

Institute of Actuaries in Belgium

House Rules

Chapter 1: Introduction

In accordance with Article 34 of the Bylaws of the Institute of Actuaries in Belgium (hereinafter: the Institute), the Board draws up the House Rules in execution of the respective Bylaws.

These House Rules were approved by the General Assembly on 16 January 2019.

These House Rules must be read and interpreted together with the Bylaws; in the event of a divergence between the provisions of the House Rules and the Bylaws, the Bylaws take precedence.

Chapter 2: The members of the Institute

2.1 Procedure for acquiring membership

Any person who at the time of his or her application (i) has acquired a thorough knowledge of actuarial sciences, as described in the IA|BE Syllabus, and (ii) engages in, plans to engage in or has engaged in professional actuarial activities may ask the Accreditation Committee to become a member of the Institute.

2.1.1 Proof of thorough theoretical knowledge of actuarial sciences

Pursuant to Article 4 of the Bylaws, members must provide evidence of a thorough theoretical knowledge of actuarial sciences, as described in the IA|BE Syllabus, at the time of application for membership.

The IA|BE Syllabus is based on the syllabi of the international organisations of which the Institute is a member.

2.1.1.1 Following studies in Actuarial Sciences in Belgium

Persons who have completed their studies in Actuarial Sciences in Belgium are requested to provide the following documents to the Accreditation Committee:

For those who graduated from KULeuven:

- copies of the “Master of Insurance Studies” degree and the “Master of Financial and Actuarial Engineering” degree; or
- copy of the ‘Master of Actuarial and Financial Sciences’ degree; or
- copy of the “Master of Science in Actuarial and Financial Engineering” degree; and
- copy of the degree for the preceding Bachelor or Master programme or programmes followed.

For those who graduated from UCL and ULB:

- copy of the “Master in Actuarial Science” degree; and
- copy of the degree for the preceding Bachelor or Master programme or programmes followed.

For those who graduated from VUB:

- copy of the ‘Master after Master in Actuarial Sciences’ degree; and
- copy of the degree for the preceding Bachelor or Master programme or programmes followed.

In addition to the above:

- a detailed overview of the credits earned for the subjects in this/these master’s programme/programmes that correspond to the IA|BE Syllabus.

2.1.1.2 Following studies in Actuarial Sciences abroad

Persons who have completed their studies in Actuarial Sciences abroad are requested to provide the following documents to the Accreditation Committee:

- copy of the degree or degrees that enabled them to acquire actuarial skills, as well as a detailed overview of the credits obtained for the courses in this/these Master’s programme/programmes;
- copy of the degree for the preceding Bachelor or Master programme or programmes followed;
- if applicable, the certificate of membership in a national association of actuaries certified by the Actuarial Association of Europe (AAE) or the International Actuarial Association (IAA).

The Accreditation Committee will then assess the extent to which the studies abroad tie in with the IA|BE Syllabus and, if necessary, which subjects or competences still have to be studied or acquired before becoming a member.

2.1.1.3 Following the acquisition of a thorough knowledge of Actuarial Sciences in another way

Persons who have acquired a thorough knowledge of Actuarial Sciences in a manner other than through studies in Actuarial Sciences, in line with the IA|BE Syllabus at the time of application for membership, may submit an application for membership to the Accreditation Committee.

The Accreditation Committee will then assess the extent to which the preliminary studies and acquired knowledge tie in with the IA|BE Syllabus and, if necessary, which subjects or competences still have to be studied or acquired before becoming a member.

2.1.2 Evidence of engaging in actuarial activities

In accordance with Article 4 of the Bylaws, members must engage in, plan to engage in or have engaged in professional actuarial activities.

Members undertake to provide evidence of this upon the first request made by the Accreditation Committee.

2.1.3 Commencement of membership

Membership for a new member only begins once the candidate's admission file has been approved by the Accreditation Committee, he or she has signed the Code of Professional Conduct and paid the membership fee.

