



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



Qualification Programme (QP)

Practical Experience Online System (Authorized Supervisor – Information Update Form)

User Guide

Authorized Supervisor (AS) – Information Update Form

User Guide

This user guide shows you how to complete an information update form. Please read this document carefully before completing the form.

When to complete the form

Within one month when there are any updates on your AS records; or you would like to apply deregistration (refer to P.11 for details).

During application

The AS should ensure the input data in each section is correct and then click the "Validate & Save" button before moving to the next section.

After submission

Upon receipt all of the required information, an application result will normally be available within one month. Any missing or incomplete information can delay the processing of the application. The Institute reserves the right to verify where necessary the information furnished by the AS with any third parties concerned.

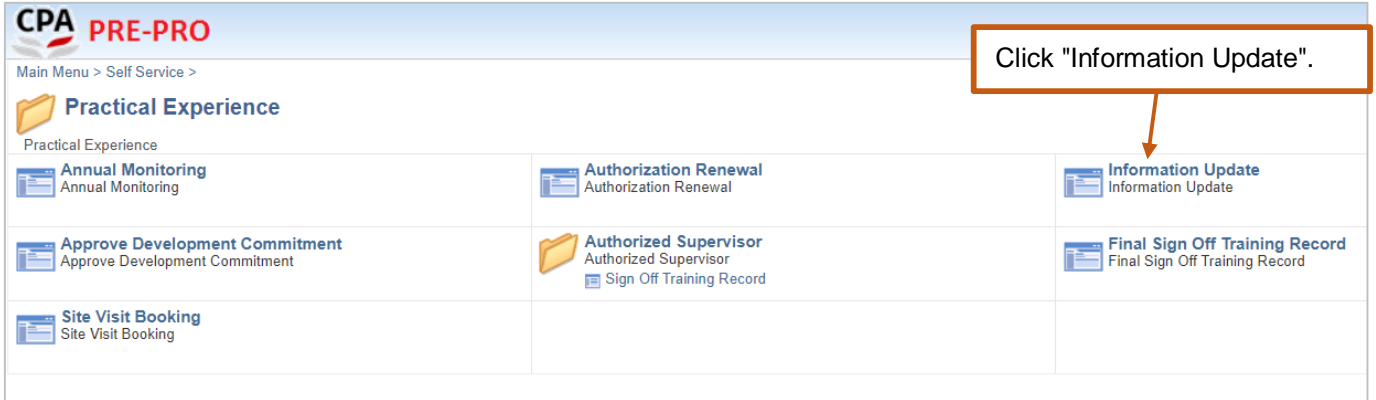
Successful completion of updates

- The AS will receive an email when the application is approved.
- Any updates on the name(s) of AS and/ or the employing organization will be reflected on the Institute's website.
- Each newly added QP student(s) will receive a notification email, which contains information about the supervision arrangement.

