



Hong Kong Institute of
Certified Public Accountants
香港會計師公會



Qualification Programme (QP)

Online Registration System

User Guide



Qualification Programme (QP) Online Registration

To facilitate applicants in the QP application procedure and to further enhance the progressing of application, QP Registration is now available to proceed online since 21 March 2014.

To proceed, please go to the Institute's website:

<http://www.hkicpa.org.hk> > **Becoming a HK CPA > Qualification Programme (QP) > Online application for QP registration**

Online registration only supports the below browsers:

- MS Internet Explorer version 9.0 or higher
- Mozilla Firefox version 3.0 or higher
- Google Chrome version 15.0 or higher
- Safari version 5.0 or higher

Applicants will receive an application summary in PDF via email after filling-in the online application form. However, to complete the application procedure, applicants must sign the printed application summary and submit to the Institute with all necessary items stated in the email.

Should you have any queries regarding the QP online registration, please send an email to students.reg@hkicpa.org.hk or contact the Institute's Student Registration Section on 2287 7068, 2287 7397 or 2287 7374.



Steps to complete the QP online registration

a.) Choose the route based on your first degree

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Online Application for Registration

Hong Kong's
CPA Qualification
香港會計師專業資格

Welcome to QP Online Application for Registration, please **choose the route based on your first degree**:

- ☐ Hong Kong degree holders / Non-Hong Kong degree holders / Accredited HK conversion programme / Professional Bridging Examination (PBE) / Recognition of overseas bodies
- ☐ Mainland degree holders / Accredited Mainland conversion programme / CICPA members / Graduates of PRC CPA Uniform Exam

Note: For Re-application / Re-registration, online application is not applicable, please download the [application form](#) and submit the hardcopy.

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Note: For Re-Application / Re-registration, online application is not applicable. Please download the application form and submit the hardcopy of completed form to HKICPA.

b.) Personal Particular

Qualification Programme(QP)
Online Application for Registration

Hong Kong's
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Personal Particular

Education / Professional Qualifications

Employment

Other Particulars

Declaration

Confirmation

Title

☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms.

Surname

Forename

中文姓名
Name (Chinese)

Date of Birth
(DD-MM-YYYY)

HK Identity Card No.

Passport No.

Nationality

Place of Birth

Home Tel. No.

Daytime Contact Tel. No.

Mobile Tel. No.

E-Mail Address

IMPORTANT: Please provide a valid email address which will be a major communication channel between the Institute and applicants.

Entry Route

Fill in your entire personal particular, then click "NEXT".

Important: Please provide a valid email address which will be a major communication channel between the Institute and applicants.



c.) Education / Professional Qualifications

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Personal Particular

Education / Professional Qualifications

Employment

Other Particulars

Declaration

Confirmation

Education Qualification:

Name of Institution	University Name	Degree	Degree Major	Award Date	Country	Conversion Programme (CP) Institution	CP Programme Title	CP Date of Completion	Foundation Programme (FP) Institution	FP Date of Completion
<div>AddDelete</div>										

Professional Qualification:

Name of Professional Body	Place / Country	Status	Channel of Award	Date of Award
<div>AddDelete</div>				

BackNext

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Fill in all your entire Education / Professional Qualifications, including sub-degree education, as follows:

Education Qualifications – Create Education Qualification Record

- Click "Add" button
- The page "Create Education Qualification Record" pops up:

