Checklist for Various Applications 各項申請覆核清單

When you hand in your application, please attach the following documents. The Confederation may ask for checking of the original documents. 請於遞交申請時，夾附下列文件。聯會或會進行正本核對。

I. Membership Application 會籍申請

1.	Copy of the Articles of Association of the company 公司組織章程
2.	Copy of Business Registration Certificate 商業登記證影印本
3.	Copy of Certificate of Incorporation 公司註冊證書影印本
4.	Letter from the applicant's auditor confirming that: 申請人之核數師書面確認，以證實: - The company has a fully paid up share capital of at least HK$100,000 and have a net asset of not less than HK$100,000. 該公司的繳足款股本及資產淨值不少於港幣十萬元 - The company has arranged separate nominated client's bank account(s) 該公司已開立獨立客戶帳戶 - The company has arranged Professional Indemnity Insurance Policy as per our Membership Regulations 該公司已按照本會會員規則安排專業彌償保險 ***Date of valuation shall be within two-month's time prior to the application* ***以上資料需在呈交會籍申請前的兩個月內進行估值*
5.	Client Account 客戶帳戶 a) Copy of Bank Statement / Confirmation reflect all Client Account name(s) & Client Account number(s) 銀行月結單或確認信的影印本，顯示所有已開立之客戶帳戶名稱及帳戶號碼 b) Copy of evidence that the provisions of Section 71 of the Insurance Companies Ordinance have been notified to and acknowledged by the financial institution with which each Client Account is maintained. 證明文件影印本，顯示在每一個開立客戶帳戶時，有關財務機構已確認知悉保險公司條例第 71 條的規定 *A client account means a current or deposit account maintained in a financial institution under the Banking Ordinance in the name of the insurance broker in the title of which the word "client" appears.* *客戶帳戶是指一個以保險經紀的名義，在一間根據銀行業條例正式授權的財政機構所開立，名稱有"客戶"字樣的來往或儲蓄戶口。*
6.	Professional Indemnity Insurance 專業彌償保險 a) Copy of Professional Indemnity Insurance Policy 專業彌償保險保單影印本 b) Copy of its proof of premium payment 其保費收據的影印本
7.	Paid Up Share Capital 繳足款股本 *Minimum paid up share capital shall not be less than HK$100,000 備有最低繳足款股本不少於港幣十萬元* a) Copy of Form NSCI (Return of Allotments) filed with the Companies Registry **OR** 呈公司註冊處 NSCI 表格（股份配發申報書）的影印本 **或** b) Copy of Annual Return filled with Companies Registry **OR** 呈公司註冊處之週年申報表的影印本 **或** c) Any other proof document which is acceptable to CIB 任何獲得香港保險顧問聯會認可之證明文件
8.	Overview of the company 該公司業務大綱 a) Shareholding structure 股份持有結構 b) Nature of Business (if any other business interest other than insurance broking 業務性質(除保險經紀業之外的其他業務) c) 3-year business plan with revenue and expense projection, including but not limited to 三年經營計劃和收益支出預測包括但不限於: - Key assumptions of the projections, e.g. business volume and split, average remuneration per staff member/Technical Representative 預測的主要假設,如業績及分配,僱員或業務代表的平均薪酬; - Breakdown of revenue in terms of each line of insurance business (General, Long Term Excluding Linked, and/or Linked Long Term) 按保險業務類別(一般保險,長期保險不包投連險,及/或投資相連保險)細分的收益; - Breakdown of revenue and expense for the first 12 months, with projected month-end net asset position 首 12 個月的收支細分表,含每個月底預測的資產淨值. d) Size of establishment and organizational chart 創立的規模和組織系統圖 e) Internal Control Mechanism (including business continuance plan) 內部監控機制(包括企業接續計劃)
9.	Application Form for Chief Executive Registration 行政總裁註冊申請表
10.	Declaration Form - for completion and signature by Directors or Controllers who are not registered or being registered with CIB as Chief Executive or Technical Representative 聲明書--供未在聯會註冊或正在註冊為行政總裁或業務代表者的董事或控權人填寫及簽署
11.	A cheque payment for administration fee for submission of a membership application (non-refundable irrespective of the result of the application) (Refer to the Fee Schedule for the applicable amount) 每次提交會籍申請的行政費（不論申請結果如何，不予退還）(詳情請參考費用表)

