

THE ACTUARIAL SOCIETY OF HONG KONG

1202 Tower Two, Lippo Centre, 89 Queensway, Hong Kong
Tel: (852) 2147 9278 Fax: (852) 2147 2497
Website: www.actuaries.org.hk Email: info@actuaries.org.hk



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

APPLICATION FORM FOR THE ASHK EXAMINATION (24 OCT 2025)

Part I: Personal Particulars

* Only ASHK members are eligible to take the ASHK Examination. If you are a current ASHK member, your membership record kept in the ASHK will also be updated with the contact details provided in this form. If you are not a member of the ASHK, please complete and submit the membership application along with this form.

Member ID		
Name (Mr/Mrs/Ms/Miss/Dr/Prof)	First Name	
	Last Name	
HKID Card/Passport No.	(first 4 characters/digits)	
Email		
Mobile		

Part II: Examination and Payment Details

The ASHK Examination is made up of two parts - (i) Core paper; (ii) one of the two Elective papers, i.e., Life Insurance and General Insurance. To be eligible to become a Fellow Member of the ASHK, applicant must pass the Core paper AND one of the Elective papers of the Examination along with other Fellow membership requirements.

For Hong Kong exam centre

October diet – exam dated 24 Oct 2025 for Core, Life insurance and General Insurance paper (*Note: the Pension paper will not be offered*) – **registration deadline on 17 Sep 2025**. As the exam venue has limited capacity, to avoid disappointment, we encourage you to register as soon as possible to secure your place.

Request for an overseas exam centre

Overseas candidates may wish to take the ASHK Examination outside Hong Kong. Such requests will be considered by the ASHK, subject to the availability of the overseas exam centre locations and fees charged by the overseas exam centre. Please contact ASHK office at info@actuaries.org.hk.

October diet (24 Oct 2025) – **request deadline on 22 Aug 2025**.

(Tick “✓” as appropriate)

	Examination Fee for Hong Kong Exam Centre	
October diet – 24 Oct 2025 Examination	<input type="checkbox"/> Attempt BOTH Core Paper and 1 Elective Paper	<input type="checkbox"/> Attempt Core Paper OR 1 Elective Paper
Core Paper <input type="checkbox"/>		
Elective Paper (Please tick ONE box)		
General Insurance <input type="checkbox"/>	HK\$800 (by 13 Aug) HK\$1,000 (after 13 Aug)	HK\$400 (by 13 Aug) HK\$600 (after 13 Aug)
Life Insurance <input type="checkbox"/>		

Payment Method (tick “✓” as appropriate)

- ☐ **PayPal/Credit Card with 2% surcharge.** ASHK Office will send you an email notifying that you need to pay the amount in “Login Area” on the ASHK website (click “Payment History”) within 1 week to avoid your application being cancelled.]
- ☐ **ATM/Bank Transfer** (Remit to ASHK bank account with details below. If using this method, please ensure that 1) **the amount of remittance includes both the fee and a bank charge of HK\$65** (excluding transactions from HSBC / Hang Seng Bank accounts) for processing bank transfer. **All bank charges must be met at your end.** 2) the payment details include the invoice ref.. 3) a copy of the transfer slip will be emailed to info@actuaries.org.hk)
- Account name: The Actuarial Society of Hong Kong
Account number: 511-105199-001
Bank name and address: The Hongkong and Shanghai Bank Corporation Limited
Main branch, 1 Queen's Road, Central, Hong Kong
Bank code number: 004
Bank Swift code: HSBCHKHHKH
Bank phone number: (852) 2748 3322

