

**Expressive Arts Therapy Association of Hong Kong
Application for Professional Indemnity Insurance 2023/24**

Checklist (for Special Round)

- **Step 1:** Before you apply for Professional Indemnity (PI) Insurance, please check your validation of Professional/Associate Membership with EATA HK:
 - Apply or renew your Professional/Associate Membership in the EATA HK webpage (<https://www.eatahk.org/membership>).
 - Provide the relevant supporting documents (as per the criteria outlined on the EATA HK webpage) to membership@eatahk.org. (For new application only)
 - Once your eligibility as a Professional/Associate Member is confirmed, you will receive a PayPal link for settling the membership fee.

- **Step 2:** For new application of PI Insurance, please refer to the following checklist for submitting the Application Review Form to membership@eatahk.org **by 4/10/2023 (23:59)**:

(For renewal of PI Insurance, you may proceed directly to **Step 3** of the process. If you require the PI Insurance Proposal Form, kindly send a request to membership@eatahk.org)

 - Download the Application Review Form from the EATA HK webpage (<https://www.eatahk.org/professionalindemnityinsurance>).
 - Fill out the application review form completely and accurately.
 - Attach the required supporting documents, such as a designated master's degree graduation certificate and/or professional certificate.
 - Send an email to membership@eatahk.org with the completed Application Review Form and the attached supporting documents.

- **Step 3:** Upon approval of your application under blind review, you will receive a confirmation email on or before 16/10/2023 with approved Application Review Form and PI Insurance Proposal Form (Declaration for Individual Creative Arts Therapist) for purchasing the PI Insurance. In order to proceed with the purchase of insurance, you have to:
 - Send an email to benneyau28@gmail.com with a completed PI insurance proposal form.
 - Settle payment of premium amount of HK\$450.45 (levy included) **on or before 28/10/2023** by one of the following methods:
 1. Bank Transfer
 - Hang Seng Bank
 - Account number: 266-074-764-668
 - Name of Recipient: Excel Insurance Brokers LimitedPlease write your full name and indicate "Members of EATA HK" on payment slip, and send the copy of payment slip with PI insurance proposal form to email (benneyau28@gmail.com).
 2. Cheque

Prepare a cheque to "Excel Insurance Brokers Limited" and write your full name and indicate "Members of EATA HK" on the back of the cheque. Please provide the cheque by postal mail to the following address:

AIA International Limited, Room 1705, 17/F, Tower 6
The Gateway Harbour City, Tsim Sha Tsui
(Attn: Mr YAU Wai-hung, Benne)

Please make sure that all the necessary materials are submitted by the specified deadline. **All late applications will not be accepted.** A certificate will be issued by AIA International Limited to each successful applicant.