

CPWPA Online Platform

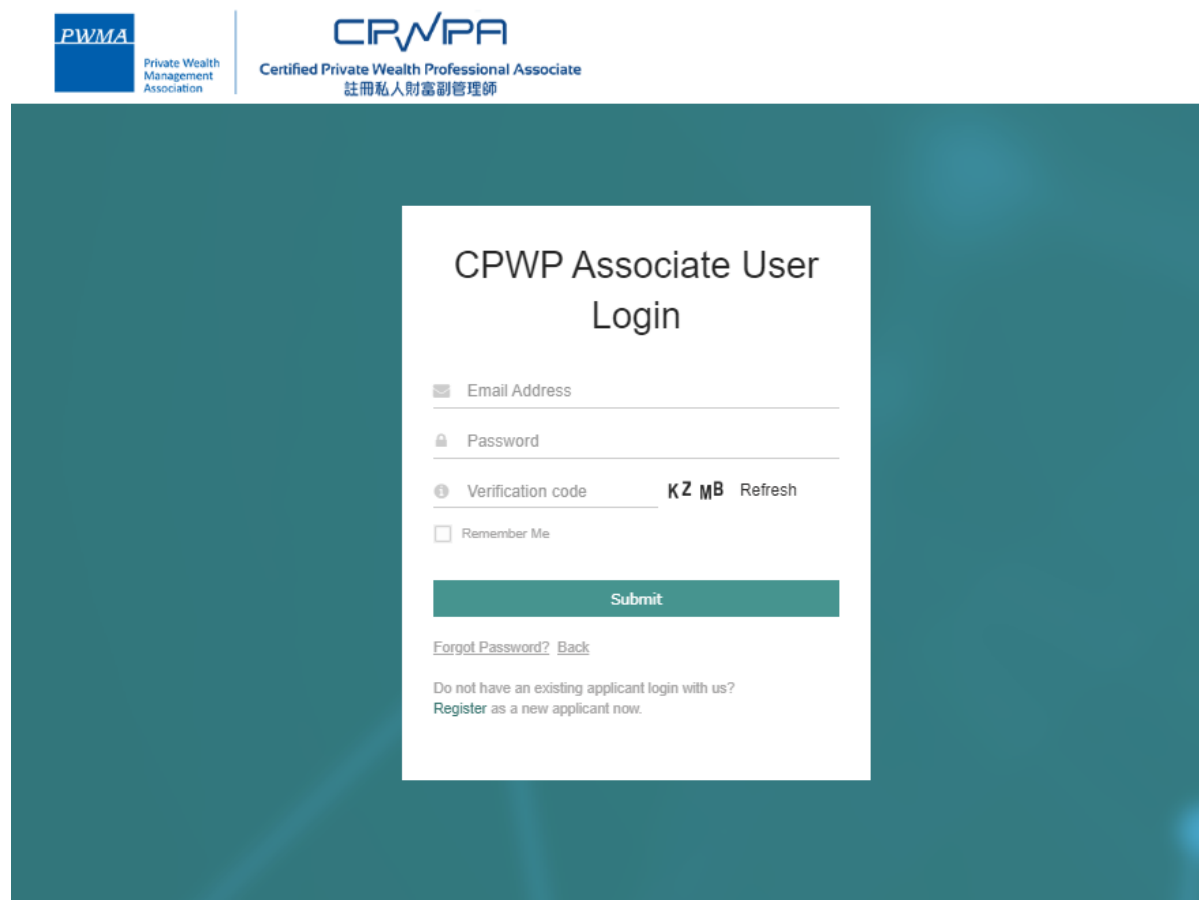
CPWP Associate Certification Renewal Application User Guide for Applicant

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1. CPWPA Certification Renewal Process

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



1.1 Renewal Process – Applicant examines the expiry date

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

The screenshot displays the user interface of the CPWPA Associate Certification and Renewal Application Platform. At the top left, the PWMA logo and the text 'Private Wealth Management Association' are visible. In the center, the CPWPA logo and the text 'Certified Private Wealth Professional Associate' and '註冊私人財富管理師' are shown. On the top right, the user is logged in as 'Hi C.PWPA' with a 'Message' notification showing '3' and a 'Sign out' button.

