



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



Qualification Programme (QP)

Practical Experience Online System (Annual Monitoring of AE/ AS)

User Guide

Annual Monitoring of AE/ AS

User Guide

This user guide shows you how to complete an online annual monitoring form. Please read this document carefully before completing the form.

Whom to access

The following roles can access the online annual monitoring form:

- Member-In-Charge (MIC) of an AE
- Scheme Coordinator (SC) of an AE ^{Note}
- Authorized Supervisor (AS)

Note: SC can prepare the online annual monitoring form for the MIC's review and submission.

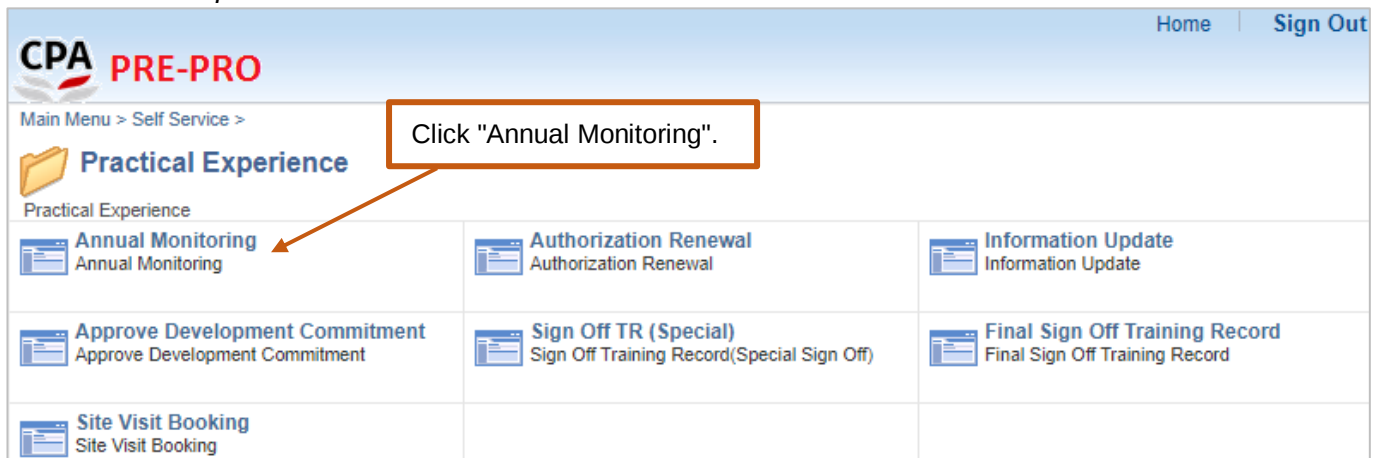
Whom to submit

MIC and **AS** can submit the online renewal form.

Where to access the form

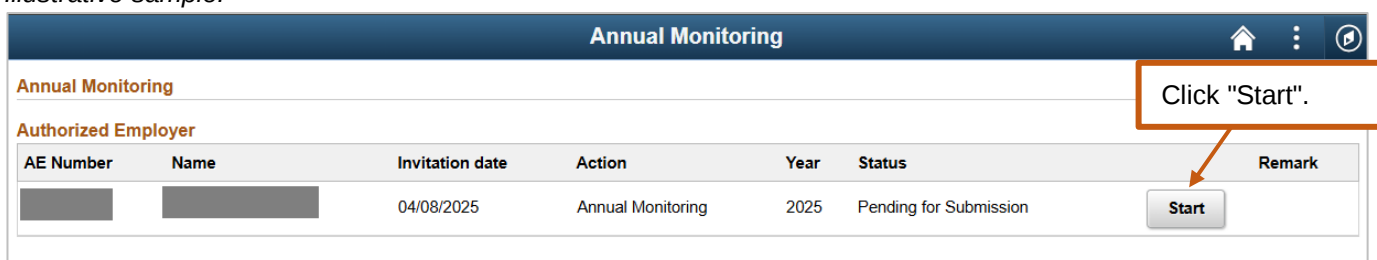
To access the form, please login the [Practical Experience Online System](#) and access to the **Landing Page**.

Illustrative example:



To access the online annual monitoring form.

Illustrative sample:



How to fill out the form

After opening the form, please follow the steps below to complete the online annual monitoring form.

Step 1: Read the **Welcome** page information carefully and click "Next" button to go to the next section.

Step 1 of 3: WELCOME

Online Annual Monitoring for Authorized Employer/ Authorized Supervisor

Due date for submission: 01/09/2025

Welcome to the online annual monitoring form!

You may wish to note that the Authorized Employer ("AE")/ Authorized Supervisor ("AS") registration status is subject to an annual monitoring process. The annual monitoring is aimed at understanding if there is any substantial changes on the provision of trainings and development opportunities for QP students (e.g. training system, performance appraisal system, etc.) and any update on the Institute's AE/ AS records.

According to the policies, please complete this form by the above due date to declare your organization's/ your continual compliance with the Practical Experience Codes and Guidelines and update of substantial changes.

Personal Data (Privacy) Ordinance

All information provided in this form will be used by the Institute for the purposes relating to the administration of the practical experience requirements for membership admission under the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, the Institute may use the collected data for statistical research and analysis. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected may be accessible by the Institute's officers, committees or persons processing the application and related matters.

Unless otherwise agreed, 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>.

Step 2: Complete Codes and Guidelines session. Remember to click "Save" button before moving to the next section.

Step 2 of 3: CODES AND GUIDELINES

You are always reminded to observe the roles and responsibilities of AE/ AS and agree to abide by the [Practical Experience Codes and Guidelines](#) and other requirements as prescribed by the Hong Kong Institute of Certified Public Accountants ("Institute") for retaining the status as an AE/ AS.

Declaration period: 01/01/2025 to 31/12/2025

☒ We/ I have carefully read the Practical Experience Code and Guidelines ("Codes and Guidelines"). We/ I hereby declare that my organization/ I have COMPLI with the Codes and Guidelines as prescribed by the Institute's Practical Experience Framework.

☐ We/ I hereby declare that my organization/ I have NOT FULLY COMPLIED with the Practical Experience Codes and Guidelines under the Institute's Practical Experience Framework.

Substantial changes or improvements

Since the last annual declaration, has the organization identified or made any substantial changes or improvements in the below aspects, which may affect the consideration of the suitability of the role of AE/ AS or training personnel?

i. Quality control pertaining to training and work environment;

ii. Professional or ethical matters of training personnel (e.g. MIC, MIC Deputy, Counselor or AS) and the organization; and

iii. Performance appraisal system

You may click on the [Reference Guide](#) which assists your understanding in responding to this question.

(1) Your declaration selection.

(2) Input response for the questions on "Substantial changes or improvements".

Here show the "Declaration Period".

Save

Step 3: Read the **Declarations** carefully and complete this section.

Step 3 of 3: DECLARATION AND SUBMISSION

☐ 1. We/ I understand the roles and responsibilities of AE/ AS and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for retaining the registration as an AE/ AS.

☐ 2. We/ I undertake to the notify the Institute in writing of the details if the AE/ AS's employing organization or training personnel are subject to any past disciplinary sanctions or ongoing investigation ^{Note} or conditional requirements imposed by the accountancy or regulatory bodies, or any significant quality control issues pertaining to training, or any significant internal regulatory records that may affect the consideration of the suitability of the role of training personnel.

Note: Please be mindful of any restrictions or prohibitions regarding the secrecy or disclosure of that information by the relevant regulatory bodies.

☐ 3. We/ I understand that the Institute has the right to terminate our/ my registration as an AE/ AS if the Institute's Qualification and Examinations Board is of the view that we are/ I am unfit to continue the registration.

☐ 4. We/ I undertake to fully co-operate with any enquiry, briefing, authorization visit or investigation conducted by the Institute in relation to our/ my registration and role as an AE/ AS.

☐ 5. We/ I declare that the information given in this form is true and complete to the best of our/ my knowledge and belief, and we/ I waive all claims against the Institute for any loss or damage that we/ I may suffer arising from this form.

Name of MIC/AS :

AE/AS employing organization name :

Please click the "Printer" button to review and print the annual monitoring form for your records.

Click "Submit" button to submit the form.
Note: This button only visible for MIC and AS.

You can click the "Printer" icon here to export and review your completed form.

Note: You are strongly recommended to **save a copy of the submitted** form for your record. You will not be able to access to the submitted form once you log out the system.

After submission

Your submission will be reviewed and approved by the Institute in due course. To check the approval status, please return to the online annual monitoring form.

Annual Monitoring						
Annual Monitoring						
Authorized Employer						
AE Number	Name	Invitation date	Action	Year	Status	Remark
		04/08/2025	Annual Monitoring	2025	Approved	Start

Enquiry

Please send email to pef-enquiry@hkicpa.org.hk.

END