

**G.N. 8143**

**INSURANCE ORDINANCE (Chapter 41)**

Pursuant to section 125 of Part 9 of Schedule 11 to the Insurance Ordinance (Chapter 41) ('the Ordinance'), the rules received from The Hong Kong Federation of Insurers and the Professional Insurance Brokers Association under sections 123 and 124 of Part 9 of Schedule 11 to the Ordinance are published by the Insurance Authority.

*20 December 2019*

*Clement CHEUNG Chief Executive Officer Insurance Authority*

# List of Applicable Rules for Gazettal

Applicable Rules Issued by The Hong Kong Federation of Insurers  
(as of 22 September 2019)

The Hong Kong Federation of Insurers

Applicable Rules	Version	Effective Date	Chinese Version (Y/N)	In-force up to 22 September 2019 (Y/N)
Frequently Asked Questions on Updated Requirements Relating to the Sale of Investment Linked Assurance Scheme (“ILAS”) to Enhance Customer Protection 投資相連壽險計劃－加強保障客戶權益的最新規定之常見問題	1	22 October 2013	N	Y
Explanatory Notes to Customer Protection Declaration Form 《客戶保障聲明書》註釋	1	1 October 2008	Y	Y
Relevant Questions regarding completing the Customer Protection Declaration (CPD) Form 有關填寫《客戶保障聲明書》(《聲明書》)的問題	1	1 October 2008	Y	Y
HKFI Guidance Note on ILAS Illustration Document 投資成分壽險利益說明指引	1	1 January 2015	Y	Y
Standard Illustration for Participating Policies 分紅保單利益說明	1	1 April 2016 for new products; and 1 January 2017 for new and existing policies of current products	Y	Y

Standard Illustration for Universal Life (Non-Linked) Policies 萬用壽險 (非投資相連) 利益說明	1	1 April 2016 for new products; and 1 January 2017 for new and existing policies of current products	Y	Y
Questions and Answers on ‘Guidance Note on Illustration Document for Participating Policies’ and Guidance Note on Illustration Document for Universal Life (Non-Linked) Policies 「分紅保單利益說明」及「萬用壽險（非投資相連）利益說明」指引之常見問題	1	19 May 2017	N	Y

## **Frequently Asked Questions on Updated Requirements Relating to the Sale of Investment Linked Assurance Scheme ("ILAS") to Enhance Customer Protection**

***Disclaimer: The list of questions and answers below are for reference only. Members are advised to consult their own legal counsel as necessary.***

- Q1: Is it possible to delay adoption of the new requirements beyond 30<sup>th</sup> June 2013?
- A1: No, these new requirements must be implemented fully by the deadline date and Member Companies are encouraged to implement these before then. Under no circumstances will there be any extension.
- Q2: Do these new requirements apply to applicants who may undertake fulfilment in Hong Kong but live overseas?
- A2: Yes, the new requirements apply to all ILAS customers effecting a policy regardless of overseas residency. In particular, there is no exception to the Post-sale Call ("PSC") requirement.
- Q3: Do these new requirements also apply to "Professional Investors"?
- A3: Yes, there is no special dispensation for this category of customer.
- Q4: If the policy is subject to a trust, is the PSC made to the "settler" or the "trustees"?
- A4: Theoretically speaking, the call should be made to the person/entity that is effecting the policy. HKFI strongly recommends that Member Companies seek their own legal advice on this particular point. However, HKFI would counsel Member Companies where such trusts are adopted to circumvent the spirit and intention of these new initiatives.

### **FINANCIAL NEEDS ANALYSIS ("FNA")**

- Q5: What is the best practice of proposing an ILAS product to a client?
- A5: The best practice of proposing an ILAS product is when the client indicates/chooses:
- (a) Under Question 1 of the FNA - both "Life Protection" and "Savings" / "Investment" as his/her purpose of buying the product;
- AND
- (b) Under Question 1 (Statement of Purpose) of the Important Facts Statement (IFS) and the Applicant's Declarations - the purpose as one of the following\*:
- "Savings with significant life protection",

- “Investment with significant life protection”,
  - “Savings with minor life protection”, or
  - “Investment with minor life protection”.
- (\*life protection level of an ILAS product proposed should match the level of protection the customer is considering)*

If in both the FNA and IFS, the client indicates his/her needs as either “Investment” or “Saving” only and decides to take up an ILAS product as proposed, the client should explain in his/her own hand writing under Option B of “Suitability Declaration”.

If in the FNA, the client only indicates “Investment” or “Saving” and after going through the sale flow, he/she is happy with the life benefit features and indicates in the IFS that the purpose is also for life protection as in (b) above, it is acceptable that the client selects Option A of the “Suitability Declaration”.

#### IMPORTANT FACTS STATEMENT (“IFS”)

- Q6: Is an embedded feature of the policy such as indexation interpreted as a “top up” and therefore subject to the new requirements?
- A6: Embedded features of the policy such as contractual increases due to indexation are not “top up” for the purpose of IFS and would not be subject to the new requirements.
- Q7: Can you please clarify the situation on top-ups, e.g. would an IFS be required even for top-ups?
- A7: As required in 4.4 of HKFI Circular dated 22 April 2013 (Mv037/13), every application (new or top-up) must include an IFS. The new requirement will take effect from 30 June 2013. For new policies effected after 30 June 2013, an IFS would be required for top-ups based on such policies. For policies effected before 30 June 2013, an IFS would be required for top-ups only if it is feasible to do so (e.g. the ILAS is still open for subscription and offering documents are available).
- Q8: So, for top-ups on new policies effected after 1<sup>st</sup> July, 2013 would the Part II - Applicant Declaration in the IFS also be required?
- A8: The Applicant Declaration is required only where FNA and RPQ have been performed, or where affordability declaration is required (i.e. for regular premium payment). HKFI suggests Member Companies either produce a specific “top up” IFS or instruct their intermediaries to delete Part II of the IFS if it is not applicable.
- Q9: What about the FNA, RPQ and PSC? Are they required for “top-up”?
- A9: The current practice continues. FNA, RPQ and PSC are not required for “top-up” but as best practice, intermediaries should conduct regular FNA

and RPQ especially where the client's personal circumstances may have changed significantly. To enhance protection for policyholders, insurers may conduct PSC for "top-up" if it is considered prudent to do so.

Q10: What if clients submit top-up requests, direct to the insurers without going via their intermediaries. How do insurers address the practical difficulty in implementing the IFS requirement for such cases?

A10: It is suggested a call is made to the client to clarify that every top-up application must include an IFS and refer the client to professional advisor/intermediary.

Q11: Do insurers need to complete the charges section for top-ups?

A11: For top-ups on new policies effected after 1<sup>st</sup> July, 2013 this would be required and should be top-up specific.

Q12: Does "cooling off" apply to top-ups?

A12: No, the current practice continues.

Q13: Templates have only been provided for the Agency channel. Will the HKFI be providing ones for other channels, i.e. bancassurance and brokers?

A13: The HKFI will not be providing alternative templates for other channels. Member Companies should be able to apply the principles and format from the Agency ones to suit other channels.

Q14: Insurers are prepared to accept certified copies of the FNA and RPQ from brokers. Will insurers be allowed to accept a certified copy of the IFS as well?

A14: No, different principles apply. Brokers are permitted to submit certified copies of the FNA and RPQ as these may be their own documents. The IFS is a product-related document; so, the Member Company must insist on the original document being submitted before policy issuance.

Q15: Is it acceptable to present the remuneration (including first year and renewal years) as a percentage of the total premium to be paid over the whole premium term? As an example, for an ILAS product with a 30-year premium term and annual premium of HK\$10,000, the total premiums expected to be paid will be HK\$300,000.

Assuming that the commission scale is as follows:

Year	Commission %	Commission (HK\$)
1	50%	5,000
2	20%	2,000
3	10%	1,000
4	10%	1,000
5-30	0%	0

Total 9,000

The total commission to be paid during the 30 years period is HK\$9,000. The commission is therefore 3% of the total premium (HK\$300,000) expected to be paid over the 30-year premium term.

In case that the remuneration is calculated as % of account value, i.e. trailer fee structure, such trailer fee remuneration need not be included in above calculation but should be separately disclosed as % of account value.

For top-up cases, the remuneration should also be disclosed separately.

A15: This is an acceptable presentation.

Q16: Is an Illustration Document required for a top-up?

A16: No, the current practice continues.

Q17: Please confirm whether sending the signed IFS to the policyholder is merely a recommended requirement or a mandatory requirement.

A17: A copy of the IFS/AD should be attached to the ILAS policy contract to be delivered to the policyholder by the insurance intermediary (See 3.3 on Pages 36 and 40; and second paragraph on Pages 42 and 47).

#### POST SALE CALLS

Q18: Will a PSC or notification letters be required for top-ups?

A18: The current practice continues and PSC is not required for top-ups. However, insurers may conduct PSC for top-up if it is considered prudent to do so. If so, the post-sales call script and notification letters for top-ups must be prepared following the principles of the new requirements as contained in the Circular.

#### MISCELLANEOUS

Q19: Will the respective SRO's, e.g. CIB, PIBA, be advising their members of these new requirements?

A19: HKFI is not aware of their specific strategies. However, HKFI will endeavour to find out and recommend that in addition to each Member Company's announcement that they should also communicate these new requirements to their members.

## **Explanatory Notes to Customer Protection Declaration Form**

- (A) The agent/broker must help the applicant/proposer complete a Customer Protection Declaration Form ("Form") for each new individual life insurance policy applied for/proposed by an applicant/proposer. The agent/broker must inform the applicant/proposer that according to the Code of Practice for Life Insurance Replacement ("Code") the insurer of the new life insurance policy (i) will send to the applicant/proposer a copy of the Form together with the policy when it is issued and (ii) will send a further copy to the insurer(s) of the life insurance policy(ies) which has been replaced/to be replaced. For the purpose of the Form, any reference to insurance agent/broker shall include its responsible officer/chief executive(s) and technical representatives.

To enable the insurer of the new life insurance policy to process the insurance application of the applicant/proposer, the applicant/proposer should work with the agent/broker to complete the Form which will be used for regulatory purposes as stated in the Code and the Minimum Requirements for insurance brokers as specified by the Insurance Authority under the Insurance Companies Ordinance and a copy of the Form may be transferred to the parties as stipulated in the "Declaration by the Applicant/Proposer" of the Form. Requests for access to and/or correction of the information (if appropriate) in the Form can be made to the same contact point as for the data in the insurance application.

- (B) For identification purpose, the agent/broker must help the applicant/proposer fill in the full name of the Insurer issuing the new life insurance policy (the Insurer may pre-print its name on the Form), the relevant application/proposal number, the name of applicant/proposer of the new life insurance policy and the Hong Kong Identity Card/Passport number of applicant/proposer.
- (C) Any transaction involving the purchase of life insurance is construed as a Replacement if (i) any existing life insurance policy(ies) or a substantial part of the sum insured of its/their basic life coverage has been/have been/will be terminated or (ii) a substantial part of the guaranteed cash value of the existing life insurance policy(ies) was reduced/will be reduced including where a policy loan was/will be taken out against a substantial part of the guaranteed cash value. Existing life insurance policy(ies) include(s) all types of traditional life, annuity and other non-traditional policies of the applicant/proposer, which has/have been terminated within 12 months before or will be terminated within 12 months after the new life insurance policy's issue date. Termination includes lapse, surrender, converted to reduced paid-up or extended-term insurance under the non-forfeiture provision of the existing life insurance policy(ies). "A substantial part" means "50% or above". However, converting term life insurance to whole life insurance (or some forms of permanent life insurance) under policy provisions of the existing life insurance policy(ies) is not construed as a Replacement.
- (D) If the applicant/proposer answers "No" to both items 1(a) and 1(b) of Section A, he/she shall read carefully and simply sign the Declaration in Section A only and ignore the rest.

### **(E) How to complete the Form**

- (1) If the applicant/proposer answers "No" to both items (a) and (b), the agent/broker must explain the Declaration before he/she asks the applicant/proposer to sign in Section A. There is no need to fill in Section B.

If the applicant/proposer answers "Yes" to either item (a) or (b), the agent/broker must help the applicant/proposer complete items 2 to 5 and must explain and discuss with the applicant/proposer the full implications of replacing any or a substantial part of his/her existing life insurance policy(ies) with the new life insurance policy in relation to financial implications, insurability implications and claims eligibility implications of the replacement and



other considerations. The applicant/proposer may consult the insurer(s) of his/her existing life insurance policy(ies) for further information. There is no need to sign in Section A.

- (2a) The agent/broker must help the applicant/proposer fill in the estimated loss for the replacement by referencing that the set-up cost is usually two years premiums or 10% of single premium of the basic life insurance policy replaced/to be replaced. No reason is required if the estimated loss stated is equal to or higher than this reference. The agent/broker may use other reference for the estimated loss provided he/she could reasonably justify the estimation, and must give reason and the justification if there is no loss or if estimated loss is less than two years premiums or 10% of single premium.
- (2b) The agent/broker must help the applicant/proposer compare the annualized premiums of the existing life insurance policy(ies) and the new life insurance policy by using the same sum insured, and give reason if the annualized premiums will not be higher under the new life insurance policy for the same sum insured.
- (2c) The agent/broker must help the applicant/proposer fill in the guaranteed cash values of the existing life insurance policy(ies) and the new life insurance policy using the values on the policy anniversary dates immediately after the applicant/proposer reaches age 65, or if one of the policies or all policies mature(s) before age 65, fill in the guaranteed cash values on the policy anniversary dates of each policy in the earliest maturity year. The agent/broker has to obtain the value(s) of the existing life insurance policy(ies) from the applicant/proposer unless the applicant/proposer declares in writing in the space provided for "Guaranteed Cash Value(s) of the existing life insurance policy(ies)" that he/she does not want to disclose such information.
- (3) The agent/broker must explain the implications of the changes of health conditions, occupation, lifestyle/habit and recreational activities in this replacement to the applicant/proposer before the latter ticks the boxes.
- (4a) The agent/broker must help the applicant/proposer fill in the expiry dates of the period in the "suicide clause" for both the existing life insurance policy(ies) and the new life insurance policy. The expiry date of the latter will be the number of months from its issue date. The agent/broker has to obtain the expiry date(s) of the existing life insurance policy(ies) from the applicant/proposer unless the applicant/proposer declares in writing in the space provided for "Existing life insurance policy(ies)" that he/she does not want to disclose such information.
- (4b) The agent/broker must help the applicant/proposer fill in the expiry dates of the "contestability period" for both the existing life insurance policy(ies) and the new life insurance policy. The expiry date of the latter will be the number of months from its issue date. The agent/broker has to obtain the expiry date(s) of the existing life insurance policy(ies) from the applicant/proposer unless the applicant/proposer declares in writing in the space provided for "Existing life insurance policy(ies)" that he/she does not want to disclose such information.
- (4c) The agent/broker must explain to the applicant/proposer that to the scenario where twisting of life policy has occurred and the policyholder opted for reinstatement of his policy by the Non-selling office, the insurer(s) of the existing life insurance policy(ies) will **NOT** be responsible for any payment of claims that occurred during the period that the existing life insurance policy(ies) is/are surrendered or lapsed as a result of policy replacement. The insurer of the new life insurance policy will be responsible for the claim subject to the terms and conditions of the new life insurance policy.
- (5a) The agent/broker must help the applicant/proposer list out the riders/supplementary benefits under the existing life insurance policy(ies) that will not have under the new life insurance policy for the applicant/proposer. Detailed benefits under each rider/supplementary benefit

are not required to be listed. The agent/broker has to obtain the riders/supplementary benefits under the existing life insurance policy(ies) from the applicant/proposer unless the applicant/proposer declares in writing in the space provided that he/she does not want to disclose such information.

- (5b) The agent/broker must help the applicant/proposer list out the reasons why the new life insurance policy is more suitable for the applicant/proposer unless the applicant/proposer declares in writing in the space provided that he/she does not mind whether the new life insurance policy is more suitable or not.
- (5c) The agent/broker must help the applicant/proposer answer this question.
- (6) The agent/broker must explain the "Declaration by the Applicant/Proposer" to the applicant/proposer before the latter signs it.
- (7) The agent/broker shall sign the "Declaration by the Agent/Broker", declaring that he/she has explained fully the related implications of the decision of the applicant/proposer in regard to replacing the existing life insurance policy(ies) and has not made any inaccurate or misleading statements or comparisons nor withheld any information which may affect the decision of the applicant/proposer.

(Notes: Additional papers may be used wherever the spaces provided in the Form are insufficient. However, both agent/broker and applicant/proposer must sign on all the papers that are used.)

~ End ~

**Relevant Questions regarding completing the Customer Protection Declaration (CPD) Form**  
**有關填寫《客戶保障聲明書》(《聲明書》)的問題**

Questions 問題	Answers 答案
<b>Replacement or not a Replacement: 轉保或非轉保：</b>	
1. A substantial part of a term rider or a substantial part of a rider (e.g. hospital or accident rider which has no saving elements) attached to the existing policy has lapsed/will lapse or is surrendered/will be surrendered but the basic cover of the existing policy is not affected. Is it a replacement? 現有保單內大部分定期附加保障或大部分附加保障(例如：沒有儲蓄成分的醫療或意外附加保障)已經失效/將會失效，或已經被退保/將被退保，但並不影響現有保單的基本壽險保障。這是否轉保？	None of the cases mentioned is a replacement because the basic cover of the existing policy is not affected. 因現有保單的基本壽險保障並不受影響，故左列所述的情況都 <b>不是</b> 轉保。
2. A policyholder chooses the Vanishing Premium/Premium Offset option under the existing policy with the premium to be deducted from the dividend accumulation account. Is it a replacement? 保單持有人行使現有保單的「保費消失」/「對減保費」選擇權，從累積紅利戶口中扣除保費。這是否轉保？	No, it is <b>not</b> a replacement because Vanishing Premium/Premium Offset option is a premium payment method using the policy's dividends and the policy continues to be premium-paying without any change. <b>這不是</b> 轉保，因為行使「保費消失」/「對減保費」選擇權是用保單紅利支付保費的一種方法，而保單乃是以保費繳付，並無任何改變。
3. Is it a replacement to apply Premium Holiday feature under the existing policy? 行使現有保單的「寬限保費假期」是否轉保？	No, it is <b>not</b> a replacement because Premium Holiday is a feature in the policy allowing temporary discontinuation of premiums and the policy continues to be premium-paying without any change. <b>這不是</b> 轉保，因為「寬限保費假期」是保單特點之一，容許客戶暫緩繳付保費，而保單乃是以保費繳付，並無任何改變。
4. A man (i.e. the policyholder) bought a life policy X with his wife as the life insured and six months later, his wife bought a life policy Y with herself as the policyholder and insured and asked her husband to terminate the policy.	No, it is <b>not</b> regarded as a replacement because the CPD Form is to be completed by the applicant/proposer and is not applicable to such "change". (Note: When deciding as to whether a replacement has occurred,

	<p>X. Is it a replacement?          保單持有人為妻子投購壽險保單 X，以其妻子為被保人。六個月後，其妻以自己為保單持有人及被保人投購壽險保單 Y，並要求她終止保單 X。這是否轉保？</p>	<p>one of the conditions is that both the applicant/proposer and the life insured under the existing policy(ies) are same as those under the new policy.)          這不是轉保，因為《聲明書》需由申請人／投保人填寫，並不適用於此類「轉變」。(註：在判斷是否轉保時，其中一項考慮因素是：現有的保單的申請人／投保人及被保人均與新保單的申請人／投保人及被保人相同。)</p>
5.	<p>Is it regarded as a replacement when replacing an Accident/Health/Disability policy (with minimal amount of/without life coverage) by a life policy or another Accident/Health/Disability policy (with minimal amount of/without life coverage)?          以壽險保單或另一意外／健康／殘疾保單（含少量或沒有壽險保障）取代現有意外／健康／殘疾保單（含少量或沒有壽險保障）。這是否被視為轉保？</p>	<p>None of the cases mentioned is a replacement. The CPD Form applies to replacing <b>life coverage by life coverage only</b> and is not required in those cases. Those Accident/Health/Disability policies mentioned in the questions do not provide life coverage in substance and hence the CPD Form does not apply.          左列所述的情況都不是轉保。《聲明書》祇適用於以壽險保障取代壽險保障的情況，故並不適用於左列的情況。問題涉及的意外／健康／殘疾保單實質上並不（或主要並非）提供壽險保障，因此《聲明書》並不適用。</p>
6.	<p>Is it regarded as a replacement if policy X is not taken because of another new policy Y? For example, cancellation of a policy within the Cooling-off Period.          因新保單 Y 而決定退還壽險保單 X，例如：在冷靜期內取消保單，這是否轉保？</p>	<p>As "not taken" means life policy X has never been in force, it is <b>not</b> a replacement. Policies terminated by exercising Cooling-off right are considered as "not taken" cases.          因「退還」保單指該壽險保單從未生效，這就不構成轉保。因行使「冷靜期」權益而被終止的保單都被視為「退還」保單。</p>
7.	<p>A man surrendered his own policy a few months ago due to bad insurance service by an agent A/insurer and had no intention to buy a new one at that time. However, he later met a trustworthy agent B of the same insurer and felt comfortable to start a new policy of the same type of insurance plan. Is agent B required to handle this case as a replacement?          某人在數月前因保險代理 A／保險公司的服務欠佳而退保，當時他並無打算再投保，然而，他其後遇見同一保險公司另一名可靠的保險代理 B，因而打算再投購同類保險計劃。保險代理 B 應否視此為轉保處理？</p>	<p>If the surrender of the first policy occurs within 12 months before or after the purchase of the new policy, it is a replacement and a CPD Form is required.          假如自舊保單於新購保單生效前後的 12 個月內退保，即被視為轉保，需要填寫《聲明書》。</p>

8.	Is it a replacement if more than 50% of the non-guaranteed cash value of an investment-linked policy is taken out? 提取投資相連保單內超過 50%的非保證現金價值是否轉保？	Yes, it is a replacement if the sum insured is reduced by more than 50%. 如果保額減少多於 50%，即屬轉保。
<b>Term conversion:</b> <b>轉換定期壽險：</b>		
9.	Is replacing a term life policy by a permanent life policy a replacement? 以終身壽險保單取代定期壽險保單是否轉保？	Replacing a term life policy by a permanent life policy within the same insurer under the term conversion privilege of the original term policy is not a replacement. Otherwise, it is a replacement. 根據原有定期保單的「轉換定期壽險權益」，以同一保險公司的終身壽險保單取代定期壽險保單，這並非轉保。但除此之外則會被視為轉保。
10.	Is replacing a partially convertible term life policy by a permanent life policy and at the same time terminating the remaining part (50% or above) under policy provisions of the existing policy a replacement? 根據現有保單的保單條款，將部分可轉換定期壽險保單轉為終身壽險保單，同時終止餘下（50%或以上）壽險部分是否轉保？	If this kind of replacement is allowed under the term conversion privilege of the original term policy, it is not a replacement. 如果原有定期保單的「轉換定期壽險權益」容許這種轉保方式，則不被視為轉保。
11.	Is replacing an investment-linked life insurance by a permanent life insurance under the conversion privilege of the policy provisions of the existing policy within the same insurer construed as a policy replacement? 根據現有保單的「轉換權益」條款，以同一保險公司的終身壽險取代投資相連壽險是否構成轉保？	No. Same as Q10 above. 這不構成轉保。原因如上文第 10 題所述。
<b>Policy Loan:</b> <b>保單貸款：</b>		
12.	50% of a policy's guaranteed cash value ("GCV") is taken out as a policy loan; of which 20% is used for purchasing a new life policy and 30% is used for other purposes by the client. Is this a replacement? 客戶以保單貸款形式，提取50%的保單保證現金價值，以20%購買新壽	Although the amount of money put back from a withdrawal of GCV into purchasing a new policy is less than 50% of the GCV of the existing policy, it is still regarded as a replacement under the definition of "Policy Replacement" of the Code of Practice for Life Insurance Replacement, i.e.

