



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



Qualification Programme (QP)

Practical Experience Online System (Authorized Employer – Information Update Form)

User Guide

Highlights of Authorized Employer Information Update

How to update changes?

Organization Details/ Contact Details/ Nature of Business/ Size of Organization

Group Registration

- Add new subsidiary(ies)/ affiliate(s)
- Update the particulars of registered subsidiary(ies)/ affiliate(s)

Training Personnel

- Update the particulars of Training Personnel
- Add new Counselor(s)
- Remove existing Training Personnel
- Change of MIC and SC

Training of Staff

- Update the particulars of QP Student(s) and Other Prospective Member(s)
- Add new QP Student(s)/ Other Prospective Member(s)
- Remove existing QP Student(s)/ Other Prospective Member(s)

Deregistration of Authorized Employer status

Authorized Employer (AE) – Information Update Form

User Guide

This user guide shows you how to complete an information update form. Please read this document carefully before completing the form.

Whom to submit

- Member-In-Charge (MIC)
- Member-In-Charge Deputy (MIC Deputy)
- Scheme Coordinator (SC) – drafting the form for MIC/ MIC Deputy if needed

When to complete the form

Within one month when there are any updates on your AE records; or you would like to apply deregistration (details refer to P.15).

During application

Submitters (i.e. MIC/ MIC Deputy/ SC) should ensure the input data in each section is correct and then click the "Validate & Save" button before moving to the next section.

After submission

Upon receipt all of the required information, an application result will normally be available within one month. Any missing or incomplete information can delay the processing of the application. The Institute reserves the right to verify where necessary the information furnished by the AE with any third parties concerned.

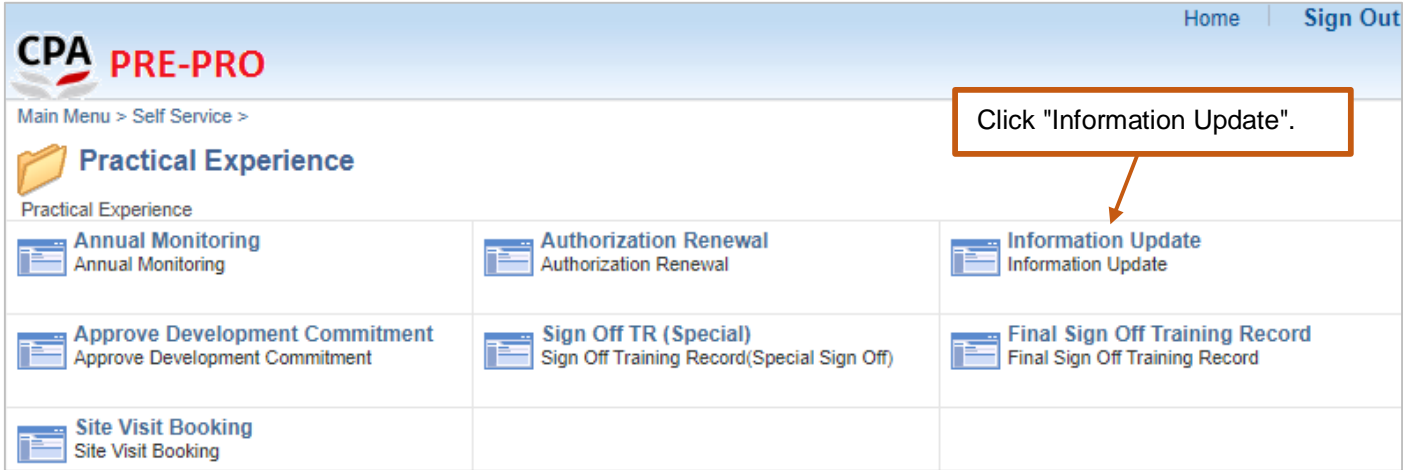
Successful completion of updates

- The submitter will receive an email when the application is approved.
- Any updates on the name or contact details of your organization will be reflected on the Institute's website.
- Each newly added Counselor(s) and QP student(s) will receive a notification email, which contains information about the supervision arrangement.

