

Fellow and Associate members who joined ASHK *before 1 January 2016* are required to submit this form to us by email (info@actuaries.org.hk) **on or before 31 December 2016**



ACTUARIAL SOCIETY
of
H O N G K O N G
香 港 精 算 學 會

Continuing Professional Development (“CPD”) – Declaration for Calendar Year 2016

Under the ASHK By-Law (refer overleaf), all non-retired Fellow and Associate members of the ASHK are required to satisfy the following CPD requirements:

- For **Fellow Members WITH a statutory role in Hong Kong** (e.g. Appointed Actuary, Pensions Actuary, General Insurance Reserve signing Actuary), the minimum requirement is 30 hours per calendar year. There must be at least 20 hours in the member’s main practice area (of which at least 10 hours should be gained at external events and at least 6 hours must be Hong Kong specific) and 2 hours of professionalism.
- For **other Fellow Members and Associates**, the minimum requirement is 20 hours per calendar year. There must be 15 hours in the member’s main practice area and 1 hour of professionalism.

NON-COMPLIANCE WITH CPD REQUIREMENTS MAY RESULT IN COUNSELLING AND DISCIPLINARY ACTIONS. Fellow and Associate members are reminded to keep a complete record of their CPD activities and supporting documentary evidence throughout the year and declare their compliance at the end of every calendar year.

(a) I declare that:
(last name) (first & middle names)

- () I am a retired member in the 2016 calendar year
() I am not a retired member in the 2016 calendar year and that: I am a/an

Membership Status

- () Fellow member
[Please tick one]
() with a statutory role in Hong Kong
() without a statutory role in Hong Kong
() Associate member

CPD Compliance

- [Please tick one]
() I have complied with the ASHK’s CPD requirements in respect of the 2016 calendar year
() I have not complied with the ASHK’s CPD requirements in respect of the 2016 calendar year, but I confirm I will meet the shortfall of CPD hours by 31st March 2017
() I have not complied with the ASHK’s CPD requirements in respect of the 2016 calendar year and I will not be able to meet the shortfall of CPD hours by 31st March 2017 due to:
[Please tick one]
() Permanent retirement from employment
() Prolonged period(s) of sicknesses and/or injuries
() Pregnancy
() Other reason (please specify).....

(b) I confirm that I consent to the exchange of information between the ASHK and any of the IAA full member associations including the IAA relating to my memberships. This includes the provision to any disciplinary investigations team of ASHK of information on or relating to any investigation, finding, decision and determination undertaken or issued by my primary professional regulator in relation to my conduct, for the purpose of possible consideration under the ASHK’s disciplinary scheme.

Member

Signature: Date: Email Address:



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ASHK By-Law: Continuing Professional Development ("CPD") (effective 2016)

1. All non-retired¹ Fellow and Associate members of the ASHK are subject to the CPD Requirement effective with calendar year 2012. Members who have recently attained their ASHK Fellowship or Associateship status are not required to begin earning CPD credits until the calendar year following the year of attainment of Fellowship or Associateship status.
2. The CPD Requirement is recorded on a calendar-year basis.
3. Fellow members with a statutory role in Hong Kong (e.g. Appointed Actuary, Pensions Actuary, General Insurance Reserve signing Actuary) must complete a minimum of 30 hours² of professional development work each calendar year, split into the following two categories:
 - a. At least 20 hours related to the technical learning in the member's main practice area of which at least 10 hours should be gained at external events and at least 6 of the 20 hours must be Hong Kong specific; and
 - b. At least 2 hours of the 30 hours should be in the area of professionalism³.
4. Fellow members without a statutory role in Hong Kong and Associate members must complete a minimum of 20 hours² of professional development work each calendar year, split into the following two categories:
 - a. At least 15 hours related to the member's main practice area; and
 - b. At least 1 hour of the 20 hours should be in the area of professionalism³.
5. (i) In the case where an event or activity overlaps with more than one of the above categories, members are allowed to determine the desired allocation of CPD hours in each category while adhering to the minimum and maximum standards. No double counting of CPD hours is allowed.

(ii) CPD credits are Hong Kong specific if they comprise activities related to the actuarial industry of Hong Kong. Examples include attending seminars that are on actuarial topics focused on Hong Kong and self-learning of any updates on Hong Kong insurance regulation.

(iii) CPD credits are related to the member's main practice area if they broaden or deepen the member's knowledge of work which is required for his or her current role, or in a new area in which the member contemplates practicing in the future.
6. Members must keep a record of their CPD activities throughout the year. Members will be asked to certify annually at the time of their membership renewal that they are in compliance with the CPD requirements. The ASHK may conduct annual audits on a random basis to monitor compliance.
7. Any member who fails to comply with the CPD requirement by the end of the calendar year has three months to make up the shortfall of CPD hours. Non-compliance may result in counseling and disciplinary actions including reporting of non-compliance to the member's actuarial examining body as appropriate.

¹ For purposes of this By-Law a member is considered retired in a calendar year if the member is aged over 65 and no longer working in full-time employment during that year.

² An "hour" is defined as 60 minutes for purposes of the CPD requirement.

³ Activities such as attending a Professionalism Course offered by a professional body and self-learning about professionalism can be counted towards meeting this CPD requirement.