

ICAEW membership application form



Please complete **all sections** of this form in English, block capitals and black ink.

All completed applications must be sent to the Hong Kong Institute of CPAs for validation purposes. Please do not send your completed form to ICAEW.

Please return this form to:

**Admission Department Hong Kong Institute of Certified Public Accountants
27th Floor Wu Chung House 213 Queen's Road East
Wanchai HONG KONG**

ELIGIBILITY CRITERIA

You are eligible to apply for ICAEW membership if you are a member of HKICPA and:

- have completed the HKICPA Qualification Programme and met HKICPA practical experience requirements; or
- as a CICPA member, have completed the Qualification Programme except for the part exempted under the Agreement on Mutual Examination Paper Exemptions for Mainland and Hong Kong Accountants signed on 27 August 2004, and have met HKICPA practical experience and graduate entry requirements; or
- have gained membership of HKICPA via another route and have passed one module and the final examination of the Qualification Programme.

ABOUT YOUR APPLICATION

The Hong Kong Institute of CPAs will verify back to ICAEW when you are eligible to join ICAEW as a reciprocal member. Once HKICPA have confirmed this, ICAEW will contact you for payment of the admission and subscription fees before processing your application further.

Once admitted into membership, you will receive a member profile questionnaire to complete. We will also send you login details to access member content on our website.

Every effort will be made to process your application within 10 weeks. We will notify you of any delay.

ADMISSION FEES AND SUBSCRIPTION

(THE ADMISSION FEE IS A ONE-OFF FEE PAYABLE IN THE FIRST YEAR OF JOINING ICAEW)

Full year membership (2019)

(new members who join on or before 30 June 2019)

- **New ICAEW members residing in the UK or Europe**
Admission fee £0. Membership subscription £375.00
Total £375.00
- **New ICAEW members residing outside of the UK or Europe**
Admission fee £300.00. Membership subscription £375.00
Total £675.00

Half year membership (2019)

(new members who join between 1 July and 31 December 2019)

- **New ICAEW members residing in the UK or Europe**
Admission fee £0. Membership subscription £187.50
Total £187.50
- **New ICAEW members residing outside of the UK or Europe**
Admission fee £300.00. Membership subscription £187.50
Total £487.50

TERMS AND CONDITIONS

Initial terms and conditions of membership arising from the reciprocal membership agreement between ICAEW and the Hong Kong Institute of CPAs, dated 1 January 2014 are outlined below:

Membership of Hong Kong Institute of CPAs

Membership of ICAEW is dependent upon the applicant being a member in good standing of the Hong Kong Institute of CPAs at the time of application. New members are encouraged to maintain their membership of HKICPA.

Practising certificates

Hong Kong Institute of CPAs members joining ICAEW and wishing to practise in Hong Kong will continue to be required to hold a Hong Kong Institute of CPAs practising certificate. If they are based in the EU and wish to practise there, they will need to obtain an ICAEW practising certificate.

To obtain an ICAEW practising certificate, new ICAEW members must satisfy the normal ICAEW requirements with respect to the award of practising certificates and, in addition, pass an aptitude test in audit, financial reporting, tax and law. Visit icaew.com/hongkong for more information.

Working in the regulated areas

In the UK, the UK Government Department for Business, Enterprise & Regulatory Reform (BERR) regulates audit, insolvency and investment business. Individuals and firms working in these areas must be appropriately authorised. Visit icaew.com/hongkong for more information.

Designatory letters

New ICAEW members may use the designatory letters ACA/FCA and title 'chartered accountant', subject to the regulations which apply to all ICAEW members.

Discipline

Complaints about the conduct of a new ICAEW member will normally be referred to the Hong Kong Institute of CPAs unless otherwise agreed between the Hong Kong Institute of CPAs and ICAEW. However, any complaints relating to conduct within the EU will normally be referred to ICAEW. Any new ICAEW member suspended by or excluded from the Hong Kong Institute of CPAs will automatically cease to be a member of ICAEW.

Any penalty imposed by the Hong Kong Institute of CPAs on a new ICAEW member will be notified to ICAEW. Similarly, any penalties imposed by ICAEW on a new ICAEW member will be notified to the Hong Kong Institute of CPAs.

Continuing professional development

Hong Kong Institute of CPAs members joining ICAEW will be subject to ICAEW CPD requirements. Visit icaew.com/cpd for more information.

Code of Ethics

Hong Kong Institute of CPAs members joining ICAEW will be expected to comply with ICAEW's Code of Ethics. For more information, please visit icaew.com/ethics

Members' Handbook

The Members' Handbook provides essential information and sets out membership obligations for all members. To download your copy please visit icaew.com/membershandbook

PLEASE DO NOT SEND ANY CREDIT CARD DETAILS WITH THE APPLICATION FORM

SECTION A

Gender Male Female

Preferred title Mr Mrs Ms Dr Prof

Other

Important - please note that your official name will be formatted in the Anglo-Saxon manner (first name, surname) and the name(s) given below will be the official names used for all ICAEW membership records, correspondence and the ICAEW Certificate of Membership.

Family name

Other name(s)

Date of birth DD MM YYYY

HKICPA membership no.
(eg, A12345)

Admission year to HKICPA YYYY

HK identity card no/passport no

Residential address

Postcode/
zipcode Country

Telephone

Fax

Email

Company's name

Business address

Postcode/
zipcode Country

Telephone

Fax

Email

Preferred address for correspondence Business address Residential address

Please note that both your residential and business addresses are required for ICAEW's records.

SECTION B

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| 1. Are you a partner or sole practitioner or a director in an accountancy firm or a corporate practice? | YES | NO |
| 2. If the answer is 'YES' to B1 above, please provide a sample of the letterhead of your firm or corporate practice with this application. | | |
| 3. If the answer is 'YES' to B1 above, are you able to claim the annual subscription as a deductible expense from your business profits (profits tax)? | YES | NO |
| 4. What is your job title? | | |

SECTION C

- | | | |
|---|-----|----|
| Are you intending to practice within the EU? HKICPA membership no. | YES | NO |
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SECTION D

Please read the following carefully and sign and date below in order to validate your application form.

I hereby undertake that, if admitted to membership of The Institute of Chartered Accountants in England and Wales, I will be bound by the Royal Charter and by the bye-laws and regulations that are now in force and may hereafter from time to time be made.

I agree to allow my details to be shared between the Hong Kong Institute of Certified Public Accountants (HKICPA) and The Institute of Chartered Accountants in England and Wales (ICAEW) for ICAEW membership admission and renewal purposes and agree to provide any further information relevant to this application as required by the HKICPA.

I declare that all the particulars relate to me and are correct.

Signature

Date DD MM YY

COMPLIMENTARY ACCESS TO THE FACULTIES

Please indicate which of the following faculties you wish to have six months' complimentary web access to (choose up to six).

This offer is only available at time of your ICAEW membership application.

- Audit and Assurance
- Business and Management
- Corporate Finance
- Financial Services
- Information Technology
- Tax

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive membership services including; advice, awareness communications, CABA eligibility, quality, regulation, research, professional standards, voting and to administer your membership account. In order to meet our membership obligations to you we may share relevant personal data with connected communities, faculties, committees, local groups, district societies and external provider / delivery partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)