



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



# **Qualification Programme (QP)**

## **Application System**

### **(New Application – Early Registration Scheme)**

## **User Guide**



## Application for the Qualification Programme (QP)

This user guide shows the detailed procedures to submit the application for the QP of the Hong Kong Institute of Certified Public Accountants (the Institute). You are advised to read it through before starting the application.

### Application webpage

The 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:

<http://www.hkicpa.org.hk> > **Become a Hong Kong CPA** > **QP** > [Application and registration](#)

### Before application

This application contains two stages of process:

- Stage 1 – complete the self-assessment for module exemption and submit the application
- Stage 2 – receive the assessment result and register as a QP student

You should prepare the following scanned documents and credit card before submitting the application:

1. Official full transcript of all academic qualifications (PDF)
2. Certificate of all academic qualifications (PDF)
3. Official transcript of overseas exchange programme, if any (PDF)
4. HKID card / PRC ID card / passport (PDF / JPEG)
5. Passport standard photo (JPEG; ratio of length to width is 4:3)
6. Credit card (VISA / MasterCard / UnionPay) capable to support online payment in HKD

#### Note:

- For item 1, unofficial transcript of latest semester is allowed for corresponding degree programme under the Early Bird/ Registration Scheme.
- For item 2, certificate is not required for corresponding degree programme under the Early Bird/ Registration Scheme at the time of application and to be provided after graduation.
- Size of each single file must be less than 2MB (for passport photo: less than 500KB).
- If you leave the application before successful payment, all input data may be lost.
- The Institute reserves the right to check the original / obtain the certified true copy of required documents.
- Applicant only has non-Hong Kong sub-degree qualification is not eligible to register under the QP unless this qualification is assessed by the [HKCAAVQ](#) and meet the standard of QF Level 4 or above.

### During application

Applicants should check and ensure the input data in each section is correct and completed before going to the next section. Especially for Section 4 Self-assessment, all input data will be lost if you revisit this section.

### After submission

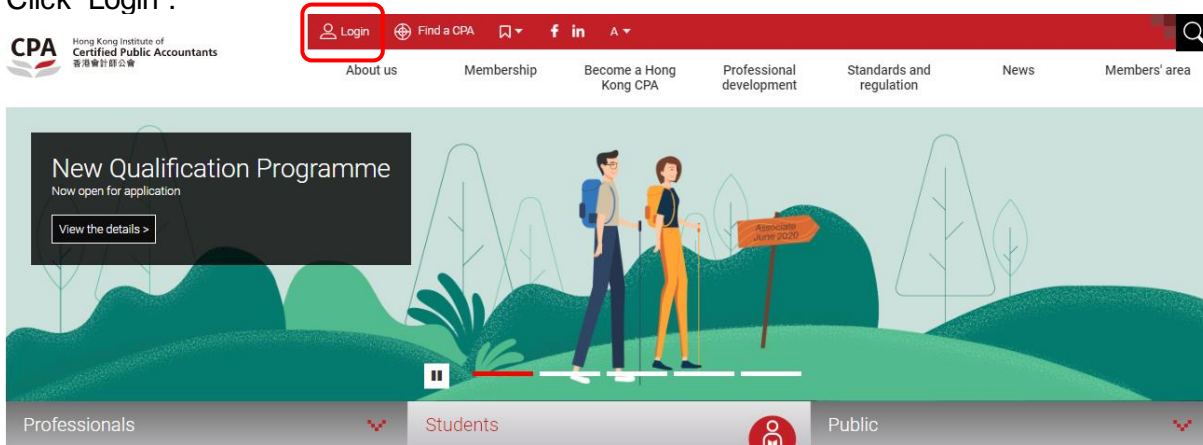
Applicants will receive an email after successful submission of the application and payment. Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please response to our assessment result in due course in order to process for the registration as a QP student.

### Enquiry

Should you have any enquiry about the application, please contact the Institute's Qualifications Assessment Team by email to [students.reg@hkicpa.org.hk](mailto:students.reg@hkicpa.org.hk).

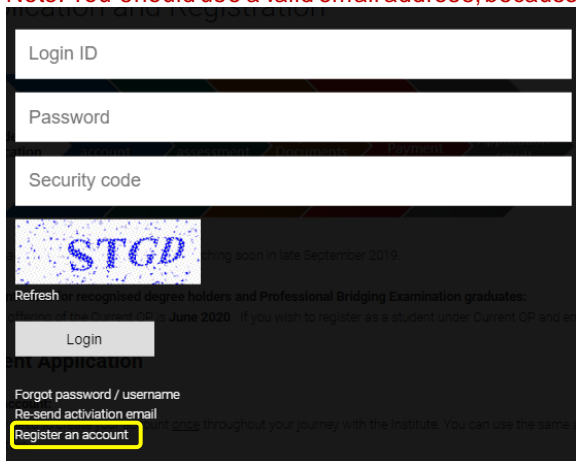
## Before application – register a web account

1. Click "Login".



2. Choose "Register an account" and then fill in the information.

**Note:** You should use a valid email address, because it will be the communication channel between the Institute and you.



**New Web Member Registration**

**Sign In Information**

Primary Email Address \*

Re-enter Email Address\*

Login ID \*

Password \*

Confirm Password \*

**Personal Information**

Title\*

First/Given name\*

Last/Family name \*

Chinese Name

Forget Password Question\*

Forget Password Question Answer\*

Another?

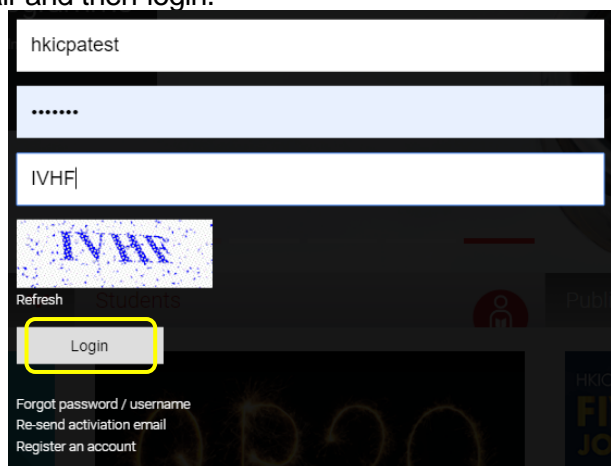
3. Check your email box for the account activation email and then login.

