

IMPORTANT NOTES

1. IFPHK candidates are required to renew their candidacy annually. A candidacy year runs from 1 January to 31 December.

Deadline for submitting renewal application :	31 December 2021
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2. Completed application form with appropriate annual fee must be received by IFPHK on or before the deadline. A late fee of HK\$100 will be added to the regular annual fee for completed application submitted between 1 January and the last day of February in the following year. Annual fee and late fee are non-refundable and non-transferable.
3. Please consider the renewal channels and your preferred payment method:

To pay by bank transfer/deposit	Renewal Form
To pay by cheque	Renewal Form
To pay by credit card	Online Renewal

4. Please note that the complete application must be submitted in person or by mail to the office:

**Operations Department
Institute of Financial Planners of Hong Kong
13/F, Causeway Bay Plaza 2,
463–483 Lockhart Road, Hong Kong
“Re: IFPHK Candidacy Renewal”**

5. According to the Hongkong Post, mail items bearing insufficient postage are subject to surcharge. 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.
6. IFPHK will acknowledge the receipt of renewal application by email. Further, an acknowledgement slip will be issued to those who submit the application in person at the IFPHK office.
7. 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 IFPHK candidacy renewal application, please contact us at (852) 2982 7888 or by email: cert@ifphk.org.

SECTION ONE: MEMBERSHIP & PAYMENT
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HKID Card/Passport No. <small>(as printed on ID card/passport)</small>	IFPHK Membership No. <div style="text-align: center; font-size: 1.2em;">CAN</div>
English Name <small>(as printed on ID card/passport)</small>	Chinese Name <small>(if applicable & as printed on ID card/passport)</small>
Email Address <small>(email address in our examination/membership record(s) will be updated with the information provided here)</small>	

Annual Candidacy Fee for Year 2022	<input type="checkbox"/> HK\$500
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(in which, 5% will be contributed to IFPHK building fund):

Late Fee of \$100 will be incurred to

late application submitted between 1 JAN and 28 FEB 2022, i.e. total:

HK\$600

Cheque

Cheque No. _____ Drawn on (Bank): _____
 (Cheques should be made payable to "IFPHK Ltd.")

Bank Transfer / Deposit

Account Information

Bank Name/Code : HSBC (004)

Account No. : 002-8-414118

Account Name : The Institute of Financial Planners of Hong Kong Limited

(Please attach a copy of transfer / bank-in slip to this application form.)

(Please renew your membership online if you wish to pay the fee(s) by credit card.)

For official use only	
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Date Received	Approval
Date entry	Remarks
Bank-in date	

SECTION TWO: AGREEMENT**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 status and the approval date of my Candidacy and the date of my ceasing to be a Candidate (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 the Financial Planning Standards Board Ltd. 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 Candidacy 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.

Application Statement

I understand and agree to the above Personal Data Agreement. Also, I declare that the statements made in this application are true and complete. I authorize the investigation of all statements made by me with respect to this application. If I have been convicted of any offence other than a minor traffic or littering offence or have been expelled from a professional society or institute, I will provide additional relevant documents together with this form.

I agree to be bound by the provisions of the IFPHK's Memorandum and Article of Association and subject to IFPHK's Disciplinary Rules and Procedures as a result of complaints. I agree to abide by IFPHK's Code of Ethics and Professional Responsibility at all times in practice.

Signature: _____

Date: _____

CHECKLIST

Please make sure that you have completed the following items:

- Section One: Membership & Payment* (page 1)
 - [If you are paying by cheque] Attached a cheque payable to “IFPHK Ltd” with the correct amount.
 - [If you are paying by bank transfer/deposit] Attached a copy of transfer / bank-in slip.

- Section Two: Agreement:* read and signed (page 2).
 - Selected your option in relation to the disclosure of candidacy status to your employer (page 2).

ACKNOWLEDGEMENT OF RECEIPT

For Renewal Application Form Submitted **by Mail or by Courier**

The acknowledgement of receipt will be sent to you via email to the email address provided at *Section One: Membership & Payment* of this renewal form. If email address is not provided, the email will be sent to the email address on IFPHK record.

ACKNOWLEDGEMENT OF RECEIPT

For Renewal Application Form Submitted **in Person**

To: _____ (Please fill in your full name)

We hereby acknowledge the receipt of your IFPHK Candidacy Renewal Application Form for Year 2022.

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 IFPHK candidacy renewal application, please contact us by email at cert@ifphk.org.

Thank you for your continual support to IFPHK.

