



IFS NOTICE NO. 08/2020-IFS

RE: Unauthorised Absence from Insurance Intermediaries Qualifying Examination (IIQE)

Since 01 June 2020, candidates with unauthorized absence have NOT been allowed to re-register for the IIQE **within one month of the examination**. Afterwards, if absentees, excluding those under extenuating circumstances, are required to pay **DOUBLE of the examination fee** to re-register for the same module of examination. Furthermore, in order to reduce the number of absentees in an examination, a candidate is only allowed to register for one date for each module of examination. Even so, the Macau Institute of Financial Services (IFS) has recorded a growing number of candidates with unauthorized absence from the IIQE.

Furthermore, if a candidate is unable to sit an examination for any compelling reasons, and has informed IFS **IN WRITING** either by correspondence, email (general@ifs.org.mo) or fax (2856 9666) at least 2 working days prior to the examination supported with **proof documents**, IFS shall accept their re-registration for the IIQE and NOT impose any relevant penalty. Any applications after the examination will NOT be accepted. Please be noted that “NO re-scheduling of the IIQE will be allowed for whatever reason after the enrolment is accepted” according to the Examination Handbook of the IIQE.

Moreover, requirements for the proof documents are detailed below:

The proof documents should be issued by a third party, such as a **letter with authorized signature and company stamp** prepared by the employer, or the insurance company, or the financial institution of the candidate, OR a **medical certificate issued by a hospital**. Other proof documents may NOT be accepted. IFS reserves the right to approve an application on a case-by-case basis.

In case a candidate is unable to submit proof documents before the examination under any exceptional circumstances, he/she may submit the documents to IFS within 5 working days with prior approval from IFS. If a candidate is absent due to sicknesses, he/she may submit to IFS a medical certificate issued by a hospital within one week following his/her approved sick leave.

This notice is effective from August 17, 2020.

For enquiries, please call 2856 8280.

Thank you for your cooperation.



14 August 2020
Macau Institute of Financial Services