



QRA Holder Renewal Application Form For Year 2026

IMPORTANT NOTES

1. The one year membership period is by calendar year, from 1 January to 31 December.

Deadline for submitting renewal application :	31 December 2025
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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\$500** will be added to the regular annual fee for completed application submitted between 1 January and 31 January 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. If a complete application is not received by 31 January in the following year, the QRA holder will be considered as not having satisfied the renewal requirements and the membership will automatically be suspended. The list of "temporarily suspended QRA holders" will be posted on IFPHK's website and published in our official publication for public's information. IFPHK may take any other actions it deems appropriate.

5. Please note that the 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: QRA Membership Renewal"

6. 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.
7. 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.
8. 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 QRA membership renewal application, please contact us at (852) 2982 7888 or by email: membership@ifphk.org.

Mark Usage & Continuing Education (CE)

9. QRA holders are required to renew their membership annually in order to continue using the QRA marks. To renew their membership, QRA holders must maintain technical competence and fulfill ethical obligations. They must complete a minimum of 5 credits of continuing education (CE) on retirement related topics every year (3 of which must be obtained from IFPHK designated CE courses). QRA holders who received their membership after 1 July 2025 may complete a minimum of 2.5 CE credits to meet the renewal requirement for the first year (1.5 of which must be obtained from IFPHK designated CE courses).

IMPORTANT NOTES (CONTINUED)

Mark Usage & Continuing Education (CE) (continued)

10. QRA holders have to strictly follow the *Guide to Use of the QRA Marks* in featuring the QRA marks in printed and online communications including business cards, letterhead, advertising, personal promotional literature, signage and websites.
11. QRA holders are required to maintain attendance records and supporting documentary evidence of CE programs for a period of up to 3 years.
12. All filings and records of CE programs are subject to audit by IFPHK where members will be required to provide all attendance records and supporting documentary evidence upon request. Failure to provide the evidence may lead to disciplinary action including but not limited to the relinquishment of the QRA membership.
13. Please do not submit any CE attendance records and supporting documentary evidence with this application form unless specifically requested to do so.
14. QRA holders who have not signed the Mark Usage & Continuing Education (CE) Declaration or have not acquired enough CE credits are considered non-compliance with the renewal requirements. Their membership and rights to use the QRA marks will be suspended until they have successfully renewed their membership.
15. QRA holders who cannot comply with the renewal requirements for health reasons or other circumstances beyond their control can submit a written request to IFPHK for consideration. Such requests must include an explanatory letter and all applicable supporting documentation. These exception cases will be considered by IFPHK on a case-by-case basis.

Declaration & Agreement

16. All QRA holders must voluntarily disclose any public, civil, criminal or disciplinary actions that may have been taken against them during the previous year as part of the renewal process. QRA holders in concerned are required to provide all relevant documents relating to the matters to IFPHK.
17. Abbreviation of Regulatory Bodies
 - SFC : Securities and Futures Commission
 - HKMA : Hong Kong Monetary Authority
 - IA : Insurance Authority
 - MPFA : Mandatory Provident Fund Schemes Authority

QRA HOLDER RENEWAL APPLICATION FORM**YEAR 2026**

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

SECTION ONE: MEMBERSHIP & PAYMENT

ID Card/Passport No. (as printed on ID card/passport)	IFPHK Membership No. QRA
English Name (as printed on ID card/passport)	Chinese Name (if applicable & as printed on ID card/passport)
Email Address (email address in our examination/membership record(s) will be updated with the information provided here)	

Annual Membership Fee for Year 2026: ☐ **HK\$1,200**Late Fee of \$500 will be incurred to late application submitted between 1 JAN and 31 JAN 2026, i.e. total: ☐ **HK\$1,700**

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

☐ **Bank Transfer / Deposit**
Account Information
Bank Name : HSBC
Bank Code : 004
Account Name : The Institute of Financial Planners of Hong Kong Limited
Account No. : 002-8-414118
(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.)

SECTION TWO: MARK USAGE & CONTINUING EDUCATION (CE) DECLARATION

Please read items (9) to (15) of the Important Notes before signing the declaration below.

