

Hong Kong Institute of Certified Public Accountants (“HKICPA”) Membership: Fit and Proper

Here are some criteria to consider before confirming the applicant is fit and proper:

Fitness

Fitness relates to the competence and capacity of the applicant to fulfill his or her responsibilities whilst training to become a certified public accountant and subsequently as a member of the Institute.

Criteria to consider include:-

- Professional qualifications
- Knowledge
- Skills
- Experience
- Reliability

Propriety

Propriety relates to the applicant's character and suitability for membership.

Criteria to consider include:

- Adherence to the HKICPA ethical standards, based on the fundamental principles of:
 1. integrity
 2. objectivity
 3. competence (only accepting work for which the applicant is competent unless s/he obtains appropriate help)
 4. due skill and care
 5. courtesy and consideration
- Adherence to professional standards
- Behaviour in personal as well as professional life
 1. Whether the applicant has behaved in a way, whether or not in the course of carrying out professional work, that is likely to bring discredit on him/herself, HKICPA or the accountancy profession.
 2. Whether there has been any complaint against the applicant that he/she has falsified or caused to be falsified any document.

3. Whether there has been any complaint against the applicant that he/she has made any statement which is material and which he/she knows to be false or does not believe to be true, in respect of any document.
 4. Whether there has been any complaint against the applicant that he/she has been negligent in the conduct of his/her profession, or has failed to comply with any professional standards or has been guilty of professional misconduct.
- Financial integrity
 1. The applicant should be honest and reliable in his/her personal as well as professional financial dealings.
 2. Whether in the last five years, the applicant has made any compromise or arrangement with creditors, or otherwise failed to satisfy creditors in full.
 3. Whether the applicant has been declared bankrupt or been the subject of a bankruptcy court order in Hong Kong or elsewhere, or whether a bankruptcy petition has ever been served on him/her.
 - Conviction or civil liability
 1. Whether the applicant has been convicted of an offence under Part V (Perjury) of the Crimes Ordinance (Cap 200).
 2. Whether the applicant has been convicted in Hong Kong or elsewhere of any offence involving dishonesty.
 3. Whether the applicant has been guilty of any misconduct in his/her professional or business activities.
 4. Whether in the last five years, the applicant has been the subject of any civil action relating to professional or business activities which resulted in a finding against him/her and involving his/her fitness or propriety in respect of those activities by a court, or a settlement being agreed.
 - Good reputation and character

Whether in the last five years, the applicant has been:

1. refused the right to carry on a trade, business or profession for which a specific license, registration or other authority is required or had such right restricted or withdrawn.
2. refused entry to any professional body or trade association, or decided not to continue with an application or had membership restricted or withdrawn.
3. reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body.
4. made the subject of an order of a court or tribunal relating to his/her fitness or qualification to carry on any trade, profession or business or any appointment or election to any position or office.
5. investigated on allegations of misconduct or malpractice in connection with professional or business activities which resulted in a formal complaint being made against him/her, whether or not the complaint was proved or an order was made against him/her.