



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

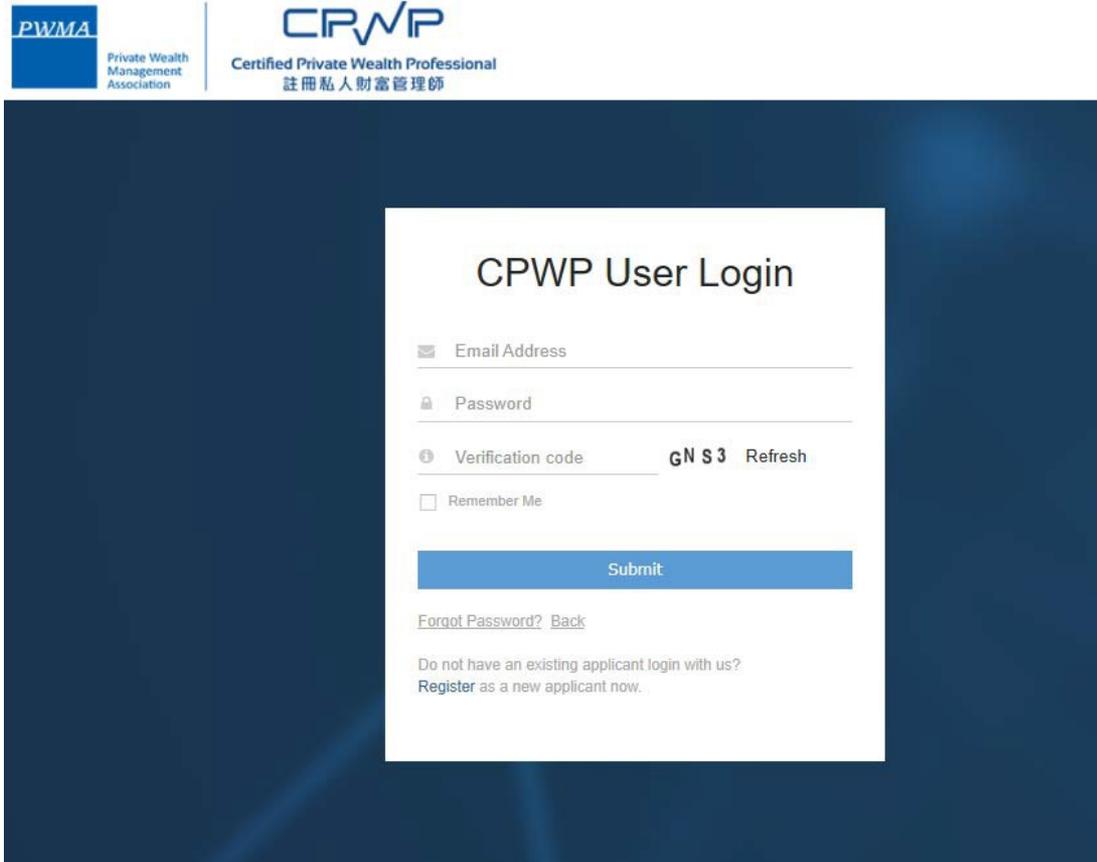
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# 1. CPWP Certification Renewal Process

