

Insolvency SD Application

What to Submit?

	Forms / Documents	Complete by	Sign off by	Only Original Form?	Other formats acceptable?	Documents validity	Remarks
1	Application Form (Form R-7) + checklist on page 10	applicant	n/a	✓	No	-	-
2	Detailed CV	applicant	n/a	n/a	n/a	-	Must include: - applicant's work history (incl. names of employers, duration, job titles, job responsibilities, etc.) - qualifying hours
3	Proforma for Certification of Experience (Form SDI-E)	applicant	Certified by: 1. Supervisor , an SD (Insolvency) holder, or 2. An appropriately authorised person at the firm. Where the applicant is a sole proprietor, self-certification (i.e. yourself) is allowed.	✓	Yes, if it provides ALL necessary information required by Proforma	issued by the present employer - within the last 6 months from the date of receipt by the Institute.	length, position(s) held and nature of past <u>and</u> present employments - 1 Proforma for each employment - Any change in position, even within the same department, should be recorded.
4	Proforma for Report of Assignment (Form SDI-A) (assignments carried out by the applicant for which the applicant had prime responsibility i.e. direct accountability for the findings, conclusions or opinions.) 7 reports from last 5 years	applicant	n/a	n/a	Yes, if it provides ALL necessary information required by Proforma	Acceptable for assignments to have commenced before the start of the 5 year period and continuing at the time of application.	The reports should cover: (i) nature, size & duration of the assignments (ii) role the applicant played and tasks or duties performed (iii) sufficient details for the Institute to be able to evaluate whether the applicant has the competence or not.
5	Competency Assessment (Form SDI-C) 3 core technical competency areas: (i) corporate insolvency (ii) restructuring and recovery (iii) personal insolvency Must achieve at least: Mastery level in one of the three, Advanced level in the second one, and Basic level for the third one.	applicant's self-assessment Need to demonstrate to their Supervisor/ Referee that they have acquired the required level of competencies	Supervisor (in absence of a supervisor, a Referee - one of the 3 referees mentioned below) eg applicant very senior and has no supervisor Responsibility of the Supervisor/Referee to assess whether the applicant has attained the required level of competencies	✓	No	-	(a) Basic – awareness level. Able to identify issues and seek other professional advice (b) Advanced – reasonable level. Able to apply in straightforward situations (c) Mastery – in-depth knowledge and skillsets. Able to apply in complicated situations. <u>Technical competencies (Core & Supporting)</u> must achieve <u>all</u> the technical competencies at the required <u>minimum</u> levels (Mastery, Advanced or Basic) as shaded. <u>Generic competencies</u> must achieve a <u>reasonable</u> level of competence in <u>all</u> 5 generic competency areas, especially the competencies in bold .
6	References (Form SDI-R)	referees	Referee to state referees' views on the competency of the applicant in providing insolvency services <u>and</u> submit form to Institute by post. Submission by applicant <u>not</u> accepted	✓	No	issued within last 6 months	Need 3 referees , at least 2 of whom must be clients or third parties who are knowledgeable about the applicant's work. Referees: - know applicant not less than 2 years - not immediate family member - at a senior level of their organisation - from different organisations
7	Completion of Insolvency SQ A copy of your Certificate of Completion or final result slip issued by the Institute.	-	n/a	-	-	-	-
8	A crossed cheque for the appropriate first registration fee (\$2,000) and annual fee (\$2,900 for full year registration) or half-year fee (\$1,450 for half year registration) payable to the "Hong Kong Institute of Certified Public Accountants".						