

13 October 2015

Our Ref.: C/RPF, M/NC

Dear Member,

### **Membership renewal for 2016**

Your membership will expire on 31 December 2015. Notification will be sent to you in mid-November 2015 requesting you to renew your membership for 2016 by paying your annual fee and submitting your 2016 Annual Return.

### **Online Annual Return for renewal: Member Login required**

The Institute would like to provide more comprehensive member services so as to support your career development, and to improve member communication and efficiency. To this end, in the coming renewal, apart from completing your CPD declaration, you will also be requested to update your membership profile data, including employment status and interests, in the Annual Return. With this, we can provide better membership services customized and targeted to your needs.

To minimize the risk of input errors of your personal data by the Institute, we encourage you to complete and submit your 2016 Annual Return online. The link will be available in the Members' area of the Institute's website in mid-November 2015. You will need to have a Member Login ID in order to access the Members' area to complete and submit the Annual Return. To acquire a Member Login ID or if you forgot your Login ID / password, please follow the instructions on the [Member Login screen](#) in our website, [www.hkicpa.org.hk](http://www.hkicpa.org.hk). If you have any enquiry on this, please contact the Institute's IT support team on: (852) 2287-7800 or by sending an email to: [itsupport@hkicpa.org.hk](mailto:itsupport@hkicpa.org.hk). Hardcopies of Annual Returns will be sent on request only. For more details, please read the 2016 annual renewal notice to be sent in mid-November.

### **Updating of contact details**

To ensure you will promptly receive the annual renewal notice, please check and update, if necessary, your contact details on or before **Friday, 30 October 2015**, in the "Personal Profile, Member Information Updates" section in the Members' area of the Institute's website, [www.hkicpa.org.hk](http://www.hkicpa.org.hk), or complete and return the Membership Record Amendment Coupon which is downloadable at: [www.hkicpa.org.hk/mrac](http://www.hkicpa.org.hk/mrac) to the admission department by post or fax to (852) 2575-6852.

Please click [here](#) for a Quick Guide to Annual Renewal for information. In the meantime, please feel free to email: [renewal@hkicpa.org.hk](mailto:renewal@hkicpa.org.hk) for any enquiries on membership renewal matters.

Yours sincerely,

Raphael Ding  
Chief Executive & Registrar  
Hong Kong Institute of CPAs

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