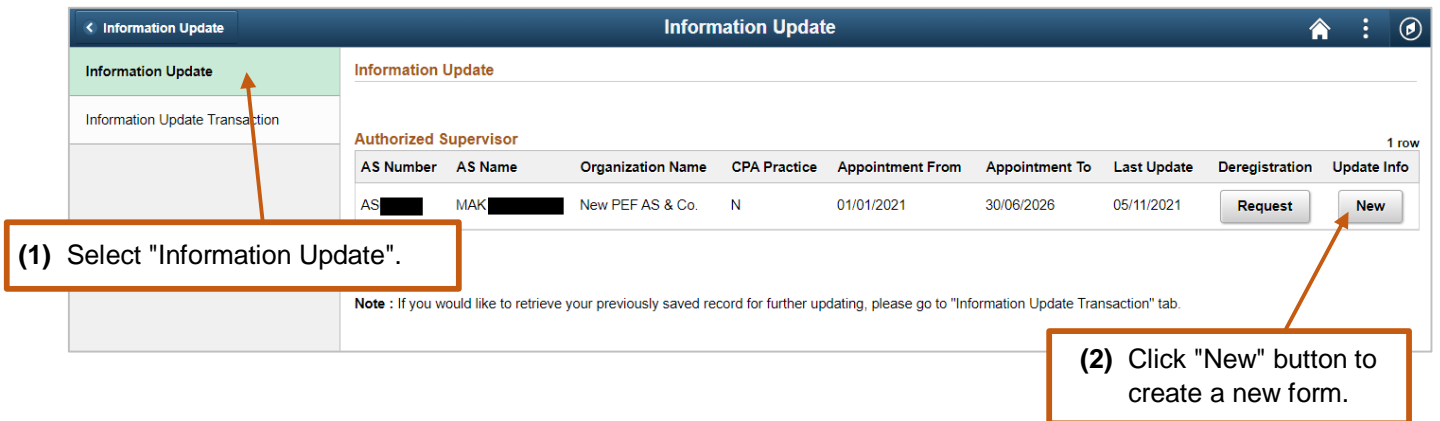
Where to access the form

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

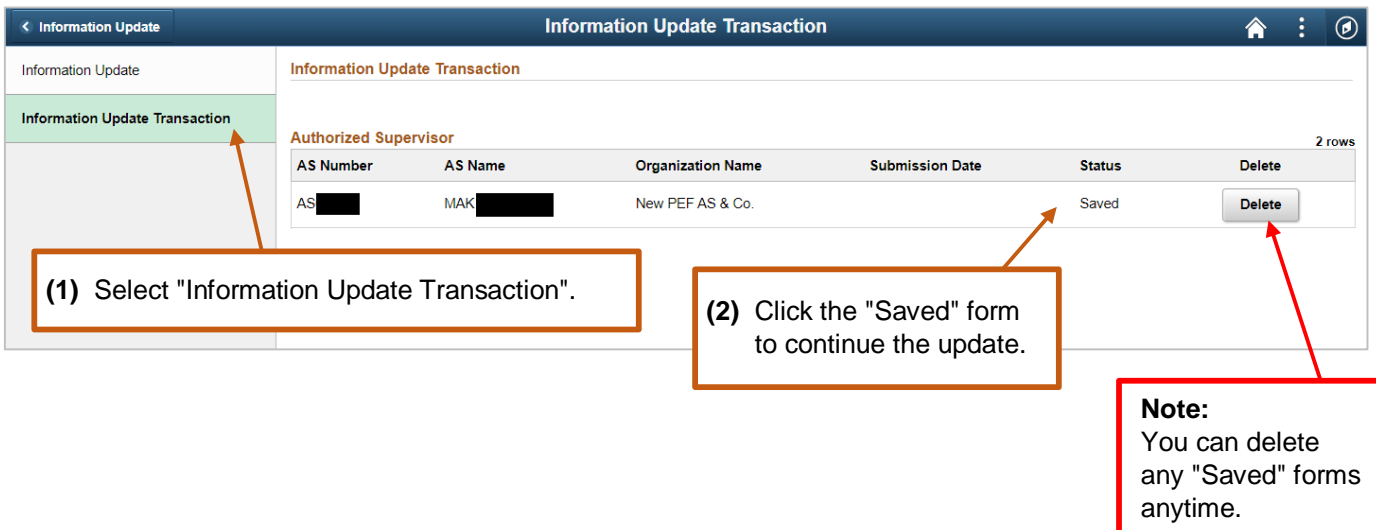
Illustrative example:



(i) To create a **new** form; or



(ii) To resume a **saved** form.



How to fill out the form

After opening the form, please follow the steps below to complete the information update form. You can click the "Restore" button to undo the changes you have made in that section.

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

WELCOME <input type="radio"/> Visited	WELCOME Notes	<div style="border: 2px solid orange; padding: 5px; display: inline-block;">Click "Notes" to get more authorization requirements.</div>
PERSONAL PARTICULARS <input type="radio"/> Not Started	Welcome to the online information update form!	
CURRENT EMPLOYMENT <input type="radio"/> Not Started	Authorized Employers ("AE")/ Authorized Supervisors ("AS") should submit this form when there are any changes in information filed with the Hong Kong Institute of Certified Public Accountants ("Institute") (e.g. organization details, contact details and training of staff, etc.).	
NATURE OF BUSINESS <input type="radio"/> Not Started	Please read the Notes (see hyperlink above) and the requirements below carefully before completing this form. 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 Institute for retaining the registration status as an AE/ AS.	
SIZE OF ORGANIZATION <input type="radio"/> Not Started	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.	
GROUP REGISTRATION <input type="radio"/> Not Started	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 .	
TRAINING OF STAFF <input type="radio"/> Not Started		
DECLARATION AND SUBMISSION <input type="radio"/> Not Started		

Note: You can click the information icon  to view reminder notes under different sections.

Step 2: Select the section(s) that need to update, click "EDIT" button to input the updated information. Click "Validate & Save" button before moving to another section.

2.1 Personal Particulars/ Current Employment/ Nature of Business/ Size of Organization

Illustrative example:

Update information (e.g. Department and Job Position) of Current Employment

The image shows two screenshots of a web form. The top screenshot displays the 'CURRENT EMPLOYMENT' section with a list of fields and their values. A green 'EDIT' button is located in the top right corner. An orange box with an arrow points to this button, containing the text '(1) Click "EDIT" button.' The bottom screenshot shows the 'Current Employment' section with a 'Cancel' button on the left and a 'Validate & Save' button on the right. The form fields are: 'CPA Practice' (radio button for 'No'), 'Name of Employing Organization (English)' (text box with 'New PEF AS & Co.'), 'Name of Employing Organization (Chinese)' (text box), 'Department' (text box with 'Finance'), '*Job Position' (text box with 'Senior Manager'), 'Commencement Date of Employment' (text box with '01/01/2021'), 'No. of staff under your supervision' (text box with '1'), and 'No. of QP students and other prospective members' (text box with '6'). An orange box with an arrow points to the 'Department' and '*Job Position' text boxes, containing the text '(2) Input the new Department and Job Position.' Another orange box with an arrow points to the 'Validate & Save' button, containing the text '(3) Click "Validate & Save" button to save after update.'

CURRENT EMPLOYMENT EDIT

Current

CPA Practice No

Name of Employing Organization (English) New PEF AS & Co.

Name of Employing Organization (Chinese)

BR/CR No. BR

*Country/Region Hong Kong

*Address 1 Suite 3003, 30th Floor,

Address 2 ABC Building,

Address 3 100 Heung Wo Street,

District Tsing Yi

Area New Territories

Company Website 5

Department Finance

*Job Position Finance Manager

Commencement Date of Employment 01/01/2021

No. of staff under your supervision 1

No. of QP students and other prospective members 6

Current Employment Validate & Save

Cancel

CPA Practice No

Name of Employing Organization (English)

Name of Employing Organization (Chinese)

Department

*Job Position

Commencement Date of Employment

No. of staff under your supervision

No. of QP students and other prospective members

(1) Click "EDIT" button.

(2) Input the new Department and Job Position.

(3) Click "Validate & Save" button to save after update.

2.2 Group Registration

If you need to apply for/ update your group registration, please follow the below instructions and click "Validate & Save" button before moving to another section.

2.2 (a) Add new subsidiary(ies)

Illustrative example:

GROUP REGISTRATION Validate & Save

[Notes](#) ← Click "Notes" for the group registration letter template.

A qualified person may perform group registration provided that his/ her employing organization and its subsidiaries are operating under a centralized accounting function and that the AS will be responsible for training the QP students in the specified companies/ entities within the group.

To apply for group registration, the AS is required to upload a duly signed and stamped application letter (sample attached in Notes) and a group chart showing the relationship and names of all relevant companies/ entities concerned.

Please upload the scanned documents in **JPEG, TIF** or **PDF** format.

Current

Subsidiary(ies)

Name of Subsidiary(ies)	CPA Practice	Firm/CP/PC No.	BR/CR No.	Appointment From
RENEW AS Limited	No		88888888 - 000	01/01/2021 >

Changes

← (1) Click this button to add new subsidiary(ies).

▼ **Upload supporting documents**

← (2) Attach supporting document (**Note**).

(3) Click "Validate & Save" button.

Note: Please upload the following supporting document:

- **a letter**, issued by a director of the holding company, certifying the fulfilment of group registration requirements.
- **a group chart**, showing the relationship and names of all relevant companies/ entities concerned.
- **a business registration certificate** (or equivalent document) of each subsidiary.

2.2 (b) Update the particulars of registered subsidiary(ies)

Illustrative example:

GROUP REGISTRATION Validate & Save

Notes

A qualified person may perform group registration provided that his/ her employing organization and its subsidiaries are operating under a centralized accounting function and that the AS will be responsible for training the QP students in the specified companies/ entities within the group.

To apply for group registration, the AS is required to upload a duly signed and stamped application letter (sample attached in Notes) and a group chart showing the relationship

Please upload the scanned

(1) Select the subsidiary that need to update.

(2) Click "EDIT" button to update the relevant information.

Current

Subsidiary(ies)	CPA Practice	Firm/CP/PC No.	BR/CR No.	Appointment From
RENEW AS Limited	No		88888888 - 000	01/01/2021 >

Changes

Add Subsidiary

Upload supporting documents

Add Attachment

Cancel
Validate and Save

CPA Practice No

English Name

Chinese Name

*Nature of Business Commerce (Financial Services)

BR/CR No. BR 88888888 - 000

Appointment From 01/01/2021

Appointment To

*Country/Region Hong Kong

*Address 1

Address 2

Address 3

District

Area

(3B) Name change of subsidiary
Upload a copy of the latest valid Business Registration Certificate (or equivalent document) of the subsidiary with name change.

