



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



Qualification Programme (QP)

Online Application System (Re-application)

User Guide



Online Application for Qualification Programme (QP)

The online application supports the following browsers only:

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

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

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

www.hkicpa.org.hk > Become a Hong Kong CPA >

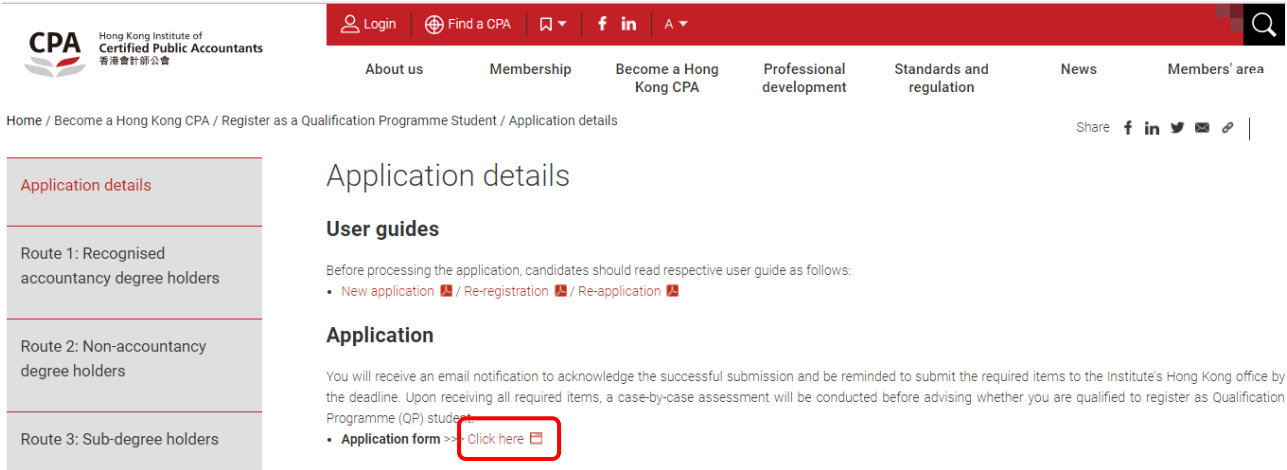
Register as a Qualification Programme Student > [Application details](#)

Applicants will receive an auto-reply email after submitting the application and payment. To complete the application procedures, applicants should follow the instruction in the email and submit all required items (e.g. certified true copies, signed application summary, etc.) to the Institute's office by the application deadline.

Should you have any questions, please contact the Student Admission Team by email to students.reg@hkicpa.org.hk or phone at (852)2287-7068 / 7289 for assistance.

Activate your web user account

1. Choose "Click here"



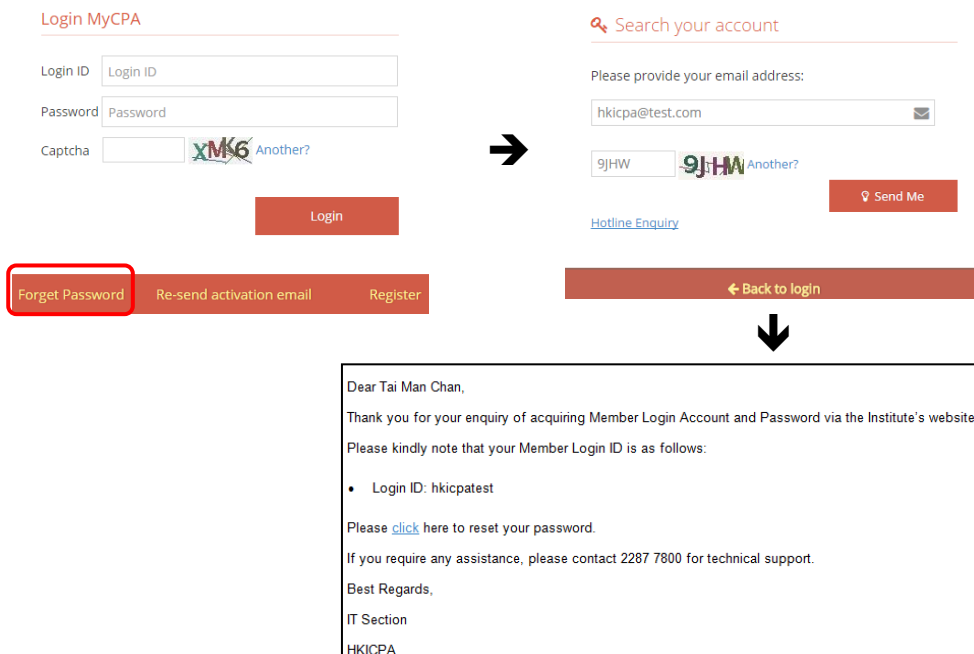
The screenshot shows the CPA website navigation bar with links for Login, Find a CPA, and social media. Below the navigation bar, there are menu items: About us, Membership, Become a Hong Kong CPA, Professional development, Standards and regulation, News, and Members' area. The main content area is titled 'Application details' and includes a 'User guides' section with a list of links: 'New application', 'Re-registration', and 'Re-application'. Under the 'Application' section, there is a link for 'Application form' which is highlighted with a red box and labeled 'Click here'.

2. Did you submit previous rejected application via the new system after 5 September 2016?

- No** -> go to 3
Yes -> go to 4

3. Click "Forget Password" and provide your email address which was submitted with previous rejected application. Then, you will receive an email for retrieval:

Note: If you no longer use the previous email address, kindly contact us and provide your identity card number at students.reg@hkicpa.org.hk for assistance.



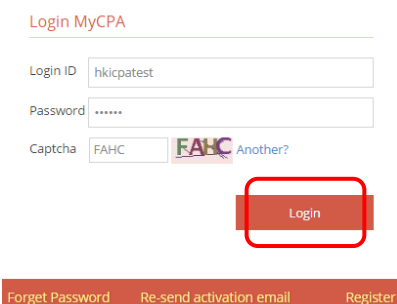
The screenshot shows the 'Login MyCPA' form with fields for Login ID, Password, and Captcha. Below the form are links for 'Forget Password', 'Re-send activation email', and 'Register'. An arrow points to the 'Search your account' form, which has 'hkicpa@test.com' entered in the email field. Below this form is a 'Send Me' button and a 'Back to login' link. Below the 'Back to login' link, an email template is shown with the following content:

Dear Tai Man Chan,
 Thank you for your enquiry of acquiring Member Login Account and Password via the Institute's website.
 Please kindly note that your Member Login ID is as follows:

- Login ID: hkicpatest

Please [click here](#) to reset your password.
 If you require any assistance, please contact 2287 7800 for technical support.
 Best Regards,
 IT Section
 HKICPA

4. Login with your web user account:



The screenshot shows the 'Login MyCPA' form with fields for Login ID (hkicpatest), Password (masked with dots), and Captcha (FAHC). Below the form is a 'Login' button highlighted with a red box. Below the 'Login' button are links for 'Forget Password', 'Re-send activation email', and 'Register'.

4. Update Sections 3 – 5 (employment record, other particulars and declaration), then upload the scanned documents in Section 6:

Note: You should further submit the certified true copy of the uploaded documents in person / by post. Acceptable methods to certify the documents will be shown in the auto-reply email after you submit the online application.

Section 6 - Upload Documents

1 Hong Kong Identity Card, PRC Identity Card or Passport

SEQ.	File Name	Action
1	Please select file	

Add

2 Official full transcript & certificate of sub-degree level and above

Country	Institute / University	Degree	Major	Honour	GPA	Intake Date	Award Date
Hong Kong	The University of Hong Kong	Business Administration	Accounting & Finance	1st	4	03-09-2012	31-08-2016

SEQ.	File Name	Action
1	Please select file	

Add

→ Cont'd

5. Confirm to submit. Then double check the information as well as payment items in Section 7 and click "Submit" to online payment section:

Note: If the re-application is submitted within two years from the date of previous assessment result letter, the fee amounts should be waived, except those were rejected due to insufficient document.

10 Other supporting documents

i Confirm to submit?

Add

SEQ.	File Name	Action
1	Please select file	

Add

Save As Draft Back Next



Section 7 - Payment

The fee payment is different for different route

	Total Payment (HK\$)
First Registration fee	450.00
QP First Annual fee	450.00

Back Quit

6. *Settle the payment by VISA or MasterCard:*


Note: If the transaction fails in first attempt, the system will re-try and your application will be locked for 30mins to avoid duplicated payment. You should come back later if you want to try another credit card.

Security Authenticated Merchant

You are now connected to a secure payment site operated by PayDollay.com. Your payment details will be securely transmitted to the Bank Card and Payment Companies for transaction authorisation using 128bit SSL encryption.

Select your payment method by clicking on the logo below:


Pay By Credit Card




Merchant name: HK INSTITUTE OF CERTIFIED PUBLIC ACCOUNT

How would you like to pay?

Pay securely using SSL+ by clicking on the card logo below:



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 SECURE PAYMENTS. POWERED BY DIALECT



Merchant name: HK INSTITUTE OF CERTIFIED PUBLIC ACCOUNT

Enter your card details:

VISA: You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.


Card Number :::

Expiry Date ::: / month/year

Security Code :::

The 3 digits after the card number on the signature panel of your card.

Purchase Amount ::: HKD \$900.00



I hereby authorise the debit to my VISA Account in favour of HK INSTITUTE OF CERTIFIED PUBLIC ACCOUNT

7. *You will see the notification page and receive an auto-reply email if the payment is successful:*

Note: You should read the instruction in the email carefully.

Notification

This is to confirm that you have successfully completed the online application for QP registration.

Transaction information

Transaction code : 2016-OL-RE00090145

Reference Number : XXXXXXXXXX

Name : CHAN, Tai Man

Application Type : Degree / Conversion Programmes

You will receive an **email notification** to acknowledge this online application and be reminded to submit the required items (e.g. certified true copies, etc.) to the Institute's Hong Kong office.

Applicants fail to submit the required items for assessment within 6 months from the application date, their application would be deemed un-successful and the fees paid are non-refundable. Applicants are required to submit a new application and provide supporting documents together with the appropriate fees should they wish to re-apply.

If you do not receive the email notification, please contact the Student Registration Section by email to students.reg@hkicpa.org.hk or phone at (852)2287-7068 / 7397 for assistance.

[Print this page](#) [Quit](#)



8. Follow the instruction in the email to submit all required items (e.g. certified true copies, signed application summary, etc.) to the Institute's office by the application deadline.

Note: Your application will ONLY be processed until all required items have been received.

5. Non-Hong Kong Accountant Holder:

I confirm that I understand QP-graduate members with non-Hong Kong accountancy degree who register as QP students on or after 1 January 2008 are required to take the Institute's Aptitude Test - Hong Kong Law for issuance of a Practising Certificate.

Yes

10. I declare that the information given in this form is true and correct to the best of my knowledge and belief. I hereby make application for registration as a student of the Hong Kong Institute of CPAs and undertake, if registered, that so long as I remain a registered student of the Hong Kong Institute of CPAs, I shall observe and abide by the Professional Accountants Ordinance and Professional Accountants By-Laws which are in force to regulate registered students, and Professional Ethics Statements of the Hong Kong Institute of CPAs.

Yes

Signature: _____

Date: _____

End