

7 March 2025

Our Ref: CDD/CPD/CIR

By email only

To : Chief Executives and Key Persons in the Intermediary Management Control Function of all Authorized Insurers

Dear Sir/Madam,

First Run of the KPIM-CPD Pilot Scheme for the Assessment Period 2024/2025

Further to the circular issued by the Insurance Authority (“IA”) on 28 June 2024 as regards the Pilot Scheme for Continuing Professional Development (“CPD”) Hours for Key Persons in the Intermediary Management Control Function of Authorized Insurers for Assessment Period 2024/2025, the IA issues this circular aiming to set out the details on the relevant pilot training scheme for the Key Persons in the Intermediary Management Control Function (“KPIMs”).

To recap, the intermediary management control function which came into force on 23 September 2019, is a function to establish and maintain internal control measures for administrating the licensed insurance agents and ensuring all licensed insurance intermediaries (including broker companies) from which the insurer accepts business, has in place arrangements to comply with the insurance regulatory framework. To assist newly appointed KPIMs understand the regulatory expectations on the parameters for their roles, the IA has carried out training for KPIMs through the Hong Kong Federation of Insurers (“HKFI”) over the past few years. In view of the popularity of these training sessions, the IA therefore decided to regularize the arrangement and introduced a pilot scheme for KPIMs to perform CPD training by attending the designated course offered by the IA through the HKFI.

Under the pilot scheme, every KPIM is expected to attend at least one of the training sessions run by the HKFI during the 2024/2025 Assessment Period which runs from 1 August 2024 to 31 July 2025. If a KPIM is also a licensed individual insurance intermediary, the KPIM-CPD course is not an additional CPD hours but part of the 15-hour CPD requirement that an individual licensee has to do for every assessment period, and completion of the KPIM-CPD course will also count towards the completion of qualified CPD activities on “Ethics and Regulations”.

First KPIM-CPD course to be rolled out by HKFI

With the assistance of the HKFI, we are pleased to inform that the first KPIM-CPD course is now ready and will be conducted in face-to-face format on 15 April 2025 from 9:30am to 12:30pm at Future Theatre (Theatre 2), HKPC Academy, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong. The details of this KPIM-CPD course including its registration procedures will be announced by the HKFI next week.

Depending on the demand from the industry, the KPIM-CPD course will be re-run by the HKFI from time to time until the end of 31 July 2025. However, the schedule and format of the re-run courses (which will be announced by the HKFI separately once available) have yet to be determined and therefore KPIMs are encouraged to seize the opportunity to register for the first KPIM-CPD course as soon as practicable.

Even though it is a pilot scheme that attendance is not compulsory under the existing regulatory framework, KPIMs are encouraged to attend the KPIM-CPD course as best practice. Those KPIMs who do not attend any KPIM-CPD course during the 2024/2025 Assessment Period can expect that they may be asked by the IA to provide an explanation. Also, the non-attendance of the KPIMs may be taken into account by the IA as one of the factors in our conduct risk assessment of the insurer which is used to decide, for example, how often and when the IA will target an insurer for formal inspection.

Enquiries

If you have any questions concerning the information contained in this circular, please send your enquiries by email to cpd@ia.org.hk.

If you have any questions concerning the registration and any other administrative procedures of the KPIM-CPD course run by the HKFI, please contact Ms. Joey Cheng of HKFI at 2861 9399 or training@hkfi.org.hk.

Yours faithfully,

Alan Wu
Acting Head of Conduct Supervision
Insurance Authority

c.c. The Hong Kong Federation of Insurers