



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



# Qualification Programme (QP)

## Application System (New Application)

### 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 and make sure you have **prepared all the necessary documents in the checklist [here](#)** 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** > **New 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. Detailed syllabus (課程大綱), course materials & other documents of all subjects related to module exemption (PDF) [reference of the [module exemption requirement](#)]
5. Completed mapping table of the module(s) applied for exemption (EXCEL) [mapping table can be downloaded [here](#)]
6. HKID card / PRC ID card / passport (PDF / JPEG), which must be marked "COPY" across the image of the identity document
7. Passport standard photo (JPEG; ratio of length to width is 4:3)
8. Credit card (VISA / MasterCard / UnionPay) capable to support online payment in HKD

### Note:

- For item 3, they are **NOT** required only if corresponding courses are under the Institute's accredited programmes.
- 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 [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

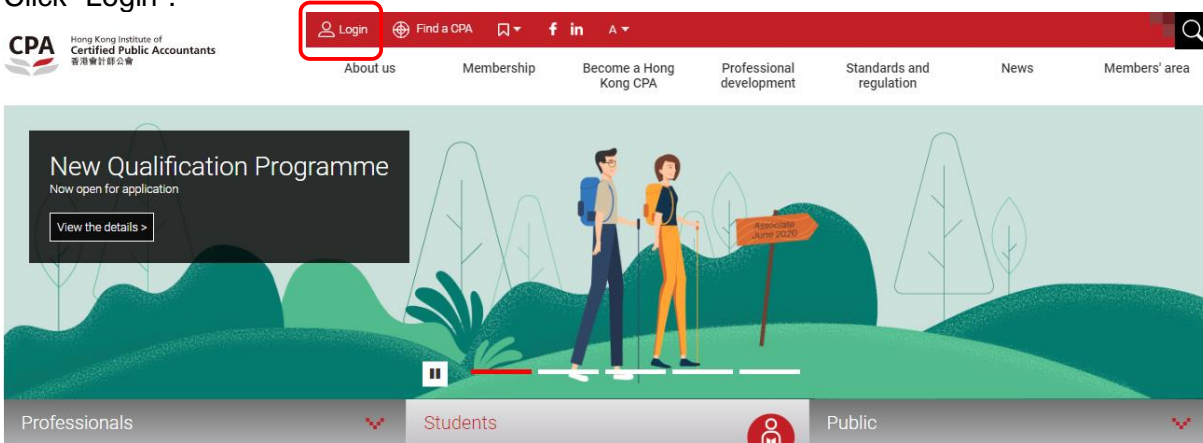
Applicants will receive an email after successful submission of the application and payment. Upon receipt of the required items, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please response to our 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).

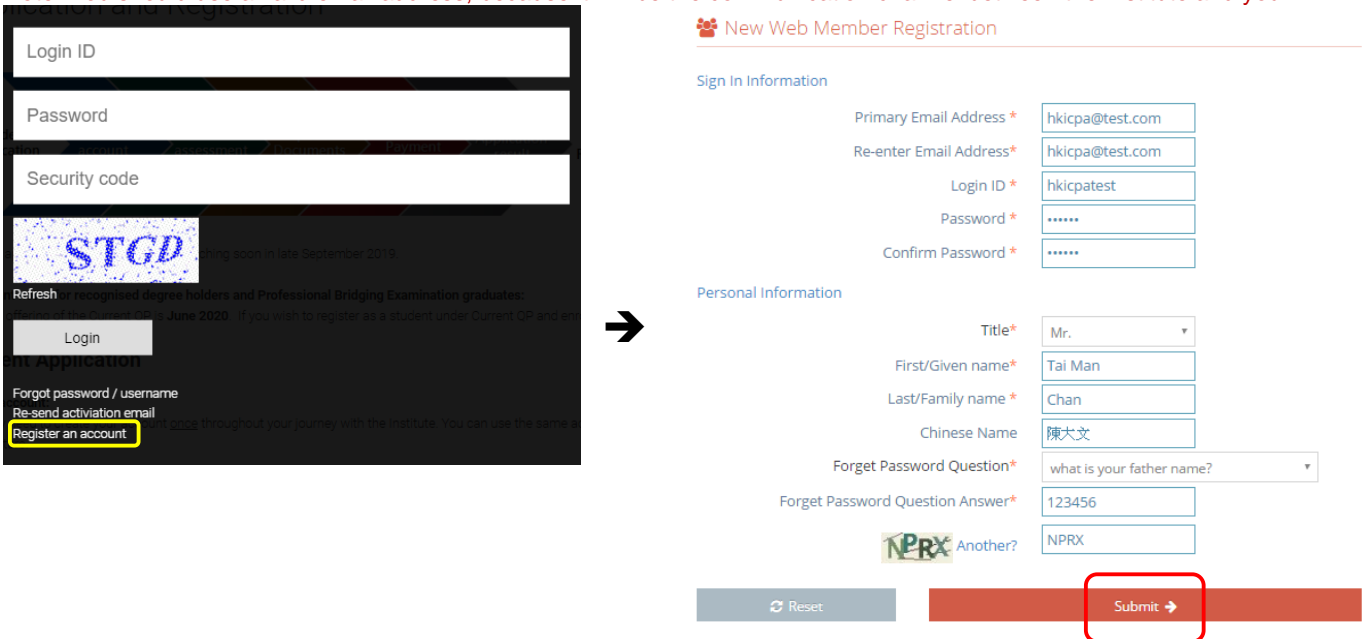
## Before application – register a web account

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.



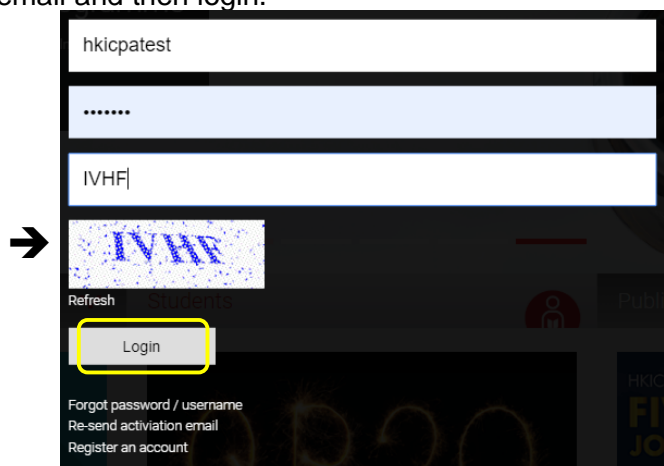
3. Check your email box for the account activation email and then login.

