

Summary Table of Prior Approval Requirements for Appointments of Certain Positions and Relevant Notification Requirements¹ under the Insurance Ordinance (Cap. 41)

1. HK insurers (other than special purpose insurers) or designated insurers

Individual

Certain positions		Shareholder controller within the meaning of section 2(1)	Section 9(1)(a)(iii)(B) controller ²	Controller under section 13A	Other controller ³	Director	Key persons in control functions	Appointed actuary or certifying actuary	Auditor
Under section 7, at application of authorization of insurer		Form IC-P02 <i>Case (C1)</i>	Form IC-P02 <i>Case (C1)</i>	Form IC-P01 <i>Case (B1)</i>	Form IC-P01 <i>Case (B1)</i>	Form IC-P01 <i>Case (B1)</i>			
Becoming	Approval or notification	Approval	Notification	Approval	Notification	Approval	Approval ⁴	Approval	Notification
	Form to use	Form IC-P02 <i>Case (A)/(B)</i>	Form IC-P02 <i>Case (C2)</i>	Form IC-P01 <i>Case (A1)</i>	Form IC-P01 <i>Case (B2)</i>	Form IC-P01 <i>Case (A2)</i>	Form IC-P01 <i>Case (A3)</i> ⁴	Form IC-P04 <i>Case (A1)/(A2)</i>	Form IC-P07 <i>Case (A)</i>
	Notification after actual becoming	Form IC-P05 <i>Case (A)</i>		Form IC-P05 <i>Case (A)</i>		Form IC-P05 <i>Case (A)</i>	Form IC-P05 <i>Case (A)</i>	Form IC-P06 <i>Case (A)</i>	
Change of particulars		Form IC-P02 <i>Case (D1)/(D2)</i>	Form IC-P02 <i>Case (D3)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P04 <i>Case (B1)/(B2)</i>	
Change from majority shareholder controller to minority shareholder controller		Form IC-P02 <i>Case (E)</i>							

¹ The specified period for complying with the relevant notification requirements is in general within one (1) month after the date on which the relevant event or change takes place, except the notification for cessation of appointment of an authorized insurer’s auditor, appointed actuary or certifying actuary should be notified to the Insurance Authority immediately.

² In this instance, “section 9(1)(a)(iii)(B) controller” refers to a controller as defined under section 9(1)(a)(iii)(B) but does not include a person who is a shareholder controller within the meaning under section 2(1).

³ In this instance, this refers to a controller within the meaning of section 9(1) other than section 9(1)(a)(iii)(B), and exclude controller under section 13A.

⁴ Captive insurers should comply with the notification requirement (instead of seeking approval) through submitting to the Insurance Authority Form IC-P01 (*Case (B3)*).

Certain requirements \ Certain positions	Shareholder controller within the meaning of section 2(1)	Section 9(1)(a)(iii)(B) controller²	Controller under section 13A	Other controller³	Director	Key persons in control functions	Appointed actuary or certifying actuary	Auditor
Ceased to be such position	Form IC-P05 ⁵ <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P06 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i>
							By actuary: Form IC-P08	By auditor: Form IC-P09

Body corporate

Certain requirements \ Certain positions	Shareholder controller within the meaning of section 2(1)	Section 9(1)(a)(iii)(B) controller²	Other controller⁶	Director	Auditor
Under section 7, at application of authorization of insurer	Form IC-P03 <i>Case (D1)</i>	Form IC-P03 <i>Case (D1)</i>	Form IC-P03 <i>Case (D2)</i>	Form IC-P03 <i>Case (D3)</i>	
Becoming	Approval or notification	Approval	Notification	Notification	Approval
	Form to use	Form IC-P03 <i>Case (A)/(B)</i>	Form IC-P03 <i>Case (E1)</i>	Form IC-P03 <i>Case (E2)</i>	Form IC-P03 <i>Case (C)</i>
	Notification after actual becoming	Form IC-P05 <i>Case (A)</i>			Form IC-P05 <i>Case (A)</i>
Change of particulars	Form IC-P03 <i>Case (F1)/(F2)</i>	Form IC-P03 <i>Case (F3)</i>	Form IC-P03 <i>Case (F4)</i>	Form IC-P03 <i>Case (F5)</i>	
Change from majority shareholder controller to minority shareholder controller	Form IC-P03 <i>Case (G)</i>				
Ceased to be such position	Form IC-P05 ⁵ <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i>
					By auditor: Form IC-P09

⁵ For complying the notification requirement under section 13BB regarding the change of majority shareholder controller to minority shareholder controller, please use Form IC-P02 (individual) or Form IC-P03 (body corporate) (as the case may be) instead.

⁶ In this instance, this refers to a controller within the meaning of section 9(1) other than section 9(1)(a)(iii)(B).

