an enclosed room and must have access to a laptop with inbuilt microphone, speaker and webcam installed as well as a strong and stable Wi-Fi connection.

For ChFC09, candidates are required to take a 45-minute examination (CSE On-site).

## CPD HOURS

## Awarded

- ChFC01/DPFP01 to ChFC05/DPFP05: 2 CPD hours per module for the relevant examination passed
- DPFP05E: 3 CPD hours for online course and 0.5 CPD hours for examination passed
- ChFC06 to ChFC07: 2 CPD hours per module for the relevant examination passed
- ChFC08: 14 CPD hours and an additional 4 CPD hours for the relevant assessment passed (inclusive of 1 General Insurance CPD hour)
- ChFC09 (online): 6 CPD hours

## START AND END DATE OF QUALIFICATION

### For Diploma in Personal Financial Planning (DPFP) - Self Study

Qualification start date shall be the date of the first registered examination date and the end date shall be the date that the candidate passes his last module, which may be 36 months or earlier.

# STUDY TEXTS

**TABLE 7: STUDY TEXTS**

Examination Code	Examination Title	Current Edition
ChFC01/DPFP01	Financial Planning: Process and Environment	2nd Edition
ChFC02/DPFP02	Risk Management, Insurance and Retirement Planning	3rd Edition
ChFC03/DPFP03	Tax, Estate Planning and Legal Aspects of Financial Planning	6th Edition
ChFC04/DPFP04	Investment Planning	1st Edition
ChFC05/DPFP05	Personal Financial Plan Construction	1st Edition
ChFC06	Planning for Business Owners and Professionals	4th Edition
ChFC07	Wealth Management and Financial Planning	3rd Edition
ChFC08	Financial Planning Applications	3rd Edition

### Access to eBooks and eMock Papers/Formula Sheets

Hardcopies will not be issued.

(1) Candidates may access via this link: <https://scicollege.instructure.com>

(2) Use the same credentials to login as your profile created at SCI website.

(3) The examination module(s) which you had registered for would be displayed on your user dashboard.

(4) Access to online study materials will be closed 6 months after the course start date.

**Note: Should a candidate not pass the registered examination after the study text edition change, he will still pay for the retaker fee of S\$196.20 (inclusive of GST at prevailing rate) when he registers to retake the examination.**



# EXEMPTION POLICIES &

# Requirements

Please read the Exemption Policies and Requirements thoroughly before completing the Application Form for Exemption Review for ChFC®/S.

## I - EXEMPTION POLICIES

1. The maximum number of exemptions to be granted to any one candidate is 5 modules, regardless of the number of qualifications held by the candidate.
2. Once an exemption has been granted, the candidate must register for the ChFC®/S Programme within 30 days from the date of the exemption letter. If there is no registration of the ChFC®/S Programme within the 30 days' period, the candidate will need to re-apply for exemption as a fresh application.
3. A candidate can apply for exemption at any stage during his/her study. However, there will not be any fee refund for any module already registered for.
4. Should the candidate decide to apply for exemption after the first registered examination date, the time bar for completion of the ChFC®/S Programme will still start from the examination date which the candidate first registered to sit for.

## II - REQUIREMENTS TO QUALIFY FOR EXEMPTION

To qualify for any relevant exemption, the applicant's qualification in consideration must meet all of the following requirements:

1. The qualification / subject(s) in consideration must match at least 80% of the syllabus of SCI ChFC®/S module to be exempted, and their assessment / examination must be of comparable standard to SCI assessments / examinations with a minimum of 70% match to SCI assessment / examination process.
2. The applicant must have obtained the qualification for not more than 10 years from the date of application.
3. The qualification is awarded by an institution or professional body recognised by SCI.
4. The qualification is of an equivalent or of a higher academic standard than that of SCI qualification. The subject in the applicant's qualification must have been obtained by the applicant by taking the examination and not by exemption or transfer of credit from a course or programme previously taken.
5. Partial qualification obtained from any other institution or professional body will not be considered for exemption. SCI will not entertain any enquiry or appeal in this respect.

