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## **CERTIFIED CAPITAL MARKET PROFESSIONAL: COMPLIANCE 1**

### **ASSESSMENT OUTLINE**

**For January to June 2024 Assessments  
(Issued in November 2023)**

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(This document consists of 5 pages including the cover page)

## CERTIFIED CAPITAL MARKET PROFESSIONAL: COMPLIANCE 1 ASSESSMENT OUTLINE

The Certified Capital Market Professional: Compliance 1 (CCMP - C1) assessment is designed to test candidates' knowledge and skills on compliance in Malaysia.

Candidates are expected to possess good knowledge and understanding of the subject matter provided in this outline and the specified references. Candidates are required to complete the CCMP - C1 modules (Regulatory & Technical modules, Behavioural modules and Collaborative Learning) prior to sitting for the summative assessment. It is estimated that the CCMP - C1 will require a minimum of 80 hours of self-study time. Candidates may need less or more depending on their education background and work experience and will be given at least four (4) months access to the Regulatory & Technical modules and Behavioural modules prior to sitting for the assessment.

Candidates are expected to update themselves with the latest developments in this assessment as all questions will be continuously updated to reflect these changes. Candidates are permitted to refer to their own prescribed reference materials during the assessment. Note that no prescribed reference materials will be provided by the Securities Industry Development Corporation (SIDC). The prescribed reference materials brought into the assessment by candidates are subject to the registration terms and conditions of SIDC.

Candidates are required to comply with the registration terms and conditions of the SIDC on the conduct of the assessment. Severe penalties will be taken against candidates for any misconduct during the assessment.

### ASSESSMENT STRUCTURE

Details of this assessment are as follows:

<b>Types of Questions</b>	Multiple Choice Questions, Fill in the Blank, Matching, Short Answer
<b>Number of Questions</b>	60
<b>Passing Mark</b>	70%
<b>Time Allocated</b>	90 minutes
<b>References /Text</b>	<p>CCMP - Compliance 1 Regulatory &amp; Technical modules and 3 Behavioural modules</p> <p><b><u>Prescribed Reference Material</u></b></p> <ol style="list-style-type: none"> <li>1. Capital Markets and Services Act 2007</li> <li>2. Securities Commission Malaysia Act 1993</li> <li>3. Licensing Handbook</li> <li>4. Guidelines on Prevention of Money Laundering and Terrorism Financing for Reporting Institutions in the Capital Market</li> <li>5. Guidelines on Implementation of Targeted Financial Sanctions Relating to Proliferation Financing for Capital Market Intermediaries</li> <li>6. Bursa Malaysia Securities Berhad Guidelines for Compliance Function for Participating Organisations (Appendix 1)</li> <li>7. Bursa Malaysia Derivatives Berhad Guidelines for Compliance Functions for Trading Participants</li> <li>8. Guidelines on Compliance Function for Fund Management Companies</li> <li>9. Guidelines on Unit Trust Funds</li> <li>10. Guidelines on Market Conduct and Business Practices for Stockbroking Companies and Licensed Representatives</li> </ol>

	11. Guidelines on Conduct for Capital Market Intermediaries 12. Guidance Note on Provision of Investment Advice 13. Rules of Bursa Malaysia Securities Berhad 14. Bursa Malaysia Securities Berhad Participating Organisations' Directives and Guidance 15. Rules of Bursa Malaysia Derivatives Berhad 16. Bursa Malaysia Derivatives Berhad Trading Participants' Directives and Guidance
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## REFERENCES

The relevant references (acts, guidelines and etc,) for this assessment can be obtained from the Securities Commission Malaysia website at [www.sc.com.my](http://www.sc.com.my). The Rules of Bursa Malaysia Derivatives Berhad and Bursa Malaysia Derivatives Berhad Trading Manual are accessible via the Bursa Malaysia website at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## ASSESSMENT OBJECTIVES

For the Certified Capital Market Professional: Compliance 1 assessment, candidates are expected to be able to:

- explain the importance of compliance and the regulatory requirements applicable to specific regulated activities in the capital market
- identify the roles and responsibilities of the compliance function and factors to consider in creating an effective compliance framework
- recognise emerging risks issues and trends in the capital market industry and the effects of economic changes, monetary and fiscal policies on the capital market environment and businesses
- describe the regulations and processes related to dealing in securities and derivatives in Malaysia, ranging from advising clients to trading and settlement
- outline the regulatory requirements and procedures to comply with fund management practices
- identify and demonstrate ethical and compliant behaviour in workplace interactions

## ASSESSMENT SYLLABUS

The syllabus for this assessment is divided into 2 sections and the maximum composition of questions from each section is as follows:-

Section	Composition of Questions (Maximum)	Number of Questions (Maximum)
Section 1	70%	42
Section 2	50%	30

Details of the syllabus are as below:

SECTION 1	
Module 1	<b>Essentials of Capital Market Regulations: Intermediaries &amp; Conduct</b> <ul style="list-style-type: none"> <li>• Overview of the Malaysian Capital Market</li> <li>• Regulation of the Malaysian Capital Market</li> <li>• Malaysian Capital Market Legal Framework</li> </ul>

	<ul style="list-style-type: none"> <li>• Licensing</li> <li>• Regulated Activities Definition &amp; Roles</li> <li>• Regulated Activities and Permitted Activities - Fit and Proper Requirements, Key Management and Compliance</li> <li>• Capital Raising on the Primary Market</li> <li>• Trading on the Secondary Market</li> <li>• Derivatives Dealing</li> <li>• Market Misconduct and Other Prohibited Conduct</li> <li>• Compensation fund: SIDREC</li> </ul>
<b>Module 2</b>	<b>Essentials of Capital Market Regulations: AMLA</b> <ul style="list-style-type: none"> <li>• AMLA Regulatory Framework</li> <li>• The Role and Importance of AMLA</li> <li>• AMLA Guidelines for the Capital Market</li> <li>• AML Detection and Prevention</li> <li>• The Compliance Role in AMLA</li> </ul>
<b>Module 3</b>	<b>Essentials of Compliance</b> <ul style="list-style-type: none"> <li>• Essential Compliance Concepts and Principles</li> <li>• Compliance Function - Roles and Responsibilities</li> <li>• Functions of Compliance Officers</li> <li>• Costs and Benefits of Compliance</li> <li>• Rules and Regulations on Compliance</li> <li>• Compliance Issues and Impact of Technology on Compliance Officers</li> <li>• Compliance Review</li> <li>• Essential Framework of a Compliance Programme</li> </ul>
<b>Module 4</b>	<b>Essentials of Customer Service: Know Your Client</b> <ul style="list-style-type: none"> <li>• Introduction to Customer Focused Services</li> <li>• Build a Customer Knowledge Set (internal/external)</li> <li>• Communication Focus (internal/external)</li> <li>• Dealing with Difficult Customers and Pro-active Recovery (internal/external)</li> </ul>
<b>Module 5</b>	<b>Compliance, Corporate Governance, Risk and Ethics</b> <ul style="list-style-type: none"> <li>• Corporate Governance Principles, Framework and Practices</li> <li>• Introduction to Risk Management</li> <li>• Practice of Risk Management in the Capital Market</li> <li>• Concept and Principles of Ethics and Integrity</li> <li>• Code of Ethics and Code of Conduct for the Capital Market</li> <li>• The Relationship Between Corporate Governance, Risk Management, Ethics and Integrity, and the Compliance Role</li> </ul>
<b>Module 6</b>	<b>Introduction to Capital Markets: Economics, Products &amp; Services</b> <ul style="list-style-type: none"> <li>• Introduction to Capital Market Environment</li> <li>• Fundamentals of Economics</li> <li>• Capital Market Products and Services (features, characteristics and risk)</li> </ul>

	<ul style="list-style-type: none"> <li>• Overview of Risk and Return</li> <li>• Introduction to Islamic Capital Market</li> </ul>
<b>Module 7</b>	<b>Securities Trading, Derivatives Dealing and Settlements and Client Advisory in Malaysia (Part 1, 2 and 3)</b> <ul style="list-style-type: none"> <li>• Overview on Securities and Derivatives</li> <li>• Dealing, Trading and Settlement Process</li> <li>• Dealing with Client on Securities Trading and Settlement Process</li> <li>• Understanding and Interpreting Disclosure Documents for Securities Trading</li> <li>• Client Advisory</li> <li>• Market Misconduct</li> <li>• Digital Technology Application</li> </ul>
<b>Module 8</b>	<b>Fundamentals of Fund Management and Client Advisory in Malaysia</b> <ul style="list-style-type: none"> <li>• The Fund Management Industry</li> <li>• Investment Background</li> <li>• Portfolio Construction</li> <li>• Monitoring and Review Fund</li> <li>• Compliance and Risk Management</li> <li>• Digital Technology Application</li> </ul>

## SECTION 2

<b>Module 1</b>	<b>Insights into the Compliance Role and Essential Skillsets</b> <ul style="list-style-type: none"> <li>• Overview of Compliance Role and Functions</li> <li>• Essential Skillsets of Compliance Officers</li> <li>• Compliance in Action</li> <li>• Implementing the Action Plan</li> </ul>
<b>Module 2</b>	<b>Thinking &amp; Communication Skills for Compliance Officers</b> <ul style="list-style-type: none"> <li>• Essentials of Networking</li> <li>• Preparation in Establishing Network</li> <li>• Building Effective Networking</li> <li>• Expanding and Strengthen Network</li> <li>• Making Effective Stakeholder Engagement</li> </ul>
<b>Module 3</b>	<b>Networking &amp; Relationship Building in Compliance</b> <ul style="list-style-type: none"> <li>• Thinking Frameworks and Fundamentals</li> <li>• Essentials of Problem-Solving and Decision-Making</li> <li>• Communication for Better Workplace Efficiency</li> <li>• Managing Effective Compliance Conversations</li> </ul>