The main content area features a teal background with the text 'Welcome to CPWP Associate Certification and Renewal Application Platform'. Below this, there is a vertical list of menu items, each with a right-pointing arrow:

- My Application
- My Certification / Apply for Renewal** (Expiry Date: 2022-12-31)
- My Account Information
- Reset Password

The 'My Certification / Apply for Renewal' item is highlighted with a red rectangular border, indicating the next step in the renewal process.

1.2. Apply for CPWPA Certification Renewal

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





Welcome [C.PWPA](#) to CPWP Associate Online Platform.

[Home](#) | [My Application](#) | [My Certification](#) | [My Account](#) | [Reset Password](#) | [Message](#) 117 | [Sign out](#)

My Certification >

CPWPA No.	Name	Member Firm	Certification Status	Effective Till	Action
A20220000XX	C PWPA	MEMBER FIRM	Certified	2022-12-31	<ul style="list-style-type: none"> ▶ Apply for Renewal ▶ View ▶ Update Account Information

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 CPWPA (Certified Private Wealth Practitioner) online platform. 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 shows the "Certification Renewal" application form. The form has 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. The first step is currently active.

The "Personal Particulars" section of the form includes the following fields:

- Family Name *: C (Remark: The name should match your HKID/passport record.)
- Given Name *: PWPA (Remark: The name should match your HKID/passport record.)
- First 4 digits of HKID Card Number *: K012 (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.)
- Date of Birth *: 12/15

1.4. Renewal Process – Applicant updates Personal Particulars

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



Welcome [C.PWPA](#) to CPWP Associate Online Platform.

Home | My Application | My Certification | My Account | Reset Password | Message **117**

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

■ Complete CPWP Certification Application below (name should match your HKID/passport record)

1.5. Fulfillment of the “10 hours of Ongoing Professional Training hours OPT”

- Check the box “10 OPT hours” in the [Update Employment Status and Ongoing 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 PWMA Member Institution

www.pwma-cpwponline.com says

You did not fulfil the CPWP Associate 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 no matter your renewal application is successful or not. 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

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? **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 style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> Upload Files </div>

+ 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 carefully review the content of [Acknowledgement and Declaration] before clicking [Submit]

Certification Renewal >

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 Associate 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 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 applicant who is employed by a PWMA Member Institution, 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.

Renewal for CPWP Associate >

Your application has been submitted successfully

Thank you for using our on-line CPWP associate 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.

[Back to Mainpage →](#)

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] after payment is settled by Member Institution

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

Certification Renewal

Status ▾ Application Name Page ▾ 🔍 >

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
A20220000XXR	C PWPA	2022-09-26	Submitted to PWMA	View

1/1 Total:1 << < 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 “**CPWP Associate Renewal Application (A20220000XXR) 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 Associate online platform to settle payment
- Download an invoice to view the remittance information and request for reimbursement:

Dear Applicant

CPWP Associate Renewal Application A20220000XXR has been verified by the relevant department of you bank, please proceed to make payment for your CPWP Associate renewal application.

CPWP Associate Renewal Application No.: A20220000XXR

Please click the below link to pay now:

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

The invoice could be download here:

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

Yours sincerely,

Private Wealth Management Association Limited

2.1 To settle CPWPA Renewal Application Fee

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

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

The screenshot shows the user interface of the CPWPA Associate Certification and Renewal Application Platform. At the top left, there are logos for PWMA (Private Wealth Management Association) and CPWPA (Certified Private Wealth Professional Associate / 註冊私人財富副管理師). On the top right, the user is identified as 'Hi C.PWPA2' with a 'Message' notification icon showing 4 unread messages and a 'Sign out' button. The main content area has a teal background and displays a welcome message: 'Welcome to CPWP Associate Certification and Renewal Application Platform'. Below this, there is a vertical list of menu items, each with a right-pointing arrow: 'My Application', 'My Certification / Apply for Renewal (Expiry Date: 2022-12-31)', 'My Renewal Application' (highlighted with a red box and a red notification icon), 'My Account Information', and '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 (only accepts Visa, Mastercard and JCB)
 - ii. Cheque payment
 - iii. Bank transfer

Certification Renewal

Status ▼

Application Name

Page ▼

🔍

➤

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
A20220000XXR	C PWPA		Pending Payment by Applicant	View Go to Pay

1/1 Total:1

 << < 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 mailing it to PWMA office
- Upload Cheque copy/Bank Transfer receipt before clicking [Submit]

