

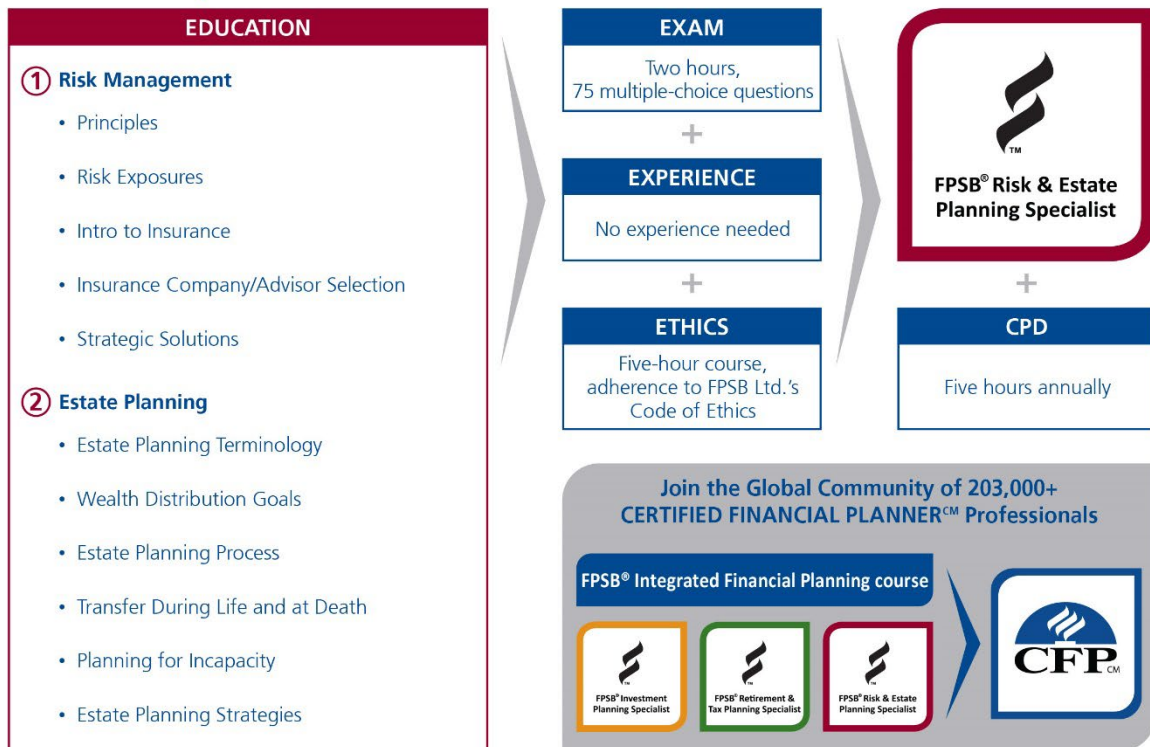
**FPSB<sup>®</sup> Risk and Estate Planning  
Specialist Guide**



Are you ready for a world-class learning experience brought to you by Financial Planning Standards Board Ltd., the standards-setting body for the global financial planning profession? Taken either online or with an instructor, FPSB Ltd.'s risk and estate planning course prepares you to develop strategies to manage your clients' financial exposure due to personal risk and preserve and distribute clients' accumulated assets.

The course teaches you to evaluate your clients' legal, tax, financial and insurance position, and the impacts of non-financial issues, to guide clients to conserve and transfer wealth consistent with client goals. To be recognized by employers, clients and the public for your knowledge and competency in retirement and tax planning, complete the roadmap below to obtain FPSB® Risk and Estate Planning Specialist certification in India.

## The Roadmap to Certification



Financial Planning Standards Board Ltd. owns the CFP<sup>TM</sup>, CERTIFIED FINANCIAL PLANNER<sup>TM</sup>, CFP<sup>®</sup>, <sup>FIN</sup>, FPSB<sup>™</sup> and FPSB<sup>®</sup> marks in India, and permits qualified individuals to use these marks in India to indicate that they have met FPSB's initial and ongoing certification requirements.

Learn more at [india.fpsb.org](http://india.fpsb.org)

## Contents

Contents	3
About FPSB Ltd. and FPSB Programs in India	4
FPSB® Risk and Estate Planning Specialist Overview	5
Step 1: Education	6
Period for Course Completion	6
Education	8
1. Self-Paced Education	8
2. Instructor-Led Education	8
3. Recognition of Prior Learning	8
Step 2. Exam	10
Step 3. Ethics	14
Ethics Attestation	15
Step 4. Initial and Ongoing Certification	16
Ongoing FPSB Risk and Estate Planning Specialist Certification Requirements	16
FPSB Coursework as Continuing Professional Development	16
Using your Badge and Certification Name Correctly	16
<b>Appendix A. FPSB Risk and Estate Planning Specialist Competency Profile</b>	17
Risk Management and Insurance Planning	17
Global Risk Management and Insurance Planning	17
India-Specific Risk Management and Insurance Planning	19
<b>Estate Planning</b>	24
Global Estate Planning	24
India-Specific Estate Planning	26
<b>Appendix B. FPSB Certification Code of Ethics (for all FPSB certifications)</b>	30
<b>Appendix C. Pricing</b>	32
<b>Appendix D. Frequently Asked Questions</b>	33

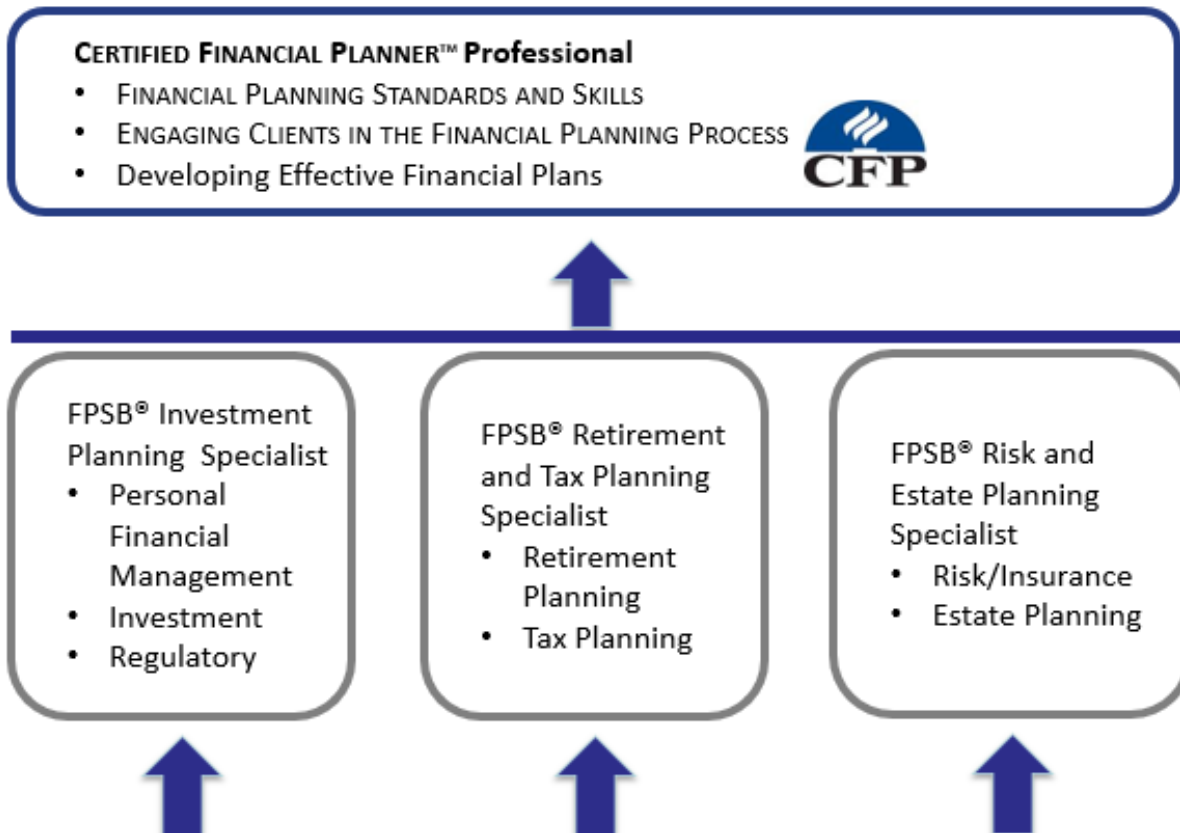
## About FPSB Ltd. and FPSB Programs in India



- FPSB® Investment Planning Specialist
- FPSB® Retirement and Tax Planning Specialist
- FPSB® Risk and Estate Planning Specialist

Each certification carries its own stand-alone coursework, exam and credential. Importantly the coursework required for FPSB's pathway certifications also fulfills part of the required education for CFP<sup>CM</sup> certification in India.

