

# Associate (General) Membership

## Application Form



The global symbol of excellence  
in financial planning

## VISION

To be recognized as the premier professional body representing financial planners who uphold the highest standards in financial planning that benefit the public.

## MISSION

- To promote the CFP<sup>CM</sup> certification as the gold standard for financial planning.
- To reinforce and uphold professional standards in financial planning.
- To increase public awareness of the value of CFP certification and the financial planning process.
- To represent the top financial planning practitioners in the financial planning industry in Hong Kong and Macau.

## BACKGROUND

IFPHK was formed in June 2000 as a non-profit self-regulatory organization for the fast-growing financial planning industry. We are the sole licensing body in Hong Kong authorized by Financial Planning Standards Board Limited (FPSB) to grant the much-coveted and internationally-recognized CFP certification to qualified financial planning professionals in Hong Kong.

IFPHK represents the financial planning practitioners in Hong Kong. It has over 10,000 members from such diverse professional backgrounds as banking, insurance, stockbroking, asset management, accounting, and legal services.

## Associate (General) Membership

- Individuals who complete Module 1 **PLUS** any one other modules of the IFPHK Registered CFP<sup>CM</sup> Certification Education Program **or** received credentials for the IFPHK Registered CFP<sup>CM</sup> Certification Education Program by **Transcript Review**  
**OR**
- Individuals who possess recognized professional qualifications approved by IFPHK (Please refer to Appendix I)  
**OR**
- Individuals who possess overseas CFP certification recognized by Financial Planning Standards Board Ltd. (FPSB)

## MEMBERSHIP BENEFITS FOR ASSOCIATE MEMBERS

- An exclusive access to the IFPHK members' area, the unique electronic portal for financial planning practitioners.
- Receive "Advisors Today", a quarter-monthly and bi-lingual IFPHK publication.
- Receive IFPHK member newsletters: The quarterly global newsletter - Financial Planning Connections and the Bi-Monthly Member Newsletter.
- Receive IFPHK industry related surveys and practice tools.
- Special rate to attend continuing education activities including seminars, forums, conferences and luncheons.
- Invitation to attend social events and gatherings.
- Book discounts at selected bookshops.
- Library services and internet access at IFPHK office.
- Associate Members are eligible to use "IFPHK Associate Member" on their business card.

## IMPORTANT NOTES

1. Please return the completed form together with appropriate fee to:

Institute of Financial Planners of Hong Kong  
Unit 2601, 26/F, Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong  
"Re: Application for Associate (General) Membership"

2. All applications are subject to review and IFPHK may in its absolute discretion refuse to approve your membership application.
3. All application fees are non-refundable.
4. If you have any concerns, issues or further queries regarding the Associate (General) Membership application, please contact us by email at [membership@ifphk.org](mailto:membership@ifphk.org).
5. IFPHK observes the requirements and provisions of the Personal Data (Privacy) Ordinance.



**Section II: Education**

Please indicate the highest academic qualification you attained:

- Degree Holder  Non-degree Holder

Name of Education Institution	From (mm/yy) to (mm/yy)	Highest Qualification Attained

**Section III: Employment**

Current Employer: \_\_\_\_\_ Current Position: \_\_\_\_\_

Industry of Employment<sup>4</sup>: \_\_\_\_\_  
*(Please refer to the Industry Code below and choose the one that best describes the industry you are serving)*

**Industry Code**

I 1 Retail Banking	I 6 Independent Financial Advisor	I 11 Account Practice
I 2 Private Banking	I 7 Fund House	I 12 Academia
I 3 Investment Banking	I 8 Asset Management	I 13 Real Estate Sector
I 4 Life Insurance	I 9 Securities Brokerage	I 14 Others
I 5 General Insurance	I 10 Legal Practice	

Years of Financial Planning Work Experience: \_\_\_\_\_

Earnings in the Past Year *(Please refer to the Earnings Code below)*: \_\_\_\_\_