Dear Chan Tai Man,

Please click the link  
<http://masdm5.hkicpa.org.hk:8080/mycpa/auth/email/activate-account/0000000056dd5b7c0156dea0c6a00006> to activate your account.

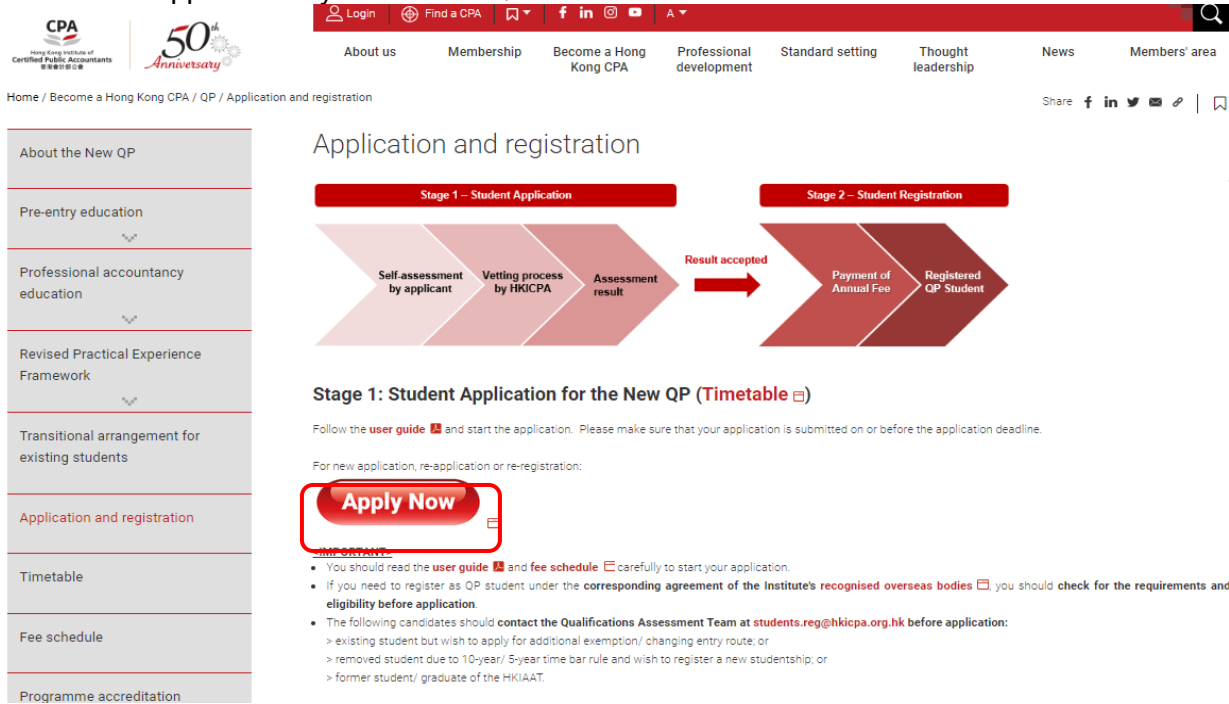
- Your Login ID: hkicpatest

Thank you very much,  
 Hong Kong Institute of Certified Public Accountants

## Application procedures – Stage 1

### 1. Access the application system of the QP.



Home / Become a Hong Kong CPA / QP / Application and registration

Application and registration

Stage 1 – Student Application

Self-assessment by applicant → Vetting process by HKICPA → Assessment result → Result accepted

Stage 2 – Student Registration

Payment of Annual Fee → Registered QP Student

Stage 1: Student Application for the New QP (Timetable)

Follow the [user guide](#) and start the application. Please make sure that your application is submitted on or before the application deadline.

For new application, re-application or re-registration:

**Apply Now**

- You should read the [user guide](#) and [fee schedule](#) carefully to start your application.
- If you need to register as QP student under the [corresponding agreement of the Institute's recognised overseas bodies](#), you should [check for the requirements and eligibility before application](#).
- The following candidates should [contact the Qualifications Assessment Team at students.reg@hkicpa.org.hk](#) before application:
  - > existing student but wish to apply for additional exemption/ changing entry route; or
  - > removed student due to 10-year/ 5-year time bar rule and wish to register a new studentship; or
  - > former student/ graduate of the HKIAAT.

### 2. Read the introduction page carefully.

Introduction

1 Introduction 2 Personal Particulars 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

#### Welcome to the application for Qualification Programme (QP) registration.

This application contains two stages of process:

- Stage 1 – complete the self-assessment for module exemption and submit the application
- Stage 2 – receive the assessment result and register as a QP student

You should prepare the following scanned documents and credit card before submitting the application:

- Official full transcript of all academic qualifications (PDF)
- Certificate of all academic qualifications (PDF)
- Official transcript of overseas exchange programme, if any (PDF)
- Detailed syllabus (課程大綱), course materials and other documents of all subjects related to module exemption (PDF) [reference of the [module exemption requirement](#)]
- Completed mapping table of the module(s) applied for exemption (EXCEL) [mapping table can be downloaded [here](#)]
- HKID card / PRC ID card / passport (PDF / JPEG)
- Passport standard photo (JPEG; ratio of length to width is 4:3)
- Credit card (VISA / MasterCard / UnionPay) capable to support online payment in HKD

Note:

- Size of each single file must be less than 2MB (for passport photo: less than 500KB).
- If you leave the application before successful payment, all input data may be lost.
- For course syllabus (課程大綱), it should be issued / verified by the institution, which includes the institution name, course description, teaching plan / content, etc. If course syllabus is not available, please provide other supporting documents, e.g. lecture notes, slides and other teaching materials.
- The course used for claiming exemption will be disregarded if relevant course syllabus or other supporting documents cannot be provided. This may affect the exemption result of the relevant module.
- The Institute reserves the right to check the original / obtain the certified true copy of required documents.
- Applicant only has non-Hong Kong sub-degree qualification is not eligible to register under the QP unless this qualification is assessed by the [HKCAAVO](#) and meet the standard of QF Level 4 or above.