New members initially pay a *pro rata temporis* contribution of the annual membership fee. For example, someone who becomes a member from 1 September will only be asked to pay a contribution for the period from 1 September to 31 March thereafter.

2.2 Continuing membership

Every year, in March, the Statutory General Assembly sets the membership fee for the following year, from 1 April to 31 March thereafter.

A member of the Institute may be suspended by the Board if he or she does not pay his or her membership fee after a registered notice of default sent to him or her has remained without effect for 30 days after dispatching.

Chapter 3: Qualifications awarded by the Institute

In accordance with Article 5 of the Bylaws, the Institute currently grants the following qualifications:

3.1 IA|BE Qualified Actuary

With a view to guaranteeing and promoting the quality of professional practice and maintaining the necessary professionalism and expertise in practising the actuarial profession, a Continuous Professional Development (CPD) programme has been developed within the Institute.

The CPD system, by which members can acquire CPD points, is described *in detail* in Chapter 10 of these House Rules.

In principle, IA|BE Qualified Actuary qualification is granted on the recommendation of the Accreditation Committee and after ratification by the Board to members who:

- (i) have at least three years of professional experience as an actuary;
- (ii) have acquired at least 60 CPD points in the previous three consecutive calendar years within the current CPD system (see Chapter 10); and
- (iii) have participated in an activity that deals with the Code of Professional Conduct or passed a test to verify their knowledge of the Code of Professional Conduct in the past three consecutive calendar years.

3.2 IA|BE Member for Life

IA|BE Member for Life qualification is granted for life, on the recommendation of the Board and after ratification by the General Assembly, to members who have been members of the Institute for at least 35 years and who have made a substantial contribution to the development of the Institute.

Approved by the Extraordinary General Assembly of 16 January 2019

Current Members for Life automatically receive the qualification IA|BE Member for Life.

3.3 IA|BE Member Honoris Causa

IA|BE Member Honoris Causa qualification is granted for life, on the recommendation of the Board and after ratification by the General Assembly, to persons who have made an exceptional contribution to the development of the Institute, the actuarial sciences or the actuarial profession, in Belgium or abroad.

Current Members Honoris Causa automatically receive the qualification IA|BE Member Honoris Causa.

3.4 IA|BE Academic Member

IA|BE Academic Member qualification is granted to persons on the recommendation of the Board if and for as long as they fulfil the conditions below:

- being active full-time as a doctor of science in research or education in the actuarial sciences department of a university; and additionally
- being active at the Institute as a member of the Education Committee or as a lecturer in the CPD Programme.

Current Academic Members automatically receive the qualification IA|BE Academic Member.

Persons holding the IA|BE Academic Member qualification can become a member of the Institute by signing the IA|BE Code of Professional Conduct or by making a declaration on their honour that they are effectively subject to an equivalent code of conduct of their employer or professional group, the content of which must be communicated to the Institute upon the first request.

3.5 Other qualifications

Other qualifications may be granted to members and others at the suggestion of the Board and with the approval of the General Assembly.

Chapter 4: General Assembly

4.1 Election procedure

The elections to the Board are coordinated by the sitting Chairman of the Board. If the sitting Chairman of the Board is standing for election for a mandate as a board member, the organisation of the election will be entrusted to a member of the Board who is not standing for election.

If there are not enough candidates for membership of the Board, composed as described in Article 12 of the Bylaws, the election coordinator does everything possible to invite additional candidates to stand for election.

The Permanent Secretariat is responsible for the practical organisation of the elections.

Preference is given to an electoral procedure:

- that allows as many members as possible to participate in the vote;
- where members only have to cast their votes once.

The results of the elections are communicated to the Statutory General Assembly, which ratifies the results.

If the votes are tied, priority is given to the member with the most seniority as a member of the Institute.

Chapter 5: Board

5.1 Tasks

The Board is responsible for achieving the Institute's objectives.

The Board is responsible for drawing up the Institute's Bylaws, its House Rules, Code of Professional Conduct and Sanctions Policy, as well as other documents that contribute to its proper functioning.

