

CPWPA Online Platform

CPWP Associate Certification Renewal Application User Guide for Member Firm/ Non-Member Firm Applicant

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1.0 CPWPA Certification Renewal Process

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

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Certified Private Wealth Professional Associate
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CPWP Associate User Login

Email Address

Password

 Verification code

☒ 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 CPWPA expiry date before clicking **[My Certification/Apply for Renewal]**

The screenshot shows the user interface of the CPWP Associate Certification and Renewal Application Platform. At the top, there is a header bar with the PWMA logo on the left, the CPWPA logo and name in the center, and user information on the right including 'Hi CPWPA NON-MEMBER FIRM_10', a message count of 5, and a 'Sign out' button. The main content area has a teal background with the text 'Welcome to CPWP Associate Certification and Renewal Application Platform'. Below this, there is a vertical list of four white buttons with right-pointing chevrons. The second button, 'My Certification / Apply for Renewal', is highlighted with a red rectangular border and includes the text '(Expiry Date: 2022-12-31)' below it. The other buttons are 'My Application', 'My Account Information', and 'Reset Password'.

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Hi CPWPA NON-MEMBER FIRM_10 | Message 5 Sign out

Welcome to CPWP Associate Certification and Renewal Application Platform

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

1.2 Apply for CPWPA Certification Renewal

Click [Apply for Renewal] to start the renewal process



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

Home | My Application | My Certification | My Account | Reset Password | Message 5 | Sign out

My Certification >

CPWPA No.	Name	Member Firm	Certification Status	Effective Till	Action
A2023000081	CPWPA NON-MEMBER FIRM_10	ABC Asset Management Limited	Expired	2022-12-31	<ul style="list-style-type: none"> ▶ Apply for Renewal ▶ View ▶ Update Account Information


1.3 Fill-in “Employment Update”

- Click “here” to update your information 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 Associate Online Platform interface. At the top, the PWMA logo and navigation links (Home, My Application, My Cert) are visible. A modal window 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" process with four steps: 1. Update Personal Particulars (active), 2. Update Employment Status and Ongoing Professional Training Hours, 3. Update Disciplinary Actions and Investigations, and 4. Acknowledgement. Below the steps, a section titled "Complete CPWP Associate Certification Application below (name should match your HKID/passport record)" contains a "Personal Particulars" form. The form includes fields for Family Name (*), Given Name (*), First 4 digits of HKID Card Number (*), First 4 digits of Passport Number (If no HKID Card), and Date of Birth (*). The values entered are CPWPA, NON-MEMBER FIRM_10, 1234, and 01/08 respectively. Remarks for each field indicate they should match the user's HKID or passport record.

1.4 Renewal Process – Applicant updates Personal Particulars

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



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

[Home](#) | [My Application](#) | [My Certification](#) | [My Account](#) | [Reset Password](#) | [Message](#) 5 | [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 Associate Certification Application below (name should match your HKID/passport record)

Personal Particulars

Family Name *:

CPWPA

(Remark: The name should match your HKID/passport record.)

Given Name *:

NON-MEMBER FIRM_10

(Remark: The name should match your HKID/passport record.)

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

- 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. 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?

No

☐ 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 CPWPA Certification Renewal available at www.pwma.org.hk.

Upload official training record:

Upload Files 


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

Your current employment / education status: Employed by a non-PWMA member firm

Employer	Business Unit	Functional Title	Commencement of Employment MM/DD/YY
ABC Asset Mana	Investment Team	Team Head	06/01/2023 -

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
				<div>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 answered “Yes” to any questions

1 Update Personal Particulars	2 Update Employment Status and Ongoing Professional Training Hours	3 Update Disciplinary Actions and Investigations	4 Acknowledgement
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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:

- Have you ever been reprimanded, censured, disciplined by any professional or regulatory authority?
☐ Yes ☒ No
- 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
- 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
- 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
- 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]



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Welcome [CPWPA NON-MEMBER FIRM 10](#) to CPWP Associate Online Platform.

[Home](#) | [My Application](#) | [My Certification](#) | [My Account](#) | [Reset Password](#) | [Message 5](#) | [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

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 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.

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 then be submitted officially to PWMA for processing after a non-refundable and non-transferable payment is received at PWMA.

Back to Mainpage →

1.9 Renewal online application submitted by individual applicant

- After clicking [Submit], applicant will receive a “Your application has been submitted successfully” message.
- For those applicants who are NOT employed by PWMA Member Institutions, the renewal application will be sent to the PWMA after the payment is settled

The screenshot displays the CPWPA Associate Online Platform interface. At the top, the PWMA logo and the CPWPA logo (Certified Private Wealth Professional Associate) are visible. A welcome message reads: "Welcome CPWPA NON-MEMBER FIRM 10 to CPWP Associate Online Platform." Below this is a navigation bar with links: Home, My Application, My Certification, My Renewal Application, My Account, Reset Password, Message (with a red notification icon), and Sign out. The main heading is "Renewal for CPWP Associate". A teal banner states: "Your application has been submitted successfully". Below this, a message says: "Thank you for using our on-line CPWP associate certification application platform." A red text note follows: "Please note that your renewal has **not** been completed." Below the note, it says: "Your renewal form will be sent to PWMA for processing after a non-refundable and non-transferable payment is received at PWMA. Please proceed to the payment." At the bottom, there are two buttons: "Go to Pay Now" and "Back to Mainpage".

