

# CHECKLIST FOR CHANGE OF CHIEF EXECUTIVE

Name of Company : \_\_\_\_\_

Name of Chief Executive : \_\_\_\_\_

Note: Please file the supporting documents in accordance with the index numbers.

## 1. Particulars of Chief Executive

Staff Use Only

<u>No.</u>	<u>Document</u>	<u>completed</u>	<u>Received Date</u>	<u>Remarks</u>
1.1	Form Duly Completed	<input type="checkbox"/>	_____	_____
1.2	HKID Copy	<input type="checkbox"/>	_____	_____
1.3	Academic Proof Copy			
	1.3.1. Secondary Form 5	<input type="checkbox"/>	_____	_____
	1.3.2. University Graduate / Post secondary	<input type="checkbox"/>	_____	_____
	1.3.3. Professional Qualifications	<input type="checkbox"/>	_____	_____
1.4	Reference Letter of Working Experience	<input type="checkbox"/>	_____	_____
	1.4.1. Insurance Experience (Min. 5 yrs.)	<input type="checkbox"/>	_____	_____
	1.4.2. Management Experience (Min. 2 yrs.)	<input type="checkbox"/>	_____	_____

## 2. Type of Application

No. Document

2.1 Line of Business	<input type="checkbox"/> General	<input type="checkbox"/> Long Term (excluding Linked )	<input type="checkbox"/> Long Term (including Linked )
	<input type="checkbox"/> By exemption	<input type="checkbox"/> By exemption	<input type="checkbox"/> By exemption
	<input type="checkbox"/> Copy of proof	<input type="checkbox"/> Copy of proof	<input type="checkbox"/> Copy of proof
	<input type="checkbox"/> By examination	<input type="checkbox"/> By examination	<input type="checkbox"/> By examination
	<input type="checkbox"/> Copy of proof	<input type="checkbox"/> Copy of proof	<input type="checkbox"/> Copy of proof

## 3. CPD Programme Record

No. Year Requirements Remarks

3.1 Previous Calendar Year   $\geq 10$  Hours

3.2. Registration Record  PIBA  IARB  CIB

3.2.1.Registration Date \_\_\_\_\_

3.2.2.De-registration Date \_\_\_\_\_

## 4. Reference Check

No. Document completed

4.1 Authorization for reference check

4.2 Reference Letters (Min. 3)

Staff Use Only

<u>Received Date</u>	<u>Remarks</u>
_____	_____
_____	_____

## 5. Fees

No. Item Amount Cheque No Bank Bank-in Date

5.1 Change of C.E.  HK\$8,000 \_\_\_\_\_