



For Official Use Only	
Date Received	
Final Approval	

## AFP® Certification Reinstatement Form

Form validity	Throughout 2024
Applicable to	Former AFP Certificants who have not renewed since Year 2023 or Year 2024

Former AFP® Certificant No.	AFPHK
English Name	

### Section One: Reinstatement Requirements (Please put a “√” at the appropriate box)

Applicants need to meet the respective reinstatement requirements:



<input type="checkbox"/> For certification not successfully renewed since year 2023	<input type="checkbox"/> For certification not successfully renewed since year 2024										
<p>a) Complete and submit this reinstatement form to IFPHK.</p> <p>b) Pay the amount of <u>HK\$3,200</u> to IFPHK, which includes:</p> <table border="1"> <tr> <td>Annual certification fee for year 2023</td> <td>HK\$1,300*</td> </tr> <tr> <td>Annual certification fee for year 2024</td> <td>HK\$1,300*</td> </tr> <tr> <td>2<sup>nd</sup> year reinstatement fee</td> <td>HK\$600</td> </tr> </table> <p>c) Complete <u>30 credits</u> of continuing education for 2023 and 2024 certification renewal, which must include at least 4 credits on compliance or ethics (<i>Applicant who was granted the AFP certification on or after 1 July 2021 needs to complete 22.5 CE credits, which must include at least 3 credits on compliance or ethics</i>).</p> <p>d) Continue to adhere to IFPHK’s Code of Ethics and Professional Responsibility.</p>	Annual certification fee for year 2023	HK\$1,300*	Annual certification fee for year 2024	HK\$1,300*	2 <sup>nd</sup> year reinstatement fee	HK\$600	<p>a) Complete and submit this reinstatement form to IFPHK.</p> <p>b) Pay the amount of <u>HK\$1,600</u> to IFPHK, which includes:</p> <table border="1"> <tr> <td>Annual certification fee for year 2024</td> <td>HK\$1,300*</td> </tr> <tr> <td>1<sup>st</sup> year reinstatement fee</td> <td>HK\$300</td> </tr> </table> <p>c) Complete <u>15 credits</u> of continuing education for 2024 certification renewal, which must include at least 2 credits on compliance or ethics (<i>Applicant who was granted the AFP certification on or after 1 July 2023 needs to complete 7.5 CE credits, which must include at least 1 credit on compliance or ethics</i>).</p> <p>d) Continue to adhere to IFPHK’s Code of Ethics and Professional Responsibility.</p>	Annual certification fee for year 2024	HK\$1,300*	1 <sup>st</sup> year reinstatement fee	HK\$300
Annual certification fee for year 2023	HK\$1,300*										
Annual certification fee for year 2024	HK\$1,300*										
2 <sup>nd</sup> year reinstatement fee	HK\$600										
Annual certification fee for year 2024	HK\$1,300*										
1 <sup>st</sup> year reinstatement fee	HK\$300										

\* 5% of annual certification fees will be contributed to IFPHK building fund

Complete application must be submitted in person or by mail to the office:

**Institute of Financial Planners of Hong Kong**  
**13/F, Causeway Bay Plaza 2,**  
**463-483 Lockhart Road, Hong Kong**  
**“Re: AFP Certification Reinstatement Application”**

According to the Hongkong Post, mail items bearing insufficient postage are subject to surcharge. The IFPHK will not absorb the insufficient postage, and it could result in the mail being returned. Therefore, applicants are advised to ensure that their mail bears sufficient postage and contains return address.

All applications are subject to review and approval by IFPHK. IFPHK endeavours to notify the result of the application within six to eight weeks’ time. If you have any concerns, issues or further queries regarding the AFP certification reinstatement application, please contact us with the methods shown below.



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

**Section Two: Personal Data Update**

Note: if you have examination record(s) kept in IFPHK, related personal data in your examination record(s) will also be updated with the information provided in this form.