The Board develops the Institute's strategy, which serves as a basis for its policy and activities. This strategy is aimed at the continued existence and further development of the Institute as a professional association and knowledge centre for actuaries in Belgium.

The Board has financial responsibility for the Institute and pursues a sound financial policy aimed at further developing the Institute. The Board draws up the budget and reports in detail and transparently on the financial results.

The Board informs the members via the General Assembly, information meetings or other channels of the strategy, policy and financial situation of the Institute and other matters that concern the members.

The Board organises the Institute's committees, working groups and activities and involves the members who wish to contribute to the functioning of the Institute.

The Board handles communication with members and third parties.

The Board is responsible for adequately representing the Institute, whether or not before official bodies, in Belgium or abroad.

The Board promotes professional and social cohesion among the members.

The Board supervises and coordinates all activities of the Institute.

5.2 Composition

The Board's composition is determined by Articles 12, 13 and 14 of the Bylaws.

Chapter 6: Permanent Secretariat

The Board has delegated part of its operational tasks to the Permanent Secretariat, which is located at the registered office of the Institute, Place du Samedi/Zaterdagplein 1, 1000 Brussels.

The Permanent Secretariat operates under the day-to-day management of a General Manager.

Chapter 7: Statutory Committees

7.1 Accreditation Committee

7.1.1 Tasks

The Accreditation Committee, with the support of the Permanent Secretariat, fulfils the following tasks, among others:

- verify whether the membership conditions for Belgian and foreign actuaries who do not enjoy mutual recognition in accordance with the rules of the AAE and the IAA are met;
- verify whether the conditions to become or remain an IA|BE Qualified Actuary are met;
- keep the list of members up to date (at the time of accession, each member chooses the language group in which he or she wishes to be included);
- examine whether the programmes in actuarial sciences offered by Belgian universities comply with the requirements laid down in connection with the mutual recognition of the degree of actuary within the AAE and the IAA. It communicates its comments and proposals in this regard to the universities, after having informed the Board and the Education Committee accordingly;
- evaluate whether in-house training centres of companies as well as commercial organisations that organise training courses in line with the CPD system may be accredited as accredited CPD Training Bodies;
- evaluate the activities offered that qualify for accreditation - the Accreditation Committee allocates the corresponding CPD points to the activities according to the rules laid down in Chapter 10 of these House Rules.

7.1.2 Composition

The Accreditation Committee's composition is determined by Article 21 of the Bylaws: "The Accreditation Committee consists of three members: the Chairman and Vice-Chairman of the Board and the Chairman of the Education Committee. The Accreditation Committee appoints one of its members as chairman."

7.2 Education Committee

7.2.1 Tasks

The Education Committee, with the support of the Permanent Secretariat, fulfils the following tasks, among others:

- develop the IA|BE Syllabus in accordance with the syllabi of the international organisations of which the Institute is a member;
- develop the Continuous Professional Development (CPD) programme as described in Chapter 10 of these House Rules and organise the courses associated with it;
- establish and maintain contacts with all institutions of the country that provide education in the actuarial science.

7.2.2 Composition

The Education Committee is composed of the following persons:

- the Chairman of the Education Committee;
- at least one representative from each of the actuarial sciences departments of each Belgian university;
- a representative of each of the Belgian alumni associations of actuaries, who is also a member of the Institute;
- a number of members of the Institute.

Before the start of each new administrative period, the actuarial sciences departments of each Belgian university and the Belgian alumni associations of actuaries are invited to appoint a representative to the Education Committee for the next administrative period. The Permanent Secretariat also invites the members to announce their candidature to join the Education Committee for the next administrative period.

These invitations are sent one month before the Statutory General Assembly at which the new Board is elected so that after the election and composition of the Board it is possible to proceed directly with determining the composition of the Education Committee.

The Education Committee's composition seeks a balance between the language groups.

