



# Application Form Change of QP Workshop Group(s)

Name of Applicant : \_\_\_\_\_

Student No. : \_\_\_\_\_ Contact No. : \_\_\_\_\_

**Eligibility of Applicant : Students who are unable to attend their assigned workshop with valid reasons recognized by the Institute and supporting document(s)**

Please indicate your preference(s) for the workshop date(s) and time(s) that you wish to change to by completing the following table. In case your first choice cannot be arranged, we will assign you to the second choice. (Please "✓" where appropriate)

Application 1*	<input type="checkbox"/> <b>Module A</b> (Financial Reporting)	<input type="checkbox"/> <b>Module B</b> (Corporate Financing)	<input type="checkbox"/> <b>Module C</b> (Business Assurance)	<input type="checkbox"/> <b>Module D</b> (Taxation)
	Original Assigned Class	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	
<input type="checkbox"/> Workshop 1	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00
<input type="checkbox"/> Workshop 2	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00
Reason for change:				
Application 2*	<input type="checkbox"/> <b>Module A</b> (Financial Reporting)	<input type="checkbox"/> <b>Module B</b> (Corporate Financing)	<input type="checkbox"/> <b>Module C</b> (Business Assurance)	<input type="checkbox"/> <b>Module D</b> (Taxation)
	Original Assigned Class	1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	
<input type="checkbox"/> Workshop 1	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00
<input type="checkbox"/> Workshop 2	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00	<input type="checkbox"/> 09:30-17:30 <small>(Date)</small> <input type="checkbox"/> 14:00-22:00
Reason for change:				
<input type="checkbox"/> <b>The original supporting document is enclosed.</b>				

\* If only one workshop of the workshop group is changed, student should attend the remaining unchanged workshop according to the original assigned schedule stated on the confirmation slip.

<b>Payment methods for the administrative charge:</b> (Please "✓" where appropriate)	
<input type="checkbox"/> <b>Change ONE module: HK\$500</b>	<input type="checkbox"/> <b>Change TWO modules: HK\$1,000</b>
Credit card: VISA / MasterCard	
Card number: <input style="width: 100px;" type="text"/>	Card expiry date (MM/YY): <input style="width: 50px;" type="text"/>
Cardholder's name (block letters): _____	Cardholder's signature: _____ Date: _____

**Notes to applicants**

1. Details on the application procedures for change of QP workshop group can be found in [QP Student Handbook Section 4.2.4](#).
2. If a student who is absent from a workshop, he/she should call the Workshop Team immediately.
3. The completed application form, together with the original supporting document(s), should be reached the Education and Training Department, HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong at least five working days before the original assigned workshop date. Or, within two working days from the date of absence due to contingency.
4. If the change of QP Workshop Group(s) is associated with the location in Mainland China, the application may be subject to extra VAT charge/refund.
5. Application result will be sent to the applicant's registered email address according to the records in the QP Student Register prior to the workshop date.
6. The Institute reserves all rights to accept or reject any applications for change of QP workshop group.
7. For further details, please call the Workshop Team at 2287 7284 / 2287 7283 or email to [workshopadmin@hkicpa.org.hk](mailto:workshopadmin@hkicpa.org.hk).

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

**Personal Data (Privacy) Ordinance and Direct marketing of the Institute's services**  
 Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course/event/activity on which you are enrolled ("Event"). Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. By submitting this Enrolment Form, you understand and agree that the Institute may provide your personal data above to co-organisers/service providers in or outside Hong Kong for the purpose relating to the Event. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkicpa.org.hk](mailto:privacyofficer@hkicpa.org.hk) or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.