

## **Important Notice for Candidates for Council Election 2018**

Candidates running for Council election 2018 should read this document carefully which includes the following sections:

- A. Personal Information Sheet
- B. Campaign Materials

**All candidates are required to send to the Institute the following documents as soon as possible but in any event not later than 5:30 p.m., Monday, 19 November 2018:**

- 1. Duly completed "Nomination form for election to Council at the 46th AGM" as printed on page 9 of the AGM booklet;**
- 2. Your Personal Information Sheet (see section A below for details); and**
- 3. Completed reply slip regarding Council election services as attached**

### **A. Personal Information Sheet**

To enable voters to get to know the candidates, the Institute will send all candidates' Personal Information Sheet ("PIS") together with the ballot papers to members. This year, the PIS comprises two parts, (i) a candidate PIS and (ii) an appendix containing supplementary information prepared by the Institute.

Candidates' attention is drawn to the following information about the candidate PIS:

- (1) Each candidate is allowed to have a maximum of two pages (i.e. one single A4 sheet printed on both sides) for their candidate PIS.
- (2) Candidates are free to provide any information they see fit in their candidate PIS for which they are wholly responsible. For reference, the candidate PIS could include the following information:-
  - (i) Name in English and Chinese
  - (ii) Election category
  - (iii) Institute designation(s)
  - (iv) Academic and other professional qualification(s)
  - (v) Present position(s)
  - (vi) Previous position(s) since January 2014
  - (vii) Candidate's website and / or email address
  - (viii) Age
  - (ix) Photograph (Candidates should avoid placing it in the top left corner)
  - (x) Candidate's personal statement



- (3) The candidate PIS will be vetted before circulation against any incorrect or malicious statements. The scope of vetting is confined to the information that can be checked against the Institute's records in the past two years (i.e. since January 2017). The Institute has no obligation to check other information in the candidate PIS other than what stated above and shall not be responsible for the contents thereof.
- (4) Candidates are required to submit their candidate PIS in digital format for printing purpose with the following printing specifications:
- (i) All submitted digital file measured 216mm (W) x 303mm (H) **must** include a 3mm bleed zone on all sides.
  - (ii) The digital file can either be in PDF format (file size of up to 5MB ) or JPEG format (300 dpi and file size of up to 5MB).

If an electronic photo is to be inserted, please note that it should either be in (i) JPEG format (300 dpi) or (ii) TIF format (file size of up to 5MB).

For identification purpose, please ensure that either the photo or the photo filename bears the candidate's name.

Any copyright issues, images or otherwise, arising from the candidate PIS must be cleared by the candidate before submission to the Institute.

- (5) In order to facilitate an informed voting decision the meeting attendance records of the preceding two years, if any, will be provided as an appendix to the candidate PIS. This supplementary information contains the candidate's name, Institute designation, election category and meeting attendance records of the candidate's involvement in Council, Committees, Working Groups, Taskforces, etc over the preceding two years. The Institute will prepare this appendix for each candidate, please refer to the sample as attached on page 6.
- (6) If a candidate fails to submit a candidate PIS that conforms with the required printing specifications before the deadline on **Monday, 19 November 2018 at 5:30 pm**, the Institute will only include the candidate's supplementary information with a remark stating that the candidate has not provided his / her candidate PIS.

Any candidate PIS received after the deadline will **not** be processed due to the very tight election schedule.

## **B. Campaign Materials**

It is **optional** for candidates to provide campaign materials for the election. Candidates who opt to provide campaign materials must be wholly responsible for their design and contents including any copyright issues, images, etc. As the Institute has no part in their production, it shall not accept any responsibility for the contents.

Candidates can opt for uploading electronic versions to the Institute's official website and/or posting physical copies of their campaign materials to member.



### Electronic campaign materials

Candidates who opt for uploading their campaign materials onto the Institute's official website, where it will be displayed in addition to the Candidate's PIS in the members' area, should note:

1. The campaign materials must be submitted to the Institute in **one single PDF file without bleed zone (max file size 5MB)** to Zoe Tsang (zoe@hkicpa.org.hk)
2. Deadline for submission: **5:30 p.m., Thursday, 22 November 2018**
3. The campaign materials will be available on the Institute's website on Monday, 26 November 2018

Any PDF file received after deadline will **not** be processed due to the very tight election schedule.