If a member has to be replaced during the course of the administrative period, or if it is desirable to expand the Education Committee, the chairman of the Education Committee takes the initiative in this regard with the approval of the Board. If necessary, the Permanent Secretariat will invite all members to make their candidature known.

The composition of the Education Committee is published on the Institute's website.

Chapter 8: Other committees and working groups

In addition to the statutory committees, the International Committee, the Professional Committee and working groups also operate within the Institute.

8.1 International Committee

8.1.1 Tasks

The International Committee is charged with monitoring the international aspects related to the profession of actuary.

The International Committee fulfils the following tasks, among others:

- follow up and inform the Board of the activities of the AAE, the IAA and other international actuarial organisations recognised by the Board;
- prepare the opinions of the Institute on problems and issues submitted to it by the international actuarial organisations or bodies, submit these opinions to the Board and, after the Board has agreed, present and defend them before these international organisations;
- maintain contacts with foreign actuaries and their national associations, as well as with other international actuaries' associations;
- represent the members of the Institute in international bodies, whether official or otherwise.

8.1.2 Composition

The International Committee is chaired by a Board member, but not by the Chairman of the Board or the Chairman of another committee.

Members representing the Institute on committees or working groups of international actuarial organisations or on the boards of these organisations are automatically members of the International Committee.

A number of members are also members of the International Committee.

Before the start of each new administrative period, the Permanent Secretariat invites the members to announce their candidature to join the International Committee for the next administrative period.

This invitation is sent one month before the Statutory General Assembly at which the new Board is elected so that after the election and composition of the Board it is possible to proceed directly with determining the composition of the International Committee.

The International Committee's composition seeks a balance between the language groups.

If a member has to be replaced during the course of the administrative period, or if it is desirable to expand the International Committee, the chairman of the International Committee takes the initiative in this regard with the approval of the Board. The Permanent Secretariat will then invite all members to make their candidature known.

The composition of the International Committee is published on the Institute's website.

8.2 Professional Committee

8.2.1 Tasks

The Professional Committee is charged with the representation, furtherance and defence of professional interests and the further development of the profession of actuary.

The Professional Committee fulfils the following tasks, among others:

- development of a normative framework for carrying out the assignments entrusted to its members, consisting of a Code of Professional Conduct and actuarial standards;
- development of a Sanctions Policy with a view to respecting the provisions of the Bylaws, the Code of Professional Conduct and the actuarial standards by the members;
- studying developments in national and international regulations that may impact practising the profession of actuary.

8.2.2 Composition

The Professional Committee is chaired by a Board member, but not by the Chairman of the Board or the Chairman of another committee.

A number of members are also members of the Professional Committee.

Before the start of each new administrative period, the Permanent Secretariat invites the members to announce their candidature to join the Professional Committee for the next administrative period.

This invitation is sent one month before the Statutory General Assembly at which the new Board is elected so that after the election and composition of the Board it is possible to proceed directly with determining the composition of the Professional Committee.

The Professional Committee's composition seeks a balance between the language groups.

If a member has to be replaced during the course of the administrative period, or if it is desirable to expand the Professional Committee, the chairman of the Professional Committee takes the initiative in this regard with the approval of the Board. The Permanent Secretariat will then invite all members to make their candidature known.

The composition of the Professional Committee is published on the Institute's website.

8.3 Working groups

8.3.1 Tasks

Working groups fulfil the following tasks, among others:

- gather members to address relevant professional topics that directly or indirectly influence the practising of actuarial activities and promote the exchange of information among members on these topics;
- provide members with an insight into current developments in their field;
- support the Board in performing its tasks;
- support the Institute in its ambition to operate as a knowledge centre with regard to performing actuarial activities;
- support the Institute in its contacts with supervisory or other bodies that may influence the determination or implementation of regulations.

8.3.2 Composition

The Board takes the decision to set up a working group, after which the Permanent Secretariat invites the members to participate in that working group.

The members of the working group appoint a chairman from among the members of the working group.

