



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

To : Hong Kong Institute of CPAs  
 27/F., Wu Chung House, 213 Queen's Road  
 East, Wanchai, Hong Kong  
 Attn.: Membership and Admission Department  
 Tel. : (852) 2287-7091/ 2287-7042/ 2287-7255  
 Email : admission@hkcpa.org.hk

## International Affiliate Record Amendment Coupon

(Please read the Notes in page 2 before completing this Coupon)

Full name in BLOCK letters: \_\_\_\_\_

IA Registration No.: \_\_\_\_\_

QP / JES Student No.: \_\_\_\_\_

**Note:** If you are currently a registered student of the Institute, please provide student number such that necessary action can be taken to update your respective records accordingly.

1. **Change of contact details:** (Notes 2 & 3) **Change effective from:** (dd/mm/yyyy) \_\_\_\_\_

a. **Address:**

**Residential:** \_\_\_\_\_

**Business:** \_\_\_\_\_

**P.O. Box:** \_\_\_\_\_

**Note:** If you are working/ residing in Mainland China, in order to avoid loss of mails/ delay in receiving mails from the Institute, please consider providing address in Chinese for our updating.

**Correspondence address:** (Please "✓" the appropriate box.)

Residential address  Business address  P.O. Box

b. **Mobile:** **Country code:** \_\_\_\_\_ **Mobile no.:** \_\_\_\_\_

**Office:** **Country code:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_ **Fax no.:** \_\_\_\_\_

**Residential:** **Country code:** \_\_\_\_\_ **Phone no.:** \_\_\_\_\_ **Fax no.:** \_\_\_\_\_

c. **Email address:** \_\_\_\_\_

2. **Change of employment details:** **Date of Commencement:** (dd/mm/yyyy) \_\_\_\_\_

a. **Name of employer:** \_\_\_\_\_

b. **Position:** \_\_\_\_\_

c. **Business sector:** (Note 4) \_\_\_\_\_ **Primary work function:** (Note 4) \_\_\_\_\_

3. **Change of other particulars:**

**Professional interest:** (Note 4) (1st) \_\_\_\_\_ (2nd) \_\_\_\_\_ (3rd) \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yyyy)

**P.T.O.**

## NOTES

### Note 1 –

- a) **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 purposes 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 your personal data provided 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. Data collected may be accessible by the Institute's 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](http://www.hkicpa.org.hk).

Under the Personal Data (Privacy) Ordinance, International Affiliates 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](mailto:admission@hkicpa.org.hk) or contact the Membership and Admission Department at (852) 2287-7228.

- b) The Institute also intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. You may opt out from receiving such materials at any time in MyAccount.
- c) 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.

### Note 2 –

Any change in contact details or employment should be notified to the Institute in writing within one month thereof.

### Note 3 –

The Institute corresponds with International Affiliates in electronic format via email. However, in addition to an email address, International Affiliates are still required to provide a correspondence address that is easily/ regularly accessible by him/ her to which all communications and notices from the Institute may be addressed.

### Note 4 –

The information provided will be used by the Institute for statistical purposes. Please fill in the appropriate code in the corresponding column under Sections 2 & 3.

#### Business Sector of Current Employment

- A: Agriculture and fishing  
 B: Mining and quarrying  
 C: Manufacturing  
 D: Electricity, gas and water  
 E: Construction  
 F: Wholesale, retail and import/export trade  
 G: Restaurants and hotels  
 H: Transport, storage and communication  
 I: Financing  
 J: Insurance  
 K: Real estate  
 L: Business services  
 L01: Professional accountancy practice (as sole proprietor/partner/director)  
 L02: Professional accountancy practice (as an employee of a CPA practice)  
 L03: Business management and consultancy services  
 L04: Legal services  
 L05: Data processing and tabulating services  
 L06: Advertising and related services  
 L07: Architectural, surveying and other engineering services  
 L08: Other business services *[please specify]*  
 M: Community, social and personal services  
 M01: Public administration (Government)  
 M02: Education services  
 M03: Medical, dental, other health and veterinary services  
 M04: Professional, trade and religious organisation  
 M05: Other personal services *[please specify]*  
 N: Conglomerate  
 O: Self-employment (other than professional practice)  
 P: Retired  
 Q: Other sectors *[please specify]*

#### Current Primary Work Function

- A: Auditing  
 B: Taxation  
 C: Insolvency  
 D: Secretarial services  
 E: Management services  
 F: Accounting services  
 G: Technical services  
 H: Financial management  
 I: General management  
 J: Administration  
 K: Education  
 L: Management information system  
 Z: Others *[please specify]*

#### Professional Interest

- A: Audit  
 AA: Computer audit  
 AB: Financial sector audit  
 AC: Listed company audit  
 AD: Small business audit  
 B: Accounting  
 C: Tax  
 D: Insolvency  
 E: Law and secretarial practice  
 F: Financial management  
 G: General management  
 H: Fund management  
 I: Management information system  
 Z: Others *[please specify]*

### Note 5 –

International Affiliates may also view and update your personal particulars posted in the "Profile" under MyAccount in the Institute's website at: [www.hkicpa.org.hk](http://www.hkicpa.org.hk).

### Note 6 –

For International Affiliates who wish to change their name in the Institute's record, please send your duly signed written request along with relevant supporting document, e.g. a copy of Hong Kong identity card or deed poll, bearing your new name, and a handling charge of HK\$775 to the Institute by post.

### Note 7 –

Since email is an unidentifiable means of communication, in order to protect the accuracy of the personal data of the International Affiliates, the Institute will not act upon email requests for change of personal particulars.

### Note 8 –

Please allow two working days for processing the duly signed Amendment Coupon received from you.