



certification mark is called a CFP certificant, and a person recognized and certified by IFPHK to use the AFP trademark is called an AFP certificant. Candidates refer to candidate registered as such with IFPHK.

Introduction

Every complaint against the conduct, behavior and/or actions of a financial planning professional registered with IFPHK is taken very seriously by the Institute. All CFP certificants, AFP certificants and Candidates are required to abide by, and be held accountable to, the Code of Ethics and Professional Responsibility (the “Code”) adopted by the IFPHK. The Code is enforced through an investigation and disciplinary process described in the Disciplinary Rules and Procedures.

Pursuant to Article 4.1 of the Disciplinary Rules and Procedure, following a finding of misconduct, the Hearing Panel or the Appeal Panel, as the case may be, may order any one, or a combination of disciplinary actions. The Disciplinary Rules and Procedure also empower IFPHK to publish certain disciplinary forms of disciplinary actions. These forms of disciplinary action include Public Letter of Admonition, Suspension and Revocation (collectively referred to as “Public Disciplinary Action”).

In consideration of the rapidly changing business and regulatory environment, while maintaining fairness and impartiality, the Institute may update the code and the Disciplinary Rules and Procedure from time to time. This Guideline may be amended periodically to reflect changes required for continuing compliance with the Code and the Disciplinary Rules and Procedures.

Purpose

The purpose of this Guideline is to set out the standard procedure to publish public disciplinary action.



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Disclosure format

A report on Public Disciplinary Action on the IFPHK Website will be in pdf format.

Details disclosed on the report

Disclosure of Public Disciplinary Action will normally comprise of the following details:

Certificant or Candidacy number: Certificant number for AFP certificant and CFP certificant, Candidacy number for candidate

Category: whether the subjected person in the disciplinary action is a AFP certificant, CFP certificant or candidate

Summary of the allegation: provide brief description of the charges under IFPHK's Code of Ethics and Professional Responsibility

Date of Order: The date the Hearing Panel or Appeal Panel made a disciplinary order

Disciplinary action: A description of the forms of Public Disciplinary Action

Length of publication

A Public Disciplinary Action shall remain posted on the IFPHK Website for such period as Professional Ethics Review Committee determine but usually one year unless the disciplinary action involves suspension in which case the posting will normally be maintained for the period of suspension and one year thereafter.



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