

**HONG KONG INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS**

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



**CESSATION OF REGISTRATION OF
RESPONSIBLE PERSON OF A
REGISTERED PUBLIC INTEREST ENTITY ("PIE") AUDITOR**

For Office Use Only

**Name of Registered
PIE Auditor:** _____

Member/ Firm/ Corporate Practice No.: _____

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, authorized 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 Admission Department at (852) 2287-7228.

Section 1 – Name of the Registered PIE Auditor:

_____ (in English)

_____ (in Chinese, if any)

Section 2 – Cessation of registration of Engagement Partner ("EP")/ Engagement Quality Control Reviewer ("EQCR")/ Quality Control System Responsible Person ("QCRP"): (Notes 1.2 & 3)

<u>Full name in BLOCK letters</u>	<u>HKICPA member no.</u> <i>(if applicable)</i>	<u>HKID/ Passport no.</u> <i>(For non-HKICPA member only)</i>	<u>EP/ EQCR/ QCSR</u> <i>(Please specify)</i>	<u>Effective from</u> <i>(dd/mm/yyyy)</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

Declaration: #

- I declare that all information provided in this application is true and complete to the best of my knowledge and belief.
- I/We* waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage my/our* practice may suffer arising from this notification.

**Signature of the Senior Partner of the firm/
Managing Director of the corporate practice/
CPA (practising) ***

Date (dd/mm/yyyy)

Please put a "✓" in the appropriate box .

* Please delete as appropriate.

The completed application form should be returned by registered mail to:
The Registrar, Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

P.S. Applicants may also submit their applications by hand to the Institute's office at the above address during office hours.

Notes

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING FORM PIE-3B

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

1 – Change of Responsible Person(s) of a Registered PIE Auditor

- 1.1 Under the Financial Reporting Council Ordinance ("FRCO"), it is an offence for any person who is not a registered Responsible Person of a Registered Public Interest Entity ("PIE") Auditor to carry out any activity in the respective roles of the PIE auditor.
- 1.2 Cessation of registration of Responsible Person(s) should be notified to the Hong Kong Institute of Certified Public Accountants ("HKICPA") in writing by the sole practitioner/ senior partner/ managing director of a firm/ corporate practice or the CPA (practising) as soon as practicable and in any event within 14 days thereof. The Registered PIE Auditor may notify the Institute such cessation(s) or removal of any role(s) taken up by an existing Responsible Person by completing and submitting this Form to the Institute.

Change will take effect from the date specified by the Registered PIE Auditor in this Form.

- 1.3 A Registered PIE Auditor may apply for the following change(s), which requires the prior approval of the Council of HKICPA, via Form PIE-3A which is downloadable from the Institute's website at www.hkicpa.org.hk:
- (a) Registration of additional Responsible Person(s)
 - (b) Addition of new role for existing Responsible Person(s)

2 – Responsibilities and registration requirements of Responsible Person

2. The 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 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.

2.1 Engagement Partner ("EP")

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/ authorized signatory of a firm or a practising director/ authorized person of a corporate practice, whichever is applicable.

2.2 Engagement Quality Control Reviewer ("EQCR")

Responsibilities: oversees 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/ her 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.

2.3 Quality Control System Responsible Person ("QCSR")

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.

2.4 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.

3 – Register of Registered PIE Auditors

Under the FRCO, HKICPA shall keep a register of Registered PIE Auditors for public inspection without charge. Upon receipt of this Form, the change of Responsible Person(s) of the Registered PIE Auditor with relevant information will be updated to the register at www.hkicpa.org.hk.

4 – Enquiries

For enquiries in relation to this application or registration of Registered PIE Auditor, please email: pieauditor@hkicpa.org.hk or call (852) 2287-7531.

For enquiries in relation to change of particulars of a practice unit, such as change of contact details, partner(s)/ director(s) who is/are not Responsible Person(s) under the registration of a Registered PIE Auditor, please email: admission@hkicpa.org.hk or call the Admission Department at (852) 2287-7228.

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