

Development Commitment

between Qualification Programme ("QP") Student and Authorized Employer ("AE")

Section 1 – Purpose of this Development Commitment

Pursuant to the **Practical Experience Framework** (the "Framework") of the QP of the Hong Kong Institute of Certified Public Accountants (the "Institute"/ "HKICPA"), the QP student would attain relevant practical experience under the supervision of an AE for HKICPA membership application.

The purpose of this Development Commitment is to clarify the practical experience to be provided to the QP student by the AE.

Section 2 – Particulars of QP student and AE

The entity and the individual(s) to whom this Development Commitment relates are:

Particulars of QP student	Particulars of AE
Student Name WONG KA MAN	Organization Name PEF Holdings Limited
Employing Organization Name PEF Holdings Limited	AE No. AE202201
Student No. S124528	Name of MIC/ MIC Deputy CHAN TAI MAN
Commencement Date of Employment 01/01/2023	
AE/ AS Remarks	

Section 3 – Effective date of this Development Commitment

This Development Commitment is effective from the commencement date of the Practical Experience Period, subject to the provisions of earlier termination set out in Section 7.

Effective Date: _____

Section 4 – Responsibilities of the AE

During the Practical Experience Period of this Development Commitment, the AE agrees to make every effort to:

- (a) Provide training to the QP student pursuant to the Framework;
- (b) Provide the QP student with appropriate experience to assist in the development of the required competences;
- (c) Ensure adequate arrangements for guidance to the QP student, including access to a Counselor and the QP student;
- (d) Make suitable arrangements to monitor the QP student's progress;
- (e) Appoint its Member-In-Charge ("MIC") responsible for:
 - Overseeing and discharging the AE commitments under this Development Commitment;
 - Assigning a Counselor (meeting qualifications as required by the Institute) to the QP student; and
 - Endorsing the QP student's final Training Records at the completion of the Practical Experience Period;
- (f) Ensure that the Counselor is responsible for:
 - Supporting the QP student throughout the Practical Experience Period and creating opportunities for the QP student to gain relevant experience to satisfy the practical experience requirements;
 - Making suitable arrangements to monitor the QP student's progress and the review meetings take place at least twice a year; and
 - Reviewing and signing off the QP student's Training Records annually;
- (g) In the event that the AE changes the MIC or the Counselor, the name of the person(s) appointed should be given to the QP student.

Section 5 – Responsibilities of the QP student

During the Practical Experience Period of this Development Commitment, the QP student agrees to make every effort to:

- (a) Achieve success in all of the module workshops, examinations and appropriate practical experience requirements of the QP;
- (b) Behave ethically;
- (c) Be proactive and take responsibility for self-development and training direction;
- (d) Maintain and update the Training Records at least twice per year so as to be prepared to review the practical experience progress and discuss with the Counselor;
- (e) Contribute to the work of the employer and carry out the required duties faithfully and diligently;
- (f) Keep the Training Records to demonstrate achievement of the time input and the competence output, and provide them to the Counselor, the MIC and the Institute when requested; and
- (g) Inform the Institute within 30 days of the date of termination should this Development Commitment be terminated for any reasons.

Section 6 – Others (optional)

(Comments within this checkbox will be subject to approval from the Institute in order to ensure compliance with the Practical Experience Codes and Guidelines under the Framework.)

Section 7 – Termination of this Development Commitment

This Development Commitment will be deemed to have terminated in the event of the following:

- (a) The QP student leaving the employment of the AE;
- (b) The QP student ceasing to be a QP student under the HKICPA QP;
- (c) The AE ceasing to be an AE under the Framework; and
- (d) Mutual agreement between both parties.

Section 8 – Confirmation by the QP student

Please switch to "Yes" for completing the confirmation as below:

Yes | No

I confirm my agreement to this Development Commitment; and

Yes | No

I understand and acknowledge that this Development Commitment is not a Contract of Employment between the AE and the QP student.

Section 9 – Confirmation by the AE

Please switch to "Yes" for completing the confirmation on behalf of the AE as below:

Yes | No

We confirm our agreement to this Development Commitment; and

Yes | No

We understand and acknowledge that this Development Commitment is not a Contract of Employment between the AE and the QP student.

Development Commitment between Qualification Programme ("QP") Student and Authorized Supervisor ("AS")

Section 1 – Purpose of this Development Commitment

Pursuant to the **Practical Experience Framework** (the "Framework") of the QP of the Hong Kong Institute of Certified Public Accountants (the "Institute"/ "HKICPA"), the QP student would attain relevant practical experience under the supervision of an AS for HKICPA membership application.

The purpose of this Development Commitment is to clarify the practical experience to be provided to the QP student by the AS.

