

**By E-mail only**

Ref : A2-002/02 – J72416  
To : All appointing Insurers/Insurance Agents  
cc : Mr John Leung, JP, Chief Executive Officer, Insurance Authority  
From : Alice Kong, General Manager – Compliance  
Date : 29 May 2018  
Subject : Reminder – 2018 CPD Assessment

The assessment date of the 2018 CPD Programme, as you know, will be on 31 July 2018.

Please refer to our circular dated 31 August 2017 (Ref : A2-003-J78762) as attached and kindly remind the parties concerned that anyone who fails to fulfil the CPD requirements for the 2018 assessment will have their registration **revoked for 3 months as a starting point.**



Encl.  
AK/jh

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Our ref.: A2-003-J78762

31 August 2017

All appointing Insurers/ Insurance Agents

Dear Sir/Madam

**Section 67 of the Insurance Companies Ordinance (Cap. 41)**  
**The Code of Practice for the Administration of Insurance Agents (“Code”)**  
**Re: Continuing Professional Development (“CPD”) Programme**

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At its meeting held on 25 August 2017 (“Decision Date”), the Insurance Agents Registration Board (“IARB”) considered and determined the disciplinary actions for CPD non-compliant cases for the assessment period ending on 31 July 2017. Please be informed that:

1. In line with previous practice, the IARB will continue to adopt a lenient approach in the disciplinary action to be taken against those Registered Persons (“RPs”) who had made up all the required CPD hours for the 2017 assessment before the Decision Date. The disciplinary action for those RPs who failed to meet the CPD requirements for the first time will be “Reprimand” whereas for those who have previously been disciplined for CPD non-compliance will be “Deregistration for 4 months”.
2. For those RPs who had not made up the required CPD hours for the 2017 assessment before the Decision Date, the disciplinary action for those who failed to meet the CPD requirements for the first time will be “Deregistration for 3 months” whereas for those who have previously been disciplined for CPD non-compliance will be “Deregistration for 6 months”.
3. The corresponding disciplinary actions to be taken for 2017 CPD non-compliance are as follows:

Category		Having been previously disciplined for CPD non-compliance	Already made up the required CPD hours before the Decision Date	Disciplinary action to be taken
1	Failure to fulfill the CPD requirements/ Failure to report CPD compliance for the 2017 assessment	No	Yes	Reprimand
2		No	No	De-registration for 3 months
3		Yes	Yes	De-registration for 4 months
4		Yes	No	De-registration for 6 months

4. The IARB will announce the effective date of the disciplinary action to be taken later after having duly received the updated CPD compliance status (including rectification after double checking their records) from appointing insurers/insurance agents.
5. You may wish to note that it is stipulated in the Guidance Note on Compliance with the Requirements of the CPD Programme that *“In the circumstances that an RP fails to meet the CPD requirements, his registration shall be revoked for 3 months as a starting point by the IARB”*. Given that the CPD programme has been implemented for more than 10 years, the IARB would like to inform in advance that the lenient approach in the disciplinary action for CPD non-compliance will no longer be applicable starting from the 2018 CPD assessment. In other words, for the CPD assessment period ending on 31 July 2018 or afterwards, the disciplinary action for those RPs who failed to meet the CPD requirements for the first time will be “Deregistration for 3 months” whereas for those who have previously been disciplined for CPD non-compliance will be “Deregistration for 6 months”.

Yours faithfully



Alice Kong

General Manager, Compliance

AK/ds

c.c.: Mr John Leung, JP, Chief Executive Officer, Insurance Authority (by email only)