

THE ACTUARIAL SOCIETY OF HONG KONG

1803 Tower One, 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
of
H O N G K O N G
香 港 精 算 學 會

For Office Use Only: Council's approval given on _____ Membership status effective from _____

- 2017/18 APPLICATION FOR:** New Membership
(tick "✓" as appropriate) Change of Membership Status
(see notes 1 & 2) Reinstatement of Membership Status

Payment enclosed HK\$ _____ Cash/Bank Transfer/Cheque No. _____ Date _____

Part I: Personal Particulars (see note 3)

Name (Mr/Mrs/Ms/Miss/Dr/Prof) _____ (English) _____ (Chinese)
(Last) (First / Given)

Year of Birth _____ HKID Card/Passport No. _____ Issuing Country/Jurisdiction _____
(YYYY)

Name of Employer / Institution _____ Position _____

Business / Correspondence Address _____

Tel _____ (Office) _____ (Mobile) Fax _____

E-mail _____ (Office) _____ (Personal)

Part II: Professional Membership (see note 3)

Please indicate in the appropriate box(es) your current membership category and the professional body you belong to (*Applicants for Fellow and Associate Member status are required to provide a **certified true copy** of the membership certificate(s) (see note 4) and indicate the year of qualification. Applicants for Student Member status are required to provide a **certified true copy** of the examination result notice(s) and indicate examination(s) passed*):

Professional Body	Fellow		Associate		Student
	Year of Qualification	Certificate Attached (✓)	Year of Qualification	Certificate Attached (✓)	Result Notice Attached (✓)
Actuaries Institute Australia					
Casualty Actuarial Society					
Faculty of Actuaries*					
Institute of Actuaries (UK)*					
Society of Actuaries					
Others (see note 5) – please specify:					

* Renamed as the Institute and Faculty of Actuaries on 1 August 2010

For Applicants for Student Member Status ONLY - Additional Information

1 Which actuarial examination papers have you passed?

- 2 If you have not taken or passed any actuarial examinations, please indicate:
(a) why you are interested in actuarial or other actuarial related statistical work?
(b) what is/are your aim(s) to join the Actuarial Society of Hong Kong ("ASHK")?
(Note: If space provided is insufficient, please supply information on a separate sheet.)

Part III: Nature of Employers and Area of Work (see note 3)

Please tick **ONE** box for Type of Employer and **ONE** box for Area of Work:

Type of Employer (Nature of the company for which you work)					
Insurance Company (I)			Other Employers (O)		
	Life	LI		Public / Government Service	PO
	General	GI		Education Establishment	EO
	Composite	CI		Industry	IO
	Reinsurance	RI		Financial Institutions	FO
	Others	OI		Other Employment - please specify:	OO
Consulting Firm (C)			Miscellaneous (M)		
	Primarily: Benefits and Actuarial	BC		Part-Time / Semi-Retired / Unpaid Honorary Work	PM
	Primarily: Accountancy	AC		Not Employed	UM
	Primarily: Management	MC		Student and Not Employed	SM
	Others	OC		Retired	RM

Area of Work (Nature of principal area of your work within the company)					
Life Insurance (L)			Retirement Schemes (R)		
	Product Development / Marketing / Sales	PL		Scheme Manager	MR
	Statutory Valuation	SL		Scheme Actuary	AR
	Financial Investigation / Profit Testing / Valuation	FL		HR / Benefits	BR
	Corporate Planning	CL		Investment	IR
	Reinsurance	RL		General	GR
	Risk Management	RML		Others – please specify:	OR
	Others - please specify:	OL	General Corporate Management (GCM)		
General Insurance (G)				General Corporate Management	GCM
	Reserving	RG	Others (O)		
	Pricing	PG		Actuarial Audit	AO
	Risk Management	MG		Healthcare	HO
	Financial Planning / Management Information	FG		Training / Education / Personnel	TO
	Reinsurance	REG		Regulatory	RO
	Others - please specify:	OG		Information Technology	IO
Finance / Investment (F)				Other area - please specify:	OO
	Investment Management	IF			
	Risk Management	RF			
	Sales / Marketing	SF			
	Product Development	PF			
	Performance Measurement	MF			
	Others - please specify:	OF			

For Appointed Actuaries / Senior Actuaries ONLY:

The ASHK customarily organises an annual symposium for Appointed Actuaries. To help us keep our list of Appointed Actuaries up-to-date, please provide us with the following information:

[Please tick as appropriate]

I am an Appointed Actuary / a Regional Chief Actuary / a Senior Actuary of HK branch / Regional office.

Company Name(s): _____

Part IV: Preference

1 ASHK will use email, mail or other communication means to only distribute general mailings that we believe are relevant to membership services and activities (e.g. actuarial job advertisements, conferences, events and research). If you do not wish to receive any such general mailings, please tick this box.

