

# HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

(Incorporated by the Professional Accountants Ordinance, Cap. 50)



## APPLICATION FOR REGISTRATION AS AN INTERNATIONAL AFFILIATE

### For Office Use Only

Name: \_\_\_\_\_ ( )

Registration No.: \_\_\_\_\_

Council approval given on: \_\_\_\_\_ at \_\_\_\_\_ C.M.

Registration effective from: \_\_\_\_\_

**IMPORTANT:**

- Please read the Notes carefully before completing this Form.
- Please complete all sections in BLOCK LETTERS and in BLACK.
- Personal Data (Privacy) Ordinance: All information provided in this form will be used for purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws including International Affiliate ("IA") registration. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping IAs informed of its services. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected is accessible to officers, committees or persons processing the registration and related matters.

Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Admission Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (tel: 2287 7228) for the purpose.

**Section 1 – Personal particulars**

Dr./Miss/Mr./Mrs./Ms.\*

Name in English: \_\_\_\_\_  
(Surname) (Other Name)

*(Must be the same as that appearing in your HKID card / Passport)*



Name in Chinese: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
(dd/mm/yyyy)

Hong Kong identity card no.: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport no.: \_\_\_\_\_ Place of issue: \_\_\_\_\_  
(If not holding a Hong Kong identity card)

**Section 2 – Contact details** (see Note 2)

Residential address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone no.  
 • Residential: \_\_\_\_\_  
 • Business: \_\_\_\_\_

Business address:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Facsimile no.  
 • Residential: \_\_\_\_\_  
 • Business: \_\_\_\_\_

Mobile no.: \_\_\_\_\_

Email address: \_\_\_\_\_

Correspondence address: #

Residential address

P.O. Box (Please specify)

Business address

\_\_\_\_\_  
 \_\_\_\_\_

\* Please delete as appropriate.

# Please input a "✓" in the appropriate box.

**Section 3 – Qualifications****(A) Current full member with voting rights of an IFAC full member body** (see Notes 3 and 8.2)

| <u>Name of institute</u> | <u>Membership no.</u> | <u>Date admitted</u><br>(dd/mm/yyyy) |
|--------------------------|-----------------------|--------------------------------------|
| _____                    | _____                 | _____                                |
| _____                    | _____                 | _____                                |
| _____                    | _____                 | _____                                |

**(B) Highest academic qualification attained #** (see Note 8.2)

Degree       Diploma       Certificate       Others

| <u>Name of educational institute</u> | <u>Country</u> | <u>Qualification awarded</u> | <u>Date awarded</u><br>(dd/mm/yyyy) |
|--------------------------------------|----------------|------------------------------|-------------------------------------|
| _____                                | _____          | _____                        | _____                               |
| _____                                | _____          | _____                        | _____                               |

**Section 4 – Details of present employment** (see Note 2)

Name of organisation: \_\_\_\_\_

Nature of business: \_\_\_\_\_ Position held: \_\_\_\_\_

Date of commencement: \_\_\_\_\_ Mode of employment: #  Full-time       Part-time  
(dd/mm/yyyy)

**Section 5 – Other particulars #**

(A) I have previously been admitted as an International Affiliate of the Institute:

Yes, my former registration no. is \_\_\_\_\_  No

(B) Communications via email (see Note 4)

By post       By email

(C) Mail service (To be completed by an overseas applicant only) (see Note 5)

Air mail       Surface mail

(D) Applications considered and approved by the Council in or after November each year will normally become effective on 1 January of the next calendar year. Applicants who wish to have their application to take effect from the current calendar year should indicate so by putting a “✓” in the following box: (see Note 9)

Current year (Annual fees for both calendar years are to be paid accordingly)

**Section 6 – Declaration and undertaking**

- I declare that the above information is true and complete to the best of my knowledge and belief.
- I declare that I am a current full member with voting rights of the institute(s) stated in Section 3(A) of this form, and I have had no conviction involving fraud, dishonesty or professional misconduct locally or overseas, and I undertake to notify the Registrar of any such future conviction as soon as practicable. (see Note 11)

.../ to be continued

# Please put a “✓” in the appropriate box.

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**Section 6 – Declaration and undertaking** (cont'd)

- I understand that upon Council's approval of my application, I shall observe and abide by the Professional Accountants Ordinance, Professional Accountants By-laws, professional standards of the Institute and code of ethics as expected for a full member of the institute insofar as not in conflict with the standards and legal requirements of my parent institute, and to notify the Registrar of the HKICPA if I have had any conviction involving fraud, dishonesty or professional misconduct locally or overseas after my admission.
- I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this application.