Dear Chan Tai Man,

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

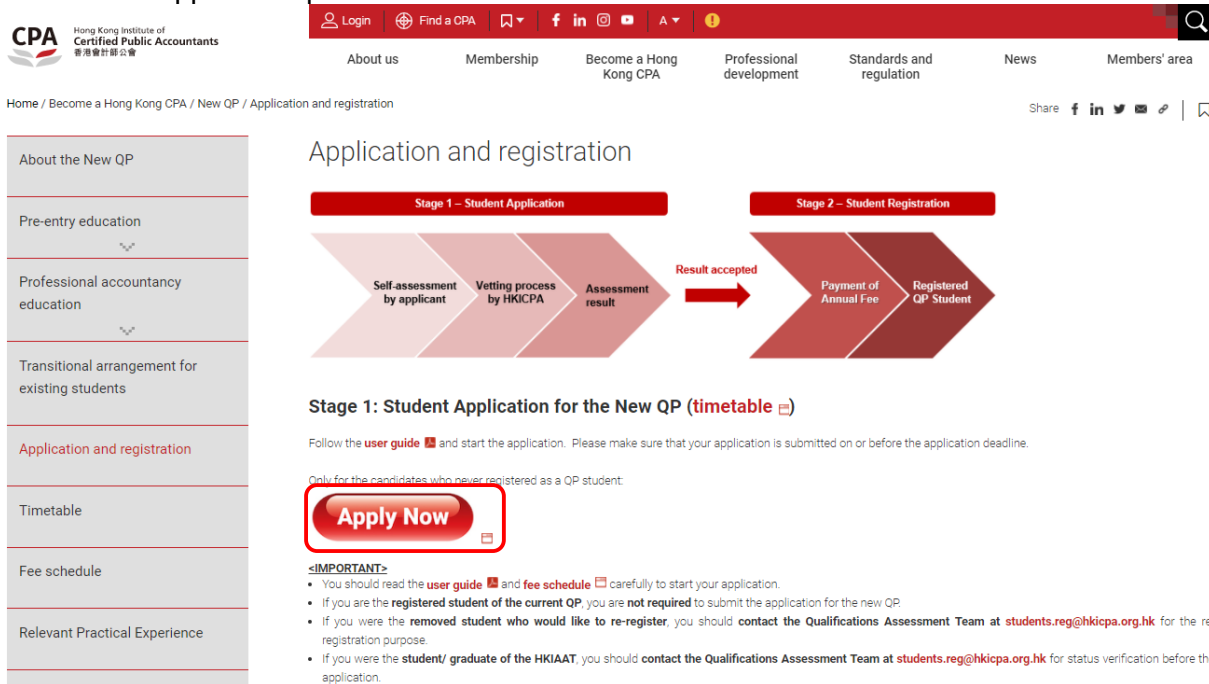
- Your Login ID: hkicpatest

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



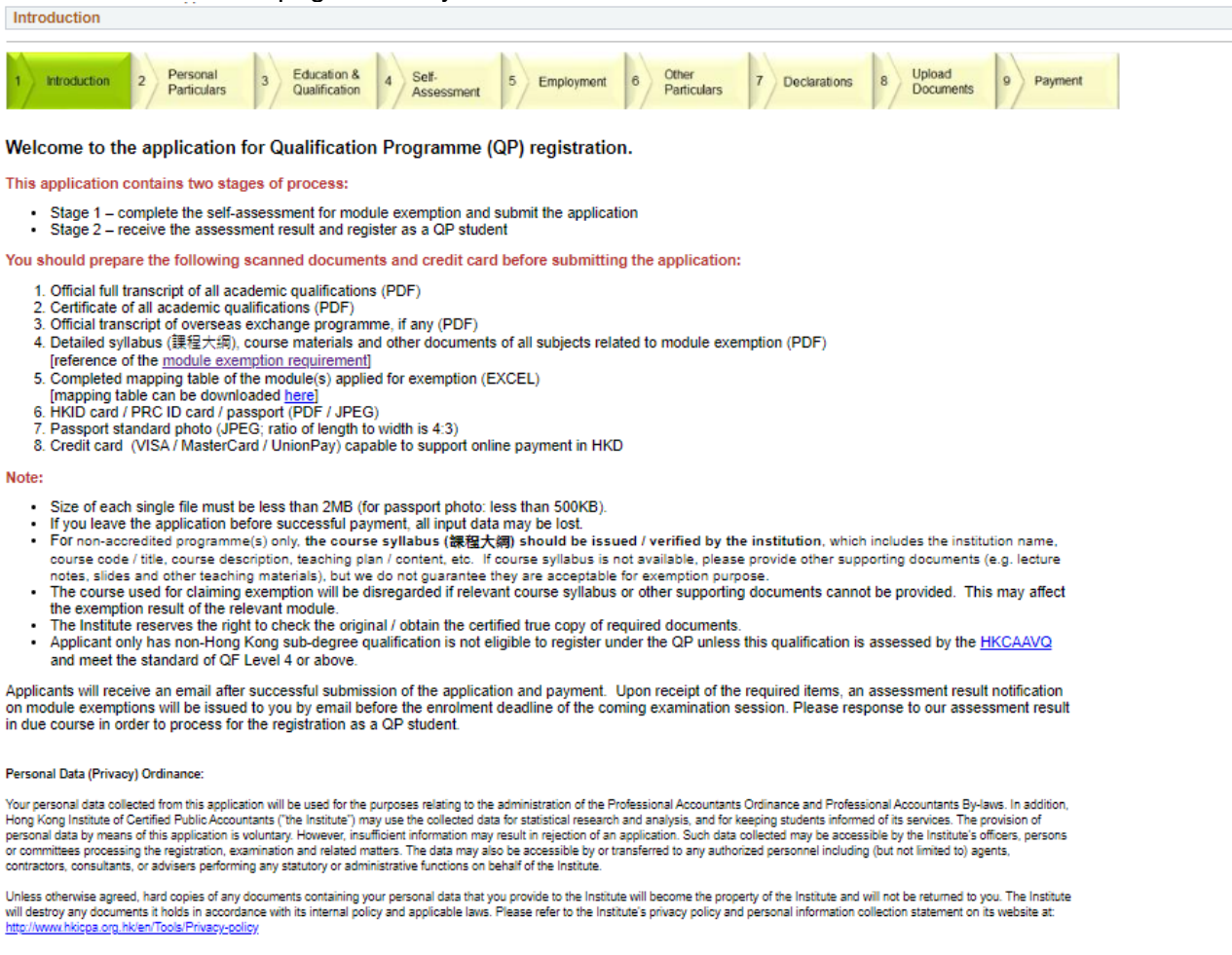
## Application procedures – Stage 1

### 1. Access the application platform of the new QP.



The screenshot shows the CPA website's 'Application and registration' page. The navigation bar includes links for Login, Find a CPA, and various service areas. The main content area features a flowchart for 'Application and registration' with two stages: 'Stage 1 – Student Application' (Self-assessment by applicant, Vetting process by HKICPA, Assessment result) and 'Stage 2 – Student Registration' (Payment of Annual Fee, Registered QP Student). Below the flowchart, there is a section for 'Stage 1: Student Application for the New QP (timetable)' with a prominent 'Apply Now' button. A list of important notes follows, including instructions on reading the user guide and fee schedule, and contact information for the Qualifications Assessment Team.

### 2. Read the introduction page carefully.



The screenshot shows the 'Introduction' page of the application process. It features a progress bar with 9 steps: 1. Introduction, 2. Personal Particulars, 3. Education & Qualification, 4. Self-Assessment, 5. Employment, 6. Other Particulars, 7. Declarations, 8. Upload Documents, and 9. Payment. The 'Introduction' step is highlighted. Below the progress bar, the text reads: '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: 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. 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]; 5. Completed mapping table of the module(s) applied for exemption (EXCEL) [mapping table can be downloaded here]; 6. HKID card / PRC ID card / passport (PDF / JPEG); 7. Passport standard photo (JPEG: ratio of length to width is 4:3); 8. 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 non-accredited programme(s) only, the course syllabus (課程大綱) should be issued / verified by the institution, which includes the institution name, course code / title, 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), but we do not guarantee they are acceptable for exemption purpose; 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 HKCAAVQ 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 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. 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@hkicpa.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

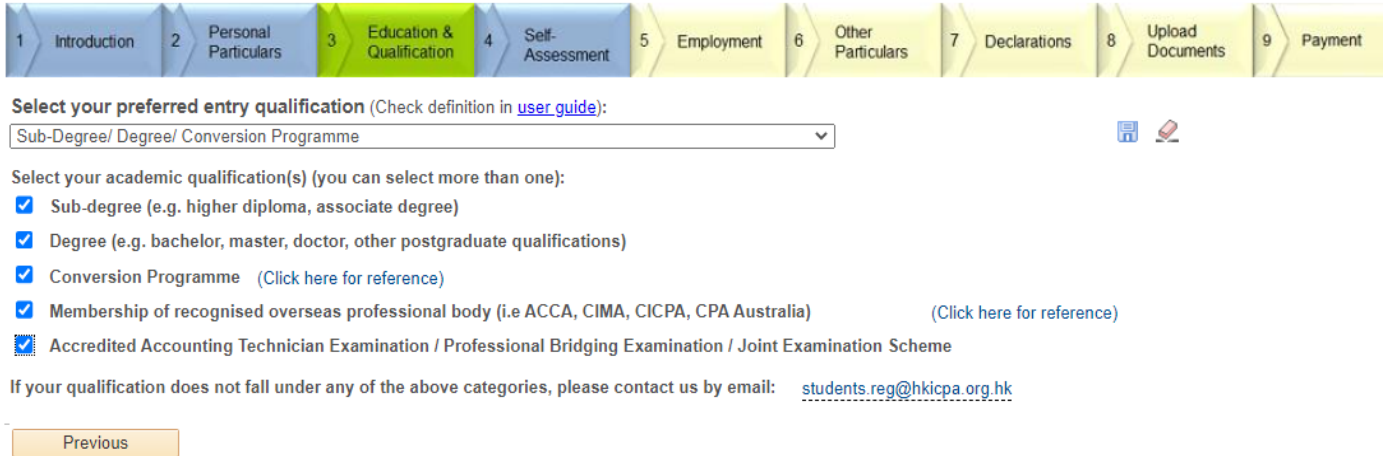
**Phone number format**

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 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.



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) ([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@hkicpa.org.hk](mailto:students.reg@hkicpa.org.hk)

Previous

**Definition of the entry qualifications:**

- **Sub-degree/ Degree/ Conversion Programme**  
 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 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.

- 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

- Sample of conversion programme

Reference: [List of conversion programmes](#)

Note: Please declare whether you completed a full conversion programme or single subject(s) only.

### Full conversion programme

*[Definition: enrolment in the full programme of study which exemption of no more than 50% of the core/ required subjects and issuance of a formal academic certification upon completion to the programme]*

Conversion Programme

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

Fill in your accredited conversion programme:

\*Study Mode:  (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.)

Remark:  (If you did not enrol in the full programme, please indicate the single subject(s) here. E.g. ACCT101 Accounting, ACCT405 Auditing, etc.)

### Single subject(s)

*[Definition: enrolment in the single subject(s) only and no issuance of a formal academic certification]*

Conversion Programme

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

Fill in your accredited conversion programme:

\*Study Mode:  (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.)

Remark:  (If you did not enrol in the full programme, please indicate the single subject(s) here. E.g. ACCT101 Accounting, ACCT405 Auditing, etc.)



- **Sample of recognised overseas professional body**

Reference: [List of recognition of overseas bodies](#)

Note: Applicable to agreements of ACCA, CICPA, CIMA, CPA Australia and U.S. CPA only.

Membership of HKICPA's recognised overseas professional body

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

Fill in the details of your overseas professional qualification:

Institution:  CPA Australia

Latest Status:

Effective Date: DD  MM  YYYY

Note: If you selected "Membership of reconisged overseas professional body" as your entry qualification, you must obtain the preliminary assessment result email from our Admission Department. (except [CICPA](#))

Membership of HKICPA's recognised overseas professional body

Have you obtained preliminary assessment result email from our Admission Department?

Yes (Remember to upload the email in "Section 8 - Upload Documents".)

No (You must obtain the [preliminary assessment](#) result and further submit to us.)

Optional: If you use CICPA qualification to apply, you should provide at least one set of certificate/ license number.

Membership of HKICPA's recognised overseas professional body

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

Fill in the details of your overseas professional body:

Institution:  CICPA

Latest Status:

Effective Date: DD  MM  YYYY

Certification of Completion Number (全科合格證號碼):  Issue Date: DD  MM  YYYY

License number of practicing Member:  Issue Date: DD  MM  YYYY

License number of non-practicing Member:  Issue Date: DD  MM  YYYY

- **Sample of AAT Exam / PBE / JES**

Reference: [Transitional arrangement](#)

Accredited Accounting Technician Examination / Professional Bridging Examination / Joint Examination Scheme

Fill in the required information of your attempted examination scheme(s):

Country/District:	Institution:	Exam:	Latest Exam Session Date:			Student/Registration No.
Hong Kong	HKIAAT	AAT Exam	DD <input type="text" value="30"/>	MM <input type="text" value="12 - Deceml"/>	YYYY <input type="text" value="2016"/>	<input type="text" value="N999999"/>
Hong Kong	HKIAAT	PBE	DD <input type="text" value="28"/>	MM <input type="text" value="06 - June"/>	YYYY <input type="text" value="2017"/>	<input type="text" value="N999999"/>
Hong Kong	HKICPA	JES	DD <input type="text"/>	MM <input type="text"/>	YYYY <input type="text"/>	<input type="text"/>

Reference:  
 AAT Exam => Accredited Accounting Technician Examination  
 PBE => Professional Bridging Examination  
 JES => Joint Examination Scheme  
 Click [here](#) for details of the transitional arrangements for AAT / PBE / JES.

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

8. Fill in information of relevant course(s) in Section 4 if you wish to apply for exemption for designated module(s).  
 (this section is not required if your entry qualification is "Membership of recognised overseas professional body")

According to the exemption policy, module exemption will not be granted if the applicant only has non-Hong Kong sub-degree qualification (e.g. associate degree, higher diploma). For the non-accredited courses used for claiming exemption, the applicant should provide their course syllabus (課程大綱) and completed [mapping table\(s\)](#) in "Section 8 - Upload Documents":

- The course syllabus should be issued / verified by the institution, which includes the institution name, course code / title, 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.

**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	Kaplan Financial	N/A	Kaplan Conversion Programme (HK)	N/A	N/A	N/A	04/10/2017	15/08/2018	
2	Australia	The Australian National University	Bachelor	Commerce	Finance	2nd low	N/A	01/09/2012	28/07/2016	
3	Hong Kong	HKU SPACE Community College	Associate	Business	Finance	N/A	3.2	01/09/2010	31/07/2012	
4	Hong Kong	HKU SPACE Community College	Foundation Diploma	N/A	Finance	N/A	3.89	02/09/2009	30/06/2010	
6	Hong Kong	HKIAAT	N/A	N/A	AAT Exam	N/A	N/A		30/12/2016	N999999
7	Hong Kong	HKIAAT	N/A	N/A	PBE	N/A	N/A		28/06/2017	N999999

Inst#	Institution	Status	Award Date
5	CPAA	Associate Member / Affiliate	11/07/2019

Find First 1-10 of 10 Last

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

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	FA	Foundation Accounting		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
3	1	ACC001	Principles of Accounting	FA	<input type="checkbox"/>	B			<input checked="" type="checkbox"/>

MODULE 2 Management Accounting (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 Apply for Exemption?  Yes  No

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	CMA	Cost & Management Accounting		<input type="checkbox"/>	Withdraw		did not take this course	<input type="checkbox"/>

MODULE 3 Business Economics (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 Apply for Exemption?  Yes  No

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	ECN	Principles of Economics		<input checked="" type="checkbox"/>	N/A - Exchange Program		Columbia University	<input checked="" type="checkbox"/>
1	1	STAT	Principles of Statistics		<input type="checkbox"/>	C			<input type="checkbox"/>

