



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

To : Hong Kong Institute of CPAs
 27/F., Wu Chung House, 213 Queen's Road
 East, Wanchai, Hong Kong
 Attn.: Membership & Admission Department

Email : member@hkicpa.org.hk

International Affiliate Record Amendment Coupon

(Please read the Notes in page 2 before completing this Coupon)

Full name in BLOCK letters: _____

IA Registration No.: _____

1. Change of contact details: (Notes 2 & 3) Change effective from: (dd/mm/yyyy) _____

a. Address:

Residential: _____

Business: _____

P.O. Box: _____

Note: If you are working/ residing in Mainland China, in order to avoid loss of mails/ delay in receiving mails from the Institute, please consider providing address in Chinese for our updating.

Correspondence address: (Please "✓" the appropriate box.)

Residential address

Business address

P.O. Box

b. Mobile: Country code: _____ Mobile no.: _____

Office: Country code: _____ Phone no.: _____ Fax no.: _____

Residential: Country code: _____ Phone no.: _____ Fax no.: _____

c. Email address: _____

2. Change of employment details: Date of Commencement: (dd/mm/yyyy) _____

a. Name of employer: _____

b. Position: _____

c. Business sector: (Note 4) _____ Primary work function: (Note 4) _____

3. Change of other particulars:

Professional interest: (Note 4) (1st) _____ (2nd) _____ (3rd) _____

Signature: _____

Date: _____

(dd/mm/yyyy)

P.T.O.

NOTES

Note 1 –

Personal data collected from this form may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally.

The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your request. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Member may opt out from receiving such materials at any time by login the following link <https://mas.hkicpa.org.hk/mycpa/communication/preference>.

Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Membership & Admission Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (tel: (852) 2287 7228) for the purpose.

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to the Institute will become the property of the Institute and will not be returned to you. The Institute will destroy any documents it holds in accordance with its internal policy and applicable laws. Please refer to the Institute's privacy policy and personal information collection statement on its website at: <https://www.hkicpa.org.hk/en/Tools/Privacy-policy>.

Note 2 –

Any change in contact details or employment should be notified to the Institute in writing within one month thereof.

Note 3 –

The Institute corresponds with International Affiliates in electronic format via email. However, in addition to an email address, International Affiliates are still required to provide a correspondence address that is easily/ regularly accessible by him/ her to which all communications and notices from the Institute may be addressed.

Note 4 –

The information provided will be used by the Institute for statistical purposes. Please fill in the appropriate code in the corresponding column under Sections 2 & 3.

Business Sector of Current Employment

- A: Agriculture and fishing
- B: Mining and quarrying
- C: Manufacturing
- D: Electricity, gas and water
- E: Construction
- F: Wholesale, retail and import/export trade
- G: Restaurants and hotels
- H: Transport, storage and communication
- I: Financing
- J: Insurance
- K: Real estate
- L: Business services
 - L01: Professional accountancy practice (as sole proprietor/partner/director)
 - L02: Professional accountancy practice (as an employee of a CPA practice)
 - L03: Business management and consultancy services
 - L04: Legal services
 - L05: Data processing and tabulating services
 - L06: Advertising and related services
 - L07: Architectural, surveying and other engineering services
 - L08: Other business services *[please specify]*
- M: Community, social and personal services
 - M01: Public administration (Government)
 - M02: Education services
 - M03: Medical, dental, other health and veterinary services
 - M04: Professional, trade and religious organisation
 - M05: Other personal services *[please specify]*
- N: Conglomerate
- O: Self-employment (other than professional practice)
- P: Retired
- Q: Other sectors *[please specify]*

Current Primary Work Function

- A: Auditing
- B: Taxation
- C: Insolvency
- D: Secretarial services
- E: Management services
- F: Accounting services
- G: Technical services
- H: Financial management
- I: General management
- J: Administration
- K: Education
- L: Management information system
- Z: Others *[please specify]*

Professional Interest

- A: Audit
 - AA: Computer audit
 - AB: Financial sector audit
 - AC: Listed company audit
 - AD: Small business audit
- B: Accounting
- C: Tax
- D: Insolvency
- E: Law and secretarial practice
- F: Financial management
- G: General management
- H: Fund management
- I: Management information system
- Z: Others *[please specify]*

Note 5 –

International Affiliates may also view and update your personal particulars posted in the "Profile" under MyAccount in the Institute's website at: <https://www.hkicpa.org.hk>.

Note 6 –

For International Affiliates who wish to change their name in the Institute's record, please send your duly signed written request along with relevant supporting document, e.g. a copy of Hong Kong identity card or deed poll, bearing your new name, and a handling charge of HK\$775 to the Institute by post.

Note 7 –

Since email is an unidentifiable means of communication, in order to protect the accuracy of the personal data of the International Affiliates, the Institute will not act upon email requests for change of personal particulars.

Note 8 –

Please allow three working days for processing the duly signed Amendment Coupon received from you.

Last update on Aug 2023