

Information Handbook

ESG Certified Professional (“ESGCP”) Examination



The ESG Certified Professional Examination (“the Exam”) is a market-focused and professionally oriented examination designed for those interested in pursuing certified proficiency in ESG in Hong Kong for performing ESG-related job duties within and for listed companies. The Exam’s syllabus is based on HKEX public materials, with a focus on HKEX ESG reporting and compliance requirements. The syllabus also includes public information about the Task Force on Climate-Related Financial Disclosures (“TCFD”), Science Based Targets Initiative (“SBTi”) and IFRS-S1 and IFRS-S2 under International Sustainability Standards Board (“ISSB”).

An individual who passes the Exam will be awarded the status of ESG Certified Professional (“ESGCP” “ESG 認證專業人員”) by the Chamber of Hong Kong Listed Companies (“CHKLC”). In order to maintain the status of ESGCP qualification, the status holder needs to maintain 10 relevant ESGCPD hours per year.

Objectives

- To create a recognised qualification for individuals as an indicator of their level of competency ESG compliance under HKEX listing rules
- To increase the supply of certified ESG personnel to meet the market needs
- To promote continuous development of ESG certified personnel to help listed companies meet the changing rules requirement and needs of the society and the environment

Examination Format

The purpose of the examination is to test the candidate’s concept of ESG and knowledge in compliance of HKEX ESG disclosures and governance requirements. The examination is computer-based in multiple-choice format.

Questions are generated randomly from a questions bank with at least 240 questions according to the weighting of the syllabus for each exam day. Sequence of questions and answers in each set of questions is different for each individual taking the Exam. Candidates are required to answer **60 questions within 90 minutes**. Candidates must receive a score of 80% or higher (i.e. 48 questions) to pass the Exam. It is a close-booked examination and the language is English.

Eligible Candidates

The examination is open to persons 21 years of age or above, holding tertiary education qualification from a recognized education institution in Hong Kong, the Mainland and overseas.

Syllabus*

The Exam is 1.5 hour long and consists of 60 multiple-choice questions (MC) divided into the following 8 aspects:

TOPICS	%	# of Questions
i. Corporate governance in the Corporate Governance Code and Environmental, Social and Governance Reporting Related Listing Rules and ESG related guidelines by HKEX	10%	6
ii. Reporting Principles and Reporting Boundary	8%	5
iii. Materiality assessment and ESG Mandatory Disclosure Requirements	7%	4
iv. ESG subject areas (“Subject Areas”) Environmental (Subject Area A)	20%	12
v. ESG subject areas (“Subject Areas”) Social (Subject Area B)	20%	12
vi. Implementation Guidance for Climate Disclosures under HKEX ESG reporting framework and TCFD	28%	17
vii. Science Base Target (“SBTi”)	5%	3
viii. HKEX Guidance Letter for New Applicants related to ESG	2%	1

*Detailed syllabus will be on examination website and Appendix-1 of this document.

Certification/ Post Examination Arrangement

Candidates who pass the examination will be awarded a certificate designating them as ESG Certified Professional (“ESGCP” “ESG 認證專業人員”), upon payment of a registration fee of HK\$100 to the Institute of ESG Certified Professional Limited (“IESGCP”).

The membership of ESGCPs constituting all certified professionals will be maintained by the IESGCP. Each holder of the ESGCP status will receive a unique credential ID number and is eligible to use ESGCP designation. A blockchain certificate will be granted to the ESGCP.

To maintain the status of ESGCP, the holder needs to 1) pay the annual administration fee of HK\$500, and 2) fulfil 10 ESGCPT (ESG Continuous Professional Training) hours each year. A ESGCPT year started on 1 January and ends on 31 December the following year. Where a member joins IESGCP in the middle of a year, the ESGCPT requirements apply to him/her on a pro-rata basis to 31 December of that year (i.e. 10 minimum ESGCPT hours on pro-rata basis).

CHKLC and ESGCP’s supporting organisations will offer training courses in this respect. Courses on ESG related matters by Supporting Organisations and other external parties will also be recognised.

Preparation Course

To help candidates prepare for the examination, preparation courses will be offered to candidates at regular intervals to familiarize them with the examination questions. Taking the course is optional. Schedule of the preparation course will be announced on the Examination website www.esgcp.net.

Examination Timetable

The ESG Certified Professional Examination is expected to be held at least every 3 months (subject to final scheduling).

Examination Enrolment

Examination enrolment can be done via the Online Registration System of PEAK Examination Centre, Vocational Training Council (www.peak.edu.hk/exam/en/esgcp).

Enquires

For Examination Enrolment matters:

PEAK Examination Centre:

Tel. No.: 2919 1467

Email: cpdc@vtc.edu.hk

For examination questions, certification and post-examination arrangement matters:

The Chamber of Hong Kong Listed Companies:

Tel. No.: 2970 0886 - 7

Email: esgcp@chklc.org

Website: www.chklc.org

ESGCP Examination:

Website: www.esgcp.net

Appendix-1: Reading Materials

These reading materials are public information and formed the basis and scope of the ESG Certified Professional Examination (the ESGCP Exam), participants of the ESGCP Exam will be tested on the understanding, competency and proficiency on the applications of the reading materials, mainly from Hong Kong Stock Exchange's listing rules and guidelines. The reading materials will be updated from time to time, this version of the materials is applicable for the ESGCP Exam from 12 July 2024 to 31 December 2024.

Disclaimer: ESGCP Exam didn't own the copyrights of the reading materials and is not responsible for the updates of the reading materials. The reading materials may be updated from time to time by the owner of the reading materials and the latest version of the reading materials. The reading materials are public information available to the ESGCP Exam participants, we are not responsible to for any liability for the links to and the availability of the reading materials.

1) Hong Kong Stock Exchange (HKEx)

i) Listing Rule: Corporate Governance/ Environmental, Social and Governance Appendix C1 - Corporate Governance Code

https://en-rules.hkex.com.hk/sites/default/files/net_file_store/HKEX4476_3828_VER31139.pdf

ii) Listing Rule: Corporate Governance/ Environmental, Social and Governance Appendix C2 - Environmental, Social and Governance Reporting Code

https://en-rules.hkex.com.hk/sites/default/files/net_file_store/HKEX4476_3841_VER31171.pdf

iii) Guideline: HOW TO PREPARE AN ESG REPORT A Step-by-Step Guide to ESG Reporting - May 2020

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Environmental-Social-and-Governance/Exchanges-guidance-materials-on-ESG/step_by_step.pdf

Appendix 2: Reporting guidance on Environmental KPIs

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Environmental-Social-and-Governance/Exchanges-guidance-materials-on-ESG/app2_envirokpis.pdf

Appendix 3: Reporting guidance on Social KPIs

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Environmental-Social-and-Governance/Exchanges-guidance-materials-on-ESG/app3_socialkpis.pdf

iv) Guideline: Guidance on Climate Disclosures - Nov 2021

(Reporting on TCFD recommendations)

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Environmental-Social-and-Governance/Exchanges-guidance-materials-on-ESG/guidance_climate_disclosures.pdf

1) Hong Kong Stock Exchange (HKEx) – Cont'd

v) Guideline: Implementation Guidance for Climate Disclosures under HKEX ESG reporting framework
- Apr 2024

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Environmental-Social-and-Governance/Exchanges-guidance-materials-on-ESG/guidance_enhanced_climate_dis.pdf

vi) Guidance Letter by IPO Vetting Team of HKEx:

HKEX GUIDANCE LETTER HKEX-GL86-16

- Guide on Producing Simplified Listing Documents Relating to Equity Securities for New Applications
- Last Updated Nov 2023

https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Archive/Guidance-Letters/gl86_16.pdf

2) International Sustainability Standards Board (ISSB)

i) IFRS S1 - IFRS® Sustainability Disclosure Standard

General Requirements for Disclosure of Sustainability-related Financial Information

<https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-a/issb-2023-a-ifrs-s1-general-requirements-for-disclosure-of-sustainability-related-financial-information.pdf?bypass=on>

ii) IFRS S2 - IFRS® Sustainability Disclosure Standard

Climate-related Disclosures

<https://www.ifrs.org/content/dam/ifrs/publications/pdf-standards-issb/english/2023/issued/part-a/issb-2023-a-ifrs-s2-climate-related-disclosures.pdf?bypass=on>

3) The Science Based Targets initiative (SBTi)

i) GETTING STARTED GUIDE FOR SCIENCE-BASED TARGET SETTING V1.1 - March 2024

<https://sciencebasedtargets.org/resources/files/Getting-Started-Guide.pdf>