



## Application Form for Practical Training Functions

**Personal Data (Privacy) Ordinance:** All information collected in this form will only be used for the purpose of the administration of the course on which members/registered students are enrolled. In addition, the Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, for keeping members/registered students informed of its services and for other uses internally. The provision of personal data by means of this form is voluntary. It may be accessible to offices, committees or persons when processing the course application and related matters.

### Participant information:

Name of applicant: (Mr/Ms) \_\_\_\_\_ ( \_\_\_\_\_ )  
Surname first, BLOCK & Full Chinese Name

Student/Member registration no.: \_\_\_\_\_ Email address: \_\_\_\_\_

Contact no.: \_\_\_\_\_

Please ✓ where appropriate

- Your employment sector:  
☐ CPA firm ☐ Commerce ☐ Education ☐ Government ☐ Others, please specify \_\_\_\_\_
- Number of employees of your firm/company:  
☐ 10 or less ☐ 11-30 ☐ 31-100 ☐ 101-1000 ☐ over 1000
- Number of years of working experience:  
☐ less than 2 years ☐ 2-4 years ☐ 5-10 years ☐ over 10 years
- How did you learn of the practical training functions?  
☐ Student e-newsletter ☐ The Institute website ☐ Mass email  
☐ Others, please specify via which channel that you know our function: \_\_\_\_\_

### Programme(s) to enroll:

Date	Function name	Fee (HK\$)	Cheque#

### Notes to applicants:

- Enrolment is on a first-come-first-served basis. Priority will be given to registered students.
- Please issue **SEPARATE CHEQUE FOR EACH EVENT**. Cheque(s) should be made payable to "HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS". **NO CASH** or reservation is accepted. The completed application form, together with the required fee, should reach the **Student Education & Training Department, Hong Kong Institute of CPAs, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong** on or before the application deadlines.
- Once the application has been submitted, no withdrawal or refund will be allowed unless the application is rejected due to course over-subscription or cancellation. Alteration to the choice of the course/class is not allowed.
- All applicants will be notified of their application status **three days** before the course commencement. Applicants should call the Student Education & Training Department at 2287 7236 if they have not received any notification about their enrolment.
- All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon no. 8 or above or Black Rainstorm warning is hoisted. For details of bad weather arrangement for practical training functions, please refer to the Institute's homepage.
- The Institute reserves the right to change the venue, date or speaker of the events due to unforeseen circumstances.
- The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' and registered students' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and registered student you may opt out from receiving such materials at any time by clicking <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkicpa.org.hk](mailto:privacyofficer@hkicpa.org.hk) or a letter to the Institute's privacy officer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_