Section 2 – Particulars of QP student and AS

The entity and the individual(s) to whom this Development Commitment relates are:

Particulars of QP student	Particulars of AS
Student Name WONG KA MAN	AS Name CHAN TAI MAN
Employing Organization Name PEF Holdings Limited	Organization Name PEF Holdings Limited
Student No. S124528	AS No. AS202201
Commencement Date of Employment 01/01/2023	
AE/ AS Remarks	

Section 3 – Effective date of this Development Commitment

This Development Commitment is effective from the commencement date of the Practical Experience Period, subject to the provisions of earlier termination set out in Section 7.

Effective Date: _____

Section 4 – Responsibilities of the AS

During the Practical Experience Period of this Development Commitment, the AS agrees to make every effort to:

- (a) Provide training to the QP student pursuant to the Framework;
- (b) Provide the QP student with appropriate experience to assist in the development of the required competences;
- (c) Ensure adequate arrangements for guidance to the QP student;
- (d) Support the QP student throughout the Practical Experience Period and create opportunities for the QP student to gain relevant experience to satisfy the practical experience requirements;
- (e) Make suitable arrangements to monitor the QP student's progress and the review meetings take place at least twice a year;
- (f) Review and sign off the QP student's Training Records annually; and
- (g) Endorse the QP student's final Training Records at the completion of the Practical Experience Period.

Section 5 – Responsibilities of the QP student

During the Practical Experience Period of this Development Commitment, the QP student agrees to make every effort to:

- (a) Achieve success in all of the module workshops, examinations and appropriate practical experience requirements of the QP;
- (b) Behave ethically;
- (c) Be proactive and take responsibility for self-development and training direction;
- (d) Maintain and update the Training Records at least twice per year so as to be prepared to review the practical experience progress and discuss with the AS;
- (e) Contribute to the work of the employer and carry out the required duties faithfully and diligently;
- (f) Keep the Training Records to demonstrate achievement of the time input and the competence output, and provide them to the AS and the Institute when requested; and
- (g) Inform the Institute within 30 days of the date of termination should this Development Commitment be terminated for any reasons.

Section 6 – Others (optional)

(Comments within this checkbox will be subject to approval from the Institute in order to ensure compliance with the Practical Experience Codes and Guidelines under the Framework.)

Section 7 – Termination of this Development Commitment

This Development Commitment will be deemed to have terminated in the event of the following:

- (a) Either the QP student or the AS leaving the employment of the employer as named in Section 2;
- (b) The QP student ceasing to be a QP student under the HKICPA QP;
- (c) The AS ceasing to be an AS under the Framework; and
- (d) Mutual agreement between both parties.

Section 8 – Confirmation by the QP student

Please switch to "Yes" for completing the confirmation as below:

Yes | No I confirm my agreement to this Development Commitment; and

Yes | No I understand and acknowledge that this Development Commitment is not a Contract of Employment between the employer as named in Section 2 and the QP student.

Section 9 – Confirmation by the AS

Please switch to "Yes" for completing the confirmation as below:

Yes | No I confirm my agreement to this Development Commitment;

Yes | No I confirm that the employer as named in Section 2 has expressed its willingness to support me in provision of training to the QP student under the Framework; and

Yes | No I understand and acknowledge that this Development Commitment is not a Contract of Employment between the employer as named in Section 2 and the QP student.

Responsibilities under the Development Commitment	AE	AS
1. Provide training to the QP student pursuant to the Framework	✓	✓
2. Provide the QP student with appropriate experience to assist in the development of the required competences	✓	✓
3. Ensure adequate arrangements for guidance to the QP student	✓	✓
4. Make suitable arrangements to monitor the QP student's progress	✓	✓
5. Appoint its MIC responsible for: a. Overseeing and discharging the AE commitments under the Development Commitment b. Assigning a Counselor (meeting qualifications as required by the Institute) to the QP student c. Endorsing the QP student's final Training Records at the completion of the Practical Experience Period	✓	---
6. Ensure that the Counselor/ AS is responsible for: a. Supporting the QP student throughout the Practical Experience Period and creating opportunities for the QP student to gain relevant experience to satisfy the practical experience requirements b. Making suitable arrangements to monitor the QP student's progress and the review meetings take place at least twice a year c. Reviewing and signing off the QP student's Training Records annually d. Endorsing the QP student's final Training Records at the completion of the Practical Experience Period (for AS only)	✓	✓
7. In the event that the AE changes the MIC or the Counselor, the name of the person(s) appointed should be given to the QP student.	✓	---

Responsibilities under the Development Commitment	QP students
1. Achieve success in all of the module workshops, examinations and appropriate practical experience requirements of the QP	✓
2. Behave ethically	✓
3. Be proactively and take responsibility of self-development and training direction	✓
4. Maintain and update the Training Records at least twice a year so as to be prepared to review the practical experience progress and discuss with the Counselor/ AS	✓
5. Contribute to the work of the employer and carry out the required duties faithfully and diligently	✓
6. Keep the Training Records to demonstrate achievement of the time input and the competence output, and provide them to the Counselor/ AS, the MIC and the Institute when requested	✓
7. Inform the Institute within 30 days of the date of termination should the Development Commitment be terminated for any reasons	✓