

Application for Change of Candidacy Status

For official use only	
Candidate No.:	
Date received:	

IMPORTANT NOTES

- Individuals who have already registered as Candidacy with IFPHK and want to change their candidacy status should complete and return this form to the IFPHK office in person or by mail.

Operations Department
Institute of Financial Planners of Hong Kong
13th Floor, Causeway Bay Plaza 2
463 – 483 Lockhart Road, Hong Kong
“Re: Application for Change of Candidacy Status”


- All applications are subject to review and approval by the IFPHK. IFPHK may at its absolute discretion refuse to approve any application.
- The Assessment Fee (HK\$1,000) is non-refundable and non-transferrable, no matter whether the application is successful or not.

APPLICATION FORM

SECTION (I): Candidacy

IFPHK Candidate Number	HKID Card/Passport No.
Full Name <small>(as printed on the ID card/passport)</small>	

SECTION (II): Status (Please tick the appropriate boxes)

<p>Currently I am a candidate of :</p> <p><input type="checkbox"/> non-challenge status</p> <p><input type="checkbox"/> List A</p> <p><input type="checkbox"/> List B</p> <p><input type="checkbox"/> List C</p>		<p>I want to apply for:</p> <p>becoming a candidate of</p> <p><input type="checkbox"/> List A</p> <p><input type="checkbox"/> List B</p> <p><input type="checkbox"/> List C</p> <p><input type="checkbox"/> List D</p> <p>Relevant academic/professional qualification: _____</p>
---	--	--

SECTION (III): Fee (Please tick and fill in where appropriate)

Payment enclosed:																																									
<input checked="" type="checkbox"/> Challenge Status Assessment Fee HK\$1,000		\$ 1,000																																							
<input type="checkbox"/> Textbook Fees (Optional) <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td colspan="3"><small>(英文版)</small></td> </tr> <tr> <td><input type="checkbox"/> Book 1 - Fundamentals of Financial Planning</td> <td></td> <td style="text-align: right;">\$230</td> </tr> <tr> <td><input type="checkbox"/> Book 2 - Fundamentals of Risk and Insurance</td> <td></td> <td style="text-align: right;">\$260</td> </tr> <tr> <td><input type="checkbox"/> Book 3 - Essentials of Investments</td> <td></td> <td style="text-align: right;">\$260</td> </tr> <tr> <td><input type="checkbox"/> Book 4 - Hong Kong Taxation</td> <td></td> <td style="text-align: right;">\$290</td> </tr> <tr> <td><input type="checkbox"/> Book 5 - Employee Benefits & Estate Planning</td> <td></td> <td style="text-align: right;">\$250</td> </tr> <tr> <td><input type="checkbox"/> Book 6 - Advanced Financial Planning - Case Analysis and Suggested Approach</td> <td></td> <td style="text-align: right;">\$200</td> </tr> <tr> <td colspan="3"><small>(中文版)</small></td> </tr> <tr> <td><input type="checkbox"/> 課本 1 - 財務策劃概論</td> <td></td> <td style="text-align: right;">\$280</td> </tr> <tr> <td><input type="checkbox"/> 課本 2 - 風險與保險概論</td> <td></td> <td style="text-align: right;">\$310</td> </tr> <tr> <td><input type="checkbox"/> 課本 4 - 香港稅務</td> <td></td> <td style="text-align: right;">\$310</td> </tr> <tr> <td><input type="checkbox"/> 課本 5 - 僱員福利與遺產安排</td> <td></td> <td style="text-align: right;">\$300</td> </tr> <tr> <td><input type="checkbox"/> 課本 6 - 進階財務策劃 - 個案分析及建議方法</td> <td></td> <td style="text-align: right;">\$240</td> </tr> </table>		<small>(英文版)</small>			<input type="checkbox"/> Book 1 - Fundamentals of Financial Planning		\$230	<input type="checkbox"/> Book 2 - Fundamentals of Risk and Insurance		\$260	<input type="checkbox"/> Book 3 - Essentials of Investments		\$260	<input type="checkbox"/> Book 4 - Hong Kong Taxation		\$290	<input type="checkbox"/> Book 5 - Employee Benefits & Estate Planning		\$250	<input type="checkbox"/> Book 6 - Advanced Financial Planning - Case Analysis and Suggested Approach		\$200	<small>(中文版)</small>			<input type="checkbox"/> 課本 1 - 財務策劃概論		\$280	<input type="checkbox"/> 課本 2 - 風險與保險概論		\$310	<input type="checkbox"/> 課本 4 - 香港稅務		\$310	<input type="checkbox"/> 課本 5 - 僱員福利與遺產安排		\$300	<input type="checkbox"/> 課本 6 - 進階財務策劃 - 個案分析及建議方法		\$240	\$ _____
<small>(英文版)</small>																																									
<input type="checkbox"/> Book 1 - Fundamentals of Financial Planning		\$230																																							
<input type="checkbox"/> Book 2 - Fundamentals of Risk and Insurance		\$260																																							
<input type="checkbox"/> Book 3 - Essentials of Investments		\$260																																							
<input type="checkbox"/> Book 4 - Hong Kong Taxation		\$290																																							
<input type="checkbox"/> Book 5 - Employee Benefits & Estate Planning		\$250																																							
<input type="checkbox"/> Book 6 - Advanced Financial Planning - Case Analysis and Suggested Approach		\$200																																							
<small>(中文版)</small>																																									
<input type="checkbox"/> 課本 1 - 財務策劃概論		\$280																																							
<input type="checkbox"/> 課本 2 - 風險與保險概論		\$310																																							
<input type="checkbox"/> 課本 4 - 香港稅務		\$310																																							
<input type="checkbox"/> 課本 5 - 僱員福利與遺產安排		\$300																																							
<input type="checkbox"/> 課本 6 - 進階財務策劃 - 個案分析及建議方法		\$240																																							
<input type="checkbox"/> Postage for Textbooks * (Optional) <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> HK\$50 per copy (post to Hong Kong)</td> <td>X _____ copies</td> <td></td> </tr> <tr> <td><input type="checkbox"/> HK\$150 per copy (post to Macau)</td> <td>X _____ copies</td> <td></td> </tr> </table>		<input type="checkbox"/> HK\$50 per copy (post to Hong Kong)	X _____ copies		<input type="checkbox"/> HK\$150 per copy (post to Macau)	X _____ copies		\$ _____																																	
<input type="checkbox"/> HK\$50 per copy (post to Hong Kong)	X _____ copies																																								
<input type="checkbox"/> HK\$150 per copy (post to Macau)	X _____ copies																																								
總計		\$ _____																																							

* Applicants may collect the textbooks at IFPHK Office or request delivery service. Those who request delivery service can check the box next to "Postage for Textbooks" and fill in the appropriate amount (HK\$50 per copy / HK\$150 per copy for delivery to Hong Kong / Macau address).

Application for Change of Candidacy Status

SECTION (IV): Payment Details (Please tick the appropriate box(es))

I want to pay the fees by :	
<input type="checkbox"/> Cheque **	Cheque No.: _____ Drawn on (Bank): _____
<input type="checkbox"/> Credit Card	
Total payable fee : \$ _____ .	
I hereby authorize IFPHK Ltd. to charge this amount or, if I have miscalculated the amount, the correct amount to my credit card with details below. I understand that IFPHK Ltd. will notify me if I have miscalculated the payable fee after charging my credit card.	
<input type="checkbox"/> Visa card	<input type="checkbox"/> MasterCard
Card number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date:	<input type="text"/> (MM/YYYY)
Cardholder's Name:	_____
Cardholder's Signature:	_____ Date: _____

** The cheque should be made payable to "IFPHK Ltd."

I declare that the information contained in my application is truthful and complete.

SIGNATURE OF APPLICANT: _____

DATE: _____

CHECKLIST FOR APPLICANTS

Please note that applications not substantiated by the required supporting documents will not be processed. Before submitting your application, you should ensure that all documents are in order. The following checklist is to assist you in completing the application and preparing the supporting documents. Please check and put a tick "✓" in the appropriate boxes.