(3A) Name change of subsidiary
Input the new English and/ or Chinese name(s).

(4) Removal of subsidiary
Input "Appointment To"

(5) Click "Validate and Save" button.

(6) Click "Validate and Save" button before moving to another section.

2.3 Training of Staff

2.3 (a) Update the particulars of QP Student(s) and Other Prospective Member(s)

- (1) Select the related QP Student/ Other Prospective Member record that need to update.
- (2) Update the relevant information.

Note: You can make use of the optional field "AE/AS Remarks" to provide information (e.g. staff ID no.) for your internal reference.

TRAINING OF STAFF

Current

QP Student

Student No. ◇	Family Name ◇	Given Name ◇	Commencement date of supervision ◇	AE/AS Remarks ◇	TR Type ◇
S [REDACTED]	CHEUNG	[REDACTED]	01/01/2021		Online >
S [REDACTED]	FUNG	[REDACTED]	01/01/2021		Online >
S [REDACTED]	CHOI	[REDACTED]	01/01/2021		Online >
S [REDACTED]	CHENG	[REDACTED]	01/01/2021	20211202_12:33pm	Online >
S [REDACTED]	LEUNG	[REDACTED]	01/01/2021	#6962	Online >

Other Prospective Member

Name of Institute of Other Prospective Member(s) ◇	No. of Other Prospective Member(s) ◇
CPAA	1 >

Validate & Save

- (3) Click "Validate & Save" button.

2.3(b) Add new QP Student(s)/ Other Prospective Member(s)

(1) Uncheck this box.

TRAINING OF STAFF
 There are no QP students and other prospective members under the organization currently.

TRAINING OF STAFF Validate & Save

There are no QP students and other prospective members under the organization currently.

Current

QP Student

No Data Exists

Other Prospective Member

Changes

Add QP Student

Add Other Prospective Member(s)

(2) Click this button and fill in the particulars of QP student(s).
Note: You can make use of the optional field "AE/AS Remarks" to provide information (e.g. staff ID no.) for your internal reference.

(3) Click this button and fill in the particulars of Other Prospective Member(s).

(4) Click "Validate & Save" button.

2.3 (c) Remove existing QP Student(s)/ Other Prospective Member(s)

(1) Select the related QP Student/ Other Prospective Member record that need to update.

TRAINING OF STAFF

Current

QP Student

Student No. ◇	Family Name ◇	Given Name ◇	Commencement date of supervision ◇	AE/AS Remarks ◇	TR Type ◇
S [REDACTED]	CHEUNG	[REDACTED]	01/01/2021		Online >
S [REDACTED]	FUNG	[REDACTED]	01/01/2021		Online >
S [REDACTED]	CHOI	[REDACTED]	01/01/2021		Online >
S [REDACTED]	CHENG	[REDACTED]	01/01/2021	20211202_12:33pm	Online >
S [REDACTED]	LEUNG	[REDACTED]	01/01/2021	#6962	Online >

Other Prospective Member

Name of Institute of Other Prospective Member(s) ◇	No. of Other Prospective Member(s) ◇
CPAA	1 >

Validate & Save

Cancel **QP Student** Validate and Save

*Student No. S [REDACTED]

*Family Name CHEUNG

*Given Name [REDACTED]

*Student Employing Organization Name RENEWAS Limited ▾

AE/AS Remarks

Department

*Commencement date of employment *****

End date of employment [] []

*Commencement date of supervision 01/01/2021

End date of Supervision [] []

TR Type Online

(2) Input the following dates:

(i) "End date of employment"
(if appropriate)
Note: Please fill in this field only if the QP student will leave/ have left the organization.

(ii) "End date of Supervision"

(3) Click "Validate & Save" button.

Cancel **Other Prospective Member** Validate and Save

*Name of Institute of Other Prospective Member(s) CPAA

No. of Other Prospective Member(s) [1]

Restore

(2) Input 0 in this field if there are no Other Prospective Members under your supervision.

(3) Click "Validate & Save" button.

(4) Click "Validate & Save" button.


Step 3: Submit the online form.

DECLARATION AND SUBMISSION **SUBMIT**

DECLARATION **(1)** Read the Declarations carefully.

