

**PRIVATE & CONFIDENTIAL**

[XX] 2024

For the attention of the Sole Proprietor/Managing Partner/Partner

«Attention»  
«Firm\_Name»  
«Address\_1»  
«Address\_2»  
«Address\_3»

**BY POST**

Dear «Attention»,

**Hong Kong Solicitors Indemnity Fund Limited**  
**Compulsory Professional Indemnity Scheme**

The Hong Kong Solicitors Indemnity Fund Limited (the “**Company**”) has been making continuous efforts to improve the Professional Indemnity Scheme (“**PIS**”) and its operation.

The Company is pleased to announce that a digital platform for submission of PIS renewal related documents (the “**Platform**”) will be launched in 2024.

The Platform will be implemented in 2 phases:-

- (1) Phase 1 – all Application for Indemnity forms (together with the Gross Fee Income Reports) will be submitted online.
- (2) Phase 2 – all Quarterly Return forms will be submitted online.

Phase 1 will be launched at the end of June 2024 whereby the Application for Indemnity forms for the PIS 2024/25 renewal will be submitted by all Hong Kong law firms online (by the prescribed deadline of 15 August 2024). Phase 2 is intended to take place in late 2024 or early 2025.

A list of the minimum system requirements for accessing the Platform is attached for your information. Training sessions and materials will be provided to all Hong Kong law firms in early June 2024.

**Registration**

As the information involved is highly confidential and the online forms must be signed electronically by a principal, each Hong Kong law firm must assign a designated principal to be given access to the Platform and its online forms. All future correspondence regarding the PIS will also be addressed to the designated principal. For the implementation of the Platform and to ensure a smooth transition, Managers would be grateful if you could complete and return the enclosed reply slip **on or before 17 May 2024**.

Please note the following points regarding the designated email address:-

- (a) **The designated email address must be an email address of the designated principal.** For the first time access to the Platform, an email containing the username and a system generated password will be sent to the designated email address. Subsequent notifications and reminders will also be sent to the designated email address.
- (b) The designated email address should be one which **can be used in the long run without frequent changes.**

To access your online forms on the Platform, you will be required to input the following **code number (designated to you):-**

«Firm Code»

**It is important for you to ensure that the above password and code number are kept confidential.**

If there is any change to the designated principal or designated email address in the future, please let us know as soon as possible.

Should you have any further queries, please contact the undersigned at 2862-4251.

Yours faithfully

For and on behalf of the

**HONG KONG SOLICITORS INDEMNITY FUND LTD**

**ESSAR INSURANCE SERVICES LTD**

Managers

Pamela Poon

Scheme Administrator

PP

Encl.

REPLY SLIP

Essar Insurance Services Limited  
34/F, One Island East, Taikoo Place  
18 Westlands Road, Quarry Bay  
Hong Kong  
**Fax No: 2243 8717**

Dear Sirs,

**Hong Kong Solicitors Indemnity Fund Limited**  
**Compulsory Professional Indemnity Scheme ("PIS")**

I refer to your letter dated [date] and provide you the following information in relation to the registration of the digital platform for submission of PIS renewal related documents: -

Name of the designated principal: \_\_\_\_\_

Email address of the designated principal: \_\_\_\_\_

I understand that the relevant online forms and subsequent notifications and reminders will be sent to the above designated email address of the designated principal, and all future correspondence regarding the PIS will be addressed to the above designated principal.

Please sign here:

\_\_\_\_\_  
Name:  
Principal of [Firm Name]

Date:

## General

Minimum Specifications
PC Operating System
Windows 10 or above (Windows 11) Macintosh OS X 10.14 or above

## Software

Minimum Specifications
Software
PDF Reader

## Email

Email SPAM Filters
US Data Center
Please add the following entries to any SPAM filtering software or server to prevent email messages from being delayed or discarded before delivery:- <ul style="list-style-type: none"><li>▪ *@ventivtech.com</li><li>▪ 173.0.72.4</li><li>▪ 173.0.72.34</li></ul> <p>When using a proxy, please ensure all proxy settings and functions are compatible with the sites.</p>

## Browsers

Minimum Specifications
Supported Desktop Browsers
Google Chrome / Microsoft Edge / Safari for Mac
<b>Note:</b> Only the versions listed above (or current version minus one and later if not indicated) are supported, as long as the version is still supported by the vendor. Functionality can vary for other browsers and versions.

Supported Mobile App Browsers
Android Browser / Google Chrome / Safari for iOS / Samsung Internet / UC Browser for Android
<b>Note:</b> Only the current minus 1 version and later of the listed App browsers are supported, as long as the version is still supported by the vendor. Functionality can vary for other browsers and versions.

Browser Settings: Pop-Up Blocker
US Data Center
<ul style="list-style-type: none"><li>▪ Please add <b>mobile.ventivtechnology.com</b> to the list of sites allowed to have pop-ups for any pop-up blocker software used in any of the supported browsers. If using Internet Explorer, please also add these to the list of Trusted Sites.</li><li>▪ Please use cookie settings other than Block All or High Privacy.</li></ul>