



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



Private Wealth
Management
Association

CPWP Online Platform

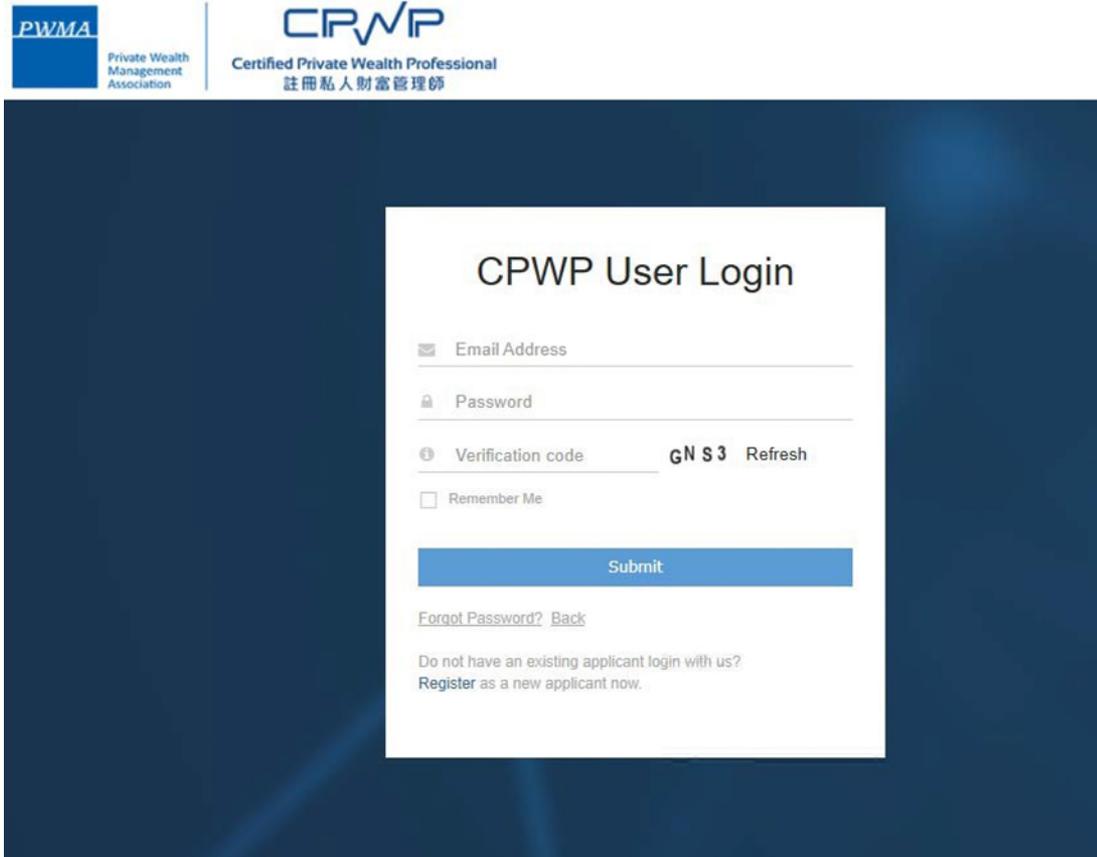
CPWP Certification Renewal User Guide for Applicant

Table of Contents

1. CPWP Certification Renewal Process	Page 1-10
2. Payment Methods	Page 11-19
3. Confirm [Submission to PWMA]	Page 20-21
4. Results of CPWP Renewal Application	Page 22-24

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

Verification code Refresh

Remember Me

[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 displays the user interface of the CPWP Certification and Renewal Application Platform. At the top left, the PWMA logo and 'Private Wealth Management Association' are visible. In the center, the CPWP logo and 'Certified Private Wealth Professional 註冊私人財富管理師' are shown. On the top right, there is a user greeting 'Hi C.PWP | Message' and a 'Sign out' button. The main content area features a dark blue background with the text 'Welcome to CPWP Certification and Renewal Application Platform'. Below this, a vertical list of white navigation buttons is displayed: 'My Application', 'My Certification / Apply for Renewal (Expiry Date: 2022-12-31)', 'My Renewal Application', 'My Account Information', and 'Reset Password'. The 'My Certification / Apply for Renewal' button is highlighted with a red rectangular border.

