

# Institute of Actuaries in Belgium

## House Rules

### Chapter 1: Introduction

Pursuant to Article 34 of the Bylaws of the Institute of Actuaries in Belgium (hereinafter: the Institute), the Board drew up the House Rules.

These House Rules were approved by the General Assembly (in accordance with Article 7 of the Bylaws) on 16 October 2023.

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 theoretical 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 apply to the Accreditation Committee to become a member of the Institute.

##### *2.1.1 Evidence of a 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.

For those who graduated from UCL and ULB:

- Copy of the “Master and Actuarial Sciences” degree.

For those who graduated from VUB:

- Copy of the “Master after Master in Actuarial Sciences” degree.

#### *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 with which they have acquired theoretical knowledge of the actuarial sciences; as well as a detailed overview of the credits acquired for the courses within 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 assesses the extent to which the studies abroad tie in with the IA|BE Syllabus and 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 theoretical 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 assesses the extent to which the preliminary studies and acquired knowledge tie in with the IA|BE Syllabus and 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.

The members undertake to provide evidence of this at the first request of 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 as from 1 September will only be asked to pay a contribution for the period 1 September until the following 31 March.

### *2.2 Continuation of membership*

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

After the Statutory General Assembly, the members receive the request to pay this annual membership fee.

In the event of non-payment within 3 months of the first request for payment, the benefits associated with the membership may be suspended.

If payment is not made within 6 months of the first request for payment, the Board proposes that the member be deleted at the next General Assembly.

## **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*

The Accreditation Committee grants the qualification of IA|BE Qualified Actuary to members who meet the conditions.

#### *3.1.1 Conditions for members who joined after 1 January 2022*

The member must

1. Have been a member of the Institute for at least 1 year
2. Have completed a training on (i) Communication and on (ii) IA|BE Professional Standards
3. Have successfully completed a test on the IA|BE Code of Professional Conduct
4. Have been mentored for at least 1 year by an IA|BE Qualified Actuary with at least 5 years of work experience and in collaboration with the mentor have drawn up a report of this and submitted it to the Accreditation Committee.

### *3.1.2 Conditions for members who became members before January 1, 2022*

*The member must*

1. Have been a member of the Institute for at least three years
2. Comply with the conditions as determined in Chapter 9 of these House Rules

### *3.1.3. Exceptions*

Members who became members after 1 January 2022 and before 31 December 2023 and who wish to become an IA|BE Qualified Actuary by meeting the conditions stated under 3.1.2, must explicitly notify the Accreditation Committee in writing before 31 January 2024.

### *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.

### *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.

### *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
- being active at the Institute as a member of the Education Committee or as a lecturer in the CPD Programme.

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: Board

### 4.1 Election procedure

The Board draws up the election procedure and make it known to all members at least two months before the Statutory General Assembly at which the election results are ratified.

The Board establishes an election committee that supervises the implementation of the aforementioned election procedure. The Permanent Secretariat is charged with the practical organisation.

Preference is given to an election procedure

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

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

### 4.2 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 with regard to the financial management and 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.

### 4.3 Composition

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

## Chapter 5: The 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, Boulevard Roi Albert II 4, 1000 Brussels.

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

## Chapter 6: Statutory Committees

### 6.1 Accreditation Committee

#### 6.1.1 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. In particular, the assessment of the report drawn up by the member who wishes to become an IA|BE Qualified Actuary as regulated under 3.1.1. If the conditions are not met, it will be dealt with on a case-by-case basis by the Accreditation Committee.
- 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 9 of these House Rules.

#### 6.1.2 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.”

## *6.2 Education Committee*

### *6.2.1 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.

### *6.2.2 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 7: 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.

### *7.1 International Committee*

#### *7.1.1 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.

#### *7.1.2 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. If necessary, the Permanent Secretariat will invite all members to make their candidature known.

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

## *7.2 Professional Committee*

### *7.2.1 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 the practising of the profession of actuary.

### *7.2.2 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. If necessary, the Permanent Secretariat will invite all members to make their candidature known.

