

Our Ref.: A2-003-J20289

25 July 2006

All Appointing Insurers/Insurance Agents

Re: Reporting of Continuing Professional Development (CPD) Compliance

On 15 May and 13 July 2006 respectively, IARB Secretary wrote to you explaining the requirement for Registered Persons to report CPD compliance within 2 weeks from the common assessment date, i.e. 31 July 2006.

Outlined below for your easy reference are the necessary steps to be taken by the parties concerned from that point onwards:

<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>By</u>
1	1 Aug 2006	To provide appointing insurers/ insurance agents with a list of the relevant Registered Persons together with information on the number of CPD hours required for each individual.	IARB Secretary
2	First week in Aug 2006	To send declaration forms to all Registered Persons concerned.	Appointing Insurers/ Insurance Agents
3	14 Aug 2006	To collect declaration forms from Registered Persons.	Appointing Insurers/ Insurance Agents

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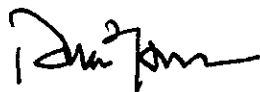
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<u>Item</u>	<u>Date</u>	<u>Action</u>	<u>By</u>
4	15 Sept 2006	Filing of annual returns to IARB and reporting on those who have failed to meet the CPD requirements by the common assessment date of 31 July 2006.	Appointing Insurers/ Insurance Agents
5	October – December 2006	To review CPD non-compliance cases and to conduct random check on the authenticity of evidence/record of CPD attendance.	IARB Secretary

The Continuing Professional Development (CPD) Programme – Revised Administrative Procedures, issued on 13 June 2005 by IARB Chairman Mr. Ambrose Cheung, set out in detail possible consequences of failure to comply with the CPD requirements. For further information/clarification, please contact Mr. Shum at 2520 1868.

Contents of this circular should be brought to the attention of all Registered Persons accordingly.



Peter C H Tam
Executive Director
PT/CL/ds

c.c. Mr. Richard Yuen, JP, Commissioner of Insurance
Mr. Ambrose Cheung, JP, IARB Chairman