Applicants will receive an email after successful submission of the application and payment. Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email within two months or before the enrolment deadline of the coming examination session, whichever is earlier. Please response to our assessment result in due course in order to process for the registration as a QP student.

#### Personal Data (Privacy) Ordinance:

Your personal data collected from this application will be used for the purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, and for keeping students informed of its services. The provision of personal data by means of this application is voluntary. However, insufficient information may result in rejection of an application. Such data collected may be accessible by the Institute's officers, persons or committees processing the registration, examination and related matters. The data may also be accessible by or transferred to any authorized personnel including (but not limited to) agents, contractors, consultants, or advisers performing any statutory or administrative functions on behalf of the Institute.

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws. Please refer to the Institute's privacy policy and personal information collection statement on its website at: <http://www.hkicpa.org.hk/en/Tools/Privacy-policy>

3. Fill in your personal information in Section 2.

Note: HKID# is most preferred, if any.

**Personal Particulars**

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

**Personal Information**

\*Title: Mr.

\*Family Name: CHAN

\*Given Name: Tai Man

Chinese Name: 陳大文

\*Date of Birth: DD 01 MM 01 - January YYYY 1990

\*Gender: Male

\*Nationality: Chinese

At least one type of identity number is required.

HKID#: A101010A PRC ID #: Passport: K1234567890

Personal Email: qp.reg@hki CPA.org.hk

Have you studied any accounting related subjects in high school? No

**\*Photo**

Upload passport standard photo

File size < 500kb  
 Type = jpeg  
 Ratio of length to width = 4:3  
 Background = plain colour

\*Upload

4. Fill in your address in Section 2.

Note: Pay attention to the address format.

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

**Address**

**Residential Address**

Country: Hong Kong

Address: Room 123, Floor 27  
 Wu Chung House  
 213 Queen's Road East

District: Wan Chai

Area: Hong Kong

Correspondence Address: Residential Address

**Business Address**

Country: 中国

Address format

Example for Hong Kong :  
 Room A, 10/F, Tower 1  
 ABC Building  
 1234 Sample Road  
 Wanchai  
 Hong Kong

Example for 中国 :  
 中国广东省  
 广州市天河区  
 体育西路 191号  
 中石化大厦B塔4302-4313  
 邮编: 510620

Example for others :  
 House 12  
 999 Sample Street  
 New South Wales  
 Postcode: NSW123  
 Australia

5. Fill in your phone number in Section 2.

Note: Mobile phone must be provided, also pay attention to the phone number format.

1 Introduction 2 **Personal Particulars** 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents

**Phone Number**

If your number contains an area code, add "-" between it and the phone number.

Type: Mobile Country: 852 Phone: 12345678

Type: Home Country: 086 Phone: 20-12345678

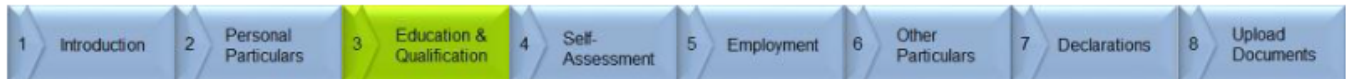
**Phone number format**

Example for mobile :  
 Country Code + Phone Number  
 e.g. 086 13012345678

Example for home/office :  
 Country Code + Area Code (skip initial digit if it is "0") + Phone Number  
 e.g. 086 20-98765432

6. Select the entry qualification and academic qualification(s) in Section 3.

Note: You should ensure all relevant academic qualifications have been selected. The Institute will perform the assessments solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.



Select your preferred entry qualification (Check definition in [user guide](#)):

Sub-Degree/ Degree/ Conversion Programme



Select your academic qualification(s) (you can select more than one):

- Sub-degree (e.g. higher diploma, associate degree)
- Degree (e.g. bachelor, master, doctor, other postgraduate qualifications)
- Conversion Programme ([Click here for reference](#))
- Membership of recognised overseas professional body (i.e. ACCA, CIMA, CICPA, CPA Australia, U.S.CPA) ([Click here for reference](#))
- Accredited Accounting Technician Examination / Professional Bridging Examination / Joint Examination Scheme

If your qualification does not fall under any of the above categories, please contact us by email: [students.reg@hkcipa.org.hk](mailto:students.reg@hkcipa.org.hk)

**Definition of the entry qualifications:**

- **Sub-degree/ Degree/ Conversion Programme** ← **select this one for the Early Bird/ Registration Scheme**  
For the applicants who have recognised sub-degree/ degree/ conversion programme qualification(s).
- **Membership of recognised overseas professional body**  
For the applicants who are eligible for the Institute's membership / exemption of designated modules under the agreement with other [recognised overseas professional body](#).
- **Accredited Accounting Technician Examination/ Professional Bridging Examination/ Joint Examination Scheme**  
For the applicants who were the students of the Hong Kong Institute of Accredited Accounting Technicians / the Institute's Joint Examination Scheme, they can claim for exemption of designated modules under the [transitional arrangement](#) on or before 31 December 2021.



7. Fill in the details of your selected academic qualification(s) in Section 3.

**Note:** You should ensure all relevant academic qualifications have been selected. The Institute will perform the assessments solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.

- Sample of sub-degree (e.g. higher diploma, associate degree, diploma, foundation, etc.)