	<p>險保單，另30%作其他用途。這是否轉保？</p>	<p>50% or above of the GCV of the existing life insurance policy was/will be reduced. 雖然提取用作購買新保單的金額，少於 50%的現有保單保證現金價值，但根據《壽險轉保守則》的轉保定義，即：50%或以上的保證現金價值已被減少／將被減少，這仍會被視為轉保。</p>
<p>13. A policy loan is taken out from an existing policy against 20% of the GCV. Two months later, another policy loan equal to 30% of the GCV is taken out to purchase a new policy. It is an accumulative 50% policy loan against GCV. Is it a replacement? 以保單貸款形式提取20%的保證現金價值。兩個月後，再透過貸款提取另一筆相等於30%的保證現金價值，用作購買新保單。累積保單貸款額達50%的保證現金價值。這是否轉保？</p>	<p>If the loans are taken out within 12 months before or after the purchase of the new policy, it is a replacement. 如所有貸款是在購買新保單前後的 12 個月內提取，即屬轉保。</p>	
<p><b>When completing a CPD Form: 當填寫《聲明書》時：</b></p>		
<p><i>Re: estimated loss - 有關估計損失 -</i></p>		
<p>14. Does “two years premiums” include premium paid for riders? 「兩年保費」是否包括附加保障的保費？</p>	<p>No, it does not. It includes basic life insurance only. 不包括。「兩年保費」只包括基本壽險保障的保費。</p>	
<p>15. Does the term “two years premiums” refer to the premiums paid for the first two years from the policy inception (i.e. initial premium), or the premiums paid for the last two years (i.e. current premium) before the policy is replaced? 「兩年保費」是指保單生效起計算之首兩年已繳保費（即初期保費），還是保單被取代前的最後兩年已繳保費（即目前保費）？</p>	<p>Normally it is initial premium but sometimes current premium is more suitable. So, whether it is initial premium or current premium, it should be determined by the agent/broker as long as he/she can explain (defend) the rationale. 通常指初期保費，但於某些情況下目前保費會較為適用。只要保險代理／經紀能解釋（辨證）其理據，這應由他／她自行決定以初期保費，還是目前保費計算。</p>	
<p>16. Would the loss of “two years annual premium or 10% of single premium” apply to all types of policy(ies), including term life policy(ies) without</p>	<p>It should be determined by the agent/broker as long as he/she can explain (defend) the rationale.</p>	

	cash value? 「兩年之年付保費」或「整付保費的 10%」的損失是否適用於所有種類的保單，包括沒有現金價值的定期壽險保單？	只要保險代理／經紀能解釋（辯證）其理據，適用與否應由他／她自行決定。
17.	Is the following explanation acceptable if the set-up cost of a term life policy is neither two years premiums nor 10% of single premium? “The existing policy is a term life policy, the premium paid is for the benefit of protection coverage and hence the loss of set up cost is zero.” 如開立定期壽險保單的費用既非兩年保費，亦非整付保費的 10%，以下的解釋可否接受？ 「現有保單是定期壽險保單，已繳的保費用於提供保障，因此，開立保單費用的損失是零。」	Yes, it is acceptable. 這解釋可以接受。
18.	How to calculate the estimated loss of replacing an investment-linked policy? 怎樣計算取代投資相連保單的估計損失？	One of the possible calculations suggested is the difference between two years premiums and the surrender value at the end of the second year of the existing policy (or the policy termination date if earlier) assuming the investment/interest return is zero. 其中一種建議的可行計算方法是：在計算時把投資／利息假設為零，估計損失便是兩年保費與現有保單於第二年度年底（或保單終止日，以較早者為準）的退保現金價值的差額。
<b>Re: premiums of the new policy / guaranteed cash values - 有關新保單之保費及保證現金價值 -</b>		
19.	As each insurer has its unique actuarial calculation and underwriting requirements, different premium rate may be charged for the same sum insured. Can the agent/broker skip the "reason column" in the CPD Form if the premium amount for new policy is lower? 因每間保險公司的精算方法及核保要求各有其獨特之處，每間保險公司就相同的保額也可能會收取不同的保費。如新保單的保費較低，保險代理／經紀可否不填寫《聲明書》內「原因」一欄？	No. 不可以。

20.	<p>If the existing life policy(ies) or the new life policy(ies) is/are a unit-linked policy without guaranteed cash value, can the agent/broker either fill in "N/A" or just fill in the projected values?</p> <p>如現有壽險保單或新壽險保單是沒有保證現金價值的投資相連保單，保險代理／經紀可否填「不適用」或只填寫預計價值？</p>	<p>No, the agent/broker should put "zero" as the answer to the Guaranteed Cash Value.</p> <p>不可以。保險代理／經紀應在「保證現金價值」一欄填寫「零」。</p>
21.	<p><b>Re: Suicide Clause / Contestability Period / riders or supplementary benefits that will not have under the new policy – 有關「自殺條款」、「可爭議期」或新保單沒有提供的附加保障利益</b></p> <p>If the applicant/proposer does not want to provide the following information, can the applicant/proposer just state that "I do not want to disclose such information":</p> <ul style="list-style-type: none"> <li>- the expiry date of the suicide clause;</li> <li>- the expiry date of the contestability period; and</li> <li>- the riders/supplementary benefits that will not have under the new life insurance policy?</li> </ul> <p>如申請人／投保人不提供以下資料，他／她可否只填「我不想披露有關資料」：</p> <ul style="list-style-type: none"> <li>- 自殺條款期限的屆滿日期；</li> <li>- 可爭議期的屆滿日期；及</li> <li>- 新壽險保單沒有提供的附加保障利益？</li> </ul>	<p>Yes.</p> <p>可以。</p>
22.	<p>What should the agent/broker do/help if the applicant/proposer is unable to provide the information mentioned under Q21 above?</p> <p>如果申請人／投保人不提供上述第 21 題提及的資料，保險代理／經紀可以怎樣做或可以怎樣提供協助？</p>	<p>The agent/broker should advise the applicant/proposer not to replace.</p> <p>保險代理／經紀應該建議申請人／投保人不要轉保。</p>
23.	<p>Under what circumstances would an insurer consider to exceptionally re-calculate the "contestable period"?</p> <p>在甚麼情況下保險公司會考慮破例重新計算「可爭議期」？</p>	<p>Generally, the contestability period will restart when any new policy is purchased. However, each insurer may have its own internal guidelines regarding the re-calculation of the contestability period on an exceptional basis. It should be noted that any exception should be clearly spelt out in the new policy.</p>



		<p>一般而言，當購買新保單時，「可爭議期」會重新計算。但是，每間保險公司或會有其關於破例重新計算「可爭議期」的內部指引。應注意：任何「例外情況」都應在新保單內清楚說明。</p>
24.	Should the applicant/proposer provide all the benefit details of the rider(s) in the existing policy(ies) in the CPD Form? What kinds of details should be provided? 申請人／投保人應否在《聲明書》內填寫現有保單提供的附加保障的所有利益細節？應填寫哪些細節？	<p>The names of the benefits would suffice. 填寫利益的名稱已經足夠。</p>
<p><b>Others - 其他</b></p>		
25.	Who is responsible for completing the CPD Form? 誰負責填寫《聲明書》？	<p>The applicant/proposer is responsible for completing the CPD Form, but the agent/broker is responsible for <b>helping</b> the applicant/proposer to complete the CPD Form. 應由申請人／投保人負責填寫《聲明書》，但保險代理／經紀有責任協助申請人／投保人填寫。</p>
26.	Does the agent/broker need to sign item 7 (i.e. Declaration by the Agent/Broker) if the applicant/proposer answers "No" to both questions 1a and 1b of the CPD Form? 如申請人／投保人在《聲明書》的第 1a 及 1b 項均選擇「否」，保險代理／經紀是否需要簽署第 7 項，即「保險代理／經紀聲明」？	<p>No. 不需要。</p>
<p><b>When printing a CPD Form: 當印製《聲明書》時：</b></p>		
27.	Is it a must to use double-sided bilingual CPD Form and Explanatory Notes with the Chinese version printed in the front and the English at the back or vice versa? 保險公司是否必須雙面印製雙語的《聲明書》及《註釋》，即中文版在正面，英文版在背頁，或反之亦然？	<p>As long as the English and Chinese pages/versions are bound together in <b>one single</b> document, it is acceptable. 只要中英文版面／版本訂裝為同一份文件便可。</p>

<p>28. Is it acceptable for an insurer to print the CPD Form <b>without</b> Section A if it opts to incorporate Section A of the CPD Form into its application/proposal? 如保險公司選擇將《聲明書》的A部納入其申請書／建議書內，印製《聲明書》時可否<b>不包括</b>A部？</p>	<p>Yes, it is acceptable provided the CPD Form is completed with an/a application/proposal. 可以。但該《聲明書》必須與申請書／建議書一併填寫。</p>
<p><b>Others:</b> <b>其他：</b></p>	
<p>29. If, for whatever reasons, the old CPD Form is used after the effective date of the new CPD Form, will the insurer/agent/broker using the old Form be considered having discharged its/his duty, and the signed CPD Form in the old version be considered valid? 如基於某些原因，保險公司／代理／經紀在新版《聲明書》生效日後仍採用舊版《聲明書》，它／他會否被視為已盡其責任？已簽署的舊版《聲明書》會否被視為有效？</p>	<p>No. This is the responsibility of the insurer's underwriting staff not to accept the old CPD Form. 不會。保險公司的核保職員有責任不接受舊版《聲明書》。</p>

~ End ~  
~ 完 ~

## HKFI GUIDANCE NOTE ON ILAS ILLUSTRATION DOCUMENT

### (I) Objective

The objective of this Guidance Note is to ensure that there is more consistency of approach in the illustration documents for ILAS policies, to ensure that customers receive proper information and disclosure and that the rates of illustration are appropriate to the current investment environment.

### (II) Background

The contents of this Guidance Note have been created by the Life Insurance Council if the HKFI. Office of the Commissioner of Insurance and the Securities and Futures Commission, have been consulted about the contents of this Guidance Note.

### (III) Guideline

Insurers have the choice of one of the two options below to illustrate the assumed rates of return:

- 1) four assumed rates of return for illustration, 0%, 3%, 6% and 9% on two pages with surrender value and death benefit shown on first and second page respectively, and
- 2) three assumed rates of return for illustration, 0%, 3% and 6% on one page with both surrender value and death benefit shown on the same page.

For both options, other than the 0% assumed rate of return, all rates of return are maximum rates and insurers can choose to illustrate lower rates. For further details regarding the above options, please refer to the sample templates attached in appendix A and B.

The illustration is prepared so that it includes all policy level charges but not the fund management charges. Here, the fund management charges are defined as solely the charges charged by fund managers.

Any charges applied by insurers in the form of fund management charges should be reflected through the numerical illustration no matter whether the charge is deducted through unit deduction or the charge is reflected through its unit price calculation (i.e. under the circumstance of “mirror fund”). For example, if there is a fund management charges applied by insurers either directly or in the form of “mirror fund”, above charges should be part of the numerical illustration e.g. if there is a 1% fund management charge accruing to the insurer and a 1.5% fund management charge accruing to the fund house then the expectation is that the numerical illustration will include the 1% charge mentioned above and the 1.5% fund management charge accruing to the fund house will be mentioned in the notes to the illustration.

Since it is possible to have zero policy value in a low investment yield scenario and only positive policy values in the high investment yield scenarios, a clear statement should be in place to remind policyholders regarding this situation like:

“Under the projection at x% investment return, your policy will remain in force up to an attained age of xx of the individual insured. The policy will terminate afterwards.” Please kindly note that above statement should cover the respective 0%, 3%, 6% and 9% investment return scenarios if applicable.

For example, assume that the projected policy value will become zero when the insured reaches attained age 58 and 67 under the assumed rates of return at 0% and 3% respectively. Below reminder statement will be in place in the illustration.

“Under the projection at 0% and 3% investment return, your policy will remain in force up to an attained age of 57 and 66 of the individual insured respectively. The policy will terminate afterwards. Your policy may also terminate under other adverse investment scenarios. If the actual investment return is below the above projected investment return, the policy may terminate earlier than above attained age(s). You could lose all your premiums paid and benefits accrued if any condition of automatic early termination is triggered.”

Under above example, 6% and 9% investment return is not applicable since the projected policy value will not become zero before the end of the illustration period.

The projected surrender values should be shown as at the end of each of the first five years of the contract, and for every fifth year thereafter until maturity or the end of policy whichever is applicable, after deduction of all relevant charges as described in the above approach. The number of policy year should not be illustrated higher than customer's age at one-hundred (100). Besides, the last few lines should be illustrated by “at age 90”, “at age 95” and “at age 100” for the better understanding of customers.

The declaration in the notes should include reference to the fact that the fund management charges levied by the fund houses are not included in the illustration. Hence, the gross return required is higher (see example for the standard wording).

A warning statement is required alerting the proposer that early surrender or early premium discontinuance may result in significant loss. The standard wording for this is shown in the example illustration.

Insurers will be required to prepare an illustration reflecting the particulars of the customer (rather than using a standard illustration for all customers). The particulars of the customer should include but not limited to age, gender, target product, target premium amount, payment term and currency.

Insurers should present the illustration document in a font (i.e. typeface and size) that is easy to read and legible.

The principles and intent in this guideline should apply towards all pages of the benefit illustration.

The Appointed Actuary should be responsible for the accuracy of the calculations and the preparation of the illustration so that the presentation of the illustration will not mislead the customers.

#### (IV) Effective Date

Insurers which sell ILAS products are required to implement this Guidance Note no later than 1<sup>st</sup> January 2015. Early adoption before the effective date is highly recommended.

Questions regarding the interpretation of this Guidance Note should be addressed to the HKFI.

**Appendix A**

**Information to be disclosed in the Illustration Document**

**Illustration of Surrender Values and Death Benefits for:**

Name of Product: [Name of Product]

Name of Insurance Company: [Name of Insurance Company]

Name of Applicant: [Name of Applicant]

*THE ASSUMED RATES USED BELOW ARE FOR ILLUSTRATIVE PURPOSES. THEY ARE NEITHER GUARANTEED NOR BASED ON PAST PERFORMANCE. THE ACTUAL RETURN MAY BE DIFFERENT!*

**IMPORTANT:**

THIS IS A SUMMARY ILLUSTRATION OF THE SURRENDER VALUES AND DEATH BENEFITS (SHOWN ON THE FOLLOWING PAGE) OF [NAME OF PRODUCT]. IT IS INTENDED TO SHOW THE IMPACT OF FEES AND CHARGES ON SURRENDER VALUES AND DEATH BENEFITS BASED ON THE ASSUMPTIONS STATED BELOW AND IN NO WAY AFFECTS THE TERMS OF CONDITIONS STATED IN THE POLICY DOCUMENT.

Contract Term: [Actual Contract Term]

[Premium Payment Term:] [(if different from Actual Contract Term)]

Premium: [Actual Premium amount]

Assumed Rate of Return: Illustrated at 0%, [3%], [6%] and [9%] p.a.<sup>i</sup>

Projected Surrender Values for a [Regular/Single] Premium [Name of Product] with Contributions of [\$ XXX] for [XXX Periods]					
Number of Years after Policy Issuance	Total Premium Paid since Start of Policy	Assuming Net Rate of Return of 0% p.a.*	Assuming Net Rate of Return of [3%] p.a.*	Assuming Net Rate of Return of [6%] p.a.*	Assuming Net Rate of Return of [9%] p.a.*
1					
2					
3					
4					
5					
10					
XX					

**Declaration**

*I confirm having read and understood the information provided in this illustration and received the principal brochure.*

*Signed & dated:* \_\_\_\_\_  
*[Applicant's Full Name in Printed Form]*

<sup>i</sup>These assumed rates of return shall comply with the guidelines issued from time to time by the Life Insurance Council of the Hong Kong Federation of Insurers.

(Effective no later than 1<sup>st</sup> January 2015)

## Appendix A

Projected Death Benefits for a [Regular/Single] Premium [Name of Product] with Contributions of \$ XXX for [XXX Periods]					
Number of Years after Policy Issuance	Total Premium Paid since Start of Policy	Assuming Net Rate of Return of 0% p.a.*	Assuming Net Rate of Return of [3%] p.a.*	Assuming Net Rate of Return of [6%] p.a.*	Assuming Net Rate of Return of [9%] p.a.*
1					
2					
3					
4					
5					
10					
XX					

\* The Surrender Value and Death Benefit shown in above Summary Illustration have been calculated based on the net rates of return. The net rates of return are net of fund charges levied by fund houses which vary with different funds. Assuming the fund charges are [1.50%] p.a., the gross rates of return on the underlying assets of the funds used in this Summary Illustration are therefore [1.50%] p.a., [4.50%] p.a., [7.50%] p.a. and [10.50%] p.a. respectively. For details of fund charges please refer to the offering documents of the funds. Please note that this illustration might not be relevant should you subsequently switch funds. Please kindly refer to your advisor for the further details. If you select a money market fund or a fixed income fund, then above returns in the growth scenarios would be considered high in many cases and unlikely to be achieved if low interest rate environment persists. You are strongly encouraged to speak to your financial adviser who could provide further information on these funds - both for your initial fund selection and subsequently.

[Under the assumed rate of return at 0% [and b%] p.a., your policy will remain in force up to an attained age of x [and y] of the individual insured respectively. The policy will terminate afterwards. Your policy may also terminate under other adverse investment scenarios. If the actual investment return is below the above assumed rate of return, the policy may terminate earlier than above attained age(s). You could lose all your premiums paid and benefits accrued if any condition of automatic early termination is triggered.]

**Warning:** *You should only invest in this product if you intend to pay the premium for the whole of your chosen premium payment term. Should you terminate this product early or cease paying premiums early, you may suffer a significant loss.*

### **Declaration**

*I confirm having read and understood the information provided in this illustration and received the principal brochure.*

**Signed & dated:** \_\_\_\_\_

*[Applicant's Full Name in Printed Form]*

These assumed rates of return shall comply with the guidelines issued from time to time by the Life Insurance Council of the Hong Kong Federation of Insurers.

(Effective no later than 1<sup>st</sup> January 2015)

**Appendix B**

**Information to be disclosed in the Illustration Document**

**Illustration of Surrender Values and Death Benefits for:**

Name of Product: [Name of Product]

Name of Insurance Company: [Name of Insurance Company]

Name of Applicant: [Name of Applicant]

*THE ASSUMED RATES USED BELOW ARE FOR ILLUSTRATIVE PURPOSES. THEY ARE NEITHER GUARANTEED NOR BASED ON PAST PERFORMANCE. THE ACTUAL RETURN MAY BE DIFFERENT!*

**IMPORTANT:**

THIS IS A SUMMARY ILLUSTRATION OF THE SURRENDER VALUES AND DEATH BENEFITS OF [NAME OF PRODUCT]. IT IS INTENDED TO SHOW THE IMPACT OF FEES AND CHARGES ON SURRENDER VALUES AND DEATH BENEFITS BASED ON THE ASSUMPTIONS STATED BELOW AND IN NO WAY AFFECTS THE TERMS OF CONDITIONS STATED IN THE POLICY DOCUMENT.

Contract Term: [Actual Contract Term]

[Premium Payment Term:] [(if different from Actual Contract Term)]

Premium: [Actual Premium amount]

Assumed Rate of Return: Illustrated at 0%, [3%] and [6%] p.a.<sup>1</sup>

Projected Surrender Values and Death Benefits for a [Regular/Single] Premium [Name of Product] with Contributions of \$ XXX for [XXX Periods]							
Number of Years after Policy Issuance	Total Premium Paid since Start of Policy	Assuming Net Rate of Return of 0% p.a.*		Assuming Net Rate of Return of [3%] p.a.*		Assuming Net Rate of Return of [6%] p.a.*	
		Surrender Value	Death Benefit	Surrender Value	Death Benefit	Surrender Value	Death Benefit
1							
2							
3							
4							
5							
10							
XX							

\* The Surrender Value and Death Benefit shown in above Summary Illustration have been calculated based on the net rates of return. The net rates of return are net of fund charges levied by fund houses which vary with different funds. Assuming the fund charges are [1.50%] p.a., the gross rates of return on the underlying assets of the funds used in this Summary Illustration are therefore [1.50%] p.a., [4.50%] p.a. and [7.50%] p.a. respectively. For details of fund charges please refer to the offering documents of the funds. Please note that this illustration might not be relevant should you subsequently switch funds. Please kindly refer to your advisor for the further details. If you select a money market fund or a fixed income fund, then above returns in the growth scenarios would be considered high in many cases and unlikely to be achieved if low interest rate environment persists. You are strongly encouraged to speak to your financial adviser who could provide further information on these funds - both for your initial fund selection and subsequently.

[Under the assumed rate of return at 0% [and b%] p.a., your policy will remain in force up to an attained age of x [and y] of the individual insured respectively. The policy will terminate afterwards. Your policy may also terminate under other adverse investment scenarios. If the actual investment return is below the above assumed rate of return, the policy may terminate earlier than above attained age(s). You could lose all your premiums paid and benefits accrued if any condition of automatic early termination is triggered.]

**Warning:** *You should only invest in this product if you intend to pay the premium for the whole of your chosen premium payment term. Should you terminate this product early or cease paying premiums early, you may suffer a significant loss.*

**Declaration**

*I confirm having read and understood the information provided in this illustration and received the principal brochure.*

**Signed & dated:**

*[Applicant's Full Name in Printed Form]*

<sup>1</sup>These assumed rates of return shall comply with the guidelines issued from time to time by the Life Insurance Council of the Hong Kong Federation of Insurers.



**Standard Illustration for Participating Policies**

1

**X Y Z LIFE ASSURANCE COMPANY LIMITED**

[A] **IMPORTANT:**  
**THIS IS A SUMMARY ILLUSTRATION OF THE PROJECTED SURRENDER VALUE AND DEATH BENEFIT OF YOUR POLICY. IT IS INTENDED TO SHOW THE PROPORTION OF ANY NON-GUARANTEED ELEMENTS AND THE IMPACT OF CHANGE OF SUCH ELEMENTS UNDER SPECIFIED SCENARIOS. IN NO WAY IT SHOULD AFFECT THE TERMS AND CONDITIONS STATED IN THE POLICY DOCUMENT.**

**[B] Proposal Summary for ABC product**

1. Name of Life Insured:	Age :	Sex :	[C] Smoker / Non Smoker
--------------------------	-------	-------	-------------------------

**2. Benefit Summary**

[D] Policy Currency:

Benefit Description	[E] [Initial] Sum Assured / Protection Amount	[F] [Initial] [M/Q/SA/A] Premium	Premium Payment Term	Benefit Term
Basic Plan Supplementary Benefits eg. Accidental Death Benefit Double Indemnity Hospital Income				

[G] Total [Initial] [M/Q/SA/A] Premium:

=====

Name of Applicant: \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Effective no later than:**  
**(1) 1 April 2016 for new products; and**  
**(2) 1 January 2017 for new and existing policies of current products**

3. Basic Plan – Illustration Summary

[H] End of Policy Year	[I] Total Premiums Paid	SURRENDER VALUE				DEATH BENEFIT			
		[J-1] Guaranteed	Non-Guaranteed		[J-4] Total	[K-1] Guaranteed	Non-Guaranteed		[K-4] Total
			[J-2] Accumulated Dividends and Interest	[J-3] Terminal Dividend			[K-2] Accumulated Dividends and Interest	[K-3] Terminal Dividend	
1	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
2									
3									
4									
5									
10									
15									
20									
25									
30									
At age 65 (5-year interval)									
At Age 100									

Explanation on above illustration:  
Please refer to the Explanation Notes Section.

Name of Applicant: \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Surrender Value – Illustration Under Different Investment Return** 3

**X Y Z LIFE ASSURANCE COMPANY LIMITED**

The table below illustrates the impact on Surrender Value under Pessimistic and Optimistic scenarios. The projected benefits under the two scenarios are calculated assuming the investment returns are lower and higher than company's current assumed investment return respectively; while other factors affecting these values are assumed to remain unchanged. The two scenarios do not represent lower and upper bounds for the actual investment return; the actual amount of non-guaranteed benefits payable may be higher or lower than those illustrated. They only illustrate, for reference purposes, the projected variation of return of the company based on the investment policies and objectives adopted for this policy.

