



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

Our Reference: SC-001/12092025

**INVITATION TO TENDER:
THE PROVISION OF EXECUTIVE SEARCH SERVICES FOR
CHIEF EXECUTIVE AND REGISTRAR**

Objective

The Hong Kong Institute of Certified Public Accountants ("the Institute") is seeking proposals from qualified tenderers to provide executive search services for the global recruitment of Chief Executive and Registrar.

Collection of Tender Documents

Interested parties are requested to indicate their interest by submitting a duly signed copy of the Non-Disclosure Agreement ("NDA") via email to selectioncommittee@hkicpa.org.hk. The NDA can be downloaded from this webpage.

The submission should include the following details: company name, registered address, name and designation of the contact person, and contact information (including telephone number and email address).

Upon receipt of the email and the duly signed NDA, the Institute will issue the Request for Proposal ("RFP") to the interested tenderers via email.

Submission of Tenders

Interested tenderers should submit their proposals to Institute at the following address by **12 noon on 26 September 2025 (Hong Kong Time)**.

Miss Vivian Sun
Head of Human Resources
Hong Kong Institute of Certified Public Accountants
37th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Tenderers are required to follow all instructions outlined in the RFP. For any enquiries, please contact the Selection Committee at selectioncommittee@hkicpa.org.hk.

12 September 2025