



Certified Private Wealth Professional  
註冊私人財富管理師



Private Wealth  
Management  
Association

## CPWP Online Platform

# CPWP Certification Renewal User Guide for Applicant

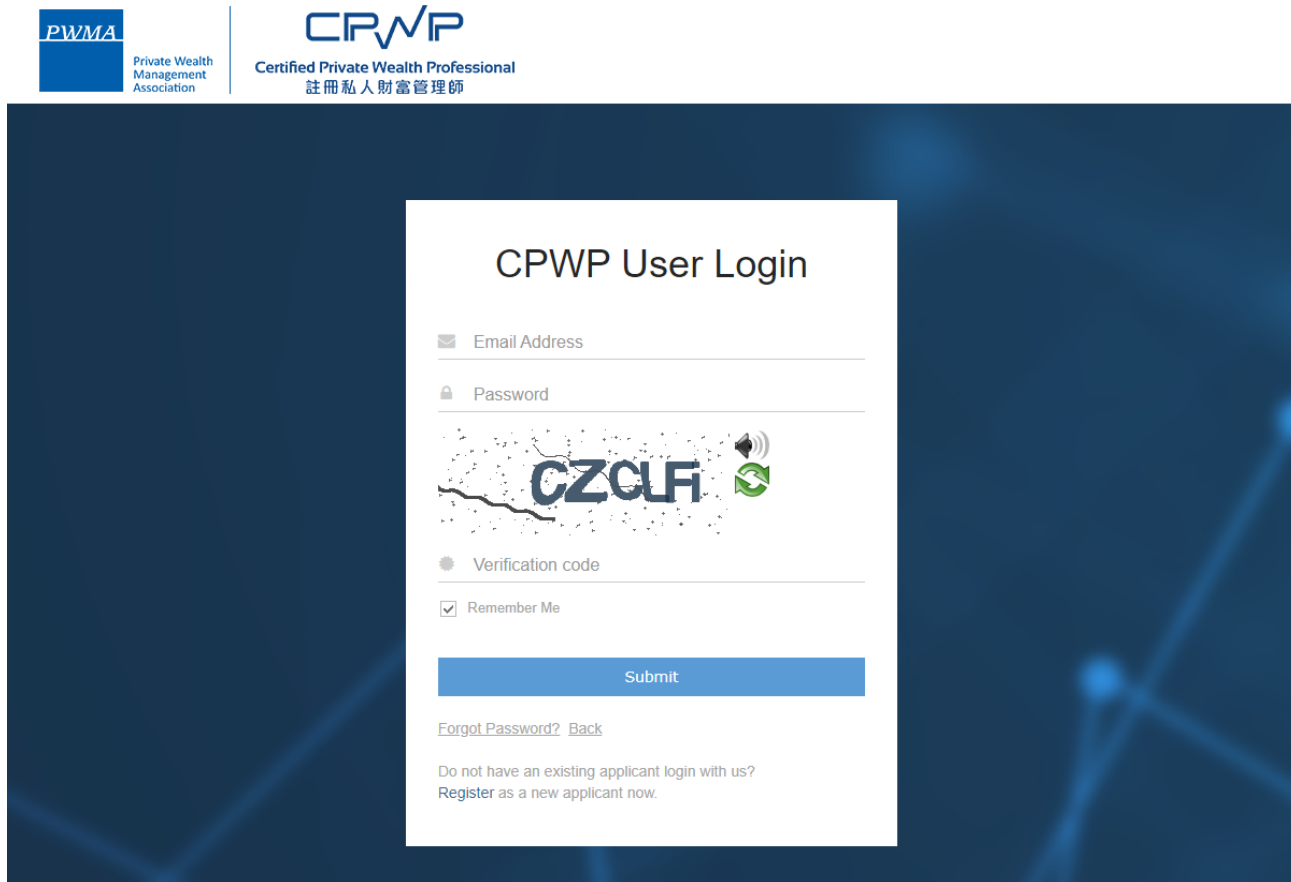
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# 1. CPWP Certification Renewal Process

- Login to the CPWP Online Platform by clicking <https://www.pwma-cpwponline.com/login>




PWMA Private Wealth Management Association

CPWP  
Certified Private Wealth Professional  
註冊私人財富管理師

## CPWP User Login

✉ Email Address

🔒 Password

🔍 CZCLFI 

🔑 Verification code

Remember Me

Submit

[Forgot Password?](#) [Back](#)

Do not have an existing applicant login with us?  
Register as a new applicant now.