Reference: [List of accredited sub-degree programmes](#)

**Sub-Degree**

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your sub-degree (e.g. higher diploma, associate), choose "Others" if no exact options. E.g.:

- Associate of Business Administration (Marketing) => Level = Associate ; Designation = Business Administration ; Major = Marketing
- Higher Diploma in Information Systems => Level = Higher Diploma ; Designation = N/A ; Major = Information Systems
- Foundation Year (Business and Management) => Level = Foundation ; Designation = N/A ; Major = Business & Management

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\*Accredited Sub-Degree:  (Click here for reference)

\*Intake Date: DD  MM  YYYY

\*Award Date: DD  MM  YYYY

\*Country / Region:

\*Institution:

\*Level:

\*Designation:

\*Major:

\*Honour:  (Input N/A if it is not applicable to you.)

\*GPA:  (Input N/A if it is not applicable to you.) Add

---

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your sub-degree (e.g. higher diploma, associate), choose "Others" if no exact options. E.g.:

- Associate of Business Administration (Marketing) => Level = Associate ; Designation = Business Administration ; Major = Marketing
- Higher Diploma in Information Systems => Level = Higher Diploma ; Designation = N/A ; Major = Information Systems
- Foundation Year (Business and Management) => Level = Foundation ; Designation = N/A ; Major = Business & Management

---

\*Accredited Sub-Degree:  (Click here for reference)

\*Intake Date: DD  MM  YYYY

\*Award Date: DD  MM  YYYY

\*Country / Region:

\*Institution:

\*Level:

\*Designation:

\*Major:

\*Honour:  (Input N/A if it is not applicable to you.)

\*GPA:  (Input N/A if it is not applicable to you.) Add

**Note:** You can add more qualifications by clicking **"Add"**.

- Sample of degree (e.g. bachelor, master, doctor, other postgraduate qualifications, etc.)

Reference: [List of accredited degree programmes](#)

**Degree**

Note: If you do not have this qualification, please go back to the previous page and uncheck the respective checkbox.

Start from MOST RELEVANT => Fill in your degree (e.g. bachelor, master, doctor), from 1st degree to new degree. Choose "Others" if no exact options. E.g.:

- Bachelor of Science in Mathematics and Statistics => Level = Bachelor ; Designation = Science ; Major = Mathematics & Statistics
- Master of Public Finance => Level = Master ; Designation = Public Finance ; Major = Public Finance
- Postgraduate Diploma in Management => Level = Postgraduate Diploma ; Designation = N/A ; Major = Management

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\*Accredited Degree:  (Click here for reference)

\*Intake Date: DD  MM  YYYY

\*Award Date: DD  MM  YYYY

\*Country / Region:

\*Institution:

\*Level:

\*Designation:

\*Major:

\*Honour:  (Input N/A if it is not applicable to you.)

\*GPA:  (Input N/A if it is not applicable to you.) Add

**Note:** Input "31 August 2024" as the expected award date.

8. In Section 4, choose “Yes” for “Apply for exemption?” of each module and then fill in information of required courses under the accredited degree programme.

**Note:**

- You are NOT required to upload the course syllabus and mapping table in Section 8.

**Warning:**

- All input data will be lost if you revisit this section. You should ensure that the information is correct and completed before going to the next section.
- The Institute will perform the assessment solely based on the documents and information provided in this application. You may need to bear additional costs for any amendments after submission due to errors or omissions.
- Exemption will be granted only if the documents provided are sufficient. It is at the discretion of the Institute to grant module exemption.
- Exemptions of M9 (Principles of Taxation) and M10 (Business & Company Law) are not only limited to graduates who have completed Hong Kong tax and Hong Kong law subjects. Graduates who have studied and passed law and/or taxation subjects in a non-Hong Kong's regime may also be eligible for exemptions of M9 and/or M10 provided that these subjects have substantial coverage of the equivalent learning outcomes of M9 and M10.

Inst #	Country / District	Institute / University	Level	Designation	Major	Honours	GPA	Intake Date	Award Date	Remarks
1	Hong Kong	The University of Hong Kong	Bachelor	Business Administration	Accounting & Finance	N/A	N/A	2017/09/01	2021/08/31	
2	Hong Kong	HKU SPACE Community College	Associate	Business	Finance	N/A	3.42	2015/09/01	2017/07/31	
3	Hong Kong	Hong Kong Institute of Vocational Education	Diploma	N/A	Finance	N/A	3.6	2014/09/02	2015/07/31	