This is to declare that

- a) I have read and agree to follow the *Guide to Use of the QRA Marks* which is available on IFPHK website;
- b) I understand the CE requirements and obligations of a QRA Holder as specified by IFPHK;
- c) I have met the obligations of the proper usage of the QRA marks; and
- d) I have met the CE requirements for membership renewal, including the completion of the following CE activity:
 - Course: [Planning Your Retirement Blueprint with Mainland Housing, Healthcare, and Insurance]
OR
 - IFPHK Financial Planning Conference 2025: Connecting the World for 25 Years, Powering a Sustainable Financial Planning Future

Signature: _____

Date: _____

SECTION THREE: DECLARATION & AGREEMENT

Period of Declaration: 1 January 2025 to the date of signing in this section

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have you ever been convicted of any offence other than a minor traffic or littering offence in Hong Kong or elsewhere?
If "yes", please specify: _____ | ☐ | ☐ |
| 2. Are you or have you ever been declared bankrupt in Hong Kong or elsewhere?
If "yes", please specify: _____ | ☐ | ☐ |
| 3. Have you ever been refused membership of a statutory body or other professional body (including but not limited to SFC, HKMA, IA, MPFA) in respect of your professional capacity in Hong Kong or elsewhere?
If "yes", please specify: _____ | ☐ | ☐ |
| 4. Have you ever been refused professional indemnity insurance in Hong Kong or elsewhere?
If "yes", please specify: _____ | ☐ | ☐ |
| 5. Have you ever been imposed disciplinary measure (including but not limited to revocation or partial revocation of license, suspension or partial suspension of license, pecuniary penalty, public reprimand, private reprimand) by a statutory body or professional body (including but not limited to SFC, HKMA, IA, MPFA)?
If "yes", please specify: _____ | ☐ | ☐ |
| 6. Are you aware of any other matters that may impact on IFPHK's consideration of your application?
If "yes", please specify: _____ | ☐ | ☐ |

Notes:

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

Personal Data Agreement

- 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:
 - fully and fairly process my application,
 - disclose any personal data where IFPHK has an obligation to make such disclosure under the requirements of any law binding on IFPHK,
 - disclose to the public my QRA holder's status, date of award, professional standing and history of disciplinary actions as a QRA holder and the date of my ceasing to be a QRA holder (if applicable),
 - use my personal data to compile statistics and analyse the results wholly for use within IFPHK,
 - disclose my personal data to the Financial Planning Standards Board Ltd. and its affiliate members for statistical purpose.
- 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.
- I agree that IFPHK may disclose my QRA holder's 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
- 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 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 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 registration. 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 understand that the rights to use the QRA marks are granted by IFPHK to me personally. I agree that my QRA holder status is limited to a fixed period of time. At the end of the period, if my membership is not renewed, I agree that my QRA holder status expires immediately and my right to use the QRA marks will terminate. I further agree that if I do not comply with the QRA renewal requirements, I shall cease the use of the QRA marks immediately. I agree that the IFPHK may relinquish any rights I have in the use of the QRA marks if I fail to maintain my QRA holder status.

I agree to be bound by the provisions of the IFPHK's Memorandum and Article of Association as an Associate Member and acknowledge that the Board of Directors of the IFPHK may terminate a person's IFPHK membership if it considers the person not fit to be a member, such as but not limited to where the person has been convicted of a criminal offence, is adjudicated bankrupt, is mentally incapacitated, or if the person's opinion or conduct is injurious to the interest or character of the IFPHK.

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: Mark Usage & Continuing Education (CE) Declaration*: read and signed (page 1).
- ☐ *Section Three: Declaration & Agreement*: read, checked the appropriate boxes and signed (page 2).
 - ☐ Selected your option in relation to the disclosure of membership 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 QRA Holder Renewal Application Form for Year 2026.

