

**Insurance Agent Registration Board
Checklist of Registration Documents**

(For cross-checking of documents submitted only, no need to return to the IARB)

| | First Registration | Renewal | Additional Registration |
|--|--|--|--|
| | "Application for Registration Forms" & "Confirmation of Registration Forms" and other documents | "Renewal Forms" and other documents | "Application for Registration Forms" & "Confirmation of Registration Forms" and other documents |
| Individual Agent | <input type="checkbox"/> Form A & A-C <input type="checkbox"/> photo <input type="checkbox"/> copy of HKID card <input type="checkbox"/> copies of academic report showing you have completed education to a level of F.5* <input type="checkbox"/> copies of proof of relevant qualification acquired <input type="checkbox"/> the latest copies of "Annual Return" or "Application for Business Registration" together with "Notifications of Change"*** <input type="checkbox"/> original bank receipt of \$410 for registration fee*** | <input type="checkbox"/> Form A-R <input type="checkbox"/> photo <input type="checkbox"/> copy of HKID card <input type="checkbox"/> original bank receipt of \$410 for registration fee*** | <input type="checkbox"/> Form A & A-C <input type="checkbox"/> original bank receipt *** (\$70 for each subsequent additional insurer) |
| Insurance Agency | <input type="checkbox"/> Form B & B-C <input type="checkbox"/> Form C & C-C | <input type="checkbox"/> Form B-R + <input type="checkbox"/> Form C-R | <input type="checkbox"/> Form B & B-C <input type="checkbox"/> Form C & C-C |
| Responsible Officer of Insurance Agency | <input type="checkbox"/> Form D & D-C | <input type="checkbox"/> Form D-R | <input type="checkbox"/> Form D & D-C |

* Only applicable to Individual Agent, Responsible Officer of Insurance Agency and Technical Representative of Insurance Agency.

** Only applicable to Insurance Agency:

- ♦ For limited company, the latest copies of Annual Return i.e. AR1 to AR3 are required, where applicable
- ♦ For unlimited company, copies of "Application for Business Registration" together with "Notification of Change" are required.

*** HSBC account no. : 004-511-386468-002 (This account does not accept counter deposit, please use ATM/cheque deposit machine/internet banking to deposit.)

BOC account no. : 070-920000-52182

PPS Merchant Code: 9963

**Remarks: All copies regarding Individual Agent, Insurance Agency and Responsible Officer of Insurance Agency must be signed by the authorized representative of the appointing insurer.
All copies regarding Technical Representative of Insurance Agent must be signed by the Responsible Officer/authorized representative of the appointing insurance agent.**