

## **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

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