Payment Method:

- Online Payment (Support Visa & Master)
- Cheque Payment/Bank Transfer

Attach Cheque Payment/Bank Transfer Receipt or
Payment Proof

Upload Files



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

← Back

Submit →

2.4. Credit Card payment

- Choose [Online Payment] to settle renewal fee by 3 types of credit cards (Visa, Mastercard or JCB)

Payment >

Application No	Name	Employer	Expire Date	Action	Price
A20220000XXR	C PWPA	MEMBER FIRM	2022-12-31	Renewal	1000.00

Payment Method:

Online Payment (Support Visa & Master)
 Cheque Payment/Bank Transfer

← Back
Submit →

2.5. Choose [Confirm Payment] under Credit Card payment

- Choose [Confirm Payment]

Online Payment >

Please make sure your information are correct.

Application ID :	A20220000XXR
Name :	C PWPA
Employer :	MEMBER FIRM
Charge :	HK\$ 1000.00




[← 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 1,000.00**

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 navigation bar at the top containing four tabs: Billing, Payment, Review (which is the active tab), and Receipt. Below the navigation bar, the main content area is titled "Review your Order".

The interface is divided into two columns:

- Payment Details:**
 - Card Type: Visa
 - Card Number: xxxxxxxxxxxx4242
 - Expiration Date: 11-2020
- Your Order:**
 - Total amount: HKD 1,000.00

At the bottom of the form, there are two buttons: a "Back" button on the left and a "Pay" button on the right. The "Pay" button is highlighted with a red rectangular border. Below the buttons, 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 sent to PWMA

Applicant will receive a “Online Payment successfully” prompt.

The screenshot displays a web application interface. At the top, a dark teal navigation bar contains links for Home, My Application, My Account, Reset Password, and Message (with a red notification bubble containing the number 2), and a Sign out button on the right. Below the navigation bar, the page title "Payment" is shown in a light grey header with a right-pointing chevron icon. The main content area features a teal notification bar with a white square icon and the text "Your application has been submitted successfully". Below this, a light grey box contains a large teal checkmark icon on the left and the following text on the right: "Transaction successful. Reference Number: 360", "Thank you for your payment!", and "The application has been submitted to PWMA for processing.". At the bottom center of this box is a teal button with the text "Back to Mainpage" and a right-pointing arrow.

3. Application Status – Renewal application submitted to PWMA

- Receive an email notification “**Your CPWP Associate Renewal Application(A20220000XXR) has been submitted to PWMA**” after payment

Dear APPLICANT,

Your CPWP Associate Renewal Application (Associate Renewal Application No: A20220000XXR) 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

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

- Receive an email of “Receipt of CPWP Associate Renewal Application (A20220000XXR)” after the payment is confirmed by PWMA
- Login to CPWP Associate online platform to download a receipt for reimbursement

Dear Applicant,

Thank you for your payment.

This is to confirm that a CPWP Associate Certification Renewal Application A20220000XXR was received from CPWP Associate Applicant at PWMA together with a non-refundable payment of HKD 1000.00.

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

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

Yours sincerely,

Private Wealth Management Association Limited

4. Results of CPWP Associate Certification Renewal Application

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

- An email of “CPWP Associate Renewal Application(A20220000XXR) is approved by PWMA”

Dear Applicant,

CPWPA Renewal Application (A20220000XXR) is approved

With respect to your renewal application for CPWP Associate Certification (CPWP Associate Certification No. : A20220000XX) for the purpose of the Enhanced Competency Framework, we are pleased to confirm that you have fulfilled the requirements for certification renewal. Your CPWPA certification https://www.pwma-cpwponline.com/associate/certification_detail/ is hereby extended with expiry date till 31 December 2023.

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 Associate 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 CPWPA 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/associate/login>
- Choose [My Certification] to view the [Certification Status] and [Effective Till] Date

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 8 Sign out

| Apply for upgrading to CPWP Certification

My Certification >

CPWPA No.	Name	Member Firm	Certification Status	Effective Till	Action
A20220000XXR	C PWPA	MEMBER FIRM	Certified	2023-12-31	<ul style="list-style-type: none"> ▶ Renewal History ▶ View ▶ Update Account Information

4.2 Download CPWP Associate Electronic Certificate

Online CPWP Associate Electronic Certificate is available

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

