



Practical Training Functions Application Form

Student Education & Training Department,
 Hong Kong Institute of CPAs,
 37/F., Wu Chung House,
 213 Queen's Road East, Wanchai,
 Hong Kong.

Participant information:

Name of applicant: (Mr/Ms) _____ (_____)
Surname first, BLOCK & Full Chinese Name

Student/Member registration no.: _____ Email address: _____

Address: _____

Contact no.: _____

Please ✓ where appropriate

1. Your employment sector:
 CPA firm Commerce Education Government Others, please specify _____
2. Number of employees of your firm/company:
 10 or less 11-30 31-100 101-1000 over 1000
3. Number of years of working experience:
 less than 2 years 2-4 years 5-10 years over 10 years
4. How did you learn of the practical training functions?
 Student e-newsletter The Institute Website Mass Email
 Others, please specify via which channel that you know our function: _____

Programme(s) to enroll:

No.	Function name	Fee (HK\$)	Cheque#
1			
2			
3			

Notes to applicants:

- (1) Enrolment is on a first-come-first-served basis. Priority will be given to registered students.
- (2) Please issue **SEPARATE CHEQUE** for each event. **Cheque(s) should be made payable to "HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS". NO CASH** or reservation is accepted.
- (3) Once the application has been submitted, no withdrawal or refund will be allowed unless the application is rejected due to course over-subscription or cancellation. Alteration to the choice of the course/class is not allowed.
- (4) All applicants will be notified of their application status **three days** before the course commencement. Applicants should call the Student Education & Training Department at 2287 7236 if they have not received any notification about their enrolment.
- (5) All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon no. 8 or above or Black Rainstorm warning is hoisted. For details of bad weather arrangement for practical training functions, please refer to the Institute's homepage.
- (6) The Institute reserves the right to change the venue, date or speaker of the events due to unforeseen circumstances.