## 1.1 Renewal Process – Applicant examines the expiry date

- To renew, please examine the CPWP expiry date before clicking **[My Certification/Apply for Renewal]**

The screenshot shows the user interface of the CPWP Certification and Renewal Application Platform. At the top left is the PWMA logo (Private Wealth Management Association). In the center is the CPWP logo (Certified Private Wealth Professional / 註冊私人財富管理師). On the top right, the user is logged in as 'Hi CPWP APPLICANT' with a 'Message' notification showing 3 unread messages and a 'Sign out' button.

The main content area has a dark blue background with the text 'Welcome to CPWP Certification and Renewal Application Platform'. Below this, there is a vertical list of menu items, each in a white box with a right-pointing arrow:

- My Application
- My Certification / Apply for Renewal** (Expiry Date: 2023-12-31)
- My Account Information
- Reset Password

The 'My Certification / Apply for Renewal' item is highlighted with a red rectangular border.

## 1.2. Apply for CPWP Certification Renewal

- Click [Apply for Renewal] to start the renewal process



Welcome CPWP APPLICANT to CPWP certification application platform.

Home | My Application | My Certification | My Account | Reset Password | Message 3 | Sign out

### My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
2023000125	CPWP APPLICANT	MEMBER FIRM	Certified	2023-12-31	<ul style="list-style-type: none"><li>▶ Apply for Renewal</li><li>▶ View</li><li>▶ Update Account Information</li></ul>

## 1.3. Fill-in “Employment Update”

- Fill-in “Employment Update” if there is any change of employment during the year
- Click “No, Continue my renewal application” to proceed if there is no change of employment

The screenshot displays the CPWP certification application platform interface. A modal dialog box titled "Employment Update" is centered on the screen. The dialog contains the text: "If your employer have changed, please click [here](#) to update your account information and verify." Below the text is a button labeled "No, Continue my renewal application".

The background interface shows the PWMA logo and navigation menu (Home, My Application, My Cert). The main heading is "Certification Renewal". Below the heading is a progress bar with four steps: 1. Update Personal Particulars, 2. Update Employment Status and Ongoing Professional Training Hours, 3. Update Disciplinary Actions and Investigations, and 4. Acknowledgement. A blue bar below the progress bar reads "Complete CPWP Certification Application below (name should match your HKID/passport record)".

The "Personal Particulars" section includes the following fields:

- Family Name \*: CPWP (Remark: The name should match your HKID/passport record.)
- Given Name \*: APPLICANT (Remark: The name should match your HKID/passport record.)
- First 4 digits of HKID Card Number \*: 1234 (Remark: The number should match your HKID record.)
- First 4 digits of Passport Number: (If no HKID Card) (Remark: The number should match your Passport record.)

## 1.4. Renewal Process – Applicant updates Personal Particulars

- Review [Personal Particulars] and update personal information, if necessary

The screenshot shows the user interface for the CPWP certification application platform. At the top left is the PWMA logo (Private Wealth Management Association) and the CPWP logo (Certified Private Wealth Professional / 註冊私人財富管理師). A welcome message reads: "Welcome CPWP APPLICANT to CPWP certification application platform." The navigation bar includes links for Home, My Application, My Certification, My Account, Reset Password, and Message (with a red notification bubble containing the number 3), and a Sign out button. The main heading is "Certification Renewal" with a right-pointing arrow. Below this is a progress bar with four steps: 1. Update Personal Particulars (highlighted in blue), 2. Update Employment Status and Ongoing Professional Training Hours, 3. Update Disciplinary Actions and Investigations, and 4. Acknowledgement. A blue instruction bar states: "Complete CPWP Certification Application below (name should match your HKID/passport record)". The section "Personal Particulars" is visible below the instruction bar.

## 1.5. Fulfillment of the “10 hours of On-going Professional Training hours (OPT)”

- Check the box “10 OPT hours” in the [Update Employment Status and On-going Professional Training Hours] If this box is NOT checked, a prompt will pop up to inform the Applicant about the terms and conditions
- Upload official training records if Applicant is not working at a PWMA Member Institution

www.pwma-cpwponline.com says

You did not fulfil the CPWP Certification Renewal Requirement and your application is subject to consideration. More information may be required from you by PWMA. If you wish to continue, any fees and charges paid with this submission are non-refundable and non-transferable. Please also be aware that additional fees and charges may apply as a condition for your renewal. In case of doubt, please reach PWMA.