**4. Basic Plan – Surrender Value – Illustration Under Different Investment Return**

[H] End of Policy Year	[I] Total Premiums Paid	[J-1] Guaranteed	SURRENDER VALUE					
			Pessimistic Scenario			Optimistic Scenario		
			Non-Guaranteed		[J-4] Total	Non-Guaranteed		[J-4] Total
			[J-2] Accumulated Dividends and Interest	[J-3] Terminal Dividend		[J-2] Accumulated Dividends and Interest	[J-3] Terminal Dividend	
1	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
2								
3								
4								
5								
10								
15								
20								
25								
30								
At age 65 (5-year interval)								
At age 100								

Explanation on above illustration:  
Please refer to the Explanation Notes Section.

Name of Applicant: \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Death Benefit – Illustration Under Different Investment Return** 4

**X Y Z LIFE ASSURANCE COMPANY LIMITED**

The table below illustrates the impact on Death Benefit under Pessimistic and Optimistic scenarios. The projected benefits under the two scenarios are calculated assuming the investment returns are lower and higher than company's current assumed investment return respectively; while other factors affecting these values are assumed to remain unchanged. The two scenarios do not represent lower and upper bounds for the actual investment return; the actual amount of non-guaranteed benefits payable may be higher or lower than those illustrated. They only illustrate, for reference purposes, the projected variation of return of the company based on the investment policies and objectives adopted for this policy.

**5. Basic Plan – Death Benefit – Illustration Under Different Investment Return**

[H] End of Policy Year	[I] Total Premiums Paid	DEATH BENEFIT						
		[K-1] Guaranteed	Pessimistic Scenario			Optimistic Scenario		
			Non-Guaranteed		[K-4] Total	Non-Guaranteed		[K-4] Total
			[K-2] Accumulated Dividends and Interest	[K-3] Terminal Dividend		[K-2] Accumulated Dividends and Interest	[K-3] Terminal Dividend	
1	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999	9,999,999
2								
3								
4								
5								
10								
15								
20								
25								
30								
At age								
65								
(5-year								
interval)								
At age								
100								

Explanation on above illustration:  
Please refer to the Explanation Notes Section.

Name of Applicant: \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

- (i) Sections 3, 4 and 5 are only summary illustrations of the major benefits of your Basic Plan excluding any supplementary benefits as shown in Section 2 (if applicable) and assume that all premiums are paid in full when due. You should refer to your intermediary or the company for more information or, if appropriate, a more detailed proposal.
- [optional] (ii) The amount of total premium(s) may differ slightly from the total of the premiums payable in the policy due to rounding differences.
- [only applicable to reversionary bonus plans] (iii) The face value of any reversionary bonus and terminal bonus will be paid when the company is paying the Death Benefit, whereas the cash value of these bonuses will be paid when the policy is surrendered in whole or in part or terminated (other than due to the death of the Insured). The cash value of these bonuses may not be equal to the face value of the bonuses.
- [only applicable to reversionary bonus plans] (iv) The face value of reversionary bonus is guaranteed once declared while the cash value of reversionary bonus is not guaranteed / [The face value and cash value of reversionary bonus are guaranteed once declared.]
- (v) The projected non-guaranteed benefits included in Section 3 are based on the company's dividend/bonus scales determined under current assumed investment return and are not guaranteed. The actual amount payable may change anytime with the values being higher or lower than those illustrated. As another example, the possible potential impact of a change in the company's current assumed investment return on the Total Surrender Value and the Total Death Benefit are illustrated in Sections 4 and 5. Under some circumstances, the non-guaranteed benefits may be **zero**.
- (vi) In Sections 4 and 5, benefits under Pessimistic Scenario are based on a decrease of about x% p.a. whereas benefits under Optimistic Scenario are based on an increase of about y% p.a. in comparing with the current assumed investment return.
- (vii) As illustrated in Sections 3, 4 and 5, you can leave the projected dividends and other cash payments with the company for interest accumulation at an interest rate which is not guaranteed. The current interest rate used to illustrate the effect of accumulation in Section 3 is A % pa. The actual interest rate may change from time to time with rate higher or lower than A %. In accordance with the change in the investment return under Pessimistic and Optimistic Scenario in Sections 4 and 5 as mentioned in note (v), the accumulation interest rate of B % and C % is used respectively. These rates are also not guaranteed. You may cash all or part of the amount of projected dividends and other cash payments without affecting the protection amount of Section 2 but the total values shown above will be reduced accordingly.
- (viii) When reviewing the values shown in the illustrations in Sections 3, 4 and 5, please note that the cost of living in the future is likely to be higher than it is today due to inflation.

## 7. Dividend / Bonus History

[Website address that shows dividend / bonus History]

You may browse the above website to understand the company's dividend / bonus history for reference purposes.

## Warning

- You should only apply for this product if you intend to pay the premium for the whole of the premium payment term.
- Should you terminate this product early or cease paying premiums early, you may suffer a significant loss.

## Declaration

I confirm having read and understood the information contained in this summary of illustrated benefits, and received the product brochure and the information regarding the relevant dividend/bonus history (if applicable).

Name of Applicant: \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## **HKFI Guidance Note on Illustration Document for Participating Policies**

### **1. Purpose**

The purpose is to ensure each prospective policyholder is provided as a minimum with a summary illustration of the benefits of a participating insurance (except universal life).

### **2. Standard Requirements**

The standard information to be included in the Illustration Document of a typical participating policy (except universal life) is set out on the attached sample format.

### **3. Company Customization**

Companies may customize the Illustration Document, except otherwise stated, to exclude the information not applicable to the product and not relevant to customers; and to include additional information provided that such additional information is not misleading and does not otherwise detract from the information disclosed in the standard requirements. The additional information should be relevant to illustrate the product details to customers.

Despite that, companies are required to follow the insurance terminology specified in the template wherever possible for the sake of consistency across industry. In cases where the company has genuine need to use its own terminology, Insurance Authority ("IA") will consider on individual case basis depending on its justifications and whether the terminology is misleading or not. In addition, companies should follow the order of table whereby total premiums paid column is shown before the benefit payment columns, and surrender values are shown before the death payments.

Only those figures which are guaranteed can be highlighted (i.e. bold or color font). The Illustration Document can be prepared on more than one sheet of A4 paper, if necessary, with printing on both sides in which event there must be an indication that the illustration continues overleaf. Applicant's signature is required for all pages of the Illustration Document.

### **4. Assumption setting**

In setting the best estimate assumptions for the base scenario, Appointed Actuary should have regard to the AGN on Best Estimate Assumptions by ASHK, in particular Appendix A, which provides guidance and consideration on setting the benefit illustration assumptions.

### **5. Pessimistic and Optimistic Scenarios**

According to GN16, additional high and low return scenarios must be provided in the benefit illustration to show the variability of the ultimate results. A wider range of scenarios is expected for investment strategy with higher volatility. For consistency purpose, the terms "Pessimistic Scenario" and "Optimistic Scenario" should be used. The underlying change in investment returns and accumulation interest rate (if applicable) in these scenarios are required to be disclosed in the Explanation Notes underneath.

Companies are required to adopt 25<sup>th</sup> and 75<sup>th</sup> percentiles of the investment returns in the projections as pessimistic and optimistic scenarios (except otherwise as allowed by the IA after a company has demonstrated to the satisfaction of the IA that it has practical difficulties for so doing) while keeping other assumptions (except dividend/coupon accumulation interest rates, if applicable) unchanged. Companies could adopt a lower than 25<sup>th</sup> percentile as the pessimistic scenario but could not adopt a higher than 75<sup>th</sup> percentile as the optimistic scenario.

### **6. Illustration Preparation**

An Illustration Document must be prepared by the company in conjunction with each policy to be issued. This document has to be provided to the prospective policyholder for review prior to signing the application form in which case the prospective policyholder must sign a Declaration as stated in the attached sample in respect of the illustration of benefits and premiums which will be those stated in the policy.

7. **Language & Font**

The Illustration Document will be in the same language(s) as used by the company in its other pre-sale literature. English or Chinese translation of the Illustration Document should be available to customers upon request. The Illustration Document should be presented in a font (i.e. typeface and size) that is easy to read and legible.

8. **Complaints or Disputes**

Companies are required to maintain records in respect of complaints or disputes arising from the issue of the Illustration Document and to provide these records to the HKFI and the IA upon request.

9. **Commencement Date**

The requirement to provide an Illustration Document based on this updated requirement will apply to all policies and come into effect with the same timeline as GN16, but companies are encouraged to comply with this request before such date.

**HKFI Guidance Note on Illustration Document for Participating Policies**  
**Explanatory Notes to Companies**

- A. This "health warning" is required to be stated clearly in the format shown at the beginning of all Illustration Documents.
- B. The Illustration Document is to be provided for each participating product/policy/plan offered by the company (except universal life). Only those figures which are guaranteed can be highlighted (i.e. bold and/or color font).
- C. If a Smoker/Non Smoker discount is provided then the appropriate class must be stated otherwise this section may be blank.
- D. If payment currency is different from policy currency or policy currency is other than Hong Kong Dollars, it should be stated clearly and the applicant should be aware of the relevant exchange rate risk.
- E. The protection amount could be a sum assured or the value of a regular payment as in the case of hospital income riders attaching to the policy. Where the sum assured varies, the initial sum assured at the policy commencement has to be stated.
- F. Where the premium varies over the premium payment term, the initial premium at the policy commencement has to be stated. The monthly, quarterly, semi-annually or annually premium actually paid by the policyholder is to be stated. In case of single premium, it should be stated as 'Single Premium' with premium payment term of 1.
- G. This is the total (initial) monthly, quarterly, semi-annually or annually premium paid by the policyholder for the basic plan and its riders (if applicable) which may differ from the sum of the individual monthly, quarterly, semi-annually or annually premiums depending on the rounding convention used by the company.
- H. Only End of Policy Year should be shown. Illustrations of benefits are to be provided to maturity and for the years:
  - (a) stated for not less than 30 years (with a 5-year interval after policy year 5) or benefit term if shorter, and
  - (b) at age 65 or on the maturity of the policy if earlier, and
  - (c) at age 100 or on the maturity of the policy if earlier.
- I. The total premiums each year are the accumulated premiums actually due to be paid by the policyholder since policy inception.
- J-1. Guaranteed Surrender Value refers to the total of the values the company guarantees to pay upon total surrender of the policy provided premiums are fully paid. If the company offers no guaranteed cash values then the amounts shown must be zeros.
- J-2. Non guaranteed Surrender Value – Accumulated Dividends (or Reversionary Bonus) and Interest refers to the total of the non guaranteed annual/regular dividend (or cash value of Reversionary Bonus) projected to be declared by the company plus any interest accumulation on dividends or any guaranteed cash payments or endowments if the interest rate is not guaranteed.
- J-3. Non guaranteed Surrender Value – Terminal Dividend (or Bonus) refers to the non-guaranteed elements projected to be paid by the company upon total surrender of the policy provided premiums are fully paid (e.g. Terminal dividend or terminal bonus).
- J-4. Surrender Value is the total value of the policy including all guaranteed and non-guaranteed amounts (i.e. sum of J-1 to J-3).
- K-1. Guaranteed Death Benefit refers to the total of the values the company guarantees to pay upon death of the person insured. If the company offers no guaranteed death benefits then the amounts shown must be zeros.



- K-2. Non guaranteed Death Benefit – Accumulated Dividends (or Reversionary Bonus) and Interest refers to the total of the non guaranteed annual/regular dividend (or Reversionary Bonus) projected to be declared by the company plus any interest rate accumulation if the interest is non guaranteed on the dividends or any guaranteed cash payments or endowments.
- K-3. Non guaranteed Death Benefit – Terminal Dividend (or Bonus) refers to the non-guaranteed elements projected to be paid by the company upon death of the insured (e.g. Terminal dividend or terminal bonus).
- K-4. Death Benefit will include guaranteed death benefit, any projected dividends, reversionary bonus or terminal bonus and accumulated guaranteed cash payment or endowments paid by the company plus any interest rate accumulation (i.e. sum of K-1 to K-3) (please refer to Explanation Notes (iv) and (vi)).
- L. The date on which the illustration is generated or printed is to be provided for possible future reference.

**Standard Illustration for Universal Life (Non-Linked) Policies**

1

XYZ LIFE ASSURANCE COMPANY LIMITED

[A] **IMPORTANT:**  
THIS IS A SUMMARY ILLUSTRATION OF THE PROJECTED SURRENDER VALUE AND DEATH BENEFIT OF YOUR POLICY AND IN NO WAY AFFECTS THE TERMS AND CONDITIONS STATED IN THE POLICY DOCUMENT. THE ASSUMED CREDITING INTEREST RATES USED BELOW ARE FOR ILLUSTRATIVE PURPOSES ONLY. UNLESS OTHERWISE STATED, THEY ARE NEITHER GUARANTEED NOR BASED ON PAST PERFORMANCE. THE ACTUAL CREDITING INTEREST RATES MAY BE DIFFERENT!

[B] **Proposal Summary for ABC product**

1. 

Name of Life Insured:	Age:	Sex:	[C] Smoker/Non Smoker
-----------------------	------	------	-----------------------

2. **Benefit Summary**

[D] Policy Currency

Benefit Description	[E] [Initial] Sum Assured / Protection Amount	[F] [Initial] [M/Q/SA/A] Premium	Premium Payment Term	Benefit Term
Basic Plan  Supplementary Benefits eg. Accidental Death Benefit Double Indemnity Hospital Income				

[G] Total [Initial] [M/Q/SA/A] Premium:

=====

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Effective no later than:**

**(1) 1 April 2016 for new products; and**

**(2) 1 January 2017 for new and existing policies of current products**

3a. Basic Plan Illustration

The table below illustrates projected policy values under Guaranteed Basis/ Conservative Basis and Current Assumed Basis. Figures under Guaranteed Basis are calculated based on minimum guaranteed crediting interest rate, maximum scale of charges and exclude non-guaranteed bonus (if any). / [Figures under Conservative Basis are not guaranteed and are calculated based on minimum guaranteed crediting interest rate / crediting interest rate of 0% p.a., maximum charges / current charges (which may be subject to changes), and exclude non-guaranteed bonus (if any).] Figures under Current Assumed Basis are calculated using current forecast crediting interest rate, current charges (which may be subject to changes), and include non-guaranteed bonus (if any), and are not guaranteed. The actual amount payable may be lower or higher than those illustrated. Under certain circumstances, the non-guaranteed bonus may be zero (if applicable). The current assumed crediting interest rate illustrated by the company shall in no way be interpreted as a projection or estimation of the future returns. The future crediting interest rate may be lower or higher. Details of the maximum and current scale of charges are presented in Summary of Charges.

[H] End of Policy Year	[I] Total Premiums Paid	[L] Guaranteed Basis / Conservative Basis			[M] Current Assumed Basis		
		[Description of Minimum Guaranteed Crediting Interest Rate / 0% p.a.]			[Description of Current Assumed Crediting Interest Rate]		
		Maximum / Current charges are applied			Current charges are applied		
		[J] Account Value	[J] Surrender Value	[J] Death Benefit	[K] Account Value	[K] Surrender Value	[K] Death Benefit
1							
2							
3							
4							
5							
10							
15							
20							
25							
30							
At age 65							
(5-year interval)							
At age 100							

Explanation on above illustration:  
Please refer to the Explanation Notes Section.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3b. Basic Plan Illustration (Optional)

The table below illustrates the impact on Account Value, Surrender Value and Death Benefit under Pessimistic and Optimistic Bases. All figures illustrated are not guaranteed and calculated based on pessimistic and optimistic view of future crediting interest rates, current scale of charges and include non-guaranteed bonus (if any). The two bases do not represent lower and upper bounds for the actual crediting interest rate. They only illustrate, for reference purposes, the projected variation of Account Value, Surrender Value and Death Benefit of this policy based on the investment policies and objectives adopted by the company. The actual amount payable may change anytime with the values being lower or higher than those illustrated. Under certain circumstances, the non-guaranteed bonus may be zero (if applicable). The crediting interest rates illustrated by the company shall in no way be interpreted as a projection or estimation of the future returns. The future crediting interest rate may be lower or higher. Details of the current scale of charges are presented in Summary of Charges.

[H] End of Policy Year	[I] Total Premiums Paid	[N] Pessimistic Basis			[N] Optimistic Basis		
		Crediting Interest Rate: X% p.a.			Crediting Interest Rate: Y% p.a.		
		Current Charges are applied			Current Charges are applied		
		[O] Account Value	[O] Surrender Value	[O] Death Benefit	[O] Account Value	[O] Surrender Value	[O] Death Benefit
1							
2							
3							
4							
5							
10							
15							
20							
25							
30							
At age 65 (5-year interval)							
At age 100							

Explanation on above illustration:  
Please refer to the Explanation Notes Section.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Explanation Notes**

- (i) The above is only a summary illustration of the major benefits of your policy. You should refer to your intermediary or the company for more information or, if appropriate, a more detailed proposal.
- (ii) The Basic Plan Illustration in Section 3a and Section 3b (optional) relates to your Basic Plan excluding any riders or additional benefits as shown in Section 2 (if applicable). It assumes that all premiums are paid in full as planned without exercising the premium holiday option.
- [optional] (iii) The amount of total premium(s) may differ slightly from the total of the premiums payable in the policy due to rounding differences.
- (iv) When reviewing the values shown in the above illustration, please note that the cost of living in the future is likely to be higher than it is today due to inflation.

**5. Crediting Interest Rate History**

[Website address that shows historical crediting interest rate history]

You may browse the above website to understand the company's crediting interest rate history for reference purposes. Please be reminded that the crediting interest rates shown on the website are before any relevant policy charges (e.g. cost of insurance, policy administration fees, etc).

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Summary of Charges

The scales of charges used in the Basic Plan Illustration in Section 3 are set out below. The current scale of charges, unless otherwise specified, is not guaranteed and is subject to the company's sole discretion to change with prior written notice to policyholders # months before effective (note: the # cannot be less than 1).

1) Premium Charge

x% of each premium paid will be deducted upfront.

2) Surrender Charge

You will be subject to a surrender charge if policy termination occurs before Nth policy year [or policy maturity if applicable] based on the following table.

Policy year	Surrender charge rate on [Account Value] [P]
1	
2	
3	
etc	

3) Cost of Insurance

Amount of cost of insurance depends on Insured's attained age, sex, smoking habit, sum assured, cost of insurance rates in the following table. The cost of insurance rates is applied to [sum at risk, which is the higher of sum assured less account value and zero]. The company retains the right to increase the cost of insurance rates up to the maximum rates as specified [if maximum rate is applicable] / The company retains the right to increase the cost of insurance rates above the current rates without limit [if maximum rate is not applicable].

Policy year [Q]	Attained age	Cost of insurance rate (Current rates)	Cost of insurance rate (Maximum rates) [R]
1			(Mark "N.A." if not applicable)
2			
3			
Etc			
(end of policy year)	(age at maturity)		

4) Policy Administration Fee

The policy administration fee will be charged from your policy account according to a percentage of your [account value] varied with policy year based on the following table. The company retains the right to increase the policy administration fee up to the maximum rates as specified [if maximum rate is applicable] / The company retains the right to increase the policy administration fee above the current rates without limit [if maximum rate is not applicable].

Policy year	% of [Account Value] (Current rates)	% of [Account Value] (Maximum rates) [R]
1		(Mark "N.A." if not applicable)
2		
3		
etc		

5) All other current and maximum (if available) fees and charges (e.g. Policy fee, etc) should also be included and disclosed as appropriate.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Warning**

- You should only apply for this product if you intend to pay the premium for the whole of the premium payment term.
- Should you terminate this product early or cease paying premiums early, you may suffer a significant loss.
- Your policy may terminate if (i) the Account Value is insufficient to pay the charges, or (ii) policy loan balance (if applicable) exceeds the Account Value.

**Declaration**

I confirm having read and understood the information contained in this summary of illustrated benefits together with the Summary of Charges of this illustration document, and received the product brochure and the information regarding the relevant crediting interest rate history (if applicable).

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **HKFI Guidance Note on Illustration Document for Universal Life (Non-Linked) Policies**

### **1. Purpose**

The purpose is to ensure each prospective policyholder is provided as a minimum with a summary illustration of the benefits of a universal life (non-linked) insurance.

### **2. Standard Requirements**

The standard information to be included in the Illustration Document of a typical universal life (non-linked) policy is set out on the attached sample format.

### **3. Company Customization**

Companies may customize the Illustration Document, except otherwise stated, to exclude the information not applicable to the product and not relevant to customers; and to include additional information provided that such additional information is not misleading and does not otherwise detract from the information disclosed in the standard requirements. The additional information should be relevant to illustrate the product details to customers.

Despite that, companies are required to follow the insurance terminology specified in the template wherever possible for the sake of consistency across industry. In cases where the company has genuine need to use its own terminology, Insurance Authority ("IA") will consider on individual case basis depending on its justifications and whether the terminology may be misleading or not. In addition, companies should follow the order of table whereby total premiums paid column is shown before the benefit payment columns, and surrender values are shown before the death payments.

Only those figures which are guaranteed can be highlighted (i.e. bold and/or color font). The Illustration Document can be prepared on more than one sheet of A4 paper, if necessary, with printing on both sides in which event there must be an indication that the illustration continues overleaf. Applicant's signature is required for all pages of the Illustration Document.

### **4. Charges**

The charges adopted in producing the illustration have either to be those used currently by the company or if different then this must be clearly stated and the charges could be higher than that of the current level. Companies are reminded that no misleading statement, promise or representation is made in the illustration, and that the Appointed Actuary has the responsibility to take all reasonable steps to ensure that the company's potential policyholders should not be misled as to their expectations.

### **5. Rate of Return**

Companies should project the values using two different assumptions. The first one is based on the minimum guaranteed crediting interest rates prescribed under the policy. If the policy does not offer any minimum guaranteed crediting interest rate, a conservative crediting interest rate of 0% per annum should be used. The second one is based on the current assumed crediting interest rate (i.e. the current crediting interest rate assumption based on best estimate) forecast by the companies. The crediting interest rates are before policy charges. In setting the best estimate assumptions in the Current Assumed Basis, Appointed Actuary should have regard to the AGN on Best Estimate Assumptions by ASHK, in particular Appendix A, which provides guidance and consideration on setting the benefit illustration assumptions.

### **6. Illustration Preparation**

An Illustration Document must be prepared by the company in conjunction with each policy to be issued. This document has to be provided to the prospective policyholder for review prior to signing the application form in which case the prospective policyholder must sign a Declaration as stated in the attached sample in respect of the illustration of benefits and premiums which will be those stated in the policy.

### **7. Language & Font**

The Illustration Document will be in the same language(s) as used by the company in its other pre-sale literature. English or Chinese translation of the Illustration Document should be available to customers



upon request. The Illustration Document should be presented in a font (i.e. typeface and size) that is easy to read and legible.

8. **Complaints or Disputes**

Companies are required to maintain records in respect of complaints or disputes arising from the issue of the Illustration Document and to provide these records to the HKFI and the IA upon request.

9. **Commencement Date**

The requirement to provide an Illustration Document based on this updated requirement will apply to all policies and come into effect on the same timeline as GN16, but companies are encouraged to comply with this request before such date.

