



MEMBERSHIP APPLICATION – RECOMMENDATION FORM

This form should be completed and signed by both the applicant and a personnel of the Department/Faculty/School at the accredited institution (see note 2) the applicant is registered with. Please complete this form fully even this may duplicate the information provided in the membership application form (Form M001), as it helps the ASHK Membership Committee to have the application's information presented in standard format.

Part I: Applicant's Personal Particulars

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

Name of Institution _____

Name of Course / Programme _____

Year of Award / Expected Year of Graduation (YYYY)

Part II: Personal Information Collection Statement

- 1 The ASHK will use members' 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 members to supply the ASHK with the data in this form except as otherwise specified and if a member fails to supply such data the ASHK will not be able to process the member's form / application.**
- 3 The ASHK may exchange information with any of the International Actuarial Association ("IAA") full member associations including the IAA relating to the ASHK's 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 a member's primary professional regulator in relation to the member's conduct, for the purpose of possible consideration under the ASHK's disciplinary scheme.
- 4 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. The ASHK's privacy policy is available on its website: www.actuaries.org.hk. ASHK members can write to info@actuaries.org.hk for any queries on the ASHK's privacy policy.
- 5 **Direct Marketing**
The ASHK intends to use members' personal data including name, email address and correspondence address to inform members' of the ASHK's membership services and activities (e.g. actuarial job advertisements, newsletters, conference/evening talk/luncheon and research organised or supported by the ASHK or other organisations).

ASHK members may opt out from receiving such ASHK communications at any time by accessing the Login Area on the ASHK website (Membership > Member Zone > Member Login > Personal Information > Preference) or by sending an email to the ASHK Office at info@actuaries.org.hk.

Part III: 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. The ASHK membership application form has been completed and is attached.

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 declare that I have read the above and I have no objection to the above save as otherwise expressly stated.

Applicant's signature

Date

Part IV: Recommendation

I the undersigned wish to recommend my above student for admission to the ASHK.

Date

Name and Position of Personnel of
the Department/Faculty/School

Signature with Department/
Faculty/School Chop

IMPORTANT NOTES

- 1 It is ASHK's policy to require ASHK members' nomination to propose and second each membership application. 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 below) may submit this recommendation form in replacement of the resume and certified true copy of examination result notice(s). This form should be signed by a personnel of the Department/Faculty/School at the accredited institution.

Please ensure that the membership application form (Form M001) is completed and attached together with this form when submitting the application.

- 2 List of accredited institutions (*to be reviewed by ASHK at least once a year*)
- Australia
 - Australian National University
 - Bond University
 - Curtin University
 - Macquarie University
 - Monash University
 - University of Melbourne
 - University of New South Wales Australia
 - Canada
 - Concordia University - Montreal, Quebec
 - Simon Fraser University
 - Université du Québec à Montréal
 - Université Laval
 - University of Manitoba
 - University of Toronto
 - University of Waterloo
 - Western University
 - China
 - Central University of Finance and Economics (CUFE)
 - Dongbei University of Finance and Economics
 - Shanghai Jiao Tong University
 - Southwestern University of Finance and Economics (SWUFE)
 - University of International Business and Economics (UIBE)
 - Zhongnan University of Economics and Law
 - Hong Kong
 - The Chinese University of Hong Kong
 - City University of Hong Kong
 - Hang Seng Management College
 - Hong Kong Polytechnic University
 - The University of Hong Kong
 - India
 - Indian Statistical Institute, Kolkata
 - Ireland
 - Dublin City University
 - National University of Ireland, Galway
 - University College Cork
 - University College Dublin
 - University of Limerick
 - Malaysia
 - Asia Pacific University (APU)
 - Sunway University
 - UCSI University
 - Universiti Teknologi MARA (UiTM)
 - University of Malaya
 - Mauritius
 - University of Mauritius
 - University of Technology
 - New Zealand
 - Victoria University of Wellington
 - Portugal
 - University of Lisbon
 - Singapore
 - Nanyang Technological University
 - South Africa
 - University of Zambia
 - U.K.
 - Cass Business School
 - City University London
 - Heriot-Watt University
 - Imperial College London
 - Lancaster University
 - London School of Economics (LSE)
 - Newcastle University
 - Queen Mary, University of London
 - Queen's University Belfast
 - Said Business School, Oxford
 - University of Birmingham
 - University of Bristol
 - University of East Anglia
 - University of Essex
 - University of Exeter
 - University of Kent
 - University of Leeds
 - University of Leicester
 - University of Liverpool
 - University of Manchester
 - University of Manchester
 - University of Nottingham
 - University of Oxford
 - University of Southampton
 - University of Strathclyde
 - University of Stirling
 - University of Warwick
 - University of York
 - U.S.
 - Brigham Young University
 - Drake University
 - Georgia State University
 - Illinois State University
 - Pennsylvania State University
 - Robert Morris University
 - St. John's University
 - Temple University
 - The University of Iowa
 - Towson University
 - University of California Santa Barbara (UCSB)
 - University of Connecticut
 - University of Illinois at Urbana-Champaign
 - University of Michigan
 - University of Nebraska- Lincoln
 - University of St. Thomas
 - University of Wisconsin – Madison
 - University of Wisconsin - Milwaukee