AIA Hong Kong
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T: (852) 2881 3333

Memo

Attn:	All EDDs & Honourable Advisors / EDDs/ PSDDs/ SDDs/ DDs/ MICs/Agency Leaders/ Financial Planners (Hong Kong Only)	Dept:	Premier Agency Development Department
Co/Dept:	Mr. Alger Fung / Ms. Amy Chan / All Department Heads / Heads of Agency Division / ABDD – ABPs	Total page:	5
Date:	30 June 2026		

Subject: **(A260676) 優化「友招募 iRecruit」申請職位及頂尖企業家計劃(PEP)面試安排之程序**
Enhanced iRecruit application process and Prime Entrepreneur Programme (PEP)interview arrangement

為了讓招募者更加迅速的於「友招募 iRecruit」中完成電子合約申請，「友招募 iRecruit」於電子合約之申請職位的選項進行簡化，最終系統將根據審核後對應的面試結果及個人資料以匹配申請職位，職位包括：財務策劃實習生，友邦精英學院 (AIAPA)，友邦精英學院行政優才發展計劃 (AIAPA-EDP), 財務策劃顧問，頂尖企業家計劃（PEP）。

另外，系統優化後，頂尖企業家計劃(PEP)現已可於「友招募 iRecruit」直接為準招募安排 PEP 的實體面試，無需額外提供紙質申請表格。

如有任何疑問，請聯絡您區域的招募夥伴或電郵至 aiahk.premieragency@aia.com 與卓越營業發展部同事查詢。

To facilitate recruiters to complete contract applications more efficiently in “iRecruit”, the options for selecting the application title have been streamlined. The system will automatically match the appropriate application title based on the interview results and the applicant’s personal background.

In addition, another enhancement has been launched where recruiters can now directly arrange **PEP face-to-face interviews** via **iRecruit**. The paper application form is no longer required.

For inquiries, please contact your Agency Recruitment Partners or email to PAD (aiahk.premieragency@aia.com).

Best Regards,

Joel Lee
Head of Premier Agency Development
JL/pz/ja

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優化 1：申請職位

- **申請職位為：財務策劃顧問 或 友邦精英學院 AIAPA 或 友邦精英學院行政優才發展計劃 AIAPA-EDP 或 頂尖企業家計劃 PEP**

  - 如準招募申請的職位為以上四類計劃之一，請於「友招募 iRecruit」→「電子合約」→建立 CR 申請，於「申請職位」欄位可直接選擇「財務策劃顧問」；

  - 最終申請職位將根據相應的面試結果及審核後申請人之背景資料，將符合條件申請人之職位自動更新為「財務策劃顧問」或「友邦精英學院成員 (AIAPA)」或「友邦精英學院－行政優才發展計劃 (AIAPA-EDP)」或「頂尖企業家計劃 (PEP)」



- **請注意：如準招募申請的職位為財務策劃實習生，則於「申請職位」欄位選擇「實習生」**

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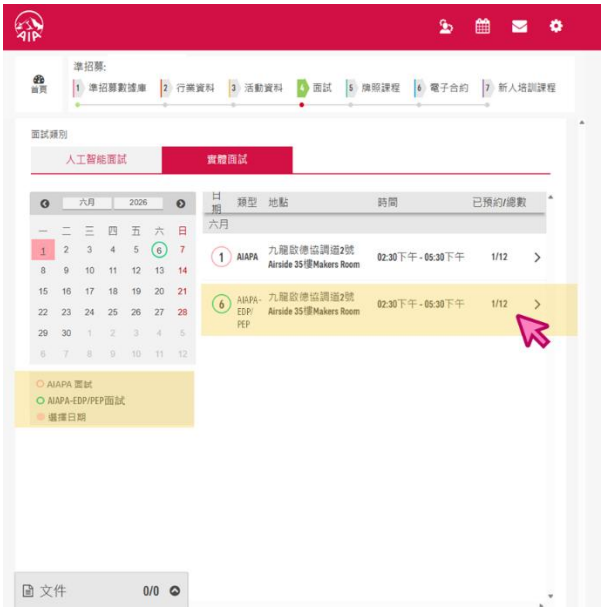
優化二：於 iRecruit 直接安排頂尖企業家計劃 (PEP)實體面試