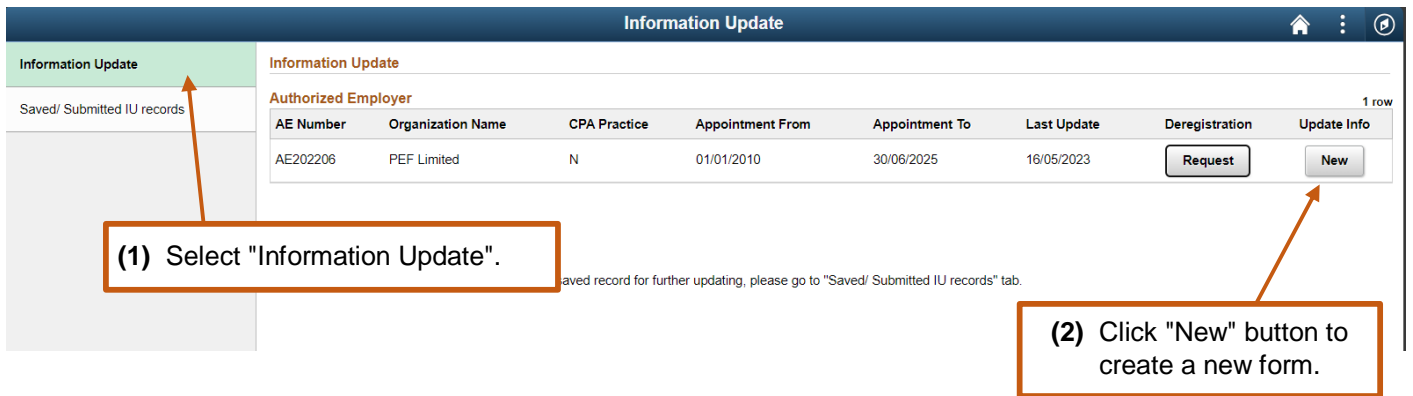
Where to access the form

To access the form, please login the [Practical Experience Online System](#) and access to the **Landing Page**.

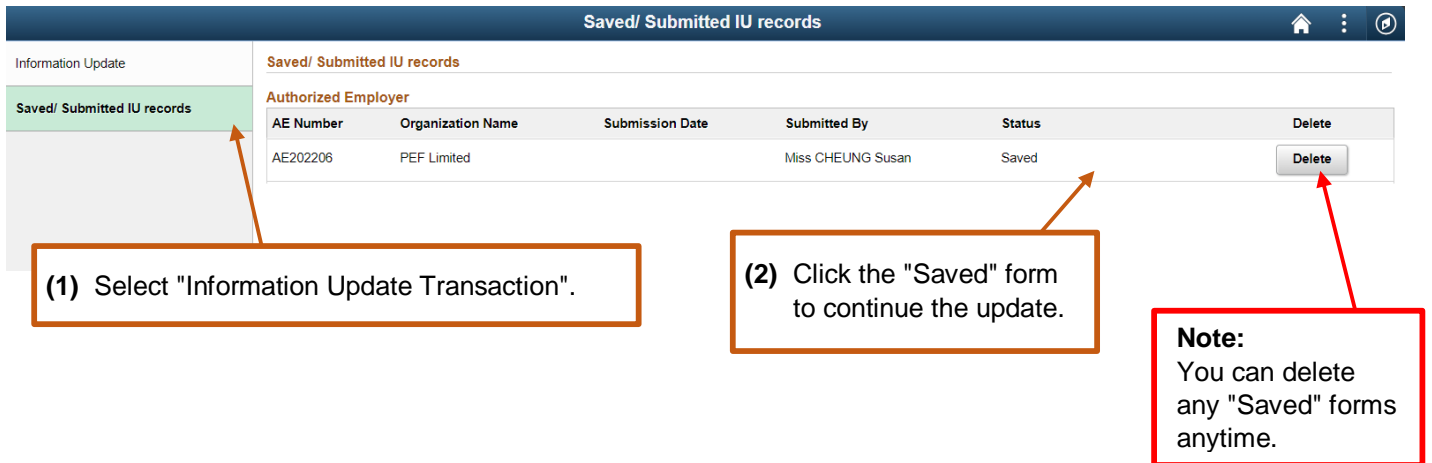
Illustrative example:



(i) To create a **new** form; or



(ii) To resume a **saved** form.



How to fill out the form

After opening the form, please follow the steps below to complete the information update form. You can click the "Restore" button to undo the changes you have made in that section.

Step 1: Read the **Welcome** page information carefully and click "Next" button to go to the next section.

WELCOME <input type="radio"/> Visited	WELCOME Notes
ORGANIZATION DETAILS <input type="radio"/> Not Started	Welcome to the online information update form!
CONTACT DETAILS <input type="radio"/> Not Started	Authorized Employers ("AE")/ Authorized Supervisors ("AS") should submit this form when there are any changes in information filed with the Hong Kong Institute of Certified Public Accountants ("Institute") (e.g. organization details, contact details and training of staff, etc.).
NATURE OF BUSINESS <input type="radio"/> Not Started	Please read the Notes (see hyperlink above) and the requirements below carefully before completing this form. You are always reminded to observe the roles and responsibilities of AE/ AS and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for retaining the registration status as an AE/ AS.
SIZE OF ORGANIZATION <input type="radio"/> Not Started	Personal Data (Privacy) Ordinance
GROUP REGISTRATION <input type="radio"/> Not Started	All information provided in this form will be used by the Institute for the purposes relating to the administration of the practical experience requirements for membership admission under the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, the Institute may use the collected data for statistical research and analysis. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected may be accessible by the Institute's officers, committees or persons processing the application and related matters.
TRAINING PERSONNEL <input type="radio"/> Visited	Unless otherwise agreed, 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: https://www.hkicpa.org.hk/en/Tools/Privacy-policy .
TRAINING OF STAFF <input type="radio"/> Visited	
DECLARATION AND SUBMISSION <input type="radio"/> Visited	

Click "Notes" to get more authorization requirements.

Note: You can click the information icon  to view reminder notes under different sections.

Step 2: Select the section(s) that need to update, click "EDIT" button to input the updated information. Click "Validate & Save" button before moving to another section.

2.1 Organization Details/ Contact Details/ Nature of Business/ Size of Organization

Illustrative example:

Change of Organization Name

(1) Click "EDIT" button.

ORGANIZATION DETAILS

Current

CPA Practice No

English Name Revised PEF Limited

Chinese Name

BR/CR No. BR 111111

*Country/Region Hong Kong

(2) Input the new English and/or Chinese name(s).

Organization Details

Cancel Validate & Save

CPA Practice No

English Name

Chinese Name

BR/CR No. BR 111111

For other non-profit organization or institute or overseas organization, please check.

Country / Region Hong Kong

▼ Upload Business Registration Certificate

(3) Upload a copy of the latest valid Business Registration Certificate (or equivalent document) of the organization.

(4) Click "Validate & Save" button to save after update.

2.2 Group Registration

If you need to apply for/ update your group registration, please follow the below instructions and click "Validate & Save" button before moving to another section.

2.2 (a) Add new subsidiary(ies)/ affiliate(s)

Illustrative example:

GROUP REGISTRATION Validate & Save

Notes ← Click "Notes" for the group registration letter template.

A holding company of a group together with its subsidiaries or an entity with its affiliates may perform group registration provided that the subsidiaries/ affiliates are operating under a centralized human resources function and their training systems are under the influence and control of the Member-In-Charge ("MIC") of the holding company/ entity so that the group as a whole provides a consistent training environment (human resources and training systems) to the QP students employed by the group.

To apply for group registration, the MIC is required to upload a duly signed and stamped application letter (sample attached) and a group chart showing the relationship and names of the holding company/ entity and the subsidiaries/ affiliates concerned.

Please upload the scanned documents in **JPEG, TIF or PDF** format.

In addition, the MIC is required to tick all the boxes under "Declaration by MIC" on this form to declare that the aforesaid group registration requirements can be satisfied and the uploaded group chart is true and correct.

Current

Subsidiary(ies)/Affiliate(s)

Name of Subsidiary(ies)/Affiliate(s)	Type	CPA Practice	Firm/CP/PC No.	BR/CR No.	Appointment From
2022 Affiliate & Co.	Affiliate	No		888	01/01/2021 >

Changes

Add Subsidiary(ies)/Affiliate(s) ← (1) Click this button to add new subsidiary(ies)/ affiliate(s).

▼ Upload supporting documents

Add Attachment ← (2) Attach supporting document (**Note**).

Declaration by MIC

This is to certify that the uploaded group chart is true and correct.

This is to certify that the holding company/entity and its subsidiary(ies)/affiliate(s) listed above (collectively referred as the "Group"), are operating under a centralized human resources function and their training systems are under my influence and control so that the Group as a whole provides a consistent training environment (human resources and training systems) to the QP student(s) within the Group under the Institute's Practical Experience Framework.

(3) Check the boxes to make declaration.

(4) Click "Validate & Save" button.

Note: Please upload the following supporting document:

- a **letter**, issued by the Member-In-Charge, certifying the fulfilment of group registration requirements;
- a **group chart**, certified as true and correct by the nominated Member-In-Charge, showing the details of the holding company/ entity and the subsidiary(ies)/ affiliate(s) concerned; and
- a **business registration certificate** (or equivalent document) of each subsidiary/ affiliate.

2.2 (b) Update the particulars of registered subsidiary(ies)/ affiliate(s)

Illustrative example:

GROUP REGISTRATION Validate & Save

Notes

A holding company of a group together with its subsidiaries or an entity with its affiliates may perform group registration provided that the subsidiaries/ affiliates are operating under a centralized human resources function and their training systems are under the influence and control of the Member-In-Charge ("MIC") of the holding company/ entity so that the group as a whole provides a consistent training environment (human resources and training systems) to the QP students employed by the group.

To apply for group registration, the MIC is required to upload a duly signed and stamped application letter (sample attached) and a group chart showing the relationship and names of the holding company/ entity and the subsidiaries/ affiliates concerned.

Please upload the scanned documents of the subsidiaries/ affiliates concerned.

In addition, the MIC is required to upload a group chart showing the relationship and names of the holding company/ entity and the subsidiaries/ affiliates concerned. The group registration requirements can be satisfied and the group registration can be completed.

