

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Date: _____

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

Application of a Corporate Practice for Removal from the Register under section 50 of the Professional Accountants Ordinance

[Please read the Notes printed overleaf carefully before completing this Form]

I, _____ being a
(Full name in BLOCK letters)
shareholder/practising member director of _____
(name of corporate practice)
_____ ("the Company"), hereby apply in writing to the Council, for and on
behalf of the Company, for the Company to be removed from the Institute's register of corporate
practices with effect from _____ or the Council's approval date, whichever is later.
(dd/mm/yyyy)

A certified copy of the special resolution of the Company in respect of its application for
removal from the HKICPA's register of corporate practices is enclosed.

For and on behalf of the company

Signature

P.T.O.

NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING **FORM RCP-2**

1. Application for the removal of a corporate practice from the register of the Hong Kong Institute of Certified Public Accountants ("HKICPA" / "the Institute") under section 50 of the Professional Accountants Ordinance ("the Ordinance") should be submitted to Council via the Registration and Practising Committee for consideration.

Upon approval by the Council, the relevant corporate practice will be removed from the Institute's register. The directors concerned will have to re-apply if they wish to register a corporate practice in the future.

2. This Form must be signed by a practising member director, for and on behalf of the corporate practice concerned, and **must** be submitted together with a certified copy of a signed special resolution to apply for removal of the Company from the HKICPA's register of corporate practices.
3. No application for withdrawal will be accepted by the Council unless the corporate practice has arranged the **run-off** cover in accordance with the Corporate Practices (Professional Indemnity) Rules.
4. The corporate practice should apply to the Companies Registry ("CR") for de-registration and submit the documents filed with the CR to the Institute for record within one month from the date of removal.

If the corporate practice wishes to maintain its registration as a limited company with the CR, all shareholders and directors of the practice shall be responsible for the provision of documentary proof to the Institute within one month from the date of removal showing that:

- (a) the name of the company has been changed with the deletion of the description "Certified Public Accountants" or "Certified Public Accountants (Practising)" (as the case may be) from the company name; and
 - (b) the object clause of the Memorandum and Articles of Association of the company has been duly amended to exclude the carrying on of a business and the performance of the functions of a certified public accountant (practising).
5. Section 31 of the Ordinance specifies that a practising certificate holder must notify the HKICPA of any change in the address of his/her registered office within 14 days thereof. As such, all practising member directors of the practice, if they will not practise under other firm/corporate practice names after the de-registration, are required to provide details of their new mode of practice, employment and the updated address of their registered office(s) (in both English and Chinese) to the Institute as soon as practicable.
 6. For a practising member director who will only practise in his/her own name after the de-registration, a specimen copy of letterhead which bears his/her own name and the description "Certified Public Accountant" or "Certified Public Accountant (Practising)" and a copy of the Business Registration Certificate should be produced as evidence of commencement of business.

In such case, "& Co.", "CPA Ltd.", "CPA (Practising) Ltd." or "事務所", "樓", "行", "會計師有限公司" etc. should not be included in the name of his/her practice unless a practice name has been registered with the HKICPA under the Ordinance.

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