

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

(Incorporated by the Professional Accountants Ordinance, Cap. 50)



APPLICATION FOR REGISTRATION AS REGISTERED PUBLIC INTEREST ENTITY ("PIE") AUDITOR

SAMPLE

(This is a sample application form only. Practice units intending to apply for registration as a Registered PIE Auditor are required to complete and submit the application online to the Institute via its website at: www.hkicpa.org.hk.)

For Office Use Only

Name of PIE Auditor: _____

Member/ Firm/ Corporate Practice No.: _____

Formal approval given on: _____

Registration effective from: _____

IMPORTANT:

- Please read Notes carefully before completing this Form.
- Personal Data (Privacy) Ordinance: All information provided in this form will be used by the Hong Kong Institute of Certified Public Accountants ("the Institute"/"HKICPA") and the Financial Reporting Council for the purpose of exercising their respective powers under the Financial Reporting Council Ordinance ("FRCO") (Cap 588), Professional Accountants Ordinance ("PAO") and its subsidiary legislation (Cap 50) and administering or enforcing the relevant provisions of the FRCO, PAO and its subsidiary legislation, and for any other legitimate purposes as may be required, authorised or permitted by law. The Institute will also use the collected data in this form for statistical research and analysis, and for other uses internally.

The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected may be accessible by the Institute's officers, persons or committees processing registration and related matters. Please refer to the Institute's privacy policy and personal information collection statement on its website at: www.hkicpa.org.hk.

Unless otherwise agreed, hard copies of any documents containing personal data that you provide to the Institute, if any, will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws.

Under the Personal Data (Privacy) Ordinance, applicants have a right to request access to and correction of their personal data kept by the Institute. If you wish to exercise these rights, please email admission@hkicpa.org.hk or contact the Membership and Admission Department at (852) 2287-7228.

A. Name of the practice unit:

CDEE & Company _____ (in English)

_____ (in Chinese, if any)

Mode of practice #:

- Firm Firm No.: 9000
- Corporate Practice Corporate Practice No.: _____
- CPA (practising) in own name PC No.: _____

B. Name(s) of the CPA (practising)/ partner(s) of the firm/ director(s) of the corporate practice *:

Full name in BLOCK letters	Member no.	PC no. <i>(if applicable)</i>	Proposed for registration as: #			Fit and Proper Declaration Attached # <i>(Note 1.4)</i>
			Engagement Partner <i>(Note 1.1)</i>	Engagement Quality Control Reviewer <i>(Note 1.2)</i>	Quality Control System Responsible Person <i>(Note 1.3)</i>	
AU YEUNG, BEN	A30000	P90000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CHAM, KINGSTON	F50000	P90001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FONG, LASTER	A20001		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HUANG, CHEN	F50001	P90002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Proposed Engagement Partner or Engagement Quality Control Reviewer who is an authorised signatory of the firm/ authorised person of the corporate practice* (if applicable):

Full name in BLOCK letters	Member no.	PC no.	Proposed for registration as: #		Fit and Proper Declaration Attached # <i>(Note 1.4)</i>
			Engagement Partner <i>(Note 1.1)</i>	Engagement Quality Control Reviewer <i>(Note 1.2)</i>	
TSANG, JOSEPH	A70000	P90100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ZHOU, Wei	A70700	P90090	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(Please use separate sheet, if necessary, duly signed by the applicant with full name and date on each of the sheet(s) attached. Total no. of sheet(s) attached ____.)

* Please delete as appropriate.

Please put a "✓" in the appropriate box.

Notes

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING **FORM PIE-1**

(The Institute reserves the right to change, modify, add or remove any part of this application form without prior notice.)

1 – Responsible Person of a Registered PIE Auditor

1. The Financial Reporting Council Ordinance ("FRCO") provides that for each of the 3 Responsible Persons, i.e. the Engagement Partner, Engagement Quality Control Reviewer and Quality Control System Responsible Person, the registered PIE auditor must have at least one such person, but a person may be registered for one or more of the roles. For a sole practitioner, the applicant must have at least one Engagement Quality Control Reviewer other than himself/ herself.

1.1 Engagement Partner

Responsibilities: responsible for the PIE engagements carried out by the auditor.

Registration requirement: must be a current HKICPA member holding a valid practising certificate ("PC") who is practising in his own name or is a practising partner/ authorised signatory of a firm or a practising director/ authorised person of a corporate practice, whichever is applicable.

1.2 Engagement Quality Control Reviewer

Responsibilities: oversee the engagement quality control reviews carried out in relation to the PIE engagements carried out by the auditor.

Registration requirement: must be a current member of HKICPA or one of the following accountancy bodies which have entered into a recognition agreement with the Institute, and possesses relevant auditing experience enabling him to perform the role in compliance with the *Hong Kong Standard on Quality Control 1 – Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance and Related Services Engagements*:

- (i) Association of Chartered Certified Accountants ("ACCA")
- (ii) Chartered Accountants Australia & New Zealand ("CA ANZ")
- (iii) Chartered Accountants Ireland ("CAI")
- (iv) Chartered Institute of Management Accountants ("CIMA")
- (v) Chartered Professional Accountants Canada ("CPA Canada")
- (vi) Chinese Institute of Certified Public Accountants ("CICPA")
- (vii) CPA Australia
- (viii) Institute of Chartered Accountants in England & Wales ("ICAEW")
- (ix) Institute of Chartered Accountants of Scotland ("ICAS")
- (x) Institute of Chartered Accountants of Zimbabwe ("ICAZ")
- (xi) South African Institute of Chartered Accountants ("SAICA")
- (xii) U.S. State Boards of Accountancy ("U.S. CPA")

HKICPA Council accepts members of these bodies to register as Engagement Quality Control Reviewers. It does not imply that members of these bodies are eligible for direct admission to the HKICPA membership. They will need to fulfill all the conditions in the respective recognition agreement before they can be registered as a CPA (i.e. HKICPA member) if they so wish.