Current

Subsidiary(ies)/Affiliate(s)					
Name of Subsidiary(ies)/Affiliate(s)	Type	CPA Practice	Firm/CP/PC No.	BR/CR No.	Appointment From
2022 Affiliate & Co.	Affiliate	No		888	01/01/2021

Changes

Add Subsidiary(ies)/Affiliate(s)

Upload supporting documents

Add Attachment

Declaration by MIC

This is to certify that the uploaded documents are true and correct.

This is to certify that the holding company/ entity provides a centralized human resources function and training systems to the subsidiaries/ affiliates concerned.

Cancel
Subsidiary(ies)/Affiliate(s) Validate and Save

*Type: Affiliate

CPA Practice: No

English Name: 2022 Affiliate & Co.

Chinese Name:

*Nature of Business: C2 Commerce (Corporate and Finance)

BR/CR No.: BR 888

Appointment From: 01/01/2021

Appointment To:

Region: HKG Hong Kong

Address 1: 1

Address 2: 2

Address 3: 3

District: Wan Chai

Area: Hong Kong

(1) Select the subsidiary/ affiliate that need to update.

(2) Click "EDIT" button to update the relevant information.

(3A) Name change of subsidiary/ affiliate
Input the new English and/ or Chinese name(s).

(3B) Name change of subsidiary/ affiliate
Upload a copy of the latest valid Business Registration Certificate (or equivalent document) of the subsidiary/ affiliate with name change.

(4) Removal of subsidiary/ affiliate
Input "Appointment To" date.

(5) Click "Validate and Save" button.

(6) Check the boxes to make declaration.

(7) Click "Validate and Save" button before moving to another section.

2.3 Training Personnel

2.3 (a) Update the particulars of Training Personnel

- Member-In-Charge (MIC)
- Member-In-Charge Deputy (MIC Deputy)
- Scheme Coordinator (SC)
- Counselor

- (1) Select the related Training Personnel record that need to update.
- (2) Click "EDIT" button to update the relevant information.
- (3) Click "Validate & Save" button before moving to another section.

Illustrative example:

TRAINING PERSONNEL - Member-In-Charge

Current

Member-In-Charge

Title	Family Name	Given Name	HKICPA No.	Other Institute	Department	Job Position	Appointment From	Contact No.	Business Email (for PEF communications)
Miss	CHEUNG	Susan	F07520			Finance Director	01/01/2010		campefuat+405@gmail.com

2.3 (b) Add new Counselor(s)

Illustrative example:

TRAINING PERSONNEL - Counselor

Current

Counselor

ID	Title	Family Name	Given Name	HKICPA No.	Other Institute	Department	Job Position	Appointment From	Business Email (for PEF communications)	No. of QP students and other prospective members
C1	Miss	CHEUNG	Susan	F07520			Finance Director	01/01/2010	campefuat+405@gmail.com	1

Batch Upload of Counselor

Download Template

No file exists

Upload file Import data

Changes

Add Counselor

Upload Membership Certificate/License Copy

Add Attachment

Please refer to [Appendix A](#) on how to use "batch upload" function.

(1) Click this button and fill in the particulars of Counselor(s).
Note: A unique **Counselor ID** will be automatically generated by the system after the Counselor has been added to the online form.

(2) **Other Institute's member:**
 Please upload CA/ CPA membership certificate as supporting document.
Note: For membership certificate, please mark **COPY** across the image before upload.

(3) Click "Validate & Save" button.

2.3 (c) Remove existing Training Personnel

Note: AE is requested to appoint a new MIC if the existing MIC appointment is to be terminated. For details, please refer to 2.3 (d) Change of MIC and SC.

Illustrative example (Counselor):

TRAINING PERSONNEL - Counselor

Current

Validate & Save

(1) Select the related Counselor record that need to update.

Counselor

ID	Title	Family Name	Given Name	HKICPA No.	Other Institute	Department	Job Position	Appointment From	Business Email (for PEF communications)	No. of QP students and other prospective members
C1	Miss	CHEUNG	Susan	F07520			Finance Director	01/01/2010	campefuat+405@gmail.com	1 >

Cancel

Counselor

Validate and Save

Counselor ID C1

HKICPA Member Yes

CPA

HKICPA Membership No. F07520

PERSONNEL

*Title Miss

*Family Name CHEUNG

*Given Name Susan

Chinese Name

*Name of Employing Organization PEF Limited

Department

*Job Position Finance Director

(2) Input "Appointment To" date.

*Commencement date of employment *****

*Appointment From 01/01/2010

Appointment To

(3) Click "Validate & Save" button.

*Business Email (for PEF Communication) campefuat+405@gmail.com

No. of QP students and other prospective members 1

(4) Click "Validate & Save" button.

2.3 (d) Change of MIC and SC

Note 1: Only the existing MIC can terminate his/ her appointment and appoint a successor.

Illustrative example (Change of MIC):

The screenshot shows a 'PERSONNEL' form and a 'Changes' table. The form contains fields for personal details, employment organization, and appointment dates. The 'Appointment To' field is highlighted with a calendar icon. A callout box with two steps is positioned over the form: (1) Input 'Appointment To' date of the existing MIC. (2) Click 'Validate & Save' button. Below the form is a table with columns: Action, Title, Family Name, Given Name, HKICPA No., Other Institute, Department, Job Position, Appointment From, Appointment To, Contact No., and Business Email (for PEF communications). The 'Appointment To' column in the table is highlighted with a callout box: (3) Click this button and fill in the particulars of a new MIC. Note: This button will appear after you input your 'Appointment To' date. This 'Add' button also apply to SC page. Below the table is an 'Add Member-In-Charge' button highlighted with a callout box: (4) Click 'Validate & Save' button.

PERSONNEL

*Title Miss
*Family Name CHEUNG
*Given Name Susan
Chinese Name
*Name of Employing Organization PEF Limited
Department
*Job Position Finance Director
*Commencement date of employment *****
*Appointment From 01/01/2010
Appointment To
*Business Email (for PEF communications) campefuat+405@gmail.com
Country code + *Contact No.

Changes

New / Updated Member-In-Charge

Action	Title	Family Name	Given Name	HKICPA No.	Other Institute	Department	Job Position	Appointment From	Appointment To	Contact No.	Business Email (for PEF communications)
Updated	Miss	CHEUNG	Susan	F07520			Finance Director	01/01/2010	30/06/2022	22877228	campefuat+405@gmail.com

Add Member-In-Charge

(1) Input "Appointment To" date of the existing MIC.
(2) Click "Validate & Save" button.

(3) Click this button and fill in the particulars of a new MIC.
Note: This button will appear after you input your "Appointment To" date. This "Add" button also apply to SC page.

(4) Click "Validate & Save" button.

Note 2: The AE is required to provide a written submission to the Institute's Practical Experience Team if the AE appoints a new MIC after the termination of the old MIC.

2.4 Training of Staff

2.4 (a) Update the particulars of QP Student(s) and Other Prospective Member(s)

(1) Select the related QP Student/ Other Prospective Member record that need to update.

(2) Update the relevant information.
Note: You can make use of the optional field "AE/AS Remarks" to provide information (e.g. staff ID no.) for your internal reference.

Validate & Save

TRAINING OF STAFF

Current

QP Student

Student No.	Family Name	Given Name	Counselor ID	Counselor Name	Commencement date of supervision	AE/AS Remarks	TR Type
S213200	CHAN	Siu Siu	C1	CHEUNG Susan	01/01/2020		Online >

Other Prospective Member

Counselor ID	Counselor Name	Name of Institute of Other Prospective Member(s)	No. of Other Prospective Member(s)
C1	CHEUNG Susan	CPAA	1 >

Batch Upload of Student

Download Template ⓘ

No file exists

Upload file Import data

Please refer to [Appendix B](#) on how to use "batch upload" function.

(3) Click "Validate & Save" button.

2.4 (b) Add new QP Student(s)/ Other Prospective Member(s)

(1) Uncheck this box.

TRAINING OF STAFF

There is no QP students and other prospective members under the organization currently

Validate & Save

TRAINING OF STAFF

There is no QP students and other prospective members under the organization currently

Current

QP Student

Other Prospective Member

Changes

Add QP Student

Add Other Prospective Member(s)

(2) Click this button and fill in the particulars of QP student(s).
Note: You can make use of the optional field "AE/AS Remarks" to provide information (e.g. staff ID no.) for your internal reference.

(3) Click this button and fill in the particulars of Other Prospective Member(s).

(4) Click "Validate & Save" button.

2.4 (c) Remove existing QP Student(s)/ Other Prospective Member(s)

TRAINING OF STAFF Validate & Save

Current

QP Student

Student No.	Family Name	Given Name	Counselor ID	Counselor Name	Commencement date of supervision	AE/AS Remarks	TR Type
S213200	CHAN	Siu Siu	C1	CHEUNG Susan	01/01/2020		Online >

Other Prospective Member

Counselor ID	Counselor Name	Name of Institute of Other Prospective Member(s)	No. of Other Prospective Member(s)
C1	CHEUNG Susan	CPAA	1 >

QP Student Validate and Save

*Student No. S213200

*Family Name CHAN

*Given Name Siu Siu

*Student Employing Organization Name PEF Limited

AE/AS Remarks

Department

*Commencement date of employment *****

End date of employment

Counselor ID C1

Counselor Name CHEUNG Susan

*Commencement date of supervision 01/01/2020

End date of Supervision

TR Type Online

(2) Input the following dates:

(i) "End date of employment" (if appropriate)
Note: Please fill in this field only if the QP student will leave/ have left the organization.

(ii) "End date of Supervision"

(3) Click "Validate & Save" button.

Other Prospective Member Validate and Save

*Counselor ID C1

Counselor Name CHEUNG Susan

*Name of Institute of Other Prospective Member(s) CPAA

No. of Other Prospective Member(s) 1

Restore

(2) Input 0 in this field if there are no Other Prospective Members under this Counselor.

(3) Click "Validate & Save" button.

(4) Click "Validate & Save" button.

Step 3: Submit the online form.

SC's view of submission page

Illustrative example:

SC's view of "DECLARATION AND SUBMISSION" section (if SC draft the form for MIC/ MIC Deputy)

DECLARATION AND SUBMISSION

DECLARATION (1) Read the Declarations carefully.

1. We understand the roles and responsibilities of AE and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for obtaining and retaining the registration as an AE.
2. We undertake to notify the details of the disciplinary or regulatory action to the Institute in writing if any MIC, MIC Deputy or Counselor has been subject to any disciplinary or regulatory action by the Institute or other accountancy/ regulatory bodies.
3. We understand that the Institute has the right to terminate our registration as an AE if the Institute's Qualification and Examinations Board is of the view that we are unfit to continue the registration.
4. We undertake to fully co-operate with any enquiry, briefing, interview or investigation conducted by the Institute in relation to our registration and role as an AE.
5. We declare that the information given in this Information Update form is true and complete to the best of our knowledge and belief, and we waive all claims against the Institute for any loss or damage that we may suffer arising from this form.

Please click the "Print" (2) Click the "Printer" icon to export and review your completed form.

Please note to save the printed report in a secured location as the report may contain personal data of you and your staff.

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

SUBMIT (3) Click "SUBMIT" button for MIC/ MIC Deputy's review.

MIC/ MIC Deputy's view of submission page

Illustrative example:


MIC/ MIC Deputy's view of "DECLARATION AND SUBMISSION" section (after SC's submission)

DECLARATION AND SUBMISSION

DECLARATION

1. We understand the roles and responsibilities of AE and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for obtaining and retaining the registration as an AE.
2. We undertake to notify the details of the disciplinary or regulatory action to the Institute in writing if any MIC, MIC Deputy or Co-ordinator is involved in the Institute or other accountancy/ regulatory bodies.
3. We understand that the Institute has the right to terminate our registration as an AE if the Institute's Qualification and Examination Board is not satisfied with our registration.
4. We undertake to fully co-operate with any enquiry, briefing, interview or investigation conducted by the Institute in relation to our registration.
5. We declare that the information given in this Information Update form is true and complete to the best of our knowledge and belief, and we accept full responsibility for any damage that we may suffer arising from this form.

Please click the "Print" button to review and print the information update form for your records.



Please note to save the printed report in a secured location as the report may contain personal information.

Please refer to the Institute's privacy policy and personal information collection statement.

Thank you for your submission. The Information Update form is currently pending for MIC/MIC Deputy's review.

Submission date : 17/05/2022
Submission time : 11:21:19AM

Comments (for AE internal use) (optional)

Push Back
SUBMIT

Submit for the Institute's approval

MIC/ MIC Deputy can click "SUBMIT" button to submit the form after reviewing the SC's submission.

Push Back to the SC

MIC/ MIC Deputy can input comments for SC's view before clicking "Push Back" button.

SC can also input comment for MIC/ MIC Deputy's view when re-submit the form.

Note: After submission, the date and time of submission will appear on the screen. **Please save a copy of the submitted form for your record.** You will not be able to access to the submitted form once you log out the system. Besides, the (primary) submitter will **receive a confirmation email** once the application (or updates are) is approved.

How to check the form status

After submission of the form, you can check the status under **Saved/ Submitted IU records**.

Illustrative example:

Saved/ Submitted IU records					
Information Update	Saved/ Submitted IU records				
Saved/ Submitted IU records	Authorized Employer				
	AE Number	Organization Name	Submission Date	Submitted By	Status
	AE202206	PEF Limited	19/10/2022	Miss CHEUNG Susan	Pending for PEF Approval
	AE202206	PEF Limited		Miss CHEUNG Susan	Saved
	AE202206	PEF Limited	28/09/2022	Miss CHEUNG Susan	Approved

How to apply for AE deregistration

MIC can apply for AE deregistration via the online system.

Step 1: Click "Request" button under "Deregistration".

The screenshot shows the 'Information Update' system interface. On the left, there is a sidebar with 'Information Update' and 'Saved/ Submitted IU records'. The main area displays a table titled 'Authorized Employer' with columns: AE Number, Organization Name, CPA Practice, Appointment From, Appointment To, Last Update, Deregistration, and Update Info. A single row is visible with AE Number AE202206, Organization Name PEF Limited, CPA Practice N, Appointment From 01/01/2010, Appointment To 30/06/2025, Last Update 16/05/2023, and buttons for 'Request' and 'New' in the Deregistration column. A callout box with an arrow points to the 'Request' button, containing the text: 'MIC to click this "Request" button.'

Step 2: Read the **Important Notes** carefully and click "Next" button to go to the next section.

The screenshot shows the 'Step 1 of 2: IMPORTANT NOTES' section. The sidebar on the left has '1 IMPORTANT NOTES Visited' and '2 WITHDRAWAL DETAILS Not Started'. The main content area contains the following text: 'Please fill in the following fields in next step "Withdrawal Details":' followed by a list: '1) Effective date of withdrawal', '2) Withdrawal reason'. Below this, it says: 'Please be reminded to complete any of the following outstanding tasks soon. AE-Training Personnel/ AS will be unable to access to the online system upon the Institute's approval of authorization withdrawal.' followed by a list: '1) Proper communication with all relevant parties (e.g. Counselors and QP students) regarding authorization withdrawal.', '2) Counselor/ AS review and sign off the QP students' Training Records.', '3) MIC/ AS perform final sign-off on the QP students' Training Records.'

Step 3: Provide the withdrawal details and submit the request.

The screenshot shows the 'Step 2 of 2: WITHDRAWAL DETAILS' form. The sidebar on the left has '1 IMPORTANT NOTES Visited' and '2 WITHDRAWAL DETAILS Visited'. The main content area contains the following form fields: 'AE English Name' (PEF Lin...), 'AE Chinese Name', 'Appointment From' (01/01/2010), 'Appointment To' (30/06/2025), '*Effective date of withdrawal' (30/06/2025), and '*Withdrawal reason' (dropdown menu). A 'SUBMIT' button is located at the top right. Three callout boxes provide instructions: (1) 'Input "Effective date of withdrawal"', (2) 'Select "Withdrawal reason"', and (3) 'Click "SUBMIT" button.'

Note: After approval by the Institute, you will receive a notification to confirm the deregistration of your organization.

Enquiry

Please send email to pef-enquiry@hkicpa.org.hk.

END

Appendix A – Instruction for batch upload feature of Counselors

Appendix A

The screenshot shows a web interface for batch uploading counselor data. It features a 'Batch Upload of Counselor' section with a 'Download Template' button, an 'Upload file' button, and an 'Import data' button. Below this is an 'Upload Membership Certificate/License Copy' section with an 'Add Attachment' button. Five numbered callout boxes provide instructions: (1) points to 'Download Template'; (2) points to the 'Download Template' button; (3) points to 'Upload file'; (4) points to 'Import data'; (5) points to 'Add Attachment'. A 'No file exists' message is also visible.

(1) Click this button to download an excel template file (with data of existing Counselors)

(2) Fill in the particulars of Counselors in the excel file. (Refer to below illustrative example).

(3) Click "Upload file" button to upload the file.
Note: The upload file will appear on screen.

(4) Click "Import data" button to import Counselors' records.
Note:
(i) A reminder message will pop up if any missing or incorrect information is found.
(ii) A unique Counselor ID will be automatically generated after the Counselor has been added to the online form.

(5) Other Institute's member:
Please upload CA/ CPA membership certificate as supporting document.
*Note: For membership certificate, please mark **COPY** across the image before upload.*

(6) Click "Validate & Save" button before moving to the next section.

Illustrative Example:

Demo input are in **blue** color.

Note: If there is no update on particular Counselor, you can leave the "Action" column as blank.

Action * (A = Add) (U = Update)	Counselor ID	HKICPA Member (Y/N)	HKICPA Membership No.	Name of Institute	Qualification	Membership / License No.	Date of Admission (dd-mm-yyyy)	Registered Province/City (所在地区) (for CICPA member only)	Title *	Family Name *	Given Name *	Chinese Name	Name of employing organization *	Department	Job Position *	Commencement Date of Employment * (dd-mm-yyyy)	Appointment From * (dd-mm-yyyy)	Appointment To (dd-mm-yyyy)	Business email (For PEF communications) *
U	C1	Y	F07520		*****		*****		Miss	CHEUNG	Susan		PEF Limited	Finance	Finance Director	*****	01-01-2010		cs@peflimited.com
A		Y	F07521						Ms	HO	Mary		PEF Limited		Finance Manager	01-01-2010	01-01-2010		mh@peflimited.com
A		N		CPAA	CPA	LM2022	30-04-2005		Ms	LAI	Mei Mei		PEF Limited		Finance Manager	01-01-2010	01-01-2010		lmm@peflimited.com

SAMPLE:
HKICPA member

SAMPLE:
Other Institute's member

SAMPLE:
Existing Counselor with updates.

