



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



Qualification Programme (QP)

Application System (New Application)

User Guide



Application for the Qualification Programme (QP)

This user guide shows the detailed procedures to submit the application for the QP of the Hong Kong Institute of Certified Public Accountants (the Institute). You are advised to read it through and make sure you have **prepared all the necessary documents in the checklist [here](#)** before starting the application.

Application webpage

The application supports the following browsers only:

Recommended – **Google Chrome version 15.0 or above**;

Others – **MS Internet Explorer version 9.0 or above**

To apply, you should visit the Institute's website:

<http://www.hkicpa.org.hk> > **Become a Hong Kong CPA** > **New QP** > [Application and Registration](#)

Before application

This application contains two stages of process:

- 1) Stage 1 – complete the self-assessment for module exemption and submit the application
- 2) Stage 2 – receive the assessment result and register as a QP student

You should prepare the scanned copies of the following documents and a valid payment method before submitting the application:

1. Identity document (HKID card / PRC ID card / passport) (PDF or JPEG)

- The document must be clearly marked with the word “COPY” across the image **with your signature** on blank area of photocopy (**Note 2**)

2. Passport-style photograph (JPEG)

- The photo must meet passport standards and have an aspect ratio of 4:3.

3. Final Official transcript(s) and Grading Scheme of ALL academic qualifications (PDF)

- Final official transcripts of each completed programmes, including degree award details and conferral dates.
- Applicants with Associate Degree / Higher Diploma programmes or participated in exchange programme of long duration which constitutes part of your studies should provide copies of the official transcript and certificate of their studies.
- The grading scheme should be attached with the transcript. It normally can be found at the back of the transcript or student handbook.
- For applicants who are currently in the study, latest transcript should be submitted. Final official transcripts with degree award details and conferral dates should be submitted upon graduation.

4. Certificate(s) of ALL academic qualifications (PDF)

- The official degree certificate of all completed programmes, if your degree award is not explicitly specified in the final official transcript.
- Copies of certificates of all academic qualifications should be provided, including Associate Degree / Higher Diploma programmes.
- If you are a student in study and the degree certificate will not be available before your registration, you are required to submit the official certificate upon received.
- For qualification(s) obtained from universities in Chinese Mainland, applicants should also submit the following documents issued by CHESICC (學信網). These documents must remain valid for verification for a period of up to six months starting from the date of QP application submission:

a. **Online Verification Report of Higher Education Qualification Certificate** (教育部學歷證書電子註冊備案表)

b. **Online Verification Report of Higher Education Degree Certificate** (中國高等教育學位在線驗證報告)

[refer to the [Appendix 1](#) for details]



5. Official syllabus for your study years (PDF), including comprehensive descriptions (Note 6) such as:

- Overall objectives
- Detailed course content
- Contact hours
- Units / credits
- Overall assessment methods

[\[refer to the module exemption requirement for details\]](#)

Remark: [Applicants claiming module exemptions based on qualifications awarded from accredited programmes within the past five years are not required to submit syllabus for the exempted modules]

6. Completed mapping table of the module(s) applied for exemption (Excel format)

[\[The mapping table can be downloaded here\]](#)

7. Valid payment method capable of supporting online payment in HKD:

- Credit card (VISA / MasterCard / UnionPay)
- Alipay / AlipayHK
- WeChat Pay

Note:

- 1) Documents in Chinese or English version are accepted. If not, an official certified translation in English should be provided.
- 2) The signature provided supports your QP student registration application. Upon approval, it will be retained in the Institute's records to verify your identity in future correspondence.
- 3) Size of each single file must be less than 2MB (for passport photo: less than 500KB).
- 4) If you leave the application before successful payment, all input data may be lost.
- 5) The Institute may require applicants to provide verification reports of the qualification(s) obtained.
- 6) For non-accredited programme(s) applicants, official syllabus must be issued or verified by the tertiary institution and should include the institution's name, course code / title, course description, teaching plan / content, contact hours, units / credits and etc. Additional supporting documents, such as lecture notes, slides, and other teaching materials, may be submitted if the applicant believes they will help clarify the coverage.
- 7) The course used for claiming exemption will be disregarded if relevant course syllabus or other supporting documents cannot be provided. This may affect the exemption result of the relevant module.
- 8) The Institute reserves the right to check the original / obtain the certified true copy of required documents.
- 9) Applicant only has non-Hong Kong sub-degree qualification to be eligible to register under the QP should obtain the qualification assessment from the [HKCAAVQ](#) and meet the standard of QF Level 4 or above.



During application

Applicants should check and ensure the input data in each section is correct and completed before going to the next section. Especially for Section 4 Self-assessment, all input data will be lost if you revisit this section.

After submission

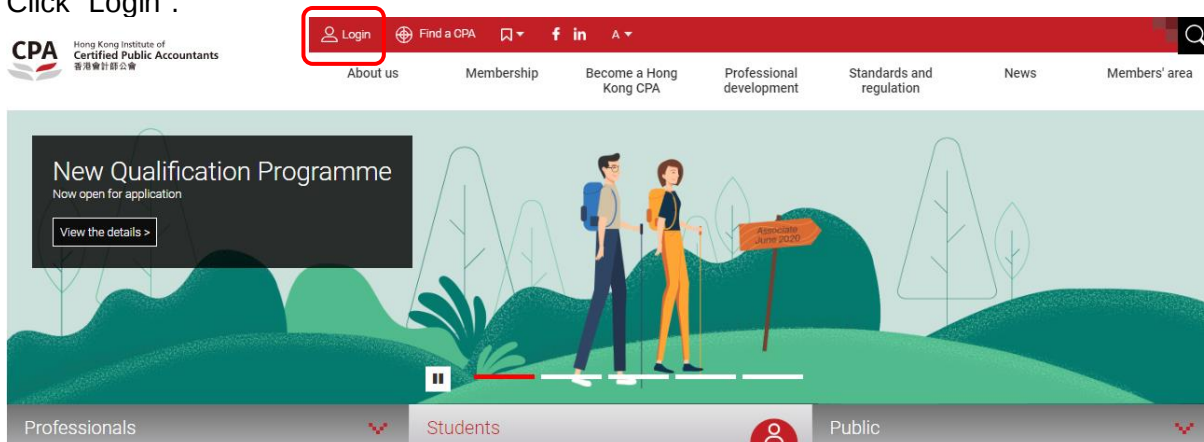
Applicants will receive an email after successful submission of the application and payment. Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please response to our assessment result in due course in order to process for the registration as a QP student.

Enquiry

Should you have any enquiry about the application, please contact the Institute's Qualifications Assessment Team by email to students.reg@hki CPA.org.hk.

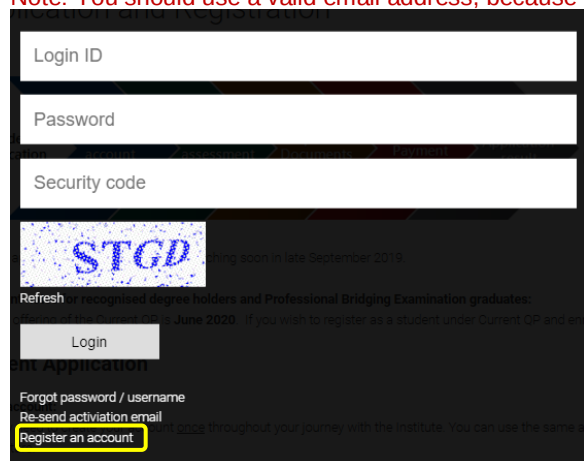
Before application – register a web account

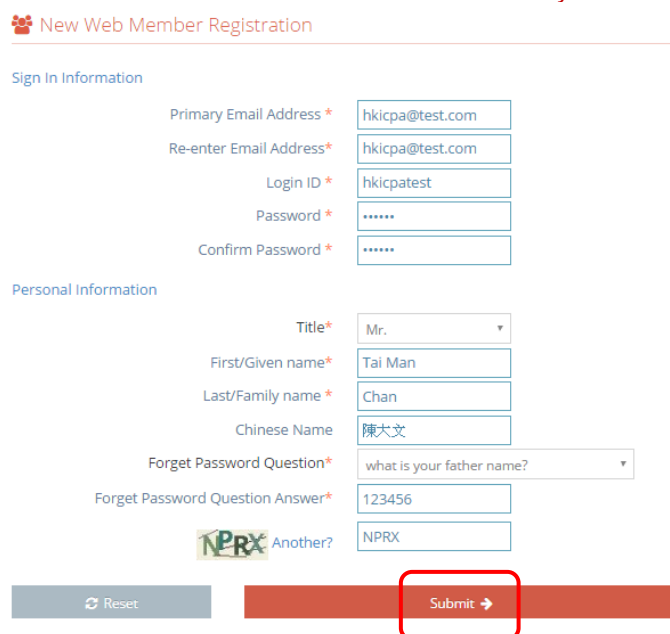
1. Click "Login".



2. Choose "Register an account" and then fill in the information.

Note: You should use a valid email address, because it will be the communication channel between the Institute and you.





3. Check your email box for the account activation email and then login.

Dear Chan Tai Man,

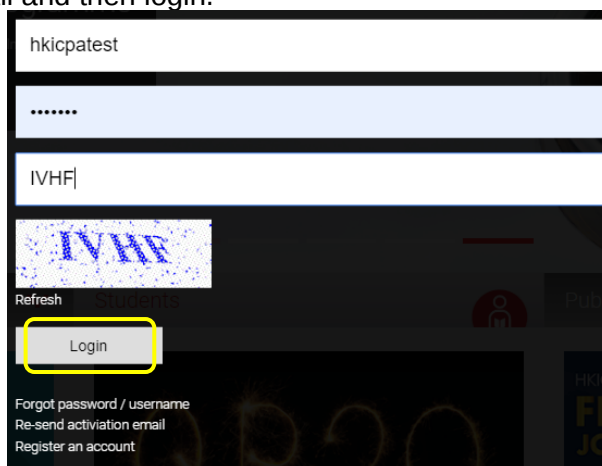
Please click the link

<http://masdm5.hkicpa.org.hk:8080/mycpa/auth/email/activate-account/0000000056dd5b7c0156dea0c6a00006> to activate your account.

- Your Login ID: hkicpatest

Thank you very much,

Hong Kong Institute of Certified Public Accountants



Application procedures – Stage 1

1. Access the application platform of the new QP.

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

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Home / Become a Hong Kong CPA / New QP / Application and registration

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About the New QP

Pre-entry education

Professional accountancy education

Transitional arrangement for existing students

Application and registration

Timetable

Fee schedule

Relevant Practical Experience

Application and registration

Stage 1 – Student Application

Stage 2 – Student Registration

Self-assessment by applicant

Vetting process by HKICPA

Assessment result

Result accepted

Payment of Annual Fee

Registered QP Student

Stage 1: Student Application for the New QP (timetable)

Follow the [user guide](#) and start the application. Please make sure that your application is submitted on or before the application deadline.

Only for the candidates who never registered as a QP student:

Apply Now

<IMPORTANT>

- You should read the [user guide](#) and [fee schedule](#) carefully to start your application.
- If you are the **registered student of the current QP**, you are **not required** to submit the application for the new QP.
- If you were the **removed student who would like to re-register**, you should **contact the Qualifications Assessment Team at students.reg@hkicpa.org.hk** for the re-registration purpose.
- If you were the **student/ graduate of the HKIAAT**, you should **contact the Qualifications Assessment Team at students.reg@hkicpa.org.hk** for status verification before the application.



2. Read the introduction page carefully.

Introduction



Welcome to the application for Qualification Programme (QP) registration.

This application contains two stages of process:

- Stage 1 – complete the self-assessment for module exemption and submit the application
- Stage 2 – receive the assessment result and register as a QP student

You should prepare the scanned copies of the following documents and a valid payment method before submitting the application:

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2. Passport-style photograph (JPEG)

- The photo must meet passport standards and have an aspect ratio of 4:3.

3. Final Official transcript(s) and Grading Scheme of ALL academic qualifications (PDF)

- Final official transcripts of each completed programme, including degree award details and conferral dates.
- Applicants with Associate Degree / Higher Diploma programmes or participated in exchange programme of long duration which constitutes part of your studies should provide copies of the official transcript and certificate of their studies.
- The grading scheme should be attached with the transcript. It normally can be found at the back of the transcript or student handbook.
- For applicants who are currently in the study, latest transcript should be submitted. Final official transcripts with degree award details and conferral dates should be submitted upon graduation.

