HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
FORENSICS ACCOUNTING INTEREST GROUP E-LEARNING ENROLMENT FORM

Finance & Operations Department,
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Log on "MyCPA" at http://www.hkicpa.org.hk to check your e-Learning registration status

Payment & Enrolment Status Enquiry: 2287 7381
e-mail: enrolment@hkicpa.org.hk
Fax: 2893 9853

Course Information Enquiry:
2287 7367
e-mail: ForensIG@hkicpa.org.hk

FOR OFFICE USE

Seq. no.:_____

Full name: (Mr./Ms.) _____ Membership no.: _____

Membership type: ❑ ForensIG member ❑ Non- ForensIG member

Company: _____

Tel.: _____ Fax: _____

E-mail * (must complete): _____

Contact information is used solely for communication of this particular event, without update to your member profile.

* **A confirmation email will be sent to you within 2 weeks when your application and payment are confirmed, in which you will be given a login ID and password. Each programme will be valid for the period as specified in the confirmation email. In order not to delay the process, please ensure payment is made together with your application.**

No.	Course Code	Course Title	Fee (HK$)
1			
2			
3			
		Total	HK$

**** Email address is for enrolment confirmation purpose. Please refer to note (2) for details.***

Payment Method *(Please tick the appropriate box)*

❑ Cheque (no._____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

❑ VISA / MasterCard ❑ BOC HKICPA UnionPay card

Card Number: | | | | | | | | | | | | | | | | Card Expiry Date (MM/YY): | | | | |

Cardholder's Name (block letters): Cardholder's Signature: Date:

❑ I would like to have an official receipt. *(Remarks: Official receipt will be sent to your email address provided above.)*

Notes:
1. Application by fax will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute. Please fax the completed form to 2893 9853.
2. In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
3. Confirmation of enrolment will be sent to you via email within 2 weeks, in which you will be given your login ID and password. You can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund. In order not to delay the process, please ensure payment is made together with your application. If you do not receive any confirmation email from the Institute, please contact 2287 7367.
4. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
5. No unauthorized audio or video recording and/or downloading is allowed for the online courses.

Personal Data: Your personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis and, if applicable, for validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link https://www.hkicpa.org.hk/en/members-area/comm-preference/. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to http://www.hkicpa.org.hk/en/service-tools/privacy-policy/.

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.

Name:	Name:
Address:	Address: