



By fax or e-mail

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To : Authorized Representative, Member Companies, The Hong Kong Federation of Insurers (HKFI)
Non-HKFI Insurers using HKFI's agent registration service
Insurance Agents who have appointed Responsible Officers / Technical Representatives
All Insurance Agents, Responsible Officers and Technical Representatives (Registered Persons) via their appointing Insurers / Insurance Agents

c.c. : Mr. Clement Cheung, JP, Insurance Authority
Mr. Leo Ma, Chairman, HKFI
Mr. Peter Tam, Executive Director, HKFI

From : Ambrose Cheung, JP, IARB Chairman

Date : 13 October 2006

Subject : **Application for exemption from/extension of the deadline for complying with CPD requirements**

It has come to the attention of the Insurance Agents Registration Board ("IARB") that:

1. there is a surge of applications for exemption from or extension of the deadline for complying with CPD requirement of 80% from 2005 to 2006;
2. in most cases, the reasons given by the applicants were neither reasonable nor convincing, for example, they had been too busy, they had forgot to attend CPD activities or they had mis-calculated CPD hours required etc;
3. applicants could often make up the shortfall of CPD hours within a short period of time, and
4. most applicants were not newly registered agents.

At its meeting held on 30 September 2006, the IARB resolved that in view of the above observations and the fact that CPD assessment and reporting had been running for two years, all Registered Persons, including insurance agents, Responsible Officers and Technical Representatives should be well aware of the CPD requirements and the consequences of non-compliance.

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CPD requirement is imperative in maintaining and upholding the professionalism of the insurance industry. To mark the importance of compliance and as a deterrent, the IARB will rigorously enforce disciplinary actions against failure in compliance in the forthcoming assessment period, i.e. 1 August 2006. Having said that, however, IARB will consider and may approve applications for exemption from or extension of the deadline for complying with CPD requirement due to genuine medical reasons.

The IARB would like to take this opportunity to remind all Registered Persons that according to Clause 65 of the Code of Practice for the Administration of Insurance Agents, "An insurance agent shall comply with the requirements of the Continuing Professional Development Programme in such manner and form as specified by the Insurance Authority". In addition, all insurers and insurance agents who have appointed Technical Representatives are charged with the responsibility to monitor the compliance of their insurance agents, responsible officers and technical representatives of insurance agencies with the CPD requirement. Failing which, according to the Consequence of Non-Compliance in the Guidance Note on Compliance with the requirements of the Continuing Professional Development (CPD) Programme (GN 7), confirmation of registration of the insurance agents, responsible officers and technical representatives concerned shall be revoked by the IARB. Under such circumstances, the IARB shall not consider their application for re-registration for 3 months as a starting point from the date their confirmation of registrations are revoked.

For further details, please visit HKFI's website at www.hkfi.org.hk



AC/CL/ds