HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
RESTRUCTURING AND INSOLVENCY FACULTY EVENT 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

Course Information Enquiry: 2287 7009
e-mail: kateylwong@hkicpa.org.hk

FOR OFFICE USE
Seq. no.:_____

Offline enrolment deadline: 24 September 2025

Section 1 – Personal Particulars ☑ where appropriate. All fields are mandatory unless specified otherwise.

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

Membership type: ❑ RIF member ❑ HKICPA member, student /IA ❑ Non-HKICPA/ RIF member

Company(optional): _____

Tel.: _____ E-mail * (must complete): _____

Contact information is used solely for communication of this particular event, without update to your member profile.
**** Email address is for enrolment confirmation purpose. Please refer to note (3.4) for details.***

Section 2 – Event Registration

No.	Course Code	Course Title	Fee (HK$)
1	**SCPD25092901**	**Law on Information Management in the PRC and Practical Tips for Cross-Border Transfer of Audit Working Papers**	
		Total	HK$

Section 3 – Payment Please fill in where appropriate.

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

❑ BOC HKICPA VISA ❑ BOC HKICPA UnionPay card ❑ Other VISA / MasterCard

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.)*

Note:
3.1 Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.
3.2 For cheque payment, please issue separate cheque for each event. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
3.3 In order not to delay the process, please ensure payment is made together with your application.
3.4 Payment receipt will be sent to your email address provided above once the payment is confirmed.
3.5 In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. Unsuccessful enrolment will be notified with full refund. 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.
3.6 Members of HKICPA may access to "MyCPA" to check your enrolment status.

Section 4 – Points to Note

4.1 Applications are processed on a first-come, first-served basis.
4.2 Confirmation of enrolment and login information to access the event (if applicable) will be sent to you via email. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
4.3 In the event of typhoon signal no. 8 or above or a Black Rainstorm warning is hoisted, all scheduled events will be cancelled/postponed. Further details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
4.4 Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. 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. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of 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://mas.hkicpa.org.hk/mycpa/communication/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 https://www.hkicpa.org.hk/en/Tools/Privacy-policy.
4.5 No unauthorized audio or video recording is allowed at CPD events.
4.6 The Institute reserves the right to amend the above terms and conditions without prior notice, and to change the venue, date, speaker or to cancel the event due to unforeseen circumstances. In case of any disputes, the Institute reserves the right to make the final decision.

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

Name:	Name:
Address:	Address: