

保險業監理處

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OFFICE OF THE COMMISSIONER
OF INSURANCE

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66 Queensway,
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覆函請註明本處檔號

In reply please quote this ref. INS/TEC/6/45/3

來函檔號 Your ref.

3 February 2012

電話 Tel. 2153 2737

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

Dear Sirs,

**Briefing Sessions for Guideline on
Anti-Money Laundering and Counter-Terrorist Financing**

Further to the gazettal of the Guideline on Anti-Money Laundering and Counter-Terrorist Financing (“the Guideline”) on 27 January 2012, the Office of the Commissioner of Insurance (“OCI”) will be hosting two briefing sessions on 1 March 2012 to assist the insurance institutions to prepare for the implementation of the Guideline.

Who should attend

You and your Company’s representatives (e.g. Compliance Officers, Training Officers, Agency Heads, Appointed Insurance Agents, etc.) are cordially invited to participate in the briefing sessions. 1.5 hours of CPD hours will be awarded to the participants who attend the whole session.

Venue

The briefing sessions will be held at the Lecture Theatre, G/F, Hong Kong Central Library, Causeway Bay (with entrance opposite to the Moreton Terrace Temporary Playground).

Date and Time

There will be two briefing sessions on 1 March 2012. An English session will be conducted from 1:30pm to 2:50pm (registration will start from 1:15pm to 1:30pm) and a Cantonese session will be conducted from 3:30pm to 4:50pm (registration will start from 3:15pm to 3:30pm).

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Enrolment

Please request the interested parties to complete and return the enrolment form at Annex I to the OCI. Owing to the seating capacity of the venue, up to five seats will be reserved for each company on a first-come-first-serve basis. Unless otherwise advised, the participants may assume successful enrolments if they have returned the enrolment forms before the deadline on 17 February 2012. Please also request participants to bring along copies of the enrolment forms for registration on the event date.

In order to better meet the needs of the participants and to facilitate our preparation of the presentation materials, please ask the participants concerned to complete Annex II. Both Annexes I and II should be sent to the OCI via email, fax or post on or before **17 February 2012**.

For any enquiries, please feel free to contact Miss Alison Sy at 2153 2750 or Mr Wilson Choy at 2153 2748 or via iamail@oci.gov.hk.

Yours faithfully,

(David Liu)
for Commissioner of Insurance

Encls.

c.c. Chairman, The Hong Kong Federation of Insurers

Enrolment Form**Briefing Sessions for Guideline on
Anti-Money Laundering and Counter-Terrorist Financing****(Please retain and bring along a copy of this enrolment form
for registration on the event date)**

To : Office of the Commissioner of Insurance (Attn: Miss Alison Sy)
 Fax no. : 21532702
 Email : iamail@oci.gov.hk
 Address : 21/F, Queensway Government Offices, 66 Queensway, Hong Kong

Deadline for enrollment: **17 February 2012** (Friday)

I wish to nominate the following person(s) to attend the briefing session(s):

Company name: _____

Name	Post	Contact no.	Email address	Preferred session*	
				1:30pm to 2:50pm (English) (registration will start from 1:15pm to 1:30pm)	3:30pm to 4:50pm (Cantonese) (registration will start from 3:15pm to 3:30pm)

*Please indicate your preference by putting "1" and "2" in the boxes.

 Name:

Post:

Contact no.:

Fax no.:

Note:

- *The briefing sessions are free of charge. Enrolments are on a first-come-first-serve basis with seats for each company limited to five only.*
- *The personal data supplied is solely used for matters relating to the captioned briefing sessions.*
- *For enquiries, please contact Miss Alison Sy (21532750) or Mr Wilson Choy (21532748) of OCI or via iamail@oci.gov.hk.*

