



IFPHK Candidacy Renewal Application

1. All individuals are required to maintain a valid candidacy status with IFPHK during the AFP™ certification process / CFP™ certification process (when taking the education program / examination and when applying for certification).

Renewal Period

2. A candidacy year runs from 1 January to 31 December. To renew the candidacy status, candidates must submit their renewal applications with appropriate fees to IFPHK by 31 December each year.

Late Application and Late Fee

3. On or before the end of February in the following year, candidates who miss the renewal deadline of 31 December can still apply for renewal without seeking reinstatement by paying a late fee of HK\$100.

Reinstatement

4. Candidates who have lapsed their candidacy may reinstate their candidacy under the following terms and conditions:
 - Payment of HK\$300 reinstatement fee per year
 - Payment of annual candidacy fee at HK\$500
 - Completion of the Reinstatement Form

Institute of Financial Planners of Hong Kong

November 2017