Exemptions are granted for the following:

**TABLE 8: EXEMPTION**

Types of Designation Holders	Exempted Modules	Fee Payable (inclusive of GST at prevailing rate)
CFP Holder (FPAS)	ChFC01 to ChFC05	S\$272.50
CFP Holder (FPAS)*	DPFP01 to DPFP04	S\$218.00
CLU/S Holder (SCI)	ChFC01, ChFC02, ChFC04 and ChFC06	No exemption payment is required.
Cert FPC Holder (SCI)	ChFC01/ DPFP01	No exemption payment is required.
DPFP Holder (SCI)	ChFC01 to ChFC05	No exemption payment is required.
SUSS BSc (Finance) Holder*	ChFC01, ChFC02, ChFC03	S\$163.50

\*For CFP Holder (FPAS) pursuing the DPFP, you are required to complete DPFP05 and DPFP05E.

\*Subject to completion of five designated modules (Retirement Planning, Tax & Estate Planning, Risk Management & Insurance Planning, Financial Plan Construction, Managing Your Personal Finances) under the Finance Electives and University Core Courses.

To apply for exemption, please login to your SCI user Account at: <https://www.scicollege.org.sg/Account/Login>. After you login, at the Dashboard please select "Apply for Exemption" and complete the application. In your submission, you are required to upload your VALID e-certificate which is subject to our verification for authenticity before we approve your application.

**Besides the above exemptions, no other exemption requests will be entertained.**

# QUALIFYING REQUIREMENTS

## Education Requirement

A candidate must pass all examinations/assessments and meet all other course requirements for all 9 modules within the 5-year time bar. A candidate must pass all examinations for all 6 (six) modules within the 3-year time bar from the date of first DPFP examination registered for. It is the candidate's responsibility to monitor his own time bar for the examination completion of the DPFP programme. The SCI will not send any notification to remind the candidate in this respect. The 3-year time bar is applicable for those who do not opt in for the IBF-STS funding. Those who seek the IBF-STS funding are subject to the deadline to pass the examinations for each module as per the Clawback provision.

## Experience Requirement

3 years of full-time business experience is required for the award of the ChFC®/S designation. The 3-year period must be within the 5 years immediately preceding the date of the award. An undergraduate or graduate degree from an accredited educational institution qualifies as one year of business experience.

## Ethics Requirement

The Code of Ethics Certificate is issued to the ChFC®/S holder who is deemed to agree to abide by the Code of Ethics for as long as he is a holder of the designation. If the ChFC®/S holder fails to abide by the Code of Ethics, the SCI has the right to deny the award of the designation and/or suspend the use of the designation in the event that the SCI determines that the ChFC®/S holder has violated the Code of Ethics.

**Note: It is the candidate's responsibility to monitor his own time bar for the examination completion of the ChFC®/S programme. SCI will not send any notification to remind the candidate in this respect.**

## TIME BAR

## Requirement

DPFP Self-study candidates are given 3 consecutive years (or 36 months) from the date of first registered examination date to pass all the 6 DPFP modules. Should they wish to proceed with the ChFC®/S programme, they are given another 2 consecutive years (or 24 months) in addition to 3 consecutive years from the date of first DPFP registered examination date to pass the additional 4 ChFC®/S modules for the award of the ChFC®/S designation. It is the candidate's responsibility to monitor his own time bar for the examination completion of the DPFP or ChFC®/S programme. DPFP modules passed or exempted exceeding 3 years (or 36 months) from the date of first registered examination date are considered outdated passes and will not count towards meeting the DPFP qualifying requirements. Similarly, ChFC®/S modules passed or exempted exceeding 5 years (or 60 months) from the date of first registered examination date are considered outdated passes and will not count towards meeting the ChFC®/S qualifying requirements.

If the candidate does not complete all the modules within the time limit, the modules previously passed or exempted will no longer be valid and the candidate will be required to restart the DPFP or ChFC®/S programmes (whichever is applicable) and sit for all the modules. If there are any changes to the modules, SCI will make every effort to ensure that the candidate is not disadvantaged by such changes. There will be a proper transitional arrangement for the candidate. This time bar requirement is applicable to those who are not seeking IBF-STS funding. For those who are seeking the funding, Clawback Provision deadlines are applicable.