Non-members may also form part of a working group, at the suggestion of the Board or the chairman of the working group.

Its composition seeks a balance between the language groups.

The chairman of the working group submits the composition and objectives of the working group to the Board for approval. After approval, these are published via the Institute's website.

Chapter 9: Financial management

The Board is responsible for drawing up and implementing the budget, income and expenditure, accounting and managing the Institute's financial investments.

In accordance with Article 29 of the Bylaws, the Board provides adequate supervision of the closing of the financial year and the preparation of the annual accounts.

Each year, the Statutory General Assembly appoints an Audit Committee the task of which is to perform this supervision for the current year.

The Audit Committee consists of three members: a member from the French language group and a member from the Dutch language group, who are not part of the Board, and a member of the Board.

The Audit Committee has access to all information and documents it needs to perform its task properly. This information and these documents are provided by the Permanent Secretariat or the Board.

This information and these documents will be used by members of the Audit Committee solely for the purpose of carrying out their supervision and may only be shared with third parties with the consent of the Board.

The Audit Committee draws up a written opinion addressed to the Statutory General Assembly regarding the annual accounts, and it can issue recommendations for the future conduct of the Institute's policy, whether financial or not.

Chapter 10: Continuous Professional Development (CPD)

10.1. Introduction

The CPD system was developed for the professional development of the members of the Institute, in particular that of the IA|BE Qualified Actuaries (see 3.1).

There are three development areas within the CPD system:

1. Actuarial-technical skills that enable members to maintain or further develop their actuarial expertise.
2. Professional skills: ethics, professional conduct and professional standards.
3. Non-technical skills that are not directly linked to actuarial subjects, such as: IT, management, personal skills (time management, independence of opinion, etc.).

The CPD system is based on a system of CPD points, which members can acquire through CPD activities that are accredited by the Institute.

A CPD point is a unit that attributes a value to an accredited CPD activity. The basic rule is as follows: every hour of an accredited activity gives rise to a CPD point. CPD points allocated to other activities are determined accordingly.

10.2. Minimum CPD requirements to become or remain an IA|BE Qualified Actuary

In order to obtain or retain the qualification of IA|BE Qualified Actuary a member must meet the following minimum requirements for the three development areas:

1. Actuarial-technical skills: obtain at least 60 CPD points over a period of three consecutive calendar years.
2. Professional skills: participate at least once in a period of three consecutive calendar years in an event that deals with the Code of Professional Conduct.
3. Non-technical skills: no minimum requirements.

10.2.1. Minimum requirements for the development of actuarial-technical skills

There are 11 activities taken into consideration for obtaining the required 60 CPD points for the development of actuarial-technical skills over a period of three consecutive calendar years.

The total number of CPD points per activity is limited over a period of three consecutive calendar years according to the limits given in the table below:

Activity	CPD points	Conditions
1. Participation in national or international actuarial meetings, seminars, colloquia and working groups Examples: IME congress, ASTIN, AFIR or IAA colloquia, seminars organised by actuarial associations or by the universities, Actuarial Association of Europe (AAE) and/or the International Actuarial Association (IAA).	Max. 45 CPD points 1 hour = 1 CPD point	Certificate of participation issued by the organiser
2. Participation in courses organised by IA BE and accredited CPD Training Bodies Examples: Training courses provided by IA BE or other actuarial associations, university education, training provided by professional organisations, training provided by in-house training centres of companies. E-learning	Unlimited number of CPD points 1 hour = 1 CPD point (without examination) 1 hour = 2 CPD points (if exam passed)	Certificate of participation issued by the organiser Proof of passing the exam For e-learning: only if the participant has passed the exam linked to the training programme.
3. Participation in relevant commercial conferences or seminars Conferences are not considered courses. They are characterised by a succession of different speakers, all of whom deal with a different subject.	Max. 45 CPD points 1 hour = 1 CPD point	Certificate of participation issued by the organiser
4. Participation in relevant courses organised by the employer These are courses set up by a non-accredited organiser.	Max. 15 CPD points 1 hour = 1 CPD point	Certificate of participation issued by the organiser
5. Participation in the activities of technical committees and working groups at the national or international level, including the committees and working groups within the IAA or AAE	Max. 30 CPD points 1 hour = 1 CPD point	Certificate of participation issued by the organiser
6. Training of other actuaries and/or actuarial students	Max. 45 CPD points 1 hour = 3 CPD points	Training programme