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

Date: \_\_\_\_\_  
(dd/mm/yyyy)

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The completed application form should be sent with all supporting documents and appropriate fees by registered mail to:

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

P.S. Applicants may also submit their applications by hand to the Institute's office at the above address during office hours.

## NOTES

Please read these Notes carefully before completing **Form IA-1**

### **Note 1 – Name**

The applicant's name to be registered with the Institute must be the same as that appears in the applicant's identity document such as Hong Kong identity card / passport. Additional documentary evidence such as statutory declaration / deed poll / marriage certificate will be required if a different name is to be used in the register of the Hong Kong Institute of Certified Public Accountants ("HKICPA" / "the Institute").

### **Note 2 – Contact details and change of particulars**

- 2.1 In case more than one address is provided, the applicant may choose any one of them as the correspondence address to which all communications from the Institute may be addressed.
- 2.2 Any change in contact details or employment after the submission of the application should be notified to the Registrar of the Institute in writing within one month thereof. Notification sent via email is not accepted for the purpose.

### **Note 3 – Requirement for registration as an International Affiliate**

- 3.1 Application for registration as an International Affiliate of the HKICPA is governed by Professional Accountants By-law 22A which stipulates that: -
  - (1) The Institute may on application to the Council in such form as it may specify and on payment of the fee fixed by the Council admit a person in good standing as a member of an accountancy body which is a member of the International Federation of Accountants as an international affiliate of the Institute (in this by-law "affiliate").
  - (2) The Council may:-
    - (a) require an affiliate to pay such admission and periodic fee to the Institute as the Council may determine;
    - (b) revoke the admission of an affiliate.
  - (3) An affiliate shall be designated as an International Affiliate of the Hong Kong Institute of Certified Public Accountants (香港會計師公會國際聯繫會員).
- 3.2 An applicant must be a current full member with voting rights of a full member body of the International Federation of Accountants ("IFAC"). Please refer to the IFAC's website at: [www.ifac.org/About/](http://www.ifac.org/About/) to check the list of IFAC full member bodies.
- 3.3 An applicant shall attain the age of 21 years.
- 3.4 An applicant shall be of good character and is a fit and proper person to be an International Affiliate of the Institute.
- 3.5 An applicant is not required to satisfy the HKICPA's examination nor practical experience requirement for registration as an International Affiliate.

### **Note 4 – Communications via email**

International Affiliates are offered an option to receive correspondence from the Institute either by post or via email. The email service is restricted to general correspondence and does not apply to publications of the Institute.

Size of our email message is normally within 100KB. The minimum computer configurations for receiving the Institute's correspondence via email are:

- Windows 98 or above
- Internet Explorer 6.0 or above

- Microsoft Word 2000 or above
- Acrobat Reader 5.0 or above

For technical enquiries, please contact the Institute's IT support team on: (852) 2287 7800 or via email at: [itsupport@hkicpa.org.hk](mailto:itsupport@hkicpa.org.hk).

#### **Note 5 – Mail service**

For applicants residing overseas and have chosen to receive correspondence from the Institute by post, they may opt to receive, upon admission, their mails from the Institute either by airmail or surface mail. No additional charge will be levied for receiving mails by air.

#### **Note 6 – Processing of application**

- 6.1 The Registration and Practising Committee will examine an application made on this Form and submit its recommendations to the Council for approval.
- 6.2 The result of an application will normally be available 10 weeks after the relevant submission deadline.
- 6.3 Failure to provide full information and evidence may cause delay in the processing of an application.
- 6.4 The Institute reserves the right to verify where necessary the information furnished by the applicant with the employer(s) / parent institute(s) / any third parties concerned.
- 6.5 Successful applicants will be issued with a confirmation of registration as an International Affiliate.

#### **Note 7 – Rights and benefits**

International Affiliates will normally enjoy similar rights and benefits as those of full members, **except** the rights to be elected to the HKICPA Council, vote at Council elections and attend the general meetings of the Institute.

#### **Note 8 – Supporting documents**

- 8.1 All documents submitted, if they are photocopies, must be certified by a full member of the Institute or a legal practitioner. Name of the full member (Full name in BLOCK Letters) and membership no. must be included for verification purpose.
- 8.2 All applications must be supported by the following:-
  - (a) A certified copy of the applicant's Hong Kong identity card or passport;
  - (b) A certified copy of the applicant's membership certificate issued by the parent institute ♦; and
  - (c) A certified copy of the applicant's educational certificate (e.g. degree / diploma certificate).

♦ *An official statement from the applicant's parent institute certifying his / her membership status and standing may be accepted for initial processing of an application. Approval to an application will only be granted upon receipt of a certified copy of his / her membership certificate.*

#### **Note 9 – Fees**

- 9.1 Fees are paid in respect of the calendar year. An application must be accompanied by the appropriate first registration and annual fees (crossed cheque / bank draft in Hong Kong dollars payable to the "Hong Kong Institute of Certified Public Accountants").

Please refer to the Fee Schedule announced by the Institute from time to time.

9.2 Applications approved by Council during the year will take effect immediately, except those approved in or after November which will take effect on 1 January of the next calendar year. Applicants whose application will be considered by Council in or after November but wish to have their registration to take effect from the current calendar year are required to indicate their option and pay the annual fees for both the current year and the next calendar year accordingly.

9.3 An administration charge of HK\$500 will be deducted from the refund of application fees in case an application is rejected by the institute or is withdrawn by the applicant.

**Note 10 – Annual renewal requirements**

10.1 Irrespective of the admission date of an International Affiliate, his / her registration will end on 31 December each year.

10.2 An International Affiliate should remain a current full member with voting rights of an IFAC full member body for annual renewal purposes. In case his / her parent institute ceases to be an IFAC full member body during a calendar year, the registration of the International Affiliate with the Institute will not be affected. However, the registration of the International Affiliate will not be renewed for the ensuing year.

10.3 An application for renewal of registration shall be made to the Registrar not later than 15 December each year in such form as the Council may specify.

10.4 An application for renewal of registration as an International Affiliate shall not be granted except on payment of the registration fee fixed by the Council.

10.5 No mandatory CPD requirement will be imposed.

**Note 11 – Conviction in Hong Kong or elsewhere**

An International Affiliate who is convicted either in Hong Kong or in another jurisdiction of an offence involving fraud or dishonesty or is found guilty of professional misconduct by an overseas professional or regulatory body, is obliged to notify the Institute of the conviction or finding as soon as practicable.

**Note 12 – Enquiries**

For enquiries in relation to the application, please contact the Admission Department of the Institute via email: [admission@hkcipa.org.hk](mailto:admission@hkcipa.org.hk); telephone: 2287 7228; or fax: 2575 6852.

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# Hong Kong Institute of Certified Public Accountants

## Application for Registration as an International Affiliate

### Checklist for Applicant

Please note that an application which is not submitted together with the required supporting documents will not be processed. As such, before submitting your application, you are reminded to ensure that all documents are in order. The following checklist is to assist you in preparing the supporting documents. Please complete and return it with your application Form IA-1.

Please put a “✓” in the appropriate boxes below to indicate those documents that you have attached to your completed application Form IA-1:

- A crossed cheque or bank draft for the appropriate first registration and annual fees payable to the “Hong Kong Institute of Certified Public Accountants”.
- A CERTIFIED<sup>✳</sup> copy of your Hong Kong identity card / passport.
- A CERTIFIED<sup>✳</sup> copy of your membership certificate issued by your parent institute.

*(An official statement from your parent institute certifying your membership status and standing may be accepted for initial processing of an application. Approval to an application will only be granted upon receipt of a certified copy of your membership certificate.)*

- A CERTIFIED<sup>✳</sup> copy of your educational certificate for the highest academic qualification attained.

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

Date: \_\_\_\_\_  
(dd/mm/yyyy)

- <sup>✳</sup> **Certification of documents** – The Institute will accept photocopies of supporting documents if they are certified as true copies by any of the following persons:
- a. A full member of the Institute
  - b. A legal practitioner
  - c. Government District Officer (through statutory declaration)
  - d. Authorised staff of the Institute (only if originals are presented with photocopies for certification)