

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

1. Auditors of an authorized insurer

Certain positions		Auditor
Certain requirements		
Becoming	Approval or notification	Notification ¹
	Form to use	Form IC-P07 <i>Case (A)</i>
Ceased to be such position		Form IC-P07 <i>Case (B)</i>

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

Individual

Certain positions		Shareholder controller pursuant to section 13B(2) or (2A)	Section 9(1)(a)(iii)(B) controller²	Controller under section 13A	Other controller³	Director	Key persons in control functions	Appointed actuary or certifying actuary
Certain requirements								
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	Approval
	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>

¹ The notifications in this summary are 1-month post notification

² The “Section 9(1)(a)(iii)(B) controller” referred here does not include shareholder controller pursuant to section 13B(2) or (2A).

³ Controllers (other than those situations described on left)

⁴ For captive insurers, it is notification using *Case (B3)* of Form IC-P01 instead of approval.

Certain positions		Shareholder controller pursuant to section 13B(2) or (2A)	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
	Notification after actual becoming	Form IC-P05 Case (A)		Form IC-P05 Case (A)		Form IC-P05 Case (A)	Form IC-P05 Case (A)	Form IC-P06 Case (A)
Change of particulars		Form IC-P02 Case (D1)/(D2)	Form IC-P02 Case (D3)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P04 Case (B1)/(B2)
Change from majority shareholder controller to minority shareholder controller		Form IC-P02 Case (E)						
Ceased to be such position		Form IC-P05 ⁵ Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P06 Case (B)

Body corporate

Certain positions		Shareholder controller pursuant to section 13B(2) or (2A)	Section 9(1)(a)(iii)(B) controller	Other controller within the meaning of section 9 other than section 9(1)(a)(iii)(B)	Director
Under section 7, at application of authorization of insurer		Form IC-P03 Case (D1)	Form IC-P03 Case (D1)	Form IC-P03 Case (D2)	Form IC-P03 Case (D3)
Becoming	Approval or notification	Approval	Notification	Notification	Approval
	Form to use	Form IC-P03 Case (A)/(B)	Form IC-P03 Case (E1)	Form IC-P03 Case (E2)	Form IC-P03 Case (C)
Change of particulars		Form IC-P03 Case (F1)/(F2)	Form IC-P03 Case (F3)	Form IC-P03 Case (F4)	Form IC-P03 Case (F5)
Change from majority shareholder controller to minority shareholder controller		Form IC-P03 Case (G)			
Ceased to be such position		Form IC-P05 ⁵ Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)

⁵ For notification under section 13BB on majority shareholder controller changing to minority shareholder controller, use Form IC-P02 (individual) or Form IC-P03 (body corporate) instead.

3. 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
Under section 7, at application of authorization of insurer		Form IC-P02 Case (C1)	Form IC-P01 Case (B1)	Form IC-P01 Case (B1)	Form IC-P01 Case (B1)		
Becoming	Approval or notification	Notification	Approval	Notification	Notification	Approval	Approval
	Form to use	Form IC-P02 Case (C2)	Form IC-P01 Case (A1)	Form IC-P01 Case (B2)	Form IC-P01 Case (B2)	Form IC-P01 Case (A3)	Form IC-P04 Case (A1)/(A2)
	Notification after actual becoming		Form IC-P05 Case (A)			Form IC-P05 Case (A)	Form IC-P06 Case (A)
Change of particulars		Form IC-P02 Case (D3)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P01 Case (C)	Form IC-P04 Case (B1)/(B2)
Ceased to be such position		Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P06 Case (B)

Body Corporate

Certain requirements \ Certain positions		Section 9(1)(a)(iii)(B) controller	Other controller within the meaning of section 9 other than section 9(1)(a)(iii)(B)	Director
Under section 7, at application of authorization of insurer		Form IC-P03 Case (D1)	Form IC-P03 Case (D2)	Form IC-P03 Case (D3)
Becoming	Approval or notification	Notification	Notification	Notification
	Form to use	Form IC-P03 Case (E1)	Form IC-P03 Case (E2)	Form IC-P03 Case (E3)
Change of particulars		Form IC-P03 Case (F3)	Form IC-P03 Case (F4)	Form IC-P03 Case (F5)
Ceased to be such position		Form IC-P05 Case (B)	Form IC-P05 Case (B)	Form IC-P05 Case (B)

4. Lloyd's

Certain positions		Authorized representative	Appointed actuary or certifying actuary
Certain requirements			
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-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-P06 <i>Case (B)</i>

5. Special purpose insurers

Individual

Certain positions		Administrator	Director
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
	Form to use	Form IC-P01 <i>Case (A1)</i>	Form IC-P01 <i>Case (A2)</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>
Change from majority shareholder controller to minority shareholder controller		/	/
Ceased to be such position		Form IC-P05 <i>Case (B)</i>	Form IC-P05 <i>Case (B)</i>

Body corporate

Certain positions		Director
Certain requirements		
Under section 7, at application of authorization of insurer		Form IC-P03 <i>Case (D3)</i>
Becoming	Approval or notification	Approval
	Form to use	Form IC-P03 <i>Case (C)</i>
Change of particulars		Form IC-P03 <i>Case (F5)</i>
Change from majority shareholder controller to minority shareholder controller		/
Ceased to be such position		Form IC-P05 <i>Case (B)</i>