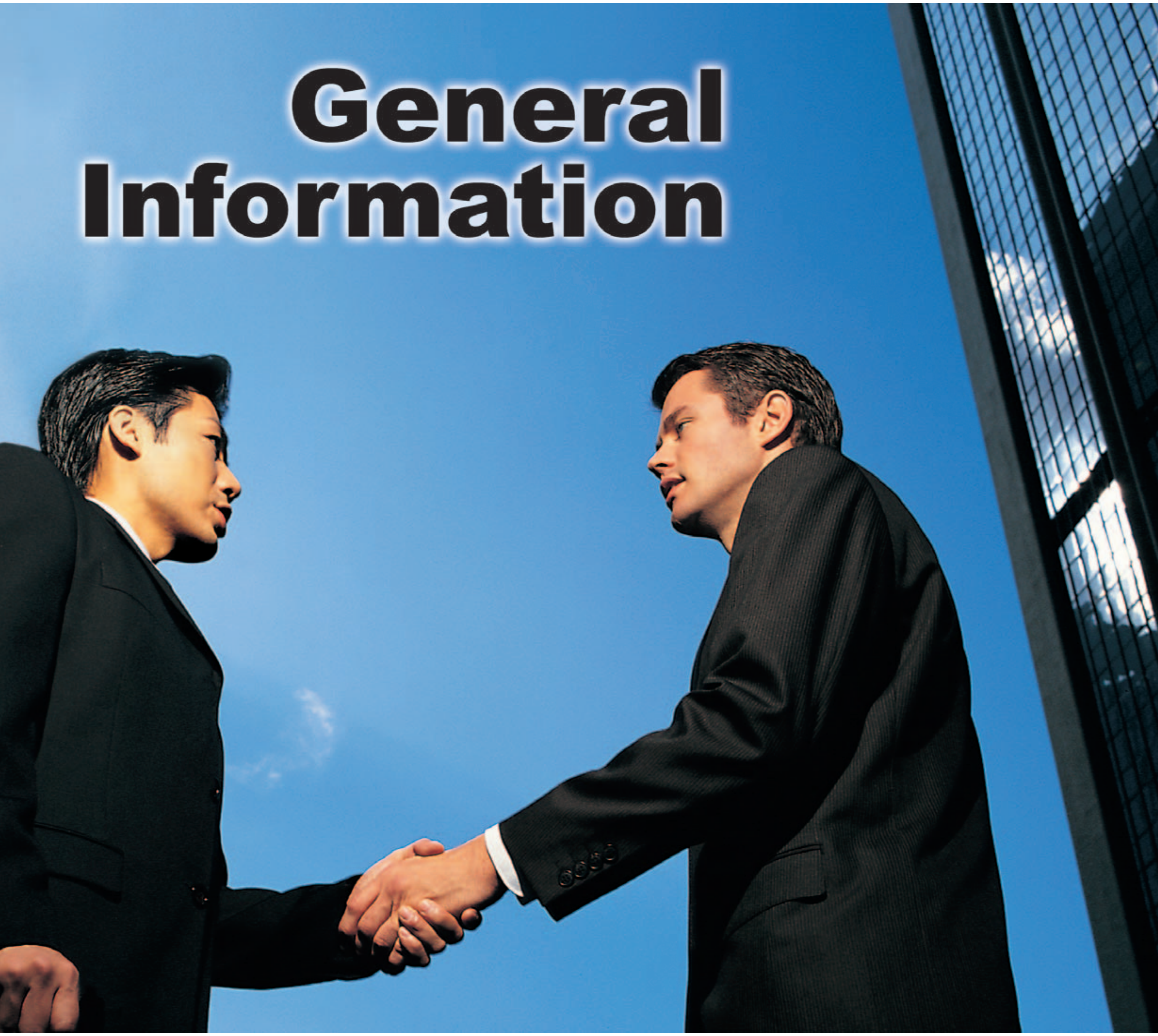
FPAS
FINANCIAL PLANNING
Association Of Singapore

General Information



FINANCIAL PLANNING'S HIGHEST GLOBAL STANDARD

CFP®

WHAT IS FINANCIAL PLANNING ?

Financial planning is a process to provide a client with impartial assistance in analysing and organising personal financial affairs in order to achieve financial and lifestyle goals. Examples of life goals include a comfortable retirement, buying a home, saving for a child's education, or starting a business.

The financial planning process, as defined by the Financial Planning Standards Board Ltd (FPSB), includes the following six key steps :

1.Establishing and defining the client-planner relationship.
2.Gathering client data, including goals.
3.Analysing and evaluating the client's financial status.
4.Developing and presenting financial planning recommendations and/or alternatives.
5.Implementing the financial planning recommendations.
6.Monitoring the financial planning recommendations.