IFPHK Chop:
Date

RENEWAL - UPDATING PERSONAL PARTICULARS
續期一更新個人資料



Instructions 指引

1. This form is only necessary if you wish to submit your updates with the renewal form.
此表格僅在遞交續期表格時一併更新資料才需遞交。
2. Active members can instantly change their personal particulars online under the Member's Area of IFPHK website (Login > Personal Profile > Personal Information Update).
有效會員可於學會網頁的會員專區即時網上修改個人資料。(登入 > 個人資料 > 個人資料更新)。

Required fields before updating 更新資料必須填寫

Name 姓名		ID Card/Passport No. 身分證/護照號碼	
Personal Profile 個人資料			
Phone Number 電話號碼			
(Mobile 手機)		(Office 公司)	
(Home 住宅)			
Mailing Address 通訊地址			
Renewal channel 續期渠道		<input type="checkbox"/> Online renewal 網上系統續期	<input type="checkbox"/> Form renewal 郵遞續期表格
Receiving publications 收取刊物		<input type="checkbox"/> Online publications 網上刊物	<input type="checkbox"/> Printed publications 印刷刊物
Language of communication 通訊語言		<input type="checkbox"/> English 英文	<input type="checkbox"/> Chinese 中文
Receiving Marketing Messages 收取市場推廣訊息			
<p>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" this box. 學會可能使用電子郵件、郵件或短訊提供及告知會員有關考試、教育課程、會籍、會議、活動、研究及產品及服務等資料。按《個人資料(私隱)條例》，若您不希望收取這些訊息，請在此格內打勾。</p>			<input checked="" type="checkbox"/> = Not receiving 不收取

Employment Details 就業資料	
Current Employer 現時僱主	* Employer Code 僱主編號 C
Current Position 現時職位	* Industry Code 行業編號 I
Financial Planning Work Experience 財務策劃工作年資 (years 年)	* Current Earnings 現時收入 E

* please refer to the Code Tables on the next page 請參考下頁的編號劃表

Academic / Professional Qualifications 學歷/專業資格	
Academic Qualification Attained 所得學歷	Award Year 頒授年份
Name of Education Institution 教育機構名稱	
Professional Qualification 專業資格	
<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 其他 : <input type="checkbox"/> ANZIIF <input type="checkbox"/> CFMP <input type="checkbox"/> CLU <input type="checkbox"/> CWM <input type="checkbox"/> FRM <input type="checkbox"/> LUTCF	
Licences CURRENTLY Holding in Hong Kong 現時持有的香港牌照	
<input type="checkbox"/> SFC 證監會 <input type="checkbox"/> HKMA 金管局 <input type="checkbox"/> IA 保監局 <input type="checkbox"/> MPFA 積金局	
ACTIVE CFP® Certification / AFP® Certification in China 有效的中國 CFP®資格認證 / AFP®資格認證	
<input type="checkbox"/> No 沒有 <input type="checkbox"/> Yes 有 (certification no. 中國資格認證編號 :)	

I declare that the information contained in this application is truthful and complete.
本人謹此聲明，本人所提供之資料均真實、完整。

Signature 簽名 : _____ Date 日期 : _____

RENEWAL - UPDATING PERSONAL PARTICULARS

續期一更新個人資料

Code Tables 編號列表

Employer Code 僱主編號

(Please choose the group that your current employer belongs to. 請選擇您現時僱主所屬的集團)

C 1 AIA 友邦	C 9 DBS Bank 星展銀行	C 17 Standard Chartered Bank 渣打銀行
C 2 AXA 安盛	C 10 Hang Seng Bank 恒生銀行	C 18 UBS 瑞銀
C 3 Bank of Communications 交通銀行	C 11 HSBC 匯豐	C 19 CMB Wing Lung Bank 招商永隆銀行
C 4 Bank of East Asia 東亞銀行	C 12 FWD Group 富衛集團	C 20 Zurich Insurance Group 蘇黎世保險集團
C 5 Bank of China 中國銀行	C 13 Manulife 宏利	C 22 Sun Life Hong Kong Limited 香港永明金融
C 6 China Construction Bank 中國建設銀行	C 14 Nanyang Commercial Bank 南洋商業銀行	C 23 FTLife 富通保險
C 7 Citibank 花旗銀行	C 15 Prudential 保誠香港	C 24 China Life 中國人壽
C 8 Convoy 康宏	C 16 Shanghai Commercial Bank 上海商業銀行	C 21 Others 其他

Industry Code 行業編號

(Please choose the one that best describes the industry you are serving, e.g. if you are serving as an accountant in a retail bank, you should choose I1)

請選擇其中一個最能夠描述您所屬行業的編號；例：您於零售銀行任職會計師，應選擇I1)

I 1 Retail Banking 零售銀行	I 6 Independent Financial Advisor 獨立財務顧問	I 11 Academia 學術
I 2 Private Banking 私人銀行	I 7 Asset Management 資產管理	I 12 Real Estate Sector 房地產界別
I 3 Investment Banking 投資銀行	I 8 Securities Brokerage 證券經紀	
I 4 Life Insurance 人壽保險	I 9 Legal Practice 法律	
I 5 General Insurance 一般保險	I 10 Accounting Practice 會計	I 13 Others 其他

Earnings Code 收入編號

E 1 Less than HK\$200,000 港幣 200,000 元以下	E 4 HK\$600,000 – less than HK\$800,000 港幣 600,000 元 - 港幣\$800,000 元以下
E 2 HK\$200,000 – less than HK\$400,000 港幣 200,000 元 - 港幣 400,000 元以下	E 5 HK\$800,000 – less than HK\$1,000,000 港幣 800,000 元 - 港幣\$1,000,000 元以下
E 3 HK\$400,000 – less than HK\$600,000 港幣 400,000 元 - 港幣 600,000 元以下	E 6 HK\$ 1 million or above 港幣 1,000,000 元或以上

Please fill out this questionnaire to help us better understand your needs. The questionnaire may be returned together with the renewal application.