1.2. Apply for CPWP Certification Renewal

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

Welcome C.PWP to CPWP certification application platform.

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

My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
202100001	C PWP	UAT 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 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 links: Home, My Application, My Cert, and Sign out. The main heading is "Certification Renewal". Below the dialog, a progress bar indicates four steps: 1. Update Personal Particulars, 2. Update Employment Status and Ongoing Professional Training Hours, 3. Update Disciplinary Actions and Investigations, and 4. Acknowledgement. Step 2 is currently active.

Below the progress bar, a blue banner reads: "Complete CPWP Certification Application below (name should match your HKID/passport record)".

The "Personal Particulars" section contains the following fields:

- Family Name *: C (Remark: The name should match your HKID/passport record.)
- Given Name *: PWP (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.)
- Date of Birth *: 10/22
- Login Email *: CASE-6-TEST2@PWMA-CPWPONLINE.COM

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, 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 welcome message reads: "Welcome C.PWP to CPWP certification application platform." A navigation bar contains links for Home, My Application, My Certification, My Account, Reset Password, and Message, along with a Sign out button. The main heading is "Certification Renewal" with a right-pointing arrow. Below this, a progress bar shows 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 box at the bottom states: "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

× This site 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 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.

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 No

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:

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

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 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 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

■ Your application submitted successfully

Thank you for using our on-line CPWP certification application platform.

Please note that your renewal has not been completed.

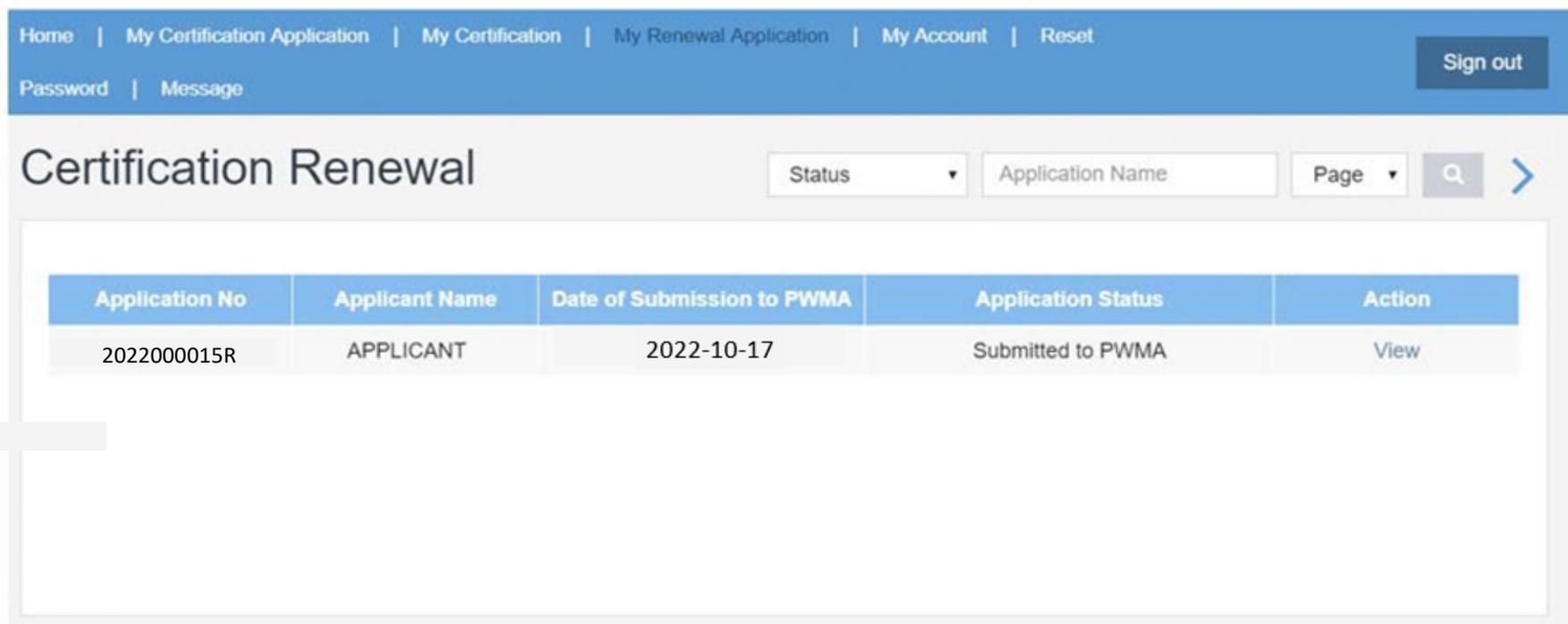
Your renewal form has been sent to your employer for verification. Once the employment information provided by you “applicant” in this form has been verified to be consistent with the information on the applicant which is retained by the HR department of the employer of the applicant where the firm has 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.

[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 Certification 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
2022000015R	APPLICANT	2022-10-17	Submitted to PWMA	View

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 (20220000XXR) 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 20220000XXR has been verified by the relevant department of your bank, please proceed to make payment for your CPWP renewal application.

Renewal Application No : 20220000XXR

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 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). On the top right, there is a user greeting "Hi C.PWP | Message" 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: 2022-12-31)", "My Renewal Application" (highlighted with a red border), "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
2022000015R	Applicant		Pending Payment by Applicant	View Go to Pay

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]

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/docs/pdf/xls/xlsx)

[← Back](#) [Confirm Submission to PWMA →](#)

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
2022000015R	APPLICANT	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 : 2022000015R
Name : APPLICANT
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]

The image displays two sequential screenshots of a payment form interface. The top navigation bar includes tabs for 'Billing', 'Payment', 'Review', and 'Receipt'.

Left Screenshot (Billing Information tab):

- Billing Information:** A section with a lock icon and a '* Required field' label. It contains input fields for:
 - First Name *
 - Last Name *
 - Company Name *
 - Address * (two lines)
 - City *
 - Country/Region * (dropdown menu)
 - State/Province *
 - Zip/Postal Code *
 - Phone Number *
 - Email *
- Your Order:** A summary box showing 'Total amount' as 'HKD 1,000.00'.
- Navigation:** A 'Next' button is located at the bottom right of the form. A 'Cancel Order' link is at the bottom left.

Right Screenshot (Payment tab):

- Payment Details:** A section with a lock icon and a '* Required field' label. It contains:
 - Card Type *:** Radio buttons for VISA, Mastercard, and JCB.
 - Card Number *:** An input field.
 - Expiration Date *:** Two dropdown menus for month and year.
 - CVN *:** An input field with a note: 'This code is a three or four digit number printed on the back or front of credit cards.' and a magnifying glass icon over the number '123'.
- Your Order:** A summary box showing 'Total amount' as 'HKD 1,000.00'.
- Navigation:** 'Back' and 'Next' buttons are located at the bottom. A 'Cancel Order' link is at the bottom left.

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 'Billing', 'Payment', 'Review', and 'Receipt'. The 'Review' tab is active. Below the navigation bar, the heading 'Review your Order' is followed by a horizontal line. The interface is divided into two columns: 'Payment Details' on the left and 'Your Order' on the right. Under 'Payment Details', the following information is listed: Card Type (Visa), Card Number (xxxxxxxxxxxx4242), and Expiration Date (11-2020). Under 'Your Order', a green box highlights the 'Total amount' as 'HKD 1,000.00'. At the bottom left, there is a 'Back' button and a 'Cancel Order' link. At the bottom right, a green 'Pay' button is highlighted with a red rectangular border.