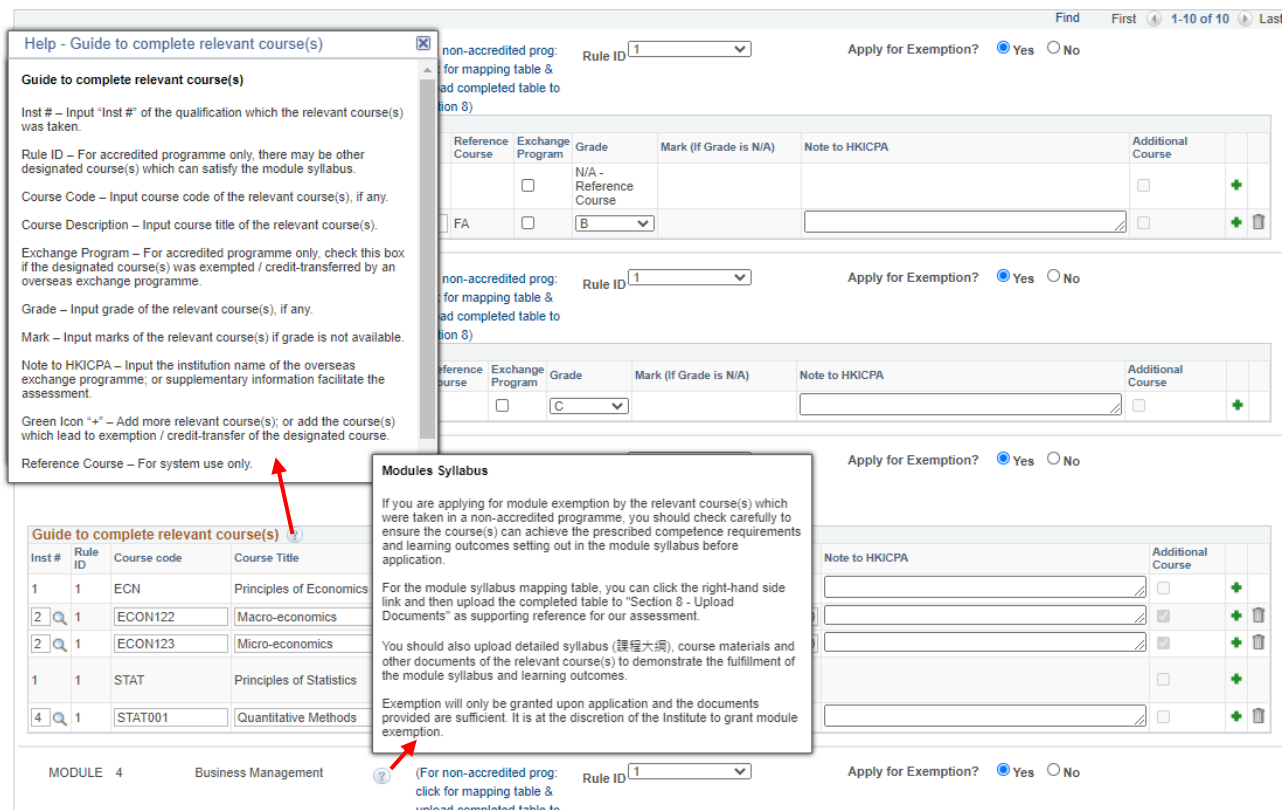
Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course	
<p>MODULE 1    Accounting    (For non-accredited prog: click for mapping table &amp; upload completed table to Section 8)    Rule ID 1    Apply for Exemption? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>										
1	1	ACCT1101	Introduction to Financial Accounting		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	1	ACT101	Principles of Accounting	ACCT1101	<input type="checkbox"/>	A			<input type="checkbox"/>	<input type="checkbox"/>
<p>MODULE 2    Management Accounting    (For non-accredited prog: click for mapping table &amp; upload completed table to Section 8)    Rule ID 1    Apply for Exemption? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>										
1	1	ACCT2105	Introduction to Management Accounting		<input type="checkbox"/>	Withdraw		did not register this course	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	1	ACCT3106	Management Control		<input type="checkbox"/>	In Progre			<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>MODULE 3    Business Economics    (For non-accredited prog: click for mapping table &amp; upload completed table to Section 8)    Rule ID 1    Apply for Exemption? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>										
1	1	ECON1210	Introductory Microeconomics		<input checked="" type="checkbox"/>	N/A - Exchange Program		Columbia University	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	1	ECON1220	Introductory Macroeconomics		<input type="checkbox"/>	B			<input type="checkbox"/>	<input checked="" type="checkbox"/>
1	1	STAT1602	Business Statistics		<input type="checkbox"/>	C			<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Note:**

- (a) Accredited course was credited transferred/exempted from other relevant course(s) from your previous study → click the green “+” icon and click “Yes” first, a new course line will appear accordingly and you can input the relevant course information to indicate this credited transfer/exemption.
- (b) Withdrawn or not registered the required course → choose “Withdraw” and put the reason under “Note to HKICPA”.
- (c) Sitting the required course in current/coming semester → choose “In Progress”.
- (d) Credit transferred by relevant course in overseas exchange programme → select the “Exchange Program” checkbox and input the overseas university name under “Note to HKICPA”.



9. You can click “?” icons to open instructional messages to help you complete the self-assessment.  
 Note: You can ignore the course syllabus and mapping table as they are not required for the accredited programmes.



The screenshot shows the 'Help - Guide to complete relevant course(s)' window. It contains the following text:

**Guide to complete relevant course(s)**

Inst # – Input “Inst #” of the qualification which the relevant course(s) was taken.

Rule ID – For accredited programme only, there may be other designated course(s) which can satisfy the module syllabus.

Course Code – Input course code of the relevant course(s), if any.

Course Description – Input course title of the relevant course(s).

Exchange Program – For accredited programme only, check this box if the designated course(s) was exempted / credit-transferred by an overseas exchange programme.

Grade – Input grade of the relevant course(s), if any.

Mark – Input marks of the relevant course(s) if grade is not available.

Note to HKICPA – Input the institution name of the overseas exchange programme; or supplementary information facilitate the assessment.

Green Icon “+” – Add more relevant course(s); or add the course(s) which lead to exemption / credit-transfer of the designated course.

Reference Course – For system use only.

The 'Modules Syllabus' pop-up window contains the following text:

**Modules Syllabus**

If you are applying for module exemption by the relevant course(s) which were taken in a non-accredited programme, you should check carefully to ensure the course(s) can achieve the prescribed competence requirements and learning outcomes setting out in the module syllabus before application.

For the module syllabus mapping table, you can click the right-hand side link and then upload the completed table to “Section 8 - Upload Documents” as supporting reference for our assessment.

You should also upload detailed syllabus (課程大綱), course materials and other documents of the relevant course(s) to demonstrate the fulfilment of the module syllabus and learning outcomes.

Exemption will only be granted upon application and the documents provided are sufficient. It is at the discretion of the Institute to grant module exemption.

