

**Deadline for Submitting Application Forms to Distribution Services for 2009
New Agent Application, Title Movement Request and New Medical Scheme Application**

Month	New Agent Application ¹		Title Movement Request ²		New Medical Scheme Application ³	
	Date	Time ⁴	Date	Time ⁴	Date	Time ⁴
Jan 2009	14 Jan 2009	12:00 noon	16 Jan 2009	12:00 noon	16 Jan 2009	12:00 noon
Feb 2009	17 Feb 2009	12:00 noon	19 Feb 2009	12:00 noon	19 Feb 2009	12:00 noon
Mar 2009	18 Mar 2009	12:00 noon	20 Mar 2009	12:00 noon	20 Mar 2009	12:00 noon
Apr 2009	20 Apr 2009	12:00 noon	22 Apr 2009	12:00 noon	22 Apr 2009	12:00 noon
May 2009	18 May 2009	12:00 noon	20 May 2009	12:00 noon	20 May 2009	12:00 noon
Jun 2009	17 Jun 2009	12:00 noon	19 Jun 2009	12:00 noon	19 Jun 2009	12:00 noon
Jul 2009	20 Jul 2009	12:00 noon	22 Jul 2009	12:00 noon	22 Jul 2009	12:00 noon
Aug 2009	19 Aug 2009	12:00 noon	21 Aug 2009	12:00 noon	21 Aug 2009	12:00 noon
Sep 2009	17 Sep 2009	12:00 noon	21 Sep 2009	12:00 noon	21 Sep 2009	12:00 noon
Oct 2009	19 Oct 2009	12:00 noon	21 Oct 2009	12:00 noon	21 Oct 2009	12:00 noon
Nov 2009	18 Nov 2009	12:00 noon	20 Nov 2009	12:00 noon	20 Nov 2009	12:00 noon
Dec 2009	To be confirmed		To be confirmed		To be confirmed	

- Notes :
- 1) For new agents to be contracted in a specific month, he / she must fulfill the following:
 - Have complied with the requirements listed in the IIQAS
 - Have completed the required training
 - For industrial recruits, have complied with the CPD requirements as specified by IARB
 - Have provided completed information listed in the application form and attached all required documents when submitting the application
 - The registration with HKFI is confirmed and the contract is signed at least 2 working days before the commission run of that specific month
 - 2) For any promotion, demotion and transfer to be effective on the 1st day of the following month after the request is submitted, supporting documents showing that the applicant's production, persistency and headcount (if any) as of the previous month are already up to the Company's requirements must be attached together with the application form.
 - 3) For new medical scheme application received on or before the submission deadline, the scheme will be effective on the 1st day of the following month provided that the applicant has met the eligibility requirements laid down by the Company.
 - 4) The time indicated here is the deadline the application form received by Distribution Services.