



## Preliminary Assessment of the eligibility of a prospective applicant for registration as a certified public accountant under the mutual recognition agreement between the Hong Kong Institute of Certified Public Accountants and the Association of Chartered Certified Accountants ("ACCA")

This FREE preliminary assessment is aimed at assisting prospective membership applicants who have acquired full membership from the Association of Chartered Certified Accountants ("ACCA") or ACCA Affiliates to ascertain whether they are eligible to apply for membership of the Hong Kong Institute of Certified Public Accountants ("the Institute") under the new Mutual Recognition Agreement ("MRA") between the Institute and the ACCA or the transitional arrangement of the 2000 MRA ("Old MRA") and if so, what further conditions they have to meet before they can apply for the Institute's membership. This Form is not applicable to ACCA students.

This preliminary assessment form is not the application form for registration as a certified public accountant and is designed for the aforementioned purpose only. The result of this preliminary assessment is not binding on the Institute. After they have fulfilled all the conditions of the MRA, prospective membership applicants are required to complete and submit the application through the "Membership Application" online platform. The approval or otherwise of the applications will be subject to the Institute's vetting in accordance with the rules and regulations prevailing then.

NB: All information received through this form will be treated in the strictest confidence and will not be released to third parties without your duly signed written permission.

*Please complete all items except for fields marked with an asterisk (\*) which are optional items.*

### Section 1 – Personal particulars

Name in English \_\_\_\_\_  
 (Surname) (Other name)

Have you ever registered as a Qualification Programme (QP) student? ☐ Yes QP student no. \_\_\_\_\_ ☐ No

### Contact details for communication about this assessment

Email address \_\_\_\_\_ Day-time contact phone no. \*

### Section 2 – Academic qualification

Name of Institution \_\_\_\_\_

Qualification awarded \_\_\_\_\_ Year of award \*

### Section 3 – Current status with ACCA #

Date of registration as an ACCA student \_\_\_\_\_ Student no. \_\_\_\_\_  
 (dd/mm/yyyy)

Place of registration as an ACCA student ☐ Hong Kong ☐ United Kingdom ☐ Others \_\_\_\_\_

Place of sitting and passing the ACCA examination ☐ Hong Kong ☐ United Kingdom ☐ Others \_\_\_\_\_

Number of ACCA examination papers that you have been exempted from: \_\_\_\_\_

Completion of ACCA examination at the \_\_\_\_\_ examination session (Note 2)  
 (mm/yyyy)

Date of registration as a full member of ACCA \* \_\_\_\_\_  
 (dd/mm/yyyy)

### Attainment under ACCA professional examinations #

#### Compulsory papers:

Papers offered before Sep 2018	Papers effective from Sep 2018	Passed	Not required or Exempted
Paper 3.1 – Audit and Assurance Services / P7 – Advanced Audit and Assurance	AAA – Advanced Audit and Assurance	<input type="checkbox"/>	<input type="checkbox"/>
Paper 3.2 (HKG) – Advanced Taxation (HK) / P6 (HKG) – Advanced Taxation (HK)	ATX(HKG) – Advanced Taxation (Hong Kong)	<input type="checkbox"/>	<input type="checkbox"/>

# Please put a "✓" in the appropriate box.

**Section 4 – Declaration #**

- ☐ I declare that the above information is true and complete to the best of my knowledge and belief.
- ☐ I understand that the purpose of this preliminary assessment is to ascertain whether I am eligible to apply for the Institute's membership under the MRA with the Association of Chartered Certified Accountants and if so, what further conditions I should fulfill before submitting my membership application to the Institute. I understand that the result of this assessment is not binding on the Institute and that approval or otherwise of my future membership application is subject to the Institute's vetting.
- ☐ I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this assessment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_  
(dd/mm/yyyy)

# Please put a "✓" in the appropriate box.

**NOTES**

- The conditions for members of the Association of Chartered Certified Accountants ("ACCA") to obtain membership from the Hong Kong Institute of Certified Public Accountants ("HKICPA") under the new mutual recognition agreement ("MRA") and the transitional arrangement of the 2000 MRA ("old MRA") are set out in our webpage on recognition status of ACCA at [https://www.hkicpa.org.hk/-/media/HKICPA-Website/HKICPA/section2\\_become\\_a\\_hk\\_cpa/recog-oversea-bodies/agreement-for-recognition-arrangements/acca.pdf](https://www.hkicpa.org.hk/-/media/HKICPA-Website/HKICPA/section2_become_a_hk_cpa/recog-oversea-bodies/agreement-for-recognition-arrangements/acca.pdf).

- Applicants are required to have sat and passed the ACCA professional examination, including the compulsory papers. All applicants are required to apply for assessment of academic qualification and paper exemption(s) of the ACCA professional examination at the time you submit your QP student registration application to HKICPA, with an assessment fee(s) to be charged. Any competency inadequacy identified by the Institute may be bridged by the applicant passing the relevant papers of the ACCA professional examination or the Institute's Qualification Programme.

If applicants do not have a bachelor's degree from an institution recognised by the Institute, they must have passed the ACCA Professional Examination in the United Kingdom or Hong Kong which must include the Applied Knowledge and Applied Skills modules (or equivalent examinations from previous syllabus).

- All applicants for the Institute's membership under the new MRA with ACCA or the transitional arrangement of the old MRA are required to fulfill the Institute's practical experience requirements for membership. Please refer to our website at <https://www.hkicpa.org.hk/en/Become-a-Hong-Kong-CPA/Qualification-Programme/Revised-Practical-Experience-Framework> for details.
- Information provided for this preliminary assessment will solely be used to assess your eligibility to apply for registration as a member of the Institute under the MRA with ACCA or the transitional arrangement of the old MRA. Prospective student/ membership applicants are required to follow the application procedures and requirements as specified in our student/ membership application form, whichever is applicable to your case, and submit relevant supporting documents and appropriate application fees when you apply for registration as our student/ member in future. Your student/ membership application will be assessed in accordance with the rules and regulations prevailing at the time you submit your formal application to the Institute.

Prospective student/ membership applicants should surf our website at: [www.hkicpa.org.hk/en/](http://www.hkicpa.org.hk/en/) for latest student registration/ membership admission requirements/ procedures.

- Personal data collected from this form may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally.

The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your request.

Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Membership & Admission Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (tel: (852) 2287 7228) for the purpose.

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute 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. Please refer to the Institute's privacy policy and personal information collection statement on its website at: <https://www.hkicpa.org.hk/en/Tools/Privacy-policy>

- Please submit the completed form by email to [member@hkicpa.org.hk](mailto:member@hkicpa.org.hk). Please contact Membership & Admission Department at (852) 2287-7228 for questions relating to this preliminary assessment.