

SAMPLE LETTER FOR GROUP REGISTRATION UNDER THE AE SCHEME

Authorized Employers who wish to apply for group registration should submit

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

Please be reminded that the letter should be printed on the letterhead of the Authorized Employer or affixed with the organization chop.

[Date]

Education & Training Department – Practical Experience Team
Hong Kong Institute of Certified Public Accountants
27th Floor, Wu Chung House,
213 Queen's Road East,
Wanchai, Hong Kong.

Application for group registration under the Authorized Employer scheme

I hereby certify that *[name of the holding company/entity]* and its subsidiary(ies)/affiliate(s) listed below (collectively referred to 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 HKICPA registered student(s)/other prospective member(s) within the Group under the Institute's Practical Experience Framework.

<u>No.</u>	<u>Name of Subsidiary(ies)/Affiliate(s)</u>	<u>Address of Subsidiary(ies)/Affiliate(s)</u>
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- 1.
- 2.

A certified true and correct copy of our group chart is also enclosed for your consideration and approval of the above group registration application.

Sincerely,

[Signature]

[Name and Position of the Signatory]