**Earnings Code**

E 1	Less than HK\$200,000
E 2	HK\$200,000 - Less than HK\$400,000
E 3	HK\$400,000 - Less than HK\$600,000
E 4	HK\$600,000 - Less than HK\$800,000
E 5	HK\$800,000 - Less than HK\$1,000,000
E 6	HK\$ 1 million or above

Currently Held Statutory Licences:

**SFC**

- Type 1 Dealing in Securities
- Type 2 Dealing in Futures Contracts
- Type 3 Leveraged Foreign Exchange Trading
- Type 4 Advising on Securities
- Type 5 Advising on Futures Contracts
- Type 6 Advising on Corporate Finance
- Type 7 Providing Automated Trading Services
- Type 8 Securities Margin Financing
- Type 9 Asset Management

**IA**

- Individual Agent
- Responsible Officer of Insurance Agency
- Technical Representative of Insurance Agent

**Others**

- MPF Intermediaries
- PIBA
- CIB

<sup>4</sup> Compulsory field to be filled in for statistical purpose.

**Section IV : Declaration**

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**Qualification**

I declare that I possess the following qualification for the application of IFPHK Associate (General) Membership.



(Please "✓" as appropriate)

- Complete Module 1 **PLUS** any one other modules of the IFPHK Registered CFP<sup>CM</sup> Certification Education Program **or** received credentials for the IFPHK Registered CFP<sup>CM</sup> Certification Education Program by **Transcript Review**
- Recognized professional qualifications approved by IFPHK:  
Please specify: ( \_\_\_\_\_ )
- Overseas CFP certification recognized by Financial Planning Standards Board Ltd. (FPSB) (Please refer to Appendix I):  
Please specify: ( \_\_\_\_\_ )

**Terms and Conditions**

1. I have read and agree to be bound by IFPHK's *Memorandum and Article of Association* and the regulations of the Associate (General) membership, as updated from time to time, together with the various documents referenced therein, including IFPHK's *Disciplinary Rules and Procedures* and IFPHK's *Code of Ethics and Professional Responsibility* at all times in practice.

**Data Protection Agreement**

1. I explicitly consent that any personal information (personal data) from time to time collected or held by IFPHK (whether contained in this application or obtained otherwise) is provided and may be held, used, processed and/or disclosed (i) in accordance with and for the purpose outlined in the Data Privacy Statement herein, and/or (ii) to permit and enable IFPHK to:
  - a. Fully and fairly process my application,
  - b. disclose any personal data where IFPHK has an obligation to make such disclosure under the requirements of any law binding on IFPHK,
  - c. disclose my membership status, date of award of membership, professional standing and history of disciplinary actions as an Associate (General) member and the date of my ceasing to be an Associate (General) member (if applicable) to the public,
  - d. use my personal data to compile statistics and analyse the results wholly for use within IFPHK,
  - e. disclose my personal data to Financial Planning Standards Board Ltd. (FPSB) and its affiliate members for statistical purpose.
2. I understand that I may refuse to provide personal data as requested in the application or otherwise, but such refusal, or the provision of inaccurate personal data may result in IFPHK being unable to or refusing to process this application.
3. I agree that IFPHK may disclose my Associate (General) membership status to my employer (being the entity with which I have an employment, agency or similar contractual obligation, and/or the holding companies, subsidiary companies or associated members of such entity) [that is kept in the IFPHK record] upon their request.
  - Yes                       No
4. I understand that I have the right to check whether IFPHK holds personal data about me and that, if so, I have a right of access to my personal data. I can request IFPHK to correct any inaccurate personal data and if I need to obtain a copy of my personal data or have it corrected, I can write to IFPHK at Unit 2601, 26/F., Bank of East Asia Harbour View Centre, 56 Gloucester Road, Wanchai, Hong Kong.



By my signature below,

- (i) I agree to **ALL** the Terms and Conditions and Data Protection Agreement stated in SECTION IV; and
- (ii) I declare that the statements made in this application and any attachments are accurate and true. I authorise the investigation of all statements made by me with respect to this application. I agree to be subject to any disciplinary rules of IFPHK for any misrepresentation in this application.