1 Following the above, please indicate your preferred email for receipt of ASHK's general mailings:

Office Personal

Part IV: Preference (Cont'd)

- 2 Please tick the appropriate box(es) if you do not wish your membership information to be shown in the membership directory/search (see notes 3 & 7).
- I **DO NOT** wish **ANY** of my membership information to be shown in the directory/search.
- I **DO NOT** wish the following information to be shown in the directory/search.
- | | | |
|---|---|--|
| <input type="checkbox"/> Join Year | <input type="checkbox"/> Name | <input type="checkbox"/> Professional Designation(s) and Year(s) of Qualification |
| <input type="checkbox"/> Company Name | <input type="checkbox"/> Correspondence Address | |
| <input type="checkbox"/> Tel (<input type="checkbox"/> Office <input type="checkbox"/> Mobile) | <input type="checkbox"/> Fax | <input type="checkbox"/> E-mail (<input type="checkbox"/> Office <input type="checkbox"/> Personal) |
- 3 Please tick the appropriate box(es) to indicate your interest in serving on ASHK Committee(s).
- | | |
|--|--|
| <input type="checkbox"/> Annual Dinner Organising Committee | <input type="checkbox"/> Health Committee |
| <input type="checkbox"/> International Committee | <input type="checkbox"/> Life Committee |
| <input type="checkbox"/> Membership & Communications Committee | <input type="checkbox"/> Non-Life Committee |
| <input type="checkbox"/> Pension & Employee Benefits Committee | <input type="checkbox"/> Professional Development Committee |
| <input type="checkbox"/> Professional Matters Committee | <input type="checkbox"/> Strategy & Statutory Path Committee |

Part V: Declaration

By my signature below,

- 1 I declare that the information in this application form is, to the best of my knowledge and belief, accurate and complete. I hereby wish to apply for admission as (*tick "✓" as appropriate*) (see note 6):

Fellow Member Associate Member Student Member

of the ASHK and in the event of my being elected, I agree to abide by the Articles of Association and By-Laws (e.g. Continuing Professional Development) as well as any other Rules and Regulations as issued by the ASHK.

- 2 I am not an undischarged bankrupt or with affairs currently subject to an arrangement with creditors or other external administration or with any such proceedings pending against me.
- 3 I understand that 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/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 handing 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.
- 4 I confirm that I consent to the exchange of information between the ASHK and any of the International Actuarial Association ("IAA") full member associations including the IAA relating to my membership. 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 my primary professional regulator in relation to my conduct, for the purpose of possible consideration under the ASHK's disciplinary scheme.
- 5 I understand that I may request at reasonable intervals to be informed of and have access to my own data held and have such data corrected or erased where appropriate. I can write to info@actuaries.org.hk for any queries on the ASHK's privacy policy.

Applicant's signature

Date

Part VI: Nomination (see note 8)

We, the undersigned, are satisfied with the applicant and believe him/her to be eligible in every respect for admission to the ASHK.

Proposer's name

Proposer's signature

Date

Secunder's name

Secunder's signature

IMPORTANT NOTES

- The term of the year 2017/18 is from 1 October 2017 to 30 September 2018. Applications can be submitted in person or by mail to the office of the Actuarial Society of Hong Kong ("ASHK") by completing this form and submitting with the appropriate subscription fee and relevant documentary evidence (see notes 4, 5 & 8).
- New Membership:** Applications should be accompanied by payment of the new member application fee (Fellows - HK\$2,400; Associates - HK\$1,500; Students – FEE WAIVED) plus the 2017/18 annual subscription fee (Fellows - HK\$2,400; Associates - HK\$1,500; Students - HK\$400). New members joining *after 1 April 2018*, need only pay the new membership application fee plus half the annual subscription fee.

Change of Membership Status: Current members who wish to change their membership category during the year 2017/18 are not required to pay their new status' subscription fee if they have already settled their old status' subscription fee. However, this particular payment arrangement is not applicable during the renewal process, from October to November each year.

Reinstatement of Membership Status: Condition A) For former members who have let their membership lapsed, they are required to pay a reinstatement charge of HK\$500 plus the 2017/18 annual subscription fee if they wish to restore their membership status. Condition B) However, former members who did not renew their membership due to relocation overseas or unemployment, need only pay the annual subscription fee if they wish to rejoin the ASHK. A signed letter stating briefly their whereabouts and the period of working abroad or unemployment is required.

Retired Member: Retired members are granted a 80% off the membership subscription fee. To apply, they are required to submit a declaration form (available on the ASHK website) at the point of membership application. The criteria for a "retired member" are set out on the ASHK website under the "Membership" section.

For ease of reference, here is a payment table showing **TOTAL FEE** required for each member status under different application types and periods:

Required Type of Applications	Total Fees	Make payment during the period 1 October 2017 – 31 March 2018		Make payment during the period 1 April 2018 – 30 September 2018	
		Condition A	Condition B	Condition A	Condition B
New Membership	Fellow	HK\$4,800		HK\$3,600	
	Associate	HK\$3,000		HK\$2,250	
	Student	HK\$400		HK\$200	
Change of Membership Status	Fellow	---		---	
	Associate	---		---	
	Student	---		---	
Reinstatement of Membership Status	Fellow	HK\$2,900	HK\$2,400	HK\$2,900	HK\$2,400
	Associate	HK\$2,000	HK\$1,500	HK\$2,000	HK\$1,500
	Student	HK\$900	HK\$400	HK\$900	HK\$400

Fees can be paid by either one of the following methods:

Cash: In person during ASHK's office hours.

