Insurance Intermediaries Qualifying Examination – Paper I
Syllabus for Principles and Practice of Insurance Examination

I. RISK AND INSURANCE
i. Concept of Risk
   A. Meaning of Risk
   B. Classification of Risk
   C. Risk Management

ii. Functions and Benefits of Insurance

II. LEGAL PRINCIPLES
i. The Law of Contract
   A. Definition
   B. Types of Contracts
   C. Elements or Essentials of a Contract

ii. The Law of Agency
   A. Definition
   B. How Agency Arises
   C. Authority of Agents
   D. Duties Owed by Agent to Principal
   E. Duties Owed by Principal to Agent
   F. Termination of Agency

III. PRINCIPLES OF INSURANCE
i. Insurable Interest
ii. Utmost Good Faith
iii. Proximate Cause
iv. Indemnity
v. Contribution
vi. Subrogation

IV. CORE FUNCTIONS OF AN INSURANCE COMPANY
i. Product Development
ii. Customer Servicing
iii. Marketing and Promotion
iv. Insurance Sales
v. Underwriting
vi. Policy Administration  
vii. Claims  
viii. Reinsurance  
ix. Actuarial Support  
x. Accounting and Investment  
xi. Training and Development  

V. STRUCTURE OF HONG KONG INSURANCE INDUSTRY  
i. Types of Insurance Business  
ii. Size of Industry  
iii. Insurance Companies  
iv. Insurance Intermediaries  
v. Market Associations/Insurance Trade Organisations  

VI. REGULATORY FRAMEWORK OF INSURANCE INDUSTRY  
i. Regulation of Insurance Companies in Hong Kong  
   A. Insurance Companies Ordinance (‘ICO’)  
   B. Code of Conduct for Insurers  
   C. Guidelines on Complaint Handling  
   D. Insurance Claims Complaints Bureau (‘ICCB’)  
ii. Regulation of Insurance Intermediaries in Hong Kong  
   A. Roles and Responsibilities of Insurance Agents and Brokers  
   B. The Code of Practice for the Administration of Insurance Agents  
   C. Minimum Requirements Specified for Insurance Brokers  

VII. ETHICAL AND OTHER RELATED ISSUES  
i. Insurance Intermediaries’ Duties to Policyholders  
ii. Protection of Personal Data  
iii. Issues Regarding Equal Opportunity  
iv. Prevention of Money Laundering and Terrorist Financing  
v. Prevention of Corruption  
vi. Prevention of Insurance Fraud  

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