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 QRA membership renewal application, please contact us by email at membership@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
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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

Receiving publications 收取刊物

☐ Online publications 網上刊物

☐ Printed publications 印刷刊物

Language of communication 通訊語言

☐ English 英文

☐ Chinese 中文

Receiving Marketing Messages 收取市場推廣訊息

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。

☐ ☒ = 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 請參考下頁的編號對表

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

☐ AHKIB ☐ CFA ☐ ChFC ☐ CPA ☐ FLMI ☐ HKRFP ☐ Others 其他:
☐ ANZIIF ☐ CFMP ☐ CLU ☐ CWM ☐ FRM ☐ LUTCF

Licences CURRENTLY Holding in Hong Kong 現時持有的香港牌照

☐ SFC 證監會

☐ HKMA 金管局

☐ IA 保監局

☐ 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

☐ No 沒有

☐ 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 CTF Life 周大福人壽
C 7 Citibank 花旗銀行	C 15 Prudential 保誠香港	C 24 China Life 中國人壽
C 8 OnePlatform 環一	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 **I 1**)

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**I 1**)

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 13 Others 其他
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	

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 第一部份

Questions About Demographics 有關統計的問題：

1. Please select your industry sector.

請選擇您的行業界別。

- | | | |
|--|--|---|
| ☐ Banking 銀行 | ☐ Fund House/Securities Brokerage 基金公司／證券經紀 | ☐ Real Estate Sector 房地產界別 |
| ☐ Insurance 保險 | ☐ Accounting Practice 會計 | ☐ Academia 學術 |
| ☐ Financial or Investment Advisor 理財或投資顧問 | ☐ Legal Practice 法律 | ☐ Others 其他 |

2. Please select your income range for the past 12 months (in Hong Kong dollar).

請從以下選出最接近閣下於過去 12 個月內收入的範圍（以港元計算）。

- | | | |
|--|--|--|
| ☐ < \$200,000 | ☐ \$500,001 - \$600,000 | ☐ \$1,400,001 - \$1,800,000 |
| ☐ \$200,000 - \$300,000 | ☐ \$600,001 - \$800,000 | ☐ \$1,800,001 - \$2,000,000 |
| ☐ \$300,001 - \$400,000 | ☐ \$800,001 - \$1,000,000 | ☐ > \$2,000,000 |
| ☐ \$400,001 - \$500,000 | ☐ \$1,000,001 - \$1,400,000 | |

3. By what percentage did your individual income grow in the past 12 months?

在過去的 12 個月內，個人收入增長多少個百分點？

- | | |
|------------------------------------|--|
| ☐ 1% - 5% | ☐ 21% - 30% |
| ☐ 6% - 8% | ☐ > 30% |
| ☐ 9% - 11% | ☐ My income did not grow 收入未有增加 |
| ☐ 12% - 20% | ☐ My income shrunk 收入減少 |

4. Please select your employment status.

請選擇您現時的就業情況。

- ☐ Employee 僱員
☐ Self-employed 自僱人士
☐ Unemployed 待業
☐ Retired 已退休
☐ Other, please specify 其他，請註明：_____

PART II 第二部份

Questions About Practicing Profile 有關執業概況的問題：

5. Please select your core area(s) of practice.

請選擇您現時的核心業務領域。

[Select all that apply 選擇所有合適項目]

- ☐ Holistic financial planning 全面財務策劃
- ☐ Retirement planning 退休策劃
- ☐ Estate planning 遺產安排
- ☐ Tax planning 稅務策劃
- ☐ Investment planning 投資策劃
- ☐ Insurance planning 保險策劃
- ☐ Risk management 風險管理
- ☐ Trust services 信託服務
- ☐ Family office service 家族辦公室服務
- ☐ Other, please specify 其他，請註明：_____

6. Which group of customers do you mainly serve now?

你現時主要服務那一個客戶群組？

- ☐ Institutional clients 機構客戶
- ☐ High-Net-Worth clients 高淨值客戶
- ☐ Affluent clients 富裕客戶
- ☐ Mass market 大眾市場
- ☐ Other, please specify 其他，請註明：_____

PART III 第三部份

Questions About QRA holder and Renewal Drivers 有關 QRA 持有人及續期因素的問題：

7. Please indicate the importance of the following factors to your QRA holder renewal decision.

請指出以下因素對您的 QRA 持有人續期決定的重要性。

[Select the 3 most important options 選擇 3 個最重要的選項]

- ☐ Employer recognition of the QRA holder 僱主對 QRA 持有人的認同
- ☐ Clients recognition of the QRA holder 客戶對 QRA 持有人的認同
- ☐ Public awareness of the QRA holder 公眾對 QRA 持有人的認識
- ☐ Amount of QRA holder annual fee QRA 持有人年費的價格
- ☐ Higher chances of career advancement 更多晉升機會
- ☐ CE requirements for QRA holder renewal QRA 持有人續期所需的持續進修要求
- ☐ IFPHK professional networking activities 學會舉辦的專業交流活動
- ☐ Other, please specify 其他，請註明：_____

8. Are you aware that individuals with certain professional qualification can take a direct pathway for CFP certification examination?