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

## 7.3 Working groups

### 7.3.1 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.

### 7.3.2 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 8: 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 formulates a written opinion addressed to the Statutory General Assembly regarding the annual accounts, and it can formulate recommendations for the financial management of the Institute.

## Chapter 9: Continuous Professional Development (CPD)

### 9.1. Introduction

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

All members are encouraged to participate in the CPD system.

### 9.2. Development areas in the CPD system

In the CPD system, three development domains are distinguished:

- 1) Actuarial-technical skills and other related skills that enable members to maintain or further develop their actuarial expertise;
- 2) Actuarial non-technical skills that are not exclusively linked to actuarial subjects, such as communication skills, problem solving thinking, management, etc.
- 3) Ethics, professional conduct and professional standards.

Activities that belong to the first two development areas can be accredited by the Accreditation Committee, which can assign CPD points to them (see 9.3).

A CPD point is a unit that attributes a value to an accredited CPD activity.

An overview is presented below of the CPD activities belonging to the first two development areas.

The total number of CPD points per category is limited for certain categories in accordance with the limits given in the table below:

Category	CPD points	Conditions
<b>1. Participation in (online) courses organised by IA BE and accredited CPD Training Bodies.</b>	<b>Unlimited number of CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.
<b>2. Participation in national or international actuarial meetings, seminars, colloquia organised by IA BE, AAE, IAA, actuarial associations.</b>	<b>Max. 45 CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.
<b>3. Participation in relevant commercial conferences or seminars.</b>	<b>Max. 45 CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.

<b>4. Publication of scientific papers (published in a scientific journal) and scientific books.</b>	<b>Max. 45 CPD points</b> 1 page = 2 CPD points  If there are multiple authors, the number of CPD points per author is <i>pro rata</i> to their contribution.	Paper or book and evidence of publication.
<b>5. Training of other actuaries and/or actuarial students</b>	<b>Max. 45 CPD points</b> 1 hour = 3 CPD points  Equivalent sessions related to the same subject do not give entitlement to any double counting	Training programme
<b>6. Participation in the activities of technical committees and working groups at national and international level.</b>	<b>Max. 30 CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.
<b>7. Providing relevant presentations at conferences and seminars.</b>	<b>Max. 30 CPD points</b> 1 hour = 1.5 CPD points	Training programme
<b>8. Support (as official reader) of a student's master's thesis.</b>	<b>Max. 30 CPD points</b> 1 student = 10 CPD points	Evidence of designation as supervisor or as official reader of a master's thesis.
<b>9. Supervision of a student's internship</b>	<b>Max. 30 CPD points</b> 1 student = Max. 10 CPD points	Copy of the internship contract or evidence as internship supervisor.
<b>10. Participation in the IA BE Prize as reader or as member of the jury.</b>	<b>Max. 18 CPD points</b>  Reader: 3 CPD points per thesis Member of the jury: 1 CPD points per hour	Evidence of participation in the jury as reader or as member.
<b>11. Participation in relevant courses organised by the employer (non-accredited organiser).</b>	<b>Max. 15 CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.
<b>12. Non-technical skills</b>	<b>Max. 10 CPD points</b> 1 hour = 1 CPD point	Certificate of participation issued by the organiser.
<b>13. Self-learning</b>	<b>Max. 10 CPD points</b> 1 hour = 1 CPD point	Evidence of listening, reading or viewing.
<b>14. Mentorship</b>	<b>Max. 10 CPD points</b>  A single mentorship of a member = 5 CPD points	Joint report by the mentor and the member

The following activities do not qualify for obtaining CPD points:

- a professional research assignment, either individually or in a group;
- the preparation as trainer of a training course or speaker in a seminar (this is already included indirectly by the assignment of a higher weighting to this activity);
- the preparation of study material for the students (this is already included indirectly by the assignment of a higher weighting to this activity).
- Knowledge of ethics, deontology and professional standards must be acquired either within the period of 36 months to be counted from the moment the membership commenced or within the prevailing 3-year CPD period. This can be done by participating in a test organised by IA|BE in which this knowledge is tested.

The surplus of acquired CPD points at the end of the three-year period is not transferred to a subsequent three-year period.

