



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  
**Tel.:** (852) 2287-7014/ 2287-7049  
**Email:** admission@hkicpa.org.hk

**Application of a Corporate Practice for  
 Removal from the Register**  
 under section 50 of the Professional Accountants Ordinance

*[Please read the Notes printed overleaf carefully before completing this Form]*

I, \_\_\_\_\_ being a  
(Full name in BLOCK letters)  
 shareholder/practising member director of \_\_\_\_\_  
(name of corporate practice)  
 \_\_\_\_\_ ("the Company"), hereby apply in writing to  
 the Council, for and on behalf of the Company, for the Company to be removed from the  
 Institute's register of corporate practices with effect from \_\_\_\_\_ .  
(dd/mm/yyyy)

The following supporting documents are enclosed:

- (i) a certified copy of the special resolution of the Company in respect of its application for removal from the HKICPA's register of corporate practices; and
- (ii) a certification note from Aon Hong Kong Limited certifying that a run-off cover for the Company has been obtained in accordance with the Corporate Practices (Professional Indemnity) Rules.

**For and on behalf of the company**

\_\_\_\_\_  
**Signature**

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

## NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING **FORM RCP-2**  
*(The Institute reserves the right to change, modify, add or remove any part of this application form without prior notice. Please check the Institute's website from time to time for the latest version.)*

1. Application for the removal of a corporate practice from the register of the Hong Kong Institute of Certified Public Accountants ("HKICPA" / "the Institute") under section 50 of the Professional Accountants Ordinance ("the Ordinance") should be submitted to Council via the Registration and Practising Committee for consideration.

Upon approval by the Council, the relevant corporate practice will be removed from the Institute's register with effect from the date stated in this Form. The directors concerned will have to re-apply if they wish to register a corporate practice in the future.

2. This Form must be signed by a practising member director, for and on behalf of the corporate practice concerned, and **must** be submitted together with (i) a certified copy of a signed special resolution to apply for removal of the Company from the HKICPA's register of corporate practices; and (ii) a certification note from Aon Hong Kong Limited certifying that a run-off cover of the Company has been obtained.
3. The corporate practice applying for removal from the register must have obtained the **run-off** cover in accordance with the Corporate Practices (Professional Indemnity) Rules ("PI Rules"). Under Rule 5(g) of the PI Rules, if a corporate practice shall cease to be registered the corporate practice shall ensure that run-off insurance will cover liability arising from any circumstances acts errors or omissions occurring in the last seven years prior to the date of cessation of registration, and where the insurance cover is on a claims made basis, the insurance is maintained through a period of not less than seven years after the date of cessation of registration. The run-off cover shall take effect from the date stated in this Form.

**Failure to do so will subject all members who were directors or shareholders of the corporate practice at the time of the application, to disciplinary action under section 34 of the Ordinance.**

**For the avoidance of doubt, any approval by Council of the application for removal of the corporate practice from the register is without prejudice to the Institute's right to commence disciplinary action under section 34 of the Ordinance for any failure by members who were directors or shareholders of the corporate practice at the time of the application, to obtain the run-off cover.**

4. No refund of the annual fee or any part thereof is available.
5. The corporate practice should apply to the Companies Registry ("CR") for de-registration of the company and submit the documents filed with the CR to the Institute for record within three months from the date of removal from the corporate practice register.

If the corporate practice wishes to maintain its registration as a limited company with the CR, all shareholders and directors of the practice shall be responsible for the provision of documentary proof to the Institute within one month from the date of removal from the corporate practice register showing that:

- (a) the name of the company has been changed with the deletion of the description "Certified Public Accountants" or "Certified Public Accountants (Practising)" (as the case may be) from the company name; and
  - (b) the object clause of the Articles of Association of the company has been duly amended to exclude the carrying on of a business and the performance of the functions of a certified public accountant (practising).
6. Section 31 of the Ordinance specifies that a practising certificate holder must notify the HKICPA of any change in the address of his/her registered office within 14 days thereof. As such, all practising member directors of the practice, if they will not practise under other firm/corporate practice names after the de-registration, are required to provide details of their new mode of practice, employment and the updated address of their registered office(s) (in both English and Chinese) to the Institute as soon as practicable.
  7. For a practising member director who will only practise in his/her own name after the de-registration, a specimen copy of letterhead which bears his/her own name and the description "Certified Public Accountant" or "Certified Public Accountant (Practising)" and a copy of the Business Registration Certificate should be produced as evidence of commencement of business.

In such case, "& Co.", "CPA Ltd.", "CPA (Practising) Ltd." or "事務所", "樓", "行", "會計師有限公司" etc. should not be included in the name of his/her practice unless a practice name has been registered with the HKICPA under the Ordinance.

8. **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 the purpose 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 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 is accessible to 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: [www.hkicpa.org.hk](http://www.hkicpa.org.hk).

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.

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](mailto:admission@hkicpa.org.hk) or contact the Admission Department at (852) 2287-7228.

9. For enquiries in relation to the application, please contact the Admission Department of the Institute via email: [admission@hkicpa.org.hk](mailto:admission@hkicpa.org.hk); telephone: (852) 2287-7228; or fax: (852) 2575-6852.

**Last update on 7 July 2017**