Create Education Qualification Record

Education Type -- Please select your Education Type --

Institute -- Please select your Institute --

University Name

Designation -- Please select your Designation --

Major -- Please select your Major --

Place / Country -- Please select your Place / Country --

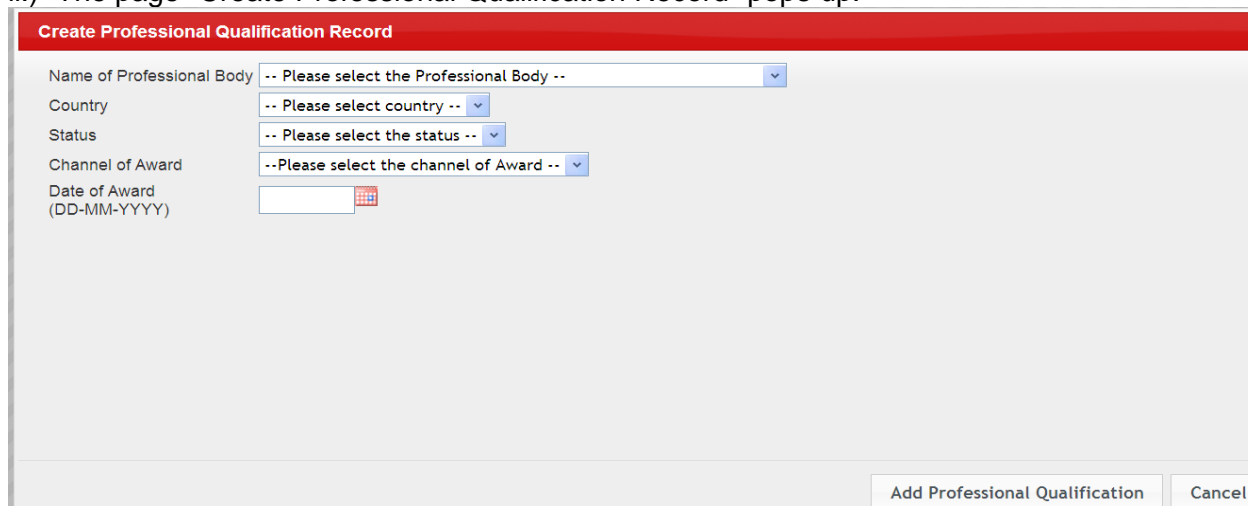
Date of Award (DD-MM-YYYY)

Add Education QualificationCancel

Fill in the information and then click "Add Education Qualification". Please click "Add" button again if you have additional education qualifications.

Professional Qualifications – Create Professional Qualification Record

- i.) Click "Add" button
- ii.) The page "Create Professional Qualification Record" pops up:



Fill in the information and then click "Add Professional Qualification". Please click "Add" button again if you have additional professional qualifications.

d.) Employment – Current Employment Detail / Employment History

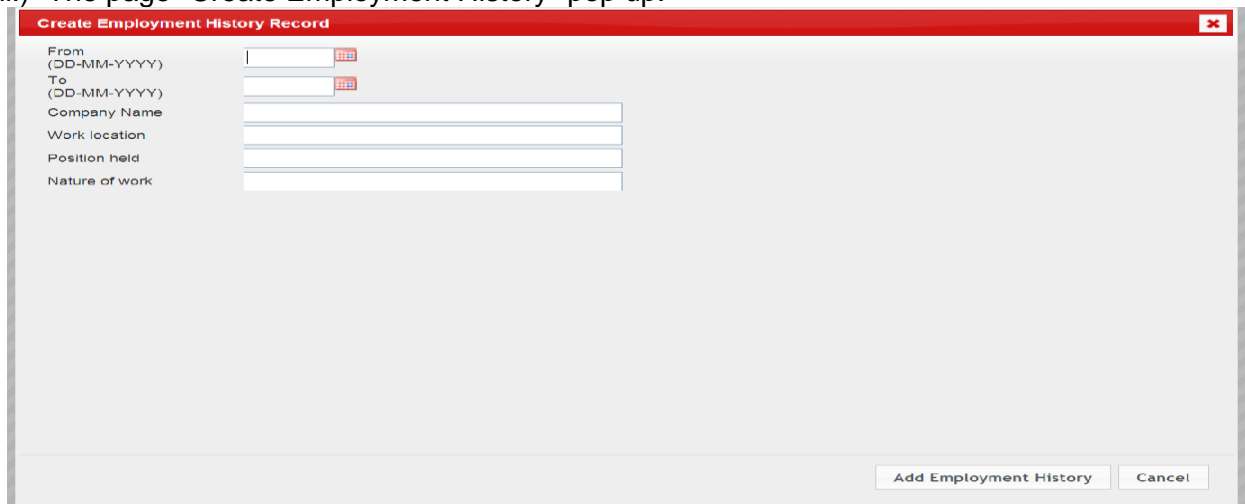


Current Employment

Select your "Employment Category" and fill in your current employment details.

