

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>
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"/>

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

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 ≥ 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\$4,800 _____