



# **Handbook**

## **for Certified Capital Market Professionals – Compliance (CCMP-C)**

### **Certification Programme**



# **HANDBOOK FOR CERTIFIED CAPITAL MARKET PROFESSIONAL (CCMP) – COMPLIANCE CERTIFICATION PROGRAMME**

Version 1

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## 2. Commencement and Application

This Handbook sets out the requirements and guiding principles to SIDC's Certified Capital Market Professional – Compliance (CCMP-C)'s structure, registration, learning journey, assessment, and fees applicable to interested candidates.

## 3. Definitions and Interpretations

In this Handbook, unless the subject or context requires otherwise, the terms hereinafter shall bear the following meanings respectively.

**Securities Industry Development Corporation (SIDC)** is the leading capital market learning and development solutions provider for industry participants in Malaysia and as further described in paragraph 4.1.

**Conferment Committee (CC)** is a panel responsible to endorse the award of the CCMP-C for candidates proposed by SIDC based on their fulfilment of the CCMP-C assessment requirements in the Assessment Structure set out in paragraph 5.1.3.

**Candidates** mean individuals who have registered to undertake SIDC's CCMP-C Certification Programmes.

**Certified Capital Market Professional** means SIDC's umbrella Certification Programme as set out in paragraph 4.2.

**Certification Programme** means SIDC's structured learning programmes based on the Industry Competency Framework which includes an assessment component leading to a certification.

**Collaborative Learning** means a structured learning approach comprising facilitator-led webinar sessions to discuss case studies and address real-life scenarios, fostering a practical understanding and application of compliance principles, which includes a formative assessment in the form of a presentation as set out in paragraph 5.1 and 5.2.

**e-Webinar** means an e-Learning webinar format, enabling participants to access the learning material at their convenience and own pace.

**Entry Requirement** means the formal criteria candidates must meet to enrol into SIDC's CCMP-C Certification Programmes as set out in paragraph 6.

**Exemption** means the provision made available by SIDC that allows certain candidates who meet specific criteria to be exempted from the Entry Requirements of the CCMP-C

Certification Programmes as set out in paragraph 6.

**Fees** mean the programme registration and Summative Assessment fees as set out in paragraph 7.

**Formative Assessment** means the assessment within Collaborative Learning, which contributes 30% of the total passing mark necessary for candidates to attain the certification as set out in paragraph 8.4.

**Proctor** means the invigilator for online examinations/assessments.

**Resit** means the opportunity granted to a candidate who did not pass the Certification Programme to retake the Summative Assessment component in accordance with the guidelines provided in paragraph 7.

**Summative Assessment** means the final, comprehensive assessment, represented by an examination, which accounts for 70% of the total passing mark for certification.

**Terms and Conditions** mean the CCMP-C Terms and Conditions as set out in the link [CCMP-C Terms & Conditions.pdf](#).

**Video Webinar** means a recorded version of a webinar, allowing participants to review the content and discussions after the live session.

**Webinar** means a live, online learning session where participants can engage remotely with the trainer, facilitator and other attendees.

## 4. SIDC and Introduction to CCMP-C

### 4.1 About the Securities Industry Development Corporation (SIDC)

4.1.1 The Securities Industry Development Corporation (SIDC) is the leading capital market learning and development solutions provider for industry participants in Malaysia and the growth and emerging markets that include market professionals, company directors, regulators and investors. Established in 1994 as the learning and development arm of the Securities Commission Malaysia (SC) and incorporated in 2007, SIDC has been a standard-bearer of quality and innovation for over three decades.

4.1.2 SIDC's involvement in the development of human capital for the Malaysian capital market is comprehensive and end-to-end. We work closely with the SC, other regulatory bodies, capital market institutions and associations through consultations and collaborations to:

- (i) establish competency standards for the industry; and
- (ii) design, develop and deliver training and certification programmes that raise the standard of participants and support market growth, such as the CCMP-C.

## **4.2 Introduction to the Certified Capital Market Professional - Compliance (CCMP-C)**

4.2.1 The Certified Capital Market Professional – Compliance (CCMP-C) certification is awarded by SIDC and comprises three (3) levels to address and upskill current and potential compliance officers as well as other capital market professionals in the prescribed competency requirements and gaps according to level of experience:

- (i) Certified Capital Market Professional – Compliance 1 (CCMP-C1)
- (ii) Certified Capital Market Professional – Compliance 2 (CCMP-C2)
- (iii) Certified Capital Market Professional – Compliance Advocate (CCMP-CA)

4.2.2 The Certification Programmes offered under this framework are open for enrolment to eligible persons who aspire to upskill their knowledge on compliance or pursue compliance roles in the Malaysian capital market industry, subject to the fulfilment of the Entry Requirements. Candidates are normally required to complete each level consecutively within the allocated time limit.

4.2.3 Successful candidates will be entitled to use the specific designation, as set out in paragraph 4.2.1, after their name based on the fulfilment of the requirements and the award of the relevant CCMP-C certification.

Sample designation for candidate:

John Smith, CCMP-C1

4.2.4 SIDC reserves the right to revoke the CCMP-C certification designation granted to any individual due to breach of any terms and conditions of the CCMP-C Certification Programme, including any misconduct or unethical behaviour. Upon revocation, the individual must immediately cease the use of the CCMP-C designation in all professional representations, failing which SIDC may pursue legal action against the individual.

## **5. CCMP-C Certification Framework**

The CCMP-C certification is offered to any eligible individual enrolled under the Certification Programme. A candidate progresses through the certification framework, completing all required modules of the certification syllabus and fulfilling all the relevant requirements.

## 5.1 Certified Capital Markets Professional – Compliance 1 (CCMP-C1) Framework

5.1.1 The Certified Capital Markets Professional – Compliance 1 is a Certification Programme for **aspiring compliance professionals and all employees in the capital market** that covers essential compliance concepts, functions, approaches, tools and skillsets on capital market laws, principles and regulatory requirements, technical areas and general activities of intermediaries.

5.1.2 The CCMP-C1 is made up of four (4) components:

	Component	Mode of delivery
1	<p><b>Regulatory and Technical e-Learning Modules</b></p> <p>There are eight (8) modules for candidates to complete through self-directed learning as follows:</p> <ol style="list-style-type: none"> <li>(1) Essentials of Capital Market Regulations: Intermediaries &amp; Conduct</li> <li>(2) Essentials of Compliance</li> <li>(3) Essentials of Capital Market Regulations: Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 (AMLA)</li> <li>(4) Essentials of Customer Service: Know Your Client</li> <li>(5) Compliance, Corporate Governance Risk and Ethics</li> <li>(6) Introduction to Capital Markets: Economics, Products &amp; Services</li> <li>(7) Securities Trading, Derivatives Dealing and Settlement, and Client Advisory in Malaysia (Part 1, 2 &amp; 3)</li> <li>(8) Fundamentals of Fund Management and Client Advisory in Malaysia</li> </ol> <ul style="list-style-type: none"> <li>• Candidates will receive a Certificate of Attendance upon completion of each e-Learning Module.</li> <li>• Candidates must complete the eight (8) e-Learning Modules before undertaking the Summative Assessment. Failure to complete these modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all e-Learning Modules prior to re-attempting the Summative Assessment.</li> <li>• Candidates will receive email reminders to complete the e-Learning Modules.</li> <li>• Although candidates are allowed to attend the Behavioural Webinars without completing e-Learning Modules, for better context and understanding of the Behavioural Modules it is advisable that candidates should endeavour to complete the e-Learning Modules (1) to (4) before the Behavioural Modules are scheduled.</li> </ul> <p>Please click on the <a href="#">CCMP C1 Regulatory &amp; Technical Modules.pdf</a> for more details on the Regulatory and Technical e-Learning Modules.</p>	<p>e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)</p>

