

**HONG KONG INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS**

(Incorporated by the Professional Accountants Ordinance, Cap. 50)



**APPLICATION FOR
ADVANCEMENT TO FELLOWSHIP**

For Office Use Only

Name: _____ ()

Membership No.: _____

Formal approval given on: _____

IMPORTANT:

- Please read Notes carefully before completing this Form.
- **Personal Data (Privacy) Ordinance:** All information provided in this form will be used by the Hong Kong Institute of Certified Public Accountants ("the Institute") for the purpose of exercising its powers under the Professional Accountants Ordinance ("PAO") and its subsidiary legislation (Cap 50) and administering or enforcing the relevant provision of the PAO and its subsidiary legislation, and for any other legitimate purposes as may be required, authorized or permitted by law. The Institute will also use the collected data in this form for statistical research and analysis, and for other uses internally.

The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected may be accessible by the Institute's officers, persons or committees processing registration and related matters. Please refer to the Institute's privacy policy and personal information collection statement on its website at: www.hkicpa.org.hk.

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.

Under the Personal Data (Privacy) Ordinance, applicants have a right to request access to and correction of their personal data kept by the Institute. If you wish to exercise these rights, please email member@hkicpa.org.hk or contact the Membership and Admission Department at (852) 2287-7228.

Section 1 – Personal particulars

Mr./Mrs./Ms./Miss/Dr.*

Full name in BLOCK letters: _____

Name in Chinese: _____

HKICPA Membership No.: _____

Date of admission to HKICPA: _____

(dd/mm/yyyy)

Section 2 – Declaration

I declare that the above information is true and complete to the best of my knowledge and belief. I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this application.

Signature: _____

Date: _____
(dd/mm/yyyy)

* Please delete as appropriate

The completed application form should be sent with appropriate application fee by registered mail to:
The Registrar, Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

P.S. Applicants may also submit their applications by hand to the Institute's service counter at the above address during office hours.

NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING **FORM R-5**
(The Institute reserves the right to change, modify, add or remove any part of this application form without prior notice. Please check the Institute's website from time to time for the latest version.)

Note 1 – Requirement for advancement to fellowship

Application for advancement to fellowship is governed by Professional Accountants By-law 22. A certified public accountant who has been a certified public accountant for not less than 7 years is eligible to become a Fellow of the Hong Kong Institute of Certified Public Accountants under By-law 22(3).

Note 2 – Designation

A Fellow of the Institute shall be designated as a Fellow of the Hong Kong Institute of Certified Public Accountants (資深會計師) and entitled to use the initials "FCPA" after his/her name.

Note 3 – Change of particulars

Any change in employment and/or contact details should be notified to the Institute as soon as applicable and preferably within one month of the change. Please check and update, if necessary, your employment/ contact details in "Profile" under MyCPA of the Members' area in the Institute's website at www.hkicpa.org.hk or complete and return the Membership Record Amendment Coupon which is downloadable at: www.hkicpa.org.hk/mrac to the Membership and Admission Department by post or email to member@hkicpa.org.hk.

Note 4 – Processing of application

- 4.1 The Registration Committee will examine an application made on this Form and submit its recommendations to the Council for approval.
- 4.2 The result of an application will normally be available 10 weeks after the relevant submission deadline. Please refer to the Submission Deadline announced by the Institute from time to time.
- 4.3 Any false information/ declaration provided in this application form may result in application not being processed. The matter may also be referred to the relevant committee(s) or Council for disciplinary action as the Institute sees fit under section 34 of the Professional Accountants Ordinance. Please review your application carefully before submission of your application to the Institute.

Note 5 – Fee

An application must be accompanied by a one-off application fee. Please refer to the Fee Schedule announced by the Institute from time to time.

Note 6 – Approval of an application

- 6.1 The membership annual fee remains unchanged after the advancement to fellowship.
- 6.2 A new membership number with a prefix "F" will be assigned to successful applicants.
- 6.3 New membership certificate and card bearing the new membership number will be issued in due course.
- 6.4 Successful applicants will be required to return the old membership certificate and card to the Institute for cancellation because these items bearing the old membership number with a prefix "A" will become invalid by then.

Note 7 – Enquiries

For enquiries in relation to the application, please contact the Membership and Admission Department of the Institute via email: member@hkicpa.org.hk; telephone: (852) 2287-7228.

Last update in Oct 2023