Interested professionals can begin their journey toward CFP certifying by registering with FPSB to begin the coursework for any of the three pathway certifications (in any order). This guide will focus on the **FPSB Risk and Estate Planning Specialist** certification.



For more information about FPSB and its certification programs in India, please visit [www.india.fpsb.org](http://www.india.fpsb.org).

## FPSB® Risk and Estate Planning Specialist Overview

### Take Your Career to the Next Level

The FPSB® Risk and Estate Planning Specialist course prepares you to develop strategies to manage clients' financial exposure due to personal risk and to help clients preserve and distribute their accumulated assets.

The course teaches you to evaluate your clients' legal, tax, financial and insurance position, and the impacts of non-financial issues, to guide clients to conserve and transfer wealth consistent

with client goals. To be recognized by employers, clients and the public for your superior skills and knowledge in risk and estate planning, complete the roadmap below to obtain FPSB® Risk and Estate Planning Specialist certification in India.

### Steps to Initial Certification

The requirements for FPSB Risk and Estate Planning Specialist certification are as follows:

1. Successfully complete the FPSB Ltd. **Ethics** Course.
2. Successfully complete FPSB's **education** modules for:
  - Risk Management
  - Estate Planning
3. Pass the FPSB Risk and Estate Planning Specialist **exam**, which aligns to the topics identified in the FPSB Risk and Estate Planning Specialist Competency Profile (Appendix A):
4. Complete your **certification application**, which includes your agreement to comply with FPSB Ltd.'s Code of Ethics and payment of an annual certification fee.

## Step 1: Education

FPSB Risk and Estate Planning Specialist			
1) Education	2) Exam	3) Ethics	4) Certification Application
<p>3 Education Modes</p> <ul style="list-style-type: none"> <li>-Self-Paced Learning</li> <li>-Instructor-led Learning</li> <li>-Recognition of Prior Learning</li> </ul>	<p>Topics</p> <ul style="list-style-type: none"> <li>-Risk Management</li> <li>-Estate Planning</li> </ul> <p>2 hours 75 multiple choice questions</p>	<p>FPSB Online Ethics Course</p>	<p>Application for certification</p> <p>Agreement to abide by FPSB Code of Ethics</p>

### Criteria to Register

Candidates who are at least age 18 and have completed HSC/12th pass (Std XII/HSC) may register with FPSB and begin the FPSB Risk and Estate Planning Specialist education course (Please also see Q#21 of Appendix D: Frequently Asked Questions).

FPSB Registration should be at least 30 days prior to Exam Registration.

### Period for Course Completion

Individuals must complete the FPSB Risk and Estate Planning Specialist certification program within three years of first registering with FPSB Ltd. and must renew their registration on an annual basis. After three years in the system, FPSB Ltd. will consider the registration invalid. Candidates should consider the feasibility of completing the program in this timeline before registering.

Module	Name and Description
<b>Risk Management</b>	The material in this course covers risk management and insurance. Upon completion of this course, candidates should have a good understanding of risk management need areas and ways to address them. Candidates should be able to evaluate existing insurance coverage and how it addresses the client's risk management needs. Finally, candidates should be able to develop various strategies to protect the client's financial wellbeing through appropriate risk management.
<b>Estate Planning</b>	In this module, candidates will learn about Estate planning and at how an individual wants to address the end of his or her life. Postmortem (i.e., after death) estate (property/wealth) distribution is a significant planning focus, but even that is not the sole estate planning target. Further, even though estate planning may prepare for the end of life, a lot of the planning and plan execution happens much earlier. More than the legalities of preparing a will, this module will also delve into the emotional intelligence piece and sensitivities around this topic.

## FPSB Ltd. Educational Resources

FPSB Ltd. will provide program participants with digital textbooks, supplemental post-chapter practice quizzes, post-module exams and supplemental course materials through its online learning portal, MyFPSB*learning*. All FPSB Ltd. education materials are aligned to the FPSB Risk and Estate Planning Specialist learning objectives described in Appendix A. All candidates, regardless of education mode, are required to purchase these materials.

Global Modules/Chapters	
Risk Management	Estate Planning
1.1 Principles of Risk Management	2.1 Estate Planning Terminology
1.2 Risk Exposures	2.2 Estate Planning and Wealth Distribution Goals
1.3 Introduction to Insurance	2.3 Estate Planning Process
1.4 Insurance Company and Advisor Selection	2.4 Transfer at Death and During Life
1.5 Strategic Solutions	2.5 Planning for Incapacity
	2.6 Estate Planning Strategies

India Specific Modules/Chapters	
Risk Management	Estate Planning
1.1 Overview of the Insurance Sector in India	2.1 The Indian Succession Act, Governing Principles and Applicability
1.2 Regulatory Infrastructure around Insurance	2.2 Succession Laws Applicable to Individuals as per Religion
1.3 Insurance Intermediation in India	2.3 Testamentary Succession – Some Features of Indian Succession Act
1.4 Life Insurance	2.4 Types of Wills in India and Requirements of Valid Will
1.5 General Insurance	2.5 Administration of Estate in a Testamentary Succession
1.6 Various Provisions and Perspectives for Policyholders	2.6 Other Methods/Will substitutes – Tenancies, Survivorship Accounts and Nominations
	2.7 Trust Structure in India for Estate Planning and Wealth Transfers

## Education

Candidates may complete the FPSB Risk and Estate Planning Specialist education requirement and become eligible to sit for the certification exam in one of three ways:

### 1. Self-Paced Education

Candidates who register with FPSB and select “Self-Paced Learning” will receive a password for FPSB’s online learning portal, MyFPSB*learning*, where they can read and interact with FPSB’s various learning materials at their own speed and test their knowledge with quizzes and module tests to validate their learning experience. The self-paced education path may be most appealing to experienced investment professionals or self-starters who enjoy studying on their own schedule.

\*Self-paced learners who do not pass all FPSB Risk and Estate Planning Specialist module exams after the two attempts will be asked to pursue the instructor-led path by enrolling with an Authorized Education Provider (AEP).

### 2. Instructor-Led Education

Candidates who want an immersive educational experience with hands-on learning and access to an FPSB Authorized Education Provider should register for “Instructor-Led Learning” when signing up with FPSB. FPSB Authorized Education Providers offer both classroom and online education experiences. When registering with FPSB, individuals who sign up for instructor-led education will be asked to select from amongst FPSB’s authorized providers, which are also listed on the [FPSB Ltd. website](#).

Candidates who opt for FPSB’s instructor-led education can expect to receive the below teaching hours per module.

FPSB Risk and Estate Planning Specialist Modules	Estimated Teaching Hours
Risk Management	25
Estate Planning	25
Minimum Hours of Education	50

### 3. Recognition of Prior Learning

Candidates who have already completed alternative coursework that covers the FPSB Risk and Estate Planning Specialist learning objectives may be eligible to have that coursework recognized by FPSB as meeting the education requirement without completing the FPSB Risk and Estate Planning Specialist course (either self-paced or instructor-led). Candidates wishing to have their prior learning recognized must submit satisfactory evidence that their prior coursework meets FPSB’s established learning objectives by holding any of the below qualifications or certifications. Candidates will be asked to select “Recognition of Prior Learning” when registering with FPSB and upload a copy of their current certificate in the MyFPSB*learning* platform.



<b>Qualification/Certification Accepted for Recognition of Prior Learning</b>	<b>Institution</b>
IRDAI - IC 38 Licentiate / Associate / Fellowship Examination and Bachelor of Law (LLB) from a UGC approved university in India	Insurance Institute of India (III) and any UGC (University Grants Commission) approved university in India

IRDAI – Insurance Regulatory and Development Authority of India

## Step 2. Exam

FPSB Risk and Estate Planning Specialist			
1) Education	2) Exam	3) Ethics	4) Certification Application
<p><i>3 Education Modes</i></p> <ul style="list-style-type: none"> <li>-Self-Paced Learning</li> <li>-Instructor-led Learning</li> <li>-Recognition of Prior Learning</li> </ul>	<p><i>Topics</i></p> <ul style="list-style-type: none"> <li>-Risk Management</li> <li>-Estate Planning</li> </ul> <p>2 hours 75 multiple choice questions</p>	<p>FPSB Online Ethics Course</p>	<p>Application for certification</p> <p>Agreement to abide by FPSB Code of Ethics</p>

Upon successful completion of the FPSB® Risk and Estate Planning Specialist education requirement, whether through instructor-led or self-paced education course or through recognition of prior learning, candidates will be able to sit for the FPSB® Risk and Estate Planning Specialist exam.

