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

13 September 2019

Our Ref.: C/RPF, M/NC

Dear Member,

Upcoming 2020 membership renewal

Your membership will expire on 31 December 2019. A renewal notice will be emailed to you in mid-November 2019 requesting you to renew your membership for 2020 and will enable you to renew online through MyCPA.

While the 2020 member annual fee will be waived in full for members whose names were on the register at 31 December 2017, you will still need to complete your CPD declaration in the Annual Return to renew your membership.

Hardcopy renewal notice will be sent on request only. To make a request, please login MyCPA to opt in **on or before 6:00 pm, 31 October 2019**. *(Not applicable to members who have paid the $180 hardcopy surcharge as they will receive hardcopy renewal notice by post.)*

If you do not already have a member login ID/ password, please follow the instructions on the member login screen of the Institute's website. If you have any enquiry, please contact the Institute's IT support team at (852) 2287-7800 or email at itsupport@hkicpa.org.hk.

--- A Quick Guide to Annual Renewal is attached for information. For details of the CPD requirements, please refer to Statement 1.500 or FAQs at the Institute's website.

Update your contact details

To ensure you receive the annual renewal notice, please check and update your contact details **on or before Thursday, 31 October 2019**, in "Profile" under MyCPA in the Members' area of the Institute's website, or complete and return the Membership Record Amendment Coupon, which is downloadable at www.hkicpa.org.hk/mrac, to the Admission Department by fax to (852) 2575-6852 or email at admission@hkicpa.org.hk for processing.

Yours sincerely,

Hong Kong Institute of CPAs
Enquiries: (852) 2287 7091/ 2287 7042 or renewal@hkicpa.org.hk

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