2	<p><b>Behavioural Modules</b></p> <p>The Behavioural Modules comprise three (3) instructor-led webinar programmes or e-Webinars for candidates to attend/complete as follows:</p> <ol style="list-style-type: none"> <li>(1) Insights into the Compliance Role and Essential Skillsets</li> <li>(2) Thinking &amp; Communication Skills for Compliance Officers</li> <li>(3) Networking &amp; Relationship Building in Compliance</li> </ol> <p>Instructor-led Webinars</p> <ul style="list-style-type: none"> <li>• Candidates will receive email reminders on the scheduled Behavioural Module webinar dates.</li> <li>• Candidates will receive a Certificate of Attendance for the attendance of each Behavioural Module.</li> <li>• The video of the webinar will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days.</li> <li>• Candidates who are unable to attend the scheduled webinars are allowed to view the videos of the webinars to be considered as attendance.</li> <li>• Candidates are required to submit one (1) assignment for each webinar, which consists of a short write-up (maximum one (1) page) on the subject matter.</li> <li>• All assignments are to be completed and submitted to SIDC within seven (7) days upon completion of each webinar.</li> <li>• Candidates are allowed only one (1) request for extension on the assignment submission and it must be made by way of application in writing to <a href="mailto:AssessmentSecretariat@sidc.com.my">AssessmentSecretariat@sidc.com.my</a>, whereby the maximum extension is allowed up to the first scheduled Collaborative Learning (CL) date regardless of reason.</li> <li>• Failure to submit the assignments beyond the extension period provided by the Assessment Secretariat would lead to an “INCOMPLETE” grade, and candidates would not be allowed to continue with CL and/or sit the Summative Assessment (SA). Failure to complete the webinars will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all Behavioural Modules prior to re-attempting the SA.</li> </ul> <p>e-Webinars</p> <ul style="list-style-type: none"> <li>• Candidates will receive a Certificate of Attendance for attendance upon completion of each Behavioural Module.</li> <li>• Candidates will receive an email on the access period for the e-Webinars.</li> <li>• Candidates would be required to complete the post-Webinar test for each e-Webinar.</li> <li>• Failure to complete the e-Webinars and post-Webinar tests would lead to an “INCOMPLETE” grade, and candidates would not be allowed to continue with Collaborative Learning (CL) and/or sit the Summative Assessment (SA). Failure to complete the e-Webinars will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all Behavioural Modules prior to re-attempting the SA.</li> </ul> <p>Please click on the <a href="#">CCMP-C1 Behavioural Modules.pdf</a> for more details on the Behavioural Modules.</p>	<p>Webinars, Videos of Webinars or e-Webinars and Presentation Slides accessible in SIDC's LAMS</p>
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3	<p><b>Collaborative Learning</b></p> <p>The Collaborative Learning (CL) consists of three (3) facilitator-led webinar sessions. In these sessions, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life compliance scenarios.</p> <p>(1) Essentials of Compliance: Case Study Series Day 1 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led</li> <li>• Case Study Discussion</li> <li>• Case Study Workbook (uploaded on LAMS seven (7) working days before the Webinar).</li> </ul> <p>(2) Essentials of Compliance: Communities of Practice (Real-life Scenarios) Day 2 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led</li> <li>• Group Break-out Scenario Discussion</li> <li>• Grouping, Scenarios and Presentation Rubrics will be announced on WhatsApp before the webinar date.</li> </ul> <p>Day 3 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led</li> <li>• Presentation – Facilitator Rating</li> <li>• The presentation forms thirty percent (30%) of the passing mark for CCMP-C1 certification.</li> </ul> <ul style="list-style-type: none"> <li>• Candidates will receive a Certificate of Attendance for the attendance of the CL webinars.</li> <li>• Candidates will receive email reminders on the scheduled CL dates.</li> <li>• Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.</li> <li>• Failure to attend the CL and/or conduct and submit the presentation would lead to an “INCOMPLETE” grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA.</li> <li>• No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning).</li> </ul> <p>Please click on the <a href="#">CCMP-C1 Collaborative Learning.pdf</a> for more details on the Collaborative Learning.</p>	<p>Webinars and Case Study workbook accessible in SIDC’s LAMS</p>
4	<p><b>Summative Assessment</b></p> <p>Before candidates are allowed to undertake the Summative Assessment (SA), they are required to:</p> <ul style="list-style-type: none"> <li>• Complete the Regulatory and Technical e-Learning Modules.</li> <li>• Complete the Behavioural Modules Webinars and submit assignments or complete post-tests within the stipulated timelines.</li> </ul>	<p>Online, Scheduled and Remote-proctored in SIDC’s LAMS</p>

<ul style="list-style-type: none"> <li>Attend the Collaborative Learning (CL) Webinars and conduct the presentations as scheduled.</li> </ul> <p>Assessment:</p> <ul style="list-style-type: none"> <li>Sixty (60) questions – One-and-a-half (1 ½) hours.</li> <li>Regulatory and Technical Modules – Forty (40) questions.</li> <li>Behavioural Modules – Twenty (20) questions.</li> <li>The SA would form seventy percent (70%) of the passing mark for CCMP-C1 certification.</li> <li>Candidates will receive email reminders on the scheduled SA date.</li> <li>Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.</li> </ul> <p>Please click on the <a href="#">CCMP-C1 Assessment Outline.pdf</a> for more details on the Summative Assessment.</p>	
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#### 5.1.3 Conferment of CCMP-C1 Award

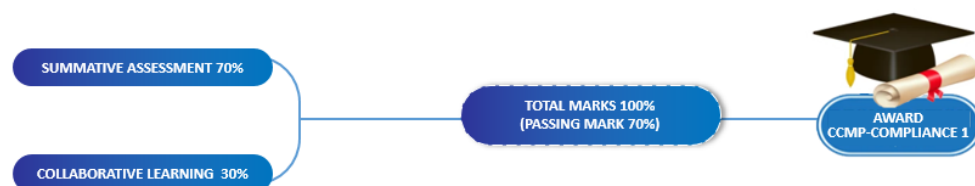
Subject to 5.1.4, candidates will be awarded the CCMP-C1 certificate upon completion and passing of all components under the CCMP-C1 Certification Programme. The assessment for CCMP-C1 certification is as follows:

- (i) **Formative Assessment (Collaborative Learning):**  
The Formative Assessment (Collaborative Learning) will account for thirty percent (30%) of the total passing mark for CCMP-C1 certification.
- (ii) **Summative Assessment:**  
The examination will account for seventy percent (70%) of the total passing mark for CCMP-C1 certification.

Further details are set out below and in in paragraph 8.4.

