

Practice Review Self-assessment Questionnaire 2020 Frequently Asked Questions

Current Practice Review Programme

Q1. What is the purpose of the Practice Review Self-Assessment Questionnaire (“Questionnaire”)?

Ans. The Institute’s practice review programme (“programme”) has adopted a mixed approach that includes cycle and risk-based elements for selecting practice units.

The risk-based element means that the Institute’s Quality Assurance Department (“QAD”) will utilize all available information to focus resources and attention on practice units and areas of activity where there may be a higher risk of non-compliance with professional standards or where the consequence of such non-compliance could have a significant impact on individual members and firms or the profession as a whole.

The Questionnaire has been developed to facilitate the gathering and analysis of information from practice units that will enable the mixed approach to practice review to be effectively operated. Practice units will be selected for review primarily based on their risk profiles identified from a review process which analyses responses in the Questionnaire and other relevant information.

Q2. Are there any exemptions from completing the Questionnaire?

Ans. No. All practice units are required to complete the Questionnaire. An inactive practice unit is required to complete only Part A (General) of the Questionnaire. Where applicable, Part A of the Questionnaire will direct the relevant practitioner to provide (a) a declaration that the relevant practice unit did not provide any services during the twelve months before 31 March 2020 and will not do so in the twelve months after 31 March 2020; and (b) an undertaking to notify the QAD in writing within 1 month after the practice unit commences or resumes public practice to provide any services in future.

Q3. What follows after the Questionnaire?

Ans. The information and data obtained from the Questionnaire will enable the QAD to build up a risk profile of individual practice unit and the overall population of practice units which drives the selection of practice units for review.

Q4. If I answer “no” to a particular question and I know the answer means that I am not complying with the requirements of HKSQC1, would this mean that I would be disciplined?

Ans. No. The answer would warrant further enquiry by the QAD but would not automatically lead to disciplinary action.

Q5. What are the consequences if I have completed some questions erroneously? Do I get a chance to amend them during the firm visit?

Ans. Certainly it will be possible to clarify information during the visit process. The Institute’s expectation is for honest attempts at completion, using best estimates if the detail of information is not readily available. Honesty in completion of the Questionnaire is what the Institute is expecting. The Questionnaire will be a regular exercise and firms can update information at the next opportunity. The Questionnaire system will however not remain open for amendment after submission.

Providing false information deliberately in the Questionnaire however is unacceptable and unprofessional. If it is found in a practice review, robust actions including disciplinary action will be considered.

Identical Practice Units / Master Practice Unit

Q6. What is a group of identical practice units for the purpose of practice review and what is its significance in respect of the Questionnaire?

Ans. A group of identical practice units is a group of practice units that are closely connected in terms of ownership or management and share an identical system of quality control. The Institute has established a policy for determining a group of identical practice units. Under this policy, the Institute will identify certain groups of practice units through the Institute's membership registration system based on the consideration of certain criteria. Those identified groups of practice units will be invited to make a declaration that meets the principle of a group of identical practice units. Once the declaration is made, the declared group of practice units will be treated as a single unit for the purpose of practice review unless the Institute's Practice Review Committee ("PRC") directs otherwise. Accordingly, unless the PRC directs otherwise, a practice review on a declared group of identical practice units will be carried out on a group basis rather than an individual practice unit basis. As a consequence, only the practice unit in the declared group of identical practice units that is selected to be the master practice unit will be required to complete the Questionnaire but the Questionnaire in this case will cover all the practice units within the declared group.

A copy of the Institute's policy on determining a group of identical practice units can be downloaded from the Institute's website under the section of Quality Assurance / Practice Review at https://www.hkicpa.org.hk/-/media/HKICPA-Website/New-HKICPA/Standards-and-regulation/policy_identical_practice_units.pdf.

CPA Practice Login / Member Login

Q7. How to access the Questionnaire?

Ans. Please go to the Institute's website at <http://www.hkicpa.org.hk/eqs> and login.

Q8. What if my Practice Unit(s) forget the Login ID and Password?

Ans. If you have forgotten your login ID and/or password, you can re-apply by using URL <http://mas.hkicpa.org.hk/mycpa/auth/forget-password/index>

To understand how to acquire, activate, or change your Login ID and Password, please go to <http://www.hkicpa.org.hk/file/media/Web-login-account.pdf>.

Q9. Do I need to complete the Questionnaire all at once?

Ans. No. Each section of the Questionnaire is saved when you move to the next section. You can move to the next section by clicking the "Next" button at the bottom of each page.

IT Helpdesk / Computer Facilities at Library

Q10. How can I contact the Institute for IT assistance?

Ans. If you have any technical problems for accessing the Institute's website, you can call the Institute's IT helpdesk at 2287 7800 or send email to itsupport@hkicpa.org.hk.

Q11. Can I use the computer facility in the Institute's library for accessing the Questionnaire?

Ans. Yes. You are welcomed to use the computer facility in the Institute's library at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. The facility is available on a first come, first served basis.

Submission / Extension of Deadline

Q12. Can I further amend the answers after I submitted the Questionnaire?

Ans. No. You are unable to modify answers via the Questionnaire after you have clicked the "Submit" button on the last page. Accordingly, you are recommended to review your answers before submission and to print out all the answers by clicking the "Print your answers" button after you submit the Questionnaire to the Institute. Please note that you cannot access and print the Questionnaire after you log out. However, you may still write to the Institute if you wish to amend your answers or provide further information to your answers after you have submitted your Questionnaire to the Institute.

Q13. What are the consequences if practice units fail to submit within the stipulated time deadline?

Ans. There will be a system of reminders and chasing correspondence. The Institute is expecting members to behave professionally and make their best efforts to complete the Questionnaire. However, there will be a point where the Institute considers it appropriate to take action, potentially including disciplinary action, if a practice unit still fails to submit despite attempts by the Institute to encourage completion. Accordingly, practice units are encouraged to inform the Institute (with reasons provided) if they anticipate that they have difficulties in submitting within the stipulated time deadline.

Q14. Will the Institute give an "automatic" extension of the deadline? If yes, how long a period?

Ans. No. The system needs to close on the stipulated dates to allow the information submitted to be analyzed and assessed.

Contact

Q15. How can I contact the QAD?

Ans. The QA helpline will be opened from 4 May 2020 to 3 July 2020 during office hours. The helpline number will be (852) 2287 7850.

Monday to Thursday:	9:00 a.m. – 6:00 p.m.
Friday:	9:00 a.m. – 5:30 p.m.
Saturday and Sunday:	Closed

Queries can also be emailed to the QAD at the usual contact of qualityassurance@hki CPA.org.hk.