- All information is filled out properly.
- Application form is signed and dated.
- Copy of designation/degree for Challenge Status is attached.
- For payment by cheque, a crossed cheque made payable to "IFPHK Ltd." is attached.
- Sufficient postage has been paid for the postal packet / letter to IFPHK.

For official use only	
Name of applicant	IFPHK Candidate No.
Payment	Remarks

Application for Change of Candidacy Status

APPENDIX

	Education Requirement	Examination Requirement
AFP Certification	AFP Certification Education Program	CFP Certification Examination (Foundation Level)
CFP Certification	CFP Certification Education Program (Level 1) CFP Certification Education Program (Level 2)	CFP Certification Examination (Foundation Level) CFP Certification Examination (Level 1) CFP Certification Examination (Level 2)

APP1. List of Challenge Status

Non-Challenge Status

No exemption is granted. They should start with AFP Certification Education Program.

List A

Education: AFP Certification Education Program is exempted.

Examination: No exemption is granted.

- Bachelor degree in all disciplines (see remarks);
- Financial Planning qualifications:
 - Associate of the Hong Kong Institute of Bankers (AHKIB);
 - Chartered Insurance Agency Manager (CIAM);
 - Chartered Wealth Manager (CWM);
 - Fellow, Australian and New Zealand Institute of Insurance and Finance (ANZIIF (Fellow));
 - Fellow, Financial Services Institute (FFSI);
 - Fellow, Life Management Institute (FLMI);
 - Financial Advisers' International Qualification (FAIQ (CII));
 - LUTCF Fellow (LUTCF);
 - Qualified Retirement Advisor (QRA) Holder;
 - Society of Registered Financial Planners (HKRFP)

List B

Education: AFP Certification Education Program is exempted.

Examination: CFP Certification Examination (Foundation Level) is exempted (for CFP Certification purpose only)

- Financial Planning qualifications:
 - AFP Certificant
 - Certified Financial Management Planner (CFMP);
 - Chartered Financial Consultant (ChFC);
 - Chartered Life Underwriter (CLU);
 - Fellow Chartered Financial Practitioner (FChFP);
 - Financial Risk Manager (FRM)

List C

Education: AFP Certification Education Program and CFP Certification Education Program (Level 1) are exempted.

Examination: CFP Certification Examination (Foundation Level) is exempted (for CFP Certification purpose only).

- Master Degree program in relevant discipline e.g. Economics / Business (see remarks)

List D

Education: AFP Certification Education Program and CFP Certification Education Program (Levels 1 and 2) are exempted.

Examination: CFP Certification Examination (Foundation Level) is exempted (for CFP Certification purpose only).

- Associate / Fellow of Association of Chartered Certified Accountants (ACCA/FCCA);
- Associate / Fellow of Association of International Accountants (AAIA/FAIA);
- Associate / Fellow of Chartered Institute of Management Accountants (ACMA/FCMA);
- Certified General Accountant (CGA);
- Certified Management Accountant (CMA) (Australia, Canada & US);
- Certified Public Accountant / Certified Practising Accountant (CPA/FCPA) (Australia, Hong Kong, US);
- Chartered Accountant (CA) (Australia, Canada, England and Wales, Ireland, New Zealand, Scotland, South Africa, Zimbabwe);
- Chartered Financial Analyst (CFA);
- Fellow of Chartered Insurance Institute (FCII);
- Fellow of the Society of Actuaries (FSA);
- Members of Chartered Institute of Public Finance and Accountancy (CPFA);
- Members of Hong Kong Bar Association;
- Members of Hong Kong Law Society;
- Doctoral Degrees in Economics / Business (see remarks)

Remarks:

1. The bachelor / master / doctoral degree must be awarded by accredited education institutes.
2. To apply for List C, the master degree must substantially cover topics of the CFP Certification Education Program (Level 1).
3. List B/C/D candidates are exempted from CFP Certification Examination (Foundation Level) (for CFP Certification purpose only). If they wish to obtain AFP Certification, they still have to take and pass CFP Certification Examination (Foundation Level).