

**INSURANCE AGENTS REGISTRATION BOARD
REGISTRATION RENEWAL – INSURANCE AGENCY**

FORM B-R

Page 1

***Must be completed.**

****Please tick where appropriate. All amendments must be signed by Responsible Officer.**

For Official Use	
Received on:	_____
Job Number:	_____

I. * Name of the Insurer responsible for submitting this Application Form (If any amendment is required, this form will be returned to the Insurer named below)

II. Particulars of Applicant							
*BR No. (First 8 digits only)							
*Name in English							
*Name in Chinese (if any)						Registration Expiry Date	
*Business Nature	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company/Body Corporate				
*Address							
*Telephone No.		*Mobile No.		Fax No.		E-mail Address	

III. * Particulars of the Responsible Officer of the Applicant			
HK ID Card No.			
Name in English		Name in Chinese (if any)	
Details of the Applicant's Responsible Officer are available in Form C-R enclosed.			

IV. * Personal identity of Proprietor, Partners or Directors <i>Those who intend to transact insurance intermediary business must apply for registration separately. Listing information under this section does not imply making an application for registration.</i>		
Name(s)	HK ID Card No./Passport No.	Capacity (Please put down Proprietor for Sole Proprietor; Partner for Partnership and Director for Limited Company/Body Corporate)

V. ** Declaration by the Applicant

- 1. Has our Proprietor, any of our Controllors, Partners or Directors ever been convicted of any criminal offence in Hong Kong or elsewhere, including any conviction which is considered spent under the provisions of the Rehabilitation of Offenders Ordinance (Chapter 297, Laws of Hong Kong) in Hong Kong or elsewhere? [Spent conviction(s) is/are required to be reported.] YES NO
- 2. Has our Proprietor, any of our Controllors, Partners or Directors ever been declared bankrupt in Hong Kong or elsewhere? YES NO
- 3. Has our Proprietor, any of our Controllors, Partners or Directors ever been a controller, a director, a company secretary or a senior manager of a corporation that has become insolvent in Hong Kong or elsewhere? YES NO
- 4. Has our Proprietor, any of our Controllors, Partners or Directors ever been found guilty of misconduct in a profession, trade or industry to which he belongs or has belonged? YES NO
- 5. Has our Proprietor, any of our Controllors, Partners or Directors ever been subject to any order of the court or other competent authority in Hong Kong or elsewhere for fraud, dishonesty or misfeasance? YES NO

(If your answer to any one or more of the above five questions is/are YES, please tick the appropriate box below and enclose the required document(s) when submitting this application:)

- 6. The Insurance Agents Registration Board (the "IARB") had already reviewed our fitness and properness in these circumstances and we are now permitted to apply for registration.
 We have served the disciplinary action against us resolved by the IARB.
 The IARB has never reviewed our fitness and properness in these circumstances. In order for the IARB to consider our application, we enclose:
 - i. details of the incident;
 - ii. copies of court judgment/winding-up petition/bankruptcy order/Official Receiver report/receiving order/judgment of the professional body concerned, etc.; and
 - iii. recommendation letter(s) from the Authorized Representative(s) of our Appointing Insurer(s).
- 7. We have read the Code. We undertake to the IARB that we shall comply with the requirements of the Code applicable to Insurance Agents and submit to the jurisdiction of the IARB accordingly.
- 8. We understand that the Appointing Insurer(s) cannot appoint us as its/their Insurance Agency unless we become and remain registered as an Insurance Agency pursuant to this application and that in relation to our appointment, the Appointing Insurer(s) is/are bound to observe the requirements of the Code.
- 9. We undertake to notify the IARB of any change in the material circumstances of our fitness and properness to continue acting as an Insurance Agent pursuant to Part E of the Code.
- 10. We understand that we have continual responsibility to notify the IARB of any changes concerning our Proprietor, Controllors, Directors, Partners, Responsible Officer and Technical Representatives.
- 11. We understand and recognize the various possible consequences to us of any relevant disciplinary action which may be taken under the Code. In particular we recognize that, if the disciplinary action takes the form of termination of our agency agreement with the Appointing Insurer(s), the IARB will take further action specified in Part D of the Code, and that no Insurer in Hong Kong will be permitted to appoint us as its Insurance Agency for a specified period as determined by the IARB.
- 12. We hereby declare that we have complied with Section 65 of the Insurance Companies Ordinance and undertake to ensure its full and continued compliance in future.
- 13. We hereby declare that all the information in this application is **FULL, COMPLETE AND TRUE**. We understand and accept that the IARB may revoke the registration if it comes to the knowledge of the IARB that we have obtained registration by any incorrect statement or misrepresentation or fraudulent means.

