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

HKICPA Certificate in Accounting and Business (CAB) CAB Application Guide

Congratulations for completing the full CAB journey!
You can now apply and earn your CAB Certificate in a few simple steps:

1) Make your CAB Certificate application
2) Check your application status
3) Earn your CAB Certificate
4) Verify the CAB Certificate

Part 1 – Make your CAB Certificate application

Step 1: Use MyCPA account to login to the e-certificate service

Step 2: Select "Certificate Application" and then click "New Application"

Step 3: Check and confirm your personal information is up-to-date

(1) Confirm your registered details (Please ✓ the box to confirm)

Student No.	English Family Name	English Given Name	Chinese Name (if any)	Email Address
▇▇▇	▇▇▇	▇▇▇	▇▇▇	▇▇▇▇▇▇

Your name registered with the Institute (see above) will be shown on the certificate, and you will be notified of the application result via the above email address.

If this is not your current legal name, you should send a name change request along with required supporting documents (e.g. deed poll and ID documents) bearing your current legal name to students.reg@hkicpa.org.hk before making application. No changes are allowed after submission.

Please be aware that if you need to revise your personal information after submitting your application, you will be required to reapply and pay all associated fees again.

☐ I hereby confirm the registered name and email address are correct and up-to-date.

Notes

- Your name registered with the Institute will be shown on the certificate, and you will be notified of the application result via the email address displayed on the form.
- Make sure your registered details are correct and up-to-date before submission.
- You will need to re-apply and pay the associated fee(s) if you wish to amend the registered details after submission.

Step 4: Select the relevant certificate from the scroll down menu

(2) Select the relevant Certificate eligible for apply

Certificate in Accounting and Business

Notes
- The system will show "No Eligible Certificates Found" if there is no eligible certificate.
- Please contact us on students.reg@hkicpa.org.hk if our assistance is required.

Step 5: Select the relevant certificate format from the scroll down menu

(3) Select the certificate format for application

The hard copy option is not available as a standalone choice for initial application for the certificate.
Chai, Hong Kong).

E-Certificate Only

E-Certificate and Hard Copy

Notes
- Successful applicants have to collect the hard copy from the Institute's service counter.
- No postal service is available.

Step 6: Be prepared to pay via VISA, MasterCard, UnionPay, Alipay (China/ Hong Kong) or WeChat Pay (unless waived)

(4) Check the payment amount

Item Description	Payment Amount (HKD)
Issuance of CAB cert	1200.00
Hardcopy of CAB cert	350.00
Total	1550.00

The above fee(s) are payable upon application.

Note
- Please ensure that there are sufficient funds in the account if a debit card (e.g. Alipay (China/ Hong Kong) or WeChat Pay) is used to cover the payment.

Step 7: Confirm the declaration and undertaking, and click "Confirm and Submit" to proceed to the payment gateway

(5) Confirm your declaration and undertaking (Please ✓ the box to confirm)

7.1 ☐ By clicking the "Confirm and Submit" button below, I acknowledge the following:

- I hereby declare that the information contained in this application is true and correct.
- I understand and agree to the content under the "Important Notes", including the terms of the Institute's online Disclaimer and Website Use & Access Agreement.
- I agree that the personal information contained in this application will be used for, among others, the purpose of online verification of e-certificates and will be accessible by the public on the HKICPA's website upon entering the requisite information (including certificate type, certificate number and full English name of the certificate holder).
- I agree that all fees paid are non-refundable, non-deferrable and non-transferable.
- I agree to waive all claims against the Institute for any loss or damage I may suffer arising from this application.

Confirm and Submit   7.2

Step 8: Complete the payment process

Select Payment Method

Pay By   [▼]   Next

Alipay China
Alipay HK
UnionPay
VISA / MasterCard
WeChat Pay

Notes

- Before payment, please check if the payable amount is correct.
- Please contact us on students.reg@hkicpa.org.hk if our assistance is required.
- Your payment should be completed within 90 minutes. Failure to pay within the time limit will be automatically treated as cancellation.

Part 2 – Check your application status

Step 1: Check our email notification (students.reg@hkicpa.org.hk) to ensure successful submission.

In normal case, application status will be changed from "Pending For Payment" to "Processing" after 15-20 minutes.

My Certificates	Saved/ Submitted Certification Application
Certificate Application	New Application

Notes:
- Your application will be automatically cancelled if the certification fee has not been successfully settled within 90 minutes. Please ensure that you are using a valid payment method.
- You will not be able to submit another application if there is any outstanding certification fee.
- It may take around 15 minutes to verify your payment. When we receive the amount, the application status will change from "Pending For Payment" to "Processing".
- Should you have any queries, please contact us at students.reg@hkicpa.org.hk for assistance (please state your application number on the email subject).

1 row

	Application No. ◇	Application Status ◇	Certificate Type ◇	Certificate Format ◇	Application Date ◇
1	CA1000087	Processing	Certificate in Accounting and Business	E-Certificate and Hard Copy	18/06/2025

Part 3 – Earn your CAB Certificate

Step 1: To access your e-Certificate, log-in to the e-certificate service after receiving our email notification (**students.reg@hkicpa.org.hk**).
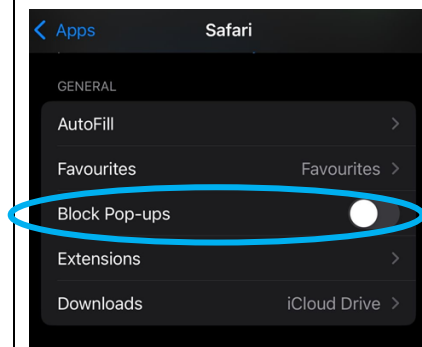

Remark:
You are recommended to use a computer for the best viewing and download experience.

If accessing via mobile, please ensure pop-ups are enabled to view the certificate.
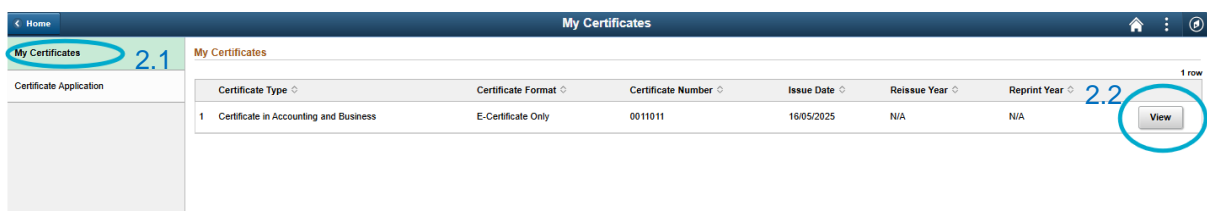
For iOS (Apple) users:

To adjust settings:
1. Open the **Settings** app on your device
2. Scroll down and tap **Safari**
3. Turn off **Block Pop-ups**

For Android users: No additional settings are required.

Step 2: After login, select **"My Certificate"** and then click **"View"** to view and download your CAB Certificate (PDF file).

- Note
  For hard copy requests, you will have to collect the certificate at the Institute's service counter in Hong Kong.

Part 4 – Verify the CAB Certificate

Subject to your proper authorisation, employers and HR professionals can verify the validity of your CAB Certificate by entering the details (e.g. the name of CAB holder, a unique certificate number) via online verification services.

Step 1: Select the Certificate for Verification

(1) Select the relevant HKICPA e-certificate for verification
選擇電子證書類別

Certificate Type
證書類別

Certificate in Accounting and Business

Step 2: Fill out all required fields

(2) Fill out all required fields for the e-certificate
根據電子證書所載的內容，輸入資料

Certificate No.
證書編號

English Family Name (not case sensitive)
英文姓氏 (大小寬均可)

English Given Name (not case sensitive)
英文名字 (大小寬均可)

Note:
- Punctuation, such as commas, is not required when entering the given name.

Step 3: Click the "Verify" button" to get a result

(3) Click the "Verify" button
按「驗證」鍵

By clicking below "Verify" button, you acknowledge and agree with the "Important Notes" above and the terms of our online Disclaimer and Website Use & Access Agreement, including but not limited to the purpose of this verification service and the prohibition on using any personal data hereunder for any other purposes including direct marketing, and you confirm that you have obtained proper authorisation or permission from the certificate holder.

按下「驗證」鍵，即表示你明白及同意上述的重要提示及本會的免責聲明及網站使用條款的規定，包括但不限於此驗證服務之用途，以及不得把此服務所提供的任何個人資料用於任何其他目的，包括直接促銷，並確認你已取得證書持有人的授權或同意。

Verify 驗證

Step 4: View the verification result

Valid certificate

Message

The certificate is VALID.

此證書為有效電子證書。

OK   Cancel

Invalid certificate

Message

The certificate is INVALID.
The certificate may have been cancelled / altered or may not be issued by HKICPA.

此證書並非有效證書。
此文件可能已被註銷、更改，或者並非本會授予。

OK   Cancel

Support and Assistance

Need help with your CAB Application and Verification?

Contact us:

Email: students.reg@hkicpa.org.hk

Phone: (852) 2287-7228