## Assessment Structure

Regulatory & Technical Modules	Behavioural Modules	Collaborative Learning	Summative Assessment
<b>Requirements:</b> Completion of 8 modules and knowledge checks	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Completion of 3 webinars</li> <li>Submission of Assignments</li> </ul>	<b>Requirements:</b> <ul style="list-style-type: none"> <li>Completion of Case studies webinar</li> <li>Submission &amp; presentation of assignment based on scenarios</li> </ul> <b>Assessment Structure:</b> 100 points <ul style="list-style-type: none"> <li>70 points (content)</li> <li>30 points (presentation)</li> </ul>	<b>Requirements:</b> Completion of: <ul style="list-style-type: none"> <li>Regulatory &amp; Technical Modules</li> <li>Behavioural Modules</li> <li>Collaborative Learning</li> </ul> <b>Assessment Structure:</b> 60 points (60 questions) <ul style="list-style-type: none"> <li>Regulatory &amp; Technical modules - 40 questions</li> <li>Behavioural modules - 20 questions</li> </ul>



5.1.4 Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

## 5.2 Certified Capital Markets Professional – Compliance 2 (CCMP-C2) Framework

5.2.1 The Certified Capital Markets Professional – Compliance 2 is a Certification Programme for compliance professionals who have fulfilled the Entry Requirements as set out in paragraph 6.2 with relevant experience looking to further upskill their competencies to be more effective as a compliance officer.

5.2.2 The CCMP-C2 is made up of four (4) components:

	Component	Mode of delivery
1	<b>Regulatory and Technical e-Learning Modules</b>  There are eleven (11) modules for candidates to complete through self-directed learning as follows: <ol style="list-style-type: none"> <li>(1) Effective Compliance: Regulatory Perspective and Principles</li> <li>(2) Effective Compliance: AMLA/Fraud/Practical CDD</li> <li>(3) Effective Compliance: Compliance in Action</li> <li>(4) Essentials of Customer Service: Know Your Client</li> <li>(5) Compliance, Corporate Governance, Risk and Ethics</li> <li>(6) Effective Compliance and the Capital Market</li> <li>(7) Introduction to Islamic Capital Market – Part 1</li> <li>(8) Financial Technology (Fintech) and Its Impact to the Capital Market</li> <li>(9) Algorithm Trading &amp; High-Frequency Trading</li> <li>(10) Digital Innovation in the Malaysian Capital Market</li> <li>(11) Cybersecurity Compliance</li> </ol>	e-Learning and Knowledge Checks accessible in SIDC's Learning and Assessment Management System (LAMS)

	<ul style="list-style-type: none"> <li>• Candidates will receive a Certificate of Attendance upon completion of each e-Learning Module.</li> <li>• Candidates must complete the eleven (11) e-Learning Modules before undertaking the Summative Assessment (SA). Failure to complete these modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all e-Learning Modules prior to re-attempting the SA.</li> <li>• Candidates will receive email reminders on the access period to complete the e-Learning Modules.</li> <li>• Although candidates are allowed to attend the Behavioural Webinars without completing e-Learning Modules, for better context and understanding of the Behavioural Modules it is advisable that candidates should endeavour to complete the e-Learning Modules (1) to (5) before the Behavioural Modules are scheduled.</li> </ul> <p>Please click on the <a href="#">CCMP-C2 Regulatory &amp; Technical Modules.pdf</a> for more details on the Regulatory and Technical e-Learning Modules.</p>	
2	<p><b>Behavioural Modules</b></p> <p>The Behavioural Modules comprise three (3) instructor-led webinar programmes for candidates to attend/complete as follows:</p> <ol style="list-style-type: none"> <li>(1) Fundamentals of Stakeholder Management</li> <li>(2) The Highly Effective Compliance Officer</li> <li>(3) Technical Writing for the Capital Markets</li> </ol> <ul style="list-style-type: none"> <li>• Candidates will receive email reminders on the scheduled Behavioural Module webinar dates.</li> <li>• Candidates will receive a Certificate of Attendance for the attendance of each Behavioural Module.</li> <li>• The video of the webinar will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days.</li> <li>• Candidates who are unable to attend the scheduled webinars will be allowed to view the videos of the webinars to be considered as attendance.</li> <li>• Candidates would be required to submit one (1) assignment for each webinar, which consists of a short write-up (maximum one (1) page) on the subject matter.</li> <li>• All assignments are to be completed and submitted to SIDC within seven (7) days upon completion of each webinar.</li> <li>• Candidates are allowed only one (1) request for extension on the assignment submission and it must be made by way of application in writing to <a href="mailto:AssessmentSecretariat@sidc.com.my">AssessmentSecretariat@sidc.com.my</a>, whereby the maximum extension is allowed up to the first scheduled Collaborative Learning (CL) date regardless of reason.</li> <li>• Failure to submit the assignments beyond the extension period provided by the Assessment Secretariat would lead to an “INCOMPLETE” grade and candidates would not be allowed to continue with CL and/or sit the Summative Assessment (SA). Failure to complete the Behavioural Modules will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of all Behavioural Modules prior to re-attempting the SA.</li> </ul>	Webinars, Videos of Webinars and Presentation Slides accessible in SIDC’s LAMS

	Please click on the <a href="#">CCMP-C2 Behavioural Modules.pdf</a> for more details on the Behavioural Modules.	
3	<p><b>Collaborative Learning</b></p> <p>The Collaborative Learning (CL) comprises three (3) facilitator-led webinar sessions. In these sessions, candidates will examine and discuss case studies. Additionally, they will be tasked with addressing real-life compliance scenarios.</p> <p>(3) Essentials of Compliance: Case Study Series Day 1 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led</li> <li>• Case Study Discussion</li> <li>• Case Study Workbook (uploaded on LAMS seven (7) working days before the Webinar).</li> </ul> <p>(4) Essentials of Compliance: Communities of Practice (Real-life Scenarios) Day 2 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led</li> <li>• Group Break-out Scenario Discussion</li> <li>• Grouping, Scenarios and Presentation Rubrics will be announced on WhatsApp before the webinar date.</li> </ul> <p>Day 3 Webinar – Half (½) day</p> <ul style="list-style-type: none"> <li>• Facilitator-led.</li> <li>• Presentation – Facilitator Rating</li> <li>• The presentation would form thirty percent (30%) of the passing mark for CCMP-C1 certification,</li> </ul> <ul style="list-style-type: none"> <li>• Candidates will receive a Certificate of Attendance for attendance of the CL webinars.</li> <li>• Candidates will receive email reminders on the scheduled CL dates.</li> <li>• Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.</li> <li>• Failure to attend the CL and/or conduct and submit the presentation would lead to an “INCOMPLETE” grade, and candidates would not be allowed to sit the Summative Assessment (SA). Failure to complete the CL will result in candidates being denied access to the assessment. Candidates wishing to pursue certification further must re-register and ensure completion of the CL prior to re-attempting the SA.</li> <li>• No appeals will be entertained for the non-attendance of the CL and the non-submission of the formative assessment (collaborative learning).</li> </ul> <p>Please click on the <a href="#">CCMP-C2 Collaborative Learning.pdf</a> for more details on the Collaborative Learning.</p>	Webinar and Case Study workbook accessible in SIDC’s LAMS
4	<p><b>Summative Assessment</b></p> <p>Before candidates are allowed to undertake the Summative Assessment (SA), they are required to:</p> <ul style="list-style-type: none"> <li>• Complete the Regulatory and Technical e-Learning Modules.</li> <li>• Complete the Behavioural Modules Webinars and submit assignments within the stipulated timelines.</li> </ul>	Online, Scheduled and Remote-proctored in SIDC’s LAMS

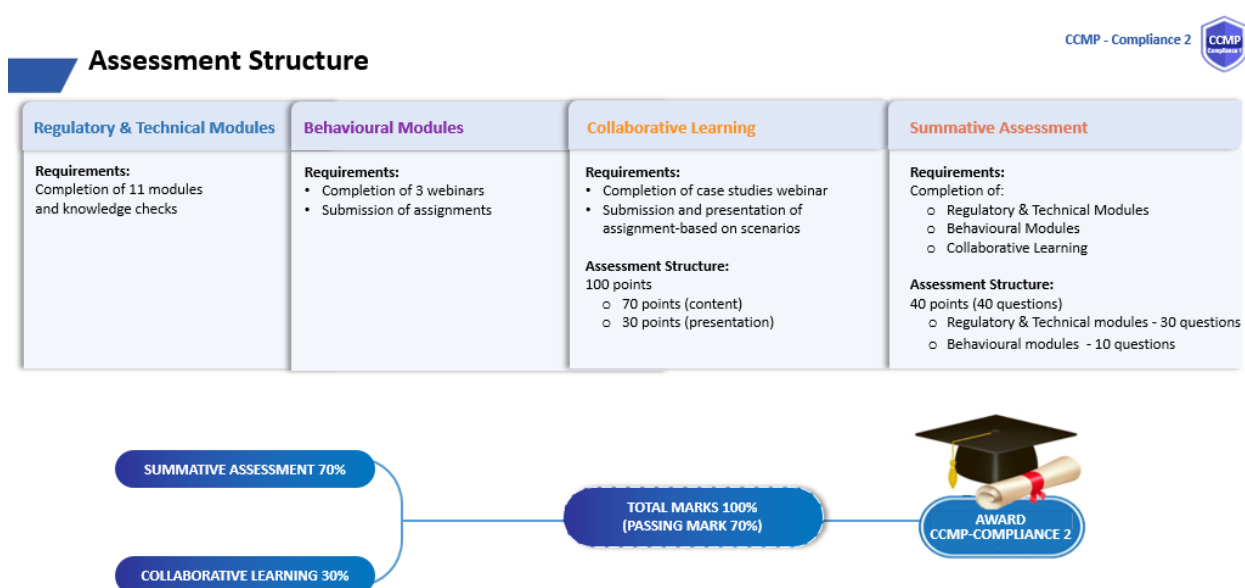
<ul style="list-style-type: none"> <li>Attend the Collaborative Learning (CL) Webinars and conduct the presentations as scheduled.</li> </ul> <p>Assessment:</p> <ul style="list-style-type: none"> <li>Forty (40) questions – One (1) hour.</li> <li>Regulatory and Technical Modules – Thirty (30) questions.</li> <li>Behavioural Modules – Ten (10) questions.</li> <li>The Summative Assessment would form seventy percent (70%) of the passing mark for CCMP-C2 certification.</li> <li>Candidates will receive email reminders on the scheduled SA date.</li> <li>Attendance for the CL Webinars and the presentation is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.</li> </ul> <p>Please click on the <a href="#">CCMP-C2 Assessment Outline.pdf</a> for more details on the Summative Assessment.</p>	
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### 5.2.3 Conferment of CCMP-C2 Award

Subject to paragraph 5.2.4, candidates will be awarded the CCMP-C2 certificate upon completion and passing of all components under the CCMP-C2 Certification Programme. The assessment for the CCMP-C2 certification is as follows:

- (i) **Formative Assessment:**  
The Formative Assessment (Collaborative Learning) will account for thirty percent (30%) of the total passing mark for CCMP-C2 certification.
- (ii) **Summative Assessment:**  
The examination will account for seventy percent (70%) of the total passing mark for CCMP-C2 certification.

Further details are set out below and in paragraph 8.4.



- 5.2.4 Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the assessment requirements as proposed by SIDC.

### 5.3 Certified Capital Markets Professional – Compliance Advocate (CA) Framework

5.3.1 The Certified Capital Market Professional (CCMP) – Compliance Advocate is a Certification Programme for experienced compliance professionals to **lead, mentor and network with compliance communities of practice, discuss compliance issues and scenarios, and formulate strategies and solutions** which balance business needs with regulatory requirements and expectations.

5.3.2 The CCMP-CA is made up of three (3) components:

	Component	Mode of delivery
1	<b>Roundtable on Compliance</b>  The roundtable provides a platform for the panellists and participants to discuss ongoing changes in the compliance landscape.	A half-day roundtable session (Physical/Hybrid)
2	<b>Compliance Culture Advocate Programme</b>  The programme comprises four (4) instructor-led webinars for candidates to attend and complete as follows: (1) Business Sustainability and the Future of Compliance (2) Compliance Management Advisory and Advocacy (3) Governance, Risk Oversight and Compliance in the Capital Market (4) Strengthening the Capital Market through RegTech and SupTech  <ul style="list-style-type: none"> <li>Candidates will receive a Certificate of Attendance for the attendance of each webinar.</li> <li>Candidates will receive email reminders on the scheduled webinar dates.</li> <li>The video of the webinar will be uploaded on LAMS the day after the scheduled webinar and accessible for forty-five (45) days.</li> <li>Attendance for the webinars is compulsory. Deferment is allowed under strict circumstances set out in paragraph 8.5.2.</li> <li>Failure to attend the webinars would lead to an “INCOMPLETE” grade. Candidates wishing to pursue certification further must re-register and ensure completion of all components.</li> <li>No appeals will be entertained for non-attendance of the webinars.</li> </ul>	Webinars accessible in SIDC’s Learning and Assessment Management System (LAMS)
3	<b>Collaborative Learning</b>  <ul style="list-style-type: none"> <li>CCMP-CA candidates are required to participate a minimum of three (3) times either as facilitator and/or assessor for real-life scenarios, either for CCMP-C1 and CCMP-C2 or as a CCMP-CA Roundtable panellist.</li> <li>Failure to complete the Collaborative Learning (CL) would lead to an “INCOMPLETE” grade. Candidates wishing to pursue certification further must re-register and ensure completion of all components.</li> </ul>	Facilitator and/or Assessor in CCMP-C1/C2 real-life scenarios.  Or  Participation as roundtable panellist.



### 5.3.3 Conferment of CCMP-CA Award

Subject to paragraph 5.3.4, candidates will be awarded the CCMP-CA certificate upon completion of all components under CCMP-CA Certification Programme as follows:

Assessment Structures		
<b>Roundtable</b>	<b>Compliance Modules (Webinars)</b>	<b>Collaborative Learning (CL)</b>
Attendance and participation in roundtables	<b>Type of assessment:</b> Pre and post webinar questions  <b>Participation and completion:</b> 4 modules  <b>Duration:</b> 4 days (half day per module)  <i>CPE Points: 10 points per module</i>	<b>Participation and completion:</b>  CCMP-CA candidates are required to participate more than once as facilitator and/or assessor for real life scenarios either for CCMP-C1 and CCMP-C2 or as the CCMP-CA Roundtable panelist.

5.3.4 Conferment of the award will be decided by the Conferment Committee (CC), where they will review and approve the relevant CCMP qualification designation for candidates who have fulfilled the requirements as proposed by SIDC.

## 6. Enrolment

### 6.1 CCMP-C1 General Entry Requirements

- 6.1.1 An individual shall be eligible to enrol for the CCMP-C1 Certification Programme based on the following requirements:
- (i) Possess a degree/ professional qualification from a recognised institution; or
  - (ii) Possess a diploma from a recognised institution with a minimum of three (3) years of relevant capital market experience.

### 6.2 CCMP-C2 General Entry Requirements

- 6.2.1 An individual shall be eligible to enrol for the CCMP-C2 Certification Programme based on the following requirements:
- (i) Possess CCMP-C1 qualification; or
  - (ii) Registered as a Compliance Officer/Head of Compliance with the Securities Commission Malaysia with a minimum of two (2) years' of relevant capital market experience.

## 6.3 CCMP-CA General Entry Requirements

- 6.3.1 An individual shall be eligible to enrol for the CCMP-CA Certification Programme based on the following requirements:
- (i) Possess CCMP-C2 qualification; or
  - (ii) Registered as a Compliance Officer/Head of Compliance with the Securities Commission Malaysia with a minimum of five (5) years of relevant capital market experience.

## 6.4 Exemption

### 6.4.1 General Entry Requirements

Candidates who do not fulfil the general entry requirements for CCMP-C1 or CCMP-C2 may be granted an exemption on a case-by-case basis by writing in to the [AssessmentSecretariat@sidc.com.my](mailto:AssessmentSecretariat@sidc.com.my).

# 7. Enrolment Fees

## 7.1 CCMP-C Fee Structure

### 7.1.1 CCMP-C1

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-C1.

CCMP-C1 Certification Programme	Fee* (RM)
CCMP-C1 Certification <ul style="list-style-type: none"><li>Regulatory and Technical e-Learning Modules</li><li>Behavioural Modules</li><li>Collaborative Learning</li><li>Summative Assessment scheduled date</li></ul>	1,700
CCMP-C1 Summative Assessment Resit <ul style="list-style-type: none"><li>Applicable for candidates who have registered for and completed the CCMP-C1 Certification but failed to be awarded the CCMP-C1 qualification as per paragraph 8.4.7.</li><li>Access to the Regulatory and Technical e-Learning Modules will be provided up to the Summative Assessment (SA) date.</li><li>Access to the Behavioural Modules Webinar Recordings and Presentation Slides will be provided up to the SA date.</li></ul>	300

\*Fees are valid for enrolment up to 31 December 2023, and are subject to change from 1 January 2024. Applicable for Malaysian citizens only.

### 7.1.2 CCMP-C2

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-C2.

CCMP-C2 Certification Programme	Fee* (RM)
CCMP-C2 Certification <ul style="list-style-type: none"><li>Regulatory and Technical e-Learning Modules</li><li>Behavioural Modules</li><li>Collaborative Learning</li><li>Summative Assessment scheduled date</li></ul>	1,700
CCMP-C2 Summative Assessment Resit <ul style="list-style-type: none"><li>Applicable for candidates who have registered for and completed the CCMP-C2 Certification but failed to be awarded the CCMP-C2 qualification as per paragraph 8.4.7.</li><li>Access to the Regulatory and Technical e-Learning Modules will be provided up to the Summative Assessment (SA) date.</li><li>Access to the Behavioural Modules Webinar Recordings and Presentation Slides will be provided up to the SA date.</li></ul>	300

\*Fees are valid for enrolment up to 31 December 2023, and are subject to change from 1 January 2024. Applicable for Malaysian citizens only.

### 7.1.3 CCMP-CA

The following fee structure is applicable for all eligible individuals enrolled under the CCMP-CA.

CCMP-CA Certification Programme	Fee* (RM)
CCMP-CA Certification <ul style="list-style-type: none"><li>Roundtable on Compliance</li><li>Compliance Culture Advocate Programme</li></ul>	1,250

\*Fee is valid for enrolment up to 31 December 2023, and is subject to change from 1 January 2024. Applicable for Malaysian citizens only.

7.1.4 Successful enrolment is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon full payment received by SIDC. For specific programme dates, candidates are advised to consult the CCMP-C Calendar in [www.sidc.com.my](http://www.sidc.com.my).

## CCMP-C Registration and Payment of Fees

- 7.1.5 The CCMP-C certification programme is HRD Corp (HRDC) claimable. To claim full CCMP-C fees from HRDC, Candidates shall adhere to all requirements set by HRDC including full attendance and completion of the CCMP-C certification programme.
- 7.1.6 All candidates who wish to enrol for the CCMP-C may do so at <https://www.sidc.com.my/attend/certified-capital-market-professional-compliance/>, creating an account in the process. After the successful creation of an account, an invitation link will be sent to the email address used during account creation.
- 7.1.7 Upon successful sign-up, candidates may proceed to finalise their registration for the relevant CCMP-C Certification Programme. The payment of the relevant fees can be carried out through the candidate's registered account.
- 7.1.8 Once enrolled, candidates will be directed to the payment page where payment can be made via FPX (online transfer), credit card or e-wallet. Enrolment is successful once the payment is accepted by SIDC.
- 7.1.9 Once payment is received, a receipt for the payment may be downloaded from the same link.
- 7.1.10 Candidates will receive a confirmation email from SIDC ([sidc@sidc.com.my](mailto:sidc@sidc.com.my)) upon receipt of full payment. Candidates will subsequently receive an email within three (3) working days containing the access link to e-Learning, webinars, Collaborative Learning, assessment as well as enrolment details.
- 7.1.11 Candidates must commit to providing truthful, precise, up-to-date, and comprehensive information during the account sign-up process. Candidates are solely accountable for the use, safeguarding, and confidentiality of their assigned passwords, which should be used exclusively by the candidate and not shared with or transferred to any third parties. Additionally, candidates agree to promptly notify and email the [AssessmentSecretariat@sidc.com.my](mailto:AssessmentSecretariat@sidc.com.my) if they become aware of any unauthorised use or security breach.

## 7.2 Refund

- 7.2.1 All paid fees are non-refundable and non-transferable.
- 7.2.2 Candidates are advised to assess their readiness and make a firm decision before they register for the CCMP-C.

- 7.2.3 A candidate who has withdrawn, is absent from or does not fulfil any of the requirements of the CCMP-C Certification Programme components will not be entitled to any refund of the fees paid or to carry forward the fee to the next sitting/intake unless under the circumstances set out in paragraph 8.5.2.

## 8. Certification Structure

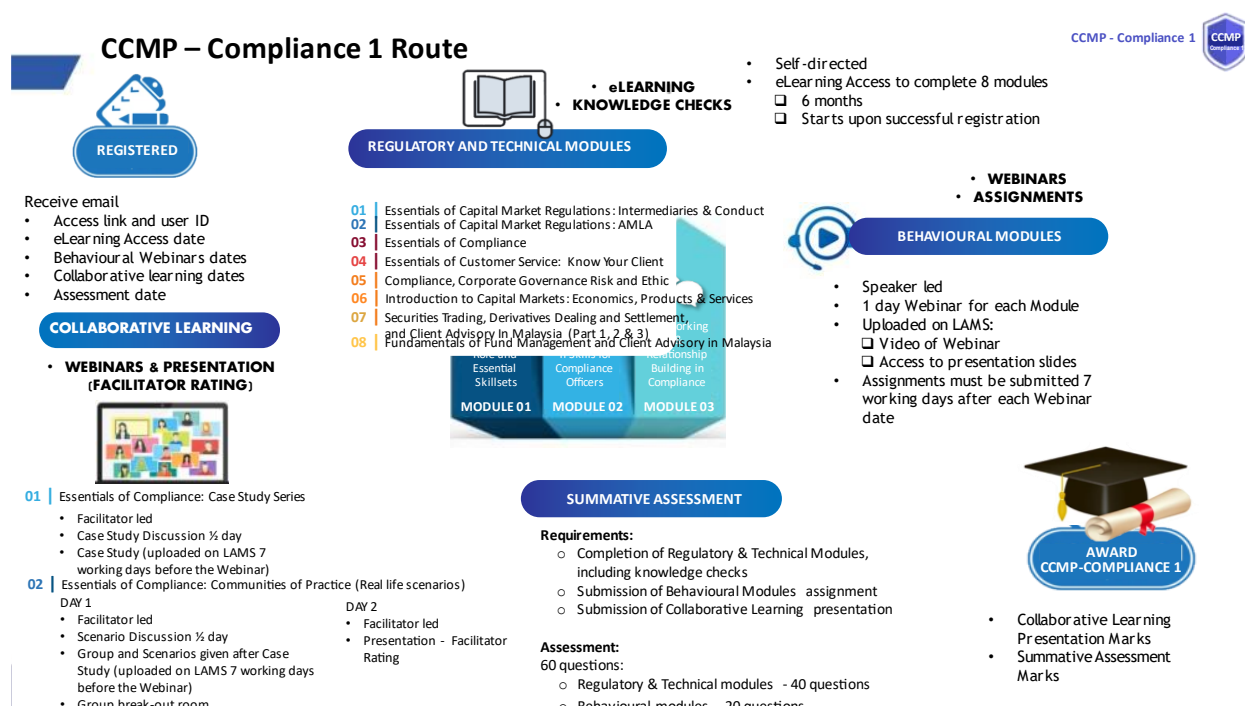
### 8.1 CCMP-C1 and CCMP-C2 Learning Journey and Completion

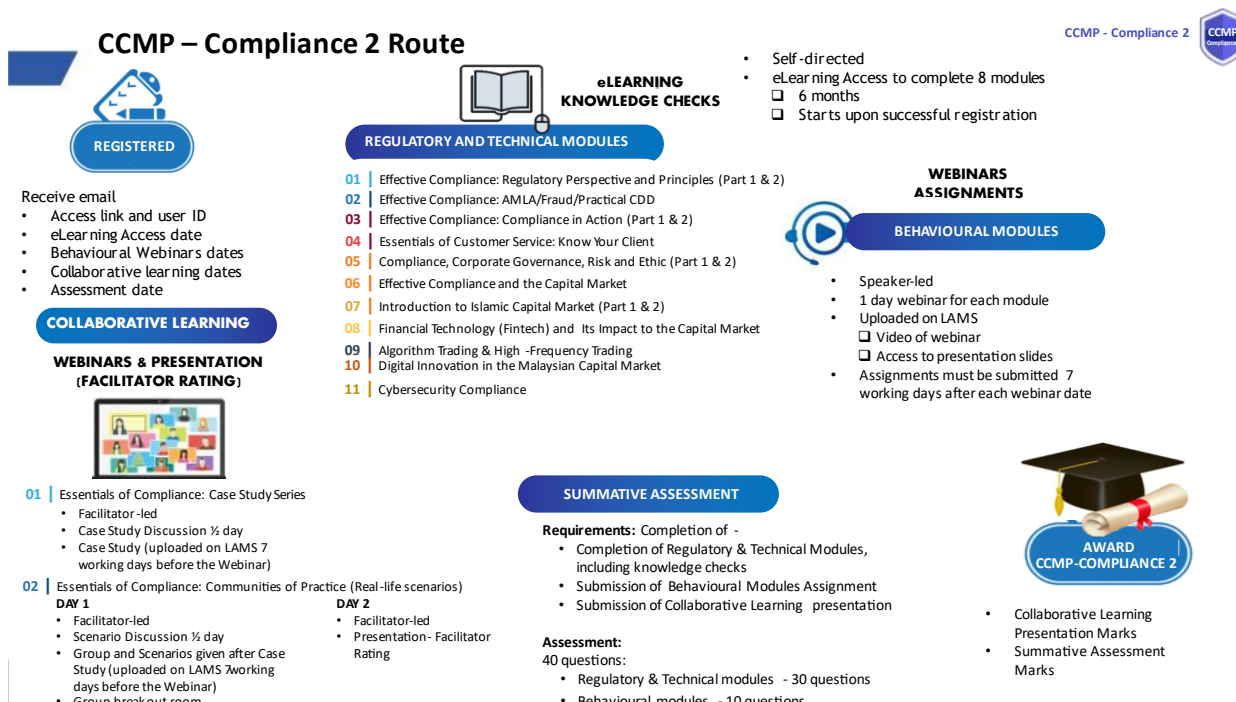
- 8.1.1 Candidates are expected to complete the CCMP-C1 or CCMP-C2 components within a four (4)-month period or as scheduled.
- 8.1.2 The CCMP-C1 and CCMP-C2 learning journey commences with being provided access to the Regulatory and Technical e-Learning Modules, followed by scheduled Behavioural Module Webinars, scheduled Collaborative Learning sessions and the Summative Assessment.
- 8.1.3 Candidates of CCMP-C1 or CCMP-C2 must complete the certification within one (1) year of registration.
- 8.1.4 Access period for the CCMP-C1 and CCMP-C2 is as follows:

CCMP-C1 and CCMP-C2 Components	Schedule/Access Period
Regulatory and Technical e-Learning Modules	Six (6) months' access upon successful registration as per paragraph 7.1.9
Behavioural Modules Webinars (Modules 1, 2 and 3)	As per scheduled date
Behavioural Modules Webinar Recordings (Modules 1, 2 and 3)	Up to forty-five (45) days from the Webinar date
Behavioural Modules Webinars Assignment Submissions (Modules 1,2 and 3)	Within seven (7) days from the Webinar date
Behavioural Modules e-Webinars for Modules 1, 2 and 3 and Post-Webinar tests (CCMP-C1 only)	As stated
Collaborative Learning (Attendance is compulsory)	
(1) Essentials of Compliance: Case Study Series Day 1 – Half (½) day	As per scheduled date
(2) Essentials of Compliance: Communities of Practice (Real-life scenarios) Day 2 – Half (½) day	As per scheduled date
Day 3 – Half (½) day	As per scheduled date
Summative Assessment	As per scheduled date

8.1.5 Attendance of Collaborative Learning is compulsory. Candidates will receive an "INCOMPLETE" grade if they fail to attend any of the Collaborative Learning webinars and/or participate in the presentation for the Collaborative Learning and/or sit the Summative Assessment without valid reason and supporting evidence as set out in paragraph 8.5.2. Such absenteeism will result in the candidates failing the overall CCMP-C1 and CCMP-C2 Certification Programme. Such absenteeism will also result in the immediate termination of the candidate's learning journey. Those affected by this termination and who still express a desire to continue must register afresh for a new certification programme.

### 8.1.6 Learning Journey:





## 8.2 CCMP-CA Learning Journey and Completion

8.2.1 Upon successful enrolment, candidates are required to attend a half day roundtable session, four (4) webinar sessions and to participate in at least three (3) sessions as either a roundtable panellist or facilitator and/or assessor for real-life scenarios in CCMP-C1/C2.

8.2.2 Candidates of CCMP-CA must complete the certification within one (1) year of registration.

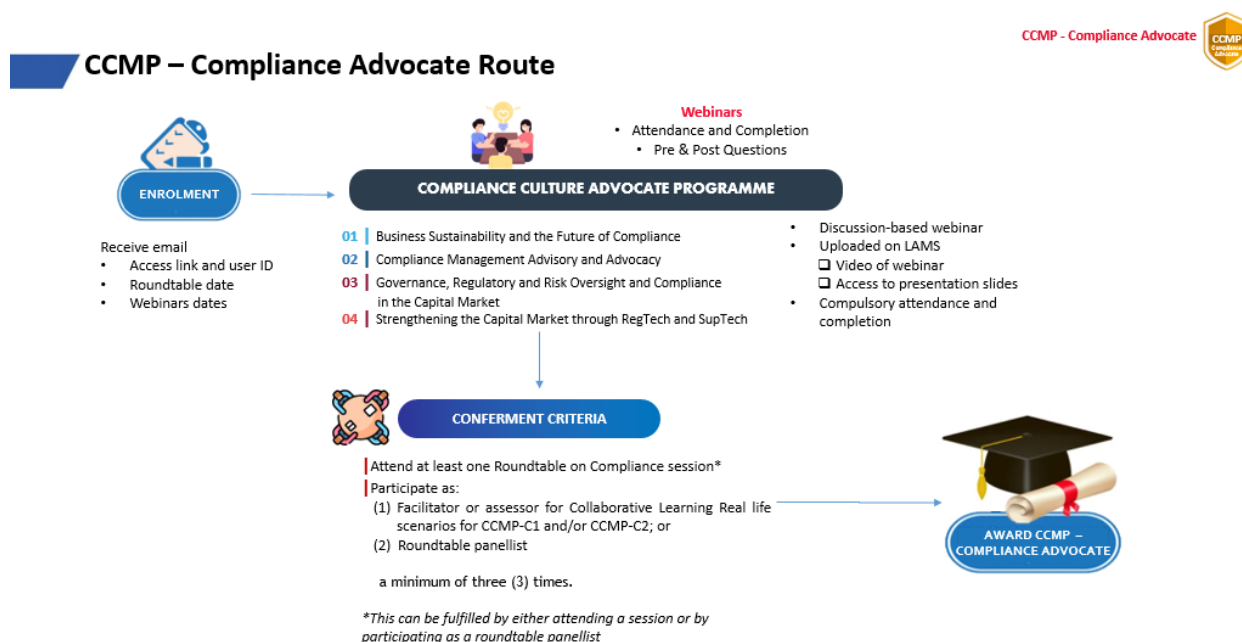
CCMP-CA Components	Schedule/Access Period
Roundtable on Compliance - attend*  *This can be fulfilled by either attending a roundtable session or by participating as a roundtable panellist.	As per scheduled date
Compliance Culture Advocate Programme Webinars (Modules 1, 2, 3 and 4)  Behavioural Modules Webinar Recordings (Modules 1, 2, 3 and 4)	As per scheduled date  Up to forty-five (45) days from the Webinar date
Participate as: (1) Facilitator or assessor for Collaborative Learning Real-life scenarios for CCMP-C1 and/or CCMP-C2; or	As per scheduled date

(2) Roundtable panellist  a minimum of three (3) times.	As per scheduled date
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8.2.3 Candidates will receive an "INCOMPLETE" grade if they fail to attend any of the webinars without valid reason and documented proof as set out in paragraph 8.5.1. Such absenteeism will result in the candidates failing the overall CCMP-CA Certification Programme. Such absenteeism will also result in the immediate termination of the candidate's learning journey. Those affected by this termination and who still express a desire to continue must register afresh for a new certification programme.

8.2.4 SIDC strongly urges candidates to evaluate their preparedness and commit definitively before enrolling for the CCMP-CA.

8.2.5 Learning journey:



## 8.3 Conduct of Summative Assessment

8.3.1 The Summative Assessment sessions are conducted by SIDC via the online-based examination and remote proctoring system on SIDC's Learning and Assessment Management System (LAMS). Candidates are expected to comply with the conduct of Summative Assessment stipulated in this Handbook and paragraph 5 of CCMP-C Terms and Conditions link [CCMP-C Terms & Conditions.pdf](#)



8.3.2 For online-based examinations taken via remote proctoring, the following process and rules apply:

- Candidates may sit the examination from their homes or offices, provided the environment is a walled room with a closed door and free from distractions (“Remote Examination Area”).
- Candidates must thoroughly read and familiarise themselves with the policies and procedures of the online examination system before attempting the assessment.
- Should candidates access the online-based examination system thirty (30) minutes later than the stipulated scheduled examination session, they will be considered ‘absent’ and will not be allowed to begin the examination.
- Upon registration for the examination session, candidates may be requested to show their examination surroundings via web cam, which will be inspected by a Proctor before commencing the examination. Should the Remote Examination Area fail to meet SIDC’s requirements, the Proctor has the discretion to prohibit the candidate from sitting the examination and terminate access.
- No one else is permitted to be in the room with the candidate during assessment.
- Candidates are strictly prohibited from seeking any assistance from others while taking the examination.
- Candidates must ensure that the computer screen displaying the examination questions is not visible to any other individual. Should the Proctor detect the presence of another person in the room during the examination, the examination will be terminated.
- Candidates are not allowed to ask the Proctor any examination-related questions.
- Candidates must present a valid and unexpired identification document for verification purposes.
- If the computer is left unattended during the examination, the Proctor will automatically end the examination session, and the candidate will not be able to resume the examination.
- Candidates are not allowed to copy, paste, attempt to remember examination questions or answers, or share or discuss any examination content with others.
- Candidates can click the chat icon on the screen to request assistance from the Proctor should they have any queries or encounter technical issues or distractions.

8.3.3 Candidates are advised to log in to their registered account to access the examination thirty (30) minutes prior to their examination session.

## **8.4 Formative Assessment (Collaborative Learning), Summative Assessment and Overall Results for the Conferment of CCMP-C1 and CCMP-C2 Awards**

### **Formative Assessment (Collaborative Learning) Marks**

- 8.4.1 Candidates will be assessed on their Collaborative Learning presentation by assessors appointed by SIDC and assigned marks as follows (the FA Marks):
- Seventy (70) points for content
  - Thirty (30) points for presentation
- 8.4.2 The assessment will be based on an assessment rubric which will be provided to the candidates prior to the Collaborative Learning presentation.
- 8.4.3 The FA Marks will be made available to candidates via SIDC's Learning and Assessment Management System (LAMS) seven (7) working days after the presentations.

### **Summative Assessment Marks**

- 8.4.4 The Summative Assessment is made up of sixty (60) questions totalling sixty (60) points for CCMP-C1 and forty (40) questions totalling forty (40) points for CCMP-C2 (SA Marks).
- 8.4.5 Subject to paragraph 5.1.4 or 5.2.4, the SA Marks will be made available via SIDC's LAMS two (2) months after the completion of the examinations together with the Overall Marks as set out in paragraph 8.4.7 (For further provisions on examination results, please refer to paragraph 9 of CCMP-C Terms and Conditions link [CCMP-C Terms & Conditions.pdf](#)).
- 8.4.6 The Summative Assessment result is FINAL and a request to review or recheck the SA Marks will NOT be entertained.

### **Overall Passing Mark for the Conferment of CCMP-C1 and CCMP-C2 Awards**

- 8.4.7 The Overall Passing Mark to determine the eligibility of the candidate to be awarded the CCMP-C1 and CCMP-C2 qualifications shall be calculated as follows:
- (i) The Overall Passing Mark will comprise the SA Marks plus FA Marks based on the following weightage:
    - Seventy percent (70%) for the SA Marks
    - Thirty percent (30%) for the FA Marks
  - (ii) To determine the Overall Passing Mark according to the above weightage, the SA Marks and the FA Marks will be standardised as follows:

#### CCMP-C1

Standardised SA Marks Based on Seventy Percent (70%) Weightage = (SA Marks/0.6) x 0.7

Standardised FA Marks Based on Thirty Percent (30%) Weightage = (FA Marks) x 0.3

#### CCMP-C2

Standardised SA Marks Based on Seventy Percent (70%) Weightage = (SA Marks/0.4) x 0.7

Standardised FA Marks Based on Thirty Percent (30%) Weightage = (FA Marks) x 0.3

- (iii) The Overall Passing Mark is seventy percent (70%) out of the Standardised SA Marks based on Seventy Percent (70%) Weightage plus FA Marks based on Thirty Percent (30%) Weightage.

#### SAMPLE

##### CCMP-C1

	Date	Total Marks
Formative Assessment (collaborative learning)	19 October 202X	14%
Summative Assessment	12 October 202X	59%
	Total	73%*
	Result	Pass

\*Passing mark = 70%

#### SAMPLE

##### CCMP-C2

	Date	Total Marks
Formative Assessment (collaborative learning)	19 May 202X	13%
Summative Assessment	12 May 202X	64%
	Total	77%*
	Result	Pass

\*Passing mark = 70%

- 8.4.8 Subject to paragraph 5.1.4 or 5.2.4, the Overall Marks will be made available via SIDC's LAMS two (2) months after the completion of the examinations as set out in paragraph 8.4.7.

- 8.4.9 The e-Result Slip contains a QR code. Those who scan the QR code will be brought to the SIDC e-Result 'verification' page which displays the candidate's details (Name, Identity Card Number / Passport Number, examination date, examination module and examination result).

## **8.5 Deferment of CCMP-C1 and CCMP-C2 Components**

- 8.5.1 Candidates are not allowed to defer the scheduled CCMP-C1 and CCMP-C2 components except in instances involving extenuating circumstances listed under paragraph 8.5.2. The deferment allowed in paragraph 8.5 is only applicable for the Collaborative Learning or Summative Assessment components.
- 8.5.2 Deferment of the CCMP-C1 or CCMP-C2 Collaborative Learning or Summative Assessment components will be granted solely under the following extenuating circumstances:
- (i) Medical reason; or
  - (ii) Death of an immediate family member (spouse, child, parent, parent-in-law, grandparent, brother or sister only).
- 8.5.3 The application for deferment is subject to a processing fee of RM100 and all applications must include the relevant supporting documents which shall be submitted to [AssessmentSecretariat@sidc.com.my](mailto:AssessmentSecretariat@sidc.com.my). Applications without relevant supporting documents will not be entertained. The decision to grant or deny the extension application rests solely with SIDC.
- 8.5.4 For medical reason, application must be made within three (3) full working days (excluding weekends and public holidays) from the date of the webinar or examination. Candidates **MUST** provide a scanned copy of the medical certificate in their application.
- 8.5.5 In the event of death of an immediate family member occurring within seven (7) days prior to the webinar or examination date, the candidate is allowed to defer the webinar or examination to another date. All the following documents must be received by SIDC via email at [AssessmentSecretariat@sidc.com.my](mailto:AssessmentSecretariat@sidc.com.my) within five (5) full working days from the date of the webinar or examination:
- 1. A scanned copy of the death certificate;
  - 2. A written notice from the candidate indicating the relationship between the candidate and the deceased.
- 8.5.6 Deferment by SIDC is subject to seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the CCMP-C Calendar in [www.sidc.com.my](http://www.sidc.com.my).

## **8.6 Resit**

- 8.6.1 Applicable for candidates who have registered and completed the CCMP-C1 or CCMP-C2 Certification but failed to be awarded the CCMP-C1 or CCMP-C2 qualification as per paragraph 8.4.7. Resitting is subject to registration and payment of the relevant fees set out in paragraph 7 and other applicable terms and conditions.
- 8.6.2 Resitting is subject to the certification validity period as mentioned under paragraph 8.1.3 of this Handbook and seat availability, adhering to a first-come-first-served policy, and contingent upon successful completion of the relevant fee payment. For specific programme dates when these options are available, candidates are advised to consult the CCMP-C Calendar in [www.sidc.com.my](http://www.sidc.com.my).

## **8.7 Code of Conduct**

- 8.7.1 All candidates are expected to display the highest standards of professionalism and ethical conduct, comply with relevant laws and regulations and maintain the reputation of the compliance profession. Failure to do so may result in SIDC taking necessary action against the candidates, including, but not limited to, instituting disciplinary action, terminating the CCMP programme and/or revoking the certification award and relevant designation attached to such award.
- 8.7.2 To help candidates recognise and maintain these high standards of behaviour, SIDC has laid out the CCMP-C Terms & Conditions (refer to Clause 7 on Remote Proctored Examinations and Clause 11 on Offences & Disciplinary Action), which candidates are expected to follow.

## **8.8 Others**

- 8.8.1 CPE points may be claimed upon fulfilment of CPE requirements as stated in Chapter 8 of the *Licensing Handbook* and *Guidelines on Compliance with the CPE Requirements*.
- 8.8.2 Candidates are subject to the provisions of this Handbook, which shall form part of the Terms and Conditions of the CCMP-C programme. In the case of any inconsistencies between the Terms and Conditions of the CCMP-C programme and the Handbook, then the provisions of the Terms & Conditions shall prevail.
- 8.8.3 All content and materials in this Handbook are current as at the date of publication and subject to change without notice.

## 9. Enquiries, Comments and Suggestions

9.1 All enquiries should be sent to:

### Registration and Payment

Tel: +603 6204 8625 or +603 6204 8211

Email - [registration@sidc.com.my](mailto:registration@sidc.com.my)

### Technical Support

Tel: +603 6204 8399 or +6012 2668031

Email - [technicalsupport@sidc.com.my](mailto:technicalsupport@sidc.com.my)

### Assessment

**Assessment Secretariat**

Tel: +603-6204 8892

Email - [AssessmentSecretariat@sidc.com.my](mailto:AssessmentSecretariat@sidc.com.my)