As a rule, no extension to the time bar will be considered and no related appeal will also be entertained. However, only on a case-by-case basis, approvals are granted for candidates who wish to appeal against the time bar rule. The candidates are required to write in to the SCI at [talk2us@scidomain.org.sg](mailto:talk2us@scidomain.org.sg) with supporting reasons and documentary evidence. The SCI will only consider any appeal applications for extension by candidates whose time bar has expired. The candidates may write in to the SCI within 30 days from the time bar's expiry date to seek for an extension of the time bar. In the event the candidate writes in earlier than 30 days before the lapse of the time bar, The SCI will advise him to write in to the SCI again after his time bar has expired. The SCI will also not consider any appeals that are written in 30 days after the time bar's expiry date.

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

## Requirement

The holder of ChFC®/S designation must fulfil a Continuing Professional Development (CPD) requirement of 30 hours every two (2) years. If the holder attains the designation in year 2024, the accumulating period will be from year 2025 to year 2026. The CPD hours earned per accumulating period must be from educational activities in acceptable subject matter areas. The holder needs to maintain accurate records of all CPD activities he undertakes, along with a corresponding CPD hours tally, to verify that he complies with the CPD requirements. These records should be kept for at least 12 months after the accumulating period in which the activities occurred. The SCI may request the holder to submit the records for checks if necessary. Should there be a finding that the ChFC®/S holder does not comply with the Continuing Professional Development (CPD) Requirements, he will not be allowed to use the designation till the required CPD hours have been fulfilled accordingly.

# PROGRESSION PATHWAY

## CLU<sup>®</sup>/S

CHARTERED LIFE UNDERWRITER<sup>®</sup>

### CHARTERED LIFE UNDERWRITER<sup>®</sup> / SINGAPORE

- Awarded by SCI,  
under licence from The American College of Financial Services

ChFC<sup>®</sup>/S holders who wish to also obtain CLU<sup>®</sup>/S are only required to complete 4 modules:

- CLUS01 Individual Life Insurance
- CLUS03 Life Insurance Law
- CLUS04 Life Insurance Company Operations
- CLUS08 Group Benefits and Health Insurance



## ChFC<sup>®</sup>/S

CHARTERED FINANCIAL CONSULTANT<sup>®</sup>

### CHARTERED FINANCIAL CONSULTANT<sup>®</sup> /SINGAPORE

- Awarded by SCI,  
under licence from The American College of Financial Services

5-module exemptions granted to DPFP holders, and they are only required to complete 4 modules:

- ChFC06 Planning for Business Owners and Professionals
- ChFC07 Wealth Management and Financial Planning
- ChFC08 Financial Planning Applications
- ChFC09 Ethics for the Financial Services Professional



### DIPLOMA IN PERSONAL FINANCIAL PLANNING (DPFP)

- Awarded by SCI

Cert FPC holders are only required to complete 5 modules:

- DPFP02 Risk Management, Insurance and Retirement Planning
- DPFP03 Tax, Estate Planning and Legal Aspects of Financial Planning
- DPFP04 Investment Planning
- DPFP05 Personal Financial Plan Construction
- DPFP05E Skills and Ethics for Financial Advisers

1 module exemption granted to Cert FPC holders for:

- DPFP01 Financial Planning: Process and Environment



### CERTIFICATE IN FINANCIAL NEEDS ANALYSIS AND PLAN CONSTRUCTION (CERT FPC)

- Awarded by SCI

Eligible to apply for  
the following

## IBF CERTIFICATION

### IBF ADVANCED (LEVEL 3)

- Complete ChFC/DPFP01-ChFC09
- At least 8 years of relevant experience
- Required number of TSCs

### IBF ADVANCED (LEVEL 2)

- Complete ChFC/DPFP01-DPFP05E
- At least 3 years of relevant experience
- Required number of TSCs

### IBF QUALIFIED (LEVEL 1)

- Complete ChFC/DPFP01 or Cert FPC
- Required number of Technical Skills Competencies (TSCs)

