

2019/ 2020 FEE SCHEDULE

Form RF-1 Application for registration of a firm

Form RF-3 Application for change of particulars of a firm

	One-off application fee	Annual fee
	HKD	HKD
Application for Registration of a Firm (Form RF-1)	3,500	---
• per sole proprietor/practising partner	---	5,050
• per non-PC holder partner	---	5,050
Admission of new partner(s) (Form RF-3)	---	---
• per sole proprietor/practising partner	---	5,050
• per non-PC holder partner	---	5,050

NOTES

(The Institute reserves the right to update this Fee Schedule without prior notice. Please check the Institute's website from time to time for the latest version.)

1. Fees are paid in respect of the calendar year.
2. Applications considered and approved by the Council **in November or December** each year will normally become effective on 1 January of the next calendar year. Applicants who wish to have their application take effect from the current calendar year which will be processed in November or December are required to indicate their option in their completed application form. Fees are to be paid accordingly upon application.
3. Payment methods:
 - ▶ Cash/ Credit card
(Only if you submit your application in person at our service counter. Please do not send cash by post to the Institute.)
 - ▶ Crossed cheque/ bank draft in Hong Kong dollars payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"
(Post-dated cheque is not acceptable. Please write your contact phone no. on the reverse of your cheque/ bank draft.)
4. An administration charge of \$500 will be deducted from the refund in case an application is rejected by the Institute or is withdrawn by the applicant. This policy does not apply to the submission of Form RF-3.
5. No refund of the annual fee or any part thereof will be made to a firm that is removed from the register of firms during the year.

Last update on 26 Jul 2019