

Application for Approval of Responsible Officer [Deemed Licensee] of a Deemed Licensed Insurance Agency

PLEASE COMPLETE THIS APPLICATION FORM AFTER YOU HAVE READ AND ARE FAMILIAR WITH THE FOLLOWING:

- Code of Conduct for Licensed Insurance Agents
https://www.ia.org.hk/en/legislative_framework/codes.html
- The Guideline on “Fit and Proper” Criteria for Licensed Insurance Intermediaries under the Insurance Ordinance (Cap. 41)
https://www.ia.org.hk/en/legislative_framework/files/GL23.pdf

NOTES ON COMPLETION

1. All terms used in this form shall, except where expressly defined in this Application or where the context otherwise requires, have the same meaning as defined in the Insurance Ordinance (“IO”).
2. Words used in this Application form in the singular, where the context so permits, shall be to include the plural and vice versa.
3. All questions must be answered. All answers must be written clearly or typed. Please check the relevant box(es), where appropriate. If a question does not apply, please mark “N/A” (not applicable). Do not leave any answers blank.
4. If the Insurance Agency/ Responsible Officer (“RO”) cannot answer a question or provide the information or documentation requested, please outline clearly the reason for this on a covering letter (referring to the section and question number, where applicable) accompanying the submission of the application form.
5. The structure and contents of the application form must not be deleted or amended in any form or manner.
6. Where there is insufficient space to provide an answer, please provide the required information on a separate sheet. Please ensure that all sheets are clearly marked with following format: `Name of the Insurance Agency/Question No.` e.g. <Name of Insurance Agency>/Question 7.2 on Fitness & Properness.
7. If there are any changes in the information furnished in the form after submission to the Insurance Authority (“IA”), Insurance Agency should notify the IA immediately.
8. **Important information you should read before completing this application form:**
 - Please ensure that all information provided is accurate and complete and that all information which might reasonably be considered relevant for the purpose of the application, is disclosed. If you do not, your Application may be refused or the processing of your Application may be delayed.



- The IA may seek **further information or clarification** in respect of the information provided by the Insurance Agency in the application submission for the purpose of assessing and reaching a determination in respect of the application. **The nature, scale and complexity of the business will determine the extent to which any further information or clarification is sought from the Insurance Agency.**
 - The IA may decide to interview key members of the senior management of the Insurance Agency and/or the RO before deciding whether to grant an approval.
 - The IA will only grant an approval to an Insurance Agency if it is satisfied that the RO has demonstrated that he/she is fit and proper to be an RO of the Insurance Agency.
 - Processing of applications will only commence when a completed application submission including all required information and supporting documentation requested therein have been received.
 - Where an incomplete Application is submitted the Insurance Agency will be **advised by email** that the Application does not contain sufficient material to be progressed to the assessment phase of the application process. The Insurance Agency should then complete all missing information and re-submit the application within the timeline stated in the email.
9. The completed Application Form, together with all supporting documents and attachments, should be submitted in **original (hard) copy and/or an electronic copy (in machine readable format)** to the IA.
- Original hard copies should be delivered to:
Market Conduct Division - Licensing
Hong Kong Insurance Authority
19th Floor, 41 Heung Yip Road
Wong Chuk Hang
Hong Kong
10. Electronic copies can be emailed to agy.lic@ia.org.hk. For submission via email, please indicate the subject of the email as “[Full name of Insurance Agency]: Application for Approval of Responsible Officer”.
11. If the Insurance Agency has any queries in relation to this Application, please email them to agy.lic@ia.org.hk.