Please complete this conversion form and submit it to Agency Recruitment Collaboration Team

Mailing address: Unit 503, 5/F, AIA Hong Kong Tower, Agency Registration
Or
Email: aiahkar-ia@aia.com

REQUEST FORM FOR CHANGING INTERNSHIP CONTRACT

Conversion Effective Date*:_____(DD/MM/YYYY)

Contract Type:

☐ Non-finance Contract (With new financial planner code)
☐ Finance Contract or other packages (subject to approval) (With new financial planner code)

Apply Conversion to:

☐ AIAPA-EDP ☐ AIAPA ☐ Financial Planner

Referees during Internship Contract:

Referee Agent Code 1: _____ Referee Agent Code 2: _____

Document Submission Checklist

☐ Request Form for Changing Internship Contract *[Submit by mail or email to Agency Registration]*
☐ Proof of graduation (e.g. Graduation certificate or transcript) *[Submit by iRecruit]*
☐ Complete AI or Panel Interview (Only Applicable to AIA Premier Academy)

If apply for Finance packages:

☐ Complete the LOU application through iRecruit and uploaded documents for finance packages (if necessary)

I have read and agreed to the conditions below:

1. Once the conversion process is completed, a new financial planner code will be issued. The original financial planner code of the internship contract will be terminated. All the benefits and compensation accrued during the period of the internship contract under the original financial planner code will not be transferred to the new financial planner code and any commissions generated under the original financial planner code will not be counted under the new financial planner code.
2. AIA International Limited has the discretion in determining the final benefits and compensation under the original financial planner code and the new financial planner code.
3. Please be reminded that only delivered inforce policies under your financial planner code of the internship contract will be retained & transferred to new agent code. Please ensure no pending policy when you submit this conversion request.

Name of Intern: _____ Financial Planner Code: _____

Agency Code: _____ Date of Graduation: _____ (MM/YYYY)

Signature: _____ Date: _____

AGENCY LEADER'S DETAILS

Leader Name: _____ Financial Planner Code: _____

Signature: _____ Date: _____

DISTRICT DIRECTOR'S DETAILS

DD Name: _____ Financial Planner Code: _____

Signature: _____ Date: _____

District Name: _____ Team: _____

「AIA」、「友邦」或「友邦香港」是指友邦保險（國際）有限公司（於百慕達註冊成立之有限公司）。
"AIA" or "AIA Hong Kong" herein refers to AIA International Limited (Incorporated in Bermuda with limited liability).

Online content to be updated/在線內容將會被更新/在线内容将会被更新:

System / 系統	Section /章節/章节	Date ready / 就緒日期 /就绪日期
eAgency Corner	Bulletin > eMemo	26 Feb 2024