Qualification Programme



Application for registration

Please read the leaflets entitled "Instructions to Applicants" and "Checklist for Applicants" carefully before completing this form.

Please complete all sections in BLOCK LETTERS and in BLACK or BLUE INK.

The completed form should be sent with certified true copies of all supporting documents and appropriate fees to:

The Chief Executive **Hong Kong Institute of Certified Public Accountants** 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong Re: SR-QP

Personal Data (Privacy) Ordinance: All information provided in this form will be used by the Institute for purposes relating to the performance of the Institute's administration function under the Professional Accountants Ordinance including the administration of its examinations and accreditation of qualifications. The provision of personal data by means of this form is voluntary. It may be accessible to offices, committees or persons when processing registrations and examination matters.



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Section 2 Education / Professional Qualifications

Educational Qualifications (✔ ONE only) Please indicate your qualification(s) obtained in chronological order.					
 □ Recognised Accounting Degree Holder (complete Part A only) ➤ For non-Hong Kong accountancy degree holders with QP student registration date on or after 1 January 2008 are required to take the Institute's Aptitude Test - Hong Kong Law for issuance of Practising Certificate. □ Recognised Non-Accounting Degree Holder having completed a Conversion Programme (complete Part B only) 					
Sub-Degree Holder having of Professional Bridging Exam			AT Graduate havir	ng completed the	
Part A					
Name of Institution	Designation (e.g. Bachelor of Arts)	Major (e.g. Acct., Acct. & Fina.)	Place/Country (e.g. USA, HK)	Date of Award (mm/yyyy)	
Part B					
Name of Institution	Designation	Major	Place/Country	Date of Award	
	(e.g. Bachelor of Comm.)	(e.g. Fina., Math)	(e.g. USA, HK)	(mm/yyyy)	
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(<u>Certified</u> copies of your processional certificates and official transcripts issued by institutions should be attached for assessment purposes.)

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Why Queue Up? Apply **By Post** to save your time!

Checklist For Applicants

Incomplete applications will delay the processing procedure. Before submitting your application, you are <u>reminded</u> to ensure that <u>all documents are in order</u>. The following checklist should be duly completed and included with your application form:

			Please tid
1. ·		or cashier order for *\$450 / \$900 or \$1,350 for *first registration or registration payable to Hong Kong Institute of Certified Public Accountants sh By Post)	
2. ⁻	Hong Kong Institu	sed cheque or cashier order for \$1,200 payable to tee of Certified Public Accountants of the Non-Hong Kong Qualification)	
3.	photographs (3cm	to have completed the PRC CPA Uniform Examination) recent passport-sized a x 4cm) with your full name clearly written on the reverse be affixed on the application form).	
4.	A Certified [⊕] copy	of your Hong Kong Identity Card / Passport	
5.	(preferably attach	of all educational / professional certificates and all official transcripts issued by syllabus or course description of those subjects on core or non-core account passed in tertiary study, if any)	
6.	Certified [⊕] copies	of credit transfer / exemption documents, if any	
7.), self-addressed envelope pplicants made by post)	
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^{*} delete as appropriate





Instruction To Applicants

- 1. Applicants should complete this form clearly and correctly and should take special note of the deadlines and fees.
- 2. Deadlines for Student Registration

For candidates intending	Completed Student Registration Forms must be received by Hong Kong Institute of CPAs no later than			
to enrol for the first module in	Hong Kong Qualifications	Completion of PRC CPA Uniform Examination	Non-Hong Kong Qualifications	
February 2009	19 December 2008	19 December 2008	5 December 2008	
May 2009	9 April 2009	9 April 2009	27 March 2009	
September 2009	31 July 2009	31 July 2009	17 July 2009	

- 3. All applications <u>Must</u> be supported by documentary evidence of academic achievements. *Certified** true copies of academic records are acceptable. However, if you are submitting your application in person and do not have certified true copies of academic records, originals of all academic records with photocopies should be produced for inspection and certification by the Institute.
- 4. Applicants who have completed the PRC CPA Uniform Examination Under the agreement signed between the Hong Kong Institute of CPAs and CICPA, Hong Kong Institute of CPAs will forward the following documents to CICPA for certification purpose: "Certificate of Completion" (全科合格证) of the PRC CPA Uniform Examination (全国统一考试) or CICPA membership certificate, 2 photographs and Identity Card / Passport.
- 5. Applicants with non-Hong Kong qualifications are advised to read the leaflet "Student Registration Requirements for Applicants with Non-Hong Kong Degrees" for further details, this document can be downloaded from the Institute's website at www.hkicpa.org.hk.
- 6. Failure to submit all the required documents, including the correct fee(s) and photos, will delay the processing of your application. Please complete the checklist (overleaf) to help speedy processing of your application.
- 7. Submission of Application Form All applicants are strongly advised to submit their completed applications By Post.
- 8. <u>Acknowledgement</u> The Institute will issue an official receipt together with a letter of acknowledgement to each applicant upon receipt of the application and payment.
- 9. <u>Notice of Application Result</u> Applicants are normally notified of their application result within one month (two months for applicants with non-Hong Kong qualifications) from the date of submission of their complete application.
- 10. <u>Enrolment in the QP Module(s)</u> Please note that this form is only applicable to student registration. Registered students who wish to enrol in the QP Module(s) should complete the Qualification Programme Module Enrolment Form.

Fee Schedule		
For Sessions offered in year	2009	
First Registration	\$450 ^a	
First Subscription	\$450 ^a	
Annual Subscription	\$450 ^b	
Re-registration	\$900 ^c or \$1,350 ^d	
Re-application	\$450 ^e	
Qualification Programme Module	\$4,000 per Module ^f	
Final Examination	\$1,800 ^g	
Non-Hong Kong Degree Assessment (one-off assessment fee for applicants with non-Hong Kong qualifications)	\$1,200 ^a at the time of initial registration	

Notes:

- a. First Registration fee, First Subscription fee and Non-Hong Kong Degree Assessment fee (if any) are the fees payable by a new applicant for initial registration as a student. These fees are not refundable when the application is not accepted.
- Annual Subscription fee is due on 1 January of each year. Students with a registration date between 1 January and 31 December 2009 will have to pay for their annual subscription for 2010 on or before 31 December 2009.
- For students who have notified the Institute before 15 December of the year that they wish to resign from the Institute and have no fees outstanding, on re-registration, they are only required to pay the Re-registration fee (\$450) + Annual Subscription fee (\$450) = \$900.
- d. For students who resign after 15 December, or are removed from the Register for non-payment of Annual Subscription or for any other reason, such as disciplinary action, on re-registration, they are required to pay an additional Penalty Fee equivalent to the Annual Subscription, i.e. they are required to pay the Re-registration fee (\$450) + Annual Subscription fee (\$450) + Penalty fee (\$450) = \$1,350.
- e. Applicants who have been rejected as a result of not meeting the requisite standard of education will only be required to pay the Re-application fee for that year upon re-application.
- f. Includes the Candidate Learning Pack, Module Workshops and Module Examination.
- g. Includes both Papers I and II of the final examination.





Supplementary Note for Mainland Applicants under the HKICPA/CICPA Agreement on Mutual Examination Paper Exemption (MEPE)

Student Registration Requirements

- (i) should be a recognised degree holder;
- (ii) should have passed the PRC CPA Uniform Examination with Certificate of Completion (全科合格証) or CICPA members not qualified by completion of PRC CPA Uniform Examination and have registered as a member of CICPA on or before 29 July 2008; and
- (iii) should have achieved one of the following English competency standards:
 - Test of English as a Foreign Language (TOEFL)
 - Paper-based test: a score of 550 or above; or
 - Computer-based test: a score of 213 or above; or
 - Internet-based test: a score of 79 or above
 - International English Language Testing System (IELTS)
 - Overall band of 6.5 or above
 - Chinese Mainland's College English Test (CET)
 - Band 6; or
 - A total mark of 450 or above in the new CET-6
 - Overseas General Certificate of Education / International General Certificate of Secondary Education (IGCSE)
 - Grade C or above
 - Cambridge Test of Proficiency in English Language (Cambridge Test)
 - Grade C or above for English taken as the <u>first</u> language; or
 - Grade B or above for English taken as the second language
 - ▶ 註冊會計師全國統一考試英語測試
 - Band 5
 - Other equivalent qualifications acceptable for this purpose

P.T.O.





Conditional Enrolment

Applicants who have achieved the following **minimum English competency standards** for QP entry will be conditionally admitted to the QP and allowed to take Module D (Taxation). However, they must have achieved the prescribed English standard before being allowed to enroll in the Final Examination of the QP.

- International English Language Testing System (IELTS)
 - Overall band of 6.0 or above
- Chinese Mainland's College English Test (CET)
 - Band 4: or
 - A total mark of 450 or above in the new CET-4
- Public English Test System (PETS)
 - Band 4

Practical Experience Requirements for CPA Membership

In order to meet the requirements for CPA membership of the Institute, apart from successful completion of the QP professional examinations, students are also required to comply with the competency-based Practical Experience Framework (PEF). For relevant experience gained outside Hong Kong by registered students on or after 1 January 2005, such experience will be recognized only if it is gained under an Authorized Employer/ Supervisor (AE/AS). Experience gained in the branch office of an Authorized Employer situated outside Hong Kong will also be recognized. For QP students under the MEPE working in the Mainland but not under an AE/AS, they may fulfill the practical experience requirements if their employers satisfy certain quality assurance criteria such that they will be regarded as having worked under a structured training environment of a standard equivalent to the PEF.

Practising Certificate

A CPA who wishes to sign statutory audit reports must apply to the Institute for a Practising Certificate (PC). The applicant needs to meet additional requirements, including ordinarily resident in Hong Kong, PC examinations, auditing experience, continuing professional development, and non-bankruptcy requirements, etc. CICPA members who qualified as a CPA member of the Institute by taking Module D (Taxation) and Final Examination of the QP under the MEPE are required to sit the PC-Law paper for PC issuance purpose. Those who have not sat and passed the Auditing paper in the PRC CPA Uniform Examination of CICPA are required to sit the PC-Auditing and PC-Law papers. For details of the PC issuance requirements, please refer to the Institute's homepage.

Hong Kong Institute of CPAs August 2009

Form: SR-A1a (August 2009)





Supplementary Note for Mainland China university degree holders

Student Registration Requirements

Under the Institute's Qualification Programme (QP) entry policy, direct admission of Mainland accounting graduates to the QP is based on a case-by-case assessment of the applicants using the following three criteria:

(i) The applicant should be a recognised accounting degree holder from a Mainland university or degree-granting institution under one of the following categories:

Category A	Tertiary institutions directly affiliated with the PRC Ministry of Education (教育部直屬高等學校)
Category B	Tertiary Institutions accredited by the Chinese Institute of Certified Public Accountants (中國註冊會計師協會)
Category C	Tertiary institutions recognised by the PRC Ministry of Education, which offer accountancy degree programmes and are located in Beijing (北京市), Shanghai (上海市), Guangdong province (廣東省) and Fujian province (福建省)

- (ii) The applicant should have achieved one of the following English competency standards:
 - Test of English as a Foreign Language (TOEFL)
 - Paper-based test: a score of 550 or above; or
 - Computer-based test: a score of 213 or above; or
 - Internet-based test: a score of 79 or above
 - International English Language Testing System (IELTS)
 - Overall band of 6.5 or above
 - Chinese Mainland's College English Test (CET)
 - Band 6: or
 - A total mark of 450 or above in the new CET-6
 - Overseas General Certificate of Education /
 International General Certificate of Secondary Education (IGCSE)
 - Grade C or above
 - Cambridge Test of Proficiency in English Language (Cambridge Test)
 - Grade C or above for English taken as the first language; or
 - Grade B or above for English taken as the <u>second</u> language
 - ▶ 註冊會計師全國統一考試英語測試
 - Public English Test System (PETS)
 - Band 5
 - Other equivalent qualifications acceptable for this purpose





Conditional Enrolment

Applicants who have achieved the following **minimum English competency standards** for QP entry will be conditionally admitted to the QP and allowed to take the QP modules. However, they must have achieved the prescribed English standard before being allowed to enroll in the Final Examination of the QP.

- International English Language Testing System (IELTS)
 - Overall band of 6.0 or above
- Chinese Mainland's College English Test (CET)
 - Band 4: or
 - A total mark of 450 or above in the new CET-4
- Public English Test System (PETS)
 - Band 4
- (iii) The applicant should have met the QP's admission competency requirements in the undergraduate degree, i.e. with adequate coverage of Financial Reporting, Management Accounting, Financial Management, Auditing, Taxation, Business Law, Company Law, Management Information Systems, Economics, Statistics, Marketing and Ethics. For those who have deficiency in the competency areas required, they have to take a HKICPA accredited Conversion Programme (full programme or single subjects) before they are allowed for QP registration.

Practical Experience Requirements for CPA Membership

In order to meet the requirements for CPA membership of the Institute, apart from successful completion of the QP professional examinations, students are also required to comply with the competency-based Practical Experience Framework. For relevant experience gained outside Hong Kong by registered students on or after 1 January 2005, such experience will be recognized only if it is gained under an Authorized Employer / Supervisor (AE/AS). Experience gained in the branch office of an Authorized Employer situated outside Hong Kong will also be recognized. Practical experience other than those gained under the AE/AS will be considered on a case-by-case basis.

Practising Certificate

A CPA who wishes to sign statutory audit reports must apply to the Institute for a Practising Certificate (PC). The applicant needs to meet additional requirements, including ordinarily resident in Hong Kong, PC examinations, auditing experience, continuing professional development, and non-bankruptcy requirements, etc. CPA members who have successfully completed the whole QP (passed the four QP Modules and the Final Examination) are exempted from taking the PC Examinations. However, QP-graduate members with non-Hong Kong accountancy degree who wish to apply for a PC are required to sit and pass the Aptitude Test – Hong Kong Law if they have not taken Hong Kong law subject(s) in a HKICPA accredited accountancy degree or conversion programme. This requirement is applicable to those who register as QP students on or after 1 January 2008. For details of the PC issuance requirements, please refer to the Institute's homepage.

Hong Kong Institute of CPAs August 2009