**Profile**

<b>Title</b> <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss		<b>Chinese Name</b>  <i>(as printed on your ID card/Passport)</i>	
<b>ID/Passport<sup>1</sup> No.</b>		<b>Phone Number</b>  (Mobile)                      (Office)                      (Home)	
<b>Correspondence Address</b>			
<b>Email Address</b>			
<b>Receiving publications</b>		<input type="checkbox"/> Online publications ( <i>default</i> )	<input type="checkbox"/> Printed publications
<b>Language of communication</b>		<input type="checkbox"/> English ( <i>default</i> )	<input type="checkbox"/> Chinese
<b>Receiving Marketing Messages</b> IFPHK may use email, mail or SMS to offer members and let them know about the availability of examinations, education programs, memberships, conferences, events, research and products and services. Pursuant to the Personal Data (Privacy) Ordinance, if you do not want to receive these messages from the IFPHK, please "tick" here. <input type="checkbox"/> <input checked="" type="checkbox"/> = Not receiving			
<b>Professional Qualification</b>		<input type="checkbox"/> AHKIB <input type="checkbox"/> CFA <input type="checkbox"/> ChFC <input type="checkbox"/> CPA <input type="checkbox"/> FLMI <input type="checkbox"/> HKRFP <input type="checkbox"/> Others: <input type="checkbox"/> ANZIIF <input type="checkbox"/> CFMP <input type="checkbox"/> CLU <input type="checkbox"/> CWM <input type="checkbox"/> FRM <input type="checkbox"/> LUTCF	
<b>Licences Holding in Hong Kong<sup>2</sup></b>	<b>Investment</b>		<b>Insurance</b>
	<input type="checkbox"/> Securities and Futures Commission (SFC) <input type="checkbox"/> Hong Kong Monetary Authority (HKMA)	<input type="checkbox"/> Insurance Authority (IA)	<b>MPF</b> <input type="checkbox"/> Mandatory Provident Fund Schemes Authority (MPFA)

**Highest Level of Education Attained**

<b>Name of Education Institution</b>	
<b>Qualification Attained (and Year of Award)</b>  (                      )	

**Employment Details**

<b>Current Employer</b>			
<b>Current Position</b>		<b>Financial Planning Work Experience</b>  (years)	
<b>Employer Code<sup>3</sup></b>	<input type="checkbox"/> (C1) AIA <input type="checkbox"/> (C2) AXA <input type="checkbox"/> (C3) Bank of Communications <input type="checkbox"/> (C4) Bank of East Asia <input type="checkbox"/> (C5) Bank of China <input type="checkbox"/> (C6) China Construction Bank	<input type="checkbox"/> (C7) Citibank <input type="checkbox"/> (C8) Convoy <input type="checkbox"/> (C9) DBS Bank <input type="checkbox"/> (C10) Hang Seng Bank <input type="checkbox"/> (C11) HSBC <input type="checkbox"/> (C12) FWD Group <input type="checkbox"/> (C13) Manulife	<input type="checkbox"/> (C14) Nanyang Commercial Bank <input type="checkbox"/> (C15) Prudential <input type="checkbox"/> (C16) Shanghai Commercial Bank <input type="checkbox"/> (C17) Standard Chartered Bank <input type="checkbox"/> (C18) UBS <input type="checkbox"/> (C19) CMB Wing Lung Bank <input type="checkbox"/> (C20) Zurich Insurance Group <input type="checkbox"/> (C22) Sun Life Hong Kong <input type="checkbox"/> (C23) FTLife <input type="checkbox"/> (C24) China Life
<b>Industry Code<sup>3</sup></b>	<input type="checkbox"/> (I1) Retail Banking <input type="checkbox"/> (I2) Private Banking <input type="checkbox"/> (I3) Investment Banking	<input type="checkbox"/> (I4) Life Insurance <input type="checkbox"/> (I5) General Insurance <input type="checkbox"/> (I6) Independent Financial Advisor	<input type="checkbox"/> (I7) Asset Management <input type="checkbox"/> (I8) Securities Brokerage <input type="checkbox"/> (I9) Legal Practice <input type="checkbox"/> (I10) Accounting Practice <input type="checkbox"/> (I11) Academia <input type="checkbox"/> (I12) Real Estate Sector <input type="checkbox"/> (I13) Others
<b>Earnings (Past Year)<sup>3</sup></b>	<input type="checkbox"/> (E1) Less than HK\$200,000 <input type="checkbox"/> (E2) HK\$200,000 – less than HK\$400,000 <input type="checkbox"/> (E3) HK\$400,000 – less than HK\$600,000	<input type="checkbox"/> (E4) HK\$600,000 – less than HK\$800,000 <input type="checkbox"/> (E5) HK\$800,000 – less than HK\$1,000,000 <input type="checkbox"/> (E6) HK\$ 1 million or above	
<b>Disclosure of certification status to Employer</b> (Please refer to Point 3 of the Personal Data Agreement in <i>Section Four: Declaration &amp; Agreement</i> )			

<sup>1</sup> Please delete as appropriate.

<sup>2</sup> Please select the organizations with which you CURRENTLY have a registration.

<sup>3</sup> Compulsory field to be filled in for statistical purpose.