BENEFITS OF FINANCIAL PLANNING

Financial planning provides direction and meaning to your financial decisions. It allows you to understand how each financial decision you make affects other areas of your finances. For example, buying a particular investment product might help you pay off your mortgage faster or it might delay your retirement significantly. By viewing each financial decision as part of a whole, you can consider its short and long-term effects on your life goals. You can also adapt more easily to life changes and feel more secure that your goals are on track.

WHAT IS A FINANCIAL PLANNER ?

A financial planner is an individual who uses the financial planning process to help a client determine whether and how he or she can meet life goals. The financial planner can take a "big picture" view of the client's financial situation and make financial planning recommendations that are right for the client. The financial planner can assist the client by addressing a host of interrelated issues such as budgeting and savings, tax planning, investments, and risk management, or by focusing on a single or limited number of financial concerns within the context of the client's overall situations.

The big picture approach to the client's financial goals sets the financial planner apart from other financial advisors, who may have been trained to focus on a particular area of the client's financial life, i.e. insurance, securities, taxes.

FINANCIAL PLANNING ASSOCIATION OF SINGAPORE

Established on 1st December 1998, the Financial Planning Association of Singapore (FPAS) is a non-profit professional association dedicated to developing and promoting an industry providing unbiased financial advice to the Singaporean public. FPAS is the professional organisation for the financial planning industry in Singapore and is the organisation which represents qualified financial planners.

FPAS forms part of a global assembly of financial planning bodies under the auspices of Financial Planning Standards Board Ltd (FPSB). FPSB is a non profit association that manages, develops and operates certification, education and related programmes for financial planning organisations so that they may benefit and protect the global community by establishing, upholding and promoting worldwide professional standards in financial planning. FPSB's commitment to excellence is represented by the marks of professional distinction , CFP® and CERTIFIED FINANCIAL PLANNER™. FPAS is the first member of the Council in the Asia region (outside of Japan and Australia) and the tenth member of the Council internationally.

ROLE AND SERVICES OF FPAS

The FPAS vision is to ensure that all Singaporeans have access to responsible and appropriate financial planning advice, by raising the professional standards of the industry through education and a shared code of ethics. In support of this vision, FPAS provides a range of services to consumers and to member individuals and organisations, In particular, FPAS :

- aims to educate and inform the public of the need for objective professional advice in making secure financial decisions by undertaking a programme of seminars, media relations, and advertising, to ensure that the message is well understood
- aims to ensure sufficient professional and ethical standards to maintain the confidence and trust of existing and prospective customer;
- provides members with education, training and information to enhance their provision of objective professional financial advice;
- develops and maintains high ethical standards for members; and
- aims to represent the industry and its members to ensure an operating environment which is conducive to providing high quality financial advice.

WHAT THE CFP®,CERTIFIED FINANCIAL PLANNER™AND MARKS MEAN ?

Consumers are currently facing many challenges managing their personal finances. Responsibility for retirement planning is shifting from the government and employers to the individual. Job security is no longer guaranteed, the variety and complexity of financial products is increasing, and the Asian crisis combined with volatile global stock markets have left many consumers feeling confused. The need for professional advice in such an atmosphere is great, but greater still is the consumers' need for assurance that the profesionals they choose for financial advice are qualified and competent.

As consumer demand for qualified advice grows, the field of financial planning, in which poor performance on the part of the practitioner can lead to significant harm to the consumer, must embrace professional certification if it is to be taken seriously as a profession. Professional certification connotes competency, occupational experience, and adherence to standards of practice.

For consumers to accept financial planning practitioners as qualified, trustworthy professionals, they must be provided with an easily-identifible, objective means of measuring the practitioners' experience, education, professional competence and ethical standards. The CERTIFIED FINANCIAL PLANNER™ certification process serves that purpose by defining what a financial planning professional is, establishing standards of professional practice and creating a "mark of quality" that consumers can recognise and to which practitioner can aspire.

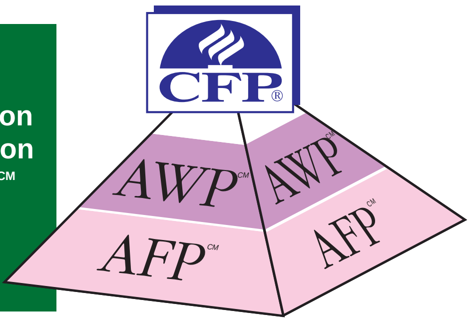
FPAS will therefore seek to provide the certification framework for the financial planning industry in Singapore. FPAS will oversee the administration of the CERTIFIED FINANCIAL PLANNER™, ASSOCIATE WEALTH PLANNER and ASSOCIATE FINANCIAL PLANNER certification process, and grant to qualified individuals the right to use the CFP®, AWP^{CM} and AFP^{CM} marks respectively.