2. Non-HK insurers (other than designated insurers)

Individual

Certain requirements \ Certain positions		Section 9(1)(a)(iii)(B) controller	Controller under section 13A	Other controller ³	Director	Key persons in control functions	Appointed actuary or certifying actuary	Auditor
Under section 7, at application of authorization of insurer		Form IC-P02 <i>Case (C1)</i>	Form IC-P01 <i>Case (B1)</i>	Form IC-P01 <i>Case (B1)</i>	Form IC-P01 <i>Case (B1)</i>			
Becoming	Approval or notification	Notification	Approval	Notification	Notification	Approval	Approval	Notification
	Form to use	Form IC-P02 <i>Case (C2)</i>	Form IC-P01 <i>Case (A1)</i>	Form IC-P01 <i>Case (B2)</i>	Form IC-P01 <i>Case (B2)</i>	Form IC-P01 <i>Case (A3)</i>	Form IC-P04 <i>Case (A1)/(A2)</i>	Form IC-P07 <i>Case (A)</i>
	Notification after actual becoming		Form IC-P05 <i>Case (A)</i>			Form IC-P05 <i>Case (A)</i>	Form IC-P06 <i>Case (A)</i>	
Change of particulars		Form IC-P02 <i>Case (D3)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	Form IC-P04 <i>Case (B1)/(B2)</i>	
Ceased to be such position		Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P06 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i>
							By actuary: Form IC-P08	By auditor: Form IC-P09

Body Corporate

Certain requirements \ Certain positions		Section 9(1)(a)(iii)(B) controller	Other controller ⁶	Director	Auditor
Under section 7, at application of authorization of insurer		Form IC-P03 <i>Case (D1)</i>	Form IC-P03 <i>Case (D2)</i>	Form IC-P03 <i>Case (D3)</i>	
Becoming	Approval or notification	Notification	Notification	Notification	Notification
	Form to use	Form IC-P03 <i>Case (E1)</i>	Form IC-P03 <i>Case (E2)</i>	Form IC-P03 <i>Case (E3)</i>	Form IC-P07 <i>Case (A)</i>
Change of particulars		Form IC-P03 <i>Case (F3)</i>	Form IC-P03 <i>Case (F4)</i>	Form IC-P03 <i>Case (F5)</i>	

Certain requirements / Certain positions	Section 9(1)(a)(iii)(B) controller	Other controller⁶	Director	Auditor
Ceased to be such position	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i> <hr/> By auditor: Form IC-P09

3. Lloyd's

Certain requirements \ Certain positions		Authorized representative	Appointed actuary or certifying actuary
Becoming	Approval or notification	Approval	Approval
	Form to use	Form IC-P01 <i>Case (A4)</i>	Form IC-P04 <i>Case (A1)/(A2)</i>
	Notification after actual becoming	Form IC-P05 <i>Case (A)</i>	Form IC-P06 <i>Case (A)</i>
Change of particulars		Form IC-P01 <i>Case (C)</i>	Form IC-P04 <i>Case (B1)/(B2)</i>
Ceased to be such position		Form IC-P05 <i>Case (B)</i>	By Lloyd's: Form IC-P06 <i>Case (B)</i>
			By actuary: Form IC-P08

4. Special purpose insurers

Individual

Certain positions		Administrator	Director	Auditor
Certain requirements				
Under section 7, at application of authorization of insurer		Form IC-P01 <i>Case (B1)</i>	Form IC-P01 <i>Case (B1)</i>	/
Becoming	Approval or notification	Approval	Approval	Notification
	Form to use	Form IC-P01 <i>Case (A1)</i>	Form IC-P01 <i>Case (A2)</i>	Form IC-P07 <i>Case (A)</i>
	Notification after actual becoming	Form IC-P05 <i>Case (A)</i>	Form IC-P05 <i>Case (A)</i>	/
Change of particulars		Form IC-P01 <i>Case (C)</i>	Form IC-P01 <i>Case (C)</i>	/
Ceased to be such position		Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i>
				By auditor: Form IC-P09

Body corporate

Certain positions		Director	Auditor
Certain requirements			
Under section 7, at application of authorization of insurer		Form IC-P03 <i>Case (D3)</i>	/
Becoming	Approval or notification	Approval	Notification
	Form to use	Form IC-P03 <i>Case (C)</i>	Form IC-P07 <i>Case (A)</i>
	Notification after actual becoming	Form IC-P05 <i>Case (A)</i>	/
Change of particulars		Form IC-P03 <i>Case (F5)</i>	/

Certain requirements / Certain positions	Director	Auditor
Ceased to be such position	Form IC-P05 <i>Case (B)</i>	By insurer: Form IC-P07 <i>Case (B)</i> <hr/> By auditor: Form IC-P09