OK

Cancel

Welcome CPWP APPLICANT to CPWP certification application platform.

Home | My Application | My Certification | My Account | Reset Password | Message 3 | Sign out

### Certification Renewal

1 Update Personal Particulars 2 Update Employment Status and Ongoing Professional Training Hours 3 Update Disciplinary Actions and Investigations 4 Acknowledgement

**Update Employment Status and Ongoing Professional Training Hours**

Are you currently employed by a PWMA member institution?  
Yes

Which PWMA member institution? UAT MEMBER FIRM

I have taken at least 10 hours of Ongoing Professional Training (“OPT”) hours as required by the PWMA with details indicated in the Guidelines of CPWP Certification Renewal available at www.pwma.org.hk.

Upload official training record:

Upload Files

(File format: .jpg/.JPG/.jpeg/.png/.doc/.docx/.pdf/.xls/.xlsx)

Please provide details of each relevant training course you have attended during the year and upload the attendance record of each training as supporting document.

#Please click [SAVE] after uploading files in [Upload Attendance Record]#

Date of Training	Name of Training Course	Organizer of Training	Number of Training Hours Attended	Upload Attendance Record
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Upload Files

Add more training course(s) attended

Save ✓ Previous Next ➔



## 1.6. Update of [Disciplinary Actions and Investigations, Financial Status and Character]

- Review [Update Disciplinary Actions and Investigations, Financial Status and Character] and provide supporting document if any “Yes” is selected

**Disciplinary Actions and Investigations, Financial Status and Character**

Incident(s) of “disciplinary actions and investigations, financial status and character” previously notified to PWMA:

Other than the above incidence(s) previously notified to PWMA, please answer the following questions:

1. Have you ever been reprimanded, censured, disciplined by any professional or regulatory authority?  
 Yes  No
2. Have you ever had a record of non-compliance with various non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to your profession?  
 Yes  No
3. Have you ever been investigated about offences involving fraud or dishonesty or adjudged by court to be criminally or civilly liable for fraud, dishonesty or misfeasance?  
 Yes  No
4. Have you ever been refused or restricted from the right to carry on any profession for which a specific license, registration or other authorization is required by law?  
 Yes  No
5. Have you ever been adjudged bankrupt, or served with a bankruptcy petition?  
 Yes  No

Save ✓   ← Previous   Next →

## 1.7. [Acknowledgement and Declaration]

- Must check the box after reviewing the content of [Acknowledgement and Declaration] before clicking [Submit]

The screenshot displays the CPWP certification application platform interface. At the top, there are logos for PWMA (Private Wealth Management Association) and CPWP (Certified Private Wealth Professional / 註冊私人財富管理師). A navigation bar includes links for Home, My Application, My Certification, My Account, Reset Password, Message (with a red notification bubble containing the number 3), and Sign out. The main heading is "Certification Renewal" with a right-pointing arrow. Below this, a progress bar shows four steps: 1. Update Personal Particulars, 2. Update Employment Status and Ongoing Professional Training Hours, 3. Update Disciplinary Actions and Investigations, and 4. Acknowledgement (which is highlighted in blue). The "Acknowledgement and Declaration" section is expanded, showing a list of statements with checkboxes. The final statement, "Check this box to indicate that you have read, understood, and agreed to the above acknowledgement and declaration.", is highlighted with a red rectangular box and has its checkbox checked. At the bottom right, there are three buttons: "Save" with a checkmark icon, "Previous" with a left arrow, and "Submit" with a right arrow.