### Posting of campaign materials

The Institute also offers candidates the opportunity to post their campaign materials to voters – at the candidates' expense – as detailed below:

1. Costs of letter shopping and envelopes will be equally shared among candidates who opt for the service
2. Postage will be charged as per the weight of the individual candidate's materials

### Delivery deadlines and estimated postage and letter shopping costs for campaign materials

<u>Date of posting</u>	<u>Delivery deadline*</u>	<u>Estimated max cost**</u> <i>(for reference only)</i>
First posting on 27 November 2018	5:30 p.m., 20 November 2018	HK\$240,000 for 39,000 sets of each 12g materials***
Second posting on 3 December 2018	5:30 p.m., 26 November 2018	HK\$240,000 for 39,000 sets of each 12g materials***

\* No refund for any withdrawal made after the respective deadlines.

\*\* The estimated maximum cost is based on only one candidate posting his/her campaign materials which weigh not more than 12g.  
For reference, no candidates opted for the first and second posting in 2017.

\*\*\* 4,224 members have opted to receive only electronic campaign materials. These members therefore will not receive any hardcopy.



The campaign materials should not exceed A4 size and must be in "ready-to-send" status (stapled if more than one sheet) when they are delivered to the Institute's mailing agent:

Tai Kie Printing Press (泰記印務)  
Unit F, 4/F., Derrick Industrial Building, 49 Wong Chuk Hang Road, Hong Kong  
(香港黃竹坑道49號得力工業大廈4樓F室)

### **Conditions for Use of Election Services**

Any candidate who wishes to use any of the above election services rendered by the Institute:-

- (1) Agrees that the Institute retains the rights to vary any of the above terms on the provision of election services, and in the event of any dispute the Institute has the final right of determination not subject to any challenge by way of judicial review or any legal proceedings; and,
- (2) must complete and return the attached reply slip with the Nomination Form and provide the required documents in a timely manner with reference to the various specified deadlines. The Candidate acknowledges that the Institute has no obligation to render the relevant election services if any of the submission deadlines were not met by the Candidate.

### **Enquiries**

If you have any questions regarding the election process, please feel free to contact Zoe Tsang, Officer, Marketing & Communications at 2287 7087 / zoe@hkicpa.org.hk.

29 October 2018



To: Ms. Zoe Tsang  
Officer, Marketing & Communications  
Hong Kong Institute of Certified Public Accountants

Fax: 2803 4620  
Email: zoe@hkcipa.org.hk

**Reply Slip on Council Election Services**  
***(Please reply not later than 5:30 p.m., 19 November 2018)***

I am a candidate for the Council Election 2018. Please note my options for the election services rendered by the Institute as follows:

*(Please ✓ the appropriate box)*

	<b><u>Yes</u></b>	<b><u>No</u></b>
1. Uploading of my campaign materials to the Institute's official website on 26 November 2018	<input type="checkbox"/>	<input type="checkbox"/>
2. First posting of my campaign materials to Institute members on 27 November 2018	<input type="checkbox"/>	<input type="checkbox"/>
3. Second posting of my campaign materials to Institute members on 3 December 2018	<input type="checkbox"/>	<input type="checkbox"/>

*By opting for the above service(s), I agree to the Conditions for Use of Election Services as set out at page 4 of the Important Notice for Candidates for Council Election 2018.*

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



## Sample of Supplementary Information For a Candidate

Name : CHAN Tai Man, David (陳大文)

Institute designation : FCPA

Election category : P

### Participation in HKICPA Council / Board(s) / Committee(s) / Panel(s) / Sub-Committee(s) / Task Force(s) / Working Group(s) over the preceding two years:

#### 2017 (1 January – 31 December 2017)

	<u>Position</u>	<u>Attendance</u>
Council	Member	11 / 12
Audit Profession Reform Working Group	Deputy Chairman	6 / 8
Registration and Practising Committee	Chairman	4 / 4

#### 2018 (1 January – 19 November 2018)

	<u>Position</u>	<u>Attendance</u>
Council	Member	12 / 12
Registration and Practising Committee	Chairman	5 / 5
Small and Medium Practitioners Committee	Member	6 / 6