Signature \_\_\_\_\_ Date \_\_\_\_\_

Section V: **Payment Details**

Payment enclosed:



- Full Year Associate (General) Membership:** HK\$900 (application submitted between January and June)  
(HK\$300 first time application fee + HK\$600 annual membership fee, in which, 15% will be contributed to IFPHK capital fund)
- Half Year Associate (General) Membership:** HK\$600 (application submitted between July and December)  
(HK\$300 first time application fee + HK\$300 half year membership fee, in which, 15% will be contributed to IFPHK capital fund)

Payment Method:

- Payment by cheque to: **"IFPHK Ltd."** ( Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_ )
- Payment by credit card:  VISA  MasterCard

I authorize The Institute of Financial Planners of Hong Kong Limited to debit the above sum from my credit card account.

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Card Expiry Date \_\_\_\_\_ (MM/YY)

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Official Use only		
Name of applicant	Ref No.	Remarks

**ACKNOWLEDGEMENT OF RECEIPT**

**For Associate (General) Membership Application Form Submitted in Person**



To: \_\_\_\_\_ (Please fill in your full name)

We hereby acknowledge the receipt of your Associate (General) Membership Application Form.

For your information, the processing time for this application will be around 6 to 8 weeks. During this period, IFPHK may contact you regarding supplementary information to ensure a smooth process.

If you have any concerns, issues or further queries regarding the Associate (General) Membership application, please contact us by email at [membership@ifphk.org](mailto:membership@ifphk.org).

\_\_\_\_\_  
Institute of Financial Planners of Hong Kong

\_\_\_\_\_  
Date

**Recognition of Professional Qualifications for Associate Membership**

<b><u>Industry</u></b>	<b><u>Organizations</u></b>	<b><u>Completion of the below Qualifications/Examinations</u></b>
Accounting	Hong Kong Institute of Certified Public Accountants	Professional Programme of the Qualification Programme <b>OR</b> CPA Qualification Programme (but without practical experience)
	The Association of Chartered Certified Accountants	Accounting Technician Scheme <b>OR</b> Level 1 of ACCA Professional Scheme
	Hong Kong Association of Accounting Technicians	Accounting Technician Examination <b>OR</b> Level 1 of ACCA Professional Scheme
Banking	Hong Kong Institute of Bankers	Banking Certificate Examination <b>OR</b> Diploma in Financial Planning and Advising
Company Secretaries	Hong Kong Institute of Company Secretaries	International Qualifying Scheme – Part I
Investment & Finance	Chartered Financial Analyst	Completed Level I
	Securities and Futures Commission	Licensing Examinations (HKSI) <b>OR</b> Licensed representatives / responsible officers
Insurance	Officer of the Commissioner of Insurance	Insurance Intermediaries Quality Assurance Scheme (VTC) <b>OR</b> Licensed insurance agents or brokers
	The Life Underwriters Association of Hong Kong	Any two modules of the education program
Financial Planning	Society of Registered Financial Planners	Any two papers of the qualifying examination
	The Chartered Insurance Institute with The Institute of Financial Planners of Hong Kong	Financial Advisers' International Qualification
	General Agents and Managers Association	Any two papers of the CIAM
	International Association of Registered Financial Consultants	Registered Financial Consultant Self Study and Examination

**Recognition of Qualifications for Associate Membership**

<b><u>Qualifications/Membership</u></b>	<b><u>Qualifications/Membership</u></b>
Chartered Financial Analyst (CFA)	Fellow of Australian and New Zealand Institute of Insurance and Finance (ANZIIF (Fellow))
Chartered Financial Consultant (ChFC)	Fellow of Chartered Insurance Institute (FCII)
Chartered Life Underwriter (CLU)	Fellow of the Society of Actuaries (FSA)
Certified General Accountant (CGA)	Member of Hong Kong Bar Association
Certified Management Accountant – Australia, Canada, USA (CMA)	Member of Hong Kong Law Society
Doctoral Degree in Business/Economics	Member of Hong Kong Institute of Certified Public Accountants

As at 16 June 2008