**Section Three: Mark Usage & Continuing Education Declaration**

This is to declare that

- a) I have read and agree to follow the *Guide to Use of the AFP® Marks* which is available at the AFP® Certificant Manual; and
- b) I understand the CE requirement and obligations of an ASSOCIATE FINANCIAL PLANNER® certificant, and an ordinary member of IFPHK (if applicable) as specified by IFPHK

and that I have met the obligations of the proper usage of the AFP trademarks and CE requirement for certification reinstatement.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach your CE attendance records and supporting documentary evidence with this application form for IFPHK’s evaluation.	
<p>For certification not successfully renewed since year <u>2023</u></p> <p>CE Requirements: For 2023, 15 CE credits completed in <u>2022</u> (at least 2 credits on compliance/ethics topics) For 2024, 15 CE credits completed in <u>2023</u> (at least 2 credits on compliance/ethics topics)</p> <p>i.e. a total of <b>30 CE credits</b> (at least <b>4 credits on compliance/ethics topics</b>)</p>	<p>For certification not successfully renewed since year <u>2024</u></p> <p>CE Requirements: For 2024, 15 CE credits completed in <u>2023</u> (at least 2 credits on compliance/ethics topics)</p> <p>i.e. a total of <b>15 CE credits</b> (at least <b>2 credits on compliance/ethics topics</b>)</p>

**Section Four: Declaration & Agreement** (Please put a “✓” at the appropriate boxes)

Period of Declaration:



<input type="checkbox"/> 1 January 2022 to the date of reinstatement application (for certification not successfully renewed since year <u>2023</u> )	<input type="checkbox"/> 1 January 2023 to the date of reinstatement application (for certification not successfully renewed since year <u>2024</u> )
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- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. Have you ever been convicted of any offence other than a minor traffic or littering offence in Hong Kong or elsewhere?<br>If “yes”, please specify: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you or have you ever been declared bankrupt in Hong Kong or elsewhere?<br>If “yes”, please specify: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been refused membership of a statutory body or other professional body (including but not limited to Securities and Futures Commission (SFC), Hong Kong Monetary Authority (HKMA), Insurance Authority (IA), Mandatory Provident Fund Schemes Authority (MPFA), The Hong Kong Federation of Insurers (HKFI), The Hong Kong Confederation of Insurance Brokers (HKCIB), Professional Insurance Brokers Association (PIBA)) in respect of your professional capacity in Hong Kong or elsewhere?<br>If “yes”, please specify: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been refused professional indemnity insurance in Hong Kong or elsewhere?<br>If “yes”, please specify: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been subject to disciplinary proceedings or expelled by a statutory body or other professional body (including but not limited to SFC, HKMA, IA, MPFA, HKFI, HKCIB, PIBA) in respect of your professional capacity in Hong Kong or elsewhere?<br>If “yes”, please specify: _____   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are you aware of any other matters that may impact on IFPHK’s consideration of your application?<br>If “yes”, please specify: _____  | <input type="checkbox"/> | <input type="checkbox"/> |

**Notes:**

- If you have answered “YES” to any of the above questions, please attach all relevant documents relating to the matters at issue.
- AFP Certificant has the obligation to cooperate fully in IFPHK investigation (if any) in relation to his / her declaration above.

**Terms and Conditions of Re-certification**

1. I understand and agree to comply with all conditions, requirements, policies and procedures for the AFP Certification Program established by IFPHK as may be amended from time to time. I understand that such conditions, requirements, policies and procedures consist of all materials relevant to the AFP Certification Program including but not limited to IFPHK's Memorandum and Article of Association, IFPHK's Disciplinary Rules and Procedures, and IFPHK's Code of Ethics and Professional Responsibility and any conditions, requirements, policies and procedures that IFPHK may establish and/or amend from time to time.
2. I understand and agree that in consideration of IFPHK granting me the rights to use the AFP trademarks, I shall observe and adhere to the *Guide to Use of the AFP® Marks* and shall indemnify IFPHK and FPSB for all liability, loss and damages, costs, legal costs, professional costs and expenses of whatsoever nature incurred or suffered by FPSB or IFPHK whether direct or consequential arising out of, or as a result of, my, or my permitting the, misuse of the trademarks otherwise than strictly in accordance with the *Guide to Use of the AFP® Marks*.
3. I understand and agree that IFPHK may enforce the conditions, requirements, policies and procedures as mentioned in (1) above against me and may reject, suspend or terminate my right to use the AFP trademarks (if granted) at any time, for my failure to satisfactorily meet any such conditions, requirements, policies and procedures.
4. I understand that the rights to use the AFP trademarks are granted by IFPHK to me personally. I understand that my AFP certification is limited to a fixed period of time. At the end of the period, if my certification is not renewed, my certification expires immediately and any right to use the AFP trademarks will terminate upon expiration of the certification. If I fail to comply with certification renewal requirements, I agree to cease use of the AFP trademarks immediately. I understand that the IFPHK may relinquish any rights I have in the use of AFP trademarks if I fail to maintain certification status.
5. I understand that upon successful application for re-certification with the IFPHK, the IFPHK will grant me a complimentary ordinary membership under IFPHK's Articles of Association. I understand that I may withdraw my IFPHK membership by sending a written request to the Operations Department of IFPHK.
6. I understand and agree that fees paid pursuant to my application are non-refundable and non-transferable.