**HKFI Guidance Note on Illustration Document for Universal Life (Non-Linked) Policies**  
**Explanatory Notes to Companies**

- A. This "health warning" is required to be stated clearly in the format shown at the beginning of all Illustration Documents.
- B. The Illustration Document is to be provided for each universal life (non-linked) product/policy/plan offered by the company. Only those figures which are guaranteed can be highlighted (i.e. bold and/or color font).
- C. If a Smoker/Non Smoker discount is provided then the appropriate class must be stated otherwise this section may be blank.
- D. If payment currency is different from policy currency or policy currency is other than Hong Kong Dollars, it should be stated clearly and the applicant should be aware of the relevant exchange rate risk.
- E. The protection amount may be a sum assured or the value of a regular payment as in the case of hospital income for riders attaching to the policy. Where the sum assured varies, the initial sum assured is to be stated.
- F. Where the premium varies over the premium payment term, the initial premium at the policy commencement has to be stated. The monthly, quarterly, semi-annually or annually premium actually paid by the policyholder is to be stated. In case of single premium, it should be stated as 'Single Premium' with premium payment term of 1.
- G. This is the total (initial) monthly, quarterly, semi-annually or annually premium paid by the policyholder for the basic plan and its riders (if applicable) which may differ from the sum of the individual monthly, quarterly, semi-annually or annually premiums depending on the rounding convention used by the company.
- H. Only End of Policy Year should be shown. Illustrations of benefits are to be provided to maturity and for the years:
  - (a) stated for not less than 30 years (with a 5-year interval after policy year 5) or benefit term if shorter, and
  - (b) at age 65 or on the maturity of the policy if earlier, and
  - (c) at age 100 or on the maturity of the policy if earlier.
- I. The total premiums each year are the accumulated premiums actually due to be paid by the policyholder since policy inception.
- J. Account Value, the total benefit amount payable on total surrender of the policy and the total benefit amount payable on death under Guaranteed Basis / Conservative Basis shall include only the guaranteed benefit and exclude any non-guaranteed bonus.
- K. Account Value, the total benefit amount payable on total surrender of the policy and the total benefit amount payable on death under Current Assumed Basis shall include both the guaranteed and non-guaranteed bonus.
- L. Under Guaranteed Basis or Conservative Basis, minimum guaranteed crediting interest rate (or 0% p.a. if not available) and maximum scale of charges (or current scale of charges if not available) should be adopted in the projection. The term "Guaranteed Basis" can only be used if and only if all values under the projection are guaranteed; otherwise, the term "Conservative Basis" should be used.
- M. Under Current Assumed Basis, current best estimate crediting interest rate and current scale of charges should be adopted in the projection. From time to time, current best estimate crediting interest rate may not be the same as the current crediting interest rate.
- N. Illustration based on an assumed crediting interest rate under Pessimistic and Optimistic Basis. This illustration is optional and can be shown only if:
  - (a) the plan has significant (which is 20% or more) target equity investment, and
  - (b) in the opinion of the company's appointed actuary, the optional illustration is not misleading to the applicants.

This illustration is allowed mainly for demonstration of variability of crediting interest rates due to exposure of equities. It should not be used as benchmark for future crediting interest rates in misleading applicants.

Companies are required to adopt 25<sup>th</sup> and 75<sup>th</sup> percentiles of the investment returns in the projections (except otherwise as allowed by the IA after a company has demonstrated to the satisfaction of the IA that it has practical difficulties for so doing) as pessimistic and optimistic scenarios while keeping other assumptions (except dividend/coupon accumulation interest rates, if applicable) unchanged.

- O. Account Value, the total benefit amount payable on total surrender of the policy and the total benefit amount payable on death under Pessimistic Basis and Optimistic Basis shall include both the guaranteed and non-guaranteed bonus.
- P. Surrender charge rates / surrender charge amount (if applicable) should be disclosed. For surrender charge rates shown, the base to which the rates apply should be clearly stated.
- Q. Cost of Insurance rates in each of the first 10 policy years should be disclosed. For charges in later years, companies can show the rates with a 5-year interval until maturity.
- R. A column disclosing maximum rates of charges should be shown. In case there is no maximum charge, "N.A." should be marked in the column to represent 'not applicable'.
- S. The date on which the illustration is generated or printed is to be provided for possible future reference.

**Questions and Answers on 'Guidance Note on Illustration Document for Participating Policies' and Guidance Note on Illustration Document for Universal Life (Non-Linked) Policies**

***Disclaimer: The list of questions and answers are for reference only. Members are advised to consult their own legal counsel as necessary.***

**I. Requirements**

**Q** 1. For certain short-term saving plan where the only non-guaranteed element is the interest rate accumulation, is it required to have projection under optimistic and pessimistic scenarios?

**A** 1. The template for participating product applies to any product involving non-guaranteed element, including products providing guaranteed benefits and these benefits could be deposited with insurers for accumulation with non-guaranteed interest rate. In this connection, projection under optimistic and pessimistic scenarios for non-guaranteed element are required.

**Q** 2. For policies with policy loan facility, should policy loan projection be included in the illustration?

**A** 2. Policy values illustration should be projected as if there is no policy loan. Nonetheless, insurers should alert policyholders to lapsation risk due to policy loan exceeding policy value and expected timeline (in years) leading to policy lapsation based on the assumptions at that time under the following circumstances:

- when supplementary illustration on basic plan with policy loan is provided;
- when policyholder applies for policy loan ;
- as soon as practicable, after first drawn down due to automatic policy loan;
- on regular policy statement where policy loan has been drawn down.

In addition, insurers should provide a re-projection of policy loan amount upon request, and policyholders should be informed of such right.

In light of the time needed for system change, OCI agreed to have no-action period in respect of provision of expected timeline and re-projection of policy loan amount until 1 July 2017 to allow insurers additional preparation time. Nonetheless, insurers are required to make best effort to comply with the requirements as soon as practicable.

**Q** 3. Are insurers allowed to show supplementary illustrations, such as withdrawal or premium offset?

**A** 3. Insurers are allowed to show supplementary illustrations on optional product feature (except premium offset where the requirement under section 4.1.3 of Appendix I to the GN16 applies). Unless otherwise stated, insurers should follow the requirements under standard template for supplementary illustration, in particular separation of guaranteed and non-guaranteed amounts with column clearly labeled as "guaranteed" and "non-guaranteed" to indicate the nature of the amounts. For the avoidance of doubt, it is not required to have customer's signature on supplementary illustration.

Supplementary illustration can be shown as follows:

- (a) Insurers can provide supplementary illustration on basic plan with policy loan to customers.
- (b) In illustrating premium holiday for universal life products, insurers should follow the requirements under standard template where such projections under guaranteed/conservative basis and current assumed basis should be provided.
- (c) For automatic indexation of sum assured, if this is an optional feature that policyholders can choose to exercise or not, the illustration requirements should follow paragraph (d) below. Otherwise, such indexation should be treated as a product feature of a basic plan.
- (d) For products offering optional product features: in case of participating products, current assumed basis, pessimistic and optimistic scenarios should be provided for the basic plan excluding the optional feature; in case of a universal life product, guaranteed/conservative basis and current assumed basis should be provided for the basic plan excluding the optional feature. Insurers can include a supplementary illustration to show a projection of the basic plan with the optional features. It is not required to illustrate benefit projection under pessimistic/optimistic scenarios for this supplementary illustration. Future re-projection should be prepared according to the option chosen by the policyholder (i.e. policy with optional feature chosen should show the policy value reflecting this option benefits).
- (e) For the avoidance of doubt, riders in general are not considered as optional product feature. As such, in providing future re-projection, an illustration on basic plan only should be provided as a minimum. Supplementary illustration on combining basic plan and riders can be provided separately.

**Q** 4. For the non-guaranteed benefits, can insurers illustrate a scale which is lower than that determined under current assumed investment return or current assumed crediting interest rates?

**A** 4. For illustration based on the current assumed investment returns or current assumed crediting interest rates, insurers are allowed to illustrate the values with investment returns or crediting interest rates not higher than the rates determined under current assumed basis.

**Q** 5. Are insurers allowed to include a projection under current basis (i.e. current declared crediting interest rate and current charges) for universal life policies?

**A** 5. For the template of universal life, it is not allowed to include a projection based on current declared crediting interest rate and current charges. Projections under guaranteed/conservative basis and current assumed basis are sufficient for customer without information overflow.

- Q** 6. Rather than showing a different accumulation interest rate under the pessimistic and optimistic scenario, can insurers continue to use the prevailing accumulation interest rate on the projection under participating policy?
- A** 6. For the projections under pessimistic and optimistic scenarios, the accumulation interest rates (if any) should be determined with reference to the investment returns assumed in these scenarios.
- Q** 6(a) Under the HKFI Standard Illustration for Participating Policies, it states that benefits under Pessimistic Scenario are based on a decrease of about x% p.a. whereas benefits under Optimistic Scenario are based on an increase of about y% p.a. in comparing with the current assumed investment return. Please elaborate a bit more about the expectation of x% and y% i.e.: an absolute change of investment return as compared with the current assumed investment return is expected, or a percentage change as calculated from the current assumed investment return should be disclosed?
- A** 6(a) It is expected that an absolute change of investment return should be disclosed. For example, if the current assumed investment return is at C%, and the benefits under Pessimistic Scenario are based on a decrease of about x% p.a., the Pessimistic Scenario investment return is expected to be  $(C\%-x\%)$ p.a.; similar logic applies on the Optimistic scenario: the benefits under Optimistic scenario are based on an increase of about y% p.a., the Optimistic Scenario investment return is expected to be  $(C\%+y\%)$ .
- Q** 7. For plans with guaranteed coupons, is it possible to have a separate column to show it?
- A** 7. For products offering guaranteed cash coupon(s), if pay-out basis is to be illustrated, a column illustrating the guaranteed cash coupons and relevant explanatory notes should be added beyond the column of "Total Premium Paid". On the other hand, if accumulation basis is to be illustrated, the guaranteed coupon amount should be added to the "Guaranteed" column; whereas the interest generated from the coupon(s) should be added to the "Accumulated Dividends and Interest" column (if non-guaranteed) or to the "Guaranteed" column (if guaranteed).

## **II. Formatting and Presentation**

- Q** 8. Are insurers allowed to highlight certain figures to draw policyholders' attention? For instance, some insurers show figures for every 5 years in boldface in the illustration template for ease of reading. Please clarify if insurers can keep this format in future.
- A** 8. No. Only those figures which are guaranteed can be highlighted (i.e. bold or color font). Nonetheless, formatting which are not misleading, and for the benefit of policyholders (e.g. a line under the row of figures every five policy years), is allowed.
- Q** 9. For premium payment term and benefit term, can we present the premium payment term and benefit term as pay to certain age instead of number of years?
- A** 9. Yes. For premium payment term and benefit term stated in the template, both "x years" or "to age x" is acceptable.

- Q** 10. For the template of participating policies under Section 3 - illustration summary, apart from showing the surrender values and death benefits in one page, are insurers allowed to present the figures in two pages?
- A** 10. Yes. Insurers have an option to present the figures in two pages in the format below:

*For the first page:*

End of Policy Year	Total Premiums Paid	SURRENDER VALUE			
		Guaranteed	Non-Guaranteed		Total
			Accumulated Dividends and Interest	Terminal Dividend	
1					
2					
3					
4					
5					
10					
15					
20					
25					
30					
At age 65 (5-year interval)					
At Age 100					

*For the second page:*

End of Policy Year	Total Premiums Paid	DEATH BENEFIT			
		Guaranteed	Non-Guaranteed		Total
			Accumulated Dividends and Interest	Terminal Dividend	
1					
2					
3					
4					
5					
10					
15					
20					
25					
30					
At age 65 (5-year interval)					
At Age 100					

- Q** 11. For the template of universal life policies under Section 3a - illustration summary, apart from showing the surrender values and death benefits in one page, are insurers allowed to present the figures in two pages?
- A** 11. Yes. Insurers have an option to present the figures in two pages in the format below:

*For the first page:*

End of Policy Year	Total Premiums Paid	Guaranteed Basis / Conservative Basis		Current Assumed Basis	
		[Description of Minimum Guaranteed Crediting Interest Rate / 0% p.a.]		[Description of Current Assumed Crediting Interest Rate]	
		Maximum / Current charges are applied		Current charges are applied	
		Account Value	Surrender Value	Account Value	Surrender Value
1					
2					
3					
4					
5					
10					
15					
20					
25					
30					
At age 65 (5-year interval)					
At age 100					

*For the second page:*

End of Policy Year	Total Premiums Paid	Guaranteed Basis / Conservative Basis		Current Assumed Basis	
		[Description of Minimum Guaranteed Crediting Interest Rate / 0% p.a.]		[Description of Current Assumed Crediting Interest Rate]	
		Maximum / Current charges are applied		Current charges are applied	
		Account Value	Death Benefit	Account Value	Death Benefit
1					
2					
3					
4					
5					
10					
15					
20					
25					
30					
At age 65 (5-year interval)					
At age 100					



### III. Section 3 – Company Customization

- Q** 12. Can insurers customize the illustration templates to fit different product features?
- A** 12. Insurers may customize the standard illustration, except otherwise stated, to exclude information not applicable to the product and not relevant to customers; and to include additional information provided that such additional information is not misleading and does not otherwise detract from the information disclosed in the standard requirements. For example, if the product does not offer terminal dividend, the column showing terminal dividend and relevant explanatory notes can be deleted; if the product has different risk classes, the relevant risk classes can be added provided not misleading; the charge items and description of charges of universal life products can be revised to be consistent with the product features, etc.
- Q** 13. It is noted that the same illustration document applies to re-projection for inforce policies. Do insurers have the flexibility to customize the template / format / wording for the purpose of inforce illustration? For instance, whether initial sum assured / initial premium should be updated to latest? Should the projection start from current snapshot instead of policy year 1?
- A** 13. In preparing re-projection for inforce policies, it is required to show insured's data, policy benefits and the re-projection under the current assumed basis (i.e. sections 1, 2 and 3 of standard template for participating policies; and sections 1, 2 and 3a of standard template for universal life policies). The policy benefit summary should be based on the policy's updated inforce status (e.g. attained age, current sum assured, etc). The re-projection should start from the policy year in which the re-projection is performed and be based on the updated assumptions derived from the company's current view of the market outlook. Relevant warnings and explanatory notes should be suitably modified.
- Q** 14. Is any different illustration required for different payout option for non-guaranteed benefit (i.e. accumulation, premium reduction, cash pay-out etc)? Also, how is the illustration for reduced paid-up (RPU), extended term insurance (ETI) policies where future dividend and coupon will be forfeited?
- A** 14. The inforce illustration should follow the current dividend option (e.g. cash payout or premium offset etc). If the policyholder has chosen dividend accumulation, the inforce illustration should be projected with dividend accumulated. In case of RPU and ETI policies where future dividend and coupon are forfeited, inforce illustration is optional.
- Q** 15. Please clarify if the standard illustration template (and the terminology) applies to re-projection of benefit illustrations.
- A** 15. The requirement to provide benefit projections based on the standard templates and insurance terminology will apply to i) point-of-sale illustration for new products and ii) point-of-sale illustration for new policies of current products. For the sake of clarity, it is expected the insurance terminology in other product documents (e.g. product brochure, policy provision) are consistent with benefit

illustration to avoid confusion to policyholders.

It is required to apply the standard templates (except insurance terminology) to re-projection for inforce policies of current products. If an insurer chooses to adopt admissible insurance terminology in preparing re-projection for inforce policies and if the insurance terminologies presented in the re-projection differ to those in other product documents, the insurer can decide whether a glossary with mapping of existing terminologies to admissible terminologies needs to be provided to policyholders.

In light of the time needed for system change, OCI agreed to have no-action period in respect of provision of point-of-sale illustration for new policies of current products and inforce re-projection of current products until 1 July 2017 to allow insurers additional preparation time. Nonetheless, insurers are required to make best effort to comply with the requirements as soon as practicable.

For the avoidance of doubt, the focus is on insurance terminology, not general terminology. Alternative admissible and inadmissible insurance terminologies are shown below:

**List of ADMISSIBLE alternative insurance terminology for new policies:**

Insurance terminology in the templates (English)	Admissible alternative insurance terminology (English)	Insurance terminology in the templates (Chinese)	Admissible alternative insurance terminology (Chinese)
<b>Participating and Universal life products</b>			
Benefit Term	Policy Term / Protection up to age	保障年期	保單年期 / 保單期 / 保險單期 / 保障至年齡 / 保障期至(歲)
--	--	身故賠償額	身故保障 / 身故賠償 / 身故權益 / 身故保障賠償 / 死亡賠償
--	Cash coupons	--	現金 / 可支取現金
--	Guaranteed monthly income / Monthly guaranteed annuity payment <sup>Note A</sup>	--	保證每月入息 / 每月保證年金金額
--	Paid up addition	--	紅利繳清保險
--	--	保費	供款
Premium Payment Term	Premium Term / Premium Payment Period / Premium Payment up to age	保費供款年期	保費繳費年期 / 保費繳款年期 / 保費繳付年期 / 保費繳付期 / 繳付保費年期 / 保費年期 / 保費繳費至年齡 / 保費繳付期至

Insurance terminology in the templates (English)	Admissible alternative insurance terminology (English)	Insurance terminology in the templates (Chinese)	Admissible alternative insurance terminology (Chinese)
			(歲)
--	Maturity Dividend / Maturity Bonus	--	期末紅利 / 期滿紅利
--	Special Dividend / Special Bonus	--	特別紅利
Reversionary Bonus	--	復歸紅利	歸原紅利 / 保額增值紅利
Surrender Value	Surrender Benefit / Cash Value	退保發還金額	退保保障 / 退保價值 / 現金價值 / 現金值 / 淨現金價值
Sum Assured	Sum Insured	保險金額 / 保障金額	保額 / 保障額 / 投保額
Supplementary Benefits	Supplementary Contract / Rider	--	--
Terminal Dividend / Terminal Bonus	--	終期紅利	--
<b>Universal life products</b>			
--	--	戶口價值	賬戶價值
--	--	保險成本	保險費用 / 人壽保險費
--	--	保險成本費率	保險費用率
Premium Charge	Policy Premium Charge / Premium Expense Charge	保費費用	保單保費費用 / 保費行政費用
Sum At Risk	Net Amount At Risk	淨保額	風險額 / 淨承擔風險總值
--	--	萬用壽險	萬用人壽保險

**List of INADMISSIBLE insurance terminology for new policies:**

Insurance terminology in the templates (English)	INADMISSIBLE insurance terminology (English)	Insurance terminology in the templates (Chinese)	INADMISSIBLE insurance terminology (Chinese)
<b>Participating and Universal Life Products</b>			
Benefit Term	Coverage up to age	--	--
Sum Assured	Face Amount / Coverage / Benefit Amount <sup>Note B</sup>	保險金額	面值
<b>Participating Products</b>			
Accumulated Dividends & Interest	Step up protection cash value / Step up protection face amount / Accumulated dividends / Balance of accumulated dividends	累積紅利及利息	積存紅利 / 積存的保單紅利 / 累積紅利 / 積存紅利餘額
Terminal Dividend/ Terminal Bonus	Maturity Dividend / Maturity Bonus / Special Dividend / Partner Bonus <sup>Note C</sup>	終期紅利	期滿紅利 / 期滿花紅 / 期末獎賞 / 期末紅利 / 特別紅利 / 特別獎賞 / 終期獎賞 / 終期花紅 / 期終額外紅利
<b>Universal life products</b>			
Account Value	Accumulation Value / Accumulated Value / Policy Value	戶口價值	累積價值 / 保單價值 / 帳戶價值
Crediting Interest Rate	Crediting Rate / Interest Rate / Projected Crediting Rate	派息率	利率 / 給付利率 / 息率 / 存入利率 / 存入年利率
Current Assumed Basis	Current Basis / Projected (Non-Guaranteed) Basis <sup>Note D</sup>	現時假設基礎	現行基礎 / 現時(非保證)基礎 / 預計(非保證)基礎
--	--	現時假設派息率	現時息率
Premium Charge	Administrative Charges / Management Charge	保費費用	行政管理費

Insurance terminology in the templates (English)	INADMISSIBLE insurance terminology (English)	Insurance terminology in the templates (Chinese)	INADMISSIBLE insurance terminology (Chinese)
Surrender Charge	Withdrawal Charge	退保費用	提早贖回費 / 提款手續費

**Notes:**

- A. For products offering monthly income, the guaranteed monthly income cannot be used to mean sum assured (or initial sum assured). This feature can be included as additional information on top of the sum assured (or initial sum assured).
- B. As mentioned in the Explanatory Notes, companies can include in standard illustration additional information only if it is relevant to illustrate product features to customers. For example, the term “Face Amount” defined as the unit measure for premium should not be used in the illustration.
- C. Terminal Dividend refers to dividend payable upon death, surrender or maturity. If the dividend is only payable upon maturity, it should be named as Maturity Dividend / Maturity Bonus. For dividend/bonus to be issued under other situation, it could be labeled as Special Dividend/Bonus or other appropriate terms, provided not misleading and with detail explanation presented in the illustration.
- D. For universal life standard template, crediting interest rate for the current year cannot be used to mean Current Assumed Basis. Under Current Assumed Basis, current best estimate crediting interest rate and current scale of charges should be adopted in the projection. From time to time, current best estimate crediting interest rate may not be the same as the current crediting interest rate.

# List of Applicable Rules for Gazettal

## Applicable Rules Issued by the Professional Insurance Brokers Association (as of 22 September 2019)

### Professional Insurance Brokers Association

Applicable Rules	Version	Effective Date	Chinese Version (Y/N)	In-force up to 22 September 2019 (Y/N)
Circular letter: OCI's Guidance Note on (all authorized Insurers) Underwriting Class C (Investment-Linked Assurance Schemes ("ILAS")) Business (GN15) 通函：關於 OCI（所有授權保險公司）核保 C 類（投資相連計劃）業務的指南（GN15）	1	22 August 2014	N	Y
Circular letter: (1) Updates on OCI's Guidance Note on (all authorized Insurers) Underwriting Class C (Investment-Linked Assurance Schemes ("ILAS")) Business (GN15); (2) PIBA's Guidance Note 1 on Conducting Investment Linked Business 通函：（1）關於 OCI（所有授權保險公司）核保 C 類（投資相連計劃）業務的指南（GN15）的更新；（2）PIBA 關於進行投資相連業務的指導說明 1	1	24 December 2014	N	Y
Circular letter: Financial Needs Analysis ("FNA") applicable to Class A* and Class C Business effective 1 January 2016 通函：適用於 A *類和 C 類業務的財務需求分析 – 自 2016 年 1 月 1 日起生效	1	1 January 2016	N	Y

<p>Circular letter: PIBA Financial Needs Analysis (“FNA”) Form for both Class A and C Products pursuant to “Initiative on FNA” issued by the Hong Kong Federation of Insurers (“HKFI”)</p> <p>通函：PIBA 現根據香港保險業聯會所發布的 “FNA 新措施” 而發出適用於 A 類和 C 類產品的財務需求分析表格</p>	1	22 December 2015	N	Y
<p>Circular letter: Recent Updates on Financial Needs Analysis (“FNA”) Form</p> <p>通函：財務需求分析表格的更新</p>	1	28 June 2016	N	Y
<p>Circular letter: Enhanced PIBA Financial Needs Analysis (“FNA”) Form (Version: PIBA-FNA-2016-002) effective from 30 September 2016</p> <p>通函：改進 PIBA 財務需求分析表格（版本：PIBA-FNA-2016-002）– 於 2016 年 9 月 30 日生效</p>	1	30 September 2016	N	Y
<p>Circular letter: Important Facts Statement for Mainland Policyholder (“IFS-MP”)</p> <p>通函：內地投保人重要資料聲明</p>	1	1 September 2016	N	Y
<p>Circular letter: Important Facts Statement for Mainland Policyholder (“IFS-MP”) – Control Measures for Change of Policy Ownership or Policy Assignment to Mainlanders</p> <p>通函：內地保單持有人重要情況說明書 – 更改保單持有人或轉讓給內地人的管制措施</p>	1	1 September 2016	N	Y



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/038/2014  
To : All Members  
From : Jase Yiu – Chief Administrative Executive  
Date : 22 August 2014  
Page(s) : 2

---

Dear all,

### **OCI's Guidance Note on (all authorized Insurers) Underwriting Class C (Investment-Linked Assurance Schemes ("ILAS")) Business (GN15)**

Office of the Commissioner of Insurance ("OCI") promulgated the GN15 on 30 July 2014. The GN15 shall come into effect from 1 January 2015. It concerns our member brokers who are currently carrying ILAS business.

In gist, the aims of the GN15 are to set out the proper standard of conduct and business practices for authorized Insurers underwriting ILAS products with emphasis on "fair treatment of customers" principle such as:

1. Due regard to the interest of customers, i.e. providing customers with clear information before, during and after the point of sale.
2. Reducing the risk of sales which are not appropriate to the customers' needs.
3. Ensuring that any advice given is of a high quality by means of suitability assessment, i.e. investment vs. insurance needs, and sustainability evaluation.
4. Managing reasonable expectations of customers, i.e. including a "zero" growth scenario in the benefit illustration statement.
5. Post-sale control, i.e. by completion of FNA, confirmation of needs, comparison of different insurance options, completion of the RPQ, explanation of the key product features, and completion of the IFS/AD. A flowchart is stipulated with the GN15.

1/2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)





# 香港專業保險經紀協會

PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Besides, there will be in place a number of ILAS products revamp/reform by Insurers including but not limited to:

- A. The prohibition of indemnity commission or advance payment of commission. Insurers should only pay commission on an earned basis;
- B. Insurers have agreed that effective 1 January 2015, all ILAS products would provide a minimum death benefit of 105% of the account value; and
- C. It would be questionable whether an ILAS product, which only carries minimal insurance content but has high upfront charges or multiple charges, could meet the "fair treatment of customers" principle.

