



## 2016 Certification / Designation / Candidacy Renewal

It is now time for the following members to renew their certification / membership / candidacy status for 2016:

- CFP<sup>CM</sup> Certificant
- AFP<sup>TM</sup> Certificant
- IFPHK/CII Joint Member
- IFPHK Candidate

### How to Renew

#### Online Renewal

The online renewal function has been activated. Please complete the renewal process following the 5 easy steps below:

- Step 1: Have the **credit card no.** and credit card **expiry date** ready.
- Step 2: **Go to** [http://www.ifphk.org/en\\_membership\\_area.aspx](http://www.ifphk.org/en_membership_area.aspx).
- Step 3: **Enter** the **email address** kept in our records and **password** we sent out before.  
(If the password has been forgotten, simply follow the instructions provided online to retrieve it)
- Step 4: **Click** the **"Personal Profile"** and then the **"Annual Renewal"** button.
- Step 5: **Follow the instructions** to complete the renewal process.

#### Renewal by Mail / In Person

Alternatively, members may submit their renewal application form with full payment to IFPHK Office.

Members may download the renewal form from the links below:

CFP <sup>CM</sup> Certification Renewal	<a href="#">English</a>	<a href="#">Chinese</a>
AFP <sup>TM</sup> Certification Renewal	<a href="#">English</a>	<a href="#">Chinese</a>
IFPHK/CII Joint Membership Renewal	<a href="#">English</a>	<a href="#">Chinese</a>
IFPHK Candidacy Renewal	<a href="#">English</a>	<a href="#">Chinese</a>

### Deadline for Renewal Application

The deadline for renewal application is 31 December 2015. Late application submitted by February 2016 is accepted with a late charge added.

### Enquiries

Tel: (852) 2982 7888  
Fax: (852) 2982 7777  
Email: [cert@ifphk.org](mailto:cert@ifphk.org) (Certification / Candidacy)  
[faiqinfo@ifphk.org](mailto:faiqinfo@ifphk.org) (IFPHK/CII Joint Membership)

IFPHK

Date: 25 November 2015

