



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

Ref. No. : MEMO/078/2007  
To : All Chief Executives  
From : Andrew Tong – Membership Sub-Committee Chairman  
Date : 11<sup>th</sup> December 2007  
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Dear Members,

**Re: Reminder for Submission of Continuing Professional Development (CPD) Programme Record Form for the year 2007**

We would like to remind you that the submission deadline for this year's "CPD Programme Record Form" is **2<sup>nd</sup> January 2008**. If the registered Chief Executives (CEs) and Technical Representatives (TRs) would like to maintain a valid registration with the Association, the registrants concerned shall fulfill the CPD requirements and submit the "CPD Programme Record Form" (available at [http://www2.piba.org.hk/pdf\\_form/annex2.pdf](http://www2.piba.org.hk/pdf_form/annex2.pdf)) to us on or before the above-mentioned deadline.

You can refer to our previous memos (Ref. No.: MEMO/072/2007 & MEMO/074/2007) which were sent on 5<sup>th</sup> October 2007 and 22<sup>nd</sup> October 2007 for further details.

For the Non-Compliance cases, there will be an initial administration fee of HK\$1,000 and HK\$800 for CEs and TRs respectively. 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 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.

We thank you for your kind co-operation in this matter. 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](http://www.piba.org.hk) E-mail 電郵 : [info@piba.org.hk](mailto:info@piba.org.hk)