- 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

Verification code **GN S 3** Refresh

Remember Me

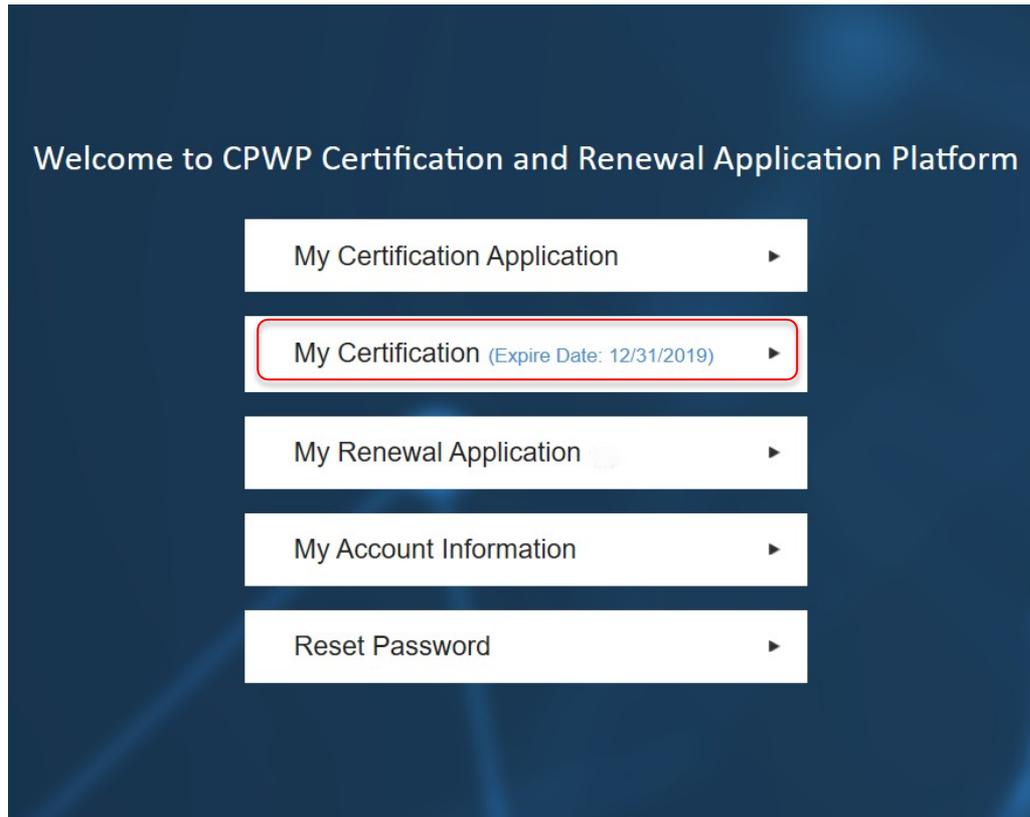
Submit

[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]**



## 1.2. Apply for CPWP Certification Renewal

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





Welcome APPLICANT to CPWP certification application platform.

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

### My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
202000311	APPLICANT	Member Firm	Expired	12/31/2019	<ul style="list-style-type: none"> <li>▶ <a href="#">Apply for Renewal</a></li> <li>▶ <a href="#">View</a></li> <li>▶ <a href="#">Update Account Information</a></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, containing the text: "If your employer have changed, please click [here](#) to update your account information and verify." Below this text is a button labeled "No, Continue my renewal application".

The background shows the "Certification Renewal" page with a progress bar indicating 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 includes the following fields:

- Family Name \*: APPLICANT (Remark: The name should match your HKID/passport record.)
- Given Name \*: 1 (Remark: The name should match your HKID/passport record.)
- First 4 digits of HKID Card Number \*: 4321 (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 \*: 07/01
- Work Email \*: -TEST2@PWMA-CPWPONLINE.COM
- Personal Email :
- Contact No. \*: Office \* (5678 9087), Mobile \* (5123 5123), Home(Optional)
- Correspondence Address \*: 123 ICC KOWLOON, HK

At the bottom right of the form, there are "Save" and "Next" buttons.

## 1.4. Renewal Process – Applicant updates Personal Particulars

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

### Certification Renewal >

<b>1</b> Update Personal Particulars	<b>2</b> Update Employment Status and Ongoing Professional Training Hours	<b>3</b> Update Disciplinary Actions and Investigations	<b>4</b> Acknowledgement
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■ 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 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.

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  No

Which PWMA member institution? CPWP TEST 2  
Member Firm

I have taken not less than 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](http://www.pwma.org.hk).

Upload official training record:  (File format: jpg/JPG/jpeg/png/doc/docx/pdf/xls/xlsx)

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 [Acknowledgement and Declaration] box 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](http://www.pwma.org.hk) and consent to the terms set out therein.
- I confirm that I have complied with PWMA Code of Ethics and Conduct.

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 PWMA Member Institution, the renewal application will be sent to the employer’s relevant department for verification so the renewal application is not yet submit to PWMA. 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.**