The exam assesses the level of knowledge, skill and ability needed to earn the FPSB Risk and Estate Planning Specialist credential, including the functions of collection, analysis and synthesis (detailed further below). Each question on the exam focuses primarily on a specific element of competency from the FPSB® Risk and Estate Planning Specialist Competency Profile (Appendix A) and may require integration across several competencies.

### Exam Overview

- 75 multiple-choice questions (4 possible answer choices), of which a minimum of 65 questions are potentially scored and up to 10 questions are used to develop future exams.
- Computer-based testing format
- Duration - two hours
- Financial calculators permitted (data must be erased)
- There will be two possible marks: correct, with points allotted; or incorrect, for zero points. Candidates will not have points deducted (referred to as 'negative marking')

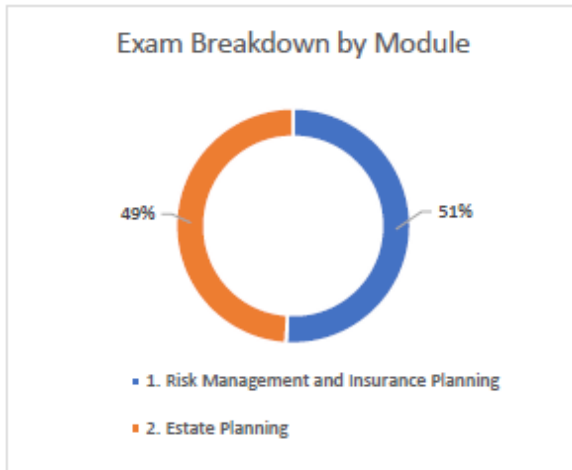
### Exam Scoring

- The passing point on the FPSB® Risk and Estate Planning Specialist exam is set to a level that is what is required for competent practice. Once set, future exams are equated to this same level so that candidates who take the exam one month have the same opportunity to demonstrate their abilities as candidates who take the exam a different month. The level of ability is what is consistent. This means that even if one exam is harder than another, the equating process gives every candidate the same opportunity to pass.

## Areas of Practice

The exam will test the following areas of practice, which are also described in more detail in the FPSB Risk and Estate Planning Specialist Competency Profile (Appendix A).

FPSB Risk and Estate Planning Specialist Areas of Practice	
<p><b>Risk Management - Global</b></p> <ul style="list-style-type: none"> <li>• Principles of Risk Management</li> <li>• Risk Exposures</li> <li>• Introduction to Insurance</li> <li>• Insurance Company and Advisor Selection</li> <li>• Strategic Solutions</li> </ul>	<p><b>Estate Planning - Global</b></p> <ul style="list-style-type: none"> <li>• Estate Planning Terminology</li> <li>• Estate Planning and Wealth</li> <li>• Distribution Goals</li> <li>• Estate Planning Process</li> <li>• Transfer During Life and at Death</li> <li>• Planning for Incapacity</li> <li>• Estate Planning Strategies</li> </ul>
<p><b>Risk Management – India-Specific</b></p> <ul style="list-style-type: none"> <li>• Overview of the Insurance Sector in India</li> <li>• Regulatory Infrastructure around Insurance</li> <li>• Insurance Intermediation in India</li> <li>• Life Insurance</li> <li>• General Insurance</li> <li>• Various Provisions and Perspectives for Policyholders</li> </ul>	<p><b>Estate Planning – India-specific</b></p> <ul style="list-style-type: none"> <li>• The Indian Succession Act, Governing Principles and Applicability</li> <li>• Succession Laws Applicable to Individuals as per Religion</li> <li>• Testamentary Succession – Some Features of Indian Succession Act</li> <li>• Types of Wills in India and Requirements of Valid Will</li> <li>• Administration of Estate in a Testamentary Succession</li> <li>• Other Methods/Will substitutes – Tenancies, Survivorship</li> <li>• Accounts and Nominations</li> <li>• Trust Structure in India for Estate Planning and Wealth Transfers</li> </ul>

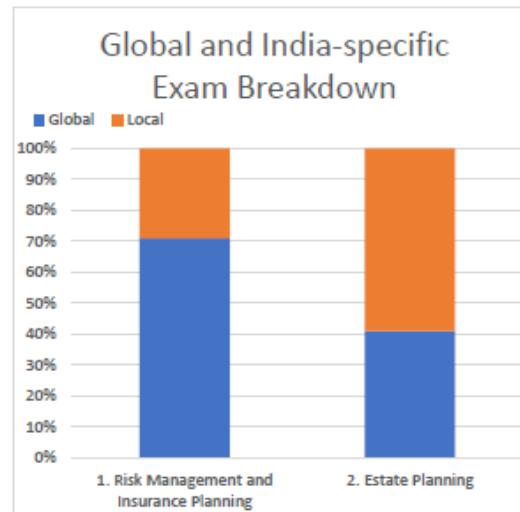


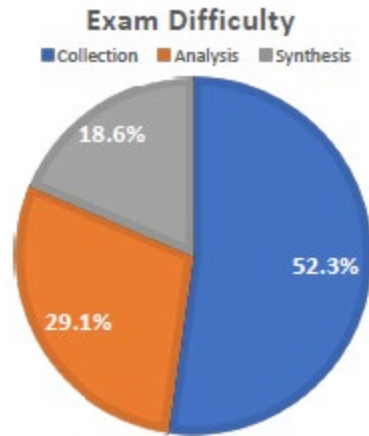
The FPSB® Risk and Estate Planning Specialist exam will test the knowledge, skills and abilities from the FPSB Risk and Estate Planning Specialist education modules in the below proportions. However, there will not be specific sections allocated to the modules. Instead, questions relating to each module will appear in no specific order throughout the exam.

Likewise, although the FPSB® Risk and Estate Planning Specialist textbooks draw a distinction between “global” and “India-specific” education content, exam questions will not be specifically identified as such, and will appear in no specific order throughout the exam.

#### Difficulty Levels

The FPSB Risk and Estate Planning Specialist certification exam is designed to assess knowledge, skills and abilities in the areas of collection, analysis and synthesis in approximately the following proportions:





<p><b>Collection:</b> gathering information and identifying related facts by making required calculations and arranging client information for analysis. During the collection function, the core competency is to collect both the quantitative and qualitative information required to provide risk management and estate planning advice.</p>	<p><b>Analysis:</b> considers issues, performs financial analysis and assesses the resulting information to be able to develop strategies for the client. This includes: (1) considering potential opportunities and constraints in developing strategies, and (2) assessing information to develop strategies.</p>	<p><b>Synthesis:</b> integrates the information needed to develop and evaluate strategies to create a risk management and estate planning plan.</p>
--	---	---

### Step 3. Ethics

FPSB Risk and Estate Planning Specialist			
1) Education	2) Exam	3) Ethics	4) Certification Application
<p><i>3 Education Modes</i></p> <ul style="list-style-type: none"> <li>-Self-Paced Learning</li> <li>-Instructor-led Learning</li> <li>-Recognition of Prior Learning</li> </ul>	<p><i>Topics</i></p> <ul style="list-style-type: none"> <li>-Risk Management</li> <li>-Estate Planning</li> </ul> <p>2 hours 75 multiple choice questions</p>	FPSB Online Ethics Course	<p>Application for certification</p> <p>Agreement to abide by FPSB Code of Ethics</p>

FPSB requires all individuals to successfully complete the FPSB Ethics course soon after they register in the FPSB® Risk and Estate Planning Specialist course. This course is included with the purchase of the course material. Passing the Ethics course and abiding by Code of Ethics is a pre-requisite for holding the FPSB® Risk and Estate Planning Specialist certification. It is required to be passed only once for holding one or more Specialist certifications and CFP<sup>CM</sup> certification. The FPSB Ethics course is conducted online in MyFPSB*learning*. The interactive FPSB Ethics Course consists of recorded instruction that can be taken in one or multiple sittings with knowledge checks throughout. *Once completed, the FPSB Ethics Course is valid for all FPSB Ltd. certifications offered in India.*