The certification of CERTIFIED FINANCIAL PLANNER™ or CFP® will be gained by certain individuals who have demonstrated technical competency, combined significant practical experience, enabling them to write (to international standards) a comprehensive and detailed financial plan for an individual.

The ASSOCIATE WEALTH PLANNER or AWP^{CM} is a mid-level professional certification for practitioners with key portfolios in retirement planning and accumulation in addition to their capability to recommend general financial planning strategies. These individuals pass FPAS certification examination Modules 1, 4 and 5 (Foundations in Financial Planning, Investment Planning and Retirement Planning respectively) and abide by the Code of Ethics.

The ASSOCIATE FINANCIAL PLANNER or AFP^{CM} will be competent to recommend general financial planning strategies and to advise on the appropriate selection and use of various financial products for individuals, e.g. insurance, unit trust, and a broad range of securities and banking products.

FPAS Certification Progression from AFP^{CM} to AWP^{CM} to CFP®



WHY CHOOSING FPAS MEMBER MAKES SENSE ?

- ALL FPAS members are bound by a set of stringent Rules of Professional Conduct and Code of Ethics. They must also satisfy educational and experience standards set by FPAS, which are higher than those required by law. All AFP^{CM} licensees must complete 15 hours, AWP^{CM} licensees must complete 20 hours & CFP® licensees must complete 30 hours of Continuing Professional Development (CPD) each reporting period. Furthermore, AFP^{CM} licensees and CFP® licensees must complete three hours of Continuing Professional Development(CPD) respectively from pre-approved programme on FPAS Code of Ethics and Professional Standards, and sign an annual disclosure statement regarding ethical conduct.

- All clients of FPAS members are automatically covered, free of charge, by a formal complaints, review and disciplinary system which seeks to provide redress to clients for potential misconduct.

- FPAS members are required at all times to act only in their clients' interest. They must fully explain each component of the financial plan they develop so the client completely understands its full implications, and how it will unfold in future.

FPAS MEMBERS

FPAS membership consists of companies and individuals who practise within or support the financial planning profession. As a professional association, FPAS requires all its members to abide by a code of ethics and professional standards. FPAS will instigate a formal complaints, review, and disciplinary system to ensure compliance, and thereby instill public confidence in its members.

There are SIX categories of FPAS membership :

CHARTER MEMBERS
American International Assurance Co Ltd
AXA Life Insurance Co Ltd
DBS Vickers Securities (Singapore) Pte Ltd
Fraser Securities Pte Ltd
Great Eastern Life Assurance Co Ltd
HSBC Insurance (Singapore) Pte Ltd
Lim & Tan Securities Pte Ltd
Manulife (S) Pte Ltd
Maybank
NTUC Income Insurance Co-operative Ltd
Overseas-Chinese Banking Corporation Ltd
Phillip Securities Pte Ltd
Prudential Assurance Co. Singapore (Pte) Ltd
Standard Chartered Bank
The Development Bank of Singapore
The Hongkong and Shanghai Banking Corporation Ltd
UBS AG
United Overseas Banking Corporation Ltd

Charter membership : companies that support the development of the financial planning industry. Since its inception, FPAS has received overwhelming support from many of the largest financial institutions in Singapore.

CORPORATE MEMBER
Professional Investment Advisory Services Pte Ltd

CERTIFIED FINANCIAL PLANNER™ AND CFP® Certification: reserved for those professionals who have demonstrated technical competency by completing a CFP® certification education programme provided by an approved FPAS education provider. These individuals must also pass FPAS' certification examinations, possess three years' relevant experience , pay annual licensing fee of $230.00, and abide by FPAS' Code of Ethics. The CFP® certification is an internationally recognised mark and is a symbol of the highest level of professionalism for financial planning practitioners.

ASSOCIATE WEALTH PLANNER MEMBERSHIP: for those professionals who have demonstrated competency to offer advice in retirement planning and wealth accumulation in addition to their capability to recommend general planning strategies. These individuals must complete an AWP^{CM} education programme provided by an approved FPAS education provider. They must also pass FPAS' certification examination modules 1, 4 and 5 pay annual licence fee of $120.00, and abide by its Code of Ethics.

ASSOCIATE FINANCIAL PLANNER MEMBERSHIP: for those professionals who have demonstrated technical competency by completing an AFP^{CM} education programme provided by an approved FPAS education provider. These individuals must also pass FPAS' certification examination module 1, pay annual licence fee of $120.00, and abide by its Code of Ethics.

STUDENT MEMBERSHIP: is at $80.00 annually, and is available to those undertaing the AFP^{CM}, AWP^{CM} and CFP® certification education programmes provided by approved FPAS educational providers.