	Various equivalent sessions related to the same subject are not considered as different events and therefore do not give entitlement to double counting.	
7. Support of a student's master's thesis The students are not exclusively limited to those in actuarial sciences. The supervisor must be the official reader of the thesis.	Max. 30 CPD points 1 student = 10 CPD points	Designation of supervisor as official reader of a dissertation
8. Supervision of a student's internship Some students carry out an internship during their studies. This internship may be compulsory or optional. The focus here is the work carried out as a supervisor at the company where the student is employed during his or her internship.	Max. 30 CPD points 1 student = Max. 10 CPD points The standard internship period is 30 working days. If the duration of the internship period deviates from this, the number of CPD points will be adapted <i>pro rata temporis</i> . In any case, there is a maximum of 10 CPD points per student.	Internship application sent to the university Copy of the Internship Contract and the Internship Report
9. Publication of scientific papers and scientific books An article is considered to be scientific if it is published in a scientific journal that applies a reference system for accepting articles.	Max. 45 CPD points 1 page = 2 CPD points If there are several authors, the number of CPD points per author equals the total number of CPD points divided by the number of authors, <i>pro rata</i> of their contribution.	Paper and confirmation of publication by the publisher Official announcement of the publication
10. Providing relevant presentations at conferences and seminars	Max. 30 CPD points 1 hour = 1.5 CPD points	Training programme
11. Participation in the IA BE Prize as a reader or as a member of the jury	Max. 18 CPD points As a reader: 3 CPD points per thesis As a member of the jury: 2 CPD points per session	

The following activities do not qualify for the minimum requirements for the development of actuarial-technical skills:

- activities included in the list of activities that are eligible for the above minimum requirements but that do not concern actuarial-technical issues;
- participation in a research assignment, either individually or in a group;
- the preparation of a training course or a seminar (this has already been included indirectly by assigning a higher weighting to this activity);
- preparing study material for students (ditto);
- scientific research that does not lead to a publication or to measurable results, such as reading books, publications, etc.;
- the publishing of non-scientific publications;
- meetings of internal working groups, training provided within the professional tasks package and meetings with other insurance companies, regulatory authorities or other professional bodies are considered “business as usual” and do not meet CPD objectives.

10.2.2. Deviations from requirements for the development of actuarial-technical skills

- If a person becomes an IA|BE Qualified Actuary in the course of the calendar year, then the first year will be taken into account *pro rata temporis*.
- Interrupting a CPD period:
 - If, for medical reasons (including parental leave), a member is unable to work for more than 14 weeks spread over a period of three consecutive years, the reference period is not changed but fictitious CPD points are granted for that period, with a maximum of 5.5 CPD points.
 - In the event of interruption of CPD due to unforeseen circumstances that are other than medical in nature, the Accreditation Committee will examine the situation on a case-by-case basis.
 - It is possible that a member temporarily ceases his or her IA|BE membership and therefore his or her CPD Programme. If such a person wishes to become a member again, he or she undertakes to once again respect the requirements of the IA|BE, in particular the CPD requirements. He or she then undertakes to still acquire the CPD points that he or she should have acquired during the interruption period. However, the Accreditation Committee may decide on a case-by-case basis to reduce the number of CPD points still to be acquired.
- The surplus of acquired CPD points at the end of the three-year period is not transferred to a subsequent three-year period.
- The Accreditation Committee is the only authority authorised to allow derogations from the CPD rules of the IA|BE.

10.2.3. Minimum requirements for the development of professional skills

Each member must participate at least once in a period of three consecutive calendar years in an event that deals with the Code of Professional Conduct.