# IBF CERTIFICATION

ChFC01 / DPFP01 - Financial Planning: Process and Environment addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
A13. Ethical Culture	Level 3
B1. Account Management	Level 4
B3. Customer Acquisition Management	Level 4
B5. Customer Experience Management	Level 3
B10. Personal Finance Advisory	Level 4
E10. Client Investment Suitability	Level 3
G15. Product Advisory	Level 3
H8. Customer Acceptance Checking and Onboarding	Level 3

ChFC02 / DPFP02 - Risk Management, Insurance And Retirement Planning addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
G15. Product Advisory	Level 4

ChFC03 / DPFP03 - Tax, Estate Planning and Legal Aspects of Financial Planning addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
B10. Personal Finance Advisory	Level 4
G15. Product Advisory	Level 4

ChFC04/ DPFP04 - Investment Planning addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
E10. Client Investment Suitability	Level 5
E16. Financial Analysis	Level 4

ChFC05 / DPFP05 - Personal Financial Plan Construction addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
B1. Account Management	Level 5
B3. Customer Acquisition Management	Level 4
B10. Personal Finance Advisory	Level 4
G15. Product Advisory	Level 4
H8. Customer Acceptance Checking and Onboarding	Level 4

The 3 modules listed below address the following Technical Skills and Competencies (TSCs) and proficiency level:

ChFC06 - Planning for Business Owners and Professionals

ChFC07 - Wealth Management and Financial Planning

ChFC08 - Financial Planning Applications

Technical Skills and Competencies (TSCs)	Proficiency Level
B10. Personal Finance Advisory	Level 4

ChFC09 - Ethics for the Financial Services Professional and DPFP05E - Skills and Ethics for Financial Advisers addresses the following Technical Skills and Competencies (TSCs) and proficiency level:

Technical Skills and Competencies (TSCs)	Proficiency Level
A13. Ethical Culture	Level 4



# IBF CERTIFICATION

IBF Certification is an industry endorsed mark of quality for finance professionals in Singapore. Individuals who successfully complete an eligible IBF-Standards Training Scheme ("IBF-STTS") accredited assessment programme and meet the relevant criteria may apply for IBF Certification.

The IBF Certification is awarded to practitioners who have attained the required skills for the selected industry segment and function, and are expected to uphold values of professional excellence, integrity and commitment to the industry.

**Important Note:** Holders of ChFC®/S will need to apply for IBF Certification on their own.

## How to apply for the IBF Certification (Levels 1-3)

1. Log into your IBF account in the IBF Portal and click on apply for certification under 'My Certification'. You will need to create your IBF account if you don't already have one.
2. Fill in all the necessary particulars  
✓ Select 'Singapore College of Insurance' as your training provider and select the ChFC®/S programme.
3. Upload supporting documents  
NOTE: You will be required to upload a copy of:
  - a. ChFC®/S Certificate of Completion
  - b. Your CV/Resume (RNF number to be indicated)
4. **\*For Applicants applying for IBF Advanced Level 2 & 3 only\***  
Download the Experience Requirement Form for your HR/Supervisor's endorsement
5. Confirm your application and head to the payment page to complete your application.  
Note that certification fees are currently waived, and fee reflected will be indicated as \$0.00 in the invoice.
6. You will be notified via email once IBF approves the application. Should IBF require further clarifications on the Certification Application, an email will be sent to you.

To find out more about IBF certification and the application process, please refer to the [IBF's website](#).

# PRIVACY POLICY


Please click here: <https://www.scicollege.org.sg/Home/Policy>

As the Institute of Banking and Finance (IBF) will appoint an independent audit firm to audit the training grants, any candidate may be selected by random for the audit. The appointed auditor may require information such as the candidate's NRIC and contact number. By registering for any of the examinations conducted by SCI, the candidate agrees to release any information required by the audit firm to the appointed auditor, and participate in the audit.



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**Singapore College of Insurance**

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Information presented on this marketing material is correct at the time of publishing. However, changes to the programme contents, dates, time, duration and venue can occur owing to unforeseen circumstances. Every effort will be made to inform all participants of such changes on a timely basis.