

CILTHK Professional Qualifying Examination

Candidate Handbook

Education and Training Committee
Updated: July 2016
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Introduction

This handbook provides general guidelines and rules to all candidates who are aiming to sit for the Professional Qualifying Examination (PQE) of the Chartered Institute of Logistics and Transport in Hong Kong (CILTHK). A candidate passing eight specified subjects satisfies the academic requirements for joining CILTHK as Chartered Member (CMILT).

CILTHK has revised and widened the scope of its existing PQE in order to provide and train qualified transport and logistics professionals to meet the industry's needs.

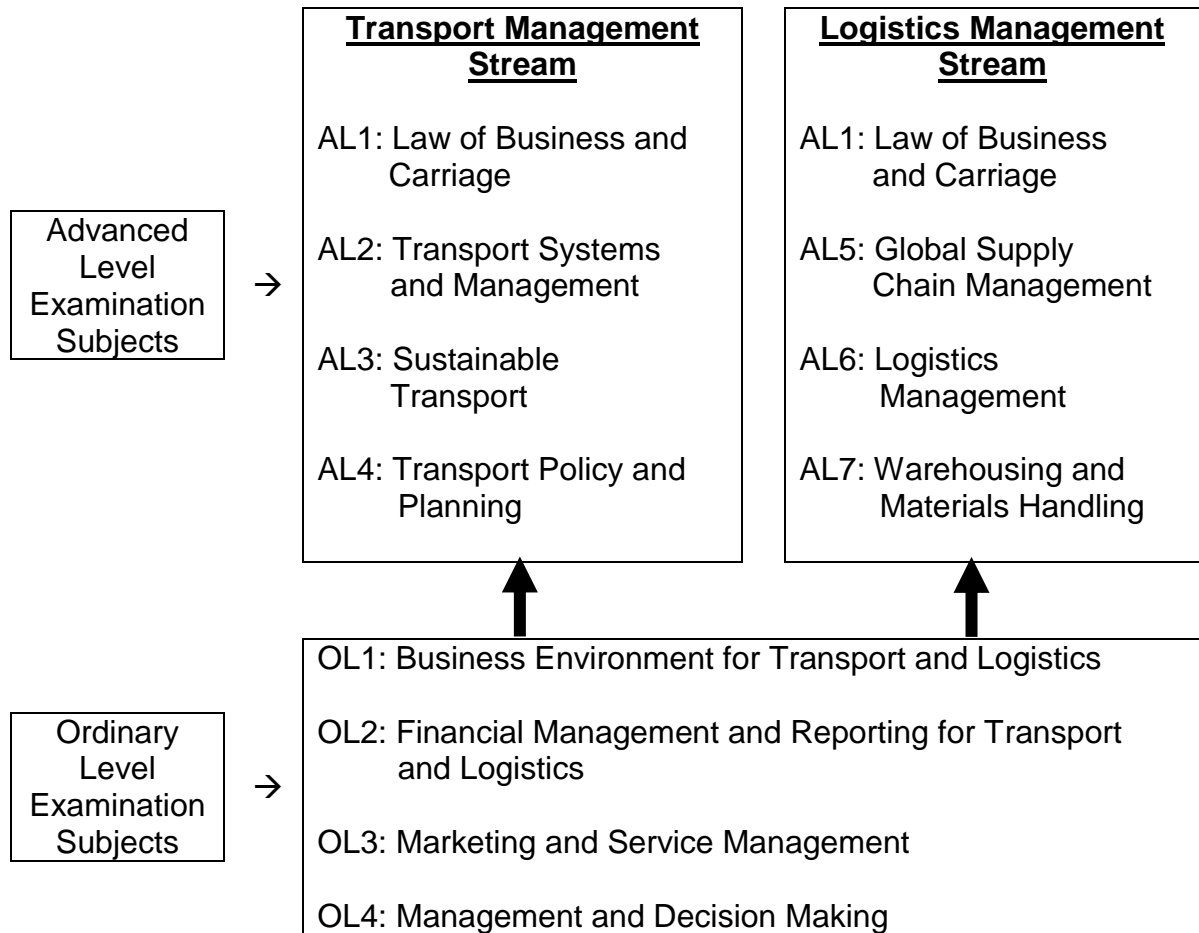
In Hong Kong, many logistics and transport courses offered by local universities and educational institutions aim to prepare students for the PQE. Details of these courses may be obtained from the office and website of CILTHK. Students of these logistics and transport courses may join the CILTHK as Student or Affiliate Members and will benefit from regular information about activities of the Institute as well as the necessary information concerning with the PQE.