### Guide to complete relevant course(s):

- **Inst #** – Input “Inst #” of the qualification which the relevant course(s) was taken.
- **Rule ID** – For accredited programme only, there may be other designated course(s) which can satisfy the module syllabus.
- **Course Code** – Input course code of the relevant course(s), if any.
- **Course Description** – Input course title of the relevant course(s).
- **Exchange Program** – For accredited programme only, check this box if the designated course(s) was exempted / credit-transferred by an overseas exchange programme.
- **Grade** – Input grade of the relevant course(s), if any.
- **Mark** – Input marks of the relevant course(s) if grade is not available.
- **Note to HKICPA** – Input the institution name of the overseas exchange programme; or supplementary information facilitate the assessment.
- **Green Icon “+”** – Add more relevant course(s); or add the course(s) which lead to exemption / credit-transfer of the designated course.
- **Reference Course** – For system use only.
- **Additional Course** – For system use only.

- Sample of a completed self-assessment table of an accredited degree programme.

Find First 1-10 of 10 Last

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MODULE 1    Accounting    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ACCT1101	Introduction to Financial Accounting		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
2	1	<input type="text" value="ACT101"/>	<input type="text" value="Principles of Accounting"/>	ACCT1101	<input type="checkbox"/>	<input type="text" value="A"/>			<input type="checkbox"/>

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MODULE 2    Management Accounting    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ACCT2105	Introduction to Management Accounting		<input type="checkbox"/>	<input type="text" value="Withdraw"/>		<input type="text" value="did not register this course"/>	<input type="checkbox"/>
1	1	ACCT3106	Management Control		<input type="checkbox"/>	<input type="text" value="In Progre"/>			<input type="checkbox"/>

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MODULE 3    Business Economics    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ECON1210	Introductory Microeconomics		<input checked="" type="checkbox"/>	N/A - Exchange Program		<input type="text" value="Columbia University"/>	<input type="checkbox"/>
1	1	ECON1220	Introductory Macroeconomics		<input type="checkbox"/>	<input type="text" value="B"/>			<input type="checkbox"/>
1	1	STAT1602	Business Statistics		<input type="checkbox"/>	<input type="text" value="C"/>			<input type="checkbox"/>

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MODULE 4    Business Management    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	MGMT2401	Principles of Management		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
3	1	<input type="text" value="MGT001"/>	<input type="text" value="Management"/>	MGMT2401	<input type="checkbox"/>		<input type="text" value="97.60"/>		<input type="checkbox"/>
1	1	MKTG2501	Introduction to Marketing		<input type="checkbox"/>	<input type="text" value="C"/>			<input type="checkbox"/>
1	1	STRA4701	Strategic Management		<input type="checkbox"/>	<input type="text" value="C"/>			<input type="checkbox"/>

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MODULE 5    Information Management    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	IIMT2601	Management Information Systems		<input type="checkbox"/>	<input type="text" value="B"/>			<input type="checkbox"/>

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MODULE 6    Financial Accounting    (For non-accredited prog: click for mapping table & upload completed table to Section 8)    Rule ID     Apply for Exemption?  Yes  No

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ACCT2102	Intermediate Financial Accounting I		<input type="checkbox"/>	<input type="text" value="C"/>			<input type="checkbox"/>
1	1	ACCT3103	Intermediate Financial Accounting II		<input type="checkbox"/>	<input type="text" value="B"/>			<input type="checkbox"/>
1	1	ACCT4104	Advanced Financial Accounting		<input type="checkbox"/>	<input type="text" value="In Progre"/>			<input type="checkbox"/>

MODULE 7 Financial Management Rule ID: 1 Apply for Exemption?  Yes  No

(For non-accredited prog: click for mapping table & upload completed table to Section 8)

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	FINA1310	Corporate Finance		<input type="checkbox"/>	C			<input type="checkbox"/>
1	1	FINA2320	Investments and Portfolio Analysis		<input type="checkbox"/>	In Progre:			<input type="checkbox"/>

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MODULE 8 Principles of Auditing Rule ID: 1 Apply for Exemption?  Yes  No

(For non-accredited prog: click for mapping table & upload completed table to Section 8)

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ACCT3109	Auditing		<input type="checkbox"/>	B			<input type="checkbox"/>

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MODULE 9 Principles of Taxation Rule ID: 1 Apply for Exemption?  Yes  No

(For non-accredited prog: click for mapping table & upload completed table to Section 8)

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	ACCT3107	Hong Kong Taxation		<input type="checkbox"/>	In Progre:			<input type="checkbox"/>

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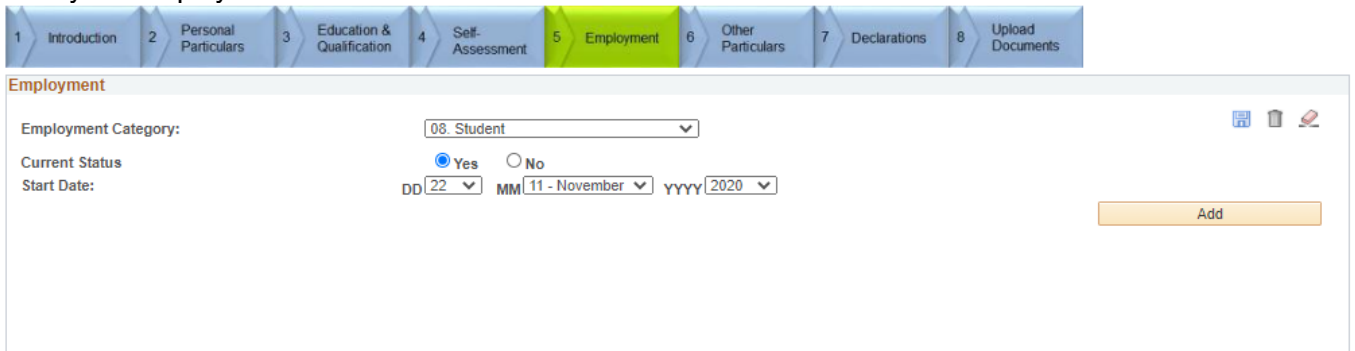
MODULE 10 Business and Company Law Rule ID: 1 Apply for Exemption?  Yes  No

