



Application Requirements for Change of Chief Executive

1. Applicant shall read carefully the Minimum Requirements for Insurance Brokers and our Membership Regulations for the requirements of Chief Executive registration.
2. Go to the Download Corner of our website and download the “Application Form for Change of Chief Executive” (application form) and “Checklist for Change of Chief Executive” (checklist).
3. Duly complete the application form and prepare the supporting documents in accordance with the checklist.
4. The cut off date for the submission of each month’s application is 7th of each month.
5. Application with omission(s) will be returned for follow up action.
6. Application with full and satisfactory documents will be arranged to attend an interview with our Membership Sub-Committee. The interview is usually held in the mid of each month. In normal circumstances, the applicant will receive our invitation one week before the interview.
7. The interview will last for about 20 minutes.
8. We will reply the applicant the application result in writing.

註冊有限公司 Incorporated with Limited Liability

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