

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

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

- Code of Conduct for Licensed Insurance Brokers
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 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 Broker Company/ Responsible Officer cannot answer a question nor 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 Broker Company/Question No. e.g. <Name of Insurance Broker Company>/Question 7.1 on Fitness & Properness.
7. If there are any changes in the information furnished in the form after submission to the Insurance Authority (“IA”), Insurance Broker Company 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 Broker Company in the application submission for the purpose of assessing and reaching a determination in respect of the Application.



- The IA may decide to interview key members of the senior management of the Insurance Broker Company and/or the Responsible Officer before deciding whether to grant an approval.
 - The IA will only grant an approval to an Insurance Broker Company if it is satisfied that the Responsible Officer has demonstrated that he/she is fit and proper to be an RO of the Insurance broker company.
 - 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 Broker Company 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 Broker Company should then complete all the 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 brokerlicensing@ia.org.hk. For submission via email, please indicate the subject of the email as “[Full name of Insurance Broker Company]: **Application for Approval of Responsible Officer**”.
11. If the Insurance Broker Company has any queries in relation to this Application, please email them to brokerlicensing@ia.org.hk.