

Notes on Application for Insurance Intermediary Licence Individual Insurance Agent/Technical Representative (Agent)/Technical Representative (Broker)

These Notes aim to provide guidance on matters relating to an application to become a Licensed Individual Insurance Agent, Licensed Technical Representative (Agent) or Licensed Technical Representative (Broker) (collectively “Individual Licensee”) submitted to the Insurance Authority (“IA”) under the Insurance Ordinance (“IO”).

General

- The relevant Application Form should be completed in either English or Chinese except for Name in English/Chinese.
- All supporting documents in connection with the Application should be duly verified against the relevant original copy by your appointing principals before submission to the IA.
- If you are an existing licensed insurance intermediary and intend to apply for a different type of insurance intermediary licence, please ensure your existing licence is cancelled before submission of your new application.
- Please ensure your email address stated in the Application Form is correct. The IA will communicate with you using email.
- Please note that it is a criminal offence to provide false or misleading information in the Application.

Insurance Intermediaries Qualifying Examination (“IIQE”)

- Please refer to Annex 1 (IIQE) to the [Guideline on “Fit and Proper” Criteria for Licensed Insurance Intermediaries under the IO \(Cap.41\)](#) (GL23) (Guideline on “Fit and Proper” Criteria) for details about the exemptions and grandfathering arrangements for IIQE requirements.
- You are deemed to have passed an IIQE Paper if you achieve an examination result of 70% or above.
- If you have ceased to be engaged in insurance-related work in the insurance industry in Hong Kong for two consecutive years, or if you have passed the IIQE Paper(s) but have not been engaged in insurance-related work in the insurance industry in Hong Kong for any two consecutive years, your previous IIQE results will not be acceptable.
- If you intend to apply to carry on regulated activities in Linked Long Term business, you are required to pass the enhanced Investment-Linked Long Term Insurance examination paper unless you are exempt or grandfathered.
- If you pass the relevant Remote Invigilation Mode Examination (“RIME”) papers, it would be considered as “as if” you have passed the equivalent IIQE papers, and you can be granted an intermediary licence to carry on regulated activities in the line of business that passing these papers would permit, subject to the fulfilment of all other applicable licensing requirements. However, within 18 months counting from the date of passing the RIME papers (“the 18-months period”), you would have to:
 - (i) Attend a tailor-made course for the relevant IIQE paper administered by Vocational Training Council; or
 - (ii) Pass the relevant original IIQE paper.

In other words, you would initially only have a licence that runs to the end of the stated 18-month period. For the purpose of counting the 18-month period of the first licence, the latest passing date of the RIME paper will be adopted. Upon the expiry of the 18-month period, your licence can be renewed for another 3 years provided that you have fulfilled either of the requirements in (i) or (ii) above within the 18-month period, and shows proof of this to the IA during your licence renewal application. If, however, you fail to submit to the IA evidence of fulfilling either post measures (i) or (ii) above by the end of the 18-month period when your first licence is due for renewal, the first licence will expire at that point without renewal. Please refer to the circulars of [21 December 2020](#) and [15 March 2022](#) issued by the IA for more details.

Education/Professional Qualification

- You should refer to the Guideline on “Fit and Proper” Criteria for minimum education requirements. You may use a qualification, which is comparable to or higher than Level 2 in 5 subjects in Hong Kong Diploma of Secondary Education Examination, including a language subject (Chinese/English) and Mathematics, to support your application.
- For details about acceptable Insurance Qualification, please refer to the list published on the IA’s website.
- A diploma granted by a degree-awarding higher education institution established or registered under an Ordinance of Hong Kong in insurance, law, business, risk management, accounting, finance, medical science, engineering or a related discipline is usually acceptable.
- A diploma granted under a course registered or exempt under the Non-local Higher and Professional Education (Regulation) Ordinance (Cap.493) will be assessed on a case-by-case basis. Additional information on the relevant qualification/course may be required.
- Please refer to Annex 2 (Exemptions) to the Guideline on “Fit and Proper” Criteria for details about the exemption criteria for the minimum education requirements.
- If you had used a Mainland qualification for first registration with the Insurance Agents Registration Board, The Hong Kong Confederation of Insurance Brokers or Professional Insurance Brokers Association (collectively “SRO”), you are required to submit a copy of the academic certificate previously submitted to the SRO for such registration purpose together with a copy of an official authentication document regarding the genuineness of the certificate, e.g. confirmation issued by the China Higher Education Student Information and Career Center (學信網), notarial certificate or direct confirmation by the institution concerned. Alternatively, you may use another qualification in support of your application provided that the qualification was obtained before your first registration with the SRO.

