

**HONG KONG INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS**

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



**APPLICATION FOR
ADVANCEMENT TO FELLOWSHIP**

For Office Use Only

Name: _____ ()

Membership No.: _____

Formal approval given on: _____ at _____ C.M.

IMPORTANT:

- Please read 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 membership registration. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping members 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

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

Name in English: _____

(Surname)

(Other Name)

Name in Chinese: _____

HKICPA Membership No.: _____

Date of admission to HKICPA: _____

(dd/mm/yyyy)

Email address: _____

Correspondence address: _____

Section 2 – BASIS OF APPLICATION (see NOTE 1)

My application for advancement to the HKICPA's fellowship is based on my 7 years' standing (or over) as a full member in the following institute(s): -

Name of accountancy bodyQualificationDate of admission

(dd/mm/yyyy)

<u>Name of accountancy body</u>	<u>Qualification</u>	<u>Date of admission</u> (dd/mm/yyyy)
_____	_____	_____
_____	_____	_____

Section 3 – DETAILS OF WORKING EXPERIENCE ACQUIRED AFTER ADMISSION TO HKICPAEmployerPosition heldFromTo

(dd/mm/yyyy)

(dd/mm/yyyy)

<u>Employer</u>	<u>Position held</u>	<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please use separate sheet, if necessary)

Section 4 – DECLARATION

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I WAIVE ALL CLAIMS AGAINST THE HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANT FOR ANY LOSS OR DAMAGE I MAY SUFFER ARISING FROM THIS APPLICATION.

Signature: _____

Date: _____

(dd/mm/yyyy)

* Please delete as appropriate

NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING FORM R-5

NOTE 1 – REQUIREMENT FOR ADVANCEMENT TO FELLOWSHIP

Application for advancement to fellowship is governed by Professional Accountants By-law 22. The conditions stipulated in By-law 22(3) are appended below: -

"By-law The Certified Public Accountant -

- 22(3) (a) has been a certified public accountant for not less than 7 years; or
- (b) has, in the opinion of the Council, a standing equivalent to that of a professional accountant before the relevant day or of a certified public accountant for not less than 7 years, by reason of his standing as a member of -
- (i) another accountancy body with which there is in force an agreement of mutual or reciprocal recognition between the accountancy body and the Institute; or
 - (ii) another accountancy body accepted by the Council by resolution approved by two-thirds of its members as being of a standard similar to that of the Institute."

The list of accountancy bodies currently accepted by the Council for the purpose of advancement to fellowship is appended below:-

- Association of Chartered Certified Accountants
- Association of International Accountants
- Canadian Institute of Chartered Accountants
- Chartered Institute of Management Accountants
- CPA Australia
- Institute of Chartered Accountants in Australia
- Institute of Chartered Accountants in England and Wales
- Institute of Chartered Accountants in Ireland
- Institute of Chartered Accountants of Scotland
- Institute of Chartered Accountants of Zimbabwe
- New Zealand Institute of Chartered Accountants
- South African Institute of Chartered Accountants.

NOTE 2 – DESIGNATION

A Fellow of the Institute shall be designated as a Fellow of the Hong Kong Institute of Certified Public Accountants (資深會計師) and entitled to use the initials "FCPA" after his/her name.

NOTE 3 – PROCESSING OF APPLICATION

- 3.1 The Registration and Practising Committee will examine an application made on this Form and submit its recommendations to the Council for approval.
- 3.2 The result of an application will normally be available 10 weeks after the relevant submission deadline. Please refer to the Submission Deadline announced by the Institute from time to time.

NOTE 4 – FEE

An application must be accompanied by the appropriate application fee (crossed cheque/ bank draft in Hong Kong dollars payable to "Hong Kong Institute of Certified Public Accountants"; post-dated cheque is not acceptable). Please refer to the Fee Schedule announced by the Institute from time to time.

NOTE 5 – ENQUIRIES

For enquiries in relation to the application, please contact the Admission Department of the Institute via email at admission@hkcipa.org.hk or on telephone: 2287 7228 or fax: 2575 6852.

The completed application form should be sent with appropriate application fee 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 service counter at the above address during office hours.