Guide to update the excel file:

- **Name of Institute** – (for Other Institute’s member) input the institute code which can be found in [Appendix C](#).
- **Registered Province/City** – (for CICPA member only) provide the registered province/ city of the CICPA qualification in [Appendix D](#).
- **Title** – provide Counselors’ title by choosing one of the following codes:

Dr	Miss	Mr	Mrs	Ms	Prof	Sir
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Appendix B – Instruction for batch upload feature of QP students

Appendix B

The screenshot shows a web interface for 'Batch Upload of Student'. It features a 'Download Template' button with an information icon, a 'No file exists' message, and two buttons: 'Upload file' and 'Import data'. Four numbered instructions are overlaid on the interface:

- (1)** Click this button to download an excel template file. (with data of existing QP students)
- (2)** Fill in the particulars of QP students in the excel file. (Refer to below illustrative example).
- (3)** Click "Upload file" button to upload the file.
Note: The upload file will appear on screen.
- (4)** Click "Import data" button to import QP students' records.

(5) Click "Validate & Save" button before moving to the next section.

Note: A checking message will pop up if system found Counselor exceeds the 1:8 ratio at any point of time.

Illustrative Example 1 – Change Counselor for QP student

Demo input are in **blue** color.

Action* (A = Add) (U = Update)	Student No. *	Student Family Name *	Student Given Name *	Student Organization Name *	AE/AS remarks (Optional)	Department	Commencement date of employment of student * (dd-mm-yyyy)	End date of Employment of student (dd-mm-yyyy)	Counselor ID *	Counselor Name *	Commencement date of Supervision * (dd-mm-yyyy)	End date of Supervision (dd-mm-yyyy)
U	S213204	LI	Shing Shing	PEF Limited			*****		C1	CHEUNG Susan	01-01-2018	31-12-2021
A	S213204	LI	Shing Shing	PEF Limited	Team A	Finance	01-01-2018		C7	CHENG Max	01-01-2022	
									C1	CHEUNG Susan		
									C3	HO Mary		
									C4	LEE David		
									C5	WONG Chris		
									C6	CHENG Joe		
									C7	CHENG Max		

← Step 1
← Step 2

Step 1: Provide "End date of Supervision" of QP student with the existing Counselor.

Step 2: Add a new record to assign a new Counselor to the QP student.

Illustrative Example 2

Demo input are in **blue** color.

Note: If there is no update on particular Counselor, you can leave the "Action" column as blank.

The system will include all Counselors' ID and Counselors' Name in the excel template for AE's easy reference.

Action* (A = Add) (U = Update)	Student No. *	Student Family Name *	Student Given Name *	Student Organization Name *	AE/AS remarks (Optional)	Department	Commencement date of employment of student * (dd-mm-yyyy)	End date of Employment of student (dd-mm-yyyy)	Counselor ID *	Counselor Name *	Commencement date of Supervision * (dd-mm-yyyy)	End date of Supervision (dd-mm-yyyy)
U	S213200	CHAN	Siu Siu	PEF Limited			*****	20-05-2022	C1	CHEUNG Susan	01-01-2020	20-05-2022
									C1	CHEUNG Susan		
A	S213201	WONG	Fai Fai	PEF Limited	Team A	Finance	01-01-2020		C2	HO Mary	01-01-2020	
									C3	LAI Mei Mei		

List of Other Institutes (for Counselor's batch upload use)

	Name of Institute	Name input in the batch upload template
1.	Association of Chartered Certified Accountants	ACCA
2.	Chartered Accountants Australia and New Zealand	CA ANZ
3.	Chartered Accountants Ireland	CAI
4.	Chartered Institute of Management Accountants	CIMA
5.	Chartered Professional Accountants Canada	CPA CANADA
6.	Chinese Institute of Certified Public Accountants (Practising)	CICPA-Practising
7.	Chinese Institute of Certified Public Accountants (Non-practising)	CICPA-Non-Practising
8.	CPA Australia	CPAA
9.	Institute of Chartered Accountants in England and Wales	ICAEW
10.	Institute of Chartered Accountants of Scotland	ICAS
11.	Institute of Chartered Accountants of Zimbabwe	ICAZ
12.	South African Institute of Chartered Accountants	SAICA

List of Registered Province/City (for CICPA members) (for Counselor's batch upload use)

	Registered Province/ City		Registered Province/ City
1	北京注协	17	湖北注协
2	天津注协	18	湖南注协
3	河北注协	19	广东注协
4	山西注协	20	深圳注协
5	内蒙注协	21	广西注协
6	辽宁注协	22	海南注协
7	吉林注协	23	四川注协
8	黑龙江注协	24	重庆注协
9	上海注协	25	云南注协
10	江苏注协	26	陕西注协
11	浙江注协	27	甘肃注协
12	安徽注协	28	宁夏注协
13	福建注协	29	青海注协
14	江西注协	30	新疆注协
15	山东注协	31	贵州注协
16	河南注协	32	西藏注协