Personal Data

- 14. We acknowledge and agree that any personal data concerning us ("Personal Data") provided or disclosed to the IARB may be used and retained by the IARB for the purposes of administering the Code, including registration, monitoring, inspection, investigation or maintaining the register kept under clause 42 of the Code.
- 15. We hereby authorize the IARB to conduct reference check with the relevant parties against the documents that we have provided.
- 16. We acknowledge and agree that certain information such as our name, the date of registration with the IARB, the names of our Appointing Insurer(s) and/or our Appointing Insurance Agent(s) and its/their Appointing Insurer(s), and the Line of Insurance Intermediary Business that we are eligible to carry on, will be published in the register for public inspection.
- 17. We further agree and hereby authorize the IARB to disclose and transfer our Personal Data contained in this form, any available information about us and any disciplinary action taken by the IARB against us, to the Insurance Authority, the Hong Kong Confederation of Insurance Brokers, the Professional Insurance Brokers Association Limited, the Hong Kong Monetary Authority, the Securities and Futures Commission, the Mandatory Provident Fund Schemes Authority, the Travel Agents Registry, the Travel Industry Council of Hong Kong, any law enforcement body or regulatory authority in Hong Kong or other jurisdictions and relevant insurance company(ies) or insurance agent(s).
- 18. We understand that we have the right to obtain access, at a fee, to and request correction of any Personal Data held by the IARB and that such requests should be made to the Secretary of the IARB at its registered office.

_____ Date

_____ Authorized Signature and Company Chop

**INSURANCE AGENTS REGISTRATION BOARD
REGISTRATION RENEWAL –
RESPONSIBLE OFFICER OF INSURANCE AGENCY**

FORM C-R
Page 1

*** Must be completed.**

**** Please tick where appropriate. All amendments must be signed by Applicant.**

For Official Use	
Received on:	_____
Job Number:	_____

I. * Name of the Appointing Insurance Agency (If any amendment is required, this form will be returned to the Insurer named in Part I of the accompanied FORM B-R)	
BR No.	

II. Particulars of Applicant

* HK ID Card No.	
* Name in English	
* Name in Chinese (if any)	
* Residential Address	

* Day Time Tel. No.		* Mobile No.		Fax No.		E-mail Address	
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** Qualification	** Certified true copies of relevant documents	Submitted previously
<input type="checkbox"/> HK Permanent Resident; or	<input type="checkbox"/> HK ID Card	N/A
<input type="checkbox"/> HK Resident whose employment visa conditions, if any, do not restrict him from acting as an insurance agent; and	<input type="checkbox"/> HK ID Card and Relevant page(s) of passport	N/A
<input type="checkbox"/> Insurance Intermediaries Qualifying Examination (the "IIQE")	<input type="checkbox"/> (I) Principles & Practice of Insurance	<input type="checkbox"/> Proof of examination passed
	<input type="checkbox"/> (II) General Insurance	<input type="checkbox"/> Proof of examination passed
	<input type="checkbox"/> (III) Long Term Insurance	<input type="checkbox"/> Proof of examination passed
	<input type="checkbox"/> (V) Investment-Linked Long Term Insurance; or	<input type="checkbox"/> Proof of examination passed
	<input type="checkbox"/> (VI) Travel Insurance Agents	<input type="checkbox"/> Proof of examination passed
<input type="checkbox"/> Have fulfilled the requirements stipulated in clause 64(a) of the Code of Practice for the Administration of Insurance Agents (the "Code") and shall be exempted from Papers I, II, III and VI as appropriate of the IIQE.	<input type="checkbox"/> Proof of relevant experience or relevant certificate	<input type="checkbox"/>
<input type="checkbox"/> Acquired recognized professional qualification [see clauses 64(b) & 66(b) of the Code] and shall be exempted from Papers I, II, III, V and VI as appropriate of the IIQE.	<input type="checkbox"/> Proof of relevant certificate	<input type="checkbox"/>