Application forms for membership are available from FPAS' office, FPAS' website and approved education providers. Membership enquiries should be directed to FPAS :

53 Tras Street #02-01 Singapore 078992
Telephone: 6372-1030 Fax: 6372-0121
Website: www.fpas.org.sg E-mail: fpas@fpas.org.sg

THE CFP®, AWP℠ AND AFP℠ CERTIFICATION REQUIREMENTS

In order to be certified, a candidate for CFP®, certification must meet all four requirements of the certification process described briefly below, while an AFP℠ or AWP℠ candidate must meet the education, examination and the ethics requirements :

Education:

Before applying for the certification examination(s), a candidate must complete academic coverage of the financial planning curricula including: foundations in financial planning (AFP℠ education course),risk management and insurance planning, tax planning and estate planning, investment planning, retirement planning, and financial plan construction and professional responsibilities. Completion of the academic requirement is available through three educational paths, namely self-study or distance learning programme, part-time course, or full-time course.

Examination:

Upon the successful completion of the Education requirement, the candidate is eligible to apply for the certification examination(s). The certification examination is designed to assess the candidate's ability to apply his/her financial planning education to financial planning situations in an integrated format, thereby protecting the public by assuring that he/she is at the appropriate level of competency required for practice.

Experience:

The experience requirement centers on work which involves personal financial planning-related experience. It is designed to provide the public with the assurance that the candidate understands the counseling nature of personal financial planning. The requirement is three years, performed before or after the successful completion of the certification examination.

Ethics :

On completion of the education, examination, and work experience requirements, the candidate for CFP® certification will receive a Declaration Packet, which includes an ethics statement form and his/her licence application with a bill for the initial licence fee. The AFP℠ or AWP℠ candidate will also receive a Declaration Packet on completion of the education and examination requirements. Prior to certification, the candidates will be required to disclose past or pending litigation or agency proceedings and to acknowledge the right of FPAS to enforce its Professional Standards and Code of Ethics through due process described.

Once certified, CFP® licensees must fulfill a biennial Continuing Professional Development (CPD) requirement to stay up to-date on planning strategies and financial trends affecting their clients. In addition, the FPAS monitors compliance with its Professional Standards and Code of Ethics by requiring an annual disclosure statement and by investigating consumer complaints and licensees' periodic disclosures of investigations or legal proceedings. AFP℠ and AWP℠ licensees also have a Continuing Professional Development (CPD) requirement, although it is less onerous.

EXEMPTIONS FROM CFP® CERTIFICATION EDUCATION COURSE

No exemptions shall be granted for the certification examinations related to Module 1 (Foundations in Financial Planning) and Module 6 (Financial Plan Construction and Professional Responsibilities), as these examinations must be passed before a candidate can use the CFP®, AWP℠ or AFP℠ marks.

Exemptions from the CFP® certification education courses shall be updated periodically, please contact FPAS' office or visit FPAS' website at www.fpas.org.sg for an updated copy.

EDUCATION PROVIDERS

The following is a list of approved education providers for programmes leading to the certification of CERTIFIED FINANCIAL PLANNER™, ASSOCIATE WEALTH PLANNER and ASSOCIATE FINANCIAL PLANNER.

INSTITUTION	LOCATION & CONTACT	COURSE TYPE
Financial Perspectives Pte Ltd	38B Circular Road FP House Singapore 049394 Tel : 6533-6121 Fax : 6533-6802 Website : www.fp-edu.com Email : enquiries@fp-edu.com	Self-study, Classroom-based
Kaplan Financial (S) Pte Ltd	51 Cuppage Road #02-01 StarHub Centre Singapore 229469 Tel : 6733-1877 Fax : 6733-2977 Website : www.kaplan.com.sg Email : info@kaplan.com.sg	Self-study, Classroom-based

The following table lists the subjects covered :

SUBJECTS	
Module 1	Foundations in Financial Planning
Module 2	Risk Management and Insurance Planning
Module 3	Tax Planning and Estate Planning
Module 4	Investment Planning
Module 5	Retirement Planning
Module 6	Financial Plan Construction and Professional Responsibilities

Examinations for the AFP℠, AWP℠ and CFP® certification process shall be conducted thrice a year, in April, July and October. Details of each education provider's programmes are available from the respective education providers.

CFP® and CERTIFIED FINANCIAL PLANNER™ are certification marks owned outside the U.S. by Financial Planning Standards Board Ltd. Financial Planning Association of Singapore is the marks licensing authority for Singapore, through agreement with FPSB. FPSB is an independent professional regulatory organization acting to benefit and protect the public in its dealings with persons engaged in providing financial advice by establishing educational, ethical and disciplinary standards, developing and administering examinations within the field of financial planning, and authorizing individuals who meet these criteria to use FPSB's marks.