



Membership No.:     A    

## Associate (General) Membership Renewal Application Form

**IMPORTANT NOTES**

1. Associate members of IFPHK are required to renew their membership annually. The one year membership period is by calendar year, from 1 January to 31 December. **Deadline for submitting the complete renewal application for year 2010: 31 December 2009.**
2. Completed application form with appropriate annual fee must be received by IFPHK on or before the deadline on 31 December. If an Associate member has failed to submit the renewal application by 31 December, 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.
3. 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  
Unit 2601, 26<sup>th</sup> Floor, Bank of East Asia Harbour View Centre  
56 Gloucester Road, Wanchai, Hong Kong**

**“Re: Associate (General) Membership Renewal”**

4. 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 Associate (General) membership renewal application, please contact us at 2982 7888 or by email: membership@ifphk.org.

For Official Use Only					
Date Received	Data Entry	Completed with all info	Payment	Evaluation	Approval
		<input type="checkbox"/> Yes <input type="checkbox"/> No	To F&A on:  Confirmed on:		
<b>Follow up/ Remarks:</b>					



# ASSOCIATE (GENERAL) MEMBERSHIP RENEWAL APPLICATION FORM FOR YEAR 2010

## Employment Details

**Current Employer:** \_\_\_\_\_

**Current Position:** \_\_\_\_\_

**# Industry of Employment:** \_\_\_\_\_ **I**  
 (Please refer to the Industry Code below and choose the one that best describes the industry you are serving)

**Years of Financial Planning Work Experience:** \_\_\_\_\_

**Earnings in the Past Year** (Please refer to the Earnings Code below): \_\_\_\_\_ **E**

# Compulsory field to be filled in for statistical purpose

*Industry Code:*

<b>I 1</b> Retail Banking	<b>I 6</b> Independent Financial Advisor	<b>I 11</b> Accounting Practice
<b>I 2</b> Private Banking	<b>I 7</b> Fund House	<b>I 12</b> Academia
<b>I 3</b> Investment Banking	<b>I 8</b> Asset Management	<b>I 13</b> Real Estate Sector
<b>I 4</b> Life Insurance	<b>I 9</b> Securities Brokerage	<b>I 14</b> Others
<b>I 5</b> General Insurance	<b>I 10</b> Legal Practice	

*Earnings Code:*

<b>E 1</b> Less than HK\$200,000	<b>E 4</b> HK\$600,000 – less than HK\$800,000
<b>E 2</b> HK\$200,000 – less than HK\$400,000	<b>E 5</b> HK\$800,000 – less than HK\$1,000,000
<b>E 3</b> HK\$400,000 – less than HK\$600,000	<b>E 6</b> HK\$ 1 million or above

## Preference

- To help save the environment, will you consider online renewal with IFPHK sending you a reminder notice?
  - Yes (IFPHK will send you a reminder notice for online renewal)
  - No (IFPHK will send you the printed renewal pack with enclosed renewal form)
- To help save the environment, will you consider receiving the online version of the IFPHK journal / newsletter?
  - Yes (IFPHK will send you an email alert for downloading the latest copy of the IFPHK journal / newsletter)
  - No (IFPHK will send you the printed version of the IFPHK journal / newsletter)
- If you do not want to receive any promotional emails from IFPHK, please "tick" here.
- IFPHK always strives to communicate with you in bilingual format (English and Chinese). If a bilingual format is not available, please indicate your preferred language of communication\*:
  - English
  - Chinese

\* Note: IFPHK will take into consideration your preferred language whenever possible. However, certain publications/communications channel may not be translated to the preferred language due to copyright, legal or other reasons.

# ASSOCIATE (GENERAL) MEMBERSHIP RENEWAL APPLICATION FORM FOR YEAR 2010

## SECTION TWO: AGREEMENT

### Data Protection 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 my membership status, date of award of membership, professional standing and history of disciplinary actions as an Associate (General) member and the date of my ceasing to be an Associate (General) member (if applicable) to the public,
  - 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.
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 membership 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 following address:

Institute of Financial Planners of Hong Kong  
Unit 2601, 26<sup>th</sup> Floor, Bank of East Asia Harbour View Centre  
56 Gloucester Road, Wanchai, Hong Kong

### Application Statement

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 criminal 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: \_\_\_\_\_

# ASSOCIATE (GENERAL) MEMBERSHIP RENEWAL APPLICATION FORM FOR YEAR 2010

## SECTION THREE: PROCESS AND PAYMENT DETAILS

**Annual membership fee for Year 2010: HK\$600** (in which, 15% will be contributed to IFPHK capital fund)

For late application submitted between 1 January 2010 and 28 February 2010, a late fee of HK\$100 will be charged.



<b>Renewal application submitted by 31/12/2009</b> Pay amount: <b>HK\$600</b>	<input type="checkbox"/>	<b>Renewal application submitted between 1/1/2010 and 28/2/2010</b> Pay amount: <b>HK\$700</b>	<input type="checkbox"/>
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Payment by cheque to: "IFPHK Ltd." (Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_)

Payment by credit card:  VISA  MasterCard

Card No.:         -

Card Expiry Date:     /

Cardholder's Name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use Only		
Membership No.	Name of Associate Member	Remarks
<b>A</b>		

**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: Personal Profile of this renewal form. If email address is not provided, there will be no acknowledgement sent.



**ACKNOWLEDGEMENT OF RECEIPT**

**For Renewal Application Form Submitted in Person**



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

We hereby acknowledge the receipt of your Associate (General) Membership Renewal Application Form for Year 2010.

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 Associate (General) membership renewal application, please contact us by email at [membership@ifphk.org](mailto:membership@ifphk.org).

Thank you for your continual support to IFPHK.

\_\_\_\_\_  
Institute of Financial Planners of Hong Kong

\_\_\_\_\_  
Date