### *9.3 Accreditation procedure for obtaining CPD points*

The accreditation and assignment of CPD points to CPD activities is done by the Accreditation Committee.

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

The Accreditation Committee may allow deviations from the CPD rules, provided that they are motivated.

#### *9.3.1 Individual accreditation applications*

Each member can apply for CPD points for individual activities belonging to the first two development areas via the website [www.iabe.be](http://www.iabe.be), these being actuarial technical skills and actuarial non-technical skills.

After any assignment of the CPD points, they are added by the Permanent Secretariat to the CPD Pass of the member concerned.

The member concerned can consult his or her CPD Pass at any time on the website [www.iabe.be](http://www.iabe.be).

#### *9.3.2 Collective accreditation applications*

The in-house training centres of companies as well as commercial organisations that organise training courses in line with the CPD system can apply to the Accreditation Committee via the website [www.iabe.be](http://www.iabe.be) to have the training courses they organise accredited.

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

To this end, the following information needs to be submitted to the Accreditation Committee:

- 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;
- a description of the structure and operation of the training body;
- The complete programme of the last five training courses.

The Accreditation Committee is entitled to request additional information.

Certain trainers of accredited CPD training programmes are automatically accredited such as, for example, universities, AAE, IAA and the 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.

### *9.3.3. Accreditation of activities organised by IA|BE*

The Institute informs its members via the website [www.iabe.be](http://www.iabe.be) about the CPD training programmes it has organised and the number of CPD points that can be acquired by participating in them.

## *9.4 CPD requirements for obtaining or retaining the qualification of IA|BE Qualified Actuary*

### *9.4.1 CPD requirements for members who joined after 1 January 2022 and became IA|BE Qualified Actuary after meeting the conditions stated under 3.1.1.*

The member becomes an IA|BE Qualified Actuary for the remaining months of the applicable 3-year CPD period.

If the member acquires during the remaining months of the applicable 3-year CPD period the pro-rata required CPD points, the member will remain IA|BE Qualified Actuary for the 3-year CPD period following the CPD period during which the member became an IA|BE Qualified Actuary for the first time.

The number of CPD points acquired from the moment membership started also qualifies for this.

### *9.4.2 CPD requirements for members who joined before 1 January 2022 and who are for the first time eligible for the IA|BE Qualified Actuary qualification*

The following CPD requirements must be met:

- 1) at least 60 CPD points acquired within a period of 36 consecutive months, to be counted from the moment when the membership started;
- 2) the successful completion of the test in which knowledge regarding the Professional Code of Conduct is tested within a period of 36 consecutive months, to be counted from the moment when the membership commenced.

Individual applications for obtaining CPD points received 1 month after the expiry of the aforementioned 36 consecutive months shall no longer be considered for the period of the 36 consecutive months in question.

Each member is obliged to keep all supporting documents for the courses for which CPD points were acquired for a period of at least three years. The supporting documents must be made available on first request.

First situation: The member meets the CPD requirements

The member becomes an IA|BE Qualified Actuary for the remaining months of the prevailing 3-year CPD period.

If the member acquires the pro rata number of CPD points required during the remaining months of the prevailing 3-year CPD period then the member remains an IA|BE Qualified Actuary for the 3-year CPD period following on from the 3-year CPD period during which the member first became an IA|BE Qualified Actuary.

The surplus of the number of CPD points acquired within the period of 36 consecutive months to be counted from the moment when the membership commenced, above the 60 CPD points required to become an IA|BE Qualified Actuary for the first time, is also taken into consideration for this.

However, if the member fails to obtain the pro-rata number of CPD points required during the remaining months of the prevailing 3-year CPD period, the member then loses his or her qualification as IA|BE Qualified Actuary for the coming 3-year CPD period.

The member in question can become IA|BE Qualified Actuary again, at the earliest from the commencement of the subsequent 3-year CPD period, provided that the member meets the following two conditions:

- 1) at least 60 CPD points acquired within the prevailing 3-year CPD period;
- 2) the test in which the knowledge regarding the Professional Code of Conduct is tested is successfully undertaken within the prevailing 3-year CPD period.

