



# **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 <u>https://www.pwma-cpwponline.com/login</u>

PWMA Private Wealth Management Association 註冊私人財富	th Professional	
	CPWP User Login	
	Email Address	
	Password	
	CZCLF	/
	Verification code	
	Remember Me	
	Submit	•/
	Forgot Password? Back	
	Do not have an existing applicant login with us? Register as a new applicant now.	

PWMA

Private Wealth Management

Association



#### **1.1 Renewal Process – Applicant examines the expiry date**

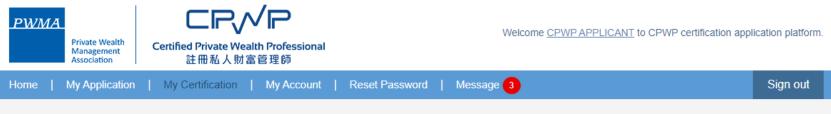
To renew, please examine the CPWP expiry date before clicking [My Certification/Apply for Renewal]





#### **1.2. Apply for CPWP Certification Renewal**

Click [Apply for Renewal] to start the renewal process



## My Certification

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
2024000013	CPWP APPLICANT	MEMBER FIRM	Certified	2024-12-31	<ul> <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

PWMA Private Wealth Management Association	Employment Update		I to CPWP certification application platfo	orm.
Home   My Application   My Ce	If your employer have changed, please click	here to update your account	Sign out	t
Certification Ren	information and verify.		)	>
	No, Continue my renew	al application		
1 Update Personal Particulars	Update Employment Status and Ongoing Professional Training Hours	Update Disciplinary Actions and Investigations	4 Acknowledgement	
Complete CPWP Ce Personal Particulars			t record)	
Family Name *:	CPWP (Remark: The name should match your HKID/p	assport record.)		
Given Name *:	APPLICANT (Remark: The name should match your HKID/p	assport 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 Pass	port record.)		

PWMA

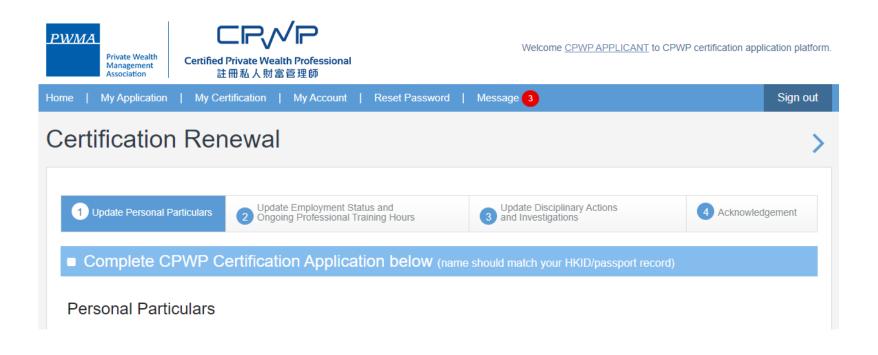
Private Wealth Management

Association



#### **1.4. Renewal Process – Applicant updates Personal Particulars**

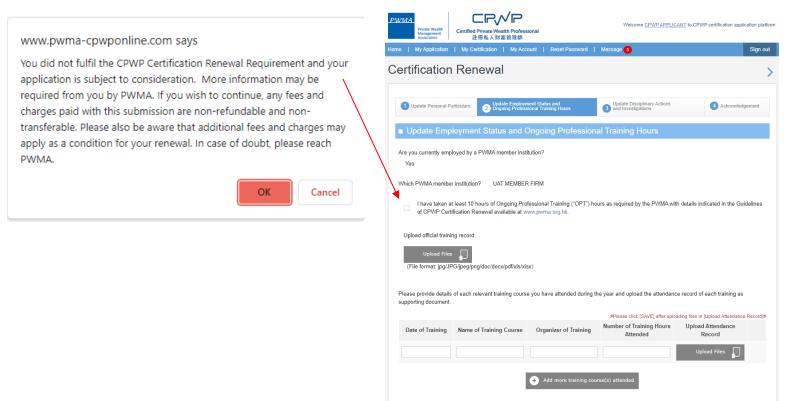
• Review [Personal Particulars] and update personal information, if necessary





#### 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



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



### 1.7. [Acknowledgement and Declaration]

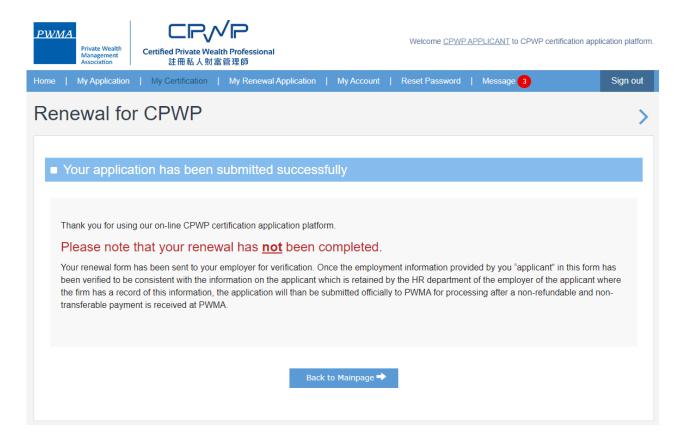
• Must check the box after reviewing the content of [Acknowledgement and Declaration] before clicking [Submit]

PWMA	Private Wealth Management Association	Certified Private Wea 註冊私人財富				Welcome <u>CPWP APPLICANT</u> to CPV	VP certification application platform.
lome	My Application	My Certification	My Account	Reset Password	Messa	ge <mark>3</mark>	Sign out
Cert	ificatior	n Renewal					>
1	Update Personal F		te Employment Sta ing Professional Tra			odate Disciplinary Actions d Investigations	4 Acknowledgement
■ A	cknowledg	ement and Dec	claration				
	I declare that	all information I have p	rovided in this fo	rm is true and correc	t.		
	I understand t	hat the paid fees are n	on-refundable ar	nd non-transferable.			
	l authorise the for my applica		the relevant auth	horities to release, a	ny informa	tion about my qualifications and/or	employment as required
•	l acknowledge	e that PWMA has the ri	ight to withdraw r	my CPWP designation	n if I do no	ot meet the requirements.	
		I have read and unders o the terms set out the		al Information Collec	tion State	ment set out in the website of PWN	IA at <u>www.pwma.org.hk</u>
•	I confirm that	I have read and under	stood the <u>PWMA</u>	Code of Ethics and	Conduct a	nd agree to abide by it.	
	Check this bo	x to indicate that you h	ave read, unders	stood, and agreed to	the above	acknowledgement and declaration	1.
						Save 🗸 🔶 Previo	us 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.





#### 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

PV	Private Wealth Management Association	Certified Private Wealth Pro 註冊私人財富管理	fessional		Welcome <u>CPWP /</u>	APPLICANT to CPWP	certification application platform.
Hom	e   My Application	My Certification   My	Renewal Application   My	Account	Reset Password	Message 4	Sign out
C	ertification l	Renewal	S	Status	✓ Applicatio	n Name	Page 🗸 🔾 💙
h	Application No	Applicant Name	Date of Submission to P	WMA	Application	Status	Action
	2024000008R	CPWP APPLICANT	2024-11-19		Submitted to	PWMA	View
						<< <	1 > >> 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 (20240000XXR) 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 20240000XXR has been verified by the relevant department of your bank, please proceed to make payment for your CPWP renewal application.

Renewal Application No: 20240000XXR

Please click the below link to pay now: https://www.pwma-cpwponline.com/

The invoice could be downloaded here: <u>https://www.pwma-cpwponline.com/invoice</u>

Yours sincerely,



## 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]

PWMA Private Wealth Management Association		Hi <u>CPWP APPLICANT</u>   Message 4 Sign out
Welcome to C	PWP Certification and Renewal A	oplication Platform
	My Application	•
	My Certification / Apply for Renewal (Expiry Date: 2024-12-31)	
	My Renewal Application 1	
	My Account Information	
	Reset Password	·

## 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:
  - i. Credit card payment (Visa / Mastercard / JCB)
  - ii. Cheque payment
  - iii. Bank transfer

PV	VMA Private Wealth Management Association	Certified Private Wealth Prov 註冊私人財富管理(	fessional		Welcome <u>CPWP A</u>	APPLICANT to CPWP	certification application pla	atform.
Hom	e   My Application	My Certification   My	Renewal Application	My Account	Reset Password	Message 5	Sign o	out
С	ertification	Renewal		Status	✓ Application	n Name	Page 🗸 🔍	>
L	Anglia dia mba	0			0 11 41	01-1	<b>B</b> effers	
	Application No	Applicant Name	Date of Submission to	D PWMA	Application	Status	Action	
	2024000008R	CPWP APPLICANT			Pending Payment	by Applicant	View Go to Pay	
						<< <	1 > >> Total:	1

#### 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]

PW	Private Wealth Management Association	Certified Private Weal 註冊私人財富	th Professional		Welcome CPWP APP	LICANT to CPWP certificati	on application platform
Home	My Application	My Certification	My Renewal Application	My Account	Reset Password	Message 5	Sign out
Pa	yment						>
	Application No	Name	Employe	er	Expiry Date	Action	Price
2024000008R	2023000068R	CPWP AP NT	UAT MEMBE 2	024-12-31	2023-12-31	Renewal	2000.00
Pa	nyment № Online Paym	Cheque Paymer     Attach Cheque P     Payment Proof     Upload File     (File format: jpg/J	ayment/Bank Transfer Rece	ls/xlsx)	→		

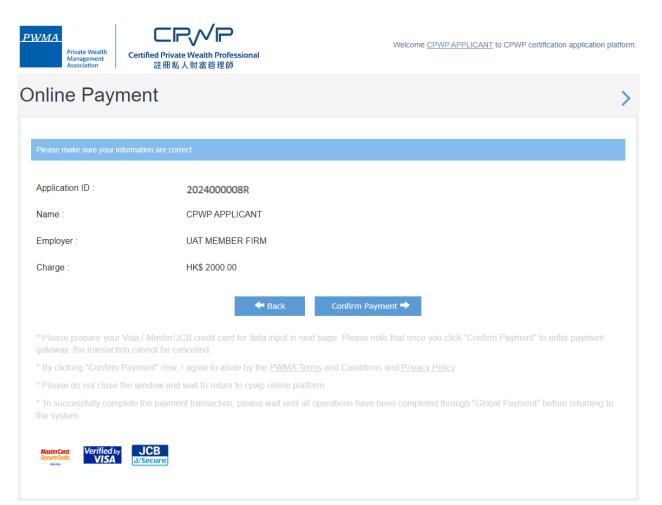
## 2.4. Credit Card payment

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

PWMA Private Wealth Management Association	Certified Private Wealth 註冊私人財富(	n Professional	Welcome <u>CPWP Al</u>	PPLICANT to CPWP certificat	tion application platfo
me My Application	My Certification	My Renewal Application   My Accourt	nt   Reset Password	Message 5	Sign out
Payment					>
Application No	Name	Employer	Expiry Date	Action	Price
2024000008R	CPWP APPLICANT	MEMBER FIRM	2024-12-31	Renewal	2000.00
Payment Method:	<ul> <li>Online Payment (</li> <li>Cheque Payment</li> </ul>	Visa / MasterCard / JCB) /Bank Transfer			
		🗲 Back Su	bmit 🌩		

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

Choose [Confirm Payment]





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

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

First Name *	* Required field	Total amount	HKD 2,000
Last Name *			TIKE 2,000
Address Line 1 *			
City *			
Country/Region *	~		
Email *			
		J	
		)	
Payment Details	۹		
	<u>۹</u>		
	VISA Visa		
Card Type *	VISA Visa		
Card Type * Card Number *	VISA Visa		
Card Type * Card Number * Expiration Month *	VISA Visa O Mastercard		
Payment Details Card Type * Card Number * Expiration Month * CVN *	VISA Visa Astercard VISA JCB Month Expiration Year * Year 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]

Billing	Payment	Review	Receipt
Review your Order			
Payment Details		Your Order	
Card Type	Visa	Total amount	HKD 2,000.00
Card Number	20000000000000004242		
Expiration Date	11-2020		
Back			Рау
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 Paym	ent	>
Online payment	nt 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

Receive an email notification "Your CPWP Renewal Application(20240000XXR) has been submitted to
 PWMA" after payment

Dear APPLICANT

Your CPWP Renewal Application (Renewal Application No: 20240000XXR) has been submitted to PWMA for processing.

The application fee has been paid.

Yours sincerely,



#### 3.1. Download a Receipt for Reimbursement

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

- Receive an email of "Receipt of CPWP Renewal Application (20240000XXR)" 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 20240000XXR 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: <a href="https://www.pwma-cpwponline.com/receipt/">https://www.pwma-cpwponline.com/receipt/</a>

Yours sincerely,

#### 4. Results of CPWP Certification Renewal Application

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

• An email of "Renewal Application (20240000XXR) is approved. The Certification is (CPWP No. 2024000XX)"

#### Dear Applicant

CPWP Renewal Application (Renewal Application Number) is approved

With respect to your renewal application for CPWP certification (CPWP Certification No.: 20240000XX) 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 <u>https://www.pwma-cpwponline.com/certificate/</u> is hereby extended with expiry date till **31 December 2025**.

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,

#### **4.1 Certification Status**

#### To view the Certification Status under [My Certification]

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

PWMA	Private Wealth Management Association	Certified Private Wealth Professional 註冊私人財富管理師		Welcome <u>CPWP APPLICANT</u> to CPWP certification app	lication platform.
Home	My Application	My Certification   My Renewal Application	My Account	Reset Password   Message 7	Sign out

## My Certification

Name	Member Firm	Certification Status	Effective Till	Action
CPWP APPLICANT	MEMBER FIRM	Certified	2025-12-31	<ul> <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

PWMA Private Wealth Management Association
<b>CPWP</b> <b>Certificate</b>
THIS IS TO CERTIFY THAT CPWP APPLICANT WAS CERTIFIED AS A
Certified Private Wealth Professional
BY PRIVATE WEALTH MANAGEMENT ASSOCIATION This certification will expire on 31 December 2025.
Date of issue: 2023-10-20 CPWP NO. 2023000125 Print Download Back