

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	
(as printed on the ID card/passport)	

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

Currently I am a candidate of : <input type="checkbox"/> Non "Fast-track to CFP Certification" <input type="checkbox"/> "Fast-track to CFP Certification" - List A <input type="checkbox"/> "Fast-track to CFP Certification" - List B <input type="checkbox"/> "Fast-track to CFP Certification" - List C	I want to apply for: becoming a candidate of <input type="checkbox"/> "Fast-track to CFP Certification" - List A <input type="checkbox"/> "Fast-track to CFP Certification" - List B <input type="checkbox"/> "Fast-track to CFP Certification" - List C <input type="checkbox"/> "Fast-track to CFP Certification" - List D Relevant academic/professional qualification: _____
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SECTION (III): Fee (Please tick and fill in where appropriate)

Payment enclosed:														
<input checked="" type="checkbox"/> "Fast-track to CFP Certification" Assessment Fee HK\$1,000		\$ 1,000												
<input type="checkbox"/> Textbook Fees (Optional) (英文版) <table border="1"> <tr> <td><input type="checkbox"/> Fundamentals of Risk and Insurance</td> <td>\$280</td> </tr> <tr> <td><input type="checkbox"/> Employee Benefits & Estate Planning</td> <td>\$270</td> </tr> <tr> <td><input type="checkbox"/> Advanced Financial Planning - Case Analysis and Suggested Approach</td> <td>\$210</td> </tr> </table> (中文版) <table border="1"> <tr> <td><input type="checkbox"/> 財務策劃概論</td> <td>\$300</td> </tr> <tr> <td><input type="checkbox"/> 風險與保險概論</td> <td>\$330</td> </tr> <tr> <td><input type="checkbox"/> 僱員福利與遺產安排</td> <td>\$320</td> </tr> </table>		<input type="checkbox"/> Fundamentals of Risk and Insurance	\$280	<input type="checkbox"/> Employee Benefits & Estate Planning	\$270	<input type="checkbox"/> Advanced Financial Planning - Case Analysis and Suggested Approach	\$210	<input type="checkbox"/> 財務策劃概論	\$300	<input type="checkbox"/> 風險與保險概論	\$330	<input type="checkbox"/> 僱員福利與遺產安排	\$320	\$ _____
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<input type="checkbox"/> 財務策劃概論	\$300													
<input type="checkbox"/> 風險與保險概論	\$330													
<input type="checkbox"/> 僱員福利與遺產安排	\$320													
<input type="checkbox"/> Postage for Textbooks * (Optional) <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. IFPHK will send textbook collection notification email to purchaser. The textbook(s) is/are valid for collection at IFPHK office within 3 months from the date of email. IFPHK is not responsible for the custody of uncollected textbook(s) beyond the collection period. 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).

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

I want to pay the fees by :

☐ **Cheque** ¹ Cheque No.: _____ Drawn on (Bank): _____

☐ **Bank Transfer / Deposit** ²

Account Information

Bank : The Hong Kong and Shanghai Banking Corporation (HSBC)

Bank Code : 004

Account No. : 002-8-414118

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

¹ The cheque should be made payable to "IFPHK Ltd."

² Please attach a copy of the transfer / bank-in slip with this application form

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 "Fast-track to CFP Certification" is attached.
- ☐ Payment form is completed. For payment by cheque, a crossed cheque made payable to "IFPHK Ltd." is attached. For payment by bank transfer / deposit, please attach a copy of the transfer / bank-in slip with this application form.
- ☐ Sufficient postage has been paid for the postal packet / letter to IFPHK.

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Name of applicant	IFPHK Candidate No.
Payment	Remarks

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APPENDIX

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

APP1. List of “Fast-track to CFP Certification” ¹

Non “Fast-track to CFP Certification”

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 ³ ;
- Financial Planning qualifications:
 - Associate of the Hong Kong Institute of Bankers (AHKIB);
 - Associate Retail Wealth Professional (ARWP);
 - 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:
 - ASSOCIATE FINANCIAL PLANNER / AFP
 - Certified Financial Management Planner (CFMP);
 - Chartered Financial Consultant (ChFC);
 - Chartered Life Underwriter (CLU);
 - Certified Retail Wealth Professional (CRWP);
 - Fellow Chartered Financial Practitioner (FChFP);
 - Financial Risk Manager (FRM)

List C

Education: AFP Certification Education Program and CFP Certification Education Program (Course 1 to 3) 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 ⁴

List D

Education: AFP Certification Education Program and CFP Certification Education Program (Course 1 to 4) 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 ³

¹ “Fast track to CFP Certification” formerly known as the “Challenge Status”

² The *Foundation Level* examination paper also serves as the “Examination” element of the 4Es requirement for AFP® certification. All terms relevant to the Foundation Level examination apply also to candidates/examinees for AFP Certification.

³ The academic qualification must be awarded by accredited education institutes.

⁴ The academic qualification must be awarded by accredited education institutes. To apply for List C “Fast-Track to CFP Certification”, the Master Degree program must substantially cover topics of the CFP Certification Education Program (course 1 to 3) in order to demonstrate the relevancy of discipline to the CFP Certification Education Requirements.