



Qualification Programme (QP)

Practical Experience Online System (Application for Registration as an Authorized Employer)

User Guide

Application for Registration as an Authorized Employer (AE)

User Guide

This user guide shows you how to complete an application form for registration as an AE of the Hong Kong Institute of Certified Public Accountants (the Institute). Please read this document carefully before completing the form.

Where to find an application form

To access the form, you should visit the Institute's website:

<http://www.hkicpa.org.hk> > **Become a Hong Kong CPA > QP > Revised Practical Experience Framework > Overview for Authorized Employers and Authorized Supervisors > Overview for Authorized Employer / Authorized Supervisor - Application requirements and authorization process > [Online Application for AE Registration](#)**

Before application

Please prepare copies of the following valid documents:

- a Business registration certificate (or equivalent document) of your organization; and
- an identification document (e.g. HKID/ passport) of nominated Member-In-Charge - *only applicable for non-member of the Institute.*
- a membership certificate of each nominated Training Personnel (i.e. Member-In-Charge, Member-In-Charge Deputy and Counselor) - *only applicable for non-members of the Institute.*

Note: For identity document/ membership certificate, please mark **COPY** across the image before upload.

If your organization wishes to apply for group registration under the AE scheme, please also prepare scanned copies of the following documents:

- a letter, issued by the nominated Member-In-Charge, certifying the fulfilment of group registration requirements;
- a group chart, certified as true and correct by the nominated Member-In-Charge, showing the details of the holding company/ entity and the subsidiary(ies)/ affiliate(s) concerned; and
- a business registration certificate (or equivalent document) of each subsidiary/ affiliate.

During application

Applicants 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

Applicants will receive an email after successful submission of the application. Upon receipt all of the required information, an application result will normally be available **within two months**. 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 applicant with any third parties concerned.

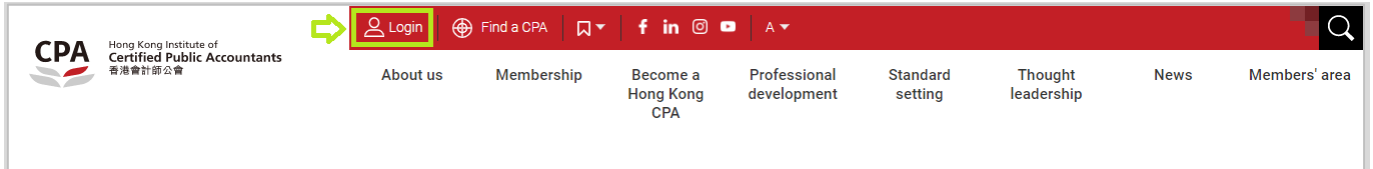
Successful registration as an AE

- An AE certificate will be issued and the contact details of your organization will be posted on the Institute's website.
- Each Training Personnel and QP student(s) provided in the form will receive a welcome email, which contains information about how to access the online system for Practical Experience Framework.

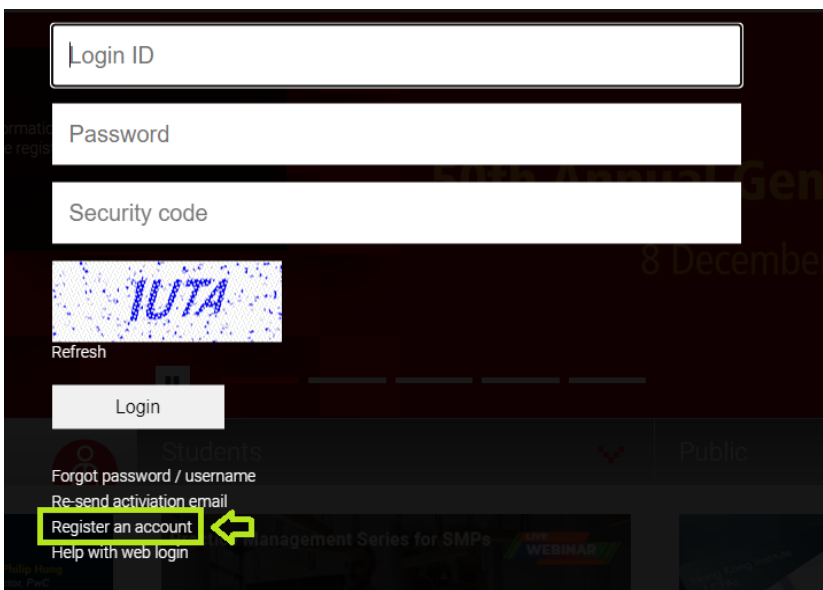
Before application – register a web account

(only applicable for applicants without a web account).