4. Certificate(s) of ALL academic qualifications (PDF)

- The official degree certificate of all completed programmes, if your degree award is not explicitly specified in the final official transcript.
- Copies of certificates of all academic qualifications should be provided, including Associate Degree / Higher Diploma programmes.
- If you are a student in study and the degree certificate will not be available before your registration, you are required to submit the official certificate upon received.
- For qualification(s) obtained from universities in Chinese Mainland, applicants should also submit the following documents issued by CHESICC (學信網). These documents must remain valid for verification for a period of up to six months starting from the date of QP application submission:
 1. Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)
 2. Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告) [refer to [Appendix 1](#) for details]

5. Official syllabus for your study years (PDF), including comprehensive descriptions (**Note 6**) such as:

- Overall objectives
- Detailed course content
- Contact hours
- Units / credits
- Overall assessment methods

[refer to the [module exemption requirement](#) for details]

Remark: [Applicants claiming module exemptions based on qualifications awarded from accredited programmes within the past five years are not required to submit syllabus for the exempted modules]

6. Completed mapping table of the module(s) applied for exemption (Excel format)

[The mapping table can be downloaded [here](#)]

7. Valid payment method capable of supporting online payment in HKD:

- Credit card (VISA / MasterCard / UnionPay)
- Alipay / AlipayHK
- WeChat Pay

Note:

1. Documents in Chinese or English version are accepted. If not, an official certified translation in English should be provided.
2. The signature provided supports your QP student registration application. Upon approval, it will be retained in the Institute's records to verify your identity in future correspondence.
3. Size of each single file must be less than 2MB (for passport photo: less than 500KB).
4. If you leave the application before successful payment, all input data may be lost.
5. The Institute may require applicants to provide verification reports of the qualification(s) obtained.
6. For non-accredited programme(s) applicants, official syllabus must be issued or verified by the tertiary institution and should include the institution's name, course code / title, course description, teaching plan / content, contact hours, units / credits and etc. Additional supporting documents, such as lecture notes, slides, and other teaching materials, may be submitted if the applicant believes they will help clarify the coverage.
7. The course used for claiming exemption will be disregarded if relevant course syllabus or other supporting documents cannot be provided. This may affect the exemption result of the relevant module.
8. The Institute reserves the right to check the original / obtain the certified true copy of required documents.
9. Applicant only has non-Hong Kong sub-degree qualification to be eligible to register under the QP should obtain the qualification assessment from the [HKCAAVQ](#) and meet the standard of QF Level 4 or above.

Applicants will receive an email after successful submission of the application and payment. Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please response to our assessment result in due course in order to process for the registration as a QP student.

Personal Data (Privacy) Ordinance:

Your personal data collected from this application will be used for the purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, and for keeping students informed of its services. The provision of personal data by means of this application is voluntary. However, insufficient information may result in rejection of an application. Such data collected may be accessible by the Institute's officers, persons or committees processing the registration, examination and related matters. The data may also be accessible by or transferred to any authorized personnel including (but not limited to) agents, contractors, consultants, or advisers performing any statutory or administrative functions on behalf of the Institute.

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. Please refer to the Institute's privacy policy and personal information collection statement on its website at: <http://www.hkicpa.org.hk/en/Tools/Privacy-policy>

Next

3. Fill in your personal information in Section 2.

Note: HKID# is most preferred, if any.

Personal Particulars

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

Personal Information

*Title:

*Family Name:

*Given Name:

Chinese Name:

*Date of Birth: DD MM YYYY

*Gender:

*Nationality:

At least one type of identity number is required.

HKID#: PRC ID #: Passport:

Personal Email:

Have you studied any accounting related subjects in high school?

***Photo**



Upload passport standard photo

File size < 500kb
Type = jpeg
Ratio of length to width = 4:3
Background = plain colour

4. Fill in your address in Section 2.

Note: Pay attention to the address format.

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

Address

Residential Address

Country:

Address:

District: Wan Chai

Area: Hong Kong

Correspondence Address:

Business Address

Country:

Address format

Example for Hong Kong :
Room A, 10/F, Tower 1
ABC Building
1234 Sample Road
Wanchai
Hong Kong

Example for 中国 :
中国广东省
广州市天河区
体育西路191号
中石化大厦B塔4302-4313
邮编: 510620

Example for others :
House 12
999 Sample Street
New South Wales
Postcode: NSW123
Australia

5. Fill in your phone number in Section 2.

Note: Mobile phone must be provided, also pay attention to the phone number format.

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

Phone Number

If your number contains an area code, add "-" between it and the phone number

Type: Country: Phone:

Type: Country: Phone:

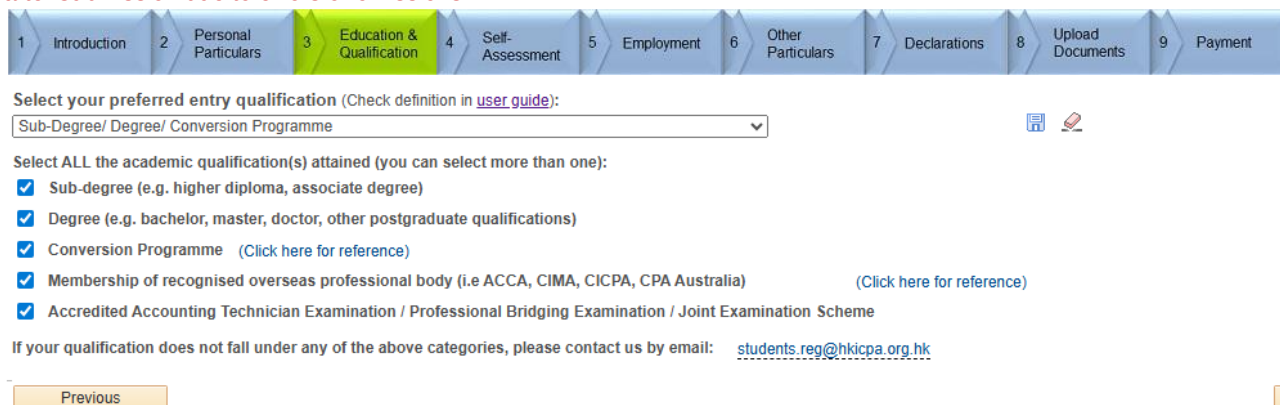
Phone number format

Example for mobile :
Country Code + Phone Number
e.g. 086 13012345678

Example for home/office :
Country Code + Area Code (skip initial digit if it is "0") + Phone Number
e.g. 086 20-98765432

6. Select the entry qualification and academic qualification(s) in Section 3.

Note: You should ensure all relevant academic qualifications have been selected. The Institute will perform the assessment solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.



