



澳門金融學會課程 Macau Institute of Financial Services Courses

線上報名指引 Online Enrolment Instructions

1. 使用線上報名系統（“本系統”）的軟件要求：

Software requirement of the online enrolment system (“The system”):

本系統適用於桌上電腦和移動裝置，建議報名人士使用最新版本的瀏覽器，例如 Microsoft Edge、Mozilla Firefox、Safari 或 Google Chrome，以獲取最佳顯示效果。澳門金融學會盡力測試本系統能否在最新版本的瀏覽器上正常運作，因技術或付款問題而導致未能成功於網上報名，本會概不負責。如使用本系統遇到任何問題，請電郵至 general@ifs.org.mo 查詢。

The system is suitable for desktop computers and mobile devices. It is recommended that applicants use the latest version of browsers, e.g. Microsoft Edge, Mozilla Firefox, Safari or Google Chrome for best results. The 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 failures. If you experience any issues in using the System, please email to general@ifs.org.mo.

2. 經線上報讀本會課程，報名人士必須首先註冊學員帳號。註冊前，請先備妥以下資料：

For online enrolments, you are required to first register a student account. Before registration, please prepare the following information:

- 身份證／護照號碼 ID card / Passport number;
- 中文、外文姓名 Chinese and foreign name;
- 流動電話號碼 Mobile phone number;
- 工作機構和職位 Company name and position;

如報名人士為保險中介人，請額外提供以下資料：

If you are an insurance intermediary, please provide the following additional information:

- 保險中介人准照類別 Insurance intermediary license category;
- 保險中介人准照編號 Insurance intermediary license number;
- 首次發出保險中介人准照日期 Insurance intermediary license first issue date;



3. 報名人士須確保所輸入的註冊資料正確無誤及與印在證件上的資料相同。註冊後如發現個人資料輸入有錯漏，須攜帶相關證件親臨澳門金融學會作出更正。另外，註冊時本系統會向報名人士提供的流動電話號碼發出 SMS 註冊驗證碼，請確保所輸入的電話號碼可以接收由本地發出的 SMS 流動短訊，輸入正確的 SMS 註冊驗證碼才可成功註冊。

You must ensure that the information entered is accurate and identical to your identification document. If you find any mistakes regarding your personal particulars after registration, you are required to bring your Identification Document for any necessary amendments in person. In addition, the system will send an SMS verification code to your mobile number. Hence, please make sure that your mobile number is able to receive local SMS messages. You must enter correct SMS verification code to successfully complete the registration process.

4. 開始線上報名前，報名人士必須閱讀“課程手冊”，以了解修讀本會課程的規則。

You should read the "Course Handbook" before enrolment.

5. 線上報名流程 Online Enrolment Process

5.1) 登入系統 Login; 5.2) 報讀課程 Course Enrolment; 5.3) 繳付學費 Payment of Tuition Fee

5.1 登入系統 Login

輸入已註冊的流動電話號碼，系統會向該電話號碼發出 SMS 登入驗證碼，輸入正確的登入驗證碼才可以成功登入系統。

Enter your mobile number to login. The system will send an SMS verification code to your mobile number. Enter the correct SMS verification code to complete the login process.

5.2 報讀課程 Course Enrolment

報名人士需注意：根據澳門金融管理局的相關規定，若 3 年內重覆修讀相同的課程，只可獲得首次完成的持續專業培訓時數。

Please note that according to the regulations prescribed by the Monetary Authority of Macao, taking the same course repeatedly within 3 years will result in CPD hours awarded only for the completion of the first course during the said time period..

部分課程需經本會錄取後，系統才會發出短訊通知報名人士繳交學費，成功繳付學費後，報名手續才正式完成。如未能於規定期限前繳費，將被當作自動放棄處理。

For some courses, after being accepted by IFS, the system will then send an SMS message to notify you to pay the tuition fee. Your on-line enrolment is successfully completed upon payment of the fee. Failure to pay the fee by the payment deadline will be regarded as withdrawing from the course.



5.3 繳付學費 Payment of Tuition Fee

報名人士可以使用中銀手機銀行應用程式或信用卡（VISA/萬事達/銀聯）於本系統繳付學費，並須於 10 分鐘內完成，過時未完成支付，所報課程名額將不會保留，報名人士需重新報名。繳費成功後，報名人士可以自行列印收據。

You may pay the fee by BOC pay or Credit Card (Visa / Master / UnionPay) via the system, and the payment process must be completed within 10 minutes. Otherwise, it will result in cancellation of enrolment, and you are required to re-enrol in the course. You may print the receipt after payment has been made successfully.

6. 線上報名一經遞交，所有有關取消報名的要求將不獲受理，已繳費用概不發退還，名額亦不可轉讓他人或轉作其他課程。

Once the online enrolment is submitted, any requests for cancellation will NOT be entertained. Fees paid are not refundable or transferable.

7. 學員上課時必須攜帶其個人身份證明文件以核實學員身份。如未能出示身份證明文件或身份未能核實，學員將不能獲得該課程證書。

You are required to bring your I.D. to attend classes for identification checking. If you fail to provide your I.D. or your identity cannot be satisfactorily verified, you will NOT be awarded the course certificate.

8. 在該課程完結後 3 年內，學員可隨時使用本系統查詢報讀記錄，下載收據及課程證書；3 年後，如學員需要重印收據或課程證書，需要親臨澳門金融學會申請，並需繳付補發費用。

You can check your enrolment records, download receipt or certificate within 3 years after the completion of a course. After 3 years, if you request a re-issued copy of the receipt or certificate, you are required to apply in person at the IFS, and pay the re-issuing fee.

9. 網上報名所收集的報名人士個人資料，本會僅用於處理課程相關事宜。對於納入保險中介人持續專業培訓活動的課程，學員資料將轉交澳門金融管理局。

The personal data collected in the online enrolment system will be used for the processing of IFS courses only. For courses included in Continuing Professional Development (CPD) program of insurance intermediaries, your personal data will be transferred to the Monetary Authority of Macao.

澳門金融學會
Macau Institute of Financial Services

二零二四年五月
May 2024