

**HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS**  
**PRACTISING CERTIFICATE ("PC") EXAMINATIONS (June 2015 Session)**

**REGISTRATION AND ENTRY FORM**

**Enrolment Deadline: Saturday, 28 March 2015**

**IMPORTANT :**

- Please read the Notes carefully before completing this Form.
- **Personal Data (Privacy) Ordinance:** All information provided in this form will be used for purposes relating to the administration of examinations under the Professional Accountants Ordinance. In addition, the Hong Kong Institute of Certified Public Accountants ("Institute") may use the collected data for statistical research and analysis. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an enrolment. Data collected is accessible to officers, committees or persons processing the enrolment and examination matters.
- Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws. Please refer to the Institute's privacy policy and personal information collection statement on its website at: <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.
- Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Education and Training Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or on (852) 2287 7228 for this purpose.

*(All fields are mandatory.)*

<b>I.</b>	<b>Name:</b> Miss/Mr./Mrs./Ms.* _____			
	(Family Name)	(Given Name)		
	<b>HKID# / Passport#:</b> _____			
<b>II.</b>	<input type="checkbox"/> <b>HKICPA Member</b>	Membership No.:	_____	
	<input type="checkbox"/> <b>HKSA/ACCA Joint Scheme Graduate</b>	Student Registration No.:	_____	
	<input type="checkbox"/> <b>Non-HKICPA member</b>	Non-member No., if any:	_____	
<b>III.</b>	<b>Contact Information</b> <i>(see Notes 10):</i>			
	<b>(a) Correspondence Address:</b>			
	_____			
	_____			
	<b>(b) Day-time Contact Tel. No.:</b> _____	<b>(c) Email address:</b>	_____	
<b>IV.</b>	<b>Paper(s) to enter:</b>	<input type="checkbox"/> PC-Law	<input type="checkbox"/> PC-Business Assurance	<input type="checkbox"/> PC-Taxation
<b>V.</b>	<b>Total amount paid:</b> HK\$ _____	<i>(see Notes 8)</i>		
<b>VI.</b>	<b>First registration for PC Examinations?</b>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<i>(Refer to Part IX for supporting documents)</i>	

\* Please delete as appropriate.

Please "✓" in the appropriate box.

**VII. Qualifying Status:**

**A. HKICPA member with other professional qualifications**

- U.S. CPA (*Designation granted by relevant U.S. State Board of Accountancy*)
- Member of the Association of Chartered Certified Accountants
- Member of the Association of International Accountants
- Member of the Canadian Institute of Chartered Accountants
- Member of the Chartered Institute of Management Accountants
- Member of the Chinese Institute of Certified Public Accountants
- Member of the CPA Australia
- Member of the Institute of Chartered Accountants Australia
- Member of the Institute of Chartered Accountants in England & Wales
- Member of the Chartered Accountants Ireland
- Member of the Institute of Chartered Accountants of Scotland
- Member of the Institute of Chartered Accountants of Zimbabwe
- Member of the New Zealand Institute of Chartered Accountants
- Member of the South African Institute of Chartered Accountants

**B. Graduate of HKSA/ACCA Joint Examination Scheme under Hong Kong law variant**

- Has acquired HKICPA membership and been exempted from Paper 2.2H – Company Law (HK) or Paper 2(H) – Legal Framework (HK) or Paper 2.2(H) – Corporate and Business Law (HK)
- Has NOT acquired HKICPA membership but has been exempted from Paper 2.2H – Company Law (HK) or Paper 2(H) – Legal Framework (HK) or Paper 2.2(H) – Corporate and Business Law (HK)

**C. Non-member Candidate**

- Graduate of HKSA/ACCA Joint Examination Scheme under non-Hong Kong law variant and has NOT acquired HKICPA membership
- HKICPA registered student (with conditional enrolment)
- Prospective QP applicant (with special permission from the HKICPA)
- A person who is a full member of those accountancy institute as listed in Note 2.2.1 & Note 2.2.2 who joined their parent institute by completing its education, training and examination programme:

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*(Name of an accountancy institute as listed in Note 2.2.1 & Note 2.2.2)*

Please "✓" in the appropriate box.

**VIII. Declaration:**

1. I declare that the above information is true and complete to the best of my knowledge and belief.
2. I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this examination entry.
3. I understand that acceptance of my entry to this examination does not imply that I am qualified for the issuance of a PC or registration as a HKICPA member, where applicable.
4. I understand that when I apply for a Practising Certificate, I should refer to the Notes to the Registration and Entry Form for the PC Examinations and the Institute's website at: <http://www.hkicpa.org.hk/en/registration-and-licensing/obtain-practising-certificate/practising-certificate-examinations/> announced by the Institute from time to time for details of the eligibility for exemptions from the Institute's PC Examinations.
5. I understand that an applicant for a Practising Certificate who has not sat and passed the audit papers in the professional examination of their parent institute is required to sit and pass, in addition to PC-Law and PC-Taxation (formerly known as PC-Tax Planning), a paper in PC-Business Assurance (formerly known as PC-Auditing) in the Institute's PC Examinations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yyyy)

**IX. Supporting Documents:**

A **certified true copy**<sup>1</sup> of each of the following:

<b>a. For HKICPA member / Joint Scheme Graduate</b>	<b>b. For Non-HKICPA Member</b>	<b>c. For U.S. CPA (Non-HKICPA Member)</b>
• Examination result transcript <sup>2</sup>	• HK I.D. Card / Passport <b>AND</b> • Membership certificate issued by parent institute <b>AND</b> • Examination result transcript	• HK I.D. Card / Passport <b>AND</b> • U.S.CPA License / Certificate <b>AND</b> • U.S. Uniform CPA Examination result transcript

1. *All supporting documents submitted should be certified by any one of the following persons and the certification should be made on every page. Failure to submit the required documents may result in delay in the enrolment process.*

- (a) *Member of Hong Kong Institute of CPAs*
- (b) *Hong Kong legal practitioner*
- (c) *Government District Officer (through statutory declaration)*
- (d) *The Institute (only if originals are presented with photocopies for certification)*

Example of (a): Certified True Copy by

Signature: \_\_\_\_\_  
**Chan Tai Man**  
(HKICPA Member No. xxxxx)

2. *Issued by the parent institute showing the overall examination results for assessment purpose.*

The completed Registration and Entry Form and payment cheque/credit card authorisation form should be submitted with appropriate fee(s) by post or in person to:

*Education and Training Department – Student Registration Section,  
Hong Kong Institute of Certified Public Accountants,  
27th Floor, Wu Chung House,  
213 Queen's Road East,  
Wan Chai,  
Hong Kong.*