

## **Hong Kong Institute of Certified Public Accountants (“HKICPA”) Membership: Fit and Proper**

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Here are some criteria to consider before confirming the applicant is fit and proper:

### **Fitness**

Fitness relates to the competence and capacity of the applicant to apply the Institute's professional standards or otherwise discharge the responsibilities of a certified public accountant.

Criteria to consider include but are not limited to:-

- Professional qualifications
- Knowledge
- Skills
- Experience
- Reliability

### **Propriety**

Propriety relates to the applicant's character and suitability for membership.

Criteria to consider include but are not limited to:

- Adherence to the HKICPA Code of Ethics for Professional Accountants, based on the fundamental principles of:  
香港會計師公會
  1. integrity
  2. objectivity
  3. professional competence and due care
  4. confidentiality
  5. professional behaviour
- Adherence to professional standards
- Financial integrity
  1. The applicant should be honest and reliable in his/her personal as well as professional financial dealings.
  2. Whether in the last five years, the applicant has made any compromise or arrangement with creditors, or otherwise failed to satisfy creditors in full.

3. Whether the applicant has been declared bankrupt or been the subject of a bankruptcy court order in Hong Kong or elsewhere, or whether a bankruptcy petition has ever been served on him/her.
- Conviction or civil liability
    1. Whether the applicant has been convicted of an offence under Part V (Perjury) of the Crimes Ordinance (Cap 200).
    2. Whether the applicant has been convicted in Hong Kong or elsewhere of any offence other than a minor traffic or littering offence. Conviction of a minor traffic or littering offence refers to one that did not lead to imprisonment (including suspended sentence).
    3. Whether the applicant has been guilty of any misconduct in his/her professional or business activities.
    4. Whether in the last five years, the applicant has been the subject of any civil action relating to professional or business activities which resulted in a finding against him/her and involving his/her fitness or propriety in respect of those activities by a court, or a settlement being agreed.

- Good reputation and character

Whether the applicant has been:

1. refused the right to carry on a trade, business or profession for which a specific license, registration or other authority is required or had such right restricted or withdrawn.
2. refused entry to any professional body or trade association, or decided not to continue with an application or had membership restricted or withdrawn.
3. reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body.
4. made the subject of an order of a court or tribunal relating to his/her fitness or qualification to carry on any trade, profession or business or any appointment or election to any position or office.
5. investigated on allegations of misconduct or malpractice in connection with professional or business activities which resulted in a formal complaint being made against him/her by a professional body (e.g. ACCA or CPA Australia) or regulatory body (e.g. Securities and Futures Commission or Financial Reporting Council), whether or not the complaint was proved or an order was made against him/her.
6. investigated by any enforcement agency (e.g. the Police or the Independent Commission Against Corruption) on any criminal offence which resulted in charges being brought against him/her, regardless of whether he/she was subsequently convicted of the offence or not.

The above criteria are provided for guidance purposes only. The overriding requirement in the Professional Accountants Ordinance is that an applicant must prove to the satisfaction of the Council that he is of good character and is a fit and proper person to be a certified public accountant. If the Institute is aware of a matter which may raise concerns regarding, or has any doubt about, the applicant's fitness and properness to be registered, the Institute is likely to raise enquiries to or request further information from the applicant in respect of the matter and take into account any such information in deciding on the application for membership. It is incumbent upon the applicant to provide the Institute with the information to demonstrate that he is a fit and proper person for registration.

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