



澳門金融管理局
AUTORIDADE MONETÁRIA DE MACAU

Recruitment: 002/2011-DSG

I. GENERAL PROCEDURES FOR THE WRITTEN EXAM

- (1) Please arrive at the exam venue on the day of the written exam at least 15 minutes prior to the scheduled commencement time (18:30 hours). You will **NOT** be allowed to take the written exam if you arrive after 15 minutes from the commencement of the exam;
- (2) Please present the original of your Macao Permanent Resident Identification Card as proof of identification for admission to the written exam. The presentation of this document is very important, as lack of proper identification may seriously affect your right to take the written exam;
- (3) Candidates shall place their Macao Permanent Resident Identification Cards on the desk (top right-hand corner) for purpose of verification, and shall write down on every answer sheet in the upper right-hand corner their respective name and candidate number;
- (4) Prior to the commencement of the written exam, your Exam Invigilator will provide oral instructions. Please be attentive as the instructions are designed to assist you in your written exam. If you require assistance, please feel free to seek further clarification from the Invigilator at any time during the course of the written exam;
- (5) Candidates shall not turn over the question papers nor commence the written exam until so instructed by the Invigilator;
- (6) Candidates shall answer every question on separate answer sheets. If additional blank sheets are required, please obtain the same from the Invigilator and write down the relevant number of the question being answered and then proceed as per the provisions of paragraph (3) above;



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- (7) The exam will be in Chinese/Portuguese/English with duration of 2 (two) hours and will contain 3 (three) sections, the relevant topics of which are described in II below;
- (8) Candidates are not permitted to exchange information or documents with other candidates during the course of the exam;
- (9) The use of dictionaries as well as electronic devices like calculators, laptops, electronic dictionaries, mobile phones, PDAs, cameras, etc, is prohibited during the exam. If candidates bring along such devices to the exam venue, they will be required to place such devices under their seats in a manner that is clearly visible and all the respective devices must be switched off during the duration of the exam;
- (10) Candidates wishing to use the washroom during the course of the exam shall obtain the necessary permission from the Exam Invigilator;
- (11) If you decide not to complete the written exam, you will be permitted to leave 30 minutes after the commencement of the exam;
- (12) Please return **ALL** the question papers and answer sheets (including the supplementary sheets), as well as the rough notes or calculations to the Invigilator prior to leaving the exam hall;
- (13) It is not permitted to eat, drink or smoke inside the exam hall. Should candidates need to take medicines, they should inform the Invigilator and water will be supplied, and
- (14) In the event of **NO SHOW**, you **FORFEIT** your right to take the respective exam.



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II. TOPICS

The written exam shall consist of 3 (three) sections covering the following topics:

Exam Scope

1. Language skills (Chinese/Portuguese/English);
2. Knowledge of the insurance intermediary activity (Macao Insurance Agents and Brokers Ordinance); and
3. Accounting.