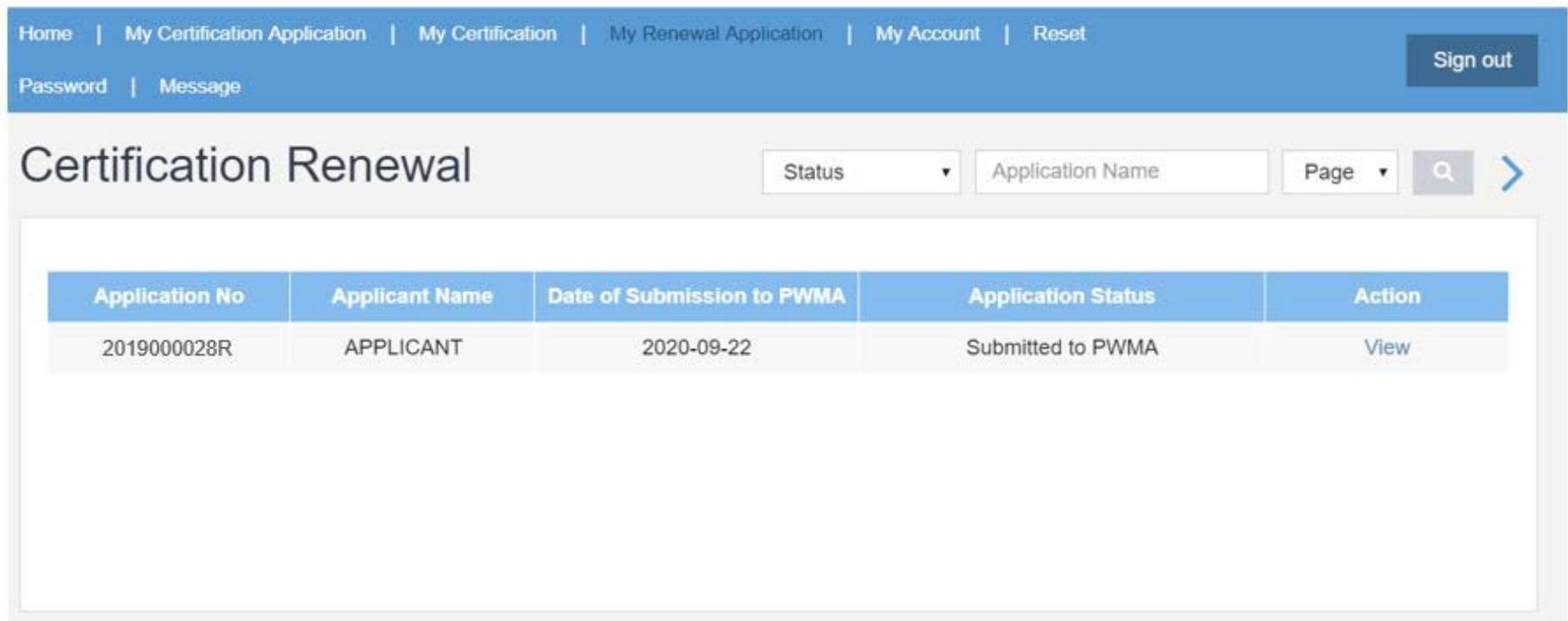
Your renewal form has been sent to your employer for verification. Once the employment information provided by you “applicant” in this form has been verified to be consistent with the information on the applicant which is retained by the HR department of the employer of the applicant where the firm has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

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
2019000028R	APPLICANT	2020-09-22	Submitted to PWMA	View

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

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

Applicant can settle payment by Credit Card or Cheque/Bank Transfer

- Applicant will receive an email notification **“Renewal Application (2019000028R) 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 2019000028R has been verified by the relevant department of your bank, please proceed to make payment for your CPWP renewal application.

Renewal Application No : 2019000028R

Please click the below link to pay now:

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

The invoice could be download here:

