

**Application for Opening of Supervisor Account
(Online Portal for Insurance Intermediaries)**

For Official Use							
1 st Review			2 nd Review		Approved		Date of Receipt
P	A/R		A/R		A/R		
Account Creation			AOP		Approval Letter		

Please complete all items in BLOCK LETTERS. All amendments must be signed by Applicant.

I. Basic Information on Principal

Name in English	
Name in Chinese (if any)	
† Type of Principal	<input type="checkbox"/> Authorized Insurer (Please provide Company Registration No. _____) <input type="checkbox"/> Licensed Insurance Agency (Please provide Insurance Intermediary Licence No. _____) <input type="checkbox"/> Licensed Insurance Broker Company (Please provide Insurance Intermediary Licence No. _____)
Address of Registered Office	
† Do You Intend to Use your Company Registration No. or Insurance Intermediary Licence No. as Username for Supervisor Account? <i>Note: Subject to Insurance Authority ("IA")'s decision</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, please state clearly the proposed Username and underline numeric characters.)

II. Additional Information on Principal

† Do you Intend to Open an Administration Account?	<input type="checkbox"/> Yes (If Yes, please complete the rest of this part.) <input type="checkbox"/> No (If No, the rest of this part is not applicable. Also, if you intend to open an Administration Account in the future, please notify the IA in writing.)
† Estimated No. of Applications for Individual Licence to be Submitted to IA per Month (based on the records for the last six months)	<input type="checkbox"/> Application seldom made <input type="checkbox"/> 10 to 50 applications <input type="checkbox"/> 1 or 2 applications <input type="checkbox"/> More than 50 applications <input type="checkbox"/> Less than 10 applications <input type="checkbox"/> More than 100 applications
† Do you Intend to Open an Alternate Supervisor Account?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated No. of Administration Accounts to be Opened by Supervisor Account	

**III. Information on Proposed Owner of Supervisor Account**

† Is the Proposed Supervisor Account Owner your Key Person in Intermediary Management (for Authorized Insurer) or Responsible Officer (for Licensed Insurance Agency/Insurance Broker Company)?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name in English	Surname	First/Other Names	Name in Chinese (if any)	
Hong Kong Identity Card No. (First 4 characters (e.g. A123))		Position		
Mobile Phone No. (For receiving One-Time Password (OTP) for account activation and communication with IA via WhatsApp.)		Email Address (For receiving account activation email and communication with IA.)	Please underline numeric characters.	

IV. Declaration by Proposed Supervisor Account Owner

I, _____, hereby declare and confirm that:

- I agree to act as the Supervisor Account Owner.
- All the information provided in this Application and any documents in connection with this Application are **COMPLETE, TRUE and CORRECT**.
- I consent to the Principal making this Application to the IA appointing me as the Supervisor Account Owner.
- I have read, understood and I agree to the contents of the attached Personal Information Collection Statement.
- I consent to the IA using any personal data I have provided to the IA in (or in support of) this Application or will provide in the future, for the purposes described in the attached Personal Information Collection Statement.
- I understand the IA may make enquiries and seek further information or documents from me as it thinks appropriate.
- I have read, understood and I agree to be bound by the attached terms and conditions applicable to the use of the Online Portal and related services/functions.

Signature of Proposed of Supervisor Account Owner

Date

V. Declaration by Principal

I/We hereby declare and confirm that:

- I am/We are duly authorized to endorse this declaration and make this Application for the Supervisor Account.
- I/We believe the proposed Supervisor Account Owner is suitable to control and manage the Supervisor Account on behalf of the Principal.
- I/We believe all the information and documents given in (or in support of) this Application are **COMPLETE, TRUE and CORRECT**.
- I/We understand that if there is any change to the Supervisor Account Owner, I/we must notify the IA of the change in writing as soon as practicable.
- I/We have read, understood and I/we agree to the contents of the attached Personal Information Collection Statement.
- I/We should comply with the Personal Data (Privacy) Ordinance (Cap. 486) and all relevant guidelines issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong, in relation to any personal data collected from the proposed Supervisor Account Owner.
- I/We understand that the IA may make enquiries and seek further information as it thinks appropriate.
- I/We have read, understood and I agree to be bound by the attached terms and conditions applicable to the use of the Online Portal and related services/functions.

*Name of Authorized Person (Director/Key Person in Intermediary Management Function/Responsible Officer) (*Please delete where appropriate.)

Signature

Date



Terms and Conditions

By opening the Supervisor Account (the "Account"), you unconditionally agree to be bound by the following:

- Username and password of the Supervisor Account Owner must remain in his/her possession and control, and be used solely by himself/herself to login to the Account.
- The Supervisor Account Owner shall act in good faith and exercise all diligence in carrying out his/her duties in relation to the use of the Online Portal.
- The Supervisor Account Owner should ensure the Administration Accounts opened are appropriate and their owners shall act in good faith and exercise all diligence in carrying out their duties in relation to the use of the Online Portal.
- The Supervisor Account Owner must ensure the account opening procedures for Administration and Individual Accounts are adequate, in particular, the internal control procedures for passing the Account Opening Password to the Individual Account Owners.
- The Supervisor Account Owner must comply with the relevant regulatory requirements in handling any personal data belonging to the owners of the Administration and the Individual Accounts and administered by the principals.

Personal Information Collection Statement ("PICS")

This PICS is made by the Insurance Authority ("IA") to comply with the notification requirements of the Personal Data (Privacy) Ordinance (Cap. 486) (the "PDPO"). You are advised to read it carefully as it sets out the policies and practices of the IA with regard to your personal data (as defined in the PDPO), the purposes for which the IA may collect and use your personal data and the persons to whom your personal data may be transferred.

Purpose of Collection

The personal data provided in (and in support of) this application by you or by any other persons may be used and held by the IA for one or more of the following purposes:

- (a) to administer and/or enforce the provisions of any relevant ordinances (including the Insurance Ordinance (Cap. 41) (the "Ordinance")) and any regulations, rules, codes, guidelines and circulars made or promulgated pursuant to the powers vested in the IA as in force at the relevant time and to carry out its functions as a regulator of the insurance industry, including:
 - (i) to process any application(s) you may make to or received by the IA under the Ordinance;
 - (ii) to consider any application(s) under the Ordinance where you may otherwise have a connection;
- (b) any other purposes as permitted by the laws of Hong Kong.

You are obliged to supply the requested personal data in response to any request from the IA in exercising its powers or carrying out its functions (including processing your application(s)). Failure to provide the requested personal data may result in the IA being unable to exercise its powers or carrying out its functions (including processing your application(s)) and may affect the IA's assessment of your fitness and properness under the Ordinance.

Access to Data

Under the PDPO, you have the right to request access to and/or for correction of your personal data held by the IA. Please complete a "Data Access Request Form" and send it by post to the Data Privacy Officer of the IA at 19/F, 41 Heung Yip Road, Wong Chuk Hang, Hong Kong for processing of your request. The IA has the right to charge a reasonable fee for processing any such request.

Enquiries

Any enquiries regarding the personal data collected, used or transferred by the IA, or requests for access to and/or correction of, your personal data held by the IA should be made in writing to:

The Data Privacy Officer
Insurance Authority
19/F, 41 Heung Yip Road
Wong Chuk Hang
Hong Kong

A copy of the IA's Privacy Policy is made available at the IA's website.