



Ref. No. : MEMO/011/2012
To : All Members
From : Jase Yiu – Chief Administrative Executive
Date : 20 February 2012
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Dear Chief Executives / Members,

Re: Non-disclosure of (1) disciplinary / bankruptcy records (2) criminal records

It has come to our attention that, in a number of occasions, applicants (e.g. Member / Chief Executive ("CE") / Technical Representative ("TR") (the relevant parties)) have failed to declare their disciplinary, bankruptcy or criminal records in the application forms for an insurance broker, for one reason or another. Their usual excuse is that they think they have already spent the sentences, and that according to the Rehabilitation of Offenders Ordinance (Cap. 297) ("ROO") the disclosure of such records is/are not necessary.

May we draw your utmost attention that the ROO:

1. neither extend to the ambit of "disciplinary / bankruptcy record", In other words, all disciplinary and bankruptcy records shall have to be disclosed in our application forms,
2. nor apply to any questions asked under "Declaration" of our application forms by virtue of Section 4(2)(d) of the ROO (<http://www.legislation.gov.hk/eng/home.htm>).

Such non-disclosure is awkward, which is not only detrimental to one's fitness and propriety to be an insurance broker but also incurs extra and tedious investigation workload to us regardless what our decision may have reached toward such non-disclosure thereafter our investigation.

It is decided by our EC committee that, effective 1 March 2012, there shall be an administrative levy of HK\$3,000 imposed against Member for such non-disclosure committed by the relevant parties. Depending on merits of each case, we may consider to nullify the respective parties' membership/registration with us.

Should you have queries, please feel free to contact our Joyce Wan at 2139 1328.

Best regards,


Jase Yiu
Chief Administrative Executive

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