If you are currently carrying ILAS business, you are reminded of visiting OCI's homepage or the hyperlink <http://www.oci.gov.hk/download/gn15.pdf> for full details of the GN15.

Best Regards,



Jase Yiu

Chief Administrative Executive

2/2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



香港專業保險經紀協會  
PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/052/2014  
To : All Members and Chief Executives  
From : Jase Yiu – Chief Administrative Executive  
Date : 24 December 2014  
Page(s) : 11

Dear all,

**Re: (1) Updates on OCI's Guidance Note on (all authorized Insurers) Underwriting Class C (Investment-Linked Assurance Schemes ("ILAS")) Business (GN15)**

**(2) PIBA's Guidance Note 1 on Conducting Investment Linked Business**

Our memo dated 22 August 2014 (Ref. No.: MEMO/038/2014) refers.

In further response to two letters of 24 November and 10 December 2014 (Annex 1) issued by Office of the Commissioner of Insurance ("OCI") respectively, our Executive Committee Meeting approved on 18 December 2014 a **Guidance Note on Conducting Investment Linked Business** (GN1) (Annex 2), effective 1 January 2015 for our members to comply with the requisite principles extracted below:

- Product meets the "fair treatment of customers" principle
  - Provision of adequate and clear information
  - Suitability Assessment
  - Advice to Client
  - Post-sale control
- (see flowchart of Selling process of ILAS Products)

Besides, setting out in OCI's letter of 24 November 2014, please note that:

- " (a) Open Architecture ("OA") products must adopt an open investment platform with no underlying funds (i.e. OA products should not carry any underlying funds, nor should funds be offered to clients during the sales process).
- (b) Policyholders must clearly indicate in the Financial Needs Analysis Form and Important Facts Statements that they procure the OA product for tax/estate planning purposes. In general, clients not having overseas residency should not

1/2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: www.piba.org.hk 電郵 E-mail: info@piba.org.hk

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

be advised to procure OA products unless they have special reasons to do so. This must be clearly stated in the Important Facts Statements.

- (c) In view of the undertakings provided by insurers with OA products to the Securities and Futures Commission, insurers should restrict selling OA products to Professional Investors ("PI") as defined in Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap 571) only. Proper risk control and underwriting control measures should be put in place by insurers to ensure that the policyholders are Pls.
- (d) Risk governance and management control measures should be put in place to ensure strict compliance with the above requirements. Proper documentation and supporting evidence should be retained for monitoring and inspection purpose."

Best Regards,



Jase Au

Chief Administrative Executive

Encls

2/2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體（發牌及自我監管會員） Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)

保險業監理處  
香港金鐘道六十六號  
金鐘道政府合署二十一樓



OFFICE OF THE COMMISSIONER  
OF INSURANCE

21st Floor,  
Queensway Government Offices,  
66 Queensway,  
Hong Kong

圖文傳真 Fax: (852) 2869 0252

覆函請註明本處編號

In reply please quote this ref.

INS/TEC/3/42

24 November 2014

來函編號 Your ref.

電話 Tel.

2867 4612

To: Chief Executives of authorized insurers with Class C open architecture products

Dear Sirs,

**Additional Requirements**  
**regarding Class C Products with Open Architecture**

Further to my letter of 30 July 2014 regarding the Guidance Note on Underwriting Class C Business (GN15), I set out below additional requirements for the sale of Class C products with open architecture ("OA products"):

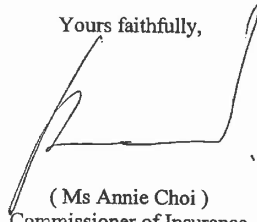
- (a) OA products must adopt an open investment platform with no underlying funds (i.e. OA products should not carry any underlying funds, nor should funds be offered to clients during the sales process).
- (b) Policyholders must clearly indicate in the Financial Needs Analysis Form and Important Facts Statements that they procure the OA product for tax/estate planning purposes. In general, clients not having overseas residency should not be advised to procure OA products unless they have special reasons to do so. This must be clearly stated in the Important Facts Statements.
- (c) In view of the undertakings provided by insurers with OA products to the Securities and Futures Commission, insurers should restrict selling OA products to Professional Investors ("PI") as defined in Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap 571) only. Proper risk control

and underwriting control measures should be put in place by insurers to ensure that the policyholders are PIs.

- (d) Risk governance and management control measures should be put in place to ensure strict compliance with the above requirements. Proper documentation and supporting evidence should be retained for monitoring and inspection purpose.

Should you have any questions, please contact your case officer.

Yours faithfully,



( Ms Annie Choi )  
Commissioner of Insurance  
( Insurance Authority )

c.c. Chairman, The Life Insurance Council

保險業監理處  
香港金鐘道六十六號  
金鐘道政府合署二十一樓



OFFICE OF THE COMMISSIONER  
OF INSURANCE

21st Floor,  
Queensway Government Offices,  
66 Queensway,  
Hong Kong

圖文傳真 Fax: (852) 2869 0252

覆函請註明本處檔號

In reply please quote this ref.

INS/TEC/3/42

10 December 2014

來函檔號 Your ref.

電話 Tel. 2867 4612

To: Chief Executives of authorized insurers carrying on long term business

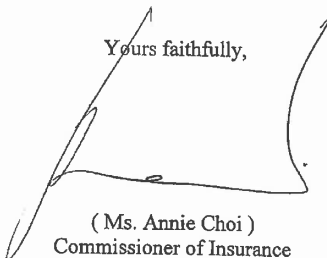
Dear Sirs,

**GN15 – Guidance Note on Underwriting Class C Business**

Further to my letter of 30 July 2014, I enclose herewith a copy of the revised “Guidance Note on Underwriting Class C Business” (GN15) for your information. The only change introduced in this Second Edition relates to the “Selling Process of Investment-Linked Assurance Scheme Products” at the Appendix of GN15.

Should you have any question, please contact your case officer.

Yours faithfully,



( Ms. Annie Choi )  
Commissioner of Insurance

Encl.

c.c. Chairman, The Life Insurance Council

# **Professional Insurance Brokers Association**

## **GUIDANCE NOTE ON CONDUCTING INVESTMENT LINKED BUSINESS**

1 JANUARY 2015

## **1. Introduction**

- 1.1 On 30 July 2014, Office of the Commissioner of Insurance (“OCI”) issued Guidance Note on Underwriting Class C Business (GN 15) which sets out the standards of conduct and business practice for authorized insurers underwriting Investment-Linked Assurance Schemes (“ILAS”) business.
- 1.2 In response to GN 15, this Guidance Note is issued to set out such standards of conduct and business practice in so far as they are applicable to members of PIBA in conducting ILAS business.
- 1.3 This Guidance Note should be read in conjunction with Code of Conduct for Insurance Brokers Conducting Investment Linked Business (“Code of Conduct for Conducting ILAS Business”) issued by PIBA as well as GN 15.

## **2. Product meets the “fair treatment of customers” principle**

Member should ensure that ILAS product recommended to client should meet the “fair treatment of customers” principle.

## **3. Provision of adequate and clear information**

- 3.1 Member should provide customers with clear information before, during and after the point of sale.
- 3.2 Projections in relation to the growth scenarios should not be overly optimistic.

## **4. Suitability Assessment**

- 4.1 ILAS products should only be sold to client with both investment and insurance needs.



- 4.2 Member should endeavour to reduce the risk of sales that do not meet the needs of client.
- 4.3 Member should seek the information from clients that is appropriate for assessing their insurance needs, before giving advice or concluding a contract. This information may vary, but should at least include information on the client's:
- financial knowledge and experience;
  - needs, priorities and circumstances;
  - ability to afford the product; and
  - risk profile.
- 4.4 Client's needs must first be properly assessed through the use of Financial Needs Analysis ("FNA") form. ILAS must not be marketed to clients before their needs are properly analyzed.
- 4.5 Clients that have indicated their insurance needs should then be presented with different insurance options that are available to meet their specific needs and financial circumstances. Examples include:
- clients wanting both insurance protection and "saving up for the future" should be presented with the option of procuring an endowment policy; and
  - clients wanting both insurance protection and benefitting from growth in the investment market should be presented with the options of procuring a participation policy or an ILAS policy, and the advantages and risks of both products should be explained in detail. Only in cases where the clients wish to make the investment decision and are willing to bear the investment risk should ILAS be recommended.

- 4.6 Suitability assessment includes assessing the investment horizon of client, with due regard to the financial circumstances, planned retirement age etc.
- 4.6.1 Premium payment term – The client’s age at the time of policy inception as well as his/her target retirement age are relevant to the suitability of the premium payment term. For instance, a policy maturing in 40 years with prolonged redemption penalties would unlikely be appropriate for a 60-year-old client.
- 4.6.2 Regular premium – It is also necessary to ascertain the client’s ability to pay continuously throughout the policy payment term. For instance, it would not be appropriate to sell a regular premium product to retirees or clients that do not have a stable income.
- 4.7 The suitability assessment should be carried out whenever there are changes to the circumstances of the client, including the scenario where an existing policyholder requests a top-up.
- 4.8 Member has the duty to verify all available information, particularly the “Statement of Purpose” section in the Important Facts Statement / Applicant’s Declaration (“IFS/AD”), the FNA and Risk Profile Questionnaire (“RPQ”), and assess whether a particular ILAS product is suitable for the client.

## **5. Advice to Client**

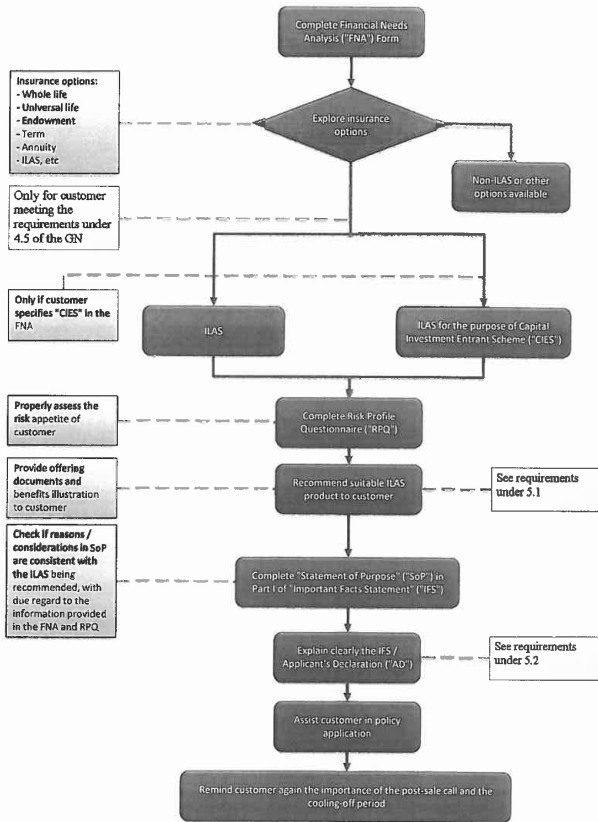
- 5.1 After a client has considered the insurance options, and is beginning to consider an ILAS policy, he/she should also be properly apprised of all the product features, particularly the fees and charges, surrender penalties (if any) as well as the product and investment risks.

- 5.2 After a client has decided to procure an ILAS policy, he/she should be fully apprised of the key products features again, as well as his/her rights and obligations, such as the right to ask for details of the intermediaries' remuneration, the need to complete the post-sale call, the 21-day cooling-off period etc. The IFS/AD must be duly signed by the client.
- 5.3 Member has the duty to put in place a proper mechanism to ensure full understanding of the above by the client, as evidenced in the IFS/AD.

## **6. Post-sale control**

- 6.1 Member should establish and implement policies and procedures on fair treatment of customers. It should have proper control systems in place to achieve fair treatment of customers and monitor that such policies and procedures are adhered to.
- 6.2 The proper sales process flows is set out in the flowchart at the Appendix hereto. It involves completion of the FNA, confirmation of needs, comparison of different insurance options, completion of the RPQ, explanation of the key product features and completion of the IFS/AD.
- 6.3 Member should remind client the post-sale confirmation call from insurer after entering into contract for ILAS product.
- 6.4 Member should not abet client to evade control measures implemented by the insurers.

## APPENDIX –SELLING PROCESS OF ILAS PRODUCTS





# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/033/2015  
To : All Members and Chief Executives  
From : Jase Yiu – Chief Administrative Executive  
Date : 15 July 2015  
Page(s) : 9

Dear all,

**Re: Financial Needs Analysis (“FNA”) applicable to Class A\* and Class C Business effective 1 January 2016**

Aiming at enhancing clarity for the insuring public, serving regulatory purpose and addressing major concerns from various stakeholders, the Insurance Authority has confirmed the finalized bilingual FNA as attached, whereas The Hong Kong Federation of Insurers (“HKFI”) adopted the same for the use of our insurance industry.

This FNA form, effective 1 January 2016, will be applicable to all life insurance products (including rider and top-up) falling under Class A (except policies specified at note 1 below) and Class C in Part 2 of the First Schedule to the Insurance Companies Ordinance (Cap. 41).

For new business (including rider and top-up) applications accepted prior to 1 January 2016 by completing current form not FNA, they must be issued by 31 January 2016.

Best Regards,

Jase Yiu  
Chief Administrative Executive

Encls:

Appendix A – HKFI's Initiative on Financial Needs Analysis

Appendix B – Bilingual Financial Needs Analysis Form

\* Note 1: This FNA form, effective 1 January 2016, will be applicable to all life insurance products (including rider and top-up) falling under Class A, except:

- (i) term insurance policies;
- (ii) refundable insurance policies providing hospital cash, medical, critical illness, or personal accident cover;
- (iii) yearly renewable insurance policies (without cash value) for critical illness/medical cover; or
- (iv) group policies.

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: www.piba.org.hk 電郵 E-mail: info@piba.org.hk

政府認可保險經紀團體 (設牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)

**Initiative on Financial Needs Analysis****Purpose:**

Life insurance policies are long term policies that may lock the liquidity of customers. Accordingly, it is of paramount importance that insurance advice provided by intermediaries needs to be based upon customers' needs. It is therefore necessary to carry out financial needs analysis for the customers during the sales advisory process. This is in line with the global trend of the life assurance industry becoming more and more customer-focused. This circular supersedes the "Initiative on Needs Analysis" issued in 2007 and will take effect on 1 January 2016.

**Requirements:**

- 1) Every application for new life insurance policy (including rider and top-up) falling under the following types must be accompanied by a financial needs analysis ("FNA") form:
  - (a) Any policies of the nature specified in Class A in Part 2 of the First Schedule to the Insurance Companies Ordinance (Cap. 41) ("ICO") except –
    - (i) term insurance policies;
    - (ii) refundable insurance policies providing hospital cash, medical, critical illness, or personal accident cover;
    - (iii) yearly renewable insurance policies (without cash value) for critical illness/medical cover; or
    - (iv) group policies.
  - (b) Any policies of the nature specified in Class C in Part 2 of the First Schedule to the ICO.
- 2) The FNA must include all the questions and multiple choice options as set out in the Appendix. However, Member Companies may include additional questions and/or multiple choice options, if they consider that such will further enhance the suitability assessment for their own products. Member Companies may accept FNA forms of insurance brokers and insurance agencies provided that such forms are in compliance with the requirements of this circular.
- 3) Neither Member Companies nor customers can opt out of the FNA. A customer must respond to all the questions and multiple choice options as set out in the Appendix. If a customer, for privacy or other reasons, chooses not to disclose income/asset information under 4(a) or (b) (but not both) of the FNA, he/she must confirm their reason(s) in writing. This notwithstanding, if the absence of information under the FNA would render Member Companies or the intermediaries unable to comply with any of the requirements (e.g. assessing affordability of products recommended or comparison of different insurance options etc) under this (or any other) circular, Member Companies must reject the relevant application and should advise the customer accordingly.
- 4) The FNA must be clearly identified as a "Financial Needs Analysis" and must be signed and dated by the customer. The FNA form should include the following:
  - personal particulars (name, date of birth, marital status, occupation,

*(effective 1 January 2016)*

- education level etc)
  - financial outgoings (monthly living expenses, rent/mortgage redemption, etc)
  - disposable assets (savings, stock/securities/bonds etc)
  - liabilities (mortgage loan, debts, etc)
  - family commitments (no. of dependents, education funds, etc)
- 5) Intermediaries should take into account the customers' total protection needs, total disposable assets, financial outgoings and liabilities, as well as his/her willingness and ability to pay premium (and the duration of payment) in assessing the affordability of customer before making recommendation. The factors considered, evaluation, and reason(s) for the recommendation made by the selling intermediary should also be included in the FNA.
- 6) Member Companies must require the intermediaries to carry out an FNA (including comparison of different insurance options) with the customers before recommending to them **any** life insurance products and signing the application.

**Validity Period:**

A signed FNA form shall have a validity period of one year, i.e. in the event that a customer purchases additional insurance coverage from the same Member Company within a year after an FNA form is signed, he/she will not necessarily have to go through another FNA provided that there are no substantial changes in the customers' circumstances (and in such cases Member Companies can rely on the declaration by the customer) and that there are no mismatch (i.e. needs, risks, affordability etc) identified.

**APPENDIX: Financial Needs Analysis (“FNA”) Form**

The following questions form the minimum required contents of the FNA form:

**Note: Please answer all questions in this form. Do NOT sign on this form if any questions are unanswered and have not been crossed out.**

**[Note: You must reply this question. Do not leave it blank. We will reject your application if you do not reply.]**

1. What are your objectives of buying our product? (tick one or more)
- a) ☐ Financial protection against adversities (e.g. death, accident, disability etc)
  - b) ☐ Preparation for health care needs (e.g. critical illness, hospitalization etc)
  - c) ☐ Providing regular income in the future (e.g. retirement income etc)
  - d) ☐ Saving up for the future (e.g. child education, retirement etc)
  - e) ☐ Investment
  - f) ☐ Others (Please specify \_\_\_\_\_)

**[Note: You must reply this question. Do not leave it blank. We will reject your application if you do not reply.]**

2. What type(s) of insurance products you are looking for to meet your objectives above? (tick one or more)
- a) ☐ Pure insurance product (without any savings or investment element) (e.g. term insurance)
  - b) ☐ Insurance product with savings element (with savings but without investment element) (e.g. non-participating policy)
  - c) ☐ Insurance product with investment element (Investment decisions and risks borne by insurer) (e.g. participating policy, universal life insurance)
  - d) ☐ Insurance product with investment element (Investment decisions and risks borne by policyholder) (e.g. Investment-Linked Assurance Schemes)
  - e) ☐ Others (Please specify \_\_\_\_\_)

**[Note: You must reply this question. Do not leave it blank. We will reject your application if you do not reply.]**

3. What is your target benefit / protection period for insurance policy and/or investment plan? (tick one)
- |                                      |                                     |  |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> < 1 year    | <input type="checkbox"/> 1-5 years  | <input type="checkbox"/> 6-10 years    |
| <input type="checkbox"/> 11-20 years | <input type="checkbox"/> > 20 Years | <input type="checkbox"/> Whole of life |

**[Note: You must reply at least either 4(a) or (b). If you do not wish to answer either one of them, please cross it out.]**

4. Your ability to pay premiums:
- a. What is your average monthly income from all sources in the past 2 years? (tick one or more)
    - i. ☐ Specific amount: Not less than HK\$\_\_\_\_\_ per month
    - or ii. ☐ In the following range:
      - a) ☐ less than HK\$10,000
      - b) ☐ HK\$10,000 - HK\$19,999
      - c) ☐ HK\$20,000 - HK\$49,999
      - d) ☐ HK\$50,000 - HK\$100,000
      - e) ☐ over HK\$100,000.
  - b. What is your approximate current accumulative amount of liquid assets? Please specify type(s) and total amount:
    - Type : ☐ Cash
    - ☐ Money in bank accounts

*(effective 1 January 2016)*



- ☐ Money market accounts
- ☐ Actively traded stocks
- ☐ Bonds and mutual funds
- ☐ US Treasury bills
- ☐ Others (Please specify \_\_\_\_\_)

Amount : HK\$ \_\_\_\_\_

Note: Liquid assets are assets which may be easily turned into cash. Real estate, coin collection and artwork are not considered to be liquid assets.

*If you choose not to disclose income/asset information under 4(a) or (b) above, you must indicate your reason(s) **in your own handwriting** in the box below. Please note that we (the insurance company) will **reject your application** if you **choose not to respond to both 4(a) and (b) above**.*

*(Applicant must complete explanation in **own handwriting** in this box.)*

**[Note: You must reply 4(c), (d) and (e) below. Do not leave any of these questions blank. We will reject your application if you do not reply.]**

- c. For how long are you able and willing to contribute to an insurance policy and/or investment plan? (tick one)
- ☐ < 1 year    ☐ 1-5 years    ☐ 6-10 years
  - ☐ 11-20 years    ☐ > 20 Years    ☐ Whole of life
- d. Approximately what percentage of your disposable income would you be able to use to pay your monthly premium for the entire term of the insurance policy/investment plan in (c) above? (tick one)
- i) ☐ <10%
  - ii) ☐ 10% - 20%
  - iii) ☐ 21% - 30%
  - iv) ☐ 31% - 40%
  - v) ☐ 41% - 50%
  - vi) ☐ >50%
- e. In considering your ability to make payments, what are your sources of funds? (tick one or more)
- i) ☐ salary
  - ii) ☐ income
  - iii) ☐ savings
  - iv) ☐ investments
  - v) ☐ others (Please specify \_\_\_\_\_)

5. Based on your answers to the questions above, the intermediary concerned has explored the following insurance options (as available to the intermediary) to meet your objective(s) and needs(s):

Objective(s) of Buying the Product(s) (Q1)	Type(s) of Insurance Product Explored (Q2)	Name of Insurance Product(s) Introduced (if any)	Product(s) Selected (if any)

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**WARNING:** Please read and fill in this form carefully. Do not leave any questions blank. Do NOT sign if any questions are unanswered and have not been crossed out.

*Note: You are required to inform us (the insurance company) if there is any substantial change of information provided in this form before the policy is issued.*

#### 附錄: 財務需要分析表格

以下問題為財務需要分析表格內容的最低要求:

**註: 請回答財務需要分析表格內的所有問題, 如有任何未回答的問題未被刪去, 請不要在表格上簽署。**

**[註: 閣下必須回答此問題。請不要留空。如閣下不回答, 本公司必須拒絕閣下的申請。]**

1. 閣下選購本公司產品的目標為何? (可選多於一項)
- a) ☐ 為應付不時之需的財務保障(例如: 死亡, 意外, 殘疾等)
  - b) ☐ 為醫療需要作準備(例如: 危疾, 住院等)
  - c) ☐ 為未來提供定期的收入(例如: 退休收入等)
  - d) ☐ 為未來需要儲蓄(例如: 子女教育, 退休等)
  - e) ☐ 投資
  - f) ☐ 其他(請詳述: \_\_\_\_\_)

**[註: 閣下必須回答此問題。請不要留空。如閣下不回答, 本公司必須拒絕閣下的申請。]**

2. 閣下考慮以哪種類型的保險產品迎合閣下上述的目標? (可選多於一項)
- a) ☐ 純保險產品 (沒有任何儲蓄或投資成份)(例如: 定期保險)
  - b) ☐ 有儲蓄成份的保險產品 (有儲蓄但沒有投資成份)(例如: 非分紅保單)
  - c) ☐ 有投資成份的保險產品 (投資決定及風險由保險公司承擔)(例如: 分紅保單, 萬用壽險)
  - d) ☐ 有投資成份的保險產品 (投資決定及風險由保單持有人承擔)(例如: 投資相連保險計劃)
  - e) ☐ 其他(請詳述: \_\_\_\_\_)

**[註: 閣下必須回答此問題。請不要留空。如閣下不回答, 本公司必須拒絕閣下的申請。]**

3. 閣下投購保單及/或投資計劃的目標得益/保障年期為多久? (請選一項)
- |                                  |                                  |                                 |
|----------------------------------|----------------------------------|---------------------------------|
| <input type="checkbox"/> 少於 1 年  | <input type="checkbox"/> 1-5 年   | <input type="checkbox"/> 6-10 年 |
| <input type="checkbox"/> 11-20 年 | <input type="checkbox"/> 超過 20 年 | <input type="checkbox"/> 終身     |

**[註: 閣下必須至少回答 4(a)或(b), 如閣下不欲回答其中一條, 請將之刪去。]**

4. 閣下繳付保費的負擔能力:

- a. 在過去兩年裡, 閣下由所有收入來源所得的每月平均收入為? (可選多於一項)

- i. ☐ 具體金額: 每月不少於港幣 \_\_\_\_\_

或 ii. ☐ 在以下範圍內:

- a) ☐ 少於港幣 10,000
- b) ☐ 港幣 10,000 - 19,999
- c) ☐ 港幣 20,000 - 49,999
- d) ☐ 港幣 50,000 - 100,000
- e) ☐ 超過港幣 100,000.