您是否知道擁有特定專業資格的人士可以直接參加 CFP 資格認證考試？

- ☐ Yes 我知道
- ☐ No 我不知道

9. Would you recommend friends and colleagues to pursue QRA holder?

您會推薦朋友和同事考取 QRA 持有人嗎？

[10 = strongly positive 非常贊成，1 = strongly negative 非常反對]

☐	10
☐	9
☐	8
☐	7
☐	6
☐	5
☐	4
☐	3
☐	2
☐	1

PART IV 第四部份

Questions About Professional Development and IFPHK Event 有關會員專業發展及學會活動的問題：

10. What new topics or skills would you most want included in future training programmes?

您最希望將來的培訓課程中包含那些新的主題或技能？

Please specify 請註明

11. Which IFPHK continuing education programmes or activities did you attend in 2025?

於 2025 年，您參加了學會那些持續教育培訓課程或活動？

[Select all that apply 選擇所有合適項目]

- ☐ IFPHK Financial Planning Conference 2025 IFPHK 財務策劃會議 2025
- ☐ Briefing on the Abolition of MPF Offsetting Arrangement & The eMPF Platform
取消強積金「對沖」安排及「積金易」平台講座
- ☐ IFPHK member networking event IFPHK 會員交流活動
- ☐ Succession Planning Through Trust Structures: A Case Study Approach 信託繼承規劃：案例研究方法
- ☐ FPLearning Platform FPLearning 電子學習平台
- ☐ Other, please specify 其他，請註明：_____

12. Which training methods do you prefer most?

請問哪種上課模式最能迎合你的需要？

[Select all that apply 選擇所有合適項目]

- ☐ Face-to-face 面授形式
- ☐ Virtual class / webinar 網絡研討會
- ☐ e-Learning / self-study 電子課程／自修
- ☐ No preference 沒有喜好
- ☐ Other, please specify 其他，請註明：_____

13. What factor(s) will you consider when you decide to enroll in any training program/ course?

當您決定報名參加任何培訓課程時，您會考慮哪些因素？

[Select all that apply 選擇所有合適項目]

- ☐ Fee 費用
- ☐ Topic 主題
- ☐ Eligibility for subsidy 津貼資格
- ☐ Speaker 講師
- ☐ Training format 培訓形式
- ☐ Duration 時長
- ☐ Reputation of training provider 培訓機構的聲譽
- ☐ Other, please specify 其他，請註明：_____

PART V 第五部份

Questions About Forward Planning and Feedback 有關前瞻性規劃與回饋的問題：

14. What is one thing IFPHK could improve to better support your professional development over the next 2-3 years?
在未來 2-3 年的間，IFPHK 應該在那一個方面進行改進，從而更有效地支持您的專業發展？

Please specify 請註明

15. What is your outlook for the profession over the next five years?
您對未來五年事業展望的前景評估是？

- ☐ Many opportunities 機會非常多
☐ More opportunities 機會較多
☐ Neutral / Balanced 中立 / 平衡
☐ High risk 風險較高
☐ Very high risk 風險非常高
☐ Other, please specify 其他，請註明：_____

PART VI 第六部分 Personal Particulars (Optional) 個人資料（可選擇不填寫）

Based on the personal information provided in Part 1 of this survey, we will update your records with IFPHK. If you do not wish to update your records, please tick the box. 我們將根據您在本問卷調查第一部分提供的個人信息，更新您在香港財務策劃師學會的記錄。如果您不希望更新您的記錄，請勾選此方塊。 ☐

Name : _____
姓名

QRA Membership No. : _____
QRA 會員編號

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。