

THE ACTUARIAL SOCIETY OF HONG KONG

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ACTUARIAL SOCIETY
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APPLICATION FORM FOR ASHK EXAMINATION (MAY 2019)

Part I: Personal Particulars

Please provide your current correspondence email address and mobile number. Correspondence with you will mainly be by email. 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.

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

Part II: Examination and Payment Details

ASHK Examination is made up of two parts - (i) Core paper; (ii) one of the three Elective paper, i.e., Life Insurance, General Insurance and Pension. General Insurance Elective paper is targeted to be made available starting from May 2020.

To be eligible to become a Fellow Member of the ASHK, applicant must obtain passing grade on Core paper AND one of the Elective papers of the Examination. For General Insurance applicants, they may choose to attempt Core paper first in the 2019 examination diets.

<i>(Tick "✓" as appropriate)</i>	Examination Fee	
Examination Subjects	<input type="checkbox"/> Attempt <u>BOTH</u> Core and Elective Papers	<input type="checkbox"/> Attempt <u>Core Paper ONLY</u> (Applicable to General Insurance applicants)
<input type="checkbox"/> Core Paper <input type="checkbox"/> Elective Paper (Please tick ONE box) <input type="checkbox"/> Life Insurance <input type="checkbox"/> Pension	HK\$1,000	HK\$600

Payment Method <i>(tick "✓" as appropriate)</i>	
<input type="checkbox"/>	PayPal/Credit Card [Applicable to current ASHK members ONLY. 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.]
<input type="checkbox"/>	Cash (In person during ASHK's office hours)
<input type="checkbox"/>	Cheque/Bank Draft (Payable to "The Actuarial Society of Hong Kong" and submit to ASHK Office. Post-dated cheque will NOT be accepted. Please mark your name, member ID and "ASHK Examination Application Fee" on the back of the cheque.) Bank name _____ Cheque no _____
<input type="checkbox"/>	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: HSBCHKHHHKH 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 in **May 2019**.
- All information is filled out properly.
- Application form is completed, signed and dated.
- Examination fee is settled. If you wish to pay by PayPal/Credit Card, 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.

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 2019 Examination Schedule

	Application Period	Examination Date	Result Release Date
May 2019 Diet	25 Feb – 8 Apr 2019	24 May 2019 (Fri) AM	28 Jun 2019 (Fri)
Nov 2019 Diet	1 Aug – 16 Sep 2019	29 Nov 2019 (Fri) AM	3 Jan 2020 (Fri)

Exact time and venue will be advised in due course.

Overseas applicants who can find a supervisor whom the ASHK approves can take the ASHK Examination overseas. Such requests will be considered by the ASHK on a case-by-case basis.

2 Examination Structure

Language	English
Duration	1.5 hours (Core + Election Papers)
Format	Open-book paper-based multiple-choice examination (60 questions in total)

ASHK Examination is made up of two parts - (i) Core paper; (ii) one of the three Elective paper, i.e., Life Insurance, General Insurance (to be made available from May 2020 onwards) and Pension. Each paper will take 45 minutes for 30 questions.

For General Insurance applicants, they may choose to attempt Core paper first in the 2019 examination diets. However, to be eligible to become a Fellow Member of the ASHK, applicant must obtain passing grade on Core paper AND one of the Elective papers of the Examination.

As the Examination is 'open book', examinees 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, examinees 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 All applications are subject to review and approval by ASHK. ASHK may at its absolute discretion refuse to approve any application.

6 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.

7 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.

8 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.

- 9 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

10 **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.