1. Go to the Institute's website (<http://www.hkicpa.org.hk>) and click "Login".



2. Select "Register an account" and then fill in the information.



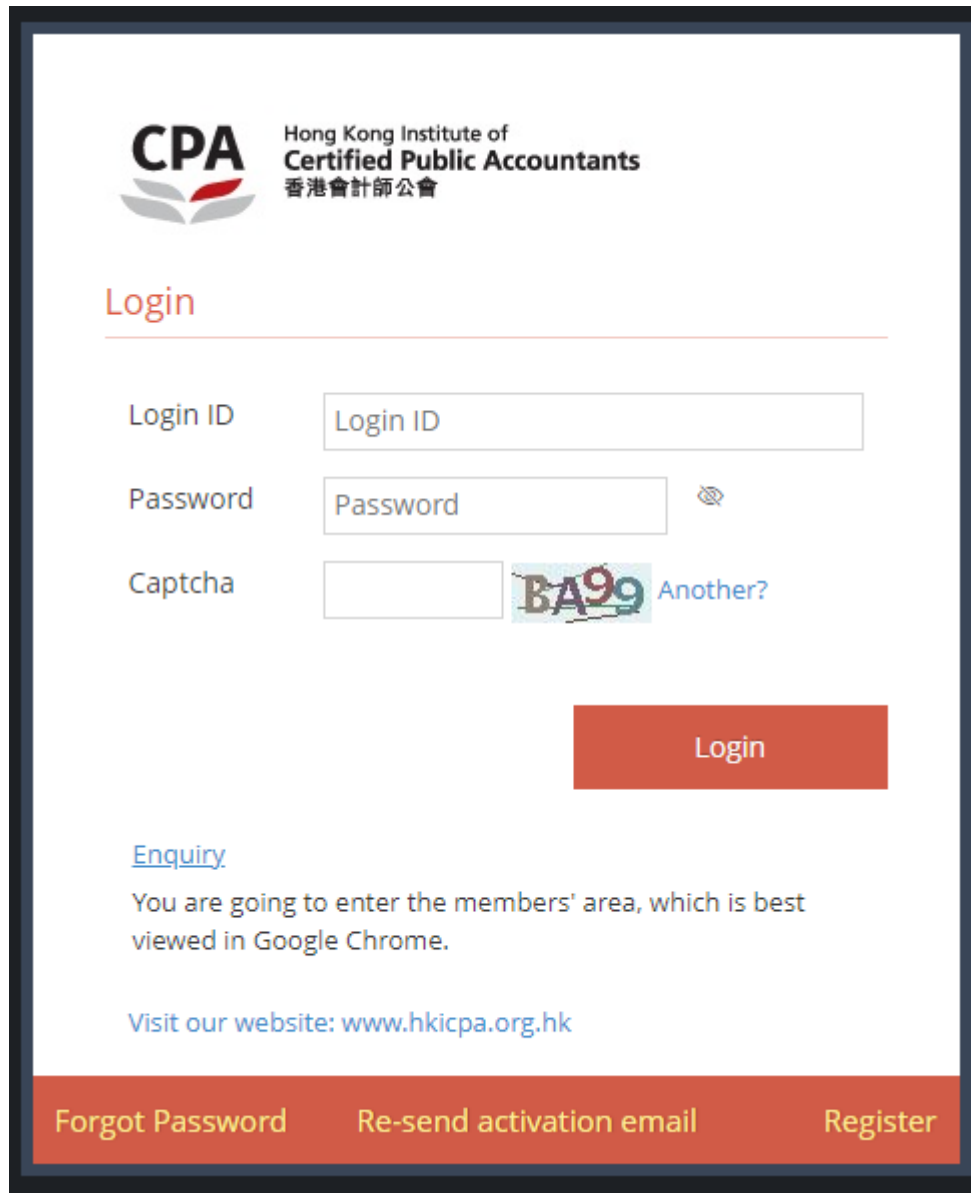
Note: You should use a valid **business email address**, which will be used for communication on matters relating to this application.

