

Please make any corrections necessary in the following information:

Member No:

Name:

NRIC:

Sex:

Home Address:

Business Address:

Mailing Address:

Email:

Company:

Tel (H):

Tel (O):

Mobile:

**Our records indicate the following:**

In this section, if our information is incorrect, please circle **one** of the following as apply:

**1. Your primary business activity is:**

Personal Financial Planning    Accounting    Banking  
 Education    Government    Human Resources  
 Insurance    Law    Real Estate  
 Securities    Tax Preparation/Advice  
 Other \_\_\_\_\_

**2. Highest qualification you hold:**

O Level    A Level    Diploma    Bachelors    Masters    Doctorate

In the section, if our information is incorrect, please circle **as many** of the following as apply:

**3. Designations:**

CFA    CPA    ChFC    CLU    Other \_\_\_\_\_

**4. Current Licence(s):**

Advocates/Solicitors    CPA    Insurance    Real Estate  
 Dealer's Representatives    Investment Representatives  
 Other \_\_\_\_\_

**5. Current Memberships:**

Law Society of Singapore    CFA Institute    ICPAS    ASCLU    ChFC  
 Other \_\_\_\_\_

**PLEASE TURN TO THE REVERSE SIDE**

Both sides of this certification application form must be completed and the form returned with your payment **before** your initial certification can be issued

## PERSONAL FINANCIAL PLANNING PRACTITIONER STATUS

6. Practical experience requirements are an essential part of the CFP® qualification. They complement the education and examination(s) and enable FPAS to measure whether passed finalists have gained sufficient experience in applying the learnt knowledge, skills and techniques to become a CFP® Practitioner.

They also provide FPAS with a basis of assuring society at large that those admitted as a "CFP® Practitioner" are competent.

The practical experience requirements describe the range of practical work experience you need to gain in order to become a CFP® Practitioner.

Experience requirement is defined as the supervision<sup>1</sup>, direct support<sup>2</sup>, teaching<sup>3</sup>, or the personal delivery of all or part of the personal financial planning process to a client<sup>4</sup>. Qualifying experience must be able to be categorized into the six primary elements of the personal financial planning process summarised below:

- Establishing the client-planner relationship
- Gathering client data
- Determining the client's financial status
- Developing and presenting a client-specific financial plan tailored to meet the goals and objectives of the client
- Implementing the financial plan
- Monitoring the financial plan

This experience may be gained in the following areas:

Accounting	Insurance Planning
Banking/Trust	Law
Portfolio Management	Retirement/Pension Planning
Estate Planning	Securities/Managed Funds
Financial Planning Taxation	

\* If you perform some or all of the functions listed, you are considered to perform the primary element.

<sup>1</sup>All levels of supervision are acceptable if the chain of supervision eventually leads back to the planner.

<sup>2</sup>Must be directly responsible for information that is provided to the planner/client and have reasonable liability for the client.

<sup>3</sup>Credit for teaching is limited to the instruction of the curriculum for CFP® certification in a FPAS Registered Program. Teaching finance-related classes (for college credit) full-time at any non-FPAS Registered Programme university is given two years worth of experience credit, but the third year of experience must be personal-financial planning experience or teaching the curriculum for CFP® certification courses full-time at a FPAS Registered Programme.

<sup>4</sup>"Client" denotes a person who engages a practitioner and for whom professional services are rendered. Pro-bono experience is accepted as long as (1) there is a client and (2) you are acting as a financial planning professional who is capable and qualified to offer objective, integrated, and comprehensive financial advice to or for the benefit of individuals to help them achieve their financial objectives using the financial planning process.

### Timeliness of Experience

Qualifying work experience can be earned prior to, concurrent with, or subsequent to your education and examination requirements. Experience earned more than 5 years prior to the certification examination, however, will not be accepted. When the experience is earned subsequent to the examination, you must complete the requirement within five years of the date of the successful completion of the examination. (Note: candidates who qualify through the challenge status must have three years experience earned prior to writing the Certification Examination ie Module 6 of the CFP® Programme).

Applications for the designation of a CFP® Practitioner must include a Career Profile (a prescribed standard form – see EXP A1) and a structured and detailed Curriculum Vitae.

FPAS reserve the right to conduct interview(s) to determine the suitability of experience disclosed. Decision made thereafter by FPAS is final.

In the event of an application being received with inadequate experience, for whatever reason, recommendations will be given on how to improve your application.

Occasionally, professional organizations, employers and members of the media may request list of persons who meet certain criteria. Unless you advise FPAS in writing that you do not want your name provided in response to such requests, FPAS may, at its discretion, provide this information to these parties. You may request a form for this purpose from FPAS.