Introduction	Codes of Ethics
<p><u>Learning Objectives</u></p> <ul style="list-style-type: none"> <li>● Explain why financial services professionals should study ethics</li> <li>● Describe the difference between values and principles</li> <li>● Describe the relationship between ethics and the law</li> <li>● Describe a financial services professional</li> <li>● Identify characteristics of a professional</li> <li>● Evaluate the public perception of the financial services profession</li> </ul> <p><u>Knowledge Items</u></p> <ul style="list-style-type: none"> <li>● Why financial services professionals should study ethics</li> <li>● The difference between values and principles</li> <li>● Ethics and the law</li> </ul>	<p><u>Learning Objectives</u></p> <ul style="list-style-type: none"> <li>● Identify the purposes of codes of ethics</li> <li>● Distinguish between the reasonable person standard and the professional practice standard</li> <li>● Identify the eight principles of FPSB's Code of Ethics</li> <li>● Apply the principles of FPSB's Code of Ethics to various case studies and examples</li> <li>● Construct a personal code of ethics</li> </ul> <p><u>Knowledge Items</u></p> <ul style="list-style-type: none"> <li>● The purpose of a code of ethics</li> <li>● Business conduct standards</li> <li>● Reasonable person standard</li> <li>● Professional practice standard</li> <li>● Eight principles of FPSB's Code of Ethics</li> </ul>

<ul style="list-style-type: none"><li>• Characteristics of a financial services professional</li><li>• Public perception of the financial services profession</li></ul>	<ul style="list-style-type: none"><li>• Personal code of ethics</li></ul>
---	---

### Ethics Attestation

After candidates have passed the FPSB Ethic Course, they must, as part of the FPSB Risk and Estate Planning Specialist certification process, attest and agree to abide by the FPSB Code of Ethics.

## Step 4. Initial and Ongoing Certification

FPSB Risk and Estate Planning Specialist			
1) Education	2) Exam	3) Ethics	4) Certification Application
<p>3 Education Modes</p> <ul style="list-style-type: none"> <li>-Self-Paced Learning</li> <li>-Instructor-led Learning</li> <li>-Recognition of Prior Learning</li> </ul>	<p>Topics</p> <ul style="list-style-type: none"> <li>-Risk Management</li> <li>-Estate Planning</li> </ul> <p>2 hours 75 multiple choice questions</p>	<p>FPSB Online Ethics Course</p>	<p>Application for certification</p> <p>Agreement to abide by FPSB Code of Ethics</p>

### Ongoing FPSB Risk and Estate Planning Specialist Certification Requirements

To maintain the right to use the FPSB Risk and Estate Planning Specialist credential, certification holders must maintain their professional skills, knowledge, and abilities through ongoing learning activities.

FPSB Ltd. requires FPSB Risk and Estate Planning Specialists to renew their certification annually. To remain certified as an FPSB Risk and Estate Planning Specialist certification holders must:

- ✓ Commit to adhere to FPSB Ltd.'s Code of Ethics and any applicable laws and regulations.
- ✓ Obtain at least five Continuing Professional Development (CPD) hours/points. All points must be completed before applying for renewal of certification. At least two CPD hours/points need to directly relate to FPSB Ltd.'s Code of Ethics.

### FPSB Coursework as Continuing Professional Development

FPSB Risk and Estate Planning Specialists who pursue other Specialist courses are considered to have met their annual CPD requirement through the coursework for FPSB's other financial certifications – as proven by registration in the *FPSB Risk and Estate Planning Specialist*, *FPSB Investment Planning Specialist*, or CFP<sup>CM</sup> certification programs.

### Using your Badge and Certification Name Correctly

FPSB will post guidance on how to correctly identify yourself as an FPSB Risk and Estate Planning Specialist. All certification holders will be required to abide by the guidance as part of the FPSB Code of Ethics.



## Appendix A. FPSB Risk and Estate Planning Specialist Competency Profile

### Risk Management and Insurance Planning Global Risk Management and Insurance Planning

#### Chapter 1: Principles of Risk Management

##### Learning Objectives

- 1-1 Identify the types of risk clients potentially face (including pure versus speculative)
- 1-2 Describe principles of insurance
- 1-3 Discuss the four techniques used to manage risk.
- 1-4 Explain the three rules of risk management.
- 1-5 Compare pure and speculative risk versus perils and hazards.
- 1-6 Explain the six steps of the risk management process to assess exposure to financial risk.
- 1-7 Discuss the four factors that insurers consider as requirements for an insurable risk.
- 1-8 Identify the four insurance concepts that apply to insurance law that affect the operation of the insurance policy.

##### Knowledge Items

- 1.1 Fundamentals
  - 1.1.1 Meaning and treatment of risk
  - 1.1.2 Basic risk management assumptions and techniques
- 1.2 Types of risk
  - 1.2.1 Pure and speculative risk
  - 1.2.2 Major types of pure risk
  - 1.2.3 Major types of speculative risk
  - 1.2.4 Perils and hazards
- 1.3 Personal risk tolerance and management
- 1.4 Principles of insurance
  - 1.4.1 Characteristics of insurance
    - 1.4.1.1 Requirements for an insurable risk
    - 1.4.1.2 The insurance contract

#### Chapter 2: Risk Exposures

##### Learning Objectives

- 2-1 Evaluate a client's personal and general insurance exposures
- 2-2 Evaluate a client's risk management needs

##### Knowledge Items

- 2.1 Financial obligations: existing and potential
- 2.2 Analysis and evaluation of risk exposures

#### Chapter 3: Introduction to Insurance

##### Learning Objectives

- 3-1 Explain general insurance.
- 3-2 Analyze homeowner's insurance.
- 3-3 Discuss vehicles insurance.
- 3-4 Evaluate liabilities and liability insurance.

- 3-5 Explain traditional and non-traditional life insurance
- 3-6 Discuss features and provisions of individually-owned life insurance
- 3-7 Analyze and calculate how much life insurance do people need.
- 3-8 Compare various types of annuities.
- 3-9 Discuss health insurance.
- 3-10 Explain long-term care.
- 3-11 Evaluate disability insurance.
- 3-12 Discuss business related insurance.

### Knowledge Items

- 3.1 General insurance
  - 3.1.1 Homeowners
  - 3.1.2 Personal property
  - 3.1.3 Vehicles
- 3.2 Liability
  - 3.2.1 Personal liability
  - 3.2.2 Professional liability
    - 3.2.2.1 Malpractice and errors and omissions
- 3.3 Life insurance
  - 3.3.1 Term life insurance
  - 3.3.2 Traditional – whole life and endowment
  - 3.3.3 Non-traditional – universal, adjustable, variable, variable universal
  - 3.3.4 Joint life policies
  - 3.3.5 Amount of life insurance needed
  - 3.3.6 Annuities
- 3.4 Health insurance
  - 3.4.1 Types of medical expense insurance
  - 3.4.2 Managed health care plans
  - 3.4.3 Long-term care (LTC)
    - 3.4.3.1 Common features of LTC insurance policies
- 3.5 Disability: Personal
  - 3.5.1 Common features of disability insurance
    - 3.5.1.1 Definition of disability
    - 3.5.1.2 Common continuation provisions
- 3.6 Business-related
  - 3.6.1 Key person
  - 3.6.2 Disability: Business
  - 3.6.3 Business overhead expense
  - 3.6.4 Business liability and board member cover

## **Chapter 4: Insurance Company and Intermediary Selection**

### Learning Objectives

- 4-1 Explain the elements to consider in a company evaluation when selecting an insurance company
- 4-2 Explain the elements to consider in a due diligence when selecting an insurance advisor (agent).
- 4-3 Discuss advisor / agent selection and responsibilities.
- 4-4 Evaluate and choose an insurance policy.
- 4-5 Discuss legal and financial characteristics of insurance parties.

