

13 December 2021

Our Ref: INS/TEC/15/8/1/1
By Email Only

To: Chief Executives of all authorized insurers, Chief Executives of Designated Insurance Holding Companies, and Responsible Officers of all licensed insurance broker companies

Dear Sirs,

Scheme for Quarantine-free Travel to the Mainland

This circular sets out the eligible criteria and application procedures for executives of authorized insurers, designated insurance holding companies, and licensed insurance broker companies to participate in the Hong Kong Special Administrative Region (“HKSAR”) Government’s scheme for quarantine-free travel to the Mainland (“the Scheme”). Phase 1 of the Scheme will cover travelling to **Guangdong Province** only.

Eligibility criteria

Executives, being staff or directors, of authorized insurers, designated insurance holding companies, and licensed insurance broker companies who:

- carry regional role; and
- need to travel to the Mainland (limited to Guangdong Province in Phase 1) for the purpose of managing the company’s Mainland business

are eligible.

Executives travelling for meetings with clients but do not meet the above criteria are not eligible.

Maximum monthly quota

Each authorized insurer, designated insurance holding company, and licensed insurance broker company may submit one application, comprising a maximum of two executives, in each round of application. Once an application has been submitted, any subsequent change to the names of sponsored executives in that round of application will be not be accepted.

Application procedures

A sponsoring financial institution should pre-register its executives whom it intends to sponsor by completing and submitting to the Insurance Authority (“IA”) the appended application form and provide the following supporting document for each of the sponsored executives:

- (a) copy of the sponsored executive’s identification document including:
 - (i) Hong Kong residence document, i.e. Hong Kong identity card, visa or entry permit issued by the Immigration Department; and
 - (ii) Document for travelling to the Mainland, i.e. Mainland Travel Permit, Residence Permit or passport photo page with a valid China visa; and
- (b) supporting documents to demonstrate that:
 - (i) the sponsored executive is responsible for regional duties, e.g. business card; and
 - (ii) the main purpose of travel is for managing the company’s Mainland business in Guangdong Province, e.g. address proof of a registered office in Guangdong Province (if any), business contracts with or invitations from corporations in Guangdong Province.

The application form must be signed by a key person in charge of compliance function, or officer with equivalent role or duty, who bears the responsibility for ensuring the accuracy and authenticity of the information submitted.

Applications should be submitted to the IA by email at etravel@ia.org.hk **by 5pm on 17 December 2021**. Incomplete or late submission will not be considered. Thereafter, changes (i.e. substitution of a sponsored executive) or new applications may be made during the first five working days of every calendar month from February 2022. Registered sponsored executives will continue to be eligible until the sponsoring institution submit a new application.

The IA will process the applications and, subject to fulfilment of eligibility criteria and submission of accurate and complete information, provide personal particulars of the sponsored executives to the Financial Services and Treasury Bureau for registration on a list of eligible individuals maintained by the Office of the Government Chief Information Officer.

The IA will notify the sponsoring financial institution when the registration is completed. Successful registration enables a sponsored executive to subsequently apply to the HKSAR Government for quarantine-free travel to Guangdong Province under the Scheme. Pre-registration via the IA is not a guarantee for quarantine-free travel as the Scheme is subject to changes as may be made by the Government. Please refer to announcement to be made by the Government for further details.

Enquiry

Should you have any questions, please contact us at etravel@ia.org.hk or 3899 9518.

Yours faithfully,



Tony Chan
Associate Director
Policy and Development Division
Insurance Authority

Encl.

c.c. The Hong Kong Federation of Insurers
The Hong Kong Confederation of Insurance Brokers
Professional Insurance Brokers Association