

THE HONG KONG FEDERATION OF INSURERS

INSURANCE AGENTS REGISTRATION BOARD
29th Floor, Sunshine Plaza, 353 Lockhart Road, Wanchai, Hong Kong

Complaint Form

_____wishes to
(Name of insurance company)

report that our agency agreement with _____
(Name of agent)

(HKID No. _____) has been terminated because of disciplinary action stated overleaf. As this will have a bearing on the registration of the agent, it is reported hereunder for your attention. Please take appropriate action as required by the Code of Practice for the Administration of Insurance Agents.

The applicable documents, as we have ticked below, are enclosed.

Checklist :

(please tick where appropriate and enclose copies of the documents referred to)

- client's complaint letter together with Authorisation Form
- the policy application documents/policy information page/policy schedule
- agent's statement
- CPD form
- the alleged forged documents
- client's chedque
- bank pay-in slip/bank statements showing deposit of clients' sum to the subject agent's account
- receipt(s) issued by the subject agent
- the police investigation findings/court verdict
- Others (please specify) : _____

Signature of Authorized Representative

Date

Name in Print

Case details:

(Please continue on separate blank sheet if required)

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the user to write the case details.