(For non-accredited prog: click for mapping table & upload completed table to Section 8)

**Guide to complete relevant course(s)**

Inst #	Rule ID	Course code	Course Title	Reference Course	Exchange Program	Grade	Mark (If Grade is N/A)	Note to HKICPA	Additional Course
1	1	BUSI3801	Business Law		<input type="checkbox"/>	In Progre:			<input type="checkbox"/>
1	1	BUSI3803	Company Law		<input type="checkbox"/>	In Progre:			<input type="checkbox"/>

10. Fill in your employment records in Section 5.

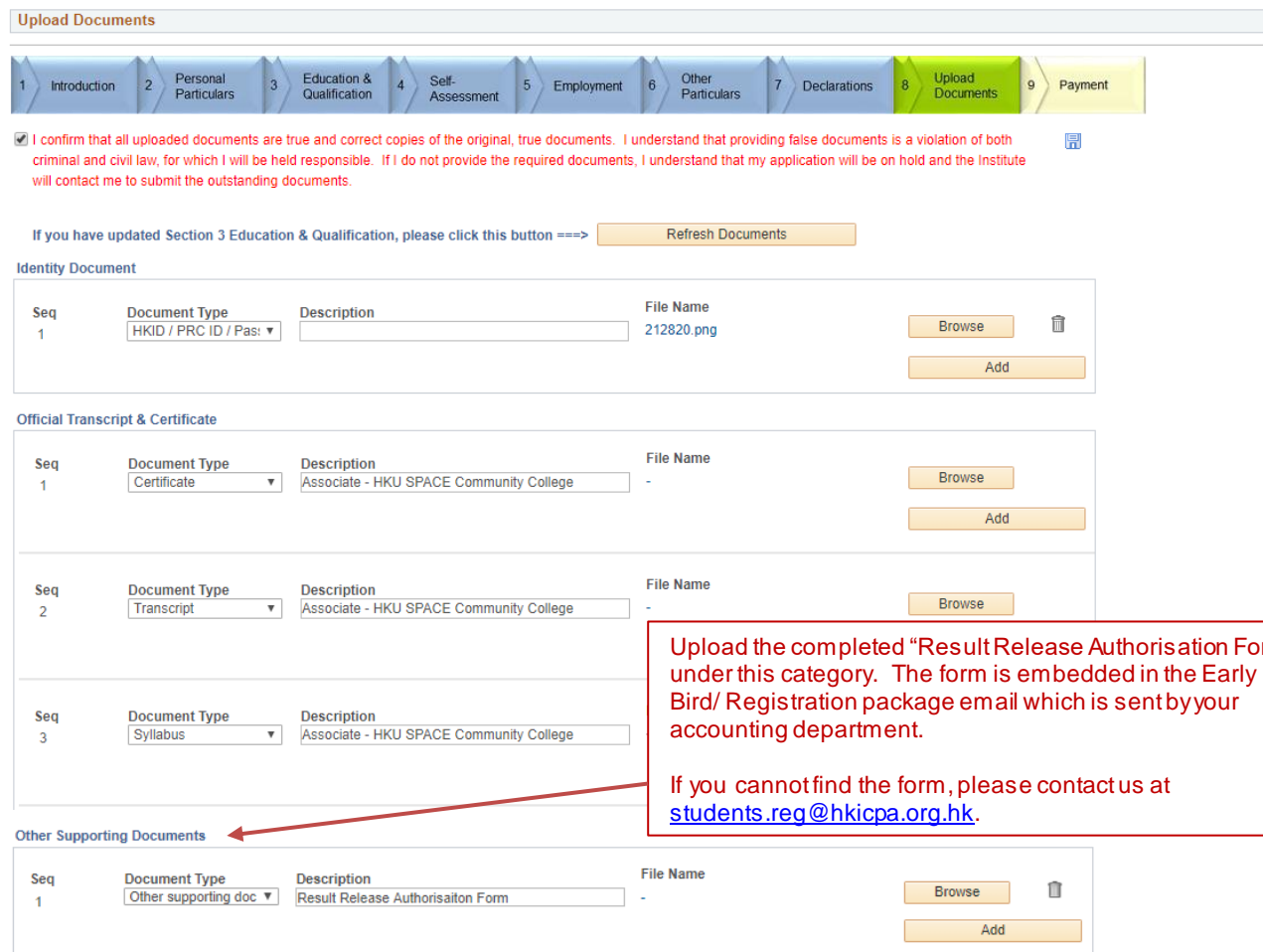


11. Complete Sections 6 and 7 (Other Particulars and Declarations).

12. Upload scanned documents in Section 8.

Note:

- Size of each single file must be less than 2MB. You can upload more than one file for each document type.
- **Syllabus is only required for the non-accredited relevant course(s)** filled in Section 4 Self-Assessment. If you cannot retrieve the syllabus, lecture notes or powerpoint slides can also be provided.
- In case you have any outstanding documents, you can submit the application by completing the payment transaction first. Then, you should further upload the outstanding documents by re-logout the application system with same web account as soon as possible.



13. Pay the required charge items in Section 9.

Payment

1 Introduction 2 Personal Particulars 3 Education & Qualification 4 Self-Assessment 5 Employment 6 Other Particulars 7 Declarations 8 Upload Documents 9 Payment

Payment

Item Description	Item Term	Outstanding Charges	Payment Amount
Application Fee		600.00	600.00
Total		600.00	600.00

Note: If you have any fee waivers, remember to click “Apply” in the fee waiver windows before proceed to payment.



**i** Your payment of 1,800.00 HKD will be collected through our secure third party payment provider.



Select Payment Method

Pay By


UnionPay  
 VISA / MasterCard



Payment Summary

**i** The payment transaction was successful. Save the information below for your reference.

Transaction Details



Reference Number: N2019-OL-00002105  
 Transaction Status: APPROVED  
 Amount: \$ 600.00

Note: If the payment transaction failed, you should re-login and proceed the payment again.