Employment History

- i.) Click "Add" button
- ii.) The page "Create Employment History" pop up:



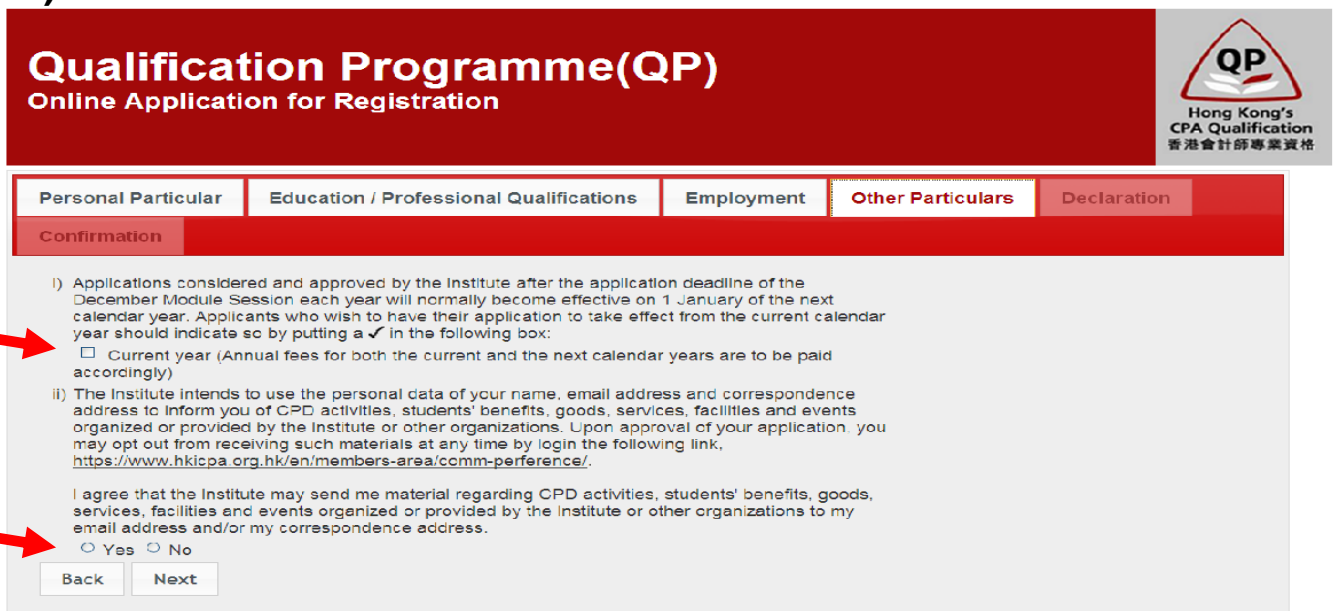
The form titled "Create Employment History Record" contains the following fields:

- From (DD-MM-YYYY): [] [2014]
- To (DD-MM-YYYY): [] [2014]
- Company Name: []
- Work location: []
- Position held: []
- Nature of work: []

Buttons at the bottom: Add Employment History, Cancel

Fill in the information and then click "Add Employment History". Please click "Add" button again if you have additional employment history. You are recommended to provide last five years employment history, if any.

e.) Other Particulars



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Navigation tabs: Personal Particular, Education / Professional Qualifications, Employment, **Other Particulars**, Declaration

Confirmation

i) Applications considered and approved by the Institute after the application deadline of the December Module Session each year will normally become effective on 1 January of the next calendar year. Applicants who wish to have their application to take effect from the current calendar year should indicate so by putting a ✓ in the following box:

☐ Current year (Annual fees for both the current and the next calendar years are to be paid accordingly)

ii) The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, students' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Upon approval of your application, you may opt out from receiving such materials at any time by login the following link, <https://www.hkicpa.org.hk/en/members-area/comm-perference/>.

I agree that the Institute may send me material regarding CPD activities, students' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations to my email address and/or my correspondence address.

☐ Yes ☐ No

Buttons: Back, Next

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Tick "✓" where appropriate:

- i) If you wish to have your application to **take effect from the current calendar year** subject to the approval of Institute.




- ii) "YES" if you agree the Institute to send material regarding CPD activities, students' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations to your email address and/or your correspondence address.

