

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

MEMBERSHIP RECORD AMENDMENT COUPON

Name: _____ Membership No.: _____
(Full name in BLOCK letters)

1. CHANGE OF CONTACT DETAILS

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

(Please tick)
a. Correspondence address: Business address Residential address P.O. Box

(Note: Practising certificate holders who wish to change their registered office are required to notify the Institute of such change in writing separately and submit a letter of consent from the landlord/leaseholder of the registered office.)

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: _____

(For members who have registered as an Authorised Supervisor of the Institute, please also complete Form EIU - Employment Information update Form for Authorised Supervisors which is obtainable from the Institute's homepage.)

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 –**

Members are requested to make use of this Coupon to notify the Institute of any change of personal particulars. You may also view and update your personal particulars posted in the Members Only section of the Institute's homepage at: www.hkicpa.org.hk if you have already obtained a Login ID for access.

NOTE 2 –

All information provided will be used for purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws. The completed Coupon should be sent to the Institute by fax: 2537 9392/2865 6603 **OR** by post: MEMBERSHIP SECTION, HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS, 4TH FLOOR, TOWER TWO, LIPPO CENTRE, 89 QUEENSWAY, HONG KONG.

NOTE 3 –

The information provided 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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