



Insurance Intermediaries Qualifying Examination

Online Enrolment Instructions

1. Software requirement of the online enrolment system:

	Browser		
Hardware		Google Chrome	Microsoft Edge
Desktop Computer		(Version 49)	(Version 94)

(Mobile phones or mobile devices are not supported currently)

Macau Institute of Financial Services (IFS) makes our best effort to test the System with the latest version of the browsers. The IFS will not be responsible for unsuccessful online enrolment because of technical or payment failure. If you experience any issues in using the System, please email to general@ifs.org.mo.

2. Applicants should use the System on the same tab page in a browser window. They are recommended to close the browser after enrolment to end the session completely.
3. Applicants should read the "[Examination Handbook](#)" and "[IFS Notice No. 08/2020-IFS regarding Unauthorised Absence from the IIQE](#)" carefully before enrolment.
4. Applicants should prepare the following documents and information:
- Macao Identity Card /Passport
(Present to the invigilator on the examination day for identification checking)
 - Macao mobile phone number; and
 - Credit Card (Visa/Master Card/UnionPay).

5. Online Enrolment Process

Provision of Personal Particulars → Select Examination Paper → Select Examination Date and Time → Payment → Print Receipt and Admission Form

5.1 Provision of Personal Particulars

Personal particulars include name in Chinese, name in English, Macao Identity Card or Passport number and telephone number. The personal particulars provided should be accurate and the same as printed on the Macao Identity Card or Passport.

Candidates are required to present the same Macao Identity Card / Passport to the invigilator on the examination day for identification checking. Those who fail to produce such identification, will not be permitted to sit for the examination, and fees paid are not refundable or transferable.

If applicants find any mistake regarding his/her personal particulars after submitting the enrolments, the applicant is required to bring his/her Identification Document for any necessary amendments.



5.2 Select Examination Paper

Applicants are allowed to enrol for more than one Paper, but duplicating enrolment for the same Paper is NOT allowed.

5.3 Select Examination Date and Time

Applicants should check carefully the schedules of the selected Papers and examination session(s) to avoid duplicating enrolment or time-clash.

5.4 Payment

Applicants may pay the examination fee by Credit Card (Visa / Master / UnionPay) in the System.

5.5 Print receipt and admission form

Applicants may print Receipt and Admission Form after payment is made successfully. Applicants may print the Receipt and Admission Form repeatedly before the examination; but after the examination, if candidates request a re-issued copy of the receipt, candidates are required to apply in person at the IFS, and the charge is MOP50 per receipt.

6. Once the online enrolment is submitted, any requests for re-scheduling and/or cancellation will NOT be entertained. Fees paid are not refundable or transferable.
7. The IFS reserves the right to allocate applicants to designated examination sessions.
8. Candidates are required to bring his/her valid Macao Identity Card or passport for identification checking throughout the examination. Those who fail to provide such identification or whose identity cannot be satisfactorily verified will not be permitted to sit for the examination, and fees paid are not refundable or transferable.
9. Candidates should sit for the examinations on time. According to the “[IFS Notice No. 08/2020-IFS regarding Unauthorised Absence from the IIQE](#)”, the IFS will NOT accept the re-registration of those candidates with unauthorized absence within one month of the examination date. Afterwards, absentees re-registering for the same paper of examination, are required to pay a DOUBLE of the examination fee.
10. The personal particulars such as number of identification document, name, telephone number collected in the online enrolment system, will be used for examination only. The personal particulars will be transferred to the Monetary Authority of Macao after the examination.

Macau Institute of Financial Services
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