

**7. Reporting Form**

CPD hours shall be recorded in the following form:

**SOAT - CPD REPORTING FORM**  
For CPD Year \_\_\_\_\_

Full Name:				SOAT Membership No.:		
Date Taken	Activity Category <sup>(1)</sup>	Event & Sponsoring Organization	Place (City, Country)	Detailed Description	CPD Collected <sup>(2)</sup>	
					Hour(s)	Minutes
<b>Total</b>						

- <sup>(1)</sup> A. Participation in actuarial conferences, seminars, or trainings held by the SOAT or professional actuarial bodies being a full member of the International Actuarial Association (IAA). Only actual time spent on business sessions can be counted and must be specified individually.
- B. Participation in non-actuarial conferences, seminars, or trainings held by professionals, regulatory, industry, or corporate bodies relevant to the member’s practice areas. Only actual time spent on business sessions can be counted and must be specified individually.
- C. Reading technical journals or technical papers related to member’s professional practice areas, a maximum of 4 hours for this category.
- D. Participation in internal or external training on actuarial or relevant practice-specific topics.
- E. Active participation in SOAT Management Team, SOAT committees or subcommittees or working groups. Only actual time spent in activities can be counted.
- F. Service as a lecturer, trainer, or speaker in a training, seminar, conference held by the SOAT or professional actuarial bodies of an equivalent standing or above.

<sup>(2)</sup> 1 Hour = 60 minutes. A minimum of 12 hours is required for each calendar year.

I hereby certify that I have truly participated and/or involved in the above qualifying activities myself.

Please fill in request and reason in case of incomplete CPD

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<Signature>

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