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 notify the details of the disciplinary or regulatory action to the Institute in writing if any training personnel (e.g. Counselors/ AS) has been subject to any disciplinary or regulatory action by the Institute or other accountancy/ 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 information update 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.

Please click the "Print" **(2)** Click the "Printer" icon to export and review your completed form. words.



Please be reminded to save the printed report in a secured location as the report may contain personal data.

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>.

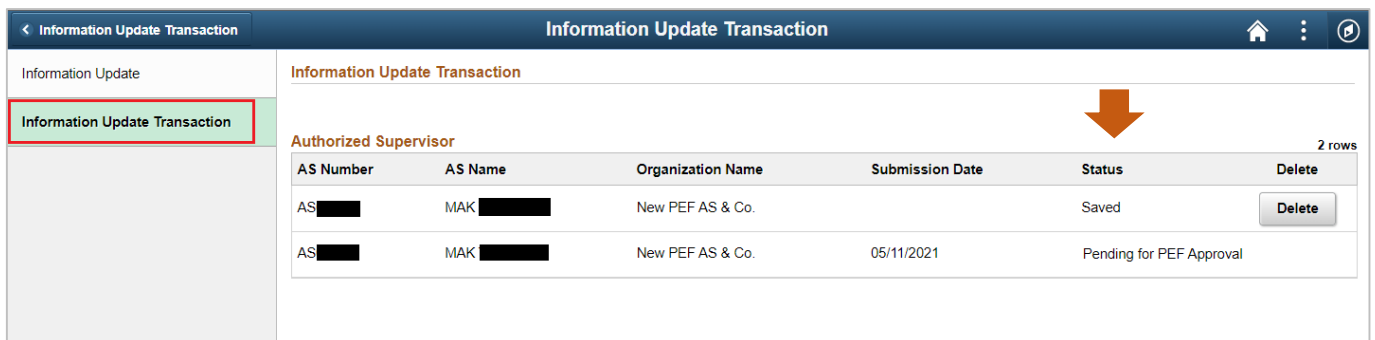
(3) Click "SUBMIT" button to submit the form for the Institute's approval.

Note: After submission, the date and time of submission will appear on the screen. **Please 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. Besides, you will **receive a confirmation email** once the application (or updates are) is approved.

How to check the form status

After submission of the form, you can check the status under **Information Update Transaction**.

Illustrative example:



Information Update Transaction						
Authorized Supervisor						
AS Number	AS Name	Organization Name	Submission Date	Status	Delete	
AS [REDACTED]	MAK [REDACTED]	New PEF AS & Co.		Saved	Delete	
AS [REDACTED]	MAK [REDACTED]	New PEF AS & Co.	05/11/2021	Pending for PEF Approval		

How to apply for AS deregistration

You can apply for AS deregistration via the online system.

Step 1: Click "Request" button under "Deregistration".

AS Number	AS Name	Organization Name	CPA Practice	Appointment From	Appointment To	Last Update	Deregistration	Update Info
AS [REDACTED]	MAK [REDACTED]	New PEF AS & Co.	N	01/01/2021	30/06/2026	05/11/2021	<input type="button" value="Request"/>	<input type="button" value="New"/>

Note : If you would like to retrieve your previously saved record for further updating, please go to "Information Update Transaction" tab.

Step 2: Read the **Important Notes** carefully and click "Next" button to go to the next section.

Step 1 of 2: IMPORTANT NOTES

Please fill in the following fields in next step "Withdrawal Details":

- 1) Effective date of withdrawal
- 2) Withdrawal reason

Please be reminded to complete any of the following outstanding tasks soon. AE-Training Personnel/ AS will be unable to access to the online system upon the Institute's approval of authorization withdrawal.

- 1) Proper communication with all relevant parties (e.g. Counselors and QP students) regarding authorization withdrawal.
- 2) Counselor/ AS review and sign off the QP students' Training Records.
- 3) MIC/ AS perform final sign-off on the QP students' Training Records.

Step 3: Provide the withdrawal details and submit the request.

Step 2 of 2: WITHDRAWAL DETAILS

AS English Name: MAK [REDACTED]

AS English Name: [REDACTED]

AS Organization Name: New PEF AS & Co.

Appointment From: 01/01/2021

Appointment To: 30/06/2026

*Effective date of withdrawal: 30/06/2026

*Withdrawal reason: [REDACTED]

(1) Input "Effective date of withdrawal"

(2) Select "Withdrawal reason"

(3) Click "SUBMIT" button.

Note: After approval by the Institute, you will receive a notification to confirm the deregistration of your organization.

Enquiry

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

END