



Change of instructions to the inclusion of information on the Hong Kong CPA Practice Directory in the HKICPA's Website

IMPORTANT: The Hong Kong CPA Practice Directory ("the Directory") is posted in the Institute's website to better support our member firms and corporate practices to market their CPA practice. **Practice name (English and Chinese) and registered address are mandatory** to be set out in the Directory but the inclusion of other information including email, fax no., tel. no., website, number of directors/ partners, location of business affiliations in Mainland China, type of professional services offered by the practice and name of contact person is optional.

Practice Name: [\[English name\]](#) _____

[\[Chinese name, if any\]](#) _____

Firm / Corporate Practice. No.: _____

I/ We wish to change my instructions to the inclusion of the following information on the Directory:

(Please put a tick "✓" in the appropriate box(es).)

- NOT** to include any of my/ our optional information in the Directory.
- To include the information selected in (A) to (D) below in the Directory. This supersedes all my/ our previous instructions.

(A) Location of business affiliations in Mainland China:

Municipality / Special administration region

- Beijing Chongqing Shanghai Tianjin Macau

Province

- | | | | |
|----------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Anhui | <input type="checkbox"/> Fujian | <input type="checkbox"/> Gansu | <input type="checkbox"/> Guangdong |
| <input type="checkbox"/> Guizhou | <input type="checkbox"/> Hainan | <input type="checkbox"/> Hebei | <input type="checkbox"/> Heilongjiang |
| <input type="checkbox"/> Henan | <input type="checkbox"/> Hubei | <input type="checkbox"/> Hunan | <input type="checkbox"/> Jiangsu |
| <input type="checkbox"/> Jiangxi | <input type="checkbox"/> Jilin | <input type="checkbox"/> Liaoning | <input type="checkbox"/> Qinghai |
| <input type="checkbox"/> Shaanxi | <input type="checkbox"/> Shandong | <input type="checkbox"/> Shanxi | <input type="checkbox"/> Sichuan |
| <input type="checkbox"/> Yunnan | <input type="checkbox"/> Zhejiang | | |

Autonomous region

- Guangxi Zhuang Inner Mongolia Ningxia Hui
 Tibet Xinjiang Uyghur

(B) Type of professional services offered:

- | | | |
|--|--|--|
| <input type="checkbox"/> Accounting and other outsourcing services | <input type="checkbox"/> Audit and assurance | <input type="checkbox"/> Company secretarial |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Corporate finance | <input type="checkbox"/> Forensics and investigation |
| <input type="checkbox"/> Internal audit | <input type="checkbox"/> IPO & capital markets | <input type="checkbox"/> IT risk advisory |
| <input type="checkbox"/> Litigation support | <input type="checkbox"/> Monitoring review for CPA practices | <input type="checkbox"/> Restructuring & insolvency |
| <input type="checkbox"/> Risk & controls solutions | <input type="checkbox"/> Tax | <input type="checkbox"/> Valuation |

Practice Name: [English name] _____

[Chinese name, if any] _____

Firm / Corporate Practice. No.: _____

(C) Contact person: _____
(Name in BLOCK letters)

(D) Contact details/ Firm size *(according to the Institute's database)*: (Note 1)

- Email Fax No.
 Telephone No. Website
 No. of directors / partners

I/ We understand that the above preference shall stand until I/ we notify the Institute of any change in writing.

**Signature of Sole Proprietor /
Senior Partner / Managing Director**

Date
(dd/mm/yyyy)

Notes:

1. If there is any change in the particulars of your practice, including registered address, contact details such as email, telephone, fax, website, and composition of partners/shareholder directors, you are required to submit to the Institute a duly signed Form [RF-3](#) or [RCP3A/RCP3B](#) that is/are downloadable from our website at www.hkicpa.org.hk.

For enquiries, please call the Institute's Admission Department at (852) 2287-7069 / 014 or email admission@hkicpa.org.hk.

2. Any subsequent change in type of information to be disclosed on the Directory should be via completion and return of this Form. Online submission is also available in "Profile" under My Practice in the Members' area which requires your firm/ corporate practice login ID/ password.

Please visit the [Directory](#) in the Institute's website to consider making any changes as appropriate.

The latest instruction as indicated in the Form will be deemed as final which overrides any previous instruction given to the Institute.

3. If you submit hardcopy Request Form, please allow 4 working days for updating the Directory in the Institute's website.