Definition of the entry qualifications:

- **Sub-degree / Degree / Conversion Programme**
For the applicants who have recognised sub-degree / degree / conversion programme qualification(s).
- **Membership of recognised overseas professional body**
For the applicants who are eligible for the Institute's membership / exemption of designated modules under the agreement with other [recognised overseas professional body](#).
- **Accredited Accounting Technician Examination / Professional Bridging Examination / Joint Examination Scheme**
For the applicants who were the students of the Hong Kong Institute of Accredited Accounting Technicians / the Institute's Joint Examination Scheme, they can claim for exemption of designated modules under the transitional arrangement on or before 31 December 2021.



7. Fill in the details of your selected academic qualification(s) in Section 3.

Note: You should ensure all relevant academic qualifications have been selected. The Institute will perform the assessment solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.

- Sample of sub-degree (e.g. higher diploma, associate degree, diploma, foundation, etc.)

Reference: [List of accredited sub-degree programmes](#)

Sub-Degree

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your sub-degree (e.g. higher diploma, associate), choose "Others" if no exact options. E.g.:
- Associate of Business Administration (Marketing) => Level = Associate ; Designation = Business Administration ; Major = Marketing
- Higher Diploma in Information Systems => Level = Higher Diploma ; Designation = N/A ; Major = Information Systems
- Foundation Year (Business and Management) => Level = Foundation ; Designation = N/A ; Major = Business & Management

*Accredited Sub-Degree: ☐ No [\(Click here for reference\)](#)

*Intake Date: DD MM YYYY

*Award Date: DD MM YYYY

*Country / Region:

*Institution:

*Level:

*Designation:

*Major:

*Honour: (Input N/A if it is not applicable to you.)

*GPA: (Input N/A if it is not applicable to you.)

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your sub-degree (e.g. higher diploma, associate), choose "Others" if no exact options. E.g.:
- Associate of Business Administration (Marketing) => Level = Associate ; Designation = Business Administration ; Major = Marketing
- Higher Diploma in Information Systems => Level = Higher Diploma ; Designation = N/A ; Major = Information Systems
- Foundation Year (Business and Management) => Level = Foundation ; Designation = N/A ; Major = Business & Management

*Accredited Sub-Degree: ☐ No [\(Click here for reference\)](#)

*Intake Date: DD MM YYYY

*Award Date: DD MM YYYY

*Country / Region:

*Institution:

*Level:

*Designation:

*Major:

*Honour: (Input N/A if it is not applicable to you.)

*GPA: (Input N/A if it is not applicable to you.)

Note: You can add more qualifications by clicking **"Add"**.

- Sample of degree (e.g. bachelor, master, doctor, other postgraduate qualifications, etc.)

Reference: [List of accredited degree programmes](#)

Degree

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your degree (e.g. bachelor, master, doctor), from 1st degree to new degree. Choose "Others" if no exact options. E.g.:
- Bachelor of Science in Mathematics and Statistics => Level = Bachelor ; Designation = Science ; Major = Mathematics & Statistics
- Master of Public Finance => Level = Master ; Designation = Public Finance ; Major = Public Finance
- Postgraduate Diploma in Management => Level = Postgraduate Diploma ; Designation = N/A ; Major = Management

*Accredited Degree: ☐ No [\(Click here for reference\)](#)

*Intake Date: DD MM YYYY

*Award Date: DD MM YYYY

*Country / Region:

*Institution:

*Level:

*Designation:

*Major:

*Honour: (Input N/A if it is not applicable to you.)

*GPA: (Input N/A if it is not applicable to you.)

- Sample of conversion programme

Reference: [List of conversion programmes](#)

Note: Please declare whether you completed a full conversion programme or single subject(s) only.

Full conversion programme

[Definition: enrolment in the full programme of study which exemption of no more than 50% of the core / required subjects and issuance of a formal academic certification upon completion to the programme]

Conversion Programme

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Fill in your accredited conversion programme:

*Study Mode: (Click here for reference)

*Intake Date: DD MM YYYY

*Award Date: DD MM YYYY

*Country / Region:

*Institution:

*Level:

*Designation:

*Major:

*Honour: (Input N/A if it is not applicable to you.)

*GPA: (Input N/A if it is not applicable to you.)

Remark: (If you did not enrol in the full programme, please indicate the single subject(s) here. E.g. ACCT101 Accounting, ACCT405 Auditing, etc.)

Add

Single subject(s)

[Definition: enrolment in the single subject(s) only and no issuance of a formal academic certification]

Conversion Programme

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Fill in your accredited conversion programme:

*Study Mode: (Click here for reference)

*Intake Date: DD MM YYYY

*Award Date: DD MM YYYY

*Country / Region:

*Institution:

*Level:

*Designation:

*Major:

*Honour: (Input N/A if it is not applicable to you.)

*GPA: (Input N/A if it is not applicable to you.)

Remark: (If you did not enrol in the full programme, please indicate the single subject(s) here. E.g. ACCT101 Accounting, ACCT405 Auditing, etc.)

Add



- Sample of recognised overseas professional body

Reference: [List of recognition of overseas bodies](#)

Note: Applicable to agreements of ACCA, CICPA, CIMA and CPA Australia only.

Membership of HKICPA's recognised overseas professional body

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Fill in the details of your overseas professional qualification:

Institution: CPAA CPA Australia

Latest Status: Associate Member / Affiliate

Effective Date: DD 11 MM 07 - July YYYY 2019

Add

Note: If you selected "Membership of recognised overseas professional body" as your entry qualification, you must obtain the preliminary assessment result email from our Admission Department. (except [CICPA](#))

Membership of HKICPA's recognised overseas professional body

Have you obtained preliminary assessment result email from our Admission Department?

☒ Yes (Remember to upload the email in "Section 8 - Upload Documents".)

☐ No (You must obtain the [preliminary assessment](#) result and further submit to us.)