### Knowledge Items

- 4.1 Company and intermediary selection and due diligence
  - 4.1.1 Company evaluation and selection
  - 4.1.2 Intermediary selection and responsibilities
  - 4.1.3 Choosing an insurance policy
- 4.2 Legal and financial characteristics of insurance parties involved in an insurance contract
  - 4.2.1 Insurance company
  - 4.2.2 Policy owner
  - 4.2.3 Beneficiary
  - 4.2.4 Insured
- 4.3 Regulation and compliance

## **Chapter 5: Strategic Solutions**

### Learning Objectives

- 5-1 Determine potential risk management strategies for a client
- 5-2 Identify the advantages and disadvantages of risk management strategies
- 5-3 Optimize risk management strategies to make recommendations
- 5-4 Prioritize action steps to assist a client in implementing risk management strategies

### Knowledge Items

- 5.1 Risk management priorities
  - 5.1.1 Risk review and evaluation: Property and liability
  - 5.1.2 Risk review and evaluation: Life
- 5.2 Risk management tools to address risk exposures
- 5.3 Risk management needs
- 5.4 Risk management optimization
  - 5.4.1 Risk management audit
  - 5.4.2 Implement the chosen approaches
  - 5.4.3 The road map

## **India-Specific Risk Management and Insurance Planning**

### **Chapter 1: Overview of the Insurance Sector in India**

#### Learning Objectives

- 1. Explain the insurance sector in India
- 2. Describe the laws governing the insurance business in India

#### Topics

- 1. Economic, Commercial and Social Aspects of Insurance
- 2. Scope of Insurance Business
  - 1. Life Insurance – History and Growth
  - 2. General Insurance – Historical Perspective and Potential
    - 1. Non-Life Insurance
    - 2. Health Insurance
    - 3. Re-Insurance
- 3. Laws governing Insurance Business in India
  - 1. The Insurance Act, 1938
  - 2. The Insurance Laws (Amendment) Act, 2015
  - 3. Law relating to Agency under the Indian Contract Act, 1872

4. The Consumer Protection Act, 2019
5. Doctrines of Waiver and Equitable Estoppel

## **Chapter 2: Regulatory Infrastructure around Insurance**

### Learning Objectives

- 2-1 Understand the regulatory infrastructure around insurance
- 2-2 Explain the authorities which control- various insurance functions

### Topics

1. Insurance Regulatory and Development Authority of India (IRDAI Act, 1999)
  1. Duties, Powers and Functions
  2. Licensing and Governance of Insurance Companies and Intermediaries
  3. Apex Insurance Regulator and Industry Watch-Dog
  4. Supervision of Tariff Advisory Committee
  5. Power to Issue Guidelines and Directions
2. Insurance Councils and General Insurance Council
  1. Constitution and Powers
  2. Self-Regulatory Mechanism
3. Insurance Information Bureau of India
4. Insurance Ombudsman
  1. Establishment and Objectives
  2. Appointment, Tenure and Jurisdiction
  3. Rights and Powers
5. Insurance Institute of India
  1. Authority and Functions
  2. Education and Training

## **Chapter 3: Insurance Intermediation in India**

### Learning Objectives

- 3-1 Describe the categories of intermediaries
- 3-2 Compare other specialists in insurance

### Topics

1. Categories of Intermediaries, their respective Domains, Functions and Code of Conduct
  1. Individual Agents
  2. Corporate Agents, Bancassurance
  3. Insurance Brokers
  4. Web Aggregators
  5. Insurance Marketing Firms
  6. Point of Sales Persons
2. Other Specialists in Insurance (other than procurement)
  1. Insurance Surveyor or Loss Assessor
  2. Medical Examiners
  3. Third party Administrators (TPA)
  4. Insurance Repositories (electronic issue of insurance policies)

## **Chapter 4: Life Insurance**

### Learning Objectives

- 4-1 Illustrate the structure and organization of life insurance companies in India
- 4-2 Understand the insurer's fixing of premium and distribution of benefits
- 4-3 Illustrate various group insurance schemes
- 4-4 Understand the features of Insurance Contract and Policy Document
- 4-5 Distinguish policy revival schemes and claims

### Topics

- 1. Structure and Organization of Life Insurance Companies in India
- 2. Mandate and Responsibilities
- 3. Income Sources and Rate-fixing
  - 1. Premium and Types
  - 2. Factors in Fixation of premium, Rate Making
    - 1. Mortality Tables and Actuarial Valuation
    - 2. Age, Medical Condition and Sum Assured
    - 3. Rates of Guaranteed Benefits
    - 4. Right Premium and Adverse Selection
- 4. Distribution of Benefits
  - 1. Bonus – With Profit or Participating Plans
  - 2. Simple and compound Reversionary Bonus, Guaranteed Addition
  - 3. Terminal Bonus, Survival Bonus, Loyalty Addition
  - 4. Interim Bonus
- 5. Taxation Aspect of Various Life Insurance Policies for Individuals
- 6. Loans Eligibility against Life Insurance Policies – With Profit, Endowment and investment Plans
- 7. Group Insurance Schemes
  - 1. Group Term Insurance Schemes
  - 2. Employees' Deposit Linked Insurance (EDLI) Scheme
  - 3. Group Gratuity Schemes
    - 1. Actuarial Valuation; data of retirement, resignation, death, disability
    - 2. Methods to Manage – Create internal resources, Set up a Gratuity Fund
- 8. Investment Linked Insurance – Unit Linked Insurance Plan (ULIP)
  - 1. Protection, Investment and Income Tax Benefits (subject to Lock-in Period)
  - 2. Choice of Plans – Equity, Debt, Hybrid, Money Market Fund and Switch options
  - 3. Net Asset Value based redemption, maturity and claim settlement
- 9. Contingency Planning
  - 1. Disability insurance with premium waiver option
  - 2. Child Plans with premium waiver
  - 3. **Married Women's Property Act and Insurance Planning**
- 10. Insurance Policy Document and Legal Implications
  - 1. Preamble
  - 2. Operative Clause
  - 3. Proviso
  - 4. Schedule
  - 5. Attestation
  - 6. Conditions and Privileges
- 11. Policy Revival Schemes
  - 1. Ordinary and Special Revival
  - 2. Installment Revival
  - 3. Loan-cum-Revival
  - 4. Foreclosure of Policy and Reinstatement provisions

5. Surrender of Policy
6. Assignment of Policy
12. Claims
  1. Claims by Maturity
    1. Claims at Periodic Intervals (Money-Back Plans)
    2. Claims at Maturity (on surviving the Policy term)
  2. Claims by Death
    1. Claimant (Nominee/Assignee) or Legal Representative (Proof of Title)
    2. Documents required – Letter of Intimation, Death Certificate (Proof of Death)
    3. Non-Early Death Claim (Beyond three years) – Presumed to be Dead for missing persons, applicability of Indian Evidence Act, 1872

## Chapter 5: General Insurance

### Learning Objectives

- 5-1 Explain the Indian general insurance market
- 5-2 Evaluate the various insurance classifications
- 5-3 Understand public liability, product liability, professional and employer liabilities
- 5-4 Distinguish the nuances of Motor Vehicles Act with respect to public liability
- 5-4 Determine the non-life insurance contract, policy document and legal implications

### Topics

1. Structure of Indian General Insurance Market
2. Government and Private Insurance Companies
3. Agents and Brokers
4. Loss assessors
5. Classification
  1. Non-Life Insurance
  2. Health Insurance
    1. Taxation Aspect of Health Insurance Policies – Individuals, Family and dependent Senior Citizens
    2. Taxation Aspect of Group Health Insurance Policies for Corporates
  3. Agriculture Insurance
  4. Credit Insurance
    1. Export Credit Guarantee Corporation of India Limited (ECGC)
    2. Role of ECGC in facilitating International Trade
  5. Reinsurance (General Insurance Corporation of India Limited – GIC Re)
    1. Mandatory Provisions
    2. Concept of Ceding
  6. Liability Insurance – Legal Liability Policies
    1. Public Liability
      1. The Public Liability Insurance Act, 1991
      2. Environmental Impairment Liability (EIL)
    2. Product Liability
    3. Professional Indemnities
    4. Employer's Liability Insurance
      1. The Workmen's Compensation Act, 1923
      2. The Employees State Insurance Act, 1948 (ESI)
      3. Role of Powers of Employees State Insurance Corporation (ESIC)
      4. The Maternity Benefit Act, 1961

6. Motor Insurance
  1. The Motor Vehicles Act, 1988
  2. The Motor Vehicles (Amendment) Act, 2019
  3. Motor Accidents Claim Tribunals
  4. Types of Losses
    1. Loss of damage to the Vehicle (Own Damage)
    2. Third Party Liability (TPL) – Compulsory Insurance
7. Policy Document and Legal Implications
  1. Proposal Form
  2. Policy Component
    1. Heading
    2. Preamble
    3. Operative Clause
    4. Policy Schedule
    5. Signatures
    6. Exceptions
    7. Conditions

## **Chapter 6: Various Provisions and perspectives for Policyholders**

### Learning Objectives

- 6-1 Evaluate benefits and limitations of holding multiple policies with different insurers
- 6-2 Describe group insurance policies by employers and their sufficiency
- 6-3 Determine merits/demerits of surrendering insurance policy
- 6-4 Explain benefits and limitations of Keyman insurance from personal and organizational perspectives
- 6-5 Distinguish between Offline and Online Insurance Policies
- 6-6 Discuss global coverage of different life and general insurance policies