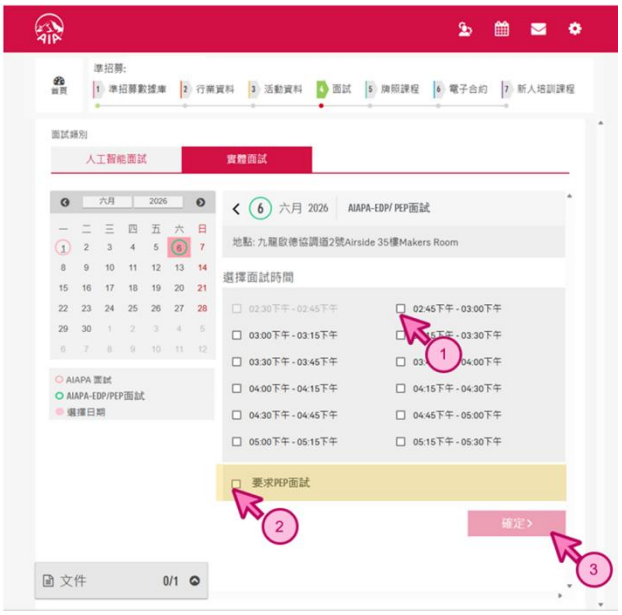
頂尖企業家計劃 (PEP)之職位及面試申請現可透過「友招募 iRecruit」進行，因此無需遞交紙本頂尖企業家計劃申請表。iRecruit 詳細申請步驟如下：

- 於「面試」中為準招募安排 PEP 面試。首先必須符合 PEP 實體面試的申請資格，在準招募資料中需填寫年齡，就業詳情及學歷，並於面試前上載以下資料以作審核：
  在「友招募 iRecruit」→「準招募數據庫」→「文件管理」→上載下列文件：
  i. 有效香港身份證
  ii. 履歷表
  iii. 學歷證明
  iv. 過往 12 個月總入息證明 (用於 PEP 職位申請：公司證明信 或 銀行出薪紀錄 或 稅單)



- 選擇「實體面試」→選擇面試類型為「AIAPA-EDP/PEP」，確認面試時間並勾選「要求 PEP 面試」，通過面試及審核後確認最終入職職位為 PEP。





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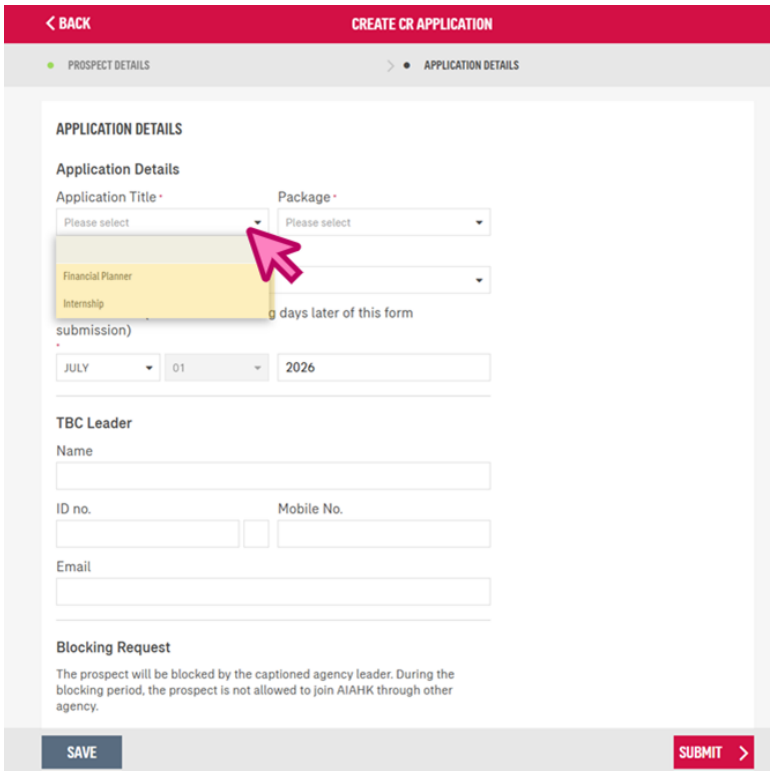
Enhancement 1: Application Title

- **Application Title: Financial Planner or AIA Premier Academy (AIAPA) or AIA Premier Academy-Executive Development Programme (AIAPA-EDP) or Prime Entrepreneur Programme (PEP)**

  - If the applicant is applying for any of the above four titles, please go to “iRecruit” → “Electronic Contracting” → “ Create CR Application”, and select “Financial Planner” under the “Application Title” field
  - The final application title will be based on the interview results and the applicant’s personal background. The system will then automatically update the applicant’s title, where applicable, to Financial Planner, AIA Premier Academy (AIAPA), or AIA Premier Academy-Executive Development Programme (AIAPA-EDP), or Prime Entrepreneur Programme (PEP).