Application for Registration
註冊申請

	II. Chief Executive Registration 行政總裁註冊申請	III. Technical Representative Registration 業務代表註冊申請
1.	Copy of Hong Kong Identity Card 香港身份證影印本	
2.	Copy of Working Visa (if necessary) 工作簽證影印本（如需要）	
3.	Copy of Educational Proof (Please refer to the Guidance Note on Documentary Proof of Educational Attainment for Registration's Purpose) 學歷證明副本 (請參考有關註冊申請之學歷證明指引)	
4.	Copy of Address Proof (e.g. utility of rate bills or bank statement within 3 months, please refer to the Guidance Note on Address Proof for Registration's Purpose) 住址證明影印本 (例如：三個月內之公用事業或差餉單據、銀行月結單等，請參考有關註冊申請之住址證明指引)	
5.	(a) Copy of IIQE Certificates/Notification of Result 保險中介人資格考試證書/成績通知書副本 **OR 或** (b) Exemption from Qualifying Examinations: Copy of relevant documents **OR** proof of working experience 豁免資格考試的有關文件**或**工作經驗證明影印本 For exemption for IIQE (IL) by the 20 extra IL CPD Hours completed between 1/3/2010 and 29/2/2012, the applicant may be asked for further documentary proof of their eligibility to claim for such exemption. 倘以 2010 年 3 月 1 日至 2012 年 2 月 29 日完成的特定 20 個 IL 進修時數作為豁免中介人資格考試(相連長期保險)，申請人或需提供進一步書面佐證，以證其符合行使該豁免資格的要求。	
6.	Copy of documentary records of registration issued by IARB or PIBA (for the relevant period and if applicable) 由保險代理登記委員會或香港專業保險經紀協會發出之註冊記錄影印本 (相關時段及倘適用)	
7.	Copy of supporting documents for CPD fulfilment in last calendar year (if applicable) 過去一年履行進修時數規定的有關文件影印本(倘適用)	
8.	Details and copies of relevant documents in relation to Section F (if applicable) (1-9) 關乎 F 部(1-9)的詳請及有關文件副本(倘適用)	Details and copies of relevant documents in relation to Section E (1-9) (if applicable) 關乎 E 部(1-9)的詳請及有關文件副本 (倘適用)
9.	Registration fee is payable against CIB Debit Note (Refer to the Fee Schedule) 註冊費用按聯會發票支付(請參考費用表)	A cheque payment for registration fee (Refer to the Fee Schedule for the applicable amount) 註冊費用 (詳情請參考費用表)
10.	Details of working experience in relation to Section E 關乎 E 部的工作經驗詳情 – (a) Details CV 詳細履歷表 **OR 或** (b) Scope of Work 工作範圍詳情	Not applicable (不適用)
11.	Confirmation Letters from the insurers 保險公司確認信件	
12.	A copy of the Board Resolution in relation to the Membership Regulation 9.1.5 就有關會員規則第 9.1.5 條之董事局會議記錄文件	
13.	(a) Notice of Resignation of the Chief Executive 行政總裁離職通知書 **OR 或** (b) Letter from the current CE confirming that he/she will resign from the post of Chief Executive 現任行政總裁發出的離職信 **OR 或** (c) Amendment Form for Chief Executive Registration (Item C) (Applicable for change of CE only and with fee payable) 行政總裁註冊資料更改表(C 項) (適合更改行政總裁之用及需繳付費用)	