



Hong Kong Institute of  
**Certified Public Accountants**  
 香港會計師公會

To : Hong Kong Institute of CPAs  
 27/F., Wu Chung House, 213 Queen's Road  
 East, Wanchai, Hong Kong  
Attn.: Admission Department  
 Fax. : (852) 2575-6852  
 Email : admission@hki CPA.org.hk

**Change of instructions to the inclusion of contact details  
 in the On-line Membership List for Members**  
*(Posted in the Members' Area Section in the Institute's website)*

**IMPORTANT:** Two on-line Membership Lists with different disclosure level of personal particulars are posted in the Institute's website to facilitate inspection by the public as well as communications among fellow members. You are reminded not to use the data contained in these lists for direct marketing purposes and/or to release such data to any third party for such purposes since it may infringe with the provisions of the Personal Data (Privacy) Ordinance.

Please read the Notes in page 2 before completing this Request Form.

I wish to change my instructions to the inclusion of my contact details on the on-line Membership List for Members as follows: [\(Note 2\)](#)

*(Please ✓ the appropriate box.)*

- to include **ALL** of my contact details kept in the Institute's records in the on-line Membership List for Members.
- to include my contact details kept in the Institute's records in the on-line Membership List for Members as indicated below:
- |   |  |
|---|--|
| <input type="checkbox"/> Correspondence address | <input type="checkbox"/> Email address     |
| <input type="checkbox"/> Telephone number:      | <input type="checkbox"/> Facsimile number: |
| <input type="checkbox"/> Business               | <input type="checkbox"/> Business          |
| <input type="checkbox"/> Residential            | <input type="checkbox"/> Residential       |
- NOT** to include any of my contact details in the on-line Membership List for Members.

***I understand that the above preference shall stand until I notify the Institute of any change in writing.*** [\(Note 3\)](#)

Name of Member: \_\_\_\_\_  
(Full name in BLOCK letters)

Membership No.: \_\_\_\_\_

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

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

**P.T.O.**

## NOTES

**Note 1 –**

- a) **Personal Data (Privacy) Ordinance:** All information provided in this form will be used by the Hong Kong Institute of Certified Public Accountants ("the Institute") for purposes of exercising its powers under the Professional Accountants Ordinance ("PAO") and its subsidiary legislation (Cap 50) and administering or enforcing the relevant provision of the 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 your personal data provided 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. Data collected may be accessible by the Institute's officers, persons or committees processing the registration and related matters. Please refer to the Institute's [privacy policy](#) and [personal information collection statement](#) on its website at: <http://www.hkicpa.org.hk/>.

Under the Personal Data (Privacy) Ordinance, members 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](mailto:admission@hkicpa.org.hk) or contact the Admission Department at (852) 2287-7228.

- b) The Institute also intends to use the personal data of your name, email address and correspondence address to inform you, where relevant of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. You may [opt out](#) from receiving such materials at any time in MyCPA of the Institute's website at [www.hkicpa.org.hk](http://www.hkicpa.org.hk).
- c) **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.**

**Note 2 –**

- a) Members opting to include their telephone number, facsimile number and/or email address in the on-line Membership List for Members should ensure that they have provided such details to the Institute.
- b) Members may view and update the contact details currently kept in "Profile" under MyCPA of the Institute's website at [www.hkicpa.org.hk](http://www.hkicpa.org.hk) or complete and return the Membership Record Amendment Coupon which is downloadable at: [www.hkicpa.org.hk/mrac](http://www.hkicpa.org.hk/mrac) to the Admission Department by post or fax to (852) 2575-6852.
- c) Any change in contact details or employment should be notified to the Institute in writing within one month thereof. Please ensure that the contact details to be published in the on-line Membership List for Members (where applicable) is/are correct and up-to-date.

**Note 3 –**

Since email is an unidentifiable means of communication, in order to protect the accuracy of the personal data of the members, the Institute will not act upon email requests for change of contact details to be disclosed in the on-line Membership List for Members.

**Note 4 –**

Please allow two working days for processing the duly signed Request Form received from you.

**Note 5 –**

For enquiries, please contact the Admission Department via email: [admission@hkicpa.org.hk](mailto:admission@hkicpa.org.hk); telephone: (852) 2287-7091/ 2287-7042/ 2287-7255; or fax: (852) 2575-6852.

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