1.3 Quality Control System Responsible Person

Responsibilities: responsible for the quality control system of the auditor.

Registration requirement: must be a current HKICPA member holding a valid PC who is the Chief Executive Officer or a member of the managing board of partners of the applicant.

1.4 Fit and Proper Requirement

The FRCO requires that the CPA (practising), partners of the firm or directors of the corporate practice (as the case may be), and each Responsible Person of the applicant, i.e. the Engagement Partner, Engagement Quality Control Reviewer and Quality Control System Responsible Person, are a fit and proper person to be a CPA, i.e. member of the Institute. Please refer to Note 2.1.

If the applicant fails to meet the fit and proper requirement, the HKICPA Council may refuse the application or grant the application subject to any condition that the Council considers appropriate to impose under the FRCO, including but not limited to the completion of training in the form of relevant continuing professional development ("CPD") programmes by the Responsible Person(s).

2 – Supporting documents

2.1 Fit and Proper Declaration (applicable to all Responsible Persons)

Each nominated Engagement Partner, Engagement Quality Control Reviewer and Quality Control System Responsible Person is required to complete and submit a Fit and Proper Declaration together with this application. A Fit and Proper Declaration Form is in **Form PIE-F&P**.

The PIE auditor applicant is not required to submit the Fit and Proper Declarations of its partners/ directors who are not nominated as Responsible Persons together with this application. However, the Institute may request for such declarations if deemed necessary, and the PIE auditor applicant shall submit them upon request by the Institute.

2.2 For a proposed Engagement Quality Control Reviewer who is currently not a HKICPA member:

Each of them is required to provide their personal details in **Form PIE-EQCR** and submit copies of the following documents together with this application:

- (a) identity document (e.g. HKID card); and
- (b) membership certificate of the parent institute.

3 – Fee

- 3.1 An application must be accompanied by the registration application fee, i.e. HK\$250, which is not refundable and not transferable.
- 3.2 Applications approved by HKICPA during the year will take effect immediately, except those approved in November or December which will normally take effect on 1 January of the next calendar year.
- Applicants who submit this application for processing in November or December and opt to have its registration take effect in the current calendar year are required to:
- (a) indicate its option in this Form; and
 - (b) pay HK\$450, being HK\$250 for the registration application fee and HK\$200 for the renewal application fee for next year.

4 – Processing of application

- 4.1 The Registration and Practising Committee ("the Committee") will examine an application made on this Form and submit its recommendations to the Council for approval.
- 4.2 The result of an application will normally be available 10 weeks after the relevant submission deadline. Please refer to the Submission Deadline announced by the Institute from time to time.
- 4.3 Failure to provide full information and evidence may cause delay in the processing of an application.
- 4.4 The Institute reserves the right to verify where necessary the information furnished by the applicant with any third parties concerned.
- 4.5 Any false or misleading information provided in this application form may result in the application not being processed. It is also an offence for any person to provide false or misleading information in connection with a PIE auditor registration application under the FRCO. Please review your application carefully before submission of your application to the Institute.
- 4.6 Upon Council's approval, application result and a copy of such notice will be sent to the applicant and each Responsible Person of the applicant.

5 – Register of PIE Auditors

Under the FRCO, HKICPA shall keep a register of Registered PIE Auditors for public inspection without charge. Upon approval of this application, the full name of the PIE Auditor and each registered Responsible Person of the auditor and other information will be entered into an online register at www.hkicpa.org.hk as required by the FRCO, including:

- (a) Expiry date of registration of the auditor;
- (b) Registered office of the auditor;
- (c) The conditions imposed by the HKICPA Council in relation to the registration of the auditor, including any condition relating to the registered Responsible Persons of the auditor, if any;
- (d) A record of –
 - 1) the sanctions imposed or actions by the Financial Reporting Council (except a private reprimand); and
 - 2) the orders made under section 35 of the Professional Accountants Ordinance,in relation to the auditor, or any registered Responsible Person of the auditor, within the last 5 years, if any.

6 – Validity of Registration

- 6.1 Registration of a Registered PIE Auditor expires on 31 December of the year in which the registration takes effect, except for those registration applications which are approved within the transitional period, i.e. 1 October 2019 to 31 December 2019, in which case their PIE registration will expire on 31 December 2020.
- 6.2 Registration of a Registered PIE Auditor is renewable annually. Renewal application must be made in the form and way specified by the HKICPA Council along with the application fee no later than 45 days before the day on which the current registration expires.

7 – Enquiries

For enquiries in relation to the application, please contact the Membership and Admission Department of the Institute via email: pieauditor@hkicpa.org.hk; telephone: (852) 2287-7531; or fax: (852) 2575-6852.

Last update on 1 October 2020