2. Entry Requirement of the Professional Qualifying Examination (PQE)

In view of the high academic standard of the PQE, it is envisaged that most of the candidates should be at least Student Members of CILTHK. If the candidate is not currently a Student Member, he or she must be a Member (MILT) or an Affiliate before he or she is qualified to take the examination. Furthermore, the examination also provides a chance for Chartered Members (CMILTs) to enrich their logistics and transport knowledge.

The structure of the PQE is divided into two levels, which cover 11 subjects with two streams at the Advanced Level. A candidate can attempt any number of subjects at either the Ordinary or the Advanced Level. To meeting the academic requirement for being a Chartered Member (CMILT), candidate will need to successfully complete (and/or be exempted for) the Ordinary Level subjects plus subjects at either Transport or Logistics stream at the Advanced Level.

3. The Structure of the Professional Qualifying Examination



The list of Advanced Level subjects is currently limited to 7 subjects due to resource constraints. More elective subjects may be added in the future when such subjects could be identified and justified.

4. Registration

All interested persons who want to sit for the PQE must join the CILTHK as Student Members, Affiliate or Members (MILTs). They can then register as candidates to sit for the examination to be held in May each year.

A candidate can attempt any number of subjects. An official application form (Appendix A) must be submitted to register into the examination, together with the appropriate examination fee. This form can be downloaded from CILTHK website or obtained in person from the CILTHK office. The Chartered Institute of Logistics and Transport in Hong Kong, 7/F, Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong.

Candidates should note that all fees paid are not refundable.

Upon receiving the examination fee, each candidate will receive information about the examination timetable, examination venue(s), and rules governing the candidates' behaviour in the examination, etc.

An official PQE Entry Admission Form (Appendix B) will be sent to each registered candidate within the first two weeks in April. This PQE Entry Admission Form is the official document to allow the candidates to sit in the examination. Any candidate who fails to bring his or her PQE Entry Admission Form to the examination venue will not be allowed to take the examination at all. It is the sole responsibility of a candidate to make sure that he or she brings the PQE Entry Admission Form at every session of his or her examination.

A candidate who fails to receive his or her PQE Entry Admission Form within the notification period should contact the CILTHK office promptly for a replacement. Again it is the sole responsibility of a candidate to ensure that he or she receives the PQE Entry Admission Form before the commencement of the examination in May.

5. Exemption

Members (MILT) and former Associate Members elected before 30th September 2004 are entitled to an exemption of the Ordinary Level subjects in the PQE. The application of exemption is based on the grounds of the nature of work and years of relevant proven supervisory working experience or the equivalent academic qualification. This exemption application (Appendix C) must be addressed to the Chairperson of the Education and Training Committee.

Qualifications from certain professional bodies, universities, or Institutes of Vocational Education may be entitled to the exemption from some subjects of the PQE. It should be noted that the exemption will not be considered for any incomplete qualifications. All exemptions are to be reviewed by the Education and Training Committee of the Institute.

Exemption application is not open to non-member.

6. Examination

This section gives all candidates the rules of the examination and regulations about their behaviour in the Examination, including pre- and post-examination period.

6.1. The Rules of the Examination

- 6.1.1. Candidates can only be allowed to enter the examination hall from 10 minutes before to 30 minutes after the examination starting time. Any candidate who arrives later than this time will not be allowed to take part in the examination unless he or she has a genuinely good reason. Any loss in the examination time due to late arrival will not be compensated.
- 6.1.2. No candidate is allowed to leave the examination hall within the first half hour of the examination. Any candidate who has finished answering the question paper may leave the examination hall any time but not within the first half hour or the last half hour of the examination.
- 6.1.3. Any candidate must raise his or her hand if assistance is required, including requesting to have physical relief. He or she has to wait until an invigilator comes to find out what assistance is requested. Such assistance must be carried out under the supervision of an invigilator or with the permission from that invigilator.
- 6.1.4. All candidates who are still present at the final half hour of the examination must wait in the examination hall until all answered scripts have been collected and tallied. They are allowed to leave when the Chief Invigilator tell them to do so. When candidates leave the examination hall, they should avoid making loud noise and causing nuisance to people nearby.
- 6.1.5. In the examination, each question paper comprises of two sections, namely Part A and Part B, with four questions being set in each section. Candidates are asked to answer not more than two questions from each section, within a total permitted time of three hours.
- 6.1.6. No programmable calculator is allowed to be used by any candidate in the examination. If a candidate is found to be using a programmable calculator, that calculator will be taken away from that candidate until the examination is over. It is the sole responsibility that all candidates comply with this rule.

- 6.1.7. Any question calling for mathematical solutions must be answered clearly showing all steps of calculation. Any rough work on calculation(s), if done on any page(s) of the answer book, should be crossed out at the end of the examination time so as not to confuse with the answer(s).
- 6.1.8. Candidates should use blue or black ball points or fountain pens to answer the questions. They should not use any ball points of red colour in any circumstances in the examination.
- 6.1.9. Every candidate should complete the front page of the answer book as per instructions printed. Before the answer book is being collected at the end of the examination, the candidate must put all supplementary answer sheets, if used, in the answer book and has them tagged together.
- 6.1.10. Candidates should not bring their books and/or notes to the examination hall. However, if books and/or notes have been brought along for last minute revision before the examination, they should put away at the far side or designated locations in the examination hall. In no circumstances will books and/or notes be allowed to be put in his or her desk or under the candidate's desk or chair.
- 6.1.11. Candidates are not allowed to bring their electronic pagers, mobile telephones, or any other electronic communication equipment into the examination hall. In case they have this electronic equipment with them, this equipment must be switched off and put away together with their books and/or notes at the far side or designated locations in the examination hall.
- 6.1.12. Beside the question paper and answer book provided, candidates must not put anything on the desks except pencils, pen or ballpoints, ruler, correction fluid or correction pen, and non-programmable calculator, if needed.
- 6.1.13. Candidates must put their PQE Entry Admission Forms together with their own Hong Kong Identify Cards on the top right hand corner of their desks for checking by the invigilator. No candidate is allowed to take part in the examination if he or she fails to produce these two identification documents.
- 6.1.14. Any candidate, if found using another person to stand-in for him/her in the examination, will be disqualified from all the examinations. The disguised candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be

reported to the Chairperson of the Education and Training Committee of CILTHK for further action and record purposes.

6.1.15. Candidates are advised to concentrate in answering their own papers and not to look around at other candidates' scripts. A candidate caught peeping over the answered scripts of the neighbouring candidates would render his or her candidature to be disqualified. This candidate will be told to leave examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.

6.1.16. A candidate will be disqualified from the examination if he or she is found passing answer/information to another candidate or obtaining answer/information from another candidate, or found cheating by whatever means. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.

6.1.17. No candidate is allowed to talk, murmur or sing during the examination session. If such act is found, the candidate in contempt will be warned. If the candidate ignores the warning and continue to talk, murmur or sing in the examination, he or she shall be disqualified from the examination. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.

6.2. Candidates' Behaviour at Moment Prior to the Examination

6.2.1. Candidates are advised to arrive at the examination venue or examination hall in good time so as to avoid being late to the examination due to any unforeseen traffic congestion.

6.2.2. Candidates are required to bring with them the PQE Entry Admission Forms and their own Hong Kong Identity Cards to the examination. These documents must be produced for the purpose of identity verification.

6.2.3. Candidates are advised to wait outside the examination venue or

examination hall until they are called to enter the hall 10 minutes before the examination time. While they are waiting outside the examination hall, they should refrain from making loud noise or shouting in the waiting area.

- 6.2.4. Before entering into the examination hall, candidates are advised to check the seating plan being put up in front of the entrance of the examination hall.

7. Examination Result Announcement

Candidates will know about their examination results (Appendix D) via one or more of the three different means, namely:

- a. Direct notification from the CILTHK
- b. Result announcement in the Institute's web site
- c. Other media

The date of the examination result announcement is around mid-August.

Candidates are not advised to call the CILTHK office inquiring about their examination results because there will not be any responsible staff available to comment about your examination results. CILTHK has taken every measure to maintain the setting and marking of the questions at high standard and with impartiality. If a candidate feels that his/her examination paper has been unfairly marked, he/she can launch an appeal.

8. Appeal

A candidate may appeal against the results of the examination of any subject if he/she has a good reason to believe that:

- a. there may be an error in the marking of his/her answer script, or
- b. there has been an irregularity in the conduct of an examination.

The appellant has to lodge an appeal within 21 calendar days after the announcement of the results.

The appellant has to pay HK\$800 per subject for the appeal. (The amount is

subject to adjustments as approved by the Council.)

After receiving the written petition and the appropriate fee for the appeal, the Education and Training Committee will re-examine the answer script, focusing on the reason(s) being listed in the appeal.

If the appeal is found to be of valid grounds, the Education and Training Committee will re-adjust the marks and amend the results accordingly.

If the appeal is found with no valid grounds, the appellant will be notified by the Education and Training Committee accordingly. If the appellant is still not satisfied with the appeal results, he/she can make a second appeal by paying the appropriate fee. This second appeal shall be attended by the Appeal Panel formed from the Board of Examiner (BOE) to review the answer script again. The verdict of this Appeal Panel is final.

The Education and Training Committee will notify the appellant formally about the results of the appeal within one calendar month. The normal result of an appeal would either be (i) a re-adjusted mark or grade for the appellant's examination subject, or (ii) retaining the original marking score.

The payment for the appeal will not be refunded in any circumstances.

The application for appeal should be addressed to the Chairperson of the Education and Training Committee.

- End -

Appendix A Professional Qualifying Examination Entry Form



The Chartered
Institute of Logistics
and Transport

(For Office Use Only) Ref. No.: _____

Professional Qualifying Examination Entry Form 8th - 12th May 2017

APPLICATION SHALL NOT BE ACCEPTED UNLESS YOU ARE A MEMBER OF THE INSTITUTE. If you are not currently a member, please contact the CILTHK office.

Please complete all sections in **BLOCK CAPITALS**. All entries must be received by **10th February 2017**. Any entry received after this date will not be accepted.

Personal Information								
Name		Surname			Given Name		Membership No.	
Day Time Contact		Mobile						
Email		Fax						
Correspondence Address								
<input type="checkbox"/> I have previously sat the Institute examinations.					Year			
Entry for May 2017 examinations - please put NN against the subjects for which you are entering in May 2017, PP against those for which you have previously passed and XX against those for which you have exemptions.								
Subject Code (Current)	Subject Code (2007)	Ordinary Level						
OL1	OL1	Business Environment for Transport and Logistics						
OL2	OL2	Financial Management and Reporting for Transport and Logistics						
OL3	OL3	Marketing and Service Management						
OL4	AL2	Management and Decision Making						
Subject Code (Current)	Subject Code (2007)	Advanced Level – Transport Management Stream			Subject Code (Current)	Subject Code (2007)	Advanced Level – Logistics Management Stream	
AL1	AL1	Law of Business and Carriage			AL1	AL1	Law of Business and Carriage	
AL2	AL3	Transport Systems and Management			AL5	AL6	Global Supply Chain Management	
AL3	AL4	Sustainable Transport			AL6	AL7	Logistics Management	
AL4	AL5	Transport Policy and Planning			AL7	AL8	Warehousing and Materials Handling	

Please attach copy(ies) of the exemption letter(s) together with this examination entry form. Enclosed exemption references

7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong
t 2866 6336 f 2866 6118 e patricklau@cilt.org.hk/harrieteung@cilt.org.hk w www.cilt.org.hk



The Chartered
Institute of Logistics
and Transport

Professional Qualifying Examination Entry Form 8th - 12th May 2017

Date: 8th-12th May 2017

Venue: CILTHK Office

Address: 7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong (MTR Wanchai Station Exit A2)

PQE 2016 Exam timetable										
Time/ Date	8 May (Mon)		9 May (Tue)		10 May (Wed)		11 May (Thu)		12 May (Fri)	
9:30am – 12:30pm	OL1	Business Environment for Transport and Logistics	OL2	Financial Management and Reporting for Transport and Logistics	OL3	Marketing & Service Management	OL4	Management and Decision Making	AL1	Law of Business and Carriage
2:30pm– 5:30pm	AL2	Transport Systems and Management	AL3	Sustainable Transport	AL4	Transport Policy and Planning				
	AL5	Global Supply Chain Management	AL6	Logistics Management	AL7	Warehousing and Materials Handling				

Examination Fees	
	HK\$
Administration (Entry) Fee:	\$200
Examination Fee: Number of Subjects applied: () x @ \$500	\$
Cheque No: _____	Total \$ _____

IMPORTANT:

1. In the event that a candidate wants to withdraw, whatever the reason, Application and Examination fees are not refundable.
2. Examination enrolment may not be processed if payment is not enclosed.
3. Cheque payment should be made payable to **"CILTHK"** or **"The Chartered Institute of Logistics and Transport in Hong Kong"**.

Please tick if receipt is required.

Do you have any particular needs; e.g. physical disabilities or related matters that may require special arrangement in the examination hall?

I declare that the information given is correct and that I have read and agree with the conditions of this form.

Signature: _____ Date: _____

For any queries, please contact:
Mr. Patrick Lau at 2877-0330/patricklau@cilt.org.hk or Miss Harriet Leung at 3114-8033/harriettleung@cilt.org.hk



Notice for the CILTHK Professional Qualifying Examination (PQE)

1. The Rules of the Examination

- a) Candidates can only be allowed to enter the examination hall from 10 minutes before to 30 minutes after the examination starting time. Any candidate who arrives later than this time will not be allowed to take part in the examination unless he or she has a genuinely good reason. Any loss in the examination time due to late arrival will not be compensated.
- b) No candidate is allowed to leave the examination hall within the first half hour of the examination. Any candidate who has finished answering the question paper may leave the examination hall any time but not within the first half hour or the last half hour of the examination.
- c) Any candidate must raise his or her hand if assistance is required, including requesting to have physical relief. He or she has to wait until an invigilator comes to find out what assistance is requested. Such assistance must be carried out under the supervision of an invigilator or with the permission from that invigilator.
- d) All candidates who are still present at the final half hour of the examination must wait in the examination hall until all answered scripts have been collected and tallied. They are allowed to leave when the Chief Invigilator tell them to do so. When candidates leave the examination hall, they should avoid making loud noise and causing nuisance to people nearby.
- e) In the examination, each question paper comprises of two sections, namely Part A and Part B, with four questions being set in each section. Candidates are asked to answer not more than two questions from each section, within a total permitted time of three hours.
- f) No programmable calculator is allowed to be used by any candidate in the examination. If a candidate is found to be using a programmable calculator, that calculator will be taken away from that candidate until the examination is over. It is the sole responsibility that all candidates comply with this rule.
- g) Any question calling for mathematical solutions must be answered clearly showing all steps of calculation. Any rough work on calculation(s), if done on any page(s) of the answer book, should be crossed out at the end of the examination time so as not to confuse with the answer(s).
- h) Candidates should use blue or black ball points or fountain pens to answer the questions. They should not use any ball points of red colour in any circumstances in the examination.
- i) Every candidate should complete the front page of the answer book as per instructions printed. Before the answer book is being collected at the end of the examination, the candidate must put all supplementary answer sheets, if used, in the answer book and has them tagged together.
- j) Candidates should not bring their books and/or notes to the examination hall. However, if books and/or notes have been brought along for last minute revision before the examination, they should put away at the far side or designated locations in the examination hall. In no circumstances will books and/or notes be allowed to be put in his or her desk or under the candidate's desk or chair.
- k) Candidates are not allowed to bring their electronic pagers, mobile telephones, or any other electronic communication equipment into the examination hall. In case they have this electronic equipment with them, this equipment must be switched off and put away together with their books and/or notes at the far side or designated locations in the examination hall.
- l) Besides the question paper and answer book provided, candidates must not put anything on the desks except pencils, pen or ballpoints, ruler, correction fluid or correction pen, and non-programmable calculator, if needed.
- m) Candidates must put their PQE Entry Admission Form together with their own Hong Kong Identify Cards on the top right hand corner of their desks for checking by the invigilator. No candidate is allowed to take part in the examination if he or she fails to produce these two identification documents.
- n) Any candidate, if found using another person to stand-in for him/her in the examination, will be disqualified from all the examinations. The disguised candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for further action and record purposes.



Notice for the CILTHK Professional Qualifying Examination (PQE)

- o) Candidates are advised to concentrate in answering their own papers and not to look around at other candidates' scripts. A candidate caught peeping over the answered scripts of the neighbouring candidates would render his or her candidature to be disqualified. This candidate will be told to leave examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.
- p) A candidate will be disqualified from the examination if he or she is found passing answer/information to another candidate or obtaining answer/information to another candidate, or found cheating by whatever means. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.
- q) No candidate is allowed to talk, murmur or sing during the examination session. If such act is found, the candidate in contempt will be warned. If the candidate ignores the warning and continues to talk, murmur or sing in the examination hall, he or she shall be disqualified from the examination. This candidate will be told to leave the examination hall and all question papers together with the answer book will be taken away. The incident will be reported to the Chairperson of the Education and Training Committee of CILTHK for action and record purposes.

2. Students' Behaviour at Moment Prior to the Examination

- a) Candidates are advised to arrive at the examination venue or examination hall in good time so as to avoid being late to the examination due to any unforeseen traffic congestion.
- b) Candidates are required to bring with them the PQE Entry Admission Form and their own Hong Kong Identity Cards to the examination. These documents must be produced for the purpose of identity verification.
- c) Candidates are advised to wait outside the examination venue or examination hall until they are called to enter the hall 10 minutes before the examination time. While they are waiting outside the examination hall, they should refrain from making loud noise or shouting in the waiting area.
- d) Before entering into the examination hall, candidates are advised to check the seating plan being put up in front of the entrance of the examination hall.

3. Preparation for the Examination

- a) Sample question of each PQE paper are posted on the CILTHK website (<http://www.cilt.org.hk/>) at Download Area for member/candidate's reference.
- b) Details of syllabus and recommended reference readings of each paper are in the "Professional Qualifying Examination (PQE) Syllabus" handbook. Copy of it can be accessible/downloaded at the CILTHK website/ Download Area.

4. Examination Result Announcement

Candidates will know about their examination results via one of more of the following means, namely:

- a. Direct notification from the CILTHK
- b. Result announcement in the Institute's web site
- c. Other media

The date of the examination result announcement is around mid of August.

Candidates are not advised to call the CILTHK office inquiring about their examination results because there will not be any responsible staff available to comment about your examination results. CILTHK has taken every measure to maintain the setting and marking of the questions at high standard and with impartiality. If a candidate feels that his or her examination paper has been unfairly marked, he or she can launch an appeal".

Appendix B Professional Qualifying Examination Entry Admission Form

[DATE (no later than the 2nd week in April)]

[CANDIDATE]
[ADDRESS]

Dear [CANDIDATE],

Professional Qualifying Examination May 2017 Entry Admission Form

Thank you for your application. Here is/are the subject(s) that you have registered for the PQE May 2017. Please contact the CILTHK office at 2877-0330 on or before [DATE] if there is any discrepancy of the details indicated below.

Personal Information	
Name	Membership Number
Exam. Centre	CILTHK Office, 7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong (MTR Wanchai Station Exit A2)
Examination Enrolled	
Code	Subject Title

Note: This admission form is NOT valid without the Institute's official stamp and MUST be shown together with your personal I/D on the desk for verification at the start of an examination.

The Chartered Institute
of Logistics & Transport
in Hong Kong

Appendix C Application Form for Individual-based Exemption

1. Procedure Application

- 1.1 All applicants who want to apply for Individual-based Exemption must be the members of CILTHK.
- 1.2 Appropriate payment, course outline, syllabus and copies of testimonials such as certificates and transcripts, must be submitted together with the completed application form
- 1.3 Applications will be considered by the PQE Sub-committee of the Education & Training Committee of CILTHK.
- 1.4 This application will be treated in strict confidence and the information provided will only be used for individual-based exemption evaluation purpose by the Institute.
- 1.5 Applicants will be informed of the results of their applications for exemptions within 6-18 weeks from the date of confirmation received by CILTHK.
- 1.6 Should there be any change or correction of personal particulars after submission of this application, please contact the Administration Office at (852) 2866-6336.
- 1.7 Individual-based Exemption Fee (non-refundable).

Fee Schedules (with effect from 1 st January 2013)	HK\$
Application Fee	200
Exemption Fee for Each Subject	500
Administration Fee for Appeal (per case)	800

- 1.8 Appropriate payment should be made by crossed cheque payable to '**CILTHK**' and sent to **Chairperson, Education & Training Committee**
The Chartered Institute of Logistics & Transport in Hong Kong
7/F, Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong

2. Conditions Conditions

- 2.1 Exemption may be given to an applicant by virtue of his/her previous studies and examination results.
- 2.2 Exemption will not be considered for any incomplete qualifications.
- 2.3 If 70% or above is identical in mapping the syllabus coverage exemption may be considered.
- 2.4 For external pass gained in courses of studies at the tertiary institutions, exemptions will be granted on subject to subject basis with same level of standard.
- 2.5 Qualifications from overseas institutions will be considered at individual merits
- 2.6 No exemption will be given to applicants whose qualifications are obtained by exemptions granted by local or overseas educational institutes.

3. Procedures Appeal

- 3.1 An applicant who is dissatisfied about the decisions of the PQE Sub-Committee may write to the E&T Committee stating clearly its reasons for appeal within 10 days from the date of notice of result. The E&T Committee shall look into the case again in view of the reasons given.
- 3.2 Fee will be charged to applicant and once paid it is non-refundable.
- 3.3 If the applicant is dissatisfied about the decisions of the E&T Committee, it may write to the Council stating clearly its reasons for appeal. An additional amount will be charged to applicants and once paid it is non-refundable.
- 3.4 The Council shall consider the case and inform the applicant about its decision within one month after it received the application.
- 3.5 The decision of the Council will be final.

Section A: PERSONAL PARTICULARS (please write in BLOCK letters)	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Surname:	Other Names:
Name in Chinese (if any):	CILT Membership No.:
Correspondence Address:	
Telephone No.: (Office) (Residential)	Office Fax No.: (Office) (Residential)
Pager / Mobile:	E-Mail Address:

Section B: Programme Information	
PQE Paper(s) applied for Exemption(s)	Equivalent Past Academic Studies
Ordinary Level	
<input type="checkbox"/> OL1 Business Environment for Transport and Logistics	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL2 Financial Management and Reporting for Transport and Logistics	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL3 Marketing and Service Management	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL4 Management and Decision Making	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____

PQE Paper(s) applied for Exemption(s)	Equivalent Past Academic Studies
Advanced Level	
<input type="checkbox"/> AL1 Law of Business and Carriage	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
Transport Stream	
<input type="checkbox"/> AL2 Transport Systems and Management	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> AL3 Sustainable Transport	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> AL4 Transport Policy and Planning	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
Logistics Stream	
<input type="checkbox"/> AL5 Global Supply Chain Management	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> AL6 Logistics Management	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> AL7 Warehousing and Materials Handling	Institute: _____ _____ Subject: _____ Grade/ Mark: _____ Year: _____

Please use supplementary sheet if necessary.

Section C: Required Documents

Please tick the appropriate box(es) and provide the respective attachment number(s), corresponding to the submitted documents that you will attach with the application form.

	Attachment No.	For office use only
<input type="checkbox"/> Subject/course syllabuses		<input type="checkbox"/>
<input type="checkbox"/> Subject/course outline		<input type="checkbox"/>
<input type="checkbox"/> Transcript		<input type="checkbox"/>
<input type="checkbox"/> Certificate(s) of Educational Attainment		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

DECLARATION

I declare that the information given above is correct and completed. I understand that if I wilfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for exemption application or to cancel, even already granted by CILTHK.

Signature of Applicant: _____ **Date:** _____

For Office Use Only

Date Received:	Cheque Number:
Date Approved:	Receipts:

Remarks: _____

Appendix D Professional Qualifying Examination – Notification of Result

NOTIFICATION OF RESULT Professional Qualifying Examination May 2017

The performance of the candidate whose name appears below was as shown. It is NOT valid without the Institute's official signature and stamp.

Name		Membership Number	
------	--	-------------------	--

Ordinary Level					
OL1	Business Environment for Transport and Logistics				
OL2	Financial Management & Reporting for Transport and Logistics				
OL3	Marketing & Service Management				
OL4	Management and Decision Making				
Advanced Level – Transport Management Stream			Advanced Level – Logistics Management Stream		
AL1	Law of Business and Carriage		AL1	Law of Business and Carriage	
AL2	Transport Systems and Management		AL5	Global Supply Chain Management	
AL3	Sustainable Transport		AL6	Logistics Management	
AL4	Transport Policy and Planning		AL7	Warehousing and Materials Handling	

The code letters against individual papers indicate the following:

Pass Grades		Fail Grades		Other Codes	
+P	Pass with Distinction	DO	Fail	PP	Previous Pass
AP	Well above pass level	EO	Poor	XX	Exemption
BP	Above pass level	FO	Very Poor	ABS	Absent
CP	Pass level				

Official Stamp

Dr. Isaac NG
Chairman of Education & Training Committee