f.) Declaration

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Personal Particular	Education / Professional Qualifications	Employment	Other Particulars	Declaration	Confirmation
<p>Tick "✓" where appropriate</p> <p>i) <input type="checkbox"/> I have been a registered student of the Joint Examination Scheme.</p> <p>ii) <input type="checkbox"/> I am an existing Hong Kong Institute of CPAs member admitted by virtue of qualifications other than the qualification programme.</p> <p><input type="checkbox"/> I am a member of the Hong Kong Institute of CPAs Council and/or any of its Committees. (Please provide details if you are: <input type="text"/>)</p> <p>*iii) Disciplinary Provisions --- By-Laws 34 - 36 of the Professional Accountants Ordinance empower the Hong Kong Institute of CPA's Disciplinary Committee to investigate matters relating to misconduct by registered students.</p> <p>I confirm that I have read and fully understood the above statement and that:</p> <p><input type="checkbox"/> I am of good character and there is nothing that I should bring to the attention of Hong Kong Institute of CPAs at this point in time.</p> <p><input type="checkbox"/> details of misconduct of which I have been found guilty are attached.</p> <p>•</p> <p>•</p> <p>•</p> <p>vi) For Recognition of overseas bodies only</p> <p><input type="checkbox"/> I wish to apply for QP student registration under the entry route of the below agreement (Please specify the membership of institute which you hold <input type="text"/> e.g. AICPA, CPAA, etc. and enclose a preliminary assessment email issued by HKICPA's Admission Department.)</p> <p>vii) For Chinese Institute of Certified Public Accountants (CICPA) members only</p> <p><input type="checkbox"/> I wish to apply for QP Module exemption under the Mutual Examination Paper Exemptions Agreement for Mainland and Hong Kong Accountants. I confirm that I understand that the Chinese Institute of Certified Public Accountants (CICPA) members who qualified as a certified public accountant of the Institute by taking Module D (Taxation) and Final Examination of the QP under the Mutual Examination Paper Exemptions Agreement for Mainland and Hong Kong Accountants are required to sit the PC-Law paper for PC issuance purposes. Those who have NOT sat and passed the auditing paper in the PRC CPA Uniform Examination of CICPA are required to sit the PC-Business Assurance and PC-Law papers.</p> <p>* <input type="checkbox"/> I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of the Hong Kong Institute of CPAs and undertake, if registered, that so long as I remain a registered student of the Hong Kong Institute of CPAs, I shall observe and abide by the Professional Accountants Ordinance and Professional Accountants By-Laws which are in force to regulate registered students, and Professional Ethics Statements of the Hong Kong Institute of CPAs.</p> <div><input type="button" value="Back"/><input type="button" value="Submit"/></div>					

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Tick "✓" where appropriate from point (i) to (vii) and declare the information provided is true and correct.

Note:

Point (iii) - Disciplinary Provision: Tick "✓" to declare if you are either in good conduct or misconduct.



g.) Confirmation Page

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Personal Particular | Education / Professional Qualifications | Employment | Other Particulars | Declaration | **Confirmation**

Confirmation Page - Please confirm the information entered and click the "Confirm" button to continue

Back

Personal Particular

☒ I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of the Hong Kong Institute of CPAs and undertake, if registered, that so long as I remain a registered student of the Hong Kong Institute of CPAs, I shall observe and abide by the Professional Accountants Ordinance and Professional Accountants By-Laws which are in force to regulate registered students, and Professional Ethics Statements of the Hong Kong Institute of CPAs.

Back | Confirm

Please confirm the information entered and click "Confirm" button to continue. Click "Back" should you wish to have any amendment.

h.) Notification

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Notification

This is to confirm that you have successfully completed the online application form for QP registration.

Transaction Information

Reference Number :
Name :
Route :
Session :

Please note that it is **NOT** an official submission of application, your application will only be proceeded upon submission all required items (e.g. certified true copies, fee, etc.) to HKICPA HK office.

You will receive an email notification to acknowledge this online application. If you do not receive the email, your online application may deem to non-receivable that please contact the Student Registration Section at (852) 2287 7068 / 7397 / 7462 or students.reg@hkicpa.org.hk for assistance.

Print this page | Quit

A reference number will be assigned to each registration. Applicant will also receive an application summary in PDF **via email**.



vii) For Chinese Institute of Certified Public Accountants (CICPA) holder:

I confirm that I understand the Chinese Institute of Certified Public Accountants ("CICPA") members who qualified as a certified public accountant of the Institute by taking Module A (Financial Reporting), Module D (Taxation) and Financial Examination of the QP under the Mutual Examination Paper Exemptions Agreement for Mainland and Hong Kong Accountants are required to sit the PC-Law paper for PC issuance purposes.

No

I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of the Hong Kong Institute of CPAs and undertake, if registered, that so long as I remain a registered student of the Hong Kong Institute of CPAs, I shall observe and abide by the Professional Accountants Ordinance and Professional Accountants By-Laws which are in force to regulate registered students, and Professional Ethics Statements of the Hong Kong Institute of CPAs.

Name: _____

Signature: _____

Date: _____

Please sign the printed application summary and submit to HKICPA with all necessary items stated in the email. Your application will **ONLY** be processed until all necessary items have been received.

End