Employment

- When completing the part relating to your employment, please take note of the following:
 - If you currently have more than one employer, please provide information on all your current employment.
 - If you are currently unemployed, please provide information on your last employment.
 - If you are a fresh graduate, please state “Not Applicable”.

Supporting Documents

Related Matters	Supporting Documents
Hong Kong Permanent Resident	HKID Card
Non-Hong Kong Permanent Resident	HKID Card Passport Employment Visa
IIQE (Please contact Vocational Training Council for assistance if you have lost your certificate/result slip.)	IIQE certificate(s)/result slip(s)
HKDSE/HKCEE/IB Diploma/Diploma Yi Jin/Specified Insurance Qualification (Please contact the relevant issuing body for assistance if you have lost your certificate/examination result.)	Certificate/Diploma (Combined results are acceptable.)
Mainland & International Public Examination (Authentication document may be necessary, e.g. confirmation issued by China Higher Education student Information and Career Center (學信網), notarial certificate or direct confirmation by the institution concerned.)	Certificate of Graduation Examination Result (e.g. Gaokao (高考) and General Certificate of Education)
Degree/ Diploma (Additional documents may be necessary, e.g. academic transcript, course outline/materials and attendance records.)	Certificate/Diploma Assessment result by Hong Kong Council for Accreditation of Academic & Vocational Qualifications (HKCAAVQ)
Licence Granted by Financial Regulator(s)	Supplemental Form on the licence
“Yes” for any question on Character, Financial Status, Disciplinary Action & Investigation (Section VI)	Relevant information on a separate sheet together with the relevant supporting documents. Supplemental Form on Criminal Offence/Bankruptcy/Disciplinary Action

Other Matters

- Please state the registered name of Appointing Principal in the Application Form.
- Please ensure you have provided all the information and documents required in support of this Application. Every question in the Application Form should be answered. The IA may return your Application Form to your Appointing Principal (Appointing Principal 1 if there are more than one Principal) if the Form (or Supplemental Form) is incomplete or required supporting documents are not provided.
- Paper application should be submitted to the Market Conduct Division (Licensing) of the IA in person or by post to the IA’s office at 19/F., 41 Heung Yip Road, Wong Chuk Hang, HK.
- Licence application fee is waived for the first five years from commencement of the new regulatory regime for insurance intermediaries on 23 September 2019.
- You will be notified of your Application result in writing. You are advised to approach your Appointing Principal for matters regarding your application. Enquiries about licence application should be made to the Market Conduct Division (Licensing) of the IA.
- The IA will give a higher priority to those applications submitted electronically via the IA’s online portal, namely, Insurance Intermediaries Connect (“IIC”). For a straightforward or less complicated application, subject to the quality of submission, the IA may proceed the application within 5 business days if it is submitted via IIC, whereas the processing time for paper submission may be 3 weeks or more.
- If you want to withdraw your application, you need to give the IA a notice in writing.
- **The IA will conduct random checks on the proof of education and other qualification(s) submitted by you (e.g. direct enquiry with the relevant education institution). Please be**

reminded that it is a criminal offence to provide false or misleading information in connection with the licence application.

Last update: June 2023