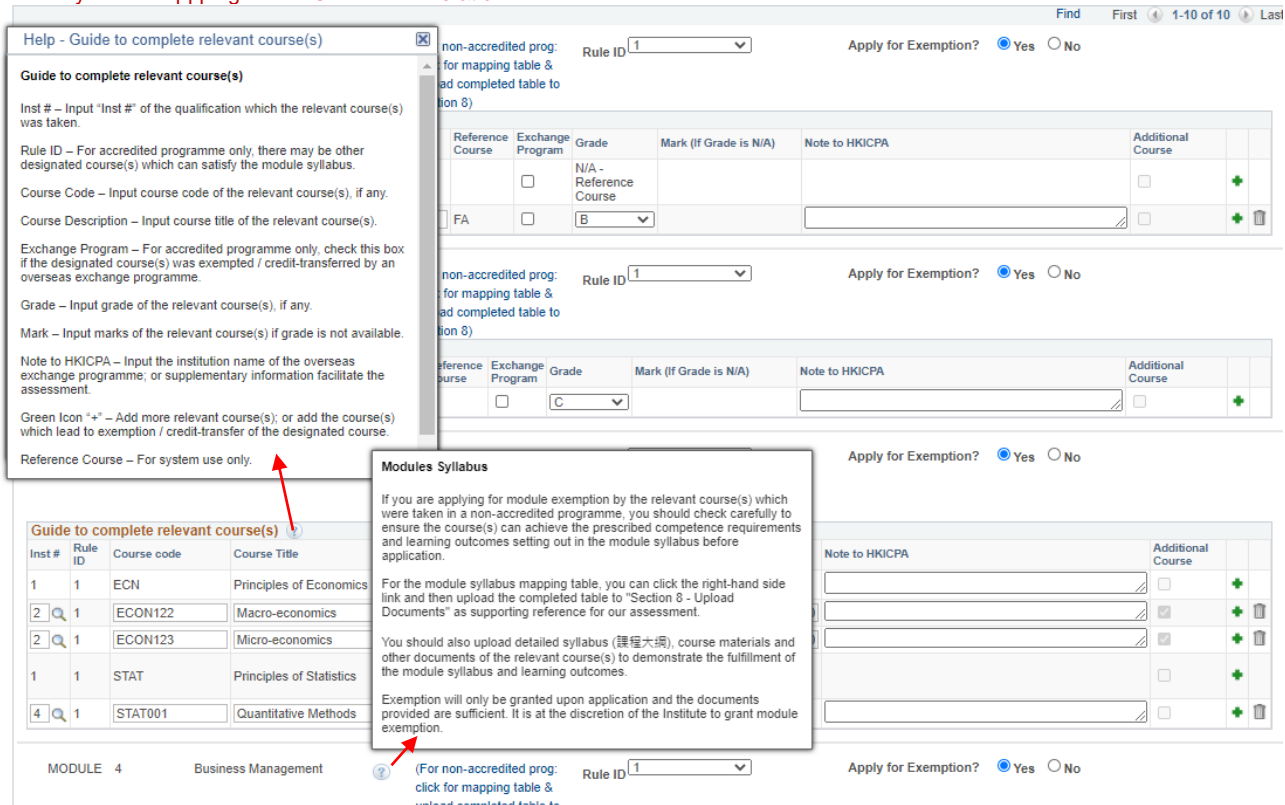
**Note:**

- (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 "Withdrawn" and put the reason under "Note to HKICPA";
- (c) Credit transferred by relevant course in overseas exchange programme → check the "Exchange Program" checkbox and put 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:**

- 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 (you can check the module syllabus [here](#)).
- You should also upload detailed syllabus, course materials and other documents of the relevant course(s) to demonstrate the fulfillment of the module syllabus and learning outcomes.
- Exemption may not be granted if your academic qualification was gained more than 5 years upon application, but you can still try to complete the syllabus mapping for HKICPA's consideration.



The screenshot shows the application interface with two instructional pop-ups. The 'Guide to complete relevant course(s)' pop-up provides instructions for fields like Inst #, Rule ID, Course Code, Course Description, Exchange Program, Grade, Mark, Note to HKICPA, and Reference Course. The 'Modules Syllabus' pop-up explains the requirements for non-accredited programs and the need to upload syllabus documents. The background interface shows a table for mapping courses and 'Apply for Exemption?' buttons.

**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:
  - The default courses only appear if you have an academic qualification accredited by the Institute. For applicants with solely non-accredited qualifications, the whole table would be free entry.
  - For non-accredited qualification holders, you should self-assess the syllabus of relevant course(s) whether can fulfill the Associate module's syllabus and learning outcome. Please only fill in the course(s) which can cover the Associate module's syllabus and learning outcome.