Please close the browser in order to sign out of your application.

After successful payment, you will receive an email notification. You should note that all fees paid would not be refunded/ transferred under any circumstances.

If you do not receive the email, please contact Student Admission Team and quote your full name by email to [students.reg@hkcpa.org.hk](mailto:students.reg@hkcpa.org.hk) or phone at (852)2287-7068 / 7397.

14. A confirmation email will be sent to you upon successful payment.

Note: Upon receipt of the required items and the final course result from your university, an assessment result notification on module exemptions will be issued to you by email. Please response to our assessment result in due course in order to process for the registration as a QP student.

## Application procedures – Stage 2

15. A notification email will be sent to you upon completion of assessment. You can check the assessment result in the application system and you should **print / save your result for record**.

Note: Definition of the assessment result status are as follows:

- To be Attempted – exemption is not granted
- Exemption – exemption is granted
- Provisional Exemption – exemption is provisionally granted under special concession (e.g. Early Bird/ Registration Scheme)
- Credit Transfer – exemption is granted based on relevant paper completed in the AAT Exam / PBE
- Not applicable – module is not applicable/ required under the requirement of designated agreement's entry

<b>Name</b>	CHAN, Tai Man 陸大文
<b>Applicant Number</b>	A100293

## Your Assessment Result

### Associate Level

Module	Status	Apply for Exemption by Applicant
1 MODULE 1 Accounting	To be Attempted	Y
2 MODULE 2 Management Accounting	Exemption	Y
3 MODULE 3 Business Economics	To be Attempted	Y
4 MODULE 4 Business Management	To be Attempted	Y
5 MODULE 5 Information Management	Exemption	Y
6 MODULE 6 Financial Accounting	Exemption	Y
7 MODULE 7 Financial Management	To be Attempted	Y
8 MODULE 8 Principles of Auditing	Exemption	Y
9 MODULE 9 Principles of Taxation	Exemption	Y
10 MODULE 10 Business and Company Law	Exemption	Y

### Professional Level

Module	Status	Apply for Exemption by Applicant
1 MODULE INTRO Introductory Workshop	To be Attempted	N/A
2 MODULE 11 Financial Reporting (Exam)	To be Attempted	N/A
3 MODULE 11 Financial Reporting (Workshop)	To be Attempted	N/A
4 MODULE 12 Business Finance (Exam)	To be Attempted	N/A
5 MODULE 12 Business Finance (Workshop)	To be Attempted	N/A
6 MODULE 13 Business Assurance (Exam)	To be Attempted	N/A
7 MODULE 13 Business Assurance (Workshop)	To be Attempted	N/A
8 MODULE 14 Taxation (Exam)	To be Attempted	N/A
9 MODULE 14 Taxation (Workshop)	To be Attempted	N/A

### Capstone Level

Module	Status	Apply for Exemption by Applicant
1 CAPSTONE CAP Capstone	To be Attempted	N/A

NEXT



16. You should read the instruction carefully and make the decision.

## Your Assessment Result

<b>Institution</b>	Hong Kong Institute of CPAs	<b>Academic Career</b>	Qualification Programme
<b>Admit Term</b>	June 2019	<b>Academic Program</b>	Professional Level
<b>Applicant Number</b>	A100293	<b>Name</b>	CHAN, Tai Man 陳大文

1. **Print / save your assessment result** in previous page; then
2. Click **"I Accept Admission" / "I Decline Admission"** to indicate your decision; or
3. Click **"Previous"** if you do not want to make decision at the moment.

### Note:

- a. If you **agree with the assessment result** and you decide to register as a QP student at this moment, please click "Accept" to proceed the student registration. Your **student account will be activated after 24 hours** you accept this assessment. Please note that, in accordance with the By-Law 39(1)(b) of the Professional Accountants Ordinance, you are **required to pass the final section of the QP within 10 years** from the date of student registration.
- b. If you have any **questions about the assessment result, please contact the Student Admission Team ([students.reg@hki CPA.org.hk](mailto:students.reg@hki CPA.org.hk))** immediately, **BEFORE indicate your decision by clicking "Accept" or "Decline"** at this moment.
- c. You will only be eligible to enrol in the QP modules unless you registered as a QP student.
- d. If you decide to register as a QP student at a later stage, an application fee will be charged and you will be re-assessed according to the rules prevailing at the time of re-application.
- e. You may apply for **additional exemption on the non-exempted module(s)** if you complete the following study in a later stage. However, once the non-exempted module(s) have been attempted, no additional exemption can be claimed.
  - relevant subject(s) corresponding to the non-exempted module(s) in the Institute's [accredited programmes](#); or
  - completion of a degree recognised by the Institute, including relevant subject(s) corresponding to the non-exempted module(s).
- f. If you wish to **enroll in upcoming QP session**, you should accept the assessment result before the corresponding enrolment deadline. Please **response within 45 calendar days** from the date of result notification email issued, otherwise, you will be automatically **deemed to decline** the assessment result.

I Accept Admission

I accept the assessment result and wish to proceed QP student registration.

I Decline Admission

I decline the assessment result and may re-apply in the future.

Previous



17. If you accept the exemption result, you should pay the first annual fee and exemption fee in order to complete the registration process.

## Payment

Item Description	Item Term	Outstanding Charges	Payment Amount
First Annual Fee		600.00	600.00
MC00-Maximum Cap Exemption Fee		2,000.00	2,000.00
Total		2,600.00	2,600.00

Note:

1. Maximum exemption fee is capped at five modules if respective module exemptions are ascribed to an accredited programme.
2. Exemption fee for each module is HK\$400 if respective module exemption is ascribed to any non-accredited programmes.
3. First Annual Fee is in full with reference to the calendar year of the acceptance date.

Next

18. A confirmation email will be sent to you upon successful payment. Your QP student account will be activated after 24 hours and you can follow the instruction in the email to access the Student Zone.

**End**