

**IMPORTANT NOTE:** Please submit this completed declaration form to the ASHK Office by mail, fax or email **by 31 December 2017**.



## Continuing Professional Development (“CPD”) – Declaration for Calendar Year 2017

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

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. At least 20 hours must relate to the member’s main practice area (of which at least 10 hours should be gained at external events while at least 6 hours must be Hong Kong specific) and at least 2 hours must relate to professionalism.
- For **other Fellow Members and Associates**, the minimum requirement is **20** hours per calendar year. At least 15 hours must relate to the member’s main practice area and at least 1 hour must relate to 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.

- 1 I ..... (Member ID .....) declare that:  
(Last Name) (First / Given Name)  
 I am a retired member in the 2017 calendar year  
 I am not a retired member in the 2017 calendar year and that: I am a/an

### Membership Status

[Please tick one]

- Fellow** member with a statutory role in Hong Kong  
 **Fellow** member 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 2017 calendar year  
 I have not complied with the ASHK’s CPD requirements in respect of the 2017 calendar year, but I will meet the shortfall of ..... CPD hours and submit an updated CPD declaration to confirm by 31 March 2018  
 I have not complied with the ASHK’s CPD requirements in respect of the 2017 calendar year and I will not be able to meet the shortfall of ..... CPD hours by 31 March 2018 due to:

[Please tick one]

- Permanent retirement from employment  
 Prolonged period(s) of sicknesses and/or injuries  
 Maternity leave  
 Other reason, please specify .....

[Please specify the period]

From/Since ..... (DD/MM/YYYY) to ..... (DD/MM/YYYY)

*(Note: CPD exemption may be granted on a pro-rata basis depending on the individual’s circumstances. The ASHK may request members to provide supporting documentary evidence. )*

- 2 I declare that the information in this form is, to the best of my knowledge and belief, accurate and complete.  
3 I have read, understood the ASHK By-Law on CPD as well as given consent to the Personal Data Agreement (refer overleaf).

Signature: ..... Date: ..... Email Address: .....

The Actuarial Society of Hong Kong

Ver. Oct 2017

1803 Tower One, Lippo Centre, 89 Queensway, Hong Kong

Tel: (852) 2147-9278 Fax: (852) 2147-2497 Email: info@actuaries.org.hk

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

1. All non-retired<sup>1</sup> 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 hours<sup>2</sup> 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 professionalism<sup>3</sup>.
4. Fellow members without a statutory role in Hong Kong and Associate members must complete a minimum of 20 hours<sup>2</sup> 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 professionalism<sup>3</sup>.
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.

## **Personal Data Agreement**

1. The provision of personal data is voluntary according to Personal Data (Privacy) Ordinance. Personal data collected will be used 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 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. The ASHK will 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 ASHK members' primary professional regulator in relation to their conduct, for the purpose of possible consideration under the ASHK's disciplinary scheme.
3. ASHK Members 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. ASHK Members can write to [info@actuaries.org.hk](mailto:info@actuaries.org.hk) for any queries on the ASHK's privacy policy.

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<sup>1</sup> The criteria for a "retired member" are set out on the ASHK website under the "Membership" section.

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

<sup>3</sup> 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.