3. Check your email box for the account activation email and then login.

How to fill out the application form

To fill in the application form, please click [here](#) and login to your web account.

For HKICPA members, please use your member login (i.e. MyCPA).




The screenshot shows the login page for the Hong Kong Institute of Certified Public Accountants (HKICPA). At the top left is the CPA logo, followed by the text "Hong Kong Institute of Certified Public Accountants" and "香港會計師公會". Below this is the "Login" heading. The login form consists of three input fields: "Login ID", "Password", and "Captcha". The "Captcha" field contains the text "BA99" and "Another?". To the right of the "Captcha" field is a small icon of a hand. Below the input fields is a red "Login" button. Underneath the button is a link for "Enquiry" and a message: "You are going to enter the members' area, which is best viewed in Google Chrome." Below this is the website URL "www.hkicpa.org.hk". At the bottom of the page, there is a red bar with three links: "Forgot Password", "Re-send activation email", and "Register".

After login, please follow the steps below to complete the application form.

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

1 WELCOME Visited	Step 1 of 12: WELCOME Notes	Click "Notes" to get more authorization requirements.
2 SELF ASSESSMENT Not Started	Welcome to this online application form for registration as an Authorized Employer ("AE") / Authorized Supervisor ("AS")!	
3 UPLOAD SUPPLEMENTARY Not Started	Actions by applicants: The applicant is requested to complete this online application form with a self-assessment , and provide relevant information with supporting evidence to demonstrate the compliance with the Practical Experience Codes and Guidelines.	
4 ORGANIZATION DETAILS Not Started	Details please refer to the "Upload Supplementary" tab.	
5 CONTACT DETAILS 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 Hong Kong Institute of Certified Public Accountants ("Institute") for obtaining the registration status as an AE/ AS.	
6 NATURE OF BUSINESS 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.	
7 SIZE OF ORGANIZATION 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 .	
8 GROUP REGISTRATION Not Started		
9 TRAINING PERSONNEL Not Started		
10 TRAINING OF STAFF Not Started		
11 DECLARATION Not Started		
12 SUBMISSION Not Started		

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

Step 2: Complete **Self-Assessment** on the compliance with the Practical Experience Codes and Guidelines.

Click "Validate & Save" button before moving to the next section.

Note: Read the Practical Experience Codes and Guidelines carefully.

- (1) Select "Yes" or "No" for each guideline.
- (2) If you select "No", please click "Details" and provide the particulars of non-compliance and rectification plan.

Illustrative Example:

Step 2 of 12: SELF ASSESSMENT

CODE 1: The AE/AS exhibits professional and ethical practices.

GUIDELINE	DESCRIPTION	Do you / Does your organization comply with the Guideline?	Details
Guideline 01	The AE/AS's employing organization meets its regulatory and ethical requirements in its country of residence.	<input type="radio"/> NO	Details
Guideline 02	The AE/AS or the individuals involved in training have no ethical or professional issues.	<input checked="" type="radio"/> YES	

CODE 2: The AE/AS is committed to and identifies the training and development needs of QP students.

GUIDELINE	DESCRIPTION	Do you / Does your organization comply with the Guideline?	Details
Guideline 03	The AE/AS identifies and provides adequate resources to train QP students.	<input checked="" type="radio"/> YES	
Guideline 04	The AE identifies and assigns qualified accountants with suitable experience as Counselors and provides resources to enable them to fulfil their role. The AS should be a qualified accountant with suitable experience and ensure appropriate resources are provided by the AS's employing organization to enable the AS to fulfil his/her role.	<input checked="" type="radio"/> YES	
Guideline 05	The Member-In-Charge, Counselors, AS, and QP students understand their roles and responsibilities for training and development.	<input checked="" type="radio"/> YES	
Guideline 06	The AE/AS sets the QP students' objectives as part of a performance review.	<input checked="" type="radio"/> YES	
Guideline 07	The AE/AS identifies opportunities for QP students to obtain appropriate practical experience.	<input checked="" type="radio"/> YES	
Guideline 08	The AE/AS ensures QP students understand how they contribute to the organizational or departmental objectives.	<input checked="" type="radio"/> YES	

Details


Cancel Validate & Save

Guideline No. Guideline 01

Description: The AE/AS's employing organization meets its regulatory and ethical requirements in its country of residence.

