



## Definition of Qualified Work Experience

All candidates are required to provide evidence of completion of qualifying financial planning work experience. The submitted experience records must be verified and attested by the candidate's supervisor, a member of the senior management, or a human resources manager of the candidate's current employer. If the candidate is a sole proprietor, a third party product provider may verify his/her experience.

Candidates need to demonstrate that they are involved in all or some parts of the six-steps in the financial planning process:

### 1. Establishing Client-Planner Relationships

Explaining the issues and concepts related to the personal financial planning process.

### 2. Gathering Client Data and Determining Goals and Expectations

Interviewing or questioning the client about various aspects of his or her financial resources, obligations and expectations; determining your client's goals, needs and priorities; assessing your client's values and attitudes; and determining the client's time horizons and risk tolerance; collecting applicable client records and documents.

### 3. Determining the Client's Financial Status by Analyzing and Evaluating Client's Information

Analyzing and evaluating client data such as current cash flow needs, risk management, investments, taxes, retirement, employee benefits, estate planning and/or special needs.

### 4. Developing and Presenting the Financial Plan

Presenting and reviewing the plan with the client; working with the client to ensure that the plan meets his or her goals and expectations, and revising the recommendations as necessary.

### 5. Implementing the Financial Plan

Coordinating with other professionals, such as accountants, attorneys, real estate agents, investment advisors, stockbrokers and insurance agents.

### 6. Monitoring the Financial Plan

Discussing with the client any changes in his or her personal circumstances, evaluating changing tax laws, and making recommendations based on new or changing conditions.



香港財務策劃師學會  
INSTITUTE OF FINANCIAL PLANNERS OF HONG KONG

13/F, Causeway Bay Plaza 2, 463-483 Lockhart Road, Hong Kong 香港銅鑼灣駱克道463-483號銅鑼灣廣場二期13樓  
T : (852) 2982 7888 F : (852) 2982 7777 W : www.ifphk.org E : info@ifphk.org