



UNIVERSITY SCHOLARSHIP APPLICATION FORM FOR ASHK CERTIFICATE

Part I: Personal Particulars

* The Scholarship applicant must be currently a full-time university student in Actuarial Science major.

* The ASHK Certificate is eligible only for all ASHK Members. 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 ASHK, please complete and submit the membership application along with this form.

Member ID (if any)		
Name (Mr/Mrs/Ms/Miss/Dr/Prof)	First Name	
	Last Name	
HKID Card/Passport No.	(first 4 characters/digits)	
Email		
Mobile		
ASHK Examination Diet	Year:	Month:
University Name		
Undergraduate/Postgraduate Programme Name		
Academic Year		
Student ID Number		

Part II: Examination Details

ASHK Certificate is made up of two parts - (i) Core paper; (ii) one of the two Elective paper, 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.

Examination Subjects	Examination Fee Waived	
<input type="checkbox"/> Core Paper <input type="checkbox"/> Elective Paper (Please tick ONE box) <input type="checkbox"/> Life Insurance <input type="checkbox"/> General Insurance	<input type="checkbox"/> Attempt BOTH Core and Elective Papers	<input type="checkbox"/> Attempt Core Paper only this round and Elective paper shall be taken in next Examination

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

University Stamp / Chop

Date

CHECKLIST FOR APPLICANTS

Please note that incomplete application will delay the processing procedure. Before submitting your application to your university representative, 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.

- ☐ All information is filled out properly
- ☐ Scholarship Application form is completed, signed and dated.
- ☐ Student ID copy is attached
- ☐ Membership application form and documents are attached (for non-ASHK members). ASHK will inform successful applicants for membership fee payment if the scholarship is granted.

IMPORTANT NOTES

1 2025 Examination Schedule

	Scholarship Application	Examination Date	Result Release Date
Jun 2025	2 Apr – 16 May 2025	27 Jun 2025 (Fri) AM	15 Aug 2025 (Fri)

Scholarship application results will be announced in February. Exact 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)

ASHK Certificate is made up of two parts - (i) Core paper; (ii) one of the two Elective paper, 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" > "Actuarial Education & Certification" > "ASHK Certificate Scholarship") 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 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)".
- 5 Applicants must read carefully the **Scholarship Official Rules**. All applications are subject to review and approval by ASHK. ASHK may at its absolute discretion refuse to approve any application.
- 5 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.
- 6 To facilitate applicants' preparation for the ASHK Certificate, they are recommended to make reference to the syllabus, study guides and sample questions posted on the ASHK website (click "Education & Career" > "Actuarial Education & Certification" > "Study Support").

7 Adverse Weather Policy

Unless specified,

- When Typhoon 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 Typhoon Signal No. 8 or Black Rainstorm Warning is in force after

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

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

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

- For the examination that is in progress:

If a typhoon signal No.8 (or above) or black rainstorm signal is hoisted 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, 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.