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Welcome CPWPA NON-MEMBER FIRM 10 to CPWP Associate Online Platform.

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 6 | Sign out

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 will be sent to PWMA for processing after a non-refundable and non-transferable payment is received at PWMA. Please proceed to the payment.

Go to Pay Now → Back to Mainpage →

1.10 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



Welcome [CPWPA MEMBER FIRM_10](#) to CPWP Associate Online Platform.

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 5 | Sign out

Certification Renewal

Status Application Name Page Q >

Application No	Applicant Name	Date of Submission to PWMA	Application Status	Action
A2023000041R	CPWPA MEMBER FIRM_10	2023-06-29	Submitted to PWMA	View

<< < 1 > >> Total:1

2. Member Firm applicant may be requested by Member Institution to settle CPWPA 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 (A20230000XXR) 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 A20230000XXR 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.: A20230000XXR

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 CPWPA online platform:

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

The screenshot shows the CPWPA Associate Certification and Renewal Application Platform interface. The header includes the PWMA logo, the CPWPA logo, and the text "Certified Private Wealth Professional Associate" and "註冊私人財富副管理師". The user is logged in as "Hi CPWPA NON-MEMBER FIRM 10" and has 8 messages. A "Sign out" button is visible. The main content area displays a welcome message and a list of application options. The option "My Certification / Apply for Renewal" is highlighted with a red box, indicating the next step in the process. Below this option, the expiry date "2022-12-31" is shown.

Welcome to CPWP Associate Certification and Renewal Application Platform

- My Application ▶
- My Certification / Apply for Renewal ▶**
(Expiry Date: 2022-12-31)
- My Renewal Application ▶
- 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
 - ii. Cheque payment
 - iii. Bank transfer



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

[Home](#) | [My Application](#) | [My Certification](#) | [My Renewal Application](#) | [My Account](#) | [Reset Password](#) | [Message](#) 6 | [Sign out](#)
Status Application Name Page Q >
<< < 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 mailing it to PWMA office
- Upload Cheque copy/Bank Transfer receipt before clicking [Submit]

Application No	Name	Employer	Expiry Date	Action	Price
A2023000039R	CPWPA NON-MEMBER FIRM_10	ABC Asset Management Limited	2022-12-31	Renewal	1000.00

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)

• [Dummy_1688029693.docx](#) (Uploaded date: 2023-06-29) ✕


← Back
Submit →

2.4 Credit Card payment

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



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

[Home](#) | [My Application](#) | [My Certification](#) | [My Renewal Application](#) | [My Account](#) | [Reset Password](#) | [Message](#) 6 | [Sign out](#)

Payment >

Application No	Name	Employer	Expiry Date	Action	Price
A2023000039R	CPWPA NON-MEMBER FIRM_10	ABC Asset Management Limited	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]



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

Online Payment

Please make sure your information are correct.

Application ID :	A2023000039R
Name :	CPWPA NON-MEMBER FIRM_10
Employer :	ABC Asset Management Limited
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 *
 Expiration Year *


CVN *

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




2.7 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.



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Welcome [CPWPA NON-MEMBER FIRM_10](#) to CPWP Associate Online Platform.

Home | My Application | My Certification | My Renewal Application | My Account | Reset Password | Message 7 | Sign out

Payment >

Your application has been submitted successfully



Thank you for your payment!

The CPWP Associate renewal application has been submitted to PWMA for processing.

Back to Mainpage ➔

3.0 Application Status – Renewal application submitted to PWMA

Receive an email notification “Your CPWP Associate Renewal Application(A20230000XXR) has been submitted to PWMA” after payment

Dear Applicant,

Your CPWP Associate Renewal Application (Associate Renewal Application No: A20230000XXR) has been submitted to PWMA for processing.

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 A20230000XXR was received from 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/test/CPWPAssociate/receipt>

Yours sincerely,

Private Wealth Management Association Limited

4.0 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 (A20230000XXR) is approved by PWMA”**

Dear Applicant,

CPWPA Renewal Application (A20230000XXR) is approved

With respect to your renewal application for CPWP Associate Certification (CPWP Associate Certification No. : A20230000XX) 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/CPWPAssociate/certification> 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 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



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[Home](#) |
 [My Application](#) |
 [My Certification](#) |
 [My Renewal Application](#) |
 [My Account](#) |
 [Reset Password](#) |
 [Message](#) 11 |
 [Sign out](#)

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