For example:

- an event organised by the Institute;
- a similar event organised by another actuarial association or training organisation.

10.2.4. Consequences of not meeting the minimum CPD requirements to become or remain an IA|BE Qualified Actuary

- If a member has not obtained the required number of CPD points in a period of three consecutive calendar years he or she will have a further year in which to meet the requirements from the moment the three-year period has expired. Nevertheless, the new three-year period will also start.
- If a member fails (i) to acquire at least 60 CPD points within four years or (ii) to meet the minimum requirements for the development of professional skills the member loses the qualification of IA|BE Qualified Actuary until he or she meets the conditions again.

10.5. Allocation of CPD points

The Accreditation Committee will decide whether a specific activity is eligible for CPD points and in the relevant case how many points will be awarded to it.

The CPD activities can be divided into activities organised by (i) the Institute, (ii) accredited CPD Training Bodies and (iii) other bodies not accredited by the Institute

10.5.1 Activities organised by the Institute

For activities organised by the Institute, it will always be communicated in advance how many CPD points can be acquired with these activities.

10.5.2. Activities organised by accredited CPD Training Bodies

In-house training centres of companies as well as commercial organisations that organise training courses in line with the CPD system may apply to the Accreditation Committee to become an accredited CPD Training Body.

A form is available for this purpose on the Institute's website. The following information must be indicated:

- name of the person responsible for the training body and of a contact person (if different from the person responsible);
- the person's address, telephone and email.

The application for accreditation must be accompanied by:

- a description of the organiser's structure and operation;
- the complete programme for the last five courses, organised by the organiser which could have been eligible for accreditation under CPD.

The Accreditation Committee is entitled to request additional information.

Each organiser of CPD programmes must first obtain accreditation from the Accreditation Committee before the training programmes it sets up can be considered as CPD activities. This does not imply that all courses organised by an accredited CPD Training Body are automatically accredited and all courses remain subject to the normal accreditation procedure.

Certain trainers of accredited CPD training programmes are automatically accredited, for example universities, the AAE, the IAA and national actuarial associations.

Accredited CPD Training Bodies are authorised to publicly disclose their status.

The Accreditation Committee may at any time request additional information and re-evaluate the accreditation of an accredited CPD Training Body.

10.5.3. Accreditation of CPD Activities

The Institute informs its members via the website about the CPD accredited activities and the number of CPD points that can be acquired by participating.

Accreditation for CPD activities not organised by the Institute may be requested from the Accreditation Committee collectively by the organiser or individually by the member.

The Accreditation Committee will inform the applicant of the decision. The reasons for a negative decision will be explained.

If an applicant does not agree with the decision of the Accreditation Committee, he or she may submit a request for revision of the decision to the Accreditation Committee, stating the reasons.

If this revision is again unfavourable, then he or she, while invoking the same reasons, can lodge an appeal with the Board within one month. Once the appeal has been received and the file submitted has been thoroughly examined, the Board will make and notify a final decision.

The Accreditation Committee may at any time re-evaluate the accreditation of an accredited CPD Activity.

10.5.4. Publication

All future CPD accredited activities will be published on the Institute's website to the extent that they are accessible to all members.

10.5. Registration and inspection

At the end of the three-year period, each member must complete their CPD passport electronically within a period of one month.

Each member is obliged to keep all supporting documents for the acquired CPD points. Upon first request, the supporting documents must be made available to the Institute for possible inspection during the three years following each three-year CPD period.

Chapter 11: Dissolution of the Institute

The Institute was established for an indefinite period as a professional association for actuaries.

If membership were to fall drastically, the Board will have to deliberate on its objectives and relevance and make every effort to realign itself with the professional interests of those who engage in or will engage in professional actuarial activities.

Chapter 12: Transitional measures

These House Rules nullify and replace the previous House Rules of the Institute as of their approval by the General Assembly, in accordance with Article 7 of the Bylaws.