1 Update Personal Particulars   2 Update Employment Status and Ongoing Professional Training Hours   3 Update Disciplinary Actions and Investigations   4 Acknowledgement

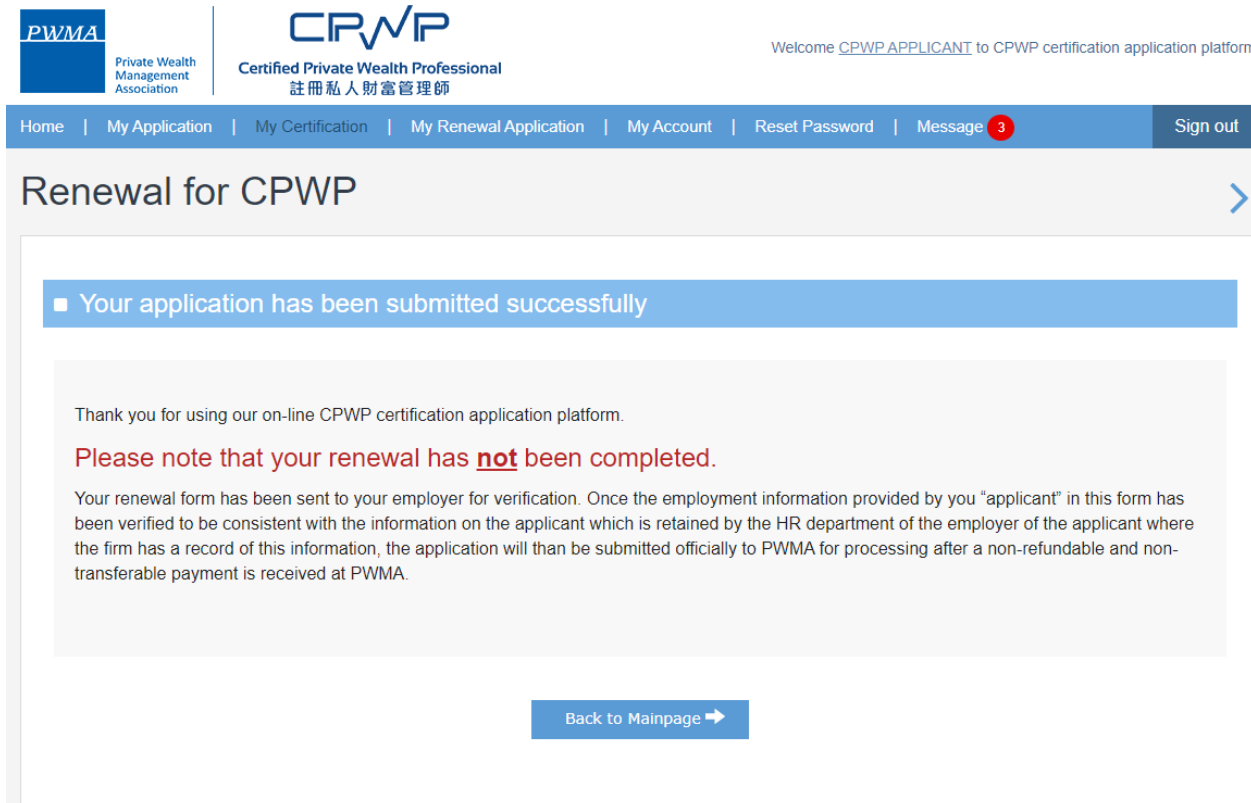
### Acknowledgement and Declaration

- I declare that all information I have provided in this form is true and correct.
- I understand that the paid fees are non-refundable and non-transferable.
- I authorise the PWMA to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
- I acknowledge that PWMA has the right to withdraw my CPWP designation if I do not meet the requirements.
- I confirm that I have read and understood the Personal Information Collection Statement set out in the website of PWMA at [www.pwma.org.hk](http://www.pwma.org.hk) and consent to the terms set out therein.
- I confirm that I have read and understood the [PWMA Code of Ethics and Conduct](#) and agree to abide by it.
- Check this box to indicate that you have read, understood, and agreed to the above acknowledgement and declaration.

Save ✓   ← Previous   Submit →

## 1.8. Renewal online application submitted to a PWMA Member Institution

- After clicking [Submit], applicant will receive a “Your application has been submitted successfully” message.
- For those applicants who are employed by PWMA Member Institutions, the renewal application will be sent to the employer’s relevant department for verification. Please note that the renewal application is not yet submitted to PWMA at this stage. To track the application status, please go to page 10.