- **Please note: If the applicant is applying for the Internship, please directly select "Internship" under the "Application Title" field**

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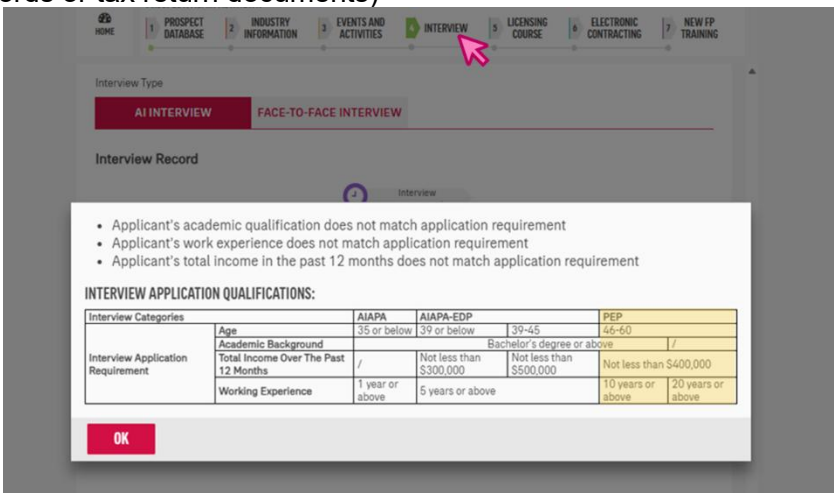
Enhancement 2: Face-to-face Interview Arrangement for Prime Entrepreneur Programme (PEP) in iRecruit

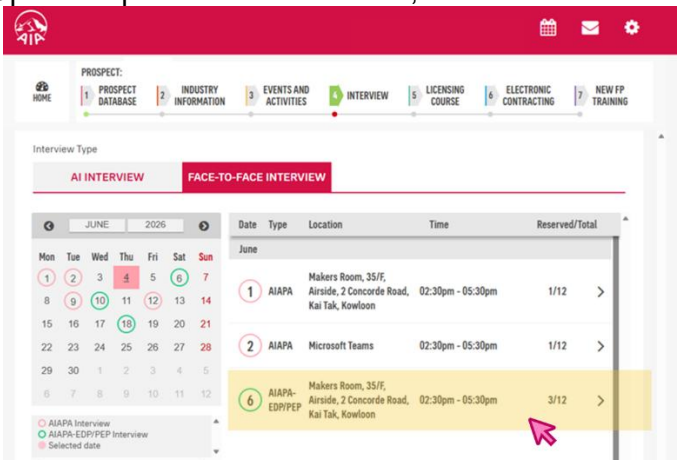
PEP Applications can now be submitted online via "iRecruit". Paper-based PEP Application Form is no longer required. The detailed application procedures in iRecruit are as follows:

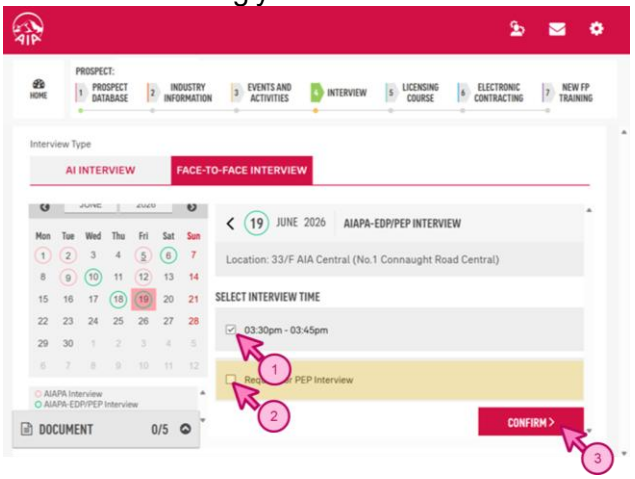
- Arrange a PEP interview for the applicant under "Interview" section. The applicant must first meet the eligibility requirements for a PEP interview, in which Age, Employment details, academic qualifications must be completed in the applicant profile. The following supporting documents must be uploaded for review prior to the interview:
  Please upload the following documents via "iRecruit" → "Electronic Contracting" → "Document Management":
  i. Valid Hong Kong Identity Card
  ii. CV
  iii. Academic qualification
  iv. Total income proof of the past 12 months (for PEP title applications: company letter or Bank salary records or tax return documents)



Interview Categories		AIAPA	AIAPA-EDP		PEP	
Interview Application Requirement	Age	35 or below	39 or below	39-45	46-60	
	Academic Background	Bachelor's degree or above			/	
	Total Income Over The Past 12 Months	/	Not less than $300,000	Not less than $500,000	Not less than $400,000	
	Working Experience	1 year or above	5 years or above		10 years or above	20 years or above

- Select "Face-to-face Interview" and choose the interview type "AIAPA-EDP/PEP". Based on the applicant's eligibility, the system will automatically classify the application as either AIAPA-EDP or PEP. Upon completion of the interview, the final title will be confirmed accordingly.





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