



13 May 2008

Dear Member / Member Practice,

Internship Scheme for Form 5 students

The Hong Kong Coalition of Professional Services, of which the Institute is a member, is organising an Internship Scheme for the Form 5 students in Yuen Long and Tin Shui Wai ("the Scheme") to work for two weeks in a professional office.

The purpose of the Scheme is to widen the vision of these students who may then be able to share their valuable experience and knowledge gained from the internship with their friends and classmates. Details of the internship arrangements are as follows:

- The students joining the Scheme will be at 16 years of age or above.
- The Scheme will run from 14 to 25 July 2008.
- The internship will basically last for two weeks. Any extension of the internship will be subject to the agreement between the student and the employer.
- An allowance of HK\$1,000 will be paid to the student for the 2-week internship.
- The student and the employer will form a short-term contractual relationship and should be covered by the insurance of the employer during the internship.

Members / Member practices are cordially invited to support the Scheme by taking on some of these bright teenagers to work in your office so that they will have an opportunity to learn more on the professional services rendered by CPAs as well as many soft skills through the inter-personal interactions in a professional office.

--- Please complete and return the enclosed reply slip to the Institute **on or before Tuesday, 27 May 2008.**

We look forward to receiving your support to this meaningful Scheme.

Sincere Regards,

Member & Corporate Services Department
Hong Kong Institute of Certified Public Accountant



Reply Slip

(Please reply on or before **Tuesday, 27 May 2008**)

To: Member & Corporate Services Department Fax. no.: 2803 4620
Hong Kong Institute of
Certified Public Accountants Enquiries: 2287 7067 / 066
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213 Queen's Road East
Wan Chai, Hong Kong

Internship Scheme for Form 5 students

We would like to offer _____ internship places to the Form 5 students in Yuen Long and Tin Shui Wai for two weeks from 14 to 25 July 2008.

We shall pay an allowance of HK\$1,000 to each student for the two-week internship. We also understand that we will form a contractual relationship with the student(s) and shall accordingly take out insurance cover for the student(s).

(* Please delete as appropriate.)

Name of Member: *Mr./Ms. _____

Membership No.: _____

Employing Organisation / Member Practice: (Eng.) _____

(Chi.)

Contact Person: *Mr./Ms. _____

Telephone no.: (Office) _____ (Mobile) _____

Fax no.: _____

Email: _____

Signature: _____

Date: _____