Attach
Photo
here

**** Please tick where appropriate.**

III. ** Declaration by the Applicant

1. Have I ever been convicted of any criminal offence in Hong Kong or elsewhere, including any conviction which is considered spent under the provisions of the Rehabilitation of Offenders Ordinance (Chapter 297, Laws of Hong Kong) in Hong Kong or elsewhere? [Spent conviction(s) is/are required to be reported.] YES NO
2. Have I ever been declared bankrupt in Hong Kong or elsewhere? YES NO
3. Have I ever been a controller, a director, a company secretary or a senior manager of a corporation that has become insolvent in Hong Kong or elsewhere? YES NO
4. Have I ever been found guilty of misconduct in a profession, trade or industry to which I belong or have belonged? YES NO
5. Have I ever been subject to any order of the court or other competent authority in Hong Kong or elsewhere for fraud, dishonesty or misfeasance? YES NO

(If your answer to any one or more of the above five questions is/are YES, please tick the appropriate box below and enclose the required document(s) when submitting this application:)

6. The Insurance Agents Registration Board (the "IARB") had already reviewed my fitness and properness in these circumstances and I am now permitted to apply for registration.
 - I have served the disciplinary action against me resolved by the IARB.
 - The IARB has never reviewed my fitness and properness in these circumstances. In order for the IARB to consider my application, I enclose:
 - i. details of the incident;
 - ii. copies of court judgment/bankruptcy order/Official Receiver report/judgment of the professional body concerned, etc.;
 - iii. recommendation letter(s) from the Authorized Representative(s) of my Appointing Insurer(s); and
 - iv. records of my working experience for the last 5 years.
7. I have read the Code. I undertake to the IARB that I shall comply with the requirements of the Code applicable to Insurance Agents and submit to the jurisdiction of the IARB accordingly.
8. I understand that the Appointing Insurance Agency cannot appoint me as its Responsible Officer unless I become and remain registered as a Responsible Officer pursuant to this application and that in relation to my appointment, the Appointing Insurance Agency is bound to observe the requirements of the Code.
9. I undertake to notify the IARB of any change in the material circumstances of my fitness and properness to continue acting as a Responsible Officer of the Appointing Insurance Agency pursuant to Part E of the Code.
10. I understand and recognize the various possible consequences to me of any relevant disciplinary action which may be taken under the Code. In particular I recognize that, if the disciplinary action takes the form of termination of my appointment agreement with the Appointing Insurance Agency, the IARB will take further action as specified in Part D of the Code, and that no Insurer or Insurance Agent in Hong Kong will be permitted to appoint me as an Individual Agent, Responsible Officer or Technical Representative for a specified period as determined by the IARB.
11. I hereby declare that I have complied with Section 65 of the Insurance Companies Ordinance and undertake to ensure its full and continued compliance in future.
12. I hereby declare that all the information in this application is **FULL, COMPLETE AND TRUE**. I understand and accept that the IARB may revoke the registration if it comes to the knowledge of the IARB that I have obtained registration by any incorrect statement or misrepresentation or fraudulent means.

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14. I hereby authorize the IARB to conduct reference check with the relevant parties against the documents that I have provided.
15. I acknowledge and agree that certain information such as my name, the date of registration with the IARB, the names of my Appointing Insurance Agency and its/their Appointing Insurer(s), and the Line of Insurance Intermediary Business that I am eligible to carry on, will be published in the register for public inspection.
16. I further agree and hereby authorize the IARB to disclose and transfer my Personal Data contained in this form, any available information about me and any disciplinary action taken by the IARB against me, to the Insurance Authority, the Hong Kong Confederation of Insurance Brokers, the Professional Insurance Brokers Association Limited, the Hong Kong Monetary Authority, the Securities and Futures Commission, the Mandatory Provident Fund Schemes Authority, the Travel Agents Registry, the Travel Industry Council of Hong Kong, any law enforcement body or regulatory authority in Hong Kong or other jurisdictions and relevant insurance company(ies) or insurance agent(s).
17. I understand that I have the right to obtain access, at a fee, to and request correction of any Personal Data held by the IARB and that such requests should be made to the Secretary of the IARB at its registered office.

Date _____

Signature _____