

**HONG KONG INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS**

(Incorporated by the Professional Accountants Ordinance, Cap. 50)



**APPLICATION FOR
REGISTRATION AS AN INTERNATIONAL AFFILIATE**

For Office Use Only

Name: _____ ()

Registration No.: _____

Council approval given on: _____

Registration effective from: _____

IMPORTANT:

- Please read the Notes carefully before completing this Form.
- **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 of 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 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/en/.

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 or contact the Membership and Admission Department at (852) 2287-7228.

Section 1 – Personal particulars

Dr./Miss/Mr./Mrs./Ms.*
 Name (both English/ Chinese) must be the same as that appearing in your HKID card or Passport or China ID (see Notes 3 and 9)



Full name in BLOCK letters: _____

Name in Chinese, if any: _____ Date of birth: _____ (dd/mm/yyyy)

Hong Kong identity card no.: _____ Place of birth: _____ Nationality: _____

For applicants not holding a Hong Kong identity card:

China ID no.: _____ Passport no.: _____ Place of issue: _____

Section 2 – Contact details (see Note 4)

Residential address:

Telephone no.:
 • Residential: _____
 • Business: _____

Facsimile no.:
 • Residential: _____
 • Business: _____

Business address:

Mobile no.: _____
 Email address: (see Note 5) _____

Correspondence address: #

Residential address Business address

P.O. Box (Please specify) _____

* Please delete as appropriate.

Please put a "✓" in the appropriate box.

Section 3 – Qualifications

(A) Current full member with voting rights of an IFAC full member body *(see Note 1)*

<u>Name of institute</u>	<u>Membership no.</u>	<u>Date admitted</u> <i>(dd/mm/yyyy)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

(B) Highest academic qualification attained

Name of educational institute: _____

Qualification awarded: _____

Country: _____ Date awarded: _____
(dd/mm/yyyy)

Section 4 – Details of present employment

Name of organisation: _____

Position held: _____

Nature of business: _____ Date of commencement: _____
(dd/mm/yyyy)

Section 5 – Other particulars #

- (A) I have previously been admitted as an International Affiliate ("IA") of the Institute:
 - Yes, my former registration no. is _____ No
- (B) I have previously been registered as a student of the Institute's Qualification Programme ("QP"):
 - Yes, my current/ former* registration no. is _____ No
 - Completed the QP: Yes, date of completion _____ No
(mm/yyyy)
- (C) Communications via email *(see Note 5)*
 - By email (no extra charge) By post (a surcharge will be levied. – *see Note 5.1*)
- (D) Mail service (ONLY applicable to applicants using a correspondence address outside Hong Kong.) *(see Note 6)*
 - Airmail (no extra charge) Surface mail
- (E) I agree that the Institute may send me materials regarding CPD activities, International Affiliates' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations to my email address and/or correspondence addresses (depending on my choice of communication channel in (C) above.) *(see Note 7)*
 - Yes No
- (F) 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 should indicate so by putting a "✓" in the following box: *(see Note 10)*
 - Current year (Please pay the half-year IA annual fee for the current year and full-year fee for the next year. – *see Note 10.2*)

Please put a "✓" in the appropriate box.

* Please delete as appropriate.

Section 6 – Declaration and undertaking # *(see Note 8.5)*

- I declare that the above information is true and complete to the best of my knowledge and belief.
- I hereby authorize the Hong Kong Institute of Certified Public Accountants ("HKICPA") to obtain my personal information from third parties for the purpose of verifying my qualifications, and I authorize any such third party to release my personal information to the Institute. *(see Note 8.4)*
- I declare that I am a current full member with voting rights of the institute(s) stated in Section 3(A) of this form, and I have had no conviction of any criminal offence or professional misconduct locally or overseas, and I undertake to notify the Registrar of the HKICPA of any such future conviction as soon as practicable. *(see Note 13)*
- I understand that upon Council's approval of my application, I shall observe and abide by the Professional Accountants Ordinance, Professional Accountants By-laws, professional standards of the HKICPA and code of ethics as expected for a full HKICPA member insofar as not in conflict with the standards and legal requirements of my parent institute.
- I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this application.

Signature: _____

Date: _____
(dd/mm/yyyy)

Full name in BLOCK letters: _____

Please put a "✓" in the appropriate box.