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

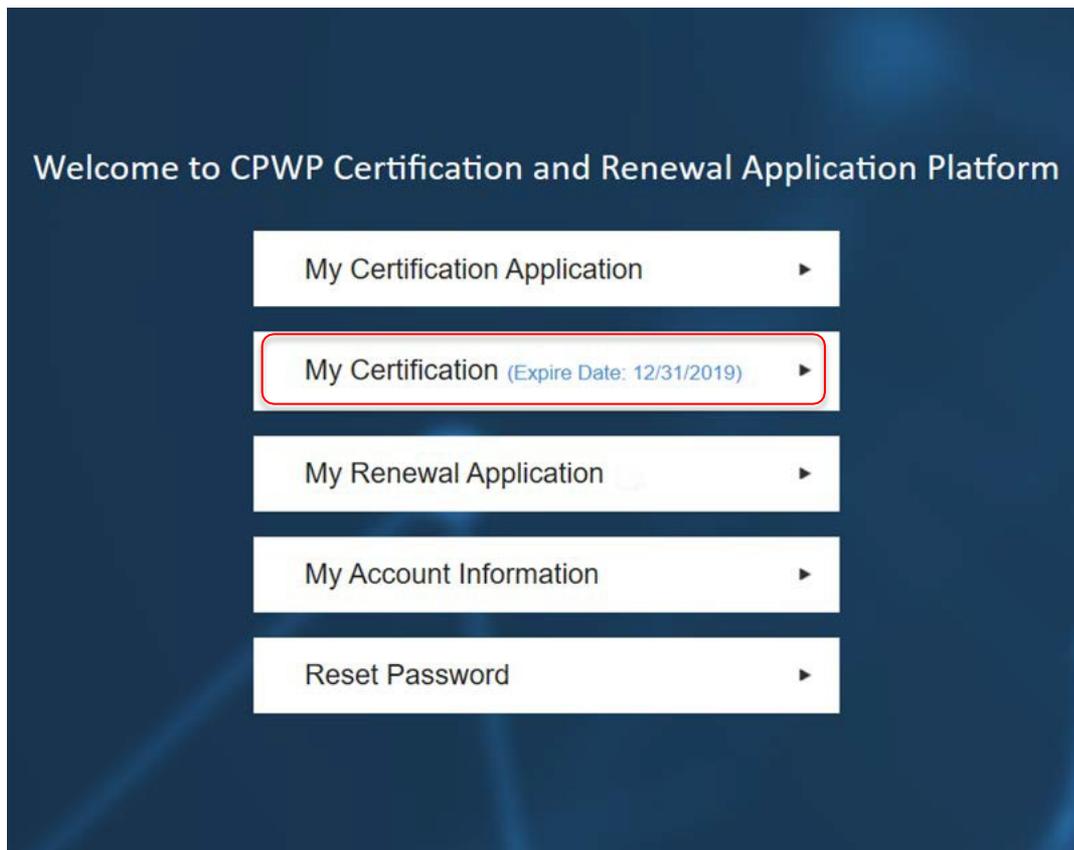
Yours sincerely,

Private Wealth Management Association Limited

## 2.1 To settle payment for CPWP Renewal Application Fee

Applicant clicks <https://www.pwma-cpwponline.com/> after receiving the email notification from Member Institution

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



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

- Applicant selects **[My Renewal Application]**
- Clicks [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
2019000028R	Applicant		Pending Payment by Applicant	View <b>Go to Pay</b>

## 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/docx/pdf/xls/xlsx)

← Back

Confirm Submission to PWMA →

## 2.4. Credit Card payment

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

### Payment >

Application No	Name	Employer	Expire Date	Action	Price
2019000028R	Applicant	Member Firm	12/31/2019	Renewal	1000.00

Please pay the following amount by 2019-12-30:  
Total: HK\$ 1000.00

**Acknowledgement**  
 I understand that apart from payment for the above late charge and/or outstanding renewal fee, there may be other condition(s) imposed as notified by PWMA in order for PWMA to grant the renewal or reinstatement of my CPWP certification.

Payment Method:

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

← Back
Confirm Submission to PWMA →

## 2.5. Choose [Proceed to Pay] under Credit Card payment

- Choose [Proceed to Pay]

### Online Payment >

Please make sure your information are correct.

Application ID :	2019000028R
Name :	Applicant
Employer :	Member Firm
Charge :	HK\$ 1000.00

[← Back](#)      [Proceed to Pay →](#)

\* 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 "Proceed to Pay" now, I agree to abide by the [PWMA Terms and Conditions](#) and [Privacy Policy](#).

## 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    Payment    Review    Receipt

**Billing Information** \* Required field

First Name \*

Last Name \*

Company Name \*

Address \*

City \*

Country/Region \*

State/Province \*

Zip/Postal Code \*

Phone Number \*

Email \*

[Cancel Order](#)

**Your Order**

Total amount HKD 1,000.00

Billing    **Payment**    Review    Receipt

**Payment Details** \* Required field

Card Type \* 🔒

 VISA   
   Mastercard

 JCB

Card Number \*

Expiration Date \*

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



[Cancel Order](#)

**Your Order**

Total amount HKD 1,000.00

## 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 1,000.00
Card Number	xxxxxxxxxxxx4242		
Expiration Date	11-2020		

[Back](#)    **Pay**

[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.

### 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(2019000028R) has been submitted to PWMA**” after payment

Dear Applicant

Your CPWP Renewal Application (Renewal Application No: 2019000028R) 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 (2019000028R)” 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 2019000028R 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

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

- An email of “Renewal Application (2019000028R) is approved. The Certification is (201900302)”

Dear Applicant

CPWP Renewal Application (2019000028R) is approved

With respect to your renewal application for CPWP certification (CPWP Certification No.: 201900302) 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 2020**.

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 Certification Application | My Certification | My Renewal Application | My Account | Reset

Sign out

Password | Message

### My Certification >

CPWP No.	Name	Member Firm	Certification Status	Effective Till	Action
201900302	APPLICANT	Member Firm	Certified	2020-12-31	<ul style="list-style-type: none"> <li>▶ Apply for Renewal</li> <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