Part III: Personal Information Collection Statement

- 1 The ASHK will use applicants' personal data for administration and management purposes including, but not limited to, membership admission, registration maintenance, accreditation of qualifications, enforcement of members' compliance with the Articles of Association and By-Laws (e.g. Continuing Professional Development) as well as any other Rules and Regulations of the ASHK for the time being in force and related matters, nomination for appointments in ASHK's Council/Committee(s)/Taskforce(s), compilation of ASHK membership directory/search and statistics, general mailing and communication activities, research and development, promotion of the profession and the ASHK, provision of membership services and activities and handling of enquiries, feedback, complaints or disciplinary action. The ASHK will only retain personal data collected for such period as may be necessary for the carrying out of the above purposes and destroy any documents containing personal data it holds in accordance with its internal policy and applicable laws.
- 2 **It is obligatory for applicants to supply the ASHK with the data in this form except as otherwise specified and if an applicant fails to supply such data the ASHK will not be able to process this application.**
- 3 The ASHK may exchange information with any of the International Actuarial Association ("IAA") full member associations including the IAA. This includes, but is not limited to, 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 an applicant's primary professional regulator in relation to the applicant's conduct, for the purpose of possible consideration under the ASHK's disciplinary scheme.
- 4 Applicants may request at reasonable intervals to be informed of and have access to their own data held and have such data corrected or erased where appropriate. The ASHK's privacy policy is available on its website: www.actuaries.org.hk. Applicants can write to info@actuaries.org.hk for any queries on the ASHK's privacy policy.
- 5 Direct Marketing
The ASHK intends to use applicants' personal data including name, email address and mobile to inform members' of the ASHK's examination services and activities (e.g. examination schedules, registration, results, rules and regulations, discipline and talk/course organised or supported by the ASHK or other organisations).

If you object to the proposed use of your personal data as described, please tick the box: ☐

Part IV: Declaration

By my signature below,

- 1 I declare that the information in this form is, to the best of my knowledge and belief, accurate and complete. I agree to notify ASHK of any changes to the information provided in this application, including contact details.
- 2 I declare that I have read the above (including personal information collection statement) and I have no objection to the above save as otherwise expressly stated.
- 3 I understand and agree to comply with all ASHK's rules and regulations for the examination that may be amended from time to time. Failure to abide by these rules and regulations will result in the invalidation of examination results and may lead to disciplinary action.

Applicant's Signature

Date

CHECKLIST FOR APPLICANTS

Please note that incomplete application will delay the processing procedure. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist is to assist you in completing the application and preparing the supporting documents.

- ☐ You are applying to take the examination on **24 Oct 2025**.
- ☐ All information is filled out properly, signed and dated.
- ☐ Examination fee is settled. If you wish to pay by PayPal/Credit Card, the ASHK Office will send you an email notifying that you need to pay the amount in "Login Area" on the ASHK website (click "Payment History") within 1 week to avoid your application being cancelled.

ACKNOWLEDGEMENT OF RECEIPT

For ASHK Examination Application Form Submitted in Person

To: _____ (Name of Applicant)

We acknowledge receipt of your ASHK examination application and/or payment (Amount: HK\$ _____; Cash/Bank Transfer/Cheque No. _____).

Please note that ASHK will send the following email(s) to you:

- The application's approval email will be sent to you at least THREE WEEKS before the examination.
- If the application is approved, an admission ticket will be emailed to you at least TWO WEEKS before the examination. Please contact ASHK Office if the admission ticket still has not been received FIVE DAYS before the examination.
- Examinees without admission ticket and valid identification document will not be permitted entry to the examination room.
- Examination results are normally available around ONE MONTH after the examination. You can go to ASHK's website and check your result online. A notification email will be sent to you notifying the release of examination results. In addition, your name would be published over the ASHK website if you passed the examination.
- "Fellowship Certificate" will be awarded to ASHK Fellow Members who passed both Core and Elective papers. Examination passers on both papers who are non-ASHK Fellow Members will be awarded the "Certificate in Hong Kong Insurance Markets and Regulations (Life Insurance/General Insurance)".

If you have any issues or further queries regarding your examination application, please contact us by email at info@actuaries.org.hk.

Actuarial Society of Hong Kong

Date

IMPORTANT NOTES

1. 2025 Examination Schedule

	Application Period	Examination Date	Result Release Date
October diet	3 July – 17 Sep 2025	24 Oct 2025	28 Nov 2025

Exact examination time and venue will be advised in due course.

2. Examination Structure

Language	English
Duration	45 minutes for each paper (Core: 9:45am -10:30am/ Elective: 11:00am - 11:45am)
Format	Open-book paper-based multiple-choice examination (30 questions for each paper)

The ASHK Examination is made up of two parts - (i) Core paper; (ii) one of the two Elective papers, i.e., Life Insurance and General Insurance. Each paper will take 45 minutes for 30 questions.