### Topics

1. Provisions in insurance when the insurance is taken from multiple companies
  1. Life insurance policies
  2. General Insurance policies
2. Provisions related to employer provided and group policies – benefits/limitations
  1. Group life insurance
  2. Group health insurance
3. Provision of life insurance policy surrender – merits/demerits
4. Comparative evaluation of various life insurance policies
5. Benefits and limitations in different types of non-life insurance policies
6. Health insurance and Critical Illness insurance
7. Health insurance – basic policy and top-up provisions, floater and super floaters
8. Provisions of Keyman insurance - personal and organizational perspectives
9. Provisions of Overseas Travel Insurance
10. Offline versus Online Insurance Policies
11. Global coverage of insurance policies
  1. Life insurance policies
  2. General and other non-life insurance policies

## Estate Planning

### Global Estate Planning

#### **Chapter 1: Estate Planning Terminology**

##### Learning Objectives

1-1 Describe estate planning and wealth distribution terms

##### Knowledge Items

- 1.0 Estate distribution terminology
- 1.1 Estate planning and inheritance
- 1.2 Law: common and civil
- 1.3 Legal documents and distribution methods
- 1.4 Property ownership
- 1.5 Laws of succession and forced heirship
- 1.6 Incapacity
- 1.7 Taxable, probate and gross estate
- 1.8 Gifts

#### **Chapter 2: Estate Planning and Wealth Distribution Goals**

##### Learning Objectives

- 2-1 Distinguish between estate planning goals
- 2-2 Determine constraints to meeting estate planning goals

##### Knowledge Items

- 2.0 Estate planning and wealth distribution goals
- 2.1 Discovering client goals
- 2.2 Common estate planning goals
  - 2.2.1 Providing for loved ones
  - 2.2.2 Children and grandchildren
  - 2.2.3 Providing for organizations and others
- 2.3 Small business owners

#### **Chapter 3: Estate planning process**

##### Learning Objectives



- 3-1 Develop steps in the estate planning process
- 3-2 Determine estate value at death
- 3-3 Evaluate ways to reduce taxes and expenses at death

#### Knowledge Items

- 3.1 Steps in the estate planning process
  - 3.1.1 Creating and reviewing a will
  - 3.1.2 Trusts
- 3.2 Determine expenses and estate value at death
  - 3.2.1 Estate expenses
  - 3.2.2 Determining estate value
- 3.3 Ways to reduce taxes and expenses at death
  - 3.3.1 Administration
  - 3.3.2 Debt, tax, and other financial settlement expenses

### **Chapter 4: Transfer during life and at death**

#### Learning Objectives

- 4-1 Describe estate distribution/transfer tools
- 4-2 Distinguish between testamentary and intervivos transfers
- 4-3 Describe laws of succession and compulsory (forced) heirs

#### Knowledge Items

- 4.1 Lifetime transfers
  - 4.1.1 Small business owners
- 4.2 Transfers at death
  - 4.2.1 Personal representative
  - 4.2.2 Probate process
  - 4.2.3 High net worth individuals
- 4.3 Forced heirship

### **Chapter 5: Planning for incapacity**

#### Learning Objectives

- 5-1 Describe incapacity
- 5-2 Analyze plans to address incapacity

#### Knowledge Items

- 5.1 Degrees of incapacity
  - 5.1.1 Mild cognitive impairment
  - 5.1.2 Severe cognitive impairment
- 5.2 Forms to file

### **Chapter 6: Estate planning strategies**

#### Learning Objectives

- 6-1 Assess specific needs of beneficiaries
- 6-2 Develop estate planning strategies
- 6-3 Evaluate advantages and disadvantages of estate planning strategies

## Knowledge Items

### 6.0.1 Common concerns

#### 6.1 Spouse, partner, ex-spouse

##### 6.1.1 Spouse

##### 6.1.2 Unmarried partner

##### 6.1.3 Ex-spouse

#### 6.2 Lifetime (inter vivos) gifts

#### 6.3 Children and grandchildren

#### 6.4 Intrafamily transfers

#### 6.5 Disclaiming an inheritance

## India-Specific Estate Planning

### **Chapter 1: The Indian Succession Act, Governing Principles and Applicability**

#### Learning Objectives

1-1 Understand the legal structure of estate and succession in India

1-2 Understand the key principles under the Indian Succession Act, 1925.

1-3 Understand the law governing succession of individuals based on religion.

#### Topics

##### 1.1 The Indian Succession Act, 1925

###### 1.1.1. Law of situs of land – Immovable property

###### 1.1.2. Law of domicile of testator – Movable property

###### 1.1.2.1. Domicile of Origin

###### 1.1.2.2. Acquisition of new domicile (taking up fixed habitation)

###### 1.1.3. Kindred or Consanguinity

###### 1.1.3.1. Lineal Consanguinity

###### 1.1.3.2. Collateral Consanguinity

###### 1.1.3.3. Mode of computing of degree of kindred

###### 1.1.4. Intestate Succession

###### 1.1.4.1. Deceased has not made testamentary disposition (Will)

###### 1.1.4.2. The testamentary disposition is untenable or invalid

###### 1.1.4.3. Distribution based on laws of inheritance based on religion of the deceased

###### 1.1.4.4. Hindu Succession Act, 1956

###### 1.1.4.5. Mohammedan Law (Muslim Personal Law)

###### 1.1.4.6. Provision of Indian Succession Act applies to Parsis and Indian Christians

###### 1.1.4.7. Succession certificate and/or Letter of Administration

###### 1.1.4.8. Mutation and process of distribution of Estate

### **Chapter 2: Succession Laws Applicable to Individuals as per Religion**

#### Learning Objectives

2-1 Understand the applicability of succession laws based on religion of a person.

2-2 Understand basic principles of the Hindu Succession Act, 1956 and Mohammedan Law.

#### Topics

##### 2.

###### 2.1. The Hindu Succession Act, 1956 (applies to Hindus, Buddhists, Sikhs, Jains)

###### 2.1.1. Principle of Propinquity (proximity of relationship)

- 2.1.2. General rules of succession (on priority)
  - 2.1.2.1. Distribution of property among Class I heirs
  - 2.1.2.2. Distribution of property among Class II heirs
  - 2.1.2.3. Order of succession among 'agnates' and 'cognates'
  - 2.1.2.4. Blood relationships (Full Blood, Half Blood, Uterine Blood)
- 2.1.3. Hindu Succession (Amendment) Act, 2005
- 2.1.4. Daughter is allotted the same share as son
- 2.1.5. Share of pre-deceased son/pre-deceased daughter would devolve to their respective children
- 2.2. The Muslim Personal Law (Shariat) Application Act, 1937 (deals with marriage, succession, inheritance and charities among Muslims)
  - 2.2.1. Primary Sources of Muslim law in India (The Quran, Sunna of Hadis, Ijma, Qiya)
  - 2.2.2. A bequest of entire property to one heir to the exclusion of all others is void
  - 2.2.3. Only one third of total property through a will (Wasiyatnama)
  - 2.2.4. If bequest (of one-third) to one heir, the consent of other heirs is required in Sunni law
  - 2.2.5. If bequest (of one-third) to a non-heir (stranger), the consent of heirs is not required
  - 2.2.6. The bequeathable one-third will not apply to a case where the testator has no heir
  - 2.2.7. A bequest to a child in womb is valid if born within 6 months (Sunni law)
  - 2.2.8. A bequest to a child in womb is valid if born up to 10 months, i.e. longest gestation period (Shia law)
  - 2.2.9. Rateable abatement of legacy applies (Sunni), Rule of chronological priority applies (Shia)
  - 2.2.10. Heir's consent should be given after the death of testator (Sunni)

### **Chapter 3: Testamentary Succession – Some Features of Indian Succession Act**

#### Learning Objectives

- 3-1 Understand common definitions.
- 3-2 Identify the applicability and salient features of the ISA.

#### Topics

- 3.1. Person capable of making wills (Section 59)
  - 3.1.1. animus testandi (intention to make a testament)
  - 3.1.2. Of sound mind, capable of making judgment
  - 3.1.3. Intention to have a testamentary operation
  - 3.1.4. No collateral objects (inducing other person/s to comply with testator's wishes)
- 3.2. Lapse of Legacy (Section 105 and 106)
- 3.3. Bequest made to a class of persons (Section 111)
- 3.4. Rule against perpetuity (Section 114)
- 3.5. Onerous, Independent and Contingent Bequests (Section 122-124)
- 3.6. Specific and Demonstrative Legacy (Section 150)

### **Chapter 4: Types of Wills in India and Requirements of Valid Will**

#### Learning Objectives

- 4-1 Distinguish between the different types of Wills.
- 4-2 Understand the basic requirements of a valid Will.