Find First 1-10 of 10 Last

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	FA	Foundation Accounting		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
3	1	ACC001	Principles of Accounting	FA	<input type="checkbox"/>	B			<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	CMA	Cost & Management Accounting		<input type="checkbox"/>	C			<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	ECN	Principles of Economics		<input type="checkbox"/>	E			<input type="checkbox"/>
2	1	ECON122	Macro-economics		<input type="checkbox"/>		92.00		<input checked="" type="checkbox"/>
2	1	ECON123	Micro-economics		<input type="checkbox"/>		87.00		<input checked="" type="checkbox"/>
1	1	STAT	Principles of Statistics		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
4	1	STAT001	Quantitative Methods	STAT	<input type="checkbox"/>	A			<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	MGT	Principles of Management		<input checked="" type="checkbox"/>	N/A - Exchange Program		Columbia University	<input type="checkbox"/>
1	1	MKT	Principles of Marketing		<input type="checkbox"/>	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	SIS	Strategy & Information Systems		<input type="checkbox"/>	A			<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	AFR	Accounting & Financial Reporting		<input type="checkbox"/>	C			<input type="checkbox"/>

MODULE 7 Financial Management (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 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	FM	Financial Management		<input type="checkbox"/>	N/A - Reference Course			<input type="checkbox"/>
2	1	FINA234	Corporate Finance	FM	<input type="checkbox"/>		84.00		<input type="checkbox"/>

MODULE 8 Principles of Auditing (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 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	AUD	Auditing		<input type="checkbox"/>	C			<input type="checkbox"/>

MODULE 9 Principles of Taxation (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 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	TAX	Taxation		<input type="checkbox"/>	C			<input type="checkbox"/>

MODULE 10 Business and Company Law (For non-accredited prog: click for mapping table & upload completed table to Section 8) Rule ID: 1 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	LAW	Law		<input type="checkbox"/>	B			<input type="checkbox"/>

10. Fill in your employment records in Section 5.

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

**Employment**

Employment Category: 02. CPA Firm (Big4)

Current Status:  Yes  No

Are you supervised under an Authorized Employer (AE) or Authorized Supervisor (AS)? Authorized Employer

Appointment: Full-time

Number of Employees: 5. 500 and over

Company Name: KPMG

Job Category: 01. Accounts - Junior

Job Title: Associate

Start Date: DD 14 MM 10 - October YYYY 2018

Add

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.




Upload Documents

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

I confirm that all uploaded documents are true and correct copies of the original, true documents. I understand that providing false documents is a violation of both criminal and civil law, for which I will be held responsible. If I do not provide the required documents, I understand that my application will be on hold and the institute will contact me to submit the outstanding documents. 

If you have updated Section 3 Education & Qualification, please click this button ==>

Identity Document

Seq	Document Type	Description	File Name	
1	HKID / PRC ID / Pas: ▾		212820.png	<input type="button" value="Browse"/>  <input type="button" value="Add"/>

Official Transcript & Certificate

Seq	Document Type	Description	File Name	
1	Certificate ▾	Associate - HKU SPACE Community College	-	<input type="button" value="Browse"/> <input type="button" value="Add"/>
2	Transcript ▾	Associate - HKU SPACE Community College	-	<input type="button" value="Browse"/> <input type="button" value="Add"/>
3	Syllabus ▾	Associate - HKU SPACE Community College	-	<input type="button" value="Browse"/> <input type="button" value="Add"/>

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
Assessment Fee		1,200.00	1,200.00
Application Fee		600.00	600.00
Total		1,800.00	1,800.00



**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: \$1,800.00

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@hkicpa.org.hk](mailto:students.reg@hkicpa.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, an assessment result notification on module exemptions will be issued to you by email before the enrolment deadline of the coming examination session. Please respond 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
- 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**