



THE INSTITUTE OF CHARTERED ACCOUNTANTS

IN ENGLAND AND WALES

特許會計師協會-英格蘭及威爾斯

ICAEW MEMBERSHIP APPLICATION FORM

Please complete all sections of this form in English, block capitals and black ink.

Please return all sections of this form, with a specimen business letterhead, where requested, to:

**The Registrar,
Hong Kong Institute of Certified Public Accountants
27th Floor, Wu Chung House,
213 Queen's Road East, Wanchai, Hong Kong**

You may also submit your applications by hand to the Hong Kong Institute of CPAs' office at the above address during office hours.

All completed applications must be sent to the Hong Kong Institute of CPAs for validation purposes. Please do not send your completed form to the ICAEW.

Eligibility criteria

Membership of the ICAEW is open to Hong Kong Institute of CPAs members who have qualified for membership under the Qualification Programme introduced in 1999.

Any other HKICPA member who has completed and passed the Hong Kong Institute of CPAs Final Examination plus any one of the four modules of the Qualification Programme is also eligible to join the ICAEW without further examination.

About your application

All applications will be screened by the Hong Kong Institute of CPAs to ensure they meet the specified membership criteria. Applications will then be forwarded to the ICAEW along with confirmation that individual applicants have not been subject to any adverse findings by the Hong Kong Institute of CPAs and are not otherwise under investigation by the Hong Kong Institute of CPAs. The ICAEW will then confirm that your application has been successful and process payment accordingly.

The preferred method of payment is by **credit card** and applicants are required to complete the credit card payment form to authorise the ICAEW to debit payment upon approval of the application.

A detailed member profile questionnaire will also be dispatched for completion. Membership of the ICAEW will only be confirmed on receipt of payment in full.

Every effort will be made to process applications within **10 weeks** of receipt. You will be notified of any delay in processing your application.

Please note that the ICAEW is only able to consider applications received via the Hong Kong Institute of CPAs as described above.

SECTION A

Gender: Male Female
Preferred title: Mr Mrs Ms Dr Prof

Other

Important – please note that the family name and other name(s) given below will be the official names used for all ICAEW membership records, correspondence and the ICAEW Certificate of Membership.

Family name

Other name(s)

Date of birth: / /

HKICPA Membership No (eg. A12345)

HK Identity Card No/Passport No

Residential address

postcode

Telephone

Fax

Email

Business address

postcode

Telephone

Fax

Email

Preferred address for correspondence (please tick)

Business address Residential address

SECTION B

1. Are you a partner or sole practitioner or a director in an accountancy firm or a corporate practice?
 Yes No
2. If the answer is **Yes** to B1 above, please provide a sample of the letterhead of your firm or corporate practice with this application.
3. If the answer is **Yes** to B1 above, are you able to claim the annual subscription as a deductible expense from your business profits (profits tax)?
 Yes No

SECTION C

Are you intending to practise within the EU?

Yes No

SECTION D

Please read the following carefully and sign and date below in order to validate your application form.

I hereby undertake that, if admitted to membership of the Institute of Chartered Accountants in England and Wales, I will be bound by the Royal Charter and by the bye-laws and Regulations that are now in force and may hereafter from time to time be made.

I agree to allow my details to be shared between the Hong Kong Institute of Certified Public Accountants (HKICPA) and the Institute of Chartered Accountants in England and Wales (ICAEW) for ICAEW membership admission and renewal purposes and agree to provide any further information relevant to this application as required by the HKICPA.

I declare that all the particulars relate to me and are correct.

Signature

Date / /

COMPLIMENTARY ACCESS TO THE FACULTIES

Please indicate which of the following faculties you wish to have six month complimentary web access to (choose up to seven).

This offer is only available at time of your ICAEW membership application.

- Audit and Assurance
- Corporate Finance
- Finance & Management
- Financial Services
- Information Technology
- Tax
- Financial Reporting

CREDIT CARD PAYMENT SECTION

Full year membership

(new members who join on or before 30 June 2009)

New ICAEW members residing in the UK or Europe
Admission fee £0 Membership subscription £283
Total £283

New ICAEW members residing outside of the UK or Europe
Admission fee £260 Membership subscription £172
Total £432

Half year membership

(new members who join between 1 July and 31 December 2009)

New ICAEW members residing in the UK or Europe
Admission fee £0 Membership subscription £141.50
Total £141.50

New ICAEW members residing outside of the UK or Europe
Admission fee £260 Membership subscription £86
Total £346

Note: the admission fee is a one-off fee payable in the first year of joining the ICAEW

After my application has been approved by the ICAEW please debit the following credit card in Great British Pounds with the following amount £ which includes my admission fee and membership subscription fee.

I understand that my application cannot be processed if I do not complete this credit card payment form. The ICAEW cannot retain card details.

Name

Card Number

ALL MAJOR CARDS ACCEPTED:

Visa/Mastercard/Amex/Maestro: Please delete as appropriate

Valid from / Expiry date /
(Maestro and Amex only) (All cards)

Issue number
(Maestro only)

Signature

Date / /

Please tick this box if you would like us to send you a receipt

DATA PROTECTION The protection of personal privacy is an important concern to the ICAEW, and any personal data collected on this form will be treated in accordance with current data protection legislation.

Terms and conditions

Initial terms and conditions of membership arising from the cooperation agreement between the ICAEW and the Hong Kong Institute of CPAs, dated 8 September 2004 are outlined below:

Membership of Hong Kong Institute of CPAs

New ICAEW members must maintain their membership of the Hong Kong Institute of CPAs, including the payment of Hong Kong Institute of CPAs membership subscriptions.

Any new ICAEW member who ceases to be a member of the Hong Kong Institute of CPAs or fails to renew membership of Hong Kong Institute of CPAs will automatically be deemed to have resigned from the ICAEW and his or her membership will cease.

Practising certificates

Hong Kong Institute of CPAs members joining the ICAEW and wishing to practise in Hong Kong will continue to be required to hold a Hong Kong Institute of CPAs practising certificate. If they are based in the European Union and wish to practise there, they will be required to obtain an ICAEW practising certificate.

To obtain an ICAEW practising certificate, new ICAEW members must satisfy the normal ICAEW requirements with respect to the award of practising certificates

and, in addition, pass an aptitude test in audit, financial reporting, tax and law. Visit www.icaew.com/hongkong for more information.

Working in the regulated areas

In the United Kingdom, the UK Government Department for Business, Enterprise & Regulatory Reform (BERR) regulates audit, insolvency and investment business. Individuals and firms working in these areas must be appropriately authorised. Visit www.icaew.com/hongkong for more information.

Designatory letters

New ICAEW members may use the designatory letters ACA and title 'chartered accountant', subject to the regulations which apply to all ICAEW members. Fellowship to the ICAEW, irrespective of entry route or age, requires 10 years' continuous membership of the ICAEW and entitles you to use the letters FCA after your name.

Discipline

Complaints regarding the conduct of a new ICAEW member will normally be referred to the Hong Kong Institute of CPAs unless otherwise agreed between the Hong Kong Institute of CPAs and ICAEW. However, any complaints relating to conduct within the

European Union will normally be referred to the ICAEW. Any new ICAEW member suspended by or excluded from the Hong Kong Institute of CPAs will automatically cease to be a member of the ICAEW. Any penalty imposed by the Hong Kong Institute of CPAs on a new ICAEW member will be notified to the ICAEW. Similarly, any penalties imposed by the ICAEW on a new ICAEW member will be notified to the Hong Kong Institute of CPAs.

Continuing professional development

Hong Kong Institute of CPAs members joining the ICAEW will be subject to ICAEW CPD requirements. Visit www.icaew.com/cpd for more information.

Code of ethics

Hong Kong Institute of CPAs members joining the ICAEW will be expected to comply with the ICAEW code of ethics. For more information, please visit www.icaew.com/ethics.

Members' handbook

The Members' Handbook provides essential information and sets out membership obligations for all members. To download your copy please visit www.icaew.com/membershandbook.