

2 August 2021

Our Ref: MC/CPD/CIR

*By email only*

To: Chief Executives of all authorized insurers, Responsible Officers of all licensed insurance agencies and licensed insurance brokers companies

Dear Sirs,

**Interpretation Notes relating to the Guideline on Continuing Professional Development for Licensed Insurance Intermediaries (GL24)**

We have today issued a set of [Interpretation Notes relating to the Guideline on Continuing Professional Development for Licensed Insurance Intermediaries \(GL24\)](#), which can be downloaded from the website of the Insurance Authority (“IA”).

The Interpretation Notes seek to provide further detail to principals (i.e. authorized insurers, licensed insurance agencies and licensed insurance broker companies) and licensed insurance intermediaries on certain requirements in [GL24: Guideline on Continuing Professional Development for Licensed Insurance Intermediaries \(“GL24”\)](#), which set the CPD requirements for individual licensees. We intend to keep these Interpretation Notes under review and update or supplement them when necessary.

The Interpretation Notes cover the following matters and apply to **CPD Assessment Periods commencing on or after 1 August 2021:**

1. Responsibilities of principals and individual licensees;
2. The cap on CPD hours completed by E-learning Activities for each CPD Assessment Period;
3. CPD activities delivered via virtual classroom platforms;
4. CPD hour requirements for a person whose licence is suspended or revoked for less than 180 consecutive days;
5. CPD hour requirements for a person whose licence is suspended or revoked for 180 consecutive days or more; and
6. Repeated attendance of the same CPD activity in the same Assessment Period or in different Assessment Periods.

The Frequently Asked Questions (“FAQs”) and accompanying answers, which we issued in June 2020 to provide explanation on matters related to the Combined CPD Assessment Periods for 2019/20 and 2020/21, will continue to remain on our website (as these combined CPD Assessment Periods have only just drawn to a close on 31 July 2021). The FAQs should still be referred to for issues concerning the Combined CPD Assessment Periods for 2019/20 and 2020/21. For issues concerning CPD Assessment Periods commencing on or after 1 August 2021, however, please refer to the Interpretation Notes.

If you have any questions concerning the information contained in this circular or the CPD requirements, please send your enquiries by email to [cpd@ia.org.hk](mailto:cpd@ia.org.hk).

Yours faithfully,

Peter Gregoire  
Head of Market Conduct (Acting)  
General Counsel  
Insurance Authority

c.c. The Hong Kong Federation of Insurers  
Professional Insurance Brokers Association  
The Hong Kong Confederation of Insurance Brokers