Details of Non-Compliance:

Rectification Plan:

Target Completion Date: 

Step 3: Upload Supplementary to provide relevant information with supporting evidence to demonstrate the compliance with the Practical Experience Codes and Guidelines.

Step 3 of 12: UPLOAD SUPPLEMENTARY

To facilitate the application process, applicant is required to provide relevant information with supporting evidence on the following aspects to demonstrate the compliance with the Practical Experience Codes and Guidelines.

1. Work and training environment;
2. Performance appraisal system; and
3. Monitoring of QP student's practical experience

Please complete the "[Guide for Provision of Information for Registration of as an Authorized Employer/ Authorized Supervisor](#)" (the "Guide") and upload to this tab. Please also upload **relevant supporting evidence** as prescribed in Part II of the Guide. >

You can click "Add Attachment" button to upload the completed Guide and relevant supporting evidence.

We may contact you if further information or clarification is required from you in relation to your application.

▼ **Attachments**

- (1) Attach supporting documents.
- (2) Click "Save" to save the upload documents.

Step 4: Fill in your **Organization Details** and attach supporting document (if applicable).
Click "Validate & Save" button before moving to the next section.

Step 4 of 12: ORGANIZATION DETAILS

(1) Upload a copy of the valid Business Registration Certificate (or equivalent document) of your organization.

*CPA Practice No

English Name

Chinese Name

BR/CR No.

For other non-profit organization or institute or overseas organization, please check.

*Country/Region

▼ Upload Business Registration Certificate

Add Attachment

Validate & Save

(2) Click "Validate & Save" to save after inputting data.

Step 5: Fill in the **Contact Details** of your organization.
Click "Validate & Save" button before moving to the next section.

Step 5 of 12: CONTACT DETAILS ⓘ

Click the information icon ⓘ to view reminder notes

Validate & Save

▼ Business Address

*Country/Region

*Address 1

Address 2

Address 3

Address 4

Address 5

▼ Phone

Country Code

*Phone

▼ Others

*Email Address

Website

Step 6: Select the **Nature of Business** of your organization.
Click "Validate & Save" button before moving to the next section.

Step 6 of 12: NATURE OF BUSINESS	Validate & Save
<input type="radio"/> CPA Firm	
<input type="radio"/> Commerce (Banking and Insurance)	
<input type="radio"/> Commerce (Corporate and Finance)	
<input type="radio"/> Commerce (Financial Services)	
<input type="radio"/> Industry (Manufacturing, Engineering or Electronics)	
<input type="radio"/> NGO / Charity / Social Services	
<input type="radio"/> Public Sector / Government	
<input type="radio"/> Education / Training	
<input type="radio"/> Others, please specify	

Step 7: Provide the **Size of your Organization**.
Click "Validate & Save" button before moving to the next section.

Step 7 of 12: SIZE OF ORGANIZATION	Validate & Save
No. of employees in the organization: *	
<input type="radio"/> A. 1 - 10	
<input type="radio"/> B. 11 - 50	
<input type="radio"/> C. 51 - 100	
<input type="radio"/> D. 101 - 200	
<input type="radio"/> E. 201 - 500	
<input type="radio"/> F. 501 - 1000	
<input type="radio"/> G. More than 1000	
No. of HKICPA members and accounting staffs employed by the organization: *	
<input type="radio"/> A. 1 - 10	
<input type="radio"/> B. 11 - 50	
<input type="radio"/> C. 51 - 100	
<input type="radio"/> D. 101 - 200	
<input type="radio"/> E. 201 - 300	
<input type="radio"/> F. More than 300	
Estimated annual no. of student intake :	<input type="text" value="0"/>

Step 8: Group Registration

- If you do not need to apply for group registration, please choose "No" under "Apply group registration under AE scheme", then click "Validate & Save" button before moving to the next section.
- If you need to apply for group registration, please follow the below instructions. Click "Validate & Save" button before moving to the next section.

Fill in the information of subsidiary(ies)/ affiliate(s),

Click "Notes" for the group registration letter template.

The screenshot shows a web form titled "Step 8 of 12: GROUP REGISTRATION" with a "Validate & Save" button in the top right. The form contains several sections with callouts:

- Notes:** A link to view notes. A callout points to this link with the instruction: "Click 'Notes' for the group registration letter template."
- Text:** A paragraph explaining group registration requirements, followed by instructions to upload documents in JPEG, TIF, or PDF format, and to tick boxes under "Declaration by MIC".
- Apply group registration under AE scheme:** A toggle switch currently set to "Yes". A callout points to it with the instruction: "(1) Select 'Yes'".
- Subsidiary(ies)/Affiliate(s):** A section with a right-pointing arrow and a button labeled "Add Subsidiary(ies)/Affiliate(s)". A callout points to this button with the instruction: "(2) Click this button to add subsidiary(ies)/ affiliate(s)".
- Upload supporting documents:** A section with a dropdown arrow and a button labeled "Add Attachment". A callout points to this button with the instruction: "(3) Attach supporting document (Note)".
- Declaration by MIC:** A section with two checkboxes. The first checkbox is checked. A callout points to the first checkbox with the instruction: "(4) Check the boxes to make declaration."
- Validate & Save:** A green button in the top right corner. A callout points to it with the instruction: "(5) Click 'Validate & Save' button."

(4) Check the boxes to make declaration.

(5) Click "Validate & Save" button.

Note: Please upload the following supporting document:

- a **letter**, issued by the Member-In-Charge, certifying the fulfilment of group registration requirements;
- a **group chart**, certified as true and correct by the nominated Member-In-Charge, showing the details of the holding company/ entity and the subsidiary(ies)/ affiliate(s) concerned; and
- a **business registration certificate** (or equivalent document) of each subsidiary/ affiliate.

Step 9: Training Personnel

Step 9(a): Fill in the particulars of **Member-In-Charge**.

Click "Validate & Save" button before moving to the next section.

Step 9 of 12: TRAINING PERSONNEL - MEMBER-IN-CHARGE

Member-In-Charge

(1) Click this button and fill in the particulars of Member-In-Charge
(2) Click "Validate & Save" to save the input data.

Member-In-Charge

Apply for Counselor? No
Select "Yes" if the MIC also applies for the role of Counselor

HKICPA Member Yes

CPA

HKICPA Membership No.

PERSONNEL

Other Institute's member

HKICPA Member No

Other professional accountancy qualification

Name of Institute

Qualification

Membership/License No.

Date of Admission

Upload Membership Certificate/License Copy

*Title

Family Name

Given Name

Chinese Name

*Name of Employing Organization

Department

*Job Position

*Commencement date of employment

*Business Email (for PEF communications)

Country code + *Contact No.

Select "No" here for **non-HKICPA member** and fill in the qualification details as shown below.

Reminder to Other Institute's member:
Please upload CA/ CPA membership certificate as supporting document.

Note: For membership certificate, please mark **COPY** across the image before upload.

Step 9(b): Fill in the particulars of **Member-In-Charge Deputy/ Scheme Coordinator** (Optional).

Click "Validate & Save" button before moving to the next section.

Step 9 of 12: TRAINING PERSONNEL - MEMBER-IN-CHARGE DEPUTY ⓘ

Please check this box if Member-In-Charge Deputy is needed.

Member-In-Charge Deputy

Add MIC Deputy

Step 9 of 12: TRAINING PERSONNEL - SCHEME COORDINATOR

Please check this box if Scheme Coordinator is needed.

Scheme Coordinator

Add Scheme Coordinator

- (1) Check the box.
- (2) Click the add button to nominate MIC Deputy(ies) or Scheme Coordinator.
- (3) Fill in the particulars of MIC Deputy(ies) or Scheme Coordinator.

Step 9(c): Fill in the particulars of **Counselor(s)**.

Click "Validate & Save" button before moving to the next section.

Step 9 of 12: TRAINING PERSONNEL - COUNSELOR Validate & Save

Add Counselor

Batch Upload of Counselor

Download Template ⓘ

No Data Exists

Upload file Import data

Upload Membership Certificate/License Copy

Add Attachment ⓘ

(1) Click this button and fill in the particulars of Counselor(s).
Note: A unique Counselor ID will be automatically generated by the system after the Counselor has been added to the online form.

