



The Hong Kong  
Federation of Insurers

香港保險業聯會

保險代理登記委員會  
Insurance Agents  
Registration Board

**By Fax/By E-mail**

**Ref :** A2-002/02-J67907

**To :** Dr Moses Cheng Mo Chi, Chairman, Insurance Authority  
Mr Eddie Cheung, Deputy Secretary (Financial Services), FSTB  
Mr Bhabani S. Rath, Chairman, The HK Confederation of Insurance Brokers  
Mr Philip Mak, Chairman, Professional Insurance Brokers Association  
Mr YK Chan, Insurance Industry Regulatory and Development Concern Group  
Ms Lily Wong, President, The Life Underwriters Association of HK Ltd  
Mr Colan Yiu, President, General Agents & Managers Association of HK  
Mr Eric Yiu, Chairman, The HK General Insurance Agents Association Ltd  
Ms Jaclyn Chu, President, HK Chamber of Insurance Intermediaries  
Mr Carlson Tong, Chairman, Securities and Futures Commission  
Mr Norman Chan, Chief Executive, Hong Kong Monetary Authority  
Mr Joseph Tung, Executive Director, Travel Industry Council  
Mr Au Ho Wah Brendan, Registrar of Travel Agents, Travel Agents Registry  
Governing Committee, The Hong Kong Federation of Insurers  
IARB Members and Co-opted Members  
Authorized Representatives, Member Companies, The Hong Kong Federation of Insurers  
Non-HKFI Insurers using HKFI's agent registration service

**c.c. :** Mr John Leung, JP, Commissioner of Insurance, Office of Commissioner of Insurance (OCI)

**From :** Alice Kong, General Manager – Compliance

**Date :** 23 June 2017

**Subject :** **Enhanced Vetting Requirements for Registration –  
Renewal application of applicants using Mainland certificates in first registration –  
Application for extension of registration if encountering difficulties in obtaining  
verification result**  
加強登記的審核要求—  
首次登記時使用內地證書的申請人的續期登記申請—  
針對獲取認證結果有困難的延期登記申請

As stated in the circular issued by the Insurance Agents Registration Board (IARB) on 13 April 2017 (Ref: A2-002/02-J66764), a registered person, whose registration is due to expire on or after 1 August 2017, is required to accompany his/her renewal application by a copy of his/her academic certificate obtained before his/her first registration together with a copy of the verification report/notarial certificate /direct confirmation (if applicable) as stipulated in the above-mentioned circular if he/she had used an academic certificate issued by a Mainland educational institution in his/her first registration with the IARB.

如保險代理登記委員會（委員會）於 2017 年 4 月 13 日發出（編號：A2-002/02-J66764）的通告所述，就所有於 2017 年 8 月 1 日或之後到期的續期登記申請，申請人如於首次登記時向委員會遞交由內地教育機構發出的學歷證書，則必須於續期登記申請時，同時遞交他於首次登記前已取得的學歷證書副本及上述通告內指定的認證報告／公證書／直接確認信副本（如適用）。

In view of the industry concerns about the impact of the new measure on existing registered persons arising from the uncertain time required for obtaining the verification result in respect of Mainland academic certificates under special circumstances (such as difficulty in obtaining proof of academic qualification due to loss of the relevant certificate and closure of the school concerned, etc.), the IARB may consider granting renewal applicants an extension of time for submission of their verification result upon written request. Renewal applicants who have difficulties in providing the IARB with their verification result before expiry of their registration should complete and return the following documents to the IARB:

因應業界關注新措施對現有登記人士在特別情況下（例如：因遺失相關學歷證書及所讀學校已停辦等原因而在獲取學歷證明時遇到困難），未能確定獲取內地學歷認證結果所需的時間而構成的影響，委員會在接



獲續期登記申請人士書面申請後，可考慮批准延遲遞交有關認證結果。提交認證結果有困難的續期登記申請人士，應在登記到期前填妥以下文件並交回委員會處理：

- (1) Registration Renewal Form together with the payment proof of renewal fee;  
登記續期申請表以及繳付續期費用的證明；
- (2) A copy of the relevant Mainland academic certificate (unless the certificate is lost); and  
有關內地學歷證書副本(遺失證書除外)；及
- (3) Application Form for Extension of Time for Submission of Verification Result in respect of Mainland Academic Certificate for Renewal of Registration (see attached) together with sufficient supporting documents (such as screenshots of messages delivered by the China Higher Education Student Information and Career Centre (CHESICC) showing the status of their applications lodged with the CHESICC, etc.).  
延期提交就續期登記所需內地學歷證書認證結果申請表(見附件)以及充分的證明文件(例如：由全國高等學校學生信息諮詢與就業指導中心發出的信息截圖，顯示申請人向該中心申請認證的狀況等)。

Before granting such extension, the IARB may require renewal applicants to provide any additional information as considered relevant to the verification of their Mainland certificates. Where verification result cannot be obtained by a renewal applicant despite every endeavor to attempt all the prescribed channels, the IARB will prudently review each case on its own merits taking into consideration all the pertinent facts and circumstances of the applicant.

委員會於審核續期登記延期申請時，或需要申請人提供與內地學歷證書認證相關的額外資料。如申請人已盡力嘗試所有指定方法後仍未能獲取有關認證結果，委員會將因應每宗申請的相關事實及情況審慎考慮。

Please note that:  
請注意：

- (a) There will not be any refund of the renewal fee if the registration is ultimately revoked by the IARB.  
如委員會最終決定撤銷申請人的登記，所繳付的續期費用將不獲退回。
- (b) Due to the increased workload following the enhanced vetting requirements for registration, a straightforward registration application may not be processed within three working days.  
因應加強登記的審核要求而引致的額外工作量，符合資格的登記申請或需多於三個工作日處理。

Should you have any queries, please contact the registration unit at 2520 1868.  
如有查詢，請致電 2520 1868 與登記部聯絡。

A handwritten signature in blue ink, appearing to be 'Hickly'.

Encl  
附件