

政府總部 禁毒處  
香港金鐘道六十六號  
金鐘道政府合署高座三十樓



**NARCOTICS DIVISION**  
**GOVERNMENT SECRETARIAT**  
QUEENSWAY GOVERNMENT OFFICES  
HIGH BLOCK, 30<sup>TH</sup> FLOOR,  
66 QUEENSWAY  
HONG KONG

To Chief Executives of all authorized insurers carrying on long term business

30<sup>th</sup> April 2007

Dear Sirs,

**Anti-Money Laundering Seminar for Insurance Industry**

The Narcotics Division, Office of the Commissioner of Insurance ("OCI") and the Joint Financial Intelligence Unit ("JFIU") will jointly organize an anti-money laundering seminar for the insurance industry, at the Lecture Theatre of the Hong Kong Central Library, Causeway Bay, on 8<sup>th</sup> June 2007. You and your Company's representatives (e.g. Compliance Officers, Training Managers, Agency Head and Agency Administrators) are cordially invited to participate in the seminar.

The objectives of the seminar are -

- (a) to provide the participants with an overview of the latest international and domestic anti-money laundering developments;
- (b) to enhance the participants' understanding of the statutory obligations and practices of suspicious transaction reporting; and
- (c) to provide a forum for discussion on matters of common concern relating to anti-money laundering compliance and reporting.

The Commissioner of Insurance will officiate over the opening of the seminar and speakers of the seminar will be drawn from OCI and JFIU. The seminar will be conducted in English and three CPD hours will be awarded to the participants. I attach herewith the programme of the seminar at Annex A for your reference. If you require further details about the seminar, please refer to [www.nd.gov.hk](http://www.nd.gov.hk).

I should be grateful if you would request the participants to return the duly completed enrolment forms at Annex B (one for each participant) to the OCI by either email, fax or post, on or before **23<sup>rd</sup> May 2007**. Enrolments will be on a first-come-first-serve basis. Unless otherwise advised, the participants may assume successful enrolments if they return the enrolment forms before the deadline. Please also request them to retain a copy of the forms for registration at the seminar venue.

For any queries, please feel free to contact Miss Monique Ho of OCI on 2867 4811 or Ms. Joanne Lin of OCI on 2867 2557 or via [iemail@oci.gov.hk](mailto:iemail@oci.gov.hk).

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Nelson Cheng', with a long horizontal flourish underneath.

(Nelson Cheng)  
for Commissioner for Narcotics

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**Annex A**

**Anti-Money Laundering Seminar for Insurance Industry**

**Date:** 8<sup>th</sup> June 2007  
**Time:** 1400 – 1700 hrs.  
**Venue:** The Lecture Theatre, G/F, Hong Kong Central Library,  
Causeway Bay, Hong Kong  
**Language:** English

**Programme:**

1345 – 1400	Registration
1400 – 1415	Opening Address
1415 – 1445	Latest FATF Typologies Projects and the Related Suspicious Activities Indicators
1445 – 1515	Compliance with the Guidance Note on Prevention of Money Laundering and Terrorist Financing
1515 – 1530	Break
1530 – 1600	Suspicious Transaction Reporting – Practices and Procedures
1600 – 1630	Experience Sharing
1630 – 1700	Panel Discussion

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**Annex B**

**Enrolment Form**  
**Anti-Money Laundering Seminar for Insurance Industry**

To: Office of the Commissioner of Insurance (Attn: Ms. Joanne Lin)

Fax : 2869 0252

Email : iamail@oci.gov.hk

Address : 21/F Queensway Government Offices, 66 Queensway, Hong Kong

**I will attend the seminar on 8<sup>th</sup> June 2007.**

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Note:**

- *Please complete and return this enrolment form to OCI by 23<sup>rd</sup> May 2007 (Wednesday), and retain a copy of it for registration at the venue.*
- *Enrolments are on a first-come-first-serve basis.*
- *The personal data supplied is used for the purposes of facilitating the arrangement and conduct of the captioned seminar and calculation of CPD hours. It will be destroyed when the said purposes are fulfilled.*
- *For enquiries, please contact Miss Monique Ho of OCI on 2867 4811 or Ms. Joanne Lin of OCI on 2867 2557 or via iamail@oci.gov.hk.*