Second situation: The member does not meet the CPD requirements

The member can become an IA|BE Qualified Actuary at the earliest in the 3-year CPD period following the 36 consecutive months referred to in the aforementioned CPD requirements, provided that, at the end of the prevailing 3-year CPD period, he or she meets the following conditions:

- 1) at least 60 CPD points acquired within the prevailing 3-year CPD period;
- 2) the test in which the knowledge regarding the Professional Code of Conduct is tested is successfully undertaken within the prevailing 3-year CPD period.

*9.4.3 CPD Requirements for members who joined before 1 January 2021 and who were never IA|BE Qualified Actuary*

The following CPD requirements must be met:

- 1) at least 60 CPD points acquired within the prevailing 3-year CPD period;
- 2) the test in which the knowledge regarding the Professional Code of Conduct is tested is successfully undertaken within the prevailing 3-year CPD period.

If the above conditions are met, the member becomes an IA|BE Qualified Actuary for the 3-year CPD period following the 3-year CPD period during which the aforementioned CPD requirements were met.

If the aforementioned conditions are not met, the member can only gain the qualification of IA|BE Qualified Actuary in the 3-year CPD period subsequent to the next 3-year CPD period during which the aforementioned CPD requirements were met.

Individual applications for obtaining CPD points received 1 month after the expiry of the aforementioned 3-year CPD period shall no longer be considered for the 3-year CPD period concerned.

Each member is obliged to keep all supporting documents for the courses for which CPD points were acquired for a period of at least three years. The supporting documents must be made available on first request.

#### *9.4.4 CPD requirements for members who are not an IA|BE Qualified Actuary and who have previously been an IA|BE Qualified Actuary*

The following CPD requirements must be met:

- 3) at least 60 CPD points acquired within the prevailing 3-year CPD period;
- 4) the test in which the knowledge regarding the Professional Code of Conduct is tested is successfully undertaken within the prevailing 3-year CPD period.

If the above conditions are met, the member again becomes an IA|BE Qualified Actuary for the 3-year CPD period following the 3-year CPD period during which the aforementioned CPD requirements were met.

If the aforementioned conditions are not met, the member can only regain the qualification of IA|BE Qualified Actuary in the 3-year CPD period subsequent to the next 3-year CPD period during which the aforementioned CPD requirements were met.

Individual applications for obtaining CPD points received 1 month after the expiry of the aforementioned 3-year CPD period shall no longer be considered for the 3-year CPD period concerned.

Each member is obliged to keep all supporting documents for the courses for which CPD points were acquired for a period of at least three years. The supporting documents must be made available on first request.

#### *9.4.5 CPD requirements for members who are IA|BE Qualified Actuary*

The following CPD requirements must be met:

- 1) at least 60 CPD points acquired within the prevailing 3-year CPD period;
- 2) the test in which the knowledge regarding the Professional Code of Conduct is tested is successfully undertaken within the prevailing 3-year CPD period.



If the aforementioned conditions are met, the member retains his or her qualification of IA|BE Qualified Actuary for the 3-year CPD period following the 3-year CPD period during which the aforementioned CPD requirements were met.

If the aforementioned conditions are not met, the member can only regain the qualification of IA|BE Qualified Actuary in the 3-year CPD period subsequent to the next 3-year CPD period during which the aforementioned CPD requirements were met.

Individual applications for obtaining CPD points received 1 month after the expiry of the aforementioned 3-year CPD period shall no longer be considered for the 3-year CPD period concerned.

Each member is obliged to keep all supporting documents for the courses for which CPD points were acquired for a period of at least three years. The supporting documents must be made available on first request.

#### *9.4.6. Deviations from the requirements for obtaining or retaining the qualification of IA|BE Qualified Actuary*

If, for medical reasons (including parental leave), a member is unable to work for a period of at least 14 weeks in the same 3-year CPD period then fictitious CPD points are assigned for this 3-year CPD period up to a maximum of 10 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, this case shall be dealt with by the Accreditation Committee.

## **Chapter 10: Entering into force**

As from 1 January 2024, these House Rules nullify and replace the previous House Rules of the Institute.