



香港專業保險經紀協會  
PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/033/2006  
Date : 22<sup>nd</sup> November 2006  
To : All Chief Executives  
From : Andrew Tong – Membership Sub-Committee Chairman  
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Dear Members,

**Re : Fee Adjustment on Change of Chief Executive Application**

Please be informed that a resolution was adopted in the latest Executive Committee Meeting concerning the adjustment of administration fee for Change of Chief Executive (“C.E.”). Considering the time and workload involved, we decided that the Administration Fee for the Change of C.E. to be adjusted to HK\$3,000, which is non-refundable and will be effective on 1<sup>st</sup> January 2007.

Please be reminded that the nomination of C.E. shall comply with the Minimum Requirements for Insurance Brokers (Section (II)(A)(a)):

*“An insurance broker is required to nominate a C.E. The C.E. shall be a fit and proper person and shall meet the minimum requirements of qualifications and experience as specified by the IA”*

In addition, under normal circumstances, all proposed C.E. will be arranged for an interview with the Membership Sub-Committee (“MSC”) for assessing his/her qualifications, experience, fitness and propriety to act as the C.E. of an insurance broker. MSC will inform the applicants regarding his/her application result in writing within 21 days after the interview.

As every insurance broker must have a full time C.E. at all times and the change of C.E. application may take time to process, please make special attention to the above matter in order not to affect the continuity of your company operations.

Should you have any queries, please contact us by **FAX: 2770 2372, EMAIL: info@piba.org.hk** or by **MAIL**.

Thank you for your attention.

Yours sincerely,

  
(for) Andrew Tong  
Membership Sub-Committee Chairman  
AT/GC/jw

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