The completed application form should be sent with all supporting documents and appropriate fees by registered mail to:

The Registrar, Hong Kong Institute of Certified Public Accountants,
27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

P.S. Applicants may also submit their applications by hand to the Institute's office at the above address during office hours.

Hong Kong Institute of Certified Public Accountants
Application for Registration as an International Affiliate
Checklist for applicant

Processing of an application may be delayed/ rejected if it is not submitted together with the required payment/ supporting document(s) as detailed below. Incomplete application will be pending in this office for at most six months from the date of first receipt of the application by the Institute. It will be rejected for failure to provide appropriate payment and/or sufficient information for processing after the lapse of the six-month period. An administration charge, as announced in the latest Fee Schedule posted in the Institute's website at www.hkicpa.org.hk, will be deducted from the refund in case an application is rejected by the Institute or is withdrawn by the applicant.

Please indicate the items you have attached to your completed application Form IA-1 by putting a "✓" in the appropriate boxes below:

Payment and documents to be submitted by ALL applicants:

- A completed credit card authorization form/ crossed cheque* for the appropriate application and annual fees payable to the "Hong Kong Institute of Certified Public Accountants" or "HKICPA".
- A CERTIFIED copy ^{Note ①} of your Hong Kong identity card / passport/ China ID.
- A CERTIFIED copy ^{Note ①} of your membership certificate issued by your parent institute.
OR
 An official statement from your parent institute (*issued within one month from the date of receipt of this application by HKICPA*) certifying your current membership status and standing.

Signature: _____

Date: _____
 (dd/mm/yyyy)

Full name in BLOCK letters: _____

* Please delete as appropriate.

Note ①

Certification of documents – Applications should be supported by originals. If photocopy is provided, it must be certified as true copy by any of the following persons:

- a. A certified public accountant, i.e. HKICPA member. Full name in BLOCK letters with HKICPA membership no. should be provided on each of the document he/ she has certified for verification purpose.
- b. A legal practitioner. Full name with contact details should be provided for future communication.
- c. Government District Officer (through statutory declaration)
- d. Authorised staff of the Institute (only if originals are presented with photocopies for certification)

NOTES

Please read these Notes carefully before completing **Form IA-1**
(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.)

Note 1 – Requirement for registration as an International Affiliate ("IA")

- 1.1 Application for registration as an International Affiliate of the Hong Kong Institute of Certified Public Accountants ("the Institute"/ "HKICPA") is governed by Professional Accountants By-law 22A which stipulates that: -
- (1) The Institute may on application to the Council in such form as it may specify and on payment of the fee fixed by the Council admit a person in good standing as a member of an accountancy body which is a member of the International Federation of Accountants as an international affiliate of the Institute (in this by-law "affiliate").
 - (2) The Council may:-
 - (a) require an affiliate to pay such admission and periodic fee to the Institute as the Council may determine;
 - (b) revoke the admission of an affiliate.
 - (3) An affiliate shall be designated as an International Affiliate of the Hong Kong Institute of Certified Public Accountants (香港會計師公會國際聯繫會員).
- 1.2 Applicant must be a current full member with voting rights of a full member body of the International Federation of Accountants ("IFAC"). Please refer to the IFAC's website at: www.ifac.org/about-ifac to check the list of IFAC full member bodies.
- 1.3 Applicant shall attain the age of 21 years.
- 1.4 Applicant shall be of good character and is a fit and proper person to be an International Affiliate of the Institute.
- 1.5 Applicant is not required to satisfy the HKICPA's examination nor practical experience requirement for registration as an International Affiliate.

Note 2 – Rights and benefits

International Affiliates will normally enjoy similar rights and benefits as those of full HKICPA members, **except** the rights to be elected to the HKICPA Council, vote at Council elections and attend the general meetings of the Institute.

Note 3 – Name

Applicant's name to be registered with the Institute must be the same as that appears in the applicant's identity document such as Hong Kong identity card/ passport/ China ID.

Note 4 – Contact details

- 4.1 Applicant may choose one of the addresses given as the correspondence address to which all communications from the Institute may be addressed.
- 4.2 Applicant who is working or residing in Mainland China may consider providing address in Chinese to avoid delay in receiving mails from the Institute.