### Topics

- 4.1. Privileged Will (Oral Will in the presence of two witnesses)
- 4.2. Contingent Will
- 4.3. Concurrent Will (cross border bequests)
- 4.4. Mutual Will
- 4.5. Joint Will
- 4.6. Holograph (handwritten) Will
- 4.7. Duplicate Will (Revocation of testator destroys copy in his/her custody)
- 4.8. Requirements of a valid Will
  - 4.8.1. Duly and validly executed Will (registration not mandatory)
  - 4.8.2. Mandatory attestation by at least two witnesses
  - 4.8.3. Appointment of executor of the Will
  - 4.8.4. Will needs to be revisited periodically for material change in circumstances

## **Chapter 5: Administration of Estate in a Testamentary Succession**

### Learning Objectives

- 5-1 Understand the role and powers vested in an executor.
- 5-2 Understand the importance and general procedure of obtaining a probate.

### Topics

- 5.1. The Executor – Legal Representative in fiduciary capacity
- 5.2. Power, Role and Responsibility as conferred by Indian Succession Act
- 5.3. Procedure for Probate
  - 5.3.1. The death certificate of the testator (State Authority)
  - 5.3.2. Verify and declare that the Will attached is final testament and duly executed
  - 5.3.3. The value of assets likely to be inherited
  - 5.3.4. The executor is so authorized in the Will
- 5.4. Get the Will verified by a competent court (Grant of Probate)
- 5.5. Aggregate inventory of estate and assess value
- 5.6. Establish solvency of the estate; pay expenses, pay off debt on priority
- 5.7. Honor specific legacies and proportionate general legacies

## **Chapter 6: Other Tools and Methods, Will substitutes – Tenancies, Survivorship Accounts and Nominations**

### Learning Objectives

- 6-1 Understand joint tenancy and tenancy-in-common in relation to holding of, and succession to, immovable property.
- 6-2 Understand the effect of joint holding, and nomination, in relation to the management and transmission of securities and investments.
- 6-3 Understand the effect of nominations made in relation to holdings in a co-operative society ownership structure.

### Topics

- 6.1. Tenant-in-Common and Joint Tenant
- 6.2. Contracts – Holdings on Any/Either or Survivor basis in bank accounts, Mutual Funds and Securities Accounts
- 6.3. Nomination in Life insurance Policies

- 6.4. Nomination in Housing Society documents
- 6.5. Married Women's Property Act and Estate Planning
- 6.6. Other Tools for Estate Planning – Power of Attorney
  - 6.6.1. Powers of Attorney, its use and purpose
  - 6.6.2. Types of Power of Attorney - general and special
  - 6.6.3. Revocation of PoA
  - 6.6.4. Limitations of PoA holder
  - 6.6.5. PoA executed abroad

## **Chapter 7: Gifts, Trusts & Family Arrangements in Estate Planning**

### Learning Objectives

- 7-1 Understand basic law relating to gifts of movable and immovable property.
- 7.2 Distinguish between different types of trusts.
- 7-3 Understand the advantages of adopting a trust vehicle of estate planning.
- 7-4 Understand the value of trust structures in small/family businesses.
- 7-5 Understanding family arrangements and settlements and their role in estate planning

### Topics

- 7.1. Gifts
  - 7.1.1. Inheritance Tax
  - 7.1.2. Tax on Gifts
    - 7.1.2.1. Moveable Property – Fair Market Value
    - 7.1.2.2. Immovable Property – Stamp Duty
  - 7.1.3 Other Tools for Estate Planning – Power of Attorney
    - 7.1.3.1. Powers of Attorney, its use and purpose
    - 7.1.3.2. Types of Power of Attorney - general and special
    - 7.1.3.3. Revocation of PoA
    - 7.1.3.4. Limitations of PoA holder
- 7.2. The Indian Trusts Act, 1882
  - 7.2.1. Definitions
  - 7.2.2. Types of Trusts
    - 7.2.2.1. Testamentary & Non-Testamentary Trusts
    - 7.2.2.2. Public, Charitable or Religious Trusts & Private Trusts
    - 7.2.2.3. Revocable & Irrevocable Trusts
    - 7.2.2.4. Non-Discretionary & Discretionary Trusts
- 7.3. Advantages of Private Trusts
  - 7.3.1. Planning succession
  - 7.3.2. Ring fencing of assets
  - 7.3.3. Tax planning
  - 7.3.4. Protecting persons with special needs
  - 7.3.5. Flexibility
  - 7.3.6. Transparency in management
  - 7.3.7. Strategic objectives
  - 7.3.8. Trust as a Pass-through entity
- 7.4. Exception – HUF Property
- 7.5. Succession planning for small businesses
- 7.6. Business succession
- 7.7. Offshore Trusts
- 7.8. Family Arrangements

## Appendix B. FPSB Certification Code of Ethics (for all FPSB certifications)

### FPSB LTD. CODE OF ETHICS

Observing the highest ethical and professional standards allows professionals to serve the interests of clients and promote the profession for the benefit of society. As part of their commitment, professionals should provide appropriate disclosures and comply with ethical standards when delivering advice to clients. FPSB has incorporated ethical behavior and judgment, and compliance with ethical standards, into its global standards for professionals. To ensure these obligations are understood, FPSB incorporates ethical standards into its certification requirements.

FPSB's Code of Ethics Principles are statements expressing in general terms the ethical standards that professionals should adhere to in their professional activities. The comments following each Principle further explain the intent of the Principle. The Principles are aspirational and are intended to provide guidance for professionals on appropriate and acceptable professional behavior.

FPSB's Code of Ethics Principles reflect professionals' recognition of their responsibilities to clients, colleagues and employers. The Principles guide the performance and activities of anyone involved in the practice of advice; the concept and intent of these Principles are adapted and enforced on professionals by FPSB through rules of professional conduct.

#### Principle 1 – Client First

##### **Place the client's interests first.**

Placing the client's interests first is a hallmark of professionalism, requiring the specialist to act honestly and not place personal gain or advantage before the client's interests.

#### Principle 2 – Integrity

##### **Provide professional services with integrity.**

Integrity requires honesty and candor in all professional matters. Professionals are placed in positions of trust by clients, and the ultimate source of that trust is the specialist's personal integrity. Allowance can be made for legitimate differences of opinion, but integrity cannot co-exist with deceit or subordination of one's principles. Integrity requires the specialist to observe both the letter and the spirit of the Code of Ethics.

#### Principle 3 – Objectivity

##### **Provide professional services objectively.**

Objectivity requires intellectual honesty and impartiality. Regardless of the services delivered or the capacity in which a specialist functions, objectivity requires that professionals ensure the integrity of their work, manage conflicts of interest and exercise sound professional judgment.

#### Principle 4 – Fairness

**Be fair and reasonable in all professional relationships. Disclose and manage conflicts of interest.**

Fairness requires providing clients what they are due, owed or should expect from a professional relationship, and includes honesty and disclosure of material conflicts of interest. Fairness involves managing one's own feelings, prejudices and desires to achieve a proper balance of interests. Fairness is treating others in the same manner that you would want to be treated.

#### Principle 5 – Professionalism

**Act in a manner that demonstrates exemplary professional conduct.**

Professionalism requires behaving with dignity and showing respect and courtesy to clients, fellow professionals, and others in business-related activities, and complying with appropriate rules, regulations and professional requirements. Professionalism requires the specialist, individually and in cooperation with peers, to enhance and maintain the profession's public image and its ability to serve the public interest.

#### Principle 6 – Competence

**Maintain the abilities, skills and knowledge necessary to provide professional services competently.**

Competence requires obtaining and maintaining an adequate level of abilities, skills and knowledge in the provision of professional services. Competence also includes the wisdom to recognize one's own limitations and when consultation with other professionals is appropriate or referral to other professionals necessary. Competence requires the specialist to make a continuing commitment to learning and professional improvement.

#### Principle 7 – Confidentiality

**Protect the confidentiality of all client information.**

Confidentiality requires that client information be protected and maintained in such a manner that allows access only to those who are authorized. A relationship of trust and confidence with the client can only be built on the understanding that the client's information will not be disclosed inappropriately.

#### Principle 8 – Diligence

**Provide professional services diligently.**

Diligence requires fulfilling professional commitments in a timely and thorough manner and taking due care in delivering professional services.