Optional: If you use CICPA qualification to apply, you should provide at least one set of certificate / license number.

Membership of HKICPA's recognised overseas professional body

Note: If you do not have this qualification, please go back to previous page and uncheck the respective checkbox.

Fill in the details of your overseas professional body:

Institution: CICPA CICPA

Latest Status: Graduate

Effective Date: DD 06 MM 07 - July YYYY 2019

Certification of Completion Number (全科合格證號碼): B123456789 Issue Date: DD 06 MM 07 - July YYYY 2019

License number of practicing Member: Issue Date: DD MM YYYY

License number of non-practicing Member: Issue Date: DD MM YYYY

Add

- Sample of AAT Exam / PBE / JES

Accredited Accounting Technician Examination / Professional Bridging Examination / Joint Examination Scheme

Fill in the required information of your attempted examination scheme(s):

Country/District:	Institution:	Exam:	Latest Exam Session Date:			Student/Registration No.
Hong Kong	HKIAAT	AAT Exam	DD 30	MM 12 - Decemil	YYYY 2016	N999999
Hong Kong	HKIAAT	PBE	DD 28	MM 06 - June	YYYY 2017	N999999
Hong Kong	HKICPA	JES	DD	MM	YYYY	

Reference:
AAT Exam => Accredited Accounting Technician Examination
PBE => Professional Bridging Examination
JES => Joint Examination Scheme
Click [here](#) for details of the transitional arrangements for AAT / PBE / JES.

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

8. Fill in information of relevant course(s) in Section 4 if you wish to apply for exemption for designated module(s).
(this section is not required if your entry qualification is "Membership of recognised overseas professional body")

According to the exemption policy, module exemptions will only be granted for degree-level qualifications or Hong Kong sub-degree qualifications. No exemptions will be granted for non-Hong Kong sub-degree qualifications (such as associate degrees or higher diplomas). For completed courses of non-accredited programme used to apply for an module exemption, applicants must submit their official syllabus (課程大綱) for their study years and completed [mapping table\(s\)](#) in "Section 8 - Upload Documents":

- The official syllabus must be issued or verified by the tertiary institution and should include the institution's name, course code / title, course description, teaching plan / content, contact hours, units / credits and etc. Additional supporting documents, such as lecture notes, slides, and other teaching materials, may be submitted if the applicant believes they will help clarify the coverage.
- The official syllabus must be unedited to ensure authenticity and accuracy. Any alterations will invalidate it for exemption purposes.
- The official syllabus must be accurately reflecting the academic content taught by the institution during the study period.
- Module exemptions will be assessed based on the breadth and depth of the expected relevant knowledge, taking into account the detailed syllabus, contact hours, and units / credits of the completed course(s). Exemptions may not be awarded if the relevant official syllabus is not submitted. The Institute retains full discretion in granting module exemptions.

Warning:

- All input data will be lost if you revisit this section. You should ensure that the information is correct and completed before going to the next section.
- The Institute will perform the assessment solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.
- Exemption will be granted only if the documents provided are sufficient. It is at the discretion of the Institute to grant module exemption.
- Exemptions of M9 (Principles of Taxation) and M10 (Business & Company Law) are not only limited to graduates who have completed Hong Kong tax and Hong Kong law subjects. Graduates who have studied and passed law and / or taxation subjects in a non-Hong Kong's regime may also be eligible for exemptions of M9 and / or M10 provided that these subjects have substantial coverage of the equivalent learning outcomes of M9 and M10.

Inst #	Country / District	Institute / University	Level	Designation	Major	Honours	GPA	Intake Date	Award Date	Remarks
1	Hong Kong	Kaplan Financial	N/A	Kaplan Conversion Programme (HK)	N/A	N/A	N/A	04/10/2017	15/08/2018	
2	Australia	The Australian National University	Bachelor	Commerce	Finance	2nd low	N/A	01/09/2012	28/07/2016	
3	Hong Kong	HKU SPACE Community College	Associate	Business	Finance	N/A	3.2	01/09/2010	31/07/2012	
4	Hong Kong	HKU SPACE Community College	Foundation Diploma	N/A	Finance	N/A	3.89	02/09/2009	30/06/2010	
6	Hong Kong	HKIAAT	N/A	N/A	AAT Exam	N/A	N/A		30/12/2016	N999999
7	Hong Kong	HKIAAT	N/A	N/A	PBE	N/A	N/A		28/06/2017	N999999

Inst#	Institution	Status	Award Date
5	CPAA	Associate Member / Affiliate	11/07/2019

MODULE 1 Accounting

Rule ID 1

Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s)

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	FA	Foundation Accounting		☐	N/A - Reference Course			☐
3	1	ACC001	Principles of Accounting	FA	☐	B			☒

Note (a) →

MODULE 2 Management Accounting

Rule ID 1

Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s)

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	CMA	Cost & Management Accounting		☐	Withdraw		did not take this course	☐

Note (b) →

MODULE 3 Business Economics

Rule ID 1

Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s)

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ECN	Principles of Economics		☒	N/A - Exchange Program		Columbia University	☐
1	1	STAT	Principles of Statistics		☐	C			☒

Note (c) →

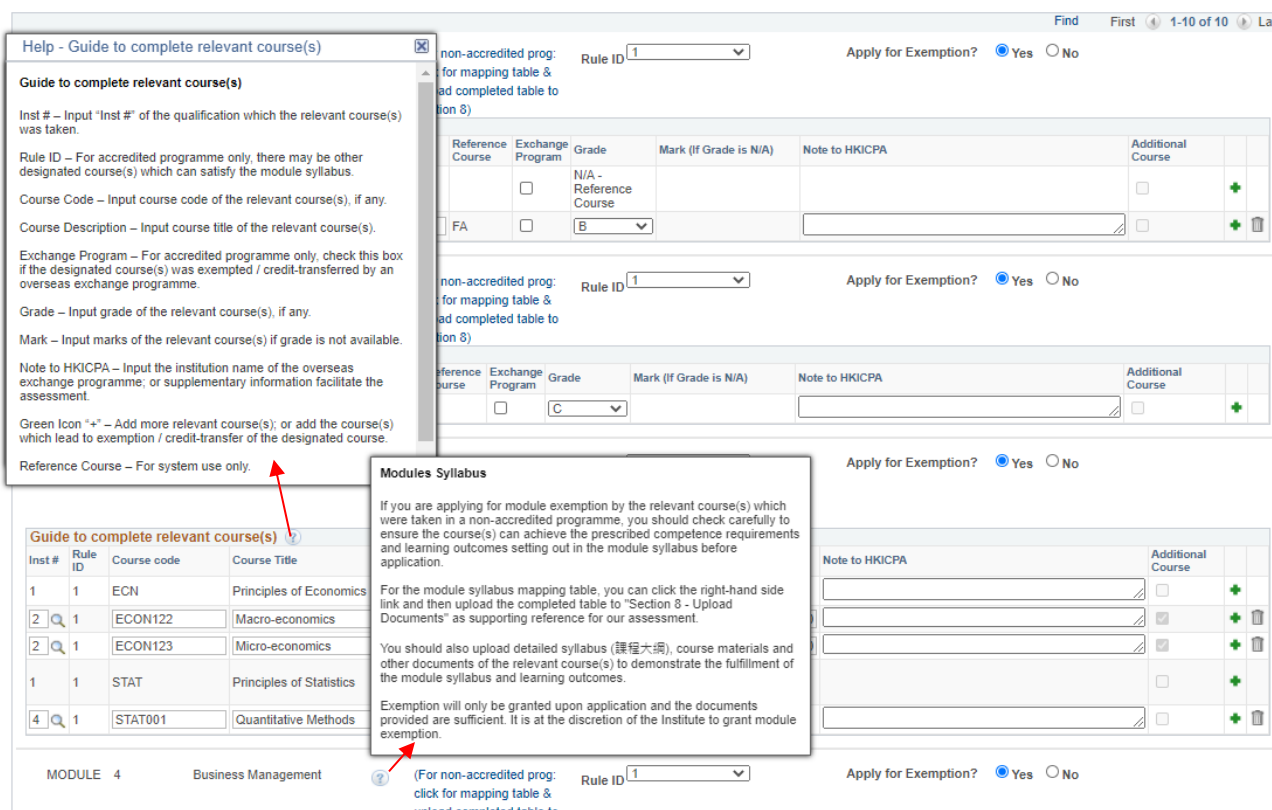
Note:

- (a) Accredited course was credited transferred / exempted from other relevant course(s) from your previous study → click the green "+" icon and click "Yes" first, a new course line will appear accordingly and you can input the relevant course information to indicate this credited transfer / exemption;
- (b) Withdrawn or not registered the required course → choose "Withdraw" and put the reason under "Note to HKICPA";
- (c) Credit transferred by relevant course in overseas exchange programme → check the "Exchange Program" checkbox and put the overseas university name under "Note to HKICPA".

9. You can click “?” icons to open instructional messages to help you complete the self-assessment.

Note:

- If you are applying for module exemption by the relevant course(s) which were taken in a non-accredited programme, you should check carefully to ensure the course(s) can achieve the prescribed competence requirements and learning outcomes setting out in the module syllabus before application (you can check the module syllabus [here](#)).
- You should also upload detailed syllabus, course materials and other documents of the relevant course(s) to demonstrate the fulfillment of the module syllabus and learning outcomes.
- Exemption may not be granted if your academic qualification was gained more than 5 years upon application, but you can still try to complete the syllabus mapping for HKICPA's consideration.



Guide to complete relevant course(s)

Inst # – Input “Inst #” of the qualification which the relevant course(s) was taken.

Rule ID – For accredited programme only, there may be other designated course(s) which can satisfy the module syllabus.

Course Code – Input course code of the relevant course(s), if any.

Course Description – Input course title of the relevant course(s).

Exchange Program – For accredited programme only, check this box if the designated course(s) was exempted / credit-transferred by an overseas exchange programme.

Grade – Input grade of the relevant course(s), if any.

Mark – Input marks of the relevant course(s) if grade is not available.

Note to HKICPA – Input the institution name of the overseas exchange programme; or supplementary information facilitate the assessment.

Green Icon “+” – Add more relevant course(s); or add the course(s) which lead to exemption / credit-transfer of the designated course.

Reference Course – For system use only.

Modules Syllabus

If you are applying for module exemption by the relevant course(s) which were taken in a non-accredited programme, you should check carefully to ensure the course(s) can achieve the prescribed competence requirements and learning outcomes setting out in the module syllabus before application.

For the module syllabus mapping table, you can click the right-hand side link and then upload the completed table to “Section 8 - Upload Documents” as supporting reference for our assessment.

You should also upload detailed syllabus (課程大綱), course materials and other documents of the relevant course(s) to demonstrate the fulfillment of the module syllabus and learning outcomes.

Exemption will only be granted upon application and the documents provided are sufficient. It is at the discretion of the Institute to grant module exemption.

Guide to complete relevant course(s):

- Inst #** – Input “Inst #” of the qualification which the relevant course(s) was taken.
- Rule ID** – For accredited programme only, there may be other designated course(s) which can satisfy the module syllabus.
- Course Code** – Input course code of the relevant course(s), if any.
- Course Description** – Input course title of the relevant course(s).
- Exchange Program** – For accredited programme only, check this box if the designated course(s) was exempted / credit-transferred by an overseas exchange programme.
- Grade** – Input grade of the relevant course(s), if any.
- Mark** – Input marks of the relevant course(s) if grade is not available.
- Note to HKICPA** – Input the institution name of the overseas exchange programme; or supplementary information facilitate the assessment.
- Green Icon “+”** – Add more relevant course(s); or add the course(s) which lead to exemption / credit-transfer of the designated course.
- Reference Course** – For system use only.
- Additional Course** – For system use only.



• Sample of a completed self-assessment table:

- The default courses only appear if you have an academic qualification accredited by the Institute. For applicants with solely non-accredited qualifications, the whole table would be free entry.
- For non-accredited qualification holders, you should self-assess the syllabus of relevant course(s) whether can fulfill the Associate module's syllabus and learning outcome. Please only fill in the course(s) which can cover the Associate module's syllabus and learning outcome.

Find First 1-10 of 10 Last

MODULE 1 Accounting (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	FA	Foundation Accounting		☐	N/A - Reference Course			☐
3	1	ACC001	Principles of Accounting	FA	☐	B			☐

MODULE 2 Management Accounting (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	CMA	Cost & Management Accounting		☐	C			☐

MODULE 3 Business Economics (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ECN	Principles of Economics		☐	E			☐
2	1	ECON122	Macro-economics		☐		92.00		☒
2	1	ECON123	Micro-economics		☐		87.00		☒
1	1	STAT	Principles of Statistics		☐	N/A - Reference Course			☐
4	1	STAT001	Quantitative Methods	STAT	☐	A			☐

MODULE 4 Business Management (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	MGT	Principles of Management		☒	N/A - Exchange Program		Columbia University	☐
1	1	MKT	Principles of Marketing		☐	C			☐

MODULE 5 Information Management (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	SIS	Strategy & Information Systems		☐	A			☐

MODULE 6 Financial Accounting (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	AFR	Accounting & Financial Reporting		☐	C			☐

MODULE 7 Financial Management (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	FM	Financial Management		☐	N/A - Reference Course			☐
2	1	FINA234	Corporate Finance	FM	☐		84.00		☐

MODULE 8 Principles of Auditing (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	AUD	Auditing		☐	C			☐

MODULE 9 Principles of Taxation (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	TAX	Taxation		☐	C			☐

MODULE 10 Business and Company Law (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID 1 Apply for Exemption? ☒ Yes ☐ No

Guide to complete relevant course(s) ?

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	LAW	Law		☐	B			☐

10. Fill in your employment records in Section 5.

1 Introduction 2 Personal Particulars 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents 9 Payment

Employment

Employment Category: 02. CPA Firm (Big4)   

Current Status: ☒ Yes ☐ No

Are you supervised under an Authorized Employer (AE) or Authorized Supervisor (AS)? Authorized Employer

Appointment: Full-time

Number of Employees: 5. 500 and over

Company Name: KPMG

Job Category: 01. Accounts - Junior

Job Title: Associate

Start Date: DD 14 MM 10 - October YYYY 2018

Add

11. Complete Sections 6 and 7 (Other Particulars and Declarations).

12. Upload scanned documents in Section 8.

Note:

- Size of each single file must be less than 2MB. You can upload more than one file for each document type.
- Syllabus is only required for the non-accredited relevant course(s) filled in Section 4 Self-Assessment.** If you cannot retrieve the syllabus, lecture notes or powerpoint slides can also be provided.
- In case you have any outstanding documents, you can submit the application by completing the payment transaction first. Then, you should further upload the outstanding documents by re-logon the application system with same web account as soon as possible.



Upload Documents



☒ I confirm that all uploaded documents are true and correct copies of the original, true documents. I understand that providing false documents is a violation of both criminal and civil law, for which I will be held responsible. If I do not provide the required documents, I understand that my application will be on hold and the Institute will contact me to submit the outstanding documents.



If you have updated Section 3 Education & Qualification, please click this button ==>

Refresh Documents

Identity Document

Seq	Document Type	Description	File Name	
1	HKID / PRC ID / Pas: ▼		212820.png	Browse Add

Official Transcript & Certificate

Seq 1	Document Type: Certificate ▼	Description: Associate - HKU SPACE Community College	File Name: -	Browse Add
Seq 2	Document Type: Transcript ▼	Description: Associate - HKU SPACE Community College	File Name: -	Browse Add
Seq 3	Document Type: Syllabus ▼	Description: Associate - HKU SPACE Community College	File Name: -	Browse Add

13. Pay the required charge items in Section 9.

Payment

1

Introduction

2

Personal Particulars

3

Education & Qualification

4

Self-Assessment

5

Employment

6

Other Particulars

7

Declarations

8

Upload Documents

9

Payment

Payment

Item Description	Item Term	Outstanding Charges	Payment Amount
Assessment Fee		1,200.00	1,200.00
Application Fee		600.00	600.00
Total		1,800.00	1,800.00



i Your payment of 1,800.00 HKD will be collected through our secure third party payment provider.



Select Payment Method

Pay By

v

Allpay China

Allpay HK

UnionPay

VISA / MasterCard

WeChat Pay

Next

Previous

Allpay China

Allpay HK

UnionPay

VISA / MasterCard

WeChat Pay



Payment Summary

i The payment transaction was successful. Save the information below for your reference.

Transaction Details




Reference Number: N2019-OL-00002105

Transaction Status: APPROVED

Amount: \$1,800.00

Note: If the payment transaction failed, you should re-login and proceed the payment again.

Please close the browser in order to sign out of your application.

After successful payment, you will receive an email notification. You should note that all fees paid would not be refunded/ transferred under any circumstances.

If you do not receive the email, please contact Student Admission Team and quote your full name by email to students.reg@hkicpa.org.hk or phone at (852)2287-7068 / 7397.

14. A confirmation email will be sent to you upon successful payment.

Note: Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please response to our assessment result in due course in order to process for the registration as a QP student.

Application procedures – Stage 2

15. A notification email will be sent to you upon completion of assessment. You can check the assessment result in the application system and you should **print / save your result for record**.

Note: Definition of the assessment result status are as follows:

- To be Attempted – exemption is not granted
- Exemption – exemption is granted
- Provisional Exemption – exemption is provisionally granted under special concession
- Credit Transfer – exemption is granted based on relevant paper completed in the AAT Exam / PBE
- Not applicable – module is not applicable / required under the requirement of designated agreement's entry

Name	CHAN, Tai Man 陳大文
Applicant Number	A100293

Your Assessment Result

Associate Level

Module	Status	Apply for Exemption by Applicant
1 MODULE 1 Accounting	To be Attempted	Y
2 MODULE 2 Management Accounting	Exemption	Y
3 MODULE 3 Business Economics	To be Attempted	Y
4 MODULE 4 Business Management	To be Attempted	Y
5 MODULE 5 Information Management	Exemption	Y
6 MODULE 6 Financial Accounting	Exemption	Y
7 MODULE 7 Financial Management	To be Attempted	Y
8 MODULE 8 Principles of Auditing	Exemption	Y
9 MODULE 9 Principles of Taxation	Exemption	Y
10 MODULE 10 Business and Company Law	Exemption	Y

Professional Level

Module	Status	Apply for Exemption by Applicant
1 MODULE INTRO Introductory Workshop	To be Attempted	N/A
2 MODULE 11 Financial Reporting (Exam)	To be Attempted	N/A
3 MODULE 11 Financial Reporting (Workshop)	To be Attempted	N/A
4 MODULE 12 Business Finance (Exam)	To be Attempted	N/A
5 MODULE 12 Business Finance (Workshop)	To be Attempted	N/A
6 MODULE 13 Business Assurance (Exam)	To be Attempted	N/A
7 MODULE 13 Business Assurance (Workshop)	To be Attempted	N/A
8 MODULE 14 Taxation (Exam)	To be Attempted	N/A
9 MODULE 14 Taxation (Workshop)	To be Attempted	N/A

Capstone Level

Module	Status	Apply for Exemption by Applicant
1 CAPSTONE CAP Capstone	To be Attempted	N/A

NEXT

16. You should read the instruction carefully and make the decision.

Your Assessment Result

Institution	Hong Kong Institute of CPAs	Academic Career	Qualification Programme
Admit Term	June 2019	Academic Program	Professional Level
Applicant Number	A100293	Name	CHAN, Tai Man 陳大文

1. **Print / save your assessment result** in previous page; then
2. Click **"I Accept Admission" / "I Decline Admission"** to indicate your decision; or
3. Click **"Previous"** if you do not want to make decision at the moment.

Note:

- a. If you **agree with the assessment result** and you decide to register as a QP student at this moment, please click "Accept" to proceed the student registration. Your **student account will be activated after 24 hours** you accept this assessment. Please note that, in accordance with the By-Law 39(1)(b) of the Professional Accountants Ordinance, you are **required to pass the final section of the QP within 10 years** from the date of student registration.
- b. **First annual fee is payable when applicants accept the assessment result** and register as student. Annual fee is due on 31 December in each year. Students register between 1 January and 31 December of the current year **should pay for the first annual fee (e.g. 2025) at the time of accept the assessment result, and also the annual renewal fee for the next year (e.g. 2026) after receiving the renewal notice on or before 31 January of the next year.**
- c. You will only be eligible to enrol in the QP modules unless you registered as a QP student.
- d. If you decide to register as a QP student at a later stage, an application fee will be charged and you will be re-assessed according to the rules prevailing at the time of re-application.
- e. You may apply for **additional exemption on the non-exempted module(s)** if you complete the following study in a later stage. However, once the non-exempted module(s) have been attempted, no additional exemption can be claimed.
 - relevant subject(s) corresponding to the non-exempted module(s) in the Institute's [accredited programmes](#); or
 - completion of a degree recognised by the Institute, including relevant subject(s) corresponding to the non-exempted module(s).
- f. If you wish to **enrol in upcoming QP session**, you should accept the assessment result before the corresponding enrolment deadline. Please **response within 45 calendar days** from the date of result notification email issued, otherwise, you will be automatically **deemed to decline** the assessment result.

I Accept Admission	I Decline Admission
I accept the assessment result and wish to proceed QP student registration.	I decline the assessment result and may re-apply in the future.
Previous	



17. If you accept the exemption result, you should pay the first annual fee and exemption fee in order to complete the registration process.

Payment

Item Description	Item Term	Outstanding Charges	Payment Amount
First Annual Fee		600.00	600.00
MC00-Maximum Cap Exemption Fee		2,000.00	2,000.00
Total		2,600.00	2,600.00

Note:

1. Maximum exemption fee is capped at five modules if respective module exemptions are ascribed to an accredited programme.
2. Exemption fee for each module is HK\$400 if respective module exemption is ascribed to any non-accredited programmes.
3. First Annual Fee is in full with reference to the calendar year of the acceptance date.

Next

18. A confirmation email will be sent to you upon successful payment. Your QP student account will be activated after 24 hours and you can follow the instruction in the email to access the Student Zone.

End

Appendix 1

For qualification(s) obtained from universities in Chinese Mainland, applicants should also submit the following documents issued by CHESICC (學信網). These documents must remain valid for verification for a period of up to six months starting from the date of QP application submission:

- 1) Online Verification Report of Higher Education Qualification Certificate (教育部學歷證書電子註冊備案表)
- 2) Online Verification Report of Higher Education Degree Certificate (中國高等教育學位在線驗證報告)

Please refer to the following samples:

教育部學歷證書電子註冊備案表
(學歷證明書) 更新日期: 2023年01月09日

姓名	张三	
性別	女	
出生日期	1979年07月02日	
入學日期	1998年09月01日	
畢(結)業日期	2001年07月01日	
補證學校	北京林業大學	
專業	商品花卉	
學制	3年	
層次	本科	
學歷類別	普通高等教育	
學習形式	普通全日制	
畢(結)業	畢業	
補證編號	1002 2120 0106 9999 99 (原證書編號: 1076 7654 8765 0021 53)	
補證日期	2016年08月01日	
校(院)長姓名	李四	



在線驗證碼 A0CN00ZMS0SAMPLE
 ① 驗證報告在線上驗證網址: <https://www.chsi.com.cn/xlcx/bgcx.jsp>
 ② 使用學信網App掃描二維碼驗證。

注意事項:

1. 備案表是依據《高等學校學生學籍學歷電子註冊辦法》(教學[2014]111號)對學歷證書電子註冊復核備案的結果。
2. 備案表內容如有修改,請以最新在線上驗證的內容為準。
3. 未經學歷信息權屬人同意,不得將備案表用於違背權屬人意願之用途。
4. 報告在線上驗證有效期由報告權屬人設置(1-6個月),其在報告驗證到期前可再次延長驗證有效期。



中國高等教育學位在線驗證報告 更新日期: 2022年07月04日

姓名	张三	
性別	男	
出生日期	1982年07月23日	
獲學位日期	2009年06月11日	
學位授予單位	南京大學	
所授學位	理學博士學位	
學科專業	大氣物理學與大氣環境	
學位證書編號	XXXXXXXXXXXXXXXXXX	



在線驗證碼 X0CN000000SAMPLE
 ① 驗證報告在線上驗證網址: <https://www.chsi.com.cn/xlcx/bgcx.jsp>
 ② 使用學信網App掃描二維碼驗證。

注意事項:

1. 報告內容如有修改,請以最新在線上驗證的內容為準。
2. 未經學位信息權屬人同意,不得將報告用於違背權屬人意願之用途。
3. 報告在線上驗證有效期由報告權屬人設置(1-6個月),其在報告驗證到期前可再次延長驗證有效期。

