

## SPECIMEN CPD RECORD FORM

The purpose of the specimen CPD Record form below is to help members maintain their own CPD details. It must be stressed that this record is for guidance only and the examples included are by *no means exhaustive*.

### Notes:

For the first rolling three-year period from 1 December 2005 to 30 November 2008, selected members are required to provide details of CPD for **three years** from 1 December 2005 to 30 November 2008.



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

**By Post:**

Attn: Professional Development Dept  
Hong Kong Institute of CPAs,  
27/F, Wu Chung House,  
213 Queen's Road East,  
Wanchai, Hong Kong  
By Fax: 2147 3293

## Continuing Professional Development (CPD) Record Form

### PART I

Summary of CPD Activities for a rolling three-year period from 1 December 2005 to 30 November 2008

	1 <sup>st</sup> CPD Year * (1 December <u>2005</u> to 30 November <u>2006</u> )	2 <sup>nd</sup> CPD Year * (1 December <u>2006</u> to 30 November <u>2007</u> )	3 <sup>rd</sup> CPD Year * (1 December <u>2007</u> to 30 November <u>2008</u> )	Total
No. of verifiable CPD hours	25.5	95	195	315.5
No. of non-verifiable CPD hours	11	0	0	11
<b>TOTAL CPD HOURS</b>	<b>36.5</b>	<b>95</b>	<b>195</b>	<b>326.5</b>

\* A detailed record of the CPD activities for each CPD year are listed in the subsequent pages.

Name : CHAN TAI MAN Membership No. : A12345  
Signature : CHAN TAI MAN Date : 15 June 2009  
Contact No. : (852) 2345 6789 Email Address : chantm@yahoo.com.hk

**Notes:**

- (1) A soft copy of this form can be downloaded from the Institute's homepage at [http://www.hkicpa.org.hk/membership/cpd/mandatory/doc/CPD\\_Records\\_Form.doc](http://www.hkicpa.org.hk/membership/cpd/mandatory/doc/CPD_Records_Form.doc)
- (2) The CPD activities as listed on this record form must be relevant to professional development. Please refer to Appendix of Statement 1.500 (October 2008) for guidance.

### PART II

For members of HKICPA and of Institutes that are members of the Global Accounting Alliance (GAA)

Members of HKICPA (except for PC holders) who are also members of one or more GAA Institutes need only fulfill the CPD requirements of one of those GAA Institutes (of which the HKICPA member is also a member) in order to meet HKICPA's CPD requirements. If you are using this facility, you are NOT required to fill in PART I above. Instead, please (i) send to HKICPA your CPD records and (ii) complete the following :-

- (a) Name of GAA Institute : \_\_\_\_\_ (b) Year joined : \_\_\_\_\_  
(c) GAA Institute's membership no : \_\_\_\_\_ (d) HKICPA membership no: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact telephone no: \_\_\_\_\_ Email address: \_\_\_\_\_

For future information about HKICPA's recognition of the CPD compliance requirements of GAA Institutes, please refer to:- [http://www.hkicpa.org.hk/membership/cpd/mandatory/FAQ\\_05.php](http://www.hkicpa.org.hk/membership/cpd/mandatory/FAQ_05.php) (question 4 in FAQ)

CPD Record Form for CPD Year 1 : 1 December 2005 to 30 November 2006

Name: CHAN TAI MAN

Membership No.: A12345

	CPD Activities	Organiser & Title	Dates / Period	CPD Hours	
				Verifiable	Non-verifiable
(1)	Participation in courses, conferences, seminars	1. How to prepare and conduct a case for client before the Board of Review – Hong Kong Institute of CPAs 2. Update on Codes on Takeovers and Mergers and Share Repurchases – Hong Kong Institute of CPAs 3. e-Learning course (EC029) – Hong Kong Institute of CPAs	1. 27 Feb 2006 2. 11 April 2006 3. 5 Sep 2006	2 1.5 2	
(2)	Self-learning modules or organized on-the-job training or mentoring for new software, systems, procedures or techniques for application in professional role				
(3)	Published professional or academic writing				
(4)	Participation and work on technical committees				
(5)	Teaching a course or a CPD session in an area related to professional responsibilities				
(6)	Formal study related to professional responsibilities				
(7)	Participation as a speaker in conferences, briefing sessions or discussion group				
(8)	Writing technical articles, papers or books				
(9)	Research for application in a professional role	Research on the "The comparison between HKGAAP and USGAAP"	Aug 2006	20	
(10)	Reading technical, professional, financial or business literature or financial press (Reading of financial press should be no more than 25% of total non-verifiable CPD hours in any rolling three-year period)	<b><u>A-Plus by Hong Kong Institute of CPAs</u></b> <u>Apr issue</u> – PRC Customs – Import Deposit for Processing Trade <u>Aug issue</u> – Profit Tax Case – CIR v Emerson Radio Corp <u>Sept issue</u> – PRC Accounting – The way forward <u>Oct issue</u> – Risk Assessment <u>Nov issue</u> – Corporate Governance issues  SCMP – Financial news	April to Nov 06         Dec 05- Nov 06		10         1
(11)	Professional examinations				
Total CPD Hours				<b>25.5</b>	<b>11</b>

CPD Record Form for CPD Year 2 : 1 December 2006 to 30 November 2007

Name: CHAN TAI MAN

Membership No.: A12345

	CPD Activities	Organiser & Title	Dates / Period	CPD Hours	
				Verifiable	Non-verifiable
(1)	Participation in courses, conferences, seminars				
(2)	Self-learning modules or organized on-the-job training or mentoring for new software, systems, procedures or techniques for application in professional role				
(3)	Published professional or academic writing				
(4)	Participation and work on technical committees				
(5)	Teaching a course or a CPD session in an area related to professional responsibilities				
(6)	Formal study related to professional responsibilities	Master Degree in Accountancy – City University (1) Attend lectures (2) Working on Assignments	July to Nov 07 July to Nov 07	45 50	
(7)	Participation as a speaker in conferences, briefing sessions or discussion group				
(8)	Writing technical articles, papers or books				
(9)	Research for application in a professional role				
(10)	Reading technical, professional, financial or business literature or financial press (Reading of financial press should be no more than 25% of total non-verifiable CPD hours in any rolling three-year period)				
(11)	Professional examinations				
(12)					
Total CPD Hours				<b>95</b>	<b>0</b>

CPD Record Form for CPD Year 3 : 1 December 2007 to 30 November 2008

Name: CHAN TAI MAN

Membership No.: A12345

	CPD Activities	Organiser & Title	Dates / Period	CPD Hours	
				Verifiable	Non-verifiable
(1)	Participation in courses, conferences, seminars				
(2)	Self-learning modules or organized on-the-job training or mentoring for new software, systems, procedures or techniques for application in professional role				
(3)	Published professional or academic writing				
(4)	Participation and work on technical committees				
(5)	Teaching a course or a CPD session in an area related to professional responsibilities				
(6)	Formal study related to professional responsibilities	Master Degree in Accountancy – City University (1) Attend lectures (2) Working on Assignments (3) Examination	Dec 07 to Nov 08 Dec 07 to Nov 08 Dec 07 to Nov 08	90 100 5	
(7)	Participation as a speaker in conferences, briefing sessions or discussion group				
(8)	Writing technical articles, papers or books				
(9)	Research for application in a professional role				
(10)	Reading technical, professional, financial or business literature or financial press (Reading of financial press should be no more than 25% of total non-verifiable CPD hours in any rolling three-year period)				
(11)	Professional examinations				
(12)					
Total CPD Hours				<b>195</b>	<b>0</b>