

Ref : A2-002/J26367

By Fax/By E-mail

To : Authorized Representatives, Member Companies, The Hong Kong Federation of Insurers ("HKFI")
Non-HKFI Insurers using HKFI's agent registration service
Insurance Agencies

From : Alice Kong, Secretary General, IARB

Date : 31 January 2008

Subject : **Confirmation letter for the purpose of applying "Hong Kong Service Supplier Certificate" ("HKSSC") from the Trade and Industry Department of Hong Kong ("TID")**

To facilitate Insurance Agencies to apply for the HKSSC from the TID to enjoy the treatment under the Mainland and Hong Kong Closer Economic Partnership Arrangement, with immediate effect, Insurance Agencies may apply to the Insurance Agents Registration Board for issuance of a confirmation letter certifying:

1. their registration record(s); and
2. the misconduct committed and the disciplinary action(s) being taken against them in the three years immediately preceding the date of the confirmation letter.

A sample of the confirmation letter is enclosed for your reference.

The administration fee for the Secretariat in providing the above information would be HK\$50.00.



AK/ds
Encl.

註冊有限公司 Incorporated with limited liability

香港灣仔駱克道 353 號三湘大廈 29 樓
29th Floor Sunshine Plaza, 353 Lockhart Road, Wanchai, Hong Kong
電話 Tel: 2520 1868 傳真 Fax: 2520 1967
網址 Web Site: <http://www.hkfi.org.hk> 電郵 Email: hkfi@hkfi.org.hk

[Date]

Mr/Ms _____

[Name of Insurance Agency]

[Address]

Dear Mr/Ms _____,

Re: Mainland and Hong Kong Closer Economic Partnership Arrangement

Reference is made to your letter dated _____.

To facilitate your company to apply for the “Hong Kong Service Supplier Certificate” from the Trade and Industry Department of Hong Kong to enjoy the treatment under the “Mainland and Hong Kong Closer Economic Partnership Arrangement”, the Insurance Agents Registration Board (“IARB”) hereby confirms that:

- (1) The registration record(s) of your company is/are as follows:

	Registration date	Cancellation date	No. of years registered
i.			
ii.			
Total No. of years registered:			

- (2) The misconduct committed and the disciplinary action(s) being taken against your company in the three years immediately preceding the date of this letter is/are as follows:

	Misconduct committed	Adjudication date	Disciplinary action taken
i.			
ii.			

This letter also acknowledges receipt from your company of HK\$50.00, being the administration fee for the Secretariat in providing the above information.

Yours sincerely,

Alice Kong
Secretary General, IARB
AK/ds

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