



Ref. No. : MEMO/036/2008
To : All Chief Executives
From : Andrew Tong – Membership Sub-Committee Chairman
Date : 3rd October 2008
Page(s) : 1

Dear Members,

Re: Submission of Continuing Professional Development (CPD) Programme Record Form for the year 2008

We would like to inform you that the submission deadline for this year's "CPD Programme Record Form" is **2nd January 2009**. All registered Chief Executives (CEs) and Technical Representatives (TRs) who intends to maintain a valid registration with the Association shall fulfill the CPD requirement. The completed "CPD Programme Record Form" (available at "Download Corner" of our website) should reach the Association on or before the above-mentioned deadline.

All CEs and TRs shall read very carefully our "Guidelines on Insurance Intermediaries Qualifying Assurance Scheme (IIQAS) Continuing Professional Development (CPD) Programme" (available at "Download Corner" of our website) in order to have a thorough understanding of our administrative system, procedures and consequence of non-compliance with the CPD Programme.

There will be an initial administration fee of HK\$1,000 and HK\$800 for CE and TR respectively for the non-compliance cases. The cases will also be referred to our Disciplinary Committee for consideration of appropriate disciplinary action, including but not limited to fine, suspension or expulsion of membership.

Please be reminded that the CE of an insurance broker is responsible for supervising his/her TRs. He/she is thus required to disseminate the above message to all TRs within the company. If any registrant does not intend to maintain the registration with us, the concerned CE should complete the registration cancellation procedure before the above mentioned deadline.

Should you have any queries, please feel free to contact us at 2869 8515.

Best Regards,

(for) Andrew Tong
Membership Sub-Committee Chairman

AT/TC/jw

(Incorporated with Limited Liability) 註冊有限公司

Room 1406-7, Kai Tak Commercial Building, 317-319 Des Voeux Road Central, Hong Kong.

香港德輔道中317-319號啓德商業大廈14字樓1406-7室

Tel 電話 : (852) 2869 8515 Fax 圖文傳真 : (852) 2770 2372 Website 網址 : www.piba.org.hk E-mail 電郵 : info@piba.org.hk