Cheque: Payable to "The Actuarial Society of Hong Kong" and submit to ASHK Office.
Post-dated cheque will NOT be accepted.

ATM/Bank Transfer: Remit to ASHK bank account with details below.

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 reference number. 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: HSBCHKHCHKH

Bank phone number: (852) 2748 3322

IMPORTANT NOTES

- 3 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/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 handing of enquiries, feedback, complaints or disciplinary action. The personal data collected will be treated as strictly private and confidential, and is not intended to be used for commercial mass contact purpose. 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.
- 4 ASHK accepts certified true copies of the membership certificate(s) / examination result notice(s) which must be signed by **either one** of the ASHK member nominators (see note 8). To do so, applicants should take photocopies of the certificate(s) / examination result notice(s). One of the ASHK member nominators must certify the certificate(s) / examination result notice(s) by:
- (a) writing on each copy that "This is a true copy of the original certificate / examination result notice"; and
 - (b) writing down his/her name, signing and dating the declaration.
- The nominator who certifies the certificate(s) / examination result notice(s) must provide the same handwritten signature. Certificate(s) / examination result notice(s) in any language other than English must be accompanied by certified English translations.
- Alternatively, applicants can certify their certificate(s) / examination result notice(s) at the HKSAR Government District Office through statutory declaration OR by presenting the originals and photocopies to the ASHK staff if submitting their applications in person.
- ONLY former members applying for reinstatement whose membership category remains unchanged can be EXEMPTED from this certification requirement.**
- 5 If applicants have attained professional qualification from actuarial bodies other than those shown in the Part II's table, approval of their applications would be at the Council's discretion. Applicants are required to provide a resume and a certified true copy of membership certificate(s) / examination result notice(s) issued by the relevant actuarial bodies or similar documentary evidence (academic certificate / transcript) together with this form.
- 6 Qualification requirements for the following membership category are appended below:
- Fellow:*
- (a) Any person who satisfies the requirements of paragraph (b) below and who is nominated by two Fellow Members shall be eligible to become a Fellow Member.
 - (b) He/She is a Fellow member of at least one of the following bodies :
 - (i) Actuaries Institute Australia
 - (ii) Casualty Actuarial Society and/or Society of Actuaries (USA)
 - (iii) Faculty and/or Institute of Actuaries (UK)
 - (c) Any person who, having been assessed by the Council as possessing appropriate professional actuarial qualifications and practical experience, shall be admitted as a Fellow Member.
- Associate:*
- (a) Any person who satisfies the requirements of paragraph (b) below and who is nominated by two members at least one of whom is a Fellow Member shall be eligible to become an Associate member
 - (b) The applicant shall :
 - (i) be at least eighteen years of age; and
 - (ii) be an Associate member of at least one of the actuarial bodies listed in Fellow (b) above.
- Student:*
- (a) Any person who satisfies the requirements of paragraph (b) below and is nominated by two Members at least one of whom is a Fellow member, shall be eligible to become a Student member.
 - (b) The applicant shall :
 - (i) be at least eighteen years of age; and
 - (ii) demonstrate interest in actuarial or other actuarial related statistical work.
- 7 The membership directory/search is available at the ASHK website and can be accessible by members only.
- 8 Applications for Student and Associate Member status require two ASHK member nominators, of whom at least one is a Fellow Member. Applications for Fellow Member status require two ASHK Fellow Member nominators. If applicants are unable to find ASHK members as their nominators, their applications should be supported by a resume and a certified true copy of membership certificate(s) / examination result notice(s) issued by the relevant actuarial bodies or similar documentary evidence (academic certificate / transcript).
- Applicants who are studying or have been awarded a bachelor/master degree/postgraduate diploma/PhD in Actuarial Science or relevant principles at an accredited institution (see note 2 of Form M002 for the list) may submit a recommendation form (Form M002) in replacement of the resume and certified true copy of examination result notice(s). The recommendation form (Form M002) should be signed by a personnel of the Department/Faculty/School at the accredited institution.
- 9 The Council will consider and approve applications received at its monthly meeting (refer to the ASHK website for meeting schedule). Successful new member applicants will be notified by email.

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.

- All information is filled out properly.
- Application form (Form M001) is completed, signed and dated.
- Certified true copy of your membership certificate(s) (*For Fellow and Associate Member status*) / examination result notice(s), if appropriate (*For Student Member status*) are attached. **(EXEMPTION for applicants seeking reinstatement whose membership category remains unchanged)**
- Your resume or recommendation form (Form M002 signed by a personnel of the Department/School/Faculty at the accredited institution - see note 8) is attached. (*For applicants whose professional qualification was attained from actuarial bodies other than those shown in the Part II's table OR applicants who are unable to find ASHK members as their nominators **ONLY***)
- Subscription fee is settled (see note 2).