The screenshot displays the CPWP certification application platform interface. At the top left, the PWMA logo and the CPWP logo (Certified Private Wealth Professional) are visible. A navigation bar contains links for Home, My Application, My Certification, My Renewal Application, My Account, Reset Password, Message (with a red notification icon), and Sign out. The main content area is titled "Renewal for CPWP" and features a blue success message: "Your application has been submitted successfully". Below this, a text box contains the following information: "Thank you for using our on-line CPWP certification application platform. Please note that your renewal has **not** been completed. Your renewal form has been sent to your employer for verification. Once the employment information provided by you 'applicant' in this form has been verified to be consistent with the information on the applicant which is retained by the HR department of the employer of the applicant where the firm has a record of this information, the application will than be submitted officially to PWMA for processing after a non-refundable and non-transferable payment is received at PWMA." A "Back to Mainpage" button with a right-pointing arrow is located at the bottom of the message box.

## 1.9. Member Institution verified application and settled the payment for applicant

### Renewal application has been verified by Member Institution with payment settled

- Applicant can track the application status to see if the renewal application has been verified by Member Institution under **[My Renewal Application]**
- Applicant will see the application status changed to [Submitted to PWMA] once payment is settled by Member Institution



The screenshot displays the user interface of the CPWP certification application platform. At the top left, the PWMA logo and the text 'Private Wealth Management Association' are visible. In the center, the CPWP logo and the text 'Certified Private Wealth Professional' and '註冊私人財富管理師' are shown. On the right, a welcome message reads 'Welcome CPWP.APPLICANT to CPWP certification application platform.' Below the header is a navigation bar with links for Home, My Application, My Certification, My Renewal Application, My Account, Reset Password, Message (with a red notification bubble containing the number 4), and Sign out. The main content area is titled 'Certification Renewal' and features a search bar with 'Status' and 'Application Name' dropdowns, a 'Page' dropdown, and a search icon. Below the search bar is a table with the following data:

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
2023000068R	CPWP APPLICANT	2023-10-20	Submitted to PWMA	View

At the bottom right of the table, there are pagination controls showing '<<', '<', '1', '>', '>>', and 'Total:1'.

## 2. Applicant may be requested by Member Institution to settle Renewal Fee upon verification

Upon verification by Member Institution, Member Institution may request Individual Applicant to settle fee payment.

In this case, applicant can settle payment by Credit Card or Cheque/Bank Transfer:

- Applicant will receive an email notification **“Renewal Application (20230000XXR) has been verified by a member firm. Please proceed to make payment in [My Renewal Application].”**
- Click the “link to pay now” to login to the CPWP online platform to settle payment
- Download an invoice to view the remittance information and request for reimbursement:

Dear Applicant

Renewal Application 20230000XXR has been verified by the relevant department of your bank, please proceed to make payment for your CPWP renewal application.

Renewal Application No : 20230000XXR

Please click the below link to pay now:

<https://www.pwma-cpwponline.com/>

The invoice could be downloaded here:

<https://www.pwma-cpwponline.com/invoice>

Yours sincerely,

Private Wealth Management Association Limited

## 2.1 To settle CPWP Renewal Application Fee

To settle the renewal fee after receiving the email notification from Member Institution:

- Login to <https://www.pwma-cpwponline.com/login>
- Click [My Renewal Application]

The screenshot shows the user interface of the CPWP Certification and Renewal Application Platform. At the top left, there are logos for PWMA (Private Wealth Management Association) and CPWP (Certified Private Wealth Professional / 註冊私人財富管理師). On the top right, the user is identified as 'Hi CPWP APPLICANT' with a 'Message' notification showing 4 unread messages and a 'Sign out' button. The main content area is titled 'Welcome to CPWP Certification and Renewal Application Platform' and contains a vertical list of menu items: 'My Application', 'My Certification / Apply for Renewal (Expiry Date: 2023-12-31)', 'My Renewal Application' (highlighted with a red box and a red '1' notification), 'My Account Information', and 'Reset Password'. Each menu item has a right-pointing arrow.

## 2.2 Click [Go to pay] and choose payment method

- Select **[My Renewal Application]**
- Click [Go to Pay] to select one of the following payment methods:
  - Credit card payment (Visa / Mastercard / JCB)
  - Cheque payment
  - Bank transfer

The screenshot shows the user interface of the CPWP certification application platform. At the top, there are logos for PWMA (Private Wealth Management Association) and CRWP (Certified Private Wealth Professional / 註冊私人財富管理師). A welcome message reads: "Welcome CPWP APPLICANT to CPWP certification application platform." Below this is a navigation bar with links: Home, My Application, My Certification, My Renewal Application, My Account, Reset Password, Message (with a red notification bubble containing the number 5), and Sign out.

The main content area is titled "Certification Renewal" and includes search filters for "Status" and "Application Name", a "Page" dropdown, and a search icon. Below the filters is a table with the following data:

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
2023000068R	CPWP APPLICANT		Pending Payment by Applicant	View <b>Go to Pay</b>

At the bottom of the table, there are pagination controls: <<, <, 1, >, >>, and Total: 1. The "Go to Pay" button in the table is highlighted with a red rectangle.

## 2.3 Cheque Payment/Bank Transfer

Applicant can settle payment by cheque or bank transfer via online banking:

- Select [Cheque Payment/Bank Transfer]
- Transfer payment via Online Banking or ATM machine, please be reminded to retain the receipt; or
- Write a cheque payable to “Private Wealth Management Association Limited” and scan a cheque copy before mail it to PWMA office
- Upload Cheque copy/Bank Transfer receipt before clicking [Confirm Submission to PWMA]

The screenshot displays the CPWP certification application platform interface. At the top, the PWMA logo and 'Certified Private Wealth Professional' title are visible. The navigation bar includes links for Home, My Application, My Certification, My Renewal Application, My Account, Reset Password, Message (with a red notification icon), and Sign out. The main content area is titled 'Payment' and features a table with the following data:

Application No	Name	Employer	Expiry Date	Action	Price
2023000068R	CPWP APPLICANT	MEMBER FIRM	2023-12-31	Renewal	2000.00

Below the table, the 'Payment Method' section shows two options: 'Online Payment (Visa / MasterCard / JCB)' and 'Cheque Payment/Bank Transfer', with the latter selected. A red box highlights the instruction: 'Attach Cheque Payment/Bank Transfer Receipt or Payment Proof'. Below this, an 'Upload Files' button is shown, followed by a list of uploaded files: 'Dummy\_1697785626.docx' (Uploaded date: 2023-10-20). At the bottom, there are 'Back' and 'Submit' buttons.



## 2.4. Credit Card payment

- Choose [Online Payment] to settle renewal fee by credit card (Visa, Mastercard or JCB)

Private Wealth Management Association

CPWP Certified Private Wealth Professional 註冊私人財富管理師

Welcome CPWP APPLICANT to CPWP certification application platform.

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 5 | Sign out

### Payment

Application No	Name	Employer	Expiry Date	Action	Price
2023000068R	CPWP APPLICANT	MEMBER FIRM	2023-12-31	Renewal	2000.00


Payment Method:

- Online Payment (Visa / MasterCard / JCB)
- Cheque Payment/Bank Transfer


← Back      Submit →

## 2.5. Choose [Confirm Payment] under Credit Card payment

- Choose [Confirm Payment]



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Welcome CPWP APPLICANT to CPWP certification application platform.

### Online Payment ➤

Please make sure your information are correct.

Application ID :	2023000068R
Name :	CPWP APPLICANT
Employer :	MEMBER FIRM
Charge :	HK\$ 2000.00




[← Back](#)   [Confirm Payment →](#)

\* Please prepare your Visa / Master/JCB credit card for data input in next page. Please note that once you click "Confirm Payment" to enter payment gateway, the transaction cannot be cancelled.

\* By clicking "Confirm Payment" now, I agree to abide by the [PWMA Terms](#) and Conditions and [Privacy Policy](#).

\* Please do not close the window and wait to return to cpwp online platform.

\* To successfully complete the payment transaction, please wait until all operations have been completed through "Global Payment" before returning to the system.

## 2.6. Fill-in Billing info and Payment Details to proceed Credit Card payment

- Fill-in [Billing Information] and [Payment Details] before clicking [Next]

### Billing Information

\* Required field

First Name \*

Last Name \*

Address Line 1 \*

City \*

Country/Region \*



Email \*


### Your Order

Total amount **HKD 2,000.00**

### Payment Details


Card Type \*

 Visa   Mastercard

 JCB

Card Number \*

Expiration Month \*  Month  Expiration Year \*  Year

CVN \*  

This code is a three or four digit number printed on the back or front of credit cards.

## 2.7 Click [Pay] to confirm Credit Card payment

- Review payment details before clicking [Pay]

The screenshot displays a payment review interface with a progress bar at the top containing four steps: Billing, Payment, Review (highlighted), and Receipt. Below the progress bar, the main content area is titled "Review your Order". It is divided into two columns: "Payment Details" and "Your Order".

Payment Details		Your Order	
Card Type	Visa	Total amount	HKD 2,000.00
Card Number	xxxxxxxxxxxx4242		
Expiration Date	11-2020		

At the bottom left, there is a "Back" button. At the bottom right, there is a green "Pay" button, which is highlighted with a red rectangular border. Below the "Pay" button, there is a link labeled "Cancel Order".

## 2.8. Renewal Process – Applicant submits payment and application to PWMA

After the payment transaction is completed successfully, the renewal application will be submitted to PWMA

Applicant will receive a “Online Payment successfully” prompt.

Online Payment

■ Online payment successfully

Transaction successful. Reference Number:350  
Thank you for your payment!  
The application has been submitted to PWMA for processing.

Back to Mainpage →

### 3. Application Status – Renewal application submitted to PWMA

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- Receive an email notification “**Your CPWP Renewal Application(20230000XXR) has been submitted to PWMA**” after payment

Dear APPLICANT

Your CPWP Renewal Application (Renewal Application No: 20230000XXR) has been submitted to PWMA for processing.

The application fee has been paid.

Yours sincerely,

Private Wealth Management Association Limited

## 3.1. Download a Receipt for Reimbursement

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**After the payment is received by PWMA, a receipt for reimbursement can be downloaded.**

- Receive an email of “Receipt of CPWP Renewal Application (20230000XXR)” after the payment is confirmed by PWMA
- Login to CPWP online platform to download a receipt for reimbursement

Dear Applicant

Thank you for your payment.

This is to confirm that a CPWP Certification Renewal Application 20230000XXR was received from CPWP Applicant at PWMA together with a non-refundable payment of HKD 2000.00.

For the purposes of your reimbursement, please download the receipt from below link:

<https://www.pwma-cpwponline.com/receipt/>

Yours sincerely,

Private Wealth Management Association Limited

## 4. Results of CPWP Certification Renewal Application

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### Upon approval granted by Accreditation and Exemption Committee, Applicant will receive:

- An email of “Renewal Application (20230000XXR) is approved. The Certification is (CPWP No. 2023000XX)”

Dear Applicant

CPWP Renewal Application (Renewal Application Number) is approved

With respect to your renewal application for CPWP certification (CPWP Certification No.: 20230000XX) for the purpose of the Enhanced Competency Framework, we are pleased to confirm that you have fulfilled the requirements for certification renewal. Your CPWP certification <https://www.pwma-cpwponline.com/certificate/> is hereby extended with expiry date till **31 December 2024**.

Please note that the said certification has to be renewed annually by taking not less than 10 hours of private wealth management (“PWM”)-related On-going Professional Training (“OPT”) in each calendar year, of which 5 hours may be the Continuous Professional Training required by the Securities and Futures Commission. Of the 10 OPT hours, at least 2 hours should be on PWM-related ethics and compliance. You should also submit to us the Online Application Form for CPWP Certification Renewal (On-going Professional Training) within 1 month following the expiry of your certification.

We would like to remind you that you should read, understand and comply with the attached Private Wealth Management Association (“PWMA”) Code of Ethics and Conduct and certain conditions listed under Section 15 of the PWMA By-laws, failing which your certification status may be revoked.

Please quote the CPWP number for any future correspondence with us.

Yours sincerely,

Private Wealth Management Association Limited



## 4.1 Certification Status

To view the Certification Status under [My Certification]

- Login to <https://www.pwma-cpwponline.com/login>
- Choose [My Certification] to view the [Certification Status] and [Effective Till] Date



Welcome [CPWP APPLICANT](#) to CPWP certification application platform.

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 7 | Sign out

### My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
2023000125	CPWP APPLICANT	MEMBER FIRM	Certified	2024-12-31	<ul style="list-style-type: none"> <li>▶ Renewal History</li> <li>▶ View</li> <li>▶ Update Account Information</li> </ul>

## 4.2 Download CPWP Electronic Certificate

Online CPWP Electronic Certificate is available

- Login to <https://www.pwma-cpwponline.com/login>
- Click [View] under [My Certification] to download electronic certificate