Note 5 – Communications via email

- 5.1 The Institute communicates by email ("e-communication"). For those who want to receive our correspondence in hardcopy format by post, in addition to the application and annual fees that are required for his/her application, he/ she is required to pay a surcharge for this purpose. Please refer to the Fee Schedule announced by the Institute from time to time. No refund will be made if he/she switches to e-communication during the year.
- 5.2 For technical enquiries, please contact the Institute's IT support team on: (852) 2287-7800 or via email at: itenquiry@hki CPA.org.hk.

Note 6 – Mail service

Applicants using a correspondence address outside Hong Kong, excluding Macau, and have chosen to receive correspondence from the Institute by post may opt to receive, upon admission, their mails from the Institute by airmail. No additional charge will be levied for such service.

Note 7 – Communication of the Institute services

The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, International Affiliates' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Upon approval of your application, you may opt out from receiving such materials at any time by login MyAccount.

Note 8 – Processing of application

- 8.1 The Registration and Practising Committee will examine an application made on this Form and submit its recommendations to the Council for approval.
- 8.2 The result of an application will normally be available 10 weeks after the relevant submission deadline. Please refer to the Submission Deadline announced by the Institute from time to time.
- 8.3 Failure to provide full information and evidence may cause delay in the processing of an application.
- 8.4 The Institute reserves the right to verify where necessary the information furnished by the applicant with the employer(s)/ parent institute(s)/ any third parties concerned.
- 8.5 Any false information/ declaration provided in this application form may result in application not being processed. Please review your application carefully before submission of your application to the Institute.
- 8.6 Successful applicants will be issued with a confirmation of registration as an International Affiliate.

Note 9 – Supporting documents

Unless otherwise specified, all documents submitted, if they are photocopies, must be certified by a HKICPA member or a legal practitioner.

All applications must be supported by the followings:-

- (a) A certified copy of the applicant's Hong Kong identity card or passport or China ID; and
- (b) A certified copy of the applicant's membership certificate issued by the parent institute.

An official statement from your parent institute (*issued within one month from the date of receipt of this application by HKICPA*) certifying your current membership status will also serve the purpose. Email confirmation which is an unidentifiable means of communication is not acceptable for the purpose.

Note 10 – Fees

- 10.1 An application must be accompanied by the appropriate application and annual fees. Please refer to the Fee Schedule announced by the Institute from time to time.
- 10.2 Applications approved by Council during the year will take effect immediately, except those approved in November or December which will take effect on 1 January of the next calendar year. Applicants whose application will be considered by Council in November or December but wish to have their registration take effect from the current calendar year are required to indicate their option in Section 5(F) of this Form and pay the half-year IA annual fee for the current year and full-year fee for the next year accordingly.
- 10.3 A HK\$500 administration charge will be deducted from the refund in case an application is rejected by the institute or is withdrawn by the applicant.

Note 11 – Annual renewal requirements

- 11.1 Irrespective of the admission date of an IA, his/ her registration will end on 31 December each year.

- 11.2 An IA should remain a current full member with voting rights of an IFAC full member body for annual renewal purposes. In case his/ her parent institute ceases to be an IFAC full member body during a calendar year, the registration of the International Affiliate with the Institute will not be affected. However, the registration of the IA will not be renewed for the ensuing year.
- 11.3 An application for renewal of registration shall be made to the Registrar not later than 15 December each year in such form as the Council may specify.
- 11.4 An application for renewal of registration as an IA shall not be granted except on payment of the registration fee fixed by the Council.
- 11.5 No mandatory CPD requirement will be imposed.

Note 12 – Change of particulars

Any change in contact details or employment after the submission of the application should be notified to the Institute as soon as applicable. Upon registration as an IA, you may update your contact details in "Profile" under [MyAccount](#) of the Institute's website at www.hkicpa.org.hk or complete and return the International Affiliate Record Amendment Coupon which is downloadable at: www.hkicpa.org.hk/iarac to the Membership and Admission Department within one month of the change. Notification sent via email is not acceptable for the purpose.

Note 13 – Conviction in Hong Kong or elsewhere

An IA who is convicted either in Hong Kong or in another jurisdiction of an offence involving fraud or dishonesty or is found guilty of professional misconduct by an overseas professional or regulatory body, is obliged to notify the Institute of the conviction or finding as soon as practicable.

Note 14 – Enquiries

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

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