Hong Kong Institute of
Certified Public Accountants
香港會計師公會

To confirm your CPD booking, just log on to "My CPA" at http://www.hkicpa.org.hk

TAXATION FACULTY EVENT ENROLMENT FORM

Programme Code: SCPD23092801

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

Payment & Enrolment Status Enquiry: 2287 7381 e-mail: enrolment@hkicpa.org.hk	Event Information Enquiry: 2287 7067/ 7253 e-mail: sophialai@hkicpa.org.hk/ denisekwok@hkicpa.org.hk	**FOR OFFICE USE** Seq. no.:_____

Deadline: 25 September 2023

No.	Membership		Full Name of Participant(s) (Block Letters)	Company	Email address *(2) (Block Letters)	Fee		
	No.	Status (1)				Taxation Faculty Member HK$200	HKICPA member or student; and IA HK$230	Non-member HK$360
1								
2								
3								
4								
						Total	HK$	

**** 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" (7)			
❑ 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:	
Payment receipt will be sent to your email address provided above once the payment is confirmed.			

Notes: 1. Membership Status: **TF** = Taxation Faculty member, **NP** = Non-Practising, **P** = Practising, **IA** = International Affiliate, **S** = Student, **GAA** = GAA Passport holder, **NM** = Non-Member.
2. Confirmation of enrolment will be sent to you via email. For HKICPA member, you can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund. If you have not heard from the Institute regarding your registration by 25 September 2023 and if you have other enquiries related to the programme, please make enquiry at 2287 7067/ 7253.
3. NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
4. All applications are on a first-come-first-served basis.
5. 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.
6. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
7. Please issue SEPARATE CHEQUE for each event.
8. In normal circumstances, the event fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the event be cancelled or postponed 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.
9. All scheduled events will be cancelled in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
10. The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
11. No unauthorized audio or video recording is allowed at CPD events.

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 provision of the personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application or rejection of an application.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 http://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 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: