

# HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS TAXATION 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](mailto:enrolment@hkicpa.org.hk)

Course Information Enquiry: 2287 7009  
e-mail: [kateylwong@hkicpa.org.hk](mailto:kateylwong@hkicpa.org.hk)

**FOR OFFICE USE**

Seq. no.: \_\_\_\_\_

## Offline enrolment deadline: 8 May 2026

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

Full name: (Mr./Ms.) \_\_\_\_\_ Membership no.: \_\_\_\_\_

Membership type:  Taxation Faculty Member  HKICPA member, student /IA  Non-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.

\* A confirmation email will be sent to you when your application and payment are confirmed. In order not to delay the process, please ensure payment is made together with your application.

## Section 2 – Event Registration

No.	Course Code	Course Title	Fee (HK\$)
1	SCPD26051401	Face-to-face seminar: Charitable Organisations –Latest developments in IRD's practice and tips for dealing with reviews	
			Total HK\$

**Section 3 – Payment** Please fill in where appropriate.

<input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"			
<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard			
Card Number:			Card Expiry Date (MM/YY):
Cardholder's Name (block letters):	Cardholder's Signature:		Date:
<input type="checkbox"/> I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above.)			
<p>Note:</p> <p>3.1 Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.</p> <p>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.</p> <p>3.3 In order not to delay the process, please ensure payment is made together with your application.</p> <p>3.4 Payment receipt will be sent to your email address provided above once the payment is confirmed.</p> <p>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.</p> <p>3.6 Members of HKICPA may access to "MyCPA" to check your enrolment status.</p>			

## 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](mailto: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: