

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

INTERNATIONAL AFFILIATE RECORD AMENDMENT COUPON

(Please read the Notes in page 2 before completing this Coupon)

Name: _____
(Full name in BLOCK letters)

Registration No.: IA _____

1. CHANGE OF CONTACT DETAILS

Change effective from: _____
(dd/mm/yyyy)

(Please tick)

a. Correspondence address: Business address Residential address P.O. Box

b. Telephone number: (Res.) _____ (Off.) _____ Ext. _____

(Mobile) _____

c. Facsimile number: (Res.) _____ (Off.) _____

d. Email address: _____

2. CHANGE OF EMPLOYMENT DETAILS

Change effective from: _____
(dd/mm/yyyy)

a. Name of employer: _____

b. Address: _____

c. Position: _____

3. CHANGE OF OTHER PARTICULARS *(please read Note 3 in Page 2)*

a. Business sector of current employment: _____

b. Current primary work function: _____

c. Professional interest: _____ (1st) _____ (2nd) _____ (3rd)

d. Highest academic qualification attained: _____ (Award)

_____ (University)

Signature

Date

P.T.O.

NOTES**NOTE 1 –**

Personal Data (Privacy) Ordinance: All information provided in this form will be used for purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws including International Affiliate registration. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping International Affiliates informed of its services. The provision of personal data by means of this form is voluntary. Data collected is accessible to officers, committees or persons processing the registration and related matters.

International Affiliates may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Admission Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (tel: 2287 7228) for the purpose.

NOTE 2 –

International Affiliates are requested to make use of this Coupon to notify the Institute of any change of personal particulars. Please note that since email is an unidentifiable means of communication, in order to protect the accuracy of the personal data of the International Affiliates, the Institute will not act upon email requests for change of personal particulars.

NOTE 3 –

The information provided in Section 3 will be used by the Institute for statistical purposes. Please fill in the appropriate LETTER in the corresponding column under Section 3.

Business Sector of Current Employment

- A: Agriculture and fishing
 B: Mining and quarrying
 C: Manufacturing
 D: Electricity, gas and water
 E: Construction
 F: Wholesale, retail and import/export trade
 G: Restaurants and hotels
 H: Transport, storage and communication
 I: Financing
 J: Insurance
 K: Real estate
 L: Business services
 L01: Professional accountancy practice
 (as sole proprietor/partner/director)
 L02: Professional accountancy practice
 (as an employee of a CPA practice)
 L03: Business management and consultancy services
 L04: Legal services
 L05: Data processing and tabulating services
 L06: Advertising and related services
 L07: Architectural, surveying and other engineering services
 L08: Other business services *[please specify]*
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- M: Community, social and personal services
 M01: Public administration (Government)
 M02: Education services
 M03: Medical, dental, other health and veterinary services
 M04: Professional, trade and religious organisation
 M05: Other personal services *[please specify]*
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- N: Conglomerate
 O: Self-employment (other than professional practice)
 P: Retired
 Q: Other sectors *[please specify]*
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Current Primary Work Function

- A: Auditing
 B: Taxation
 C: Insolvency
 D: Secretarial services
 E: Management services
 F: Accounting services
 G: Technical services
 H: Financial management
 I: General management
 J: Administration
 K: Education
 L: Management information system
 Z: Others *[please specify]*
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Professional Interest

- A: Audit
 AA: Computer audit
 AB: Financial sector audit
 AC: Listed company audit
 AD: Small business audit
- B: Accounting
 C: Tax
 D: Insolvency
 E: Law and secretarial practice
 F: Financial management
 G: General management
 H: Fund management
 I: Management information system
 Z: Others *[please specify]*
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NOTE 4 –

The completed Coupon should be sent to the Institute by fax: 2575 6852 OR by post: ADMISSION DEPARTMENT, HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS, 27TH FLOOR, WU CHUNG HOUSE, 213 QUEEN'S ROAD EAST, WAN CHAI, HONG KONG.