- b. 閣下現時累積的流動資產約有多少? 請註明種類及金額:

種類: ☐ 現金

- ☐ 銀行存款
- ☐ 貨幣市場賬戶
- ☐ 交投活躍的股票
- ☐ 債券及互惠基金
- ☐ 美國國庫債券
- ☐ 其他(請詳述: \_\_\_\_\_)

(effective 1 January 2016)

金額：港幣 \_\_\_\_\_

註：流動資產是指可以容易變為現金的資產。物業、錢幣收藏及藝術品均不被視為流動資產。

如閣下選擇不在上述 4(a)或(b)透露閣下的收入/資產資料，閣下必須在下欄內親筆詳述有關原因。

如閣下選擇同時不回應上述 4(a)及(b)，本公司必須拒絕閣下的申請。

(投保人必須親筆於此欄內提供原因)

[註：閣下必須回答以下 4(c), (d) 及(e)。請不要留空任何一條問題。如閣下不回答，本公司必須拒絕閣下的申請。]

c. 閣下能夠及願意支付保單及/或投資計劃的年期為? (請選一項)

- ☐ 少於 1 年   ☐ 1-5 年   ☐ 6-10 年  
☐ 11-20 年   ☐ 超過 20 年   ☐ 終身

d. 就閣下在(c)所選擇的保單/投資計劃之整段供款年期内，閣下每月可承擔的保費佔閣下個人可動用收入的比率為? (請選一項)

- i) ☐ 少於 10%  
ii) ☐ 10% - 20%  
iii) ☐ 21% - 30%  
iv) ☐ 31% - 40%  
v) ☐ 41% - 50%  
vi) ☐ 超過 50%

e. 就閣下繳付保費的能力，請註明閣下的資金來源，(可選多於一項)

- i) ☐ 薪酬  
ii) ☐ 收入  
iii) ☐ 儲蓄  
iv) ☐ 投資  
v) ☐ 其他(請詳述：\_\_\_\_\_)

5. 根據閣下的上述選項，中介人曾與閣下討論下列保險產品的選擇(因應中介人所能提供的產品)，以迎合閣下選購保險產品的目標及滿足閣下的需要:

選購產品的目標 (問題 1)	曾討論的保險產品的類型 (問題 2)	曾介紹的保險產品名稱 (如有)	最終選購的產品 (如有)

(effective 1 January 2016)

\_\_\_\_\_  
投保人姓名

\_\_\_\_\_  
投保人簽署

\_\_\_\_\_  
日期

**警告：**請小心細閱及填寫本財務需要分析表格。請不要留空任何問題，如有任何未回答的問題未被刪去，**請不要在表格上簽署。**

註：若財務需要分析表格上填報的資料有重大改變，閣下在保單未簽發前，必須通知承保人/公司。

*(effective 1 January 2016)*



香港專業保險經紀協會  
PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/050/2015  
To : All Members and Chief Executives  
From : Jase Yiu – Chief Administrative Executive  
Date : 22 December 2015  
Page(s) : 9 (Including this page)

---

Dear all,

**Re: PIBA Financial Needs Analysis ("FNA") Form for both Class A and C Products pursuant to "Initiative on FNA" issued by the Hong Kong Federation of Insurers ("HKFI")**

Following our Memo of 15 July 2015, we wish to advise that a Working Group has been formed by our Executive Committee to review the implications and the logistics likely to be involved in respect of HKFI's Initiative on FNA. It has then come to a proposition to design a standardized FNA Form which does not only satisfy HKFI's initiative, but also Individual Insurers' specific requirements, and the same FNA to be used by our member brokers in policy applications, a lot of administrative work among both of them could naturally be dispensed with at the very outset.

Having taken into account the advices from various stakeholders, we have carefully structured an FNA Form (the "**PIBA FNA Form**"), as herewith attached for your perusal, which may be used by our members at their liberty<sup>1</sup> and by life insurers who have confirmed to accept the PIBA FNA Form. The PIBA FNA Form will be uploaded to our website on 23 December 2015, and you can view and download the same from "Download Corner".

List of life insurers of HKFI who have confirmed to accept PIBA FNA Form will be posted on our website by 31 December 2015, and updated regularly.

Ref. No.: MEMO/050/2015

Page 1 of 2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

If you have doubt in using PIBA FNA Form, you should check with the relevant life insurers accordingly or contact the undersigned.

We thank you for your kind attention.

Best Regards,



Jase Yiu

Chief Administrative Executive

Encl.

<sup>1</sup> Members who intended to adopt the PIBA FNA Form should take note of the following:

1. Members have the primary duty to ensure that the FNA form you use would be accepted by relevant insurers.
2. Members should follow strictly all the requirements as stipulated in HKFI's Initiative on FNA when conducting FNA for customers and pay attention to the validity period of FNA Form.
3. For members who intended to adopt PIBA FNA Form, and such Form contains the Version Number of PIBA (as indicated in the bottom left hand corner of each page of the PIBA FNA Form), they must **NOT** make any modifications to the Form (including all preset questions, layout and customer declaration) and ensure all the contents match with the PIBA FNA Form posed on our website.
4. Members who wish to append a cover page (excluding from page count) to the PIBA FNA Form must include the following information on the cover page:
  - a. full title of "Financial Needs Analysis ("FNA") Form" 「財務需要分析表格」;
  - b. full name of the broker member;
  - c. PIBA membership number of the broker member; and
  - d. Version Number of the PIBA FNA Form.
5. For ILAS products, an "Important Facts Statement" and "Risk Profile Questionnaire" should be supplemented along with policy applications.

Ref. No.: MEMO/050/2015

Page 2 of 2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)

<b>FINANCIAL NEEDS ANALYSIS ("FNA") FORM (Applicable to Class A &amp; Class C Products)</b> <b>財務需要分析表格 (適用於類別 A 及類別 C 之產品)</b> The information contained in this form will be the basis for recommendations developed as part of your personal financial plan. All information will be kept strictly confidential. Please fill out the form <b>COMPLETELY, TRUTHFULLY and AS ACCURATELY AS POSSIBLE</b> . For item(s) not applicable in your case, please mark "N/A". 此表格中之資料將作為私人理財建議之根據。所有資料絕對保密。請 <b>完整地及如實地</b> 填寫此表格，並盡 <b>確保資料的準確性</b> 。若有不適用之項目，請填寫「不適用」。																	
<b>Section 1: Basic Information</b> <b>第一部分: 基本資料</b>																	
<b>Personal Particulars 個人資料</b>																	
English Name 英文姓名		Chinese Name 中文姓名		Mr. / Ms. / Mrs. / Miss 先生 / 女士 / 太太 / 小姐 (Delete as appropriate 刪除不適用者)													
Date of Birth 出生日期		YYYY/MM/DD 年/月/日		Nationality 國籍		<input type="checkbox"/> Smoker 吸煙者 <input type="checkbox"/> Non-smoker 非吸煙者											
Contact Tel. No. 聯絡電話		Mobile 手提		Home 住宅		Office 辦公室											
Email Address 電子郵件地址		Marital Status 婚姻狀況		<input type="checkbox"/> Single 未婚 <input type="checkbox"/> Divorced 離婚		<input type="checkbox"/> Married 已婚* <input type="checkbox"/> Widowed 寡孀											
Residential Address 住址		Correspondence Address 通訊地址		(If differs from residential address 如果住址不同)													
Education 教育程度		<input type="checkbox"/> Primary level or below 小學程度或以下		<input type="checkbox"/> Secondary 中學		<input type="checkbox"/> Non-degree Tertiary 大專(非學位)											
		<input type="checkbox"/> University Degree 大學學位		<input type="checkbox"/> Postgraduate 研究院													
		Professional Qualification 專業資格: _____		<input type="checkbox"/> Others 其他: _____													
Employment Status 就業情況* (Tick one or more 如適用) (可選擇多於一項)		<input type="checkbox"/> Full-time employed 全職工作		<input type="checkbox"/> Part-time employed 兼職工作		<input type="checkbox"/> Self-employed 自僱											
		<input type="checkbox"/> Freelance 自由職業		<input type="checkbox"/> Housewife/ Househusband 家庭主婦/ 家庭主夫		<input type="checkbox"/> Student/ Vocational Training 學生/ 職業培訓											
		<input type="checkbox"/> Unemployed 待業		<input type="checkbox"/> Retired 退休		<input type="checkbox"/> Others 其他: _____											
Business Nature/ Industry 業務性質/ 行業		職位 Position															
*If your marital status is "Married", please <u>optionally</u> answer the following questions: 如閣下的婚姻狀況為「已婚」，請 <b>選擇性地</b> 回答以下問題: (a) Age of your Spouse 閣下之配偶的年齡 (b) Employment Status of your Spouse 閣下之配偶的就業情況 (Please answer with reference to the question "Employment Status" above 請參照上述「就業情況」一題回答) (It will enable the intermediary to better understand your financial needs if you answer the above 2 questions. 視閣下回答上述兩個問題，將有助閣下的中介人更了解閣下的財務需要。)																	
<b>Dependent Details 受供養人資料</b>																	
No. of Dependent(s) 受供養人數目		1		2		3		4		5		6		7		8	
_____ Person(s) 人		Age 年齡															
		Relationship 關係															



Financial Information 財務資料			
<b>(A) Monthly Income 每月收入</b>		<b>(B) Monthly Expenses 每月支出</b>	
	Amount 金額 (HKD 港幣)		Amount 金額 (HKD 港幣)
Salary/ Commission 薪金/ 佣金	<input type="text"/>	Personal Expenses 個人開支	<input type="text"/>
Bonus 花紅	<input type="text"/>	Household Expenses 家庭開支	<input type="text"/>
Rental Income 租金收入	<input type="text"/>	Mortgages 按揭	<input type="text"/>
Other Incomes 其他收入	<input type="text"/>	Loans Repayment 借貸還款	<input type="text"/>
		Insurance 保險	<input type="text"/>
		Other Expenses 其他支出	<input type="text"/>
			<input type="text"/>
(i) Total Monthly Income 每月總收入	<input type="text"/>	(ii) Total Monthly Expenses 每月總支出	<input type="text"/>
Estimated Monthly Surplus / (Deficit) 估計每月剩餘/ (超支) (i) – (ii)			<input type="text"/>
<b>(C) Assets 資產</b>		<b>(D) Liabilities 負債</b>	
	Amount 金額 (HKD 港幣)		Amount 金額 (HKD 港幣)
(i) Liquid Assets 流動資產		Mortgage Loans 按揭貸款	<input type="text"/>
Cash & Deposit 現金及存款	<input type="text"/>	Personal Loans 私人貸款	<input type="text"/>
Actively Traded Stocks 交投活躍的股票	<input type="text"/>	Credit Card Loans 信用卡貸款	<input type="text"/>
Bonds & Mutual Funds 債券及互惠基金	<input type="text"/>	Other Liabilities 其他債務	<input type="text"/>
Other Liquid Assets 其他流動資產	<input type="text"/>		
(iii) Total Liquid Assets 流動資產總額	<input type="text"/>	(v) Total Liabilities 總負債額	<input type="text"/>
(ii) Non-Liquid Assets 非流動資產			
Company Shares 公司股份	<input type="text"/>		
Properties 物業	<input type="text"/>		
Other Non-Liquid Assets 其他非流動資產	<input type="text"/>		
(iv) Total Non-Liquid Assets 非流動資產總額	<input type="text"/>		
Estimated Net Assets 估計淨資產 (iii) + (iv) – (v)			<input type="text"/>

Existing Coverage 已有保障		Sum Insured 總保額 (HKD 港幣)
Life Insurance 人壽保險		
Accidental Insurance 意外保險		
Critical Illness Insurance 危疾保險		
Medical Insurance 醫療保險	Type 種類	
Other Existing Coverage 其他現有保障 (Please specify details 請註明詳情)		
Additional Information/ Remarks 附加資料/ 備註		
<div>Applicant's signature 投保人簽署</div> <div>(Applicant's signature is required if this Additional Information/Remarks is applicable 如填寫附加資料/備註，投保人必須簽署)</div>		
Applicant's Name 投保人姓名	Applicant's Signature 投保人簽署	Date 日期

<b>Section 2: Financial Needs Analysis</b> <b>第二部分：財務需要分析</b> The following questions form the minimum required contents of the FNA form: 以下問題為財務分析表格內容的最低要求： Note: Please answer all questions in this form. Do NOT sign on this form if any questions are unanswered and have not been crossed out. 註：請回答財務需要分析表格內的所有問題，如有任何未回答的問題未被刪去，請不要在表格上簽署。							
1.	<p>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.] [註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</p> <p>What are your objectives of buying insurance product(s)? (tick one or more) 閣下選擇保險產品目標為何? (可選多於一項)</p> <table><tr><td><input type="checkbox"/> a) Financial protection against adversities (e.g. death, accident, disability etc.) 為應付不時之需的財務保障 (例如：死亡、意外、傷殘等)</td><td><input type="checkbox"/> b) Preparation for health care needs (e.g. critical illness, hospitalization etc.) 為醫療需要作準備 (例如：危疾、住院等)</td></tr><tr><td><input type="checkbox"/> c) Providing regular income in the future (e.g. retirement income etc.) 為未來提供定期的收入 (例如：退休收入等)</td><td><input type="checkbox"/> d) Saving up for the future (e.g. child education, retirement etc.) 為未來需要儲蓄 (例如：子女教育、退休等)</td></tr><tr><td><input type="checkbox"/> e) Investment 投資</td><td><input type="checkbox"/> f) Others 其他 (Please specify 請詳述: _____)</td></tr></table>	<input type="checkbox"/> a) Financial protection against adversities (e.g. death, accident, disability etc.) 為應付不時之需的財務保障 (例如：死亡、意外、傷殘等)	<input type="checkbox"/> b) Preparation for health care needs (e.g. critical illness, hospitalization etc.) 為醫療需要作準備 (例如：危疾、住院等)	<input type="checkbox"/> c) Providing regular income in the future (e.g. retirement income etc.) 為未來提供定期的收入 (例如：退休收入等)	<input type="checkbox"/> d) Saving up for the future (e.g. child education, retirement etc.) 為未來需要儲蓄 (例如：子女教育、退休等)	<input type="checkbox"/> e) Investment 投資	<input type="checkbox"/> f) Others 其他 (Please specify 請詳述: _____)
<input type="checkbox"/> a) Financial protection against adversities (e.g. death, accident, disability etc.) 為應付不時之需的財務保障 (例如：死亡、意外、傷殘等)	<input type="checkbox"/> b) Preparation for health care needs (e.g. critical illness, hospitalization etc.) 為醫療需要作準備 (例如：危疾、住院等)						
<input type="checkbox"/> c) Providing regular income in the future (e.g. retirement income etc.) 為未來提供定期的收入 (例如：退休收入等)	<input type="checkbox"/> d) Saving up for the future (e.g. child education, retirement etc.) 為未來需要儲蓄 (例如：子女教育、退休等)						
<input type="checkbox"/> e) Investment 投資	<input type="checkbox"/> f) Others 其他 (Please specify 請詳述: _____)						
2.	<p>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.] [註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</p> <p>What type(s) of insurance products you are looking for to meet your objectives above? (tick one or more) 閣下考慮以下哪種類型的保險產品迎合閣下上述的目標? (可選多於一項)</p> <table><tr><td><input type="checkbox"/> a) Pure insurance product (without any savings or investment element) (e.g. term insurance) 純保險產品 (沒有任何儲蓄或投資成分) (例如：定期保險)</td></tr><tr><td><input type="checkbox"/> b) Insurance product with savings element (with savings but without investment element) (e.g. non-participating policy) 有儲蓄成分的保險產品 (有儲蓄但沒有投資成分) (例如：非分紅保單)</td></tr><tr><td><input type="checkbox"/> c) Insurance product with investment element (Investment decisions and risks borne by insurer) (e.g. participating policy, universal life insurance) 有投資成分的保險產品 (投資決定及風險由保險公司承擔) (例如：分紅保單、萬用壽險)</td></tr><tr><td><input type="checkbox"/> d) Insurance product with investment element (Investment decisions and risks borne by policyholder) (e.g. Investment-Linked Assurance Schemes) 有投資成分的保險產品 (投資決定及風險由保單持有人承擔) (例如：投資相連保險計劃)</td></tr><tr><td><input type="checkbox"/> e) Others 其他 (Please specify 請詳述: _____)</td></tr></table>	<input type="checkbox"/> a) Pure insurance product (without any savings or investment element) (e.g. term insurance) 純保險產品 (沒有任何儲蓄或投資成分) (例如：定期保險)	<input type="checkbox"/> b) Insurance product with savings element (with savings but without investment element) (e.g. non-participating policy) 有儲蓄成分的保險產品 (有儲蓄但沒有投資成分) (例如：非分紅保單)	<input type="checkbox"/> c) Insurance product with investment element (Investment decisions and risks borne by insurer) (e.g. participating policy, universal life insurance) 有投資成分的保險產品 (投資決定及風險由保險公司承擔) (例如：分紅保單、萬用壽險)	<input type="checkbox"/> d) Insurance product with investment element (Investment decisions and risks borne by policyholder) (e.g. Investment-Linked Assurance Schemes) 有投資成分的保險產品 (投資決定及風險由保單持有人承擔) (例如：投資相連保險計劃)	<input type="checkbox"/> e) Others 其他 (Please specify 請詳述: _____)	
<input type="checkbox"/> a) Pure insurance product (without any savings or investment element) (e.g. term insurance) 純保險產品 (沒有任何儲蓄或投資成分) (例如：定期保險)							
<input type="checkbox"/> b) Insurance product with savings element (with savings but without investment element) (e.g. non-participating policy) 有儲蓄成分的保險產品 (有儲蓄但沒有投資成分) (例如：非分紅保單)							
<input type="checkbox"/> c) Insurance product with investment element (Investment decisions and risks borne by insurer) (e.g. participating policy, universal life insurance) 有投資成分的保險產品 (投資決定及風險由保險公司承擔) (例如：分紅保單、萬用壽險)							
<input type="checkbox"/> d) Insurance product with investment element (Investment decisions and risks borne by policyholder) (e.g. Investment-Linked Assurance Schemes) 有投資成分的保險產品 (投資決定及風險由保單持有人承擔) (例如：投資相連保險計劃)							
<input type="checkbox"/> e) Others 其他 (Please specify 請詳述: _____)							
3.	<p>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.] [註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</p> <p>What is your target benefit/ protection period for insurance policy and/or investment plan? (tick one) 閣下選擇保單及/或投資計劃的目標得益/ 保障年期為多久? (請選一項)</p> <table><tr><td><input type="checkbox"/> &lt; 1 year 少於 1 年</td><td><input type="checkbox"/> 1-5 years 1-5 年</td><td><input type="checkbox"/> 6-10 years 6-10 年</td></tr><tr><td><input type="checkbox"/> 11-20 years 11-20 年</td><td><input type="checkbox"/> &gt;20 years 超過 20 年</td><td><input type="checkbox"/> Whole of life 終身</td></tr></table>	<input type="checkbox"/> < 1 year 少於 1 年	<input type="checkbox"/> 1-5 years 1-5 年	<input type="checkbox"/> 6-10 years 6-10 年	<input type="checkbox"/> 11-20 years 11-20 年	<input type="checkbox"/> >20 years 超過 20 年	<input type="checkbox"/> Whole of life 終身
<input type="checkbox"/> < 1 year 少於 1 年	<input type="checkbox"/> 1-5 years 1-5 年	<input type="checkbox"/> 6-10 years 6-10 年					
<input type="checkbox"/> 11-20 years 11-20 年	<input type="checkbox"/> >20 years 超過 20 年	<input type="checkbox"/> Whole of life 終身					
4.	<p>[Note: You must reply to at least either 4(a) or (b). If you do not wish to answer either one of them please cross it out.] [註：閣下必須至少回答 4(a)或(b)。如閣下不欲回答其中一條，請將之刪去。]</p> <p>Your ability to pay premiums: 閣下繳付保費的真確能力:</p> <p>(a) What is your average monthly income from all sources in the past 2 years? (Please EITHER fill in a specific amount OR tick one from the following range.) 在過去兩年裡，閣下由所有收入來源所得的每月平均收入為? (請填寫具體金額或從以下範圍內選別一項)</p> <table><tr><td><input type="checkbox"/> i. Specific amount 具體金額: <b>OR</b> Not less than 每月不少於港幣 _____ per month</td><td><input type="checkbox"/> ii. In the following range 在以下範圍內: <input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000 <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999 <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999 <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000 <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000</td></tr></table>	<input type="checkbox"/> i. Specific amount 具體金額: <b>OR</b> Not less than 每月不少於港幣 _____ per month	<input type="checkbox"/> ii. In the following range 在以下範圍內: <input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000 <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999 <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999 <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000 <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000				
<input type="checkbox"/> i. Specific amount 具體金額: <b>OR</b> Not less than 每月不少於港幣 _____ per month	<input type="checkbox"/> ii. In the following range 在以下範圍內: <input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000 <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999 <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999 <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000 <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000						



5.

Based on your answers to the questions above, the intermediary concerned has explored the following insurance options (as available to the intermediary) to meet your objective(s) and needs(s):

根據閣下的上述選項，中介人曾與閣下討論下列保險產品的選擇(因應中介人所能提供的產品)，以迎合閣下選購保險產品的目標及滿足閣下的需要：

Objective(s) of Buying the product(s) (Q1) 選購產品的目標 (問題 1)	Type(s) of Insurance Product Explored (Q2) 曾討論的保險產品類型 (問題 2)	Name of Insurance Product(s) introduced (if any) 曾介紹的保險產品名稱 (如有)	Product(s) Selected (if any) 最終選擇的產品 (如有)

**WARNING:** Please read and fill in this form carefully. Do not leave any questions blank. Do **NOT** sign if any questions are unanswered and have not been crossed out.

**警告：**請小心細閱及填寫本財務需要分析表格，請不要留空任何問題。如有任何未回答的問題未被刪去，請**不要**在表格上簽署。

**Note:** You are required to inform your intermediary or the insurer if there is any substantial change of information provided in this form before the policy is issued.

**註：**若財務需要分析表格上填報的資料有重大改變，閣下在保單未簽發前，必須通知閣下的中介人或承保人／公司。

Recommendations and Reasons for Recommendations 建議及原因

Applicant's Name 投保人姓名

Applicant's Signature 投保人簽署

Date 日期

### Section 3: Customer Declaration

#### 第三部分：客戶聲明

Please review all the information completed above to check whether it is correct before reading this section.

在閱讀此部分前，請覆核上述填寫的所有資料是否正確無誤。

This section contains **IMPORTANT** declaration. Please read **ALL** of them carefully before you sign and date this form. If you have any doubts, you should ask your intermediary for clarification and/or explanation.

此部分包含**重要聲明**，請仔細閱讀所有聲明之內容，方可簽署及填寫日期。如閣下有任何疑問，應要求閣下之中介人作出澄清及／或解釋。

- I/We confirm that I/we have reviewed the information given in this Financial Needs Analysis Form (hereinafter refer to as "this Form") and all information is true and correct. I/We understand and acknowledge that if I/we choose either not to fully or accurately complete this Form, any recommendations or advices given by my/our intermediary under these circumstances may be unsuitable for my/our needs, possibly leading me/us to acquire unsuitable insurance product(s).  
本人／吾等確認已覆核本財務需求分析表格（以下簡稱為「本表格」）的資料，並確認所有資料真實無誤。本人／吾等明白及確認如本人／吾等選擇不完整地或不準確地填寫本表格，本人／吾等的中介人在此情況下給予的建議或意見可能不適合本人／吾等的需要，並可能導致本人／吾等購買不適合本人／吾等的保險產品。
- I/We understand and consent that the information/ data supplied in this Form may be disclosed or transferred to the following institution(s):  
本人／吾等明白及同意本表格中所提供的資料或會被披露或轉移至下列機構：  
(i) relevant insurer(s)/ financial institution(s) for processing my/our insurance application and provision of relevant services; and  
相關之保險公司／金融機構，以處理本人／吾等的保單申請和為本人／吾等提供相關之服務；及  
(ii) government authority(ies), regulator(s) and arbitration institution(s) as they deem necessary.  
政府當局、監管機構及仲裁機構，在其認為有需要時。
- I/We understand that I/we have the rights to request for reviewing/ reconsidering/ modifying/ canceling my/our application before the policy is issued/ has become effective and that I/we am/are entitled to cancel the policy I/we have purchased anytime throughout the "cooling-off period".  
本人／吾等明白在保單生效／發出之前，本人／吾等有權利要求重新審視／重新考慮／更改／取消本人／吾等的申請，並有權在整個「冷靜期」內隨時取消本人／吾等已購買的保單。
- I/We understand that my/our intermediary company receives remuneration from insurers for its services provided to me/us. My/Our agreement to proceed with the insurance transaction with the intermediary company shall constitute my/our consent to its receipt of the aforesaid remuneration.  
本人／吾等明白本人／吾等的中介公司就其向本人／吾等提供的服務向保險公司收取酬金，本人／吾等同意與該中介公司進行保險交易，即構成本人／吾等同意其收取上述酬金。

Applicant's Name 投保人姓名		Applicant's Signature 投保人簽署		Date 日期
To be filled by the Intermediary(ies) who conducted the above Financial Needs Analysis 由負責進行以上財務需要分析之中介人填寫				
1.	Name 姓名	PIBA Reg. No. PIBA 登記號碼	Signature 簽署	Date 日期
2. (If any 如有)	Name 姓名	PIBA Reg. No. PIBA 登記號碼	Signature 簽署	Date 日期
Name of Insurance Intermediary Company 保險中介公司名稱			PIBA Membership No. PIBA 會員號碼	

- End of Financial Needs Analysis Form -

- 本表格結束 -

IMPORTANT NOTE: This Financial Needs Analysis ("FNA") Form contains 7 pages. Please read carefully before you sign this form.  
重要提示：此財務需要分析表格共 7 頁，請仔細閱讀，方可簽署。

Version: PIBA-FNA-2015-001



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/027/2016  
To : All Members and Chief Executive  
From : Jase Yiu – Chief Administrative Executive  
Date : 28 June 2016  
Page(s) : 1

---

### Re: Recent Updates on Financial Needs Analysis ("FNA") Form

It has come to our recent attention that a number of insurers have updated their FNA Form, which will be effective from 1 July 2016, for the purpose of enhancing with the guidelines set out in the "Questions and Answers on FNA" issued by Hong Kong Federation of Insurers on 29 January 2016.

In response to the above trend, PIBA has also commenced its review on the current version of PIBA FNA Form and in the meantime, is seeking insurers' advice on the amendment direction. It is targeted to have the Form fully updated by end of 3<sup>rd</sup> quarter of 2016.

Members are advised to check with those insurers who previously confirmed the use of PIBA FNA Form if they will continue to accept the same **from 1 July 2016 onwards**, or use the insurer's version where necessary.

We thank you for your kind attention.

Best Regards,

  
Jase Yiu  
Chief Administrative Executive

  
註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體（發牌及自我監管會員） Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/043/2016  
To : All Members and Chief Executive  
From : Philip Mak – Chairman  
Date : 28 September 2016  
Page(s) : 3

---

**Re: Enhanced PIBA Financial Needs Analysis ("FNA") Form (Version: PIBA-FNA-2016-002) effective from 30 September 2016**

Following our Memo of 28 June 2016, we wish to announce completion of the First Amendment to PIBA FNA Form, of which the contents have sufficiently covered the applicable requirements as well as fulfilling major advice and recommendations of various insurers.

The enhanced PIBA Form (Version: PIBA-FNA-2016-002) will take effect **from 30 September 2016** with major amendments outlined as follows:

1. For Nationality under Section 1, a question asking whether the policy applicant is holding US passport or residing in US has been added. **(Page 1 of the new Form)**
2. For "Financial Information", the Technical Representative is required to record the policy applicant's average monthly incomes and expenses of past 2 years. **(Page 2 of the new Form)**
3. For Question 1 under Section 2, the policy applicant is required to fill in his/her target additional life (death) protection amount when his/her answer contains option A. **(Page 4 of the new Form)**
4. For Question 4 (c) under Section 2, the policy applicant may either specify a term of year or choose from 6 prescribed options of range of years for his/her ability and willingness to contribute an insurance policy. **(Page 5 of the new Form)**





# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

5. For Question 4(d) under Section 2, a new option, namely “Not Applicable” has been added for policy applicants who intend to purchase non-regular premium product(s) or use liquid assets for premium payment. **(Page 5 of the new Form)**
6. For Question 5 under section 2 **(Page 6 of the new Form)**, major changes include the following:
  - a. Two notes have been added to remind the policy applicant of circumstances in which the rider's protection period may cease to be in force earlier than the basic plan or upon termination of the basic plan.
  - b. Column 3 has been added for the Technical Representative to fill in the target benefit/ protection period of the policy applicant.
  - c. A box-ticking format is used. The Technical Representative is required to list out the corresponding objective, insurance type and target benefit/ protection period for each recommended insurance product by ticking the relevant boxes.
7. For Recommendations and Reasons for Recommendations under Section 2, the Technical Representative needs to indicate whether there is suitability mismatch and if yes, specify the type(s) of suitability mismatch identified together with reason(s)/ factor(s) considered for his/her product recommendation(s) despite such mismatch. Besides, both the policy applicant and the Technical Representative are required to sign their names below the recommendations part. **(Page 7 of the new Form)**

We enclose herewith copy of the enhanced PIBA FNA Form for your reference and a list of insurers confirmed acceptance of the enhanced PIBA FNA Form for your information.

Please note that the current PIBA FNA Form will be removed from “Download Corner” of our website and replaced by the enhanced PIBA FNA Form from 29 September 2016 onwards. We will continue to liaise with the remaining insurers and seek their acceptance on the same. We will keep members instantly posted of

Ref. No.: MEMO/043/2016

Page 2 of 3

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong

電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

any changes to the enhanced PIBA FNA Form. While any updates regarding the Insurer Accepting List will be posted at our "Download Corner" in due course.

Members are encouraged to make good use of the enhanced PIBA FNA Form and reminded to advise their Technical Representatives and general staff of the above changes.

Should there be any queries, please contact our Winnie Mang at 2116 3370.

We thank you for your kind attention.

Best Regards,

Philip Mak  
Chairman  
Encl.

1. Enhanced PIBA FNA Form (Version: PIBA-FNA-2016-002)
2. List of Insurers confirmed acceptance of Enhanced PIBA FNA Form (Version: PIBA-FNA-2016-002)

FINANCIAL NEEDS ANALYSIS ("FNA") FORM									
財務需要分析表格									
The information contained in this form will be the basis for recommendations developed as part of your personal financial plan. All information will be kept strictly confidential. Please fill out the form <b>COMPLETELY, TRUTHFULLY</b> and <b>AS ACCURATELY AS POSSIBLE</b> . For item(s) not applicable in your case, please mark "N/A".									
此表格中之資料將作為私人理財建議之根據，所有資料絕對保密，請 <b>完整</b> 及 <b>如實</b> 地填寫此表格，並盡量確保資料的 <b>準確性</b> ；若有不適用的項目，請填寫「 <b>不適用</b> 」。									
Section 1: Basic Information									
第一部分: 基本資料									
Personal Particulars 個人資料									
English Name 英文姓名				Chinese Name 中文姓名				Mr. / Ms. / Mrs. / Miss 先生 / 女士 / 太太 / 小姐 (Delete as appropriate 刪去不適用者)	
Date of Birth 出生日期	YYYY/MM/DD 年/月/日			Nationality 國籍	Are you holding a US passport or residing in US? 閣下是否持有美國護照或於美國居住?			<input type="checkbox"/> Smoker 吸煙者 <input type="checkbox"/> Non-smoker 非吸煙者	
Contact Tel. No 聯絡電話	Mobile 手提			Home 住宅	Office 辦公室				
Email Address 電子郵件地址				Marital Status 婚姻狀況	<input type="checkbox"/> Single 未婚 <input type="checkbox"/> Divorced 離婚		<input type="checkbox"/> Married 已婚* <input type="checkbox"/> Widowed 孀寡		
Residential Address 住址				Correspondence Address 通訊地址	(If differs from residential address 如與住址不同)				
Education 教育程度	<input type="checkbox"/> Primary level or below 小學程度或以下			<input type="checkbox"/> Secondary 中學			<input type="checkbox"/> Non-degree Tertiary 大專(非學位)		
	<input type="checkbox"/> University Degree 大學學位			<input type="checkbox"/> Postgraduate 研究院					
	<input type="checkbox"/> Professional Qualification 專業資格: _____			<input type="checkbox"/> Others 其他: _____					
Employment Status 就業情況# (Tick one or more boxes 可選擇多於一個)	<input type="checkbox"/> Full-time employed 全職工作			<input type="checkbox"/> Part-time employed 兼職工作			<input type="checkbox"/> Self-employed 自僱		
	<input type="checkbox"/> Freelance 自由職業			<input type="checkbox"/> Housewife/ Househusband 家庭主婦/ 家庭主夫			<input type="checkbox"/> Student/ Vocational Training 學生/ 職業培訓		
	<input type="checkbox"/> Unemployed 待業			<input type="checkbox"/> Retired 退休			<input type="checkbox"/> Others 其他: _____		
Business Nature/ Industry 業務性質/ 行業				Position 職位					
*If your marital status is "Married", please <b>optionally</b> answer the following questions 如閣下的婚姻狀況為「已婚」， <b>或應</b> 續性地回答以下問題									
(a) Age of your Spouse 閣下之配偶的年齡				(a) _____					
(b) Employment Status of your Spouse* 閣下之配偶的就業情況*				(b) _____					
(*Please answer with reference to the question: Status above 請參照上述「就業情況」一欄回答) (It will enable the intermediary to better understand your financial needs if you answer the above 2 questions. 如閣下回答上述兩條問題，將有助閣下的中介人更了解閣下的財務需要。)									
Dependent Details 受供養人資料									
No. of Dependent(s) 受供養人數目		1	2	3	4	5	6	7	8
Person(s) 人	Age 年齡								
	Relationship 關係								

Financial Information 財務資料			
(A) Average Monthly Incomes of past 2 years 過去 2 年的平均每月收入		Amount 金額 (HKD 港幣)	(B) Average Monthly Expenses of past 2 years 過去 2 年的平均每月支出
Salary/ Commission 薪金/ 佣金			Personal Expenses 個人開支
Bonus 花紅			Household Expenses 家庭開支
Rental Income 租金收入			Mortgages 按揭
Other Incomes 其他收入			Loans Repayment 借貸還款
			Insurance 保險
			Other Expenses 其他支出
(i) Total Average Monthly Incomes 每月總平均收入			(ii) Total Average Monthly Expenses 每月總平均支出
Estimated Monthly Surplus / (Deficit) 估計每月剩餘/ (超支) (i) – (ii)			
(C) Assets 資產		Amount 金額 (HKD 港幣)	(D) Liabilities 負債
(i) Liquid Assets 流動資產			Mortgage Loans 按揭貸款
Cash & Deposit 現金及存款			Personal Loans 私人貸款
Actively Traded Stocks 交投活躍的股票			Credit Card Loans 信用卡貸款
Bonds & Mutual Funds 債券及互惠基金			Other Liabilities 其他債務
Other Liquid Assets 其他流動資產			(v) Total Liabilities 總負債額
(iii) Total Liquid Assets 流動資產總額			
(ii) Non-Liquid Assets 非流動資產			
Company Shares 公司股份			
Properties 物業			
Other Non-Liquid Assets 其他非流動資產			
(iv) Total Non-Liquid Assets 非流動資產總額			
Estimated Net Assets 估計淨資產 (iii) + (iv) – (v)			

Existing Coverage 已有保障		Sum Insured 總保額 (HKD 港幣)
Life Insurance 人壽保險		
Accidental Insurance 意外保險		
Critical Illness Insurance 危疾保險		
Medical Insurance 醫療保險	Type 種類	
Other Existing Coverage 其他現有保障 (Please specify details 請註明詳情)		
Additional Information/ Remarks 附加資料/ 備註		
<div>Applicant's signature 投保人簽署</div> <div>(Applicant's signature is required if this Additional Information/ Remarks is applicable 如填寫附加資料/備註，投保人必須簽署)</div>		
Applicant's Name 投保人姓名	Applicant's Signature 投保人簽署	Date 日期

## Section 2: Financial Needs Analysis

### 第二部分：財務需要分析

The following questions form the minimum required contents of the FNA form:

以下問題為財務需要分析表格內容的最低要求：

**Note: Please answer all questions in this form. Do NOT sign on this form if any questions are unanswered and have not been crossed out.**

**註：請回答財務需要分析表格內的所有問題。如有任何未回答的問題未被刪去，請不要在表格上簽署。**

1.	<p><b>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.]</b> <b>註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</b></p> <p>What are your objectives of buying insurance product(s)? (tick one or more) 閣下選購保險產品目標為何? (可選多於一項)</p> <p><input type="checkbox"/> <b>A Financial protection against adversities (e.g. death, accident, disability etc.)</b> 為應付不時之需的財務保障 (例如：死亡、意外、殘疾等) <b>Please specify your target additional life (death) protection amount 請詳述閣下目標之額外人壽(身故)保障額：</b> _____(Currency 貨幣: _____)</p> <p><input type="checkbox"/> <b>B Preparation for health care needs (e.g. critical illness, hospitalization etc.)</b> 為醫療需要作準備 (例如：危疾、住院等)</p> <p><input type="checkbox"/> <b>C Providing regular income in the future (e.g. retirement income etc.)</b> 為未來提供定期的收入 (例如：退休收入等)</p> <p><input type="checkbox"/> <b>D Saving up for the future (e.g. child education, retirement etc.)</b> 為未來需要儲蓄 (例如：子女教育、退休等)</p> <p><input type="checkbox"/> <b>E Investment 投資</b></p> <p><input type="checkbox"/> <b>F Others 其他 (Please specify 請詳述: _____)</b></p>						
2.	<p><b>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.]</b> <b>註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</b></p> <p>What type(s) of insurance products you are looking for to meet your objectives above? (tick one or more) 閣下考慮以下哪種類型的保險產品迎合閣下上述的目標? (可選多於一項)</p> <p><input type="checkbox"/> <b>A Pure insurance product (without any savings or investment element) (e.g. term insurance)</b> 純保險產品 (沒有任何儲蓄或投資成分) (例如：定期保險)</p> <p><input type="checkbox"/> <b>B Insurance product with savings element (with savings but without investment element) (e.g. non-participating policy)</b> 有儲蓄成分的保險產品 (有儲蓄但沒有投資成分) (例如：非分紅保單)</p> <p><input type="checkbox"/> <b>C Insurance product with investment element (Investment decisions and risks borne by insurer) (e.g. participating policy, universal life insurance)</b> 有投資成分的保險產品 (投資決定及風險由保險公司承擔) (例如：分紅保單、萬用壽險)</p> <p><input type="checkbox"/> <b>D Insurance product with investment element (investment decisions and risks borne by policyholder) (e.g. Investment-Linked Assurance Schemes)</b> 有投資成分的保險產品 (投資決定及風險由保單持有人承擔) (例如：投資相連保險計劃)</p> <p><input type="checkbox"/> <b>E Others 其他 (Please specify 請詳述: _____)</b></p>						
3.	<p><b>[Note: You must reply to this question. Do not leave it blank. The insurer will reject your application if you do not reply.]</b> <b>註：閣下必須回答此問題，請不要留空。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</b></p> <p>What is your target benefit/ protection period for insurance policy and/or investment plan? (tick one) 閣下投保保單及/或投資計劃的目標得益/ 保障年期為多久? (請選一項)</p> <table border="0"><tr><td><input type="checkbox"/> <b>A &lt; 1 year 少於 1 年</b></td><td><input type="checkbox"/> <b>B 1-5 years 1-5 年</b></td><td><input type="checkbox"/> <b>C 6-10 years 6-10 年</b></td></tr><tr><td><input type="checkbox"/> <b>D 11-20 years 11-20 年</b></td><td><input type="checkbox"/> <b>E &gt;20 years 超過 20 年</b></td><td><input type="checkbox"/> <b>F Whole of life 終身</b></td></tr></table>	<input type="checkbox"/> <b>A &lt; 1 year 少於 1 年</b>	<input type="checkbox"/> <b>B 1-5 years 1-5 年</b>	<input type="checkbox"/> <b>C 6-10 years 6-10 年</b>	<input type="checkbox"/> <b>D 11-20 years 11-20 年</b>	<input type="checkbox"/> <b>E &gt;20 years 超過 20 年</b>	<input type="checkbox"/> <b>F Whole of life 終身</b>
<input type="checkbox"/> <b>A &lt; 1 year 少於 1 年</b>	<input type="checkbox"/> <b>B 1-5 years 1-5 年</b>	<input type="checkbox"/> <b>C 6-10 years 6-10 年</b>					
<input type="checkbox"/> <b>D 11-20 years 11-20 年</b>	<input type="checkbox"/> <b>E &gt;20 years 超過 20 年</b>	<input type="checkbox"/> <b>F Whole of life 終身</b>					

**IMPORTANT NOTE: This Financial Needs Analysis ("FNA") Form contains 8 pages. Please read carefully before you sign this form.**

**重要提示：此財務需要分析表格共 8 頁，請仔細閱讀，方可簽署。**

Version 版本: PIBA-FNA-2016-002 (Effective Date 生效日期: 30-09-2016)

Page 4 of 8

4.	<p><b>[Note: You must reply to at least either 4(a) or (b). If you do not wish to answer either one of them please cross it out.]</b>  <b>[註: 閣下必須至少回答 4(a)或(b)。如閣下不欲回答其中一條，請將之刪去。]</b></p> <p>Your ability to pay premiums: 閣下繳付保費的負擔能力:</p> <p>(a) What is your average monthly income from all sources in the past 2 years? (Please EITHER fill in a specific amount OR tick one from the following range.) 在過去兩年裡，閣下由所有收入來源所得的每月平均收入為? (請填寫具體金額或從以下範圍內選劃一項)</p> <table border="0"> <tr> <td><input type="checkbox"/> i. <b>Specific amount 具體金額:</b> Not less than 每月不少於港幣 HK\$ _____ per month</td> <td>OR</td> <td><input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b></td> </tr> <tr> <td></td> <td>或</td> <td> <input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000  <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999  <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999  <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000  <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000 </td> </tr> </table>	<input type="checkbox"/> i. <b>Specific amount 具體金額:</b> Not less than 每月不少於港幣 HK\$ _____ per month	OR	<input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b>		或	<input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000 <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999 <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999 <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000 <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000										
<input type="checkbox"/> i. <b>Specific amount 具體金額:</b> Not less than 每月不少於港幣 HK\$ _____ per month	OR	<input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b>															
	或	<input type="checkbox"/> Less than HK\$10,000 少於港幣 10,000 <input type="checkbox"/> HK\$10,000 – HK\$19,999 港幣 10,000 – 19,999 <input type="checkbox"/> HK\$20,000– HK\$49,999 港幣 20,000 – 49,999 <input type="checkbox"/> HK\$50,000 – HK\$100,000 港幣 50,000 – 100,000 <input type="checkbox"/> Over HK\$100,000 超過港幣 100,000															
	<p>(b) What is your approximate current accumulative amount of liquid assets? (Please specify type(s) and total amount) (tick one or more) 閣下現時累積的流動資產約有多少? (請註明種類及總額) (可選多於一項)</p> <p><b>[Note: Liquid assets are assets which may be easily turned into cash. Real estate, coin collection and artwork are not considered to be liquid assets.]</b>  <b>[註: 流動資產是指可以容易變為現金的資產。物業、錢幣收藏及藝術品均不被視為流動資產。]</b></p> <table border="0"> <tr> <td>Type 種類</td> <td><input type="checkbox"/> Cash 現金</td> <td><input type="checkbox"/> Money in bank accounts 銀行存款</td> <td><input type="checkbox"/> Money market accounts 貨幣市場帳戶</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Actively traded stocks 交投活躍的股票</td> <td><input type="checkbox"/> Bonds and mutual funds 債券及互惠基金</td> <td><input type="checkbox"/> US Treasury bills 美國國庫債券</td> </tr> <tr> <td></td> <td colspan="3"><input type="checkbox"/> Others 其他 (Please specify 請註明: _____)</td> </tr> <tr> <td>Total amount 總額</td> <td colspan="3">HKD 港幣 _____</td> </tr> </table>	Type 種類	<input type="checkbox"/> Cash 現金	<input type="checkbox"/> Money in bank accounts 銀行存款	<input type="checkbox"/> Money market accounts 貨幣市場帳戶		<input type="checkbox"/> Actively traded stocks 交投活躍的股票	<input type="checkbox"/> Bonds and mutual funds 債券及互惠基金	<input type="checkbox"/> US Treasury bills 美國國庫債券		<input type="checkbox"/> Others 其他 (Please specify 請註明: _____)			Total amount 總額	HKD 港幣 _____		
Type 種類	<input type="checkbox"/> Cash 現金	<input type="checkbox"/> Money in bank accounts 銀行存款	<input type="checkbox"/> Money market accounts 貨幣市場帳戶														
	<input type="checkbox"/> Actively traded stocks 交投活躍的股票	<input type="checkbox"/> Bonds and mutual funds 債券及互惠基金	<input type="checkbox"/> US Treasury bills 美國國庫債券														
	<input type="checkbox"/> Others 其他 (Please specify 請註明: _____)																
Total amount 總額	HKD 港幣 _____																
<p>If you choose not to disclose income/ asset information under 4(a) or (b) above, you must indicate your reason(s) <b>in your own handwriting</b> in the box below. Please note that the insurer is <b>required to reject your application</b> if you choose not to respond to both 4(a) and (b) above. 如閣下選擇不在上述 4(a)或(b)透露閣下的收入/ 資產資料，閣下必須在下欄內親筆詳述有關原因。如閣下選擇同時不回應上述 4(a)及(b)，有關保險公司必須拒絕閣下的申請。</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p><i>(Applicant must complete explanation in own handwriting in this box. 投保人必須親筆於此欄內提供原因)</i></p>																	
	<p><b>[Note: You must reply to 4(c), (d) and (e) below. Do not leave any of these questions blank. The insurer will reject your application if you do not reply.]</b>  <b>[註: 閣下必須回答 4(c), (d)及(e)，請不要留空任何一條問題。如閣下不回答，相關的保險公司必須拒絕閣下的申請。]</b></p> <p>(c) For how long are you able and willing to contribute to an insurance policy and/or investment plan? (Please EITHER fill in a specific term of year OR tick one from the following range.) 閣下能夠及願意支付保單及/ 或投資計劃的年期為? (請填寫具體年期或從以下範圍內選劃一項)</p> <table border="0"> <tr> <td><input type="checkbox"/> i. <b>Specific Term of Year 具體年期:</b> _____ year(s)年</td> <td colspan="2">OR 或</td> </tr> <tr> <td><input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b></td> <td colspan="2"></td> </tr> <tr> <td><input type="checkbox"/> &lt; 1 year 少於 1 年</td> <td><input type="checkbox"/> 1-5 years 1-5 年</td> <td><input type="checkbox"/> 6-10 years 6-10 年</td> </tr> <tr> <td><input type="checkbox"/> 11-20 years 11-20 年</td> <td><input type="checkbox"/> &gt;20 years 超過 20 年</td> <td><input type="checkbox"/> Whole of life 終身</td> </tr> </table>	<input type="checkbox"/> i. <b>Specific Term of Year 具體年期:</b> _____ year(s)年	OR 或		<input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b>			<input type="checkbox"/> < 1 year 少於 1 年	<input type="checkbox"/> 1-5 years 1-5 年	<input type="checkbox"/> 6-10 years 6-10 年	<input type="checkbox"/> 11-20 years 11-20 年	<input type="checkbox"/> >20 years 超過 20 年	<input type="checkbox"/> Whole of life 終身				
<input type="checkbox"/> i. <b>Specific Term of Year 具體年期:</b> _____ year(s)年	OR 或																
<input type="checkbox"/> ii. <b>In the following range 在以下範圍內:</b>																	
<input type="checkbox"/> < 1 year 少於 1 年	<input type="checkbox"/> 1-5 years 1-5 年	<input type="checkbox"/> 6-10 years 6-10 年															
<input type="checkbox"/> 11-20 years 11-20 年	<input type="checkbox"/> >20 years 超過 20 年	<input type="checkbox"/> Whole of life 終身															
	<p>(d) Approximately what percentage of your disposable income would you be able to use to pay your monthly premium for the entire term of the insurance policy/ investment plan in (c) above? (tick one) 就閣下在(c)所選擇的保單/ 投資計劃之整段供款年期內，閣下每月可承擔的保費佔閣下個人可動用的收入的比率為? (請選一項)</p> <table border="0"> <tr> <td><input type="checkbox"/> &lt; 10%</td> <td><input type="checkbox"/> 10% - 20%</td> <td><input type="checkbox"/> 21% - 30%</td> </tr> <tr> <td><input type="checkbox"/> 31% - 40%</td> <td><input type="checkbox"/> 41% - 50%</td> <td><input type="checkbox"/> &gt;50 %</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Not Applicable 不適用</td> </tr> </table> <p>(for non-regular premium products OR use of liquid assets for premium payment 非定期供款產品或以流動資產支付保費)</p>	<input type="checkbox"/> < 10%	<input type="checkbox"/> 10% - 20%	<input type="checkbox"/> 21% - 30%	<input type="checkbox"/> 31% - 40%	<input type="checkbox"/> 41% - 50%	<input type="checkbox"/> >50 %	<input type="checkbox"/> Not Applicable 不適用									
<input type="checkbox"/> < 10%	<input type="checkbox"/> 10% - 20%	<input type="checkbox"/> 21% - 30%															
<input type="checkbox"/> 31% - 40%	<input type="checkbox"/> 41% - 50%	<input type="checkbox"/> >50 %															
<input type="checkbox"/> Not Applicable 不適用																	
	<p>(e) In considering your ability to make payments, what are your sources of funds? (tick one or more) 就閣下繳付保費的能力，請註明閣下的資金來源。(可選多於一項)</p> <table border="0"> <tr> <td><input type="checkbox"/> Salary 薪酬</td> <td><input type="checkbox"/> Income 收入</td> <td><input type="checkbox"/> Savings 儲蓄</td> <td><input type="checkbox"/> Investments 投資</td> <td><input type="checkbox"/> Others 其他 (Please specify 請註明: _____)</td> </tr> </table>	<input type="checkbox"/> Salary 薪酬	<input type="checkbox"/> Income 收入	<input type="checkbox"/> Savings 儲蓄	<input type="checkbox"/> Investments 投資	<input type="checkbox"/> Others 其他 (Please specify 請註明: _____)											
<input type="checkbox"/> Salary 薪酬	<input type="checkbox"/> Income 收入	<input type="checkbox"/> Savings 儲蓄	<input type="checkbox"/> Investments 投資	<input type="checkbox"/> Others 其他 (Please specify 請註明: _____)													

IMPORTANT NOTE: This Financial Needs Analysis ("FNA") Form contains 8 pages. Please read carefully before you sign this form.