請填妥這份問卷，讓我們更瞭解您的需要。您可把問卷連同續期申請表格一併提交。

PART I 第一部分

1. Please evaluate how often the following skills are used in your practice of financial planning.

(1 = rarely, 5 = all the time)

請評估您在從事財務策劃工作中是否經常使用下列技能。(1 = 極少, 5 = 經常)

	1	2	3	4	5
Collect information to determine the client's goals and objectives 收集資料來釐定客戶的目標及目的	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand the client's needs in various financial planning areas 了解客戶在各財務策劃範疇的需要	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Apply professional knowledge to evaluate the client's status 應用專業知識來評估客戶的狀況	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Synthesize information to write a financial plan 綜合資料來編寫理財計劃	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prioritize financial planning strategies to achieve client's different goals 按優先次序排列財務策劃策略以達成客戶的各項目標	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Review the progress towards achievement of objectives 覆核達成目標的進度	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. What other professional qualifications or designations do you want to pursue? (may choose more than one)

您想獲取哪些其他專業資歷或資格? (可選多於一項)

- Mainland China financial planning qualifications 中國內地財務策劃專業資格
- CFA or similar professional qualifications 特許金融分析師(CFA)或類似專業資格
- FRM or similar professional qualifications 金融風險管理師(FRM)或類似專業資格
- CPA, ACCA or similar professional qualifications 註冊會計師(CPA)、特許公認會計師(ACCA)或類似專業資格
- Retirement planning professional qualifications 退休策劃專業資格
Please specify 請註明: _____
- Insurance planning professional qualifications 保險策劃專業資格
Please specify 請註明: _____
- Legal professional qualifications 法律專業資格

3. What are your major goals of joining the IFPHK candidacy program? (may choose at most two answers)

您成為學會候證人的主要目標是什麼? (最多可選兩項)

- To obtain the CFP certification 取得 CFP 資格認證
- To obtain the AFP certification 取得 AFP 資格認證
- To enjoy member rates for IFPHK events / courses 以會員價參與學會活動/課程
- To receive updated information of the financial planning industry 收取財務策劃業的最新資訊
- To enhance networking opportunities with other practitioners 擴展與其他從業員間的人際網絡
- Others, please specify 其他, 請註明: _____

4. Regarding your own progress towards AFP certification / CFP certification, has it been significantly prolonged by the following matters? (may choose more than one)

在您考取 AFP 資格認證 / CFP 資格認證的過程中，您的進度曾經因下列事情而大幅延誤嗎？（可選多於一項）

- No delay in progress 進度沒有延誤
- Availability of AFP Certification Education Program / CFP Certification Education Program
AFP 資格認證教育課程 / CFP 資格認證教育課程的開辦情況
- Frequency of CFP Certification Examination CFP 資格認證考試的舉辦次數
- Arranging time to attend AFP Certification Education Program / CFP Certification Education Program
安排時間參加 AFP 資格認證教育課程 / CFP 資格認證教育課程
- Not enough time to prepare for CFP Certification Examination 不足夠時間預備 CFP 資格認證考試
- Not registering for CFP Certification Examination because of lack of confidence in passing it
沒有信心合格，因而不報考 CFP 資格認證考試
- Cannot pass the CFP Certification Examination. 未能通過 CFP 資格認證考試
- Not having sufficient work experience for AFP certification / CFP certification
沒有足夠工作經驗以申請 AFP 資格認證 / CFP 資格認證
- Others, please specify 其他，請註明：_____

5. If you have not taken any AFP Certification Education Program, CFP Certification Education Program or CFP Certification Examination in the past year, please provide us with the reason.

如您在過去一年內沒有參加任何 AFP 資格認證教育課程、CFP 資格認證教育課程或 CFP 資格認證考試，請說明原因。

6. Does your employer subsidize the employees in obtaining the CFP Certification?

在獲取 CFP 資格認證的不同階段中，您的僱主有沒有向員工提供資助？

AFP Certification Education Program / CFP Certification Education Program fee AFP 資格認證教育課程 / CFP 資格認證教育課程的學費	<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 沒有
CFP Certification Examination fee CFP 資格認證考試的考試費	<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 沒有
IFPHK Candidacy fee IFPHK 候證人年費	<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 沒有
Annual fee for AFP Certification / CFP Certification AFP 資格認證 / CFP 資格認證的年費	<input type="checkbox"/> Yes 有	<input type="checkbox"/> No 沒有

PART II 第二部分 Personal Particulars (Optional) 個人資料（可選擇不填寫）

Name 姓名 : _____ (_____)

Candidacy No.
候證人編號

Signature 簽署 : _____ Date 日期 : _____

This is the end of the survey, thank you very much for providing your views to us.

多謝您完成問卷調查及提供您的寶貴意見。