As this is an 'open book' examination, candidates are allowed to bring printed reading materials (e.g. their own notes, syllabus, study guides, regulations, professional standards, guidelines and industry standard practice) into the examination room. However, candidates are not allowed to access to these materials via mobile phones or hand-held computers (e.g. iPad). Internet and email access are not allowed at all times during the examination.

3. Applicants are recommended to read the Examination Regulations posted on the ASHK website (click "Education & Career" > "Local Actuarial Examination" > "Examination Documents") before attempting the Examination. Failure to abide by these rules and regulations will result in the invalidation of examination results and may lead to disciplinary action.
4. ASHK is upgrading its online portal to accept online examination enrolment. In the interim, applicants can submit their completed application to ASHK Office in person, by email, post and fax, but note the signature must be handwritten. Incomplete applications, late submission or applications with insufficient postage will not be accepted.
5. "Fellowship Certificate" will be awarded to ASHK Fellow Members who passed both Core and Elective papers. Examination passers on both papers will be awarded the "Certificate in Hong Kong Insurance Markets and Regulations (Life Insurance/General Insurance)".
6. All applications are subject to review and approval by the ASHK. The ASHK may at its absolute discretion refuse to approve any application.

7. Cancellation and Refund Policy

- Cancellation before the examination enrollment deadline will be subject to an administration fee of HK\$250 and refunds will only be made after the completion of the examination. ASHK will mail the refund cheque and the amount will be the examination fee less the administration fee.
- In the event of late cancellation (after the examination enrollment deadline) or absence, request of refund will not be entertained.

8. Absence

- Any examinee not attending the examination will be marked as absent and this will not count as an attempt.
- Absence from the examination will result in a forfeiture of the entire examination fee.
- In case of medical or other emergencies, examinees may apply for a waiver of the examination fee forfeiture if the following conditions are met:
 - the request must be made in writing and supported by appropriate documentation (original copy) such as a physician's letter; and
 - the request must be received within TEN WORKING DAYS following the examination date.

9. ASHK will send the following email(s) (if applicable) to applicants:

- The application's approval email will be sent to applicants at least THREE WEEKS before the examination.
- If the application is approved, an admission ticket will be emailed to the applicant at least TWO WEEKS before the examination. Please contact ASHK Office at info@actuaries.org.hk if the admission ticket still has not been received FIVE DAYS before the examination.

Examinees without admission ticket and valid identification document will not be permitted entry to the examination room.

- Examination results are normally available around ONE MONTH after the examination. Examinees can go to ASHK's website and check their results online. A notification email will be sent to examinees to notify them the release of examination results.

10. To facilitate applicants' preparation for the ASHK Examination, they are recommended to make reference to the syllabus, study guides and sample questions posted on the ASHK website (click "Education & Career" > "Local Actuarial Examination" > "Examination Documents").

IMPORTANT NOTES

11. **Adverse Weather Policy**

Unless specified,

- When Tropical Cyclone Signal No. 3 or below/ Amber or Red Rainstorm Warning is in force, the examination will be held as scheduled.
- For the examination that has not started yet:

If Tropical Cyclone Signal No. 8 (or above) or Black Rainstorm Warning is in force after

7:30 am - morning session of the examination that start from 9:30 am will be rescheduled.

12:00 noon - afternoon session of the examination that start from 2:00 pm will be rescheduled.

4:30 pm - evening session of the examination that start from 6:30 pm will be rescheduled.

- For the examination that is in progress:

If a Tropical Cyclone Signal No.8 (or above) or Black Rainstorm Signal is in effect while the examination is in progress, the examination will continue until the scheduled time is up.

- On the scheduled day of the examination, examinees should pay attention to public announcements if they have any doubts regarding the examination arrangement.
- If an examination is rescheduled due to typhoon and/or rainstorm, the ASHK will notify examinees of the new date and time of the examination within 1 week of the original scheduled examination date. Examinees in such case are not required to re-register. Applications for refund will be considered if candidates cannot sit for the examination on the re-scheduled date.
- ASHK reserves the right to postpone and/or cancel an examination at its own discretion under extraordinary circumstances for the purpose of protecting the safety of candidates and/or the integrity of the examination.