重要提示：此財務需要分析表格共 8 頁，請仔細閱讀，方可簽署。

Version 版本: PIRA-FNA-2016-002 (Effective Date 生效日期: 30-09-2016)

Page 5 of 8

- If an intermediary's introduced insurance option(s) includes basic plan(s) and rider(s), the rider's protection period may be shorter than the basic plan's protection period, which means the rider(s) may cease to be in force earlier than the basic plan (please refer to Column 3 below).  
倘中介人介紹之保險產品包括基本計劃及附加契約，其附加契約保障年期可能較基本計劃的保障期短，即附加契約可能會早於基本計劃終止（請參閱下列第 3 行）。

**Note: You are required to inform your intermediary or the insurer if there is any substantial change of information provided in this form before the policy is issued.**  
**註：若財務需要分析表格上填寫的資料有重大改變，閣下在保單未簽發前，必須通知閣下的中介人或承保人／公司。**

Version 版本: PIBA-FNA-2016-002 (Effective Date 生效日期: 30-09-2016)



Recommendations and Reasons for Recommendations 建議及原因		
To be filled by the intermediary conducted the Financial Needs Analysis 由負責進行財務需要分析的中介人填寫 (Tick A or B 劃選 A 或 B)		
<input type="checkbox"/>	<b>A Applicable for recommendation(s) <u>without</u> suitability mismatch 適用於在沒有合適性偏差時</b> <b>(Tick one or more 可選多於一項)</b>	
<input type="checkbox"/>	<b>(i) The recommendation(s) was suggested with consideration of Applicant's financial objectives, priorities, total protection needs and budget. After discussion with Applicant, the Applicant would like to strike a balance of the above.</b>  此建議考慮到申請人的理財目標、全面保障的需要、各需要的優先重要性及申請人的財務預算而作出，在與申請人商討後，申請人期望以上各方面取得平衡。	<input type="checkbox"/> <b>(ii) Others 其他 Please specify 請詳述:</b>  <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>
<input type="checkbox"/>	<b>B Applicable for recommendation(s) <u>with</u> suitability mismatch 適用於在有合適性偏差時</b> <b>(Tick one or more 可選多於一項)</b>	
<input type="checkbox"/>	<b>(i) Reasons for recommending insurance product(s) which falls outside Applicant's buying objective(s) or product preference(s) or target benefit/ protection period as stated in Question 1, 2 or 3 of Section 2 of the FNA Form</b>  建議之保險產品與保單申請人的選購目標或產品喜好或目標得益/保障年期（即財務需要分析表格第二部份問題1, 2 或3）不符的原因  <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>	<input type="checkbox"/> <b>(ii) Other reasons considered by Intermediary for the recommendation(s) (applicable for other suitability mismatch, e.g. contribution period of the recommended product deviates from Applicant's choice in Question 4(c); premium of the recommended product exceeds the policy applicant's affordable percentage of disposable income in Question 4(d), etc.)</b>  其他考慮原因（適用於其他合適性偏差的情況，如建議之保險產品的保障/投資年期不同於保單申請人於問題4(c)中的選擇；建議的保險產品的保費超出於問題4(d)所顯示之保單申請人可承擔之收入比率等）  <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Applicant's Name 投保人姓名</b>		<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Applicant's Signature 投保人簽署</b>
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Intermediary's Name 中介人姓名</b>		<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Intermediary's Signature 中介人簽署</b>
<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Date 日期</b>		<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <b>Date 日期</b>

**IMPORTANT NOTE: This Financial Needs Analysis ("FNA") Form contains 8 pages. Please read carefully before you sign this form.**  
**重要提示：此財務需要分析表格共 8 頁，請仔細閱讀，方可簽署。**  
 Version 原本: PIBA-FNA-2016-002 (Effective Date 生效日期: 30-09-2016)

### Section 3: Customer Declaration

#### 第三部分：客戶聲明

Please review all the information completed above to check whether it is correct before reading this section.

在閱讀此部分前，請覆核上述填寫的所有資料是否正確無誤。

This section contains **IMPORTANT** declaration. Please read **ALL** of them carefully before you sign and date this form. If you have any doubts, you should ask your intermediary for clarification and/or explanation.

此部分包含**重要聲明**，請仔細閱讀所有聲明之內容，方可簽署及填寫日期。如閣下有任何疑問，應要求閣下之中介人作出澄清及／或解釋。

- I/We confirm that I/we have reviewed the information given in this Financial Needs Analysis Form (hereinafter refer to as "this Form") and all information is true and correct. I/We understand and acknowledge that if I/we choose either not to fully or accurately complete this Form, any recommendations or advices given by my/our intermediary under these circumstances may be unsuitable for my/our needs, possibly leading me/us to acquire unsuitable insurance product(s).  
本人／吾等確認已覆審本財務需求分析表格（以下簡稱為「本表格」）的資料，並確認所有資料真實無誤。本人／吾等明白及確認如本人／吾等選擇不完整或不準確地填寫本表格，本人／吾等的中介人在此情況下給予的建議或意見可能不適合本人／吾等的需要，並可能導致本人／吾等購買不適合本人／吾等的保險產品。
- I/We understand and consent that the information/ data supplied in this Form may be disclosed or transferred to the following institution(s):  
本人／吾等明白及同意本表格中所提供的資料可能會披露或轉移至下列機構：  
(i) relevant insurer(s)/ financial institution(s) for processing my/our insurance application and provision of relevant services; and  
相關之保險公司／金融機構，以處理本人／吾等的保單申請和為本人／吾等提供相關之服務；及  
(ii) government authority(ies), regulator(s) and arbitration institution(s) as they deem necessary.  
政府當局、監管機構及仲裁機構，在其認為有需要時。
- I/We understand that I/we have the rights to request for reviewing/ reconsidering/ modifying/ canceling my/our application before the policy is issued/ has become effective and that I/we am/are entitled to cancel the policy I/we have purchased anytime throughout the "cooling-off period".  
本人／吾等明白在保單生效／發出之前，本人／吾等有權利要求重新審視／重新考慮／更改／取消本人／吾等的申請，並有權在整個「冷靜期」內隨時取消本人／吾等已購買的保單。
- I/We understand that my/our intermediary company receives remuneration from insurers for its services provided to me/us. My/Our agreement to proceed with the insurance transaction with the intermediary company shall constitute my/our consent to its receipt of the aforesaid remuneration.  
本人／吾等明白本人／吾等的中介公司就其向本人／吾等提供的服務向保險公司收取酬金，本人／吾等同意與該中介公司進行保險交易，即構成本人／吾等同意其收取上述酬金。

Applicant's Name 投保人姓名		Applicant's Signature 投保人簽署		Date 日期
To be filled by the intermediary(ies) who conducted the above Financial Needs Analysis 由負責進行以上財務需要分析之中介人填寫				
1.	Name 姓名	PIBA Reg. No. PIBA 登記號碼	Signature 簽署	Date 日期
2. (If any additional)	Name 姓名	PIBA Reg. No. PIBA 登記號碼	Signature 簽署	Date 日期
Name of Insurance Intermediary Company 保險中介公司名稱			PIBA Membership No. PIBA 會員號碼	

- End of Financial Needs Analysis Form -

- 本表終完 -

**IMPORTANT NOTE:** This Financial Needs Analysis ("FNA") Form contains 8 pages. Please read carefully before you sign this form.  
**重要提示：**此財務需要分析表格共 8 頁，請仔細閱讀，方可簽署。

Version 版本: PIBA-FNA-2016-002 (Effective Date 生效日期: 30-09-2016)

Page 8 of 8

**List of Insurers confirmed to accept PIBA Financial Needs Analysis ("FNA") Form  
(Version: PIBA-FNA-2016-002)**

**In alphabetical order (Updated on 28 September 2016)\***

1	Aviva Life Insurance Company Ltd.
2	Friends Provident International Ltd.
3	Sun Life Hong Kong Limited
4	Old Mutual International Isle of Man Ltd.

\*The above list will be continuously updated.



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/034/2016  
To : All Members & Chief Executives  
From : Jase Yiu – Chief Administrative Executive  
Date : 26 July 2016  
Page : 5

---

Dear all,

### Important Facts Statement for Mainland Policyholder ("IFS-MP")

We would like to draw member brokers' attention that aiming at reminding Mainland customers the factors and risks to be considered when taking out long term insurance policies in Hong Kong as an informed decision, Office of the Commissioner of Insurance required all authorized insurers carrying on long term business in Hong Kong to adopt attached IFS-MP (8 July 2016 version) in full and in separate form with effect from **1 September 2016**.

Major requirements as follows:

1. For all new applications for long term insurance individual policies<sup>1</sup> made by customers being holders of Resident Identity Card (PRC). They cannot opt-out of this requirement.
2. It needs only be conducted once for one policy.
3. Insurance intermediaries are required to go through the IFS-MP on a point-by-point basis with the Mainland customers at the point-of-sale.
4. Mainland customers will need to sign on every page of the IFS-MP and in Simplified Chinese version.
5. A copy of the signed IFS-MP must be provided to the Mainland policyholders together with the policy at the latest.
6. For ILAS products, Mainland customers have to sign both IFS-MP and IFS-ILAS.
7. There will be no impact on the existing post-sale confirmation call arrangement for ILAS and vulnerable customers.

Please update your Technical Representatives respectively.

Best Regards,

Jase Yiu  
Chief Administrative Executive

Encl.

<sup>1</sup> Applicable to Class A, B, C, D, E and F of "long term business" as defined in the Insurance Companies Ordinance (Cap 41).

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong

電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

[保险公司标志]

**重要资料声明书—**  
**内地人士在港投保人身 / 寿险保单**

[保险公司名称]  
人身 / 寿险产品名称:

阁下应细阅本声明书及保险产品文件（包括推销刊物、产品资料概要及销售 / 利益 / 退保说明文件（如适用））。若阁下不明白或不同意以下声明的任何一段、或此声明内容与中介人的讲述有异，请勿签署确认或投保本保单。

此乃香港保险监管机构要求保险公司对内地人士<sup>a</sup>在港投保人身 / 寿险保单所需披露之重要资料。阁下签署前必须细阅。中介人亦有责任向阁下详细解释内容。

- (1) **销售过程**：本保单的整个销售过程必须在香港境内进行，且所有投保文件亦必须在香港境内签署。任何在内地进行有关本保单的销售行为，不受香港法规监管。如阁下日后发现有关本保单销售的陈述或文件具误导性，又或有关中介人曾向阁下作出不正确或误导性的陈述或保证，以诱使阁下购买本保单，而有关销售行为并非在香港进行（例如在内地举办的香港产品说明会或以即时通讯或社交媒体应用程式向内地人士推广香港保险产品等行为），香港的监管机构未必能就相关投诉作出调查，而此等行为亦可能违反内地法规。阁下必须备存相关文件，包括香港入境纪录及销售时所获取的资料，以保障阁下的利益。此外，请确保投保申请书上填报的通讯地址、电子邮件地址（如有）及联系电话能直接联络阁下，否则阁下可能不会收到保险公司所发出与本保单有关的文件。
- (2) **销售人员**：向阁下直接销售本保单的人士必须是在香港登记的保险中介人。如阁下经其他人士推介本保单，须注意当中可能存在误导销售的风险。
- (3) **保险回报率及红利**：产品资料及退保说明文件（如适用）中的回报率及红利，除非已注明外，否则并非保证，将来实际取得的金额可能较预期为低或高。

本人现确认已阅读及明白以上第（1）至（3）段内容。

\_\_\_\_\_  
投保人姓名

\_\_\_\_\_  
投保人签署

\_\_\_\_\_  
日期

注:内地人士指持有中华人民共和国居民身份证人士

- (4) **提前退保/提取保单款项：**若阁下在保单期满前的指定时限内终止保单、退保、提取部份保单款项，均须支付**提前退保或提取保单款项的收费**（如适用），**而阁下可取回的金额可能远低于已缴的保费，甚至为零**。亦可能因此丧失获得红利的权利。若阁下暂停缴交或调低供款额，保险公司往后可能会按照保单原先应缴保费水平继续收取相关的保单费用。
- (5) **保单合约条款：**保单是阁下与保险公司共同订立的合约，阁下的权益（包括申索权益）均须依据保单的条款处理。如阁下收到保单后发现合约条款内容与中介人的讲述有异，请立即**直接**联络保险公司以作澄清。
- (6) **汇率风险：**如本保单(或投资相连人寿保险计划的投资选择或其相连基金的资产)并非以人民币结算(例如以港元、美元或其他保费及保额所指定的货币)，阁下将承担汇率升跌或相关货币之外汇政策改变所带来的风险。
- (7) **法规及政策改变风险：**本保单在香港承保，如内地相关法规及政策日后改变，可能为阁下带来不可预见的风险(例如外汇政策改变令阁下无法缴付保费以至保单失效等)。
- (8) **回佣/返佣协议：**中介人不应直接或透过第三方向阁下以任何回佣/返佣诱使阁下购买本保单，**这可能会被视为违规行为**。保险公司亦不会确认任何回佣/返佣协议。
- (9) **资金来源核实：**因应香港法律及保险公司的核保等要求，保险公司有责任及需要对保单的资金来源进行核实，包括在需要时或较高风险的情况下要求投保人提供合法资金来源证明，以及与保单保额相匹配的合法**收入证明**。**就可疑个案或因应香港执法机构的要求，保险公司可在毋须取得保单持有人的同意下，向有关机构转交相关资料。**

本人现确认已阅读及明白以上第（4）至（9）段内容。

\_\_\_\_\_  
投保人姓名

\_\_\_\_\_  
投保人签署

\_\_\_\_\_  
日期

(10) **投诉及诉讼：**如阁下日后需办理理赔，又或不同意保险公司的理赔而要提出投诉或法律诉讼时，可能需亲临香港办理。处理有关保险的申诉、聆讯、或审理亦可能要求保单持有人及或受益人亲临香港法院方可进行。

本人现确认已阅读及明白以上第 (10) 段内容。

_____ 投保人姓名	_____ 投保人签署	_____ 日期
----------------	----------------	-------------

_____ 保险经纪/代理姓名 (登记编号)	_____ 保险经纪/代理签署	_____ 日期
------------------------------	--------------------	-------------

_____ 保险经纪/代理公司名称及盖章(如适用) (登记编号)
--

## **Requirements in respect of the Important Facts Statement for Mainland Policyholder ("IFS-MP")**

- (1) The IFS-MP is required for all new applications through any distribution channels for long term insurance individual policies under Class A, B, C, D, E, and F of "long term business" as defined in the Insurance Companies Ordinance (Cap 41) made by customers being holders of Resident Identity Card (PRC). They cannot opt-out of this requirement. For the avoidance of doubt, in case of change of policy ownership or policy assignment where the new policyholders/assignees are holders of Resident Identity Card (PRC), the IFS-MP is required for the new policyholders/assignees.
- (2) The IFS-MP needs only be conducted once for one policy. There is no need for Mainland customers to sign the IFS-MP for top-up or rider addition if the basic plan was taken out after implementation of the IFS-MP. On the other hand, if the basic plan was taken out before implementation of the IFS-MP, the insurer concerned should endeavour to ask the Mainland customers to sign the IFS-MP for top-up or rider addition. In case it is not possible to do so (e.g. unable to contact the customer or the customer refuses to sign the IFS-MP), the insurer concerned can send the IFS-MP to the Mainland customer for information together with the other document(s) to be issued for the top-up or rider addition. The insurer must retain record of dispatch as proof of compliance with the requirement. For the avoidance of doubt, if an existing Mainland customer subsequently purchases a second life insurance policy, he/she has to sign another IFS-MP. That said, if the Mainland customer takes out more than one policy from an insurer at the same time, the insurer concerned has the option to require the customer to sign on one single IFS-MP with all those product names listed at the top of the IFS-MP; or individual IFS-MP for each product taken out.
- (3) It should be presented as a separate form. In case insurer intends to include it as a separate section within another point-of-sale document (e.g. application form), prior consultation with the IA is required.
- (4) Intermediaries are required to go through the IFS-MP on a point-by-point basis with the Mainland customers at the point-of-sale.
- (5) Insurers must adopt the IFS-MP in full, although individual insurers can add additional disclosure to accurately reflect the risks associated with their specific products. All the questions must be presented in a single form/section with the heading clearly stated as IFS-MP.
- (6) The IFS-MP follows the practice of the IFS for Investment-linked Assurance Scheme ("ILAS") where the customer will need to sign on every page of the form.
- (7) Insurers can also prepare English and Traditional Chinese versions of the IFS-MP. However, the one signed by the Mainland customers must be in Simplified Chinese.
- (8) A copy of the signed IFS-MP must be provided to the Mainland policyholders. Insurers have the discretion as to when the copy is delivered but in no case should it be delivered later than policy delivery (i.e. it can be delivered together with the policy). For the avoidance of doubt, this does not affect the requirement for the return of policy applications from Mainland customers to insurers within 7 working days of the signing of policy application (including the declaration signed by policyholder confirming that the selling process is conducted in Hong Kong) where the insurers concerned do not have an independent authentication process for authenticating the identification and entry proofs documents of the Mainlander customers.
- (9) There will be no impact on the existing post-sale confirmation call arrangement for ILAS and vulnerable customers.
- (10) For ILAS products, Mainland customers have to sign both IFS-MP and IFS-ILAS.
- (11) The font size of the IFS-MP must not be smaller than 12.
- (12) The IFS-MP is a document required by the IA. For the avoidance of doubt, it is not a marketing document (i.e. for ILAS) and does not require the approval of the Securities and Futures Commission.





# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

Ref. No. : MEMO/035/2016  
To : All Members & Chief Executives  
From : Jase Yiu – Chief Administrative Executive  
Date : 22 August 2016  
Page : 2

---

Dear all,

### **Important Facts Statement for Mainland Policyholder ("IFS-MP") - Control Measures for Change of Policy Ownership or Policy Assignment to Mainlanders**

Following our memo dated 26 July 2016 (MEMO/034/2016), OCI has set out and Long Term Insurers to adopt control measures for change of policy ownership or policy assignment to Mainlanders effective 1 September 2016 as below:

**1. For policy assignment (i.e. all assignments without a change of ownership, such as collateral assignment) where the new assignee is holder of Resident Identity Card (PRC)**

The IFS-MP is required but the assignee does not need to be in Hong Kong to sign it. It should be noted that even a new selling process might not be involved in the case of policy assignment, the IFS-MP must still be adopted in full to ensure that those Mainland customers are fully aware of the relevant requirements in Hong Kong.

**2. For change of policy ownership where the new policyholder is holder of Resident Identity Card (PRC)**

The IFS-MP is required to be signed by the new policyholder in Hong Kong if the application for change of policy ownership is within one year of the earlier of policy issuance or policy commencement date ("one-year rule").

For change of policy ownership after that, the IFS-MP is still required to be signed by the new policyholder but he/she does not need to be in Hong Kong to sign it.

The above one-year rule does not apply to change of policy ownership where the existing and new policyholders are direct family members (i.e. parent, spouse and children). Insurers are required to request for documentary proof (i.e. declaration by customer alone is not acceptable)

1/2

註冊有限公司 Incorporated with Limited Liability

香港中環德輔道中141號中保集團大廈2507-8室 Room 2507-8, China Insurance Group Building, 141 Des Voeux Road Central, Hong Kong  
電話 Tel: (852) 2869 8515 傳真 Fax: (852) 2770 2372 網址 Website: [www.piba.org.hk](http://www.piba.org.hk) 電郵 E-mail: [info@piba.org.hk](mailto:info@piba.org.hk)

政府認可保險經紀團體 (發牌及自我監管會員) Government Approved Body of Insurance Brokers (Licensing & Self-Regulating of members)



# 香港專業保險經紀協會

## PROFESSIONAL INSURANCE BROKERS ASSOCIATION

in this regard. For the avoidance of doubt, this requirement applies to the IFS-MP only. For the other documents (e.g. transfer form), the insurer concerned will decide whether those documents need to be signed in Hong Kong.

### 3. Submission of IFS-MP

Where the IFS-MP is required, it must be signed before the insurer concerned accepts the relevant application (i.e. policy assignment or change of policy ownership application). For the avoidance of doubt, the IFS-MP can be signed after the other documents (e.g. transfer form in the case of change of policy ownership).

### 4. Applicability of IFS-MP


The IFS-MP applies to individuals only. It does not apply to corporate entities registered in the Mainland or trusts with Ultimate Beneficiary Owners being Mainlanders.

### 5. Role of Insurance Intermediary

It is not required for the selling (or existing) intermediary to sign on the IFS-MP for policy assignment or change of policy ownership. However, the one that explains the individual items of the IFS-MP to the Mainland customer and signed on the IFS-MP must be a licensed individual (i.e. agent or technical representative etc).

Please update your Technical Representatives respectively.

Best Regards,

  
Jase Yiu  
Chief Administrative Executive