

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Application for the Insolvency Specialist Designation

Checklist for applicants

Please note that the processing of an application may be delayed if it is not submitted together with the required supporting documents as detailed below. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist is to assist you in preparing the supporting documents.

Please indicate the documents you have attached to your completed application Form R-7 by putting a “✓” in the appropriate boxes below:

1. Documents to be submitted by ALL applicants

- A crossed cheque for the appropriate first registration fee and annual fee payable to the “Hong Kong Institute of Certified Public Accountants”.
- A detailed CV listing the required information.
- ORIGINAL Proforma(s) for Certification of Experience (Form SDI-E) from past and present^(Note 1) employer(s) certifying your employment period, position(s) held and specific job nature, duly signed by your supervisor, if he/she holds the Insolvency Specialist Designation, or an appropriately authorised person at the firm or yourself (if you are a sole proprietor),
or
Certification of experience presented in other format^(Note 2) clearly providing the required information.
- ORIGINAL completed Competency Assessment (Form SDI-C) against the required competencies and duly signed by your supervisor or, in the absence of a supervisor, a referee.
- 7 reports of assignments (Form SDI-A) from the past 5 years, covering the required information.
- A copy of your Certificate of Completion or final result slip^(Note 2) issued by the Institute showing your successful completion of the Insolvency Specialist Qualification (i.e. Diploma in Insolvency).

2. Please indicate you have made the necessary arrangements as stated below by putting a “✓” in the box:

- ORIGINAL references^(Note 1) (Form SDI-R) passed to the referees (at least 3) for completion and submission directly to the Institute by post.

Notes

1. The Institute will only accept a Certification of Experience issued by the present employer of an applicant and References issued within the last six months from the date of receipt by the Institute.
2. Photocopies of documents must be certified by a member of the Institute, a legal practitioner, a Government District Officer (through statutory declaration) or authorised staff of the Institute (only if originals are presented with photocopies for certification).