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

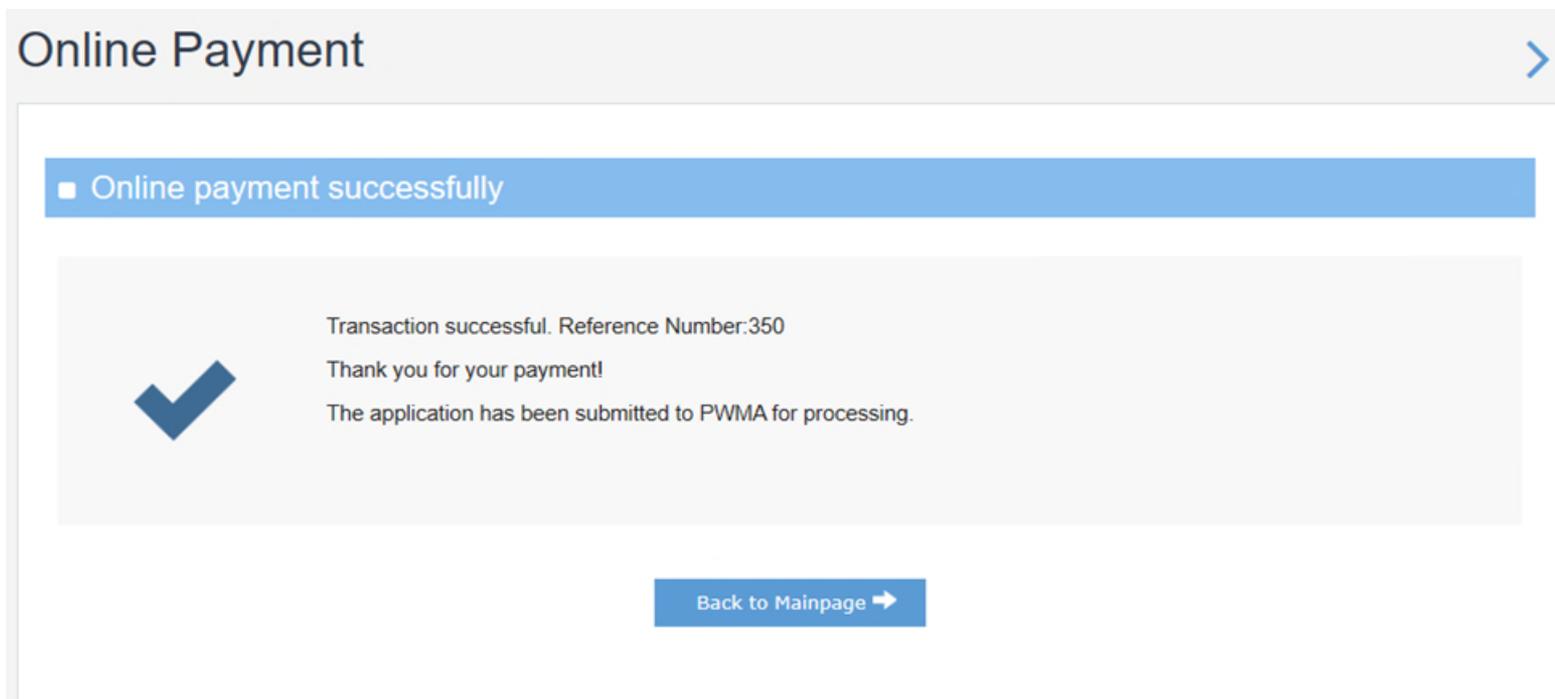
[Cancel Order](#)

Back Pay

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 shows a web interface for an online payment confirmation. At the top left, the text "Online Payment" is displayed in a large, dark font. To the right of this text is a blue chevron icon pointing to the right. Below the header, there is a blue horizontal bar with the text "Online payment successfully" in white. Underneath this bar is a light gray rectangular area containing a large blue checkmark icon on the left. To the right of the checkmark, the following text is displayed: "Transaction successful. Reference Number:350", "Thank you for your payment!", and "The application has been submitted to PWMA for processing." At the bottom center of the page, there is a blue button with the text "Back to Mainpage" and a white right-pointing arrow.

3. Application Status – Renewal application submitted to PWMA

- Receive an email notification “**Your CPWP Renewal Application(20220000XXR) has been submitted to PWMA**” after payment

Dear APPLICANT

Your CPWP Renewal Application (Renewal Application No: 20220000XXR) 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 Renewal Application (20220000XXR)” 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 20220000XXR was received from CPWP 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/receipt/>

Yours sincerely,

Private Wealth Management Association Limited

4. Results of CPWP Certification Renewal Application

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

- An email of “Renewal Application (20220000XXR) is approved. The Certification is (CPWP No.)”

Dear Applicant

CPWP Renewal Application (Renewal Application Number) is approved

With respect to your renewal application for CPWP certification (CPWP Certification No.: 2022000001) 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 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 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

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

My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
2022000001	APPLICANT	MEMBER FIRM	Certified	2023-12-31	<ul style="list-style-type: none"> ▶ Renewal History ▶ View ▶ Update Account Information

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