## Appendix C. Pricing

**Enrollment** - Enrollment fees are annual and are valid across all courses available. For example, a candidate can enroll on 1 Jan and take all courses within 365 days without additional charge. A candidate who passes the FPSB® Risk and Estate Planning Specialist exam and takes the FPSB® Risk and Estate Planning Specialist certification can continue as a certificant and pursue other Specialist certification courses without a need to renew enrollment. The Specialist certification shall be renewed on annual basis.

**Renewal** - Renewal fees must be paid upon expiration of enrollment, and are valid for an additional 365 days.

Self-Paced / Instructor-Led Registration Fee	US\$165	One-time enrolment fee
Recognized Prior Learning Registration Fee	US\$260	*Textbook fee is included
Candidate Registration Renewal Fee	US\$110	Annual
Specialist Education Materials - Textbooks - Interactive Courses - Practice questions	US\$60	Per course, Required for all candidates
Integrated Financial Planning Textbook	US\$120	Required for all candidates
Specialist Certification Exams	US\$61	Per exam per attempt
CFP® Exam	US\$122	Per exam per attempt
Specialist and CFP Certification /Renewal	US\$100	Annual



## Appendix D. Frequently Asked Questions

### Step 1: Education

**1. Am I required to purchase the textbooks?**

Yes, all individuals registered with FPSB are required to purchase the textbooks. Your purchase includes access to the interactive courses and questions.

**2. May I print or purchase a printed copy of the textbooks?**

FPSB does not allow for printing of FPSB textbooks for copyright purposes. Each time you'd like to access the textbooks, please log into your FPSB online platform, MyFPSB*learning*.

**3. How long may I remain a candidate?**

FPSB recommends a candidate apply for Risk and Estate Planning Specialist Certification as soon as the exam is passed. This converts a candidate to a certificant and obviates the need to renew enrollment as a candidate while other Specialist courses including the Integrated Financial Planning are pursued. After a lapse of three years without passing an exam, however, a candidate would need to re-register with FPSB (and pay the registration fee again). FPSB strongly encourages you to complete the certification in the recommended time frame.

**4. I heard about challenge status and self-study. Where can I find information about those?**

For anyone registering after 31 May 2020, Challenge Status and Self Study are no longer options. You may find it helpful to review 'Recognition of Prior Learning' and 'Self-paced learning' respectively as those concepts are similar.

### Step 2: Exam

**5. How shall I register for the examination?**

FPSB has an Exam Calendar published on website. The initial seven calendar days in a month are for exam registration. One can pay exam fee to block the reserved date for the Risk and Estate Planning Specialist exam scheduled on any one day between the 19<sup>th</sup> calendar day and the 24<sup>th</sup> calendar day in the same month. Presently, the tests are conducted using online-proctored system, whereby you can take the test at your own device (webcam-enabled Desktop or laptop) from anywhere. Soon exams shall also be available at the physical test centers across India.

**6. Is there a possibility to skip the FPSB Risk and Estate Planning Specialist exam on the path to CFP certification?**

No, all individuals who wish to pursue CFP certification must also pass all the three exams, i.e. exams for FPSB® Risk and Estate Planning Specialist, FPSB® Investment Planning Specialist, and FPSB® Retirement and Tax Planning Specialist courses. These Specialist exams can be passed in any order.

**7. How was the exam created?**

CFP professionals in India and internationally created exam questions, and the FPSB exam panel reviewed the weighting and composition of questions. Each question has been reviewed by multiple CFP professionals in India as a requisite step in exam creation.

**8. When can I take the exam?**

FPSB conducts exam on four days, one each for the three Specialist exams and one for the CFP® exam. These are conducted from the 19<sup>th</sup> calendar day to the 24<sup>th</sup> calendar day in the month except on Saturdays, Sundays and specified Holidays. At any given time, FPSB publishes on the website an Exam Calendar for the three subsequent months. Candidates may sign up to take the exam only after they have completed the education requirement for their chosen education mode:

- Self-paced learning: Passing both Module tests in MyFPSB*learning*
- Instructor-led learning: FPSB-Authorized Education Provider has determined pass/fail for candidates and notified FPSB
- Recognition of prior learning: FPSB grants recognition upon approval of the submitted evidence

**9. What resources may be available to study for the exam?**

FPSB encourages candidates to study the learning objectives and knowledge items in the FPSB® Risk and Estate Planning Specialist Competency Profile; the exam blueprint; and the questions in MyFPSB*learning*.

**10. When will I know my score on the exam?**

FPSB notifies the pass/fail metric toward results of exams in each candidate's LMS account by the close of the calendar month. For failing candidates, the course is 'assigned' to retake the exam, while passing candidate find the course as 'attended'.

**11. Is there a limit to the number of times I may take the FPSB exam?**

There is no limit to the number of times you may take the exam. You may only take the FPSB® Risk and Estate Planning Specialist exam once in the designated exam window each month.

**12. Why do I need to answer the 10 questions on the exam that are not scored?**

FPSB works to constantly improve its exams. In order to accomplish this, FPSB needs to pretest some questions before they become a part of the exam. This requires FPSB to gather responses from candidates. These 10 questions are randomly distributed throughout your exam, so you will not know which questions are being pretested and which count toward your score. Therefore, you should assume that all questions count and answer every question with the same concern for your score.

**Step 3: Ethics**

**13. What are steps to complete the Ethics course?**

This is an online ethics course in the FPSB online portal. You must ideally pass the Ethics course before beginning studies so that it does not hamper your exam scheduling when due.

**Step 4: Certification**

**14. How long does the process take?**

This depends on the individual and different factors such as industry experience, time to prepare, familiarity and propensity to take exams (in general), and the extent of studying before the exam. Typically, preparations require 8-12 weeks of study for the FPSB® Risk and Estate Planning Specialist exam.

**15. How long is certification valid for?**

The certification is valid for one year. An individual may renew certification after completing the 5 Continuing Professional Development (CPD) points and completing the other renewal requirements in the FPSB online platform. However, the CPD requirement stands fulfilled automatically if the candidate is pursuing other Specialist courses or the FPSB® Integrated Financial Planning course.

**16. How does this certification validity combine with other FPSB certifications?**

Your initial certification is valid for 365 days. Additional course certifications can be earned in that period. All specialist certifications will be benchmarked and renewed on the date of your initial certification. For example, Sajju passes the FPSB Risk and Estate Planning Specialist exam and certifies as such on December 31, 2020, he will renew a year from then. During that year, he may choose to certify as FPSB Risk and Estate Planning Specialist on June 30 and FPSB® Risk and Estate Planning Specialist on September 30. All these certifications will renew on the same date, December 31, 2021 as they are all specialist certifications. CFP certification will reset the renewal date to begin on the date of CFP certification, at which point all specialist certifications earned remain valid and will be marked to this new date.

**17. If I pass the exam, may I use the marks?**

No, you must apply for and obtain the relevant certification for your eligibility to use the marks.

**Other Questions**

**18. I work in a firm with a lot of colleagues who want to pursue FPSB's certifications. We're speaking with the corporate training department.**

**How does this work for us?**

FPSB encourages your employer to contact us. You may individually take this as a self-paced training, and may want to have a corporate trainer in your HR or training department provide coaching. Alternatively, your employer may want an FPSB-Authorized Education Provider to teach the course under the instructor-led mode.

**19. I registered before 1 June 2020, and would like to become an FPSB Risk and Estate Planning Specialist. How may I do that?**

FPSB is providing a transition mechanism from April 2021 for those who registered prior to 1 June 2020 so that they migrate to the New Program and appear in the remaining Specialist courses and the FPSB® Integrated Financial Planning course to pursue CFP<sup>CM</sup> certification. Their individual exams cleared in the old curriculum are recognized toward eligibility to apply for the relevant Specialist certification/s (please visit the Transition Notice displayed on website).

**20. I'd like to learn about the other certifications. How do I do that?**

You may visit <https://india.fpsb.org/students/> to learn more about the other certifications.

**21. What minimum education qualification is applicable for obtaining FPSB® Risk and Estate Planning Specialist certification and CFP<sup>CM</sup> certification?**

While a candidate who passes FPSB® Risk and Estate Planning Specialist exam is eligible for this Specialist certification basis HSC/12th Pass qualification (subject to meeting other eligibility criteria for Specialist certification), a graduate degree from a University Grants Commission (UGC) recognized University in India, or an equivalent degree program from a recognized University outside India, is required at the time of applying for CFP<sup>CM</sup> certification.

**22. I have a different query. Who should I contact?**

You may write to [fpsb.india@fpsb.org](mailto:fpsb.india@fpsb.org).