

Forgotten or Change CPA Practice's Login ID

To: Operation and Finance Department
Hong Kong Institute of Certified Public Accountants,
37/F., Wu Chung House,
213 Queen's Road East,
Wanchai, Hong Kong.

Important Note:

If you use this form to apply a new CPA Practice Login Account that you never applied before, Institute will not accept this form you have applied.

1. Please check option below :

Re-send CPA Practice Login ID

Change CPA Practice Login ID

2. Please type or print:

Firm / Corporate Practice Number: _____

CPA Practice Name: _____

CPA Practice Contact Person:

* Mr. /Ms. /Mrs.: _____

Contact Phone Number: _____

3. If you select "Change CPA Practice Login ID", please fill in your 3 choices of new CPA Practice Login ID -:

(Should be made up of 6 to 15 characters, using only 0-9, A-Z and "_", please write down in all capital letter)

1st Choice:

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2nd Choice:

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3rd Choice:

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* Signature of Sole Proprietor / Senior Partner / Managing Director: _____

Date: _____

Remarks:

- 1) Please complete this Reply Slip to the Institute by post or by fax at 2865 6776 / 2865 6603. Reply Slip submitted via email will not be accepted.
- 2) Enquiries about the use of your login ID, password or about our website should be directed to our staff in the **Institute's Operation and Finance Department – Information Technology Section**:

Information Technology Section
Email: itsupport@hkicpa.org.hk Tel: 2287 7800

* Delete as appropriate