**Personal Data Agreement**

1. I explicitly consent that any personal information (personal data) from time to time collected or held by IFPHK (whether contained in this application or obtained otherwise) is provided and may be held, used, processed and/or disclosed (i) in accordance with and for the purpose outlined in the Data Privacy Statement herein, and/or (ii) to permit and enable IFPHK to:
  - a. fully and fairly process my application,
  - b. disclose any personal data where IFPHK has an obligation to make such disclosure under the requirements of any law binding on IFPHK,
  - c. disclose to the public my certification status, date of certification, professional standing and history of disciplinary actions as a AFP certificant and the date of my ceasing to be a AFP certificant (if applicable),
  - d. use my personal data to compile statistics and analyse the results wholly for use within IFPHK,
  - e. disclose my personal data to Financial Planning Standards Board Ltd. (FPSB) and its affiliate members for statistical purpose or certification / cross-border certification related purpose.
2. I understand that I may refuse to provide personal data as requested in the application or otherwise, but such refusal, or the provision of inaccurate personal data may result in IFPHK being unable to or refusing to process this application.
3. I agree that IFPHK may disclose my AFP certification status to my employer (being the entity with which I have an employment, agency or similar contractual obligation, and/or the holding companies, subsidiary companies or associated members of such entity) [that is kept in the IFPHK record] upon their request.
 

Yes                       No
4. I understand that I have the right to check whether IFPHK holds personal data about me and that, if so, I have a right of access to my personal data. I can request IFPHK to correct any inaccurate personal data and if I need to obtain a copy of my personal data or have it corrected, I can write to the Operations Department of IFPHK. I understand that IFPHK is permitted by law to charge a reasonable fee for the processing of any data access request.



**I understand and agree to the Terms and Conditions of Re-certification and the above Personal Data Agreement. Also, I declare that the information contained in this application is truthful and complete, and I agree to notify IFPHK of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that IFPHK may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.**



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Section Five: Payment Details** (Please put a "✓" at the appropriate boxes)



<input type="checkbox"/> Pay amount: <b>HK\$3,200</b> (for certification not successfully renewed <u>since year 2023</u> )	<input type="checkbox"/> Pay amount: <b>HK\$1,600</b> (for certification not successfully renewed <u>since year 2024</u> )
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**Cheque**

Cheque No. \_\_\_\_\_ Drawn on (Bank): \_\_\_\_\_  
(cheques should be made payable to "IFPHK Ltd.")

For Official Use Only				
<b>Certificant No.</b>	<b>AFPHK</b>	<b>Reinstating year(s)</b>		<b>Payment Confirmed On</b>
<b>Remarks</b>				

**Checklist**

Please make sure that you have completed the following items:

- Filled in your name on page 1 and select the appropriate year of reinstatement in *Section One: Reinstatement Requirements* (page 1).
- Filled in *Section Two: Personal Data Update* (page 2).
- Read *Section Three: Mark Usage & Continuing Education Declaration* and signed on page 3.
- Read *Section Four: Declaration & Agreement*, checked the appropriate boxes on page 3 and signed on page 4.
- Selected your option in relation to the disclosure of certification status to your employer on page 4.
- Attached a cheque payable to "IFPHK Ltd" with the correct amount.

**ACKNOWLEDGEMENT OF RECEIPT**  
For Reinstatement Form Submitted **in Person**

To: \_\_\_\_\_ (Please fill in your full name)

We hereby acknowledge the receipt of your AFP® Certification Reinstatement Form.

Please note that we will begin processing your application. You will be promptly notified of the results once your application has been approved.

For your information, the processing time for this application will be around 6 to 8 weeks. During this period, IFPHK may contact you regarding supplementary information to ensure a smooth process.

If you have any concerns, issues or further queries regarding the AFP certification reinstatement application, please contact us by email at [cert@ifphk.org](mailto:cert@ifphk.org).

Thank you for your continual support of the highly-regarded AFP® Certification.

IFPHK Chop:
Date