



香港專業保險經紀協會  
PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/160/2005  
Date : 20<sup>th</sup> June 2005  
To : All Chief Executives  
From : Mr. Andy Lau – Membership Sub-Committee Chairman  
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Dear Members,

Re : Guidelines on name card and stationery

As per the adoption at the 7<sup>th</sup> EC Meeting 04/05 on 16<sup>th</sup> June 2005, the Association would again to clarify the following guidelines on name card and stationery for your attention:

- For stationery, including but not limited to name card, letter head and/or envelope, are required to bear “A member of Professional Insurance Brokers Association” and / or “香港專業保險經紀協會會員” in full.
- For C.E. or T.R. registration number, it must show in full format, that is :  
“PIBA – XXXX – XXXXXX”
- For name card of all registered persons, full name (as appear on his/her Hong Kong Identity Card) either in English or in Chinese or both must be printed.

To comply with the Minimum Requirements on disclosure of registration information, registered persons are required to strictly follow the mentioned guidelines. We believe that standardized the presentation of registered information not only protecting the interest of general public, policy holder and potential policy holder but also for betterment of the insurance industry.

Should you have any query, please feel free to contact us by fax (Fax. No. 2770-2372) or by mail.

Regards,

(for) Andy Lau  
Membership Sub-Committee Chairman

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