Please refer to [Appendix A](#) on how to use "batch upload" function.

(2) **Other Institute's member:**
Please upload CA/ CPA membership certificate as supporting document.
Note: For membership certificate, please mark **COPY** across the image before upload.

(3) Click "Validate & Save" button.

Step 10: Fill in the particulars of **QP Student(s)** and **Other Prospective Member(s)**.

Click "Validate & Save" button before moving to the next section.

(1) Uncheck this box.

Step 10 of 12: TRAINING OF STAFF Validate & Save

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

QP Student

Batch Upload of Student

ⓘ

No file exists

Other Prospective Member(s)

Counselor ID	Counselor Name	Name of Institute of Other Prospective Member(s)	*No. of Other Prospective Member(s)
			0 >

(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.

Please refer to [Appendix B](#) on how to use "batch upload" function.

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

(4) Click "Validate & Save" button.

Step 11: Read the **Declarations** carefully and complete this section.

Step 11 of 12: DECLARATION Confirm

- 1. We understand the role and responsibilities of AE and agree to abide by the Practical Experience Codes and Guidelines and other requirements as prescribed by the Institute for obtaining and retaining the registration as an AE.

- 2. We undertake to provide a quality training environment to QP students, which should include but not limited to the following areas:
 - (i) To ensure that members of the Institute or a recognized professional accountancy body, who have the necessary qualifications and experience, will assume the roles of MIC, MIC Deputies and Counselors.
 - (ii) To ensure that proper arrangements will be made for QP students in case of resignation, reassignment and reallocation, etc. of their former Counselors, and that each Counselor can supervise at most 8 QP students and other prospective members at any point of time.
 - (iii) To conduct due procedures to ascertain whether Counselors have been subject to disciplinary or regulatory action, and to notify the details of the disciplinary or regulatory action to the Institute in writing if any training personnel (e.g. Counselors) has been subject to any disciplinary or regulatory action by the Institute or other accountancy/ regulatory bodies.
 - (iv) To ensure that Development Commitment will be entered into between the MIC (or its deputies) and QP students so that both parties can obtain clear understanding of their expectations and responsibilities.
 - (v) To ensure that suitable arrangements will be made to monitor and supervise the QP student's progress (including on-the-job training, counseling and performance review) so that QP students can obtain appropriate breadth and depth of practical experience and develop the technical and enabling competences as prescribed in the Institute's Practical Experience Framework, and the review will take place at least twice a year.
 - (vi) To ensure that the Training Records (including the Reflective Statement) of QP students are duly reviewed and signed off at least on an annual basis.
 - (vii) To ensure that each QP student has prepared and maintained appropriate evidence to support the information made in the Training Records to facilitate the sign-off.
 - (viii) To ensure that the final Training Records of QP students will be endorsed by the MIC (or its deputies) at the completion of the practical experience period.
 - (ix) To render assistance to help QP students prepare for the Institute's Qualification Programme.

- 3. We agree that upon our successful registration, the Institute may publish certain information, including the name of our organization, contact details and appointment period, on its website and any relevant publications.

- 4. We undertake to complete the annual monitoring/ renewal exercise as requested by the Institute, and inform the Institute when there are any changes under our registration as an AE.

- 5. We understand that the Institute has the right to terminate our registration as an AE if the Institute's Qualification and Examinations Board is of the view that we are unfit to continue the registration.

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

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

(1) Check the boxes to make declaration.


(2) Click "Confirm" button.

Step 11: Submit the online form.

Step 12 of 12: SUBMISSION


Please click the "Printer" button to print this form for review.

You should ensure the information is correct to the best of your knowledge and belief.

 **(1) Click the "Printer" icon to export and review your completed form.**

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>.

(2) Click "SUBMIT" button to submit the form. 

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.

Enquiry

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

END

Appendix A – Instruction for batch upload feature of Counselors

Appendix A

(1) Click this button to download an excel template file.

(2) Fill in the particulars of Counselors in the excel file. (Refer to below illustrative example).

(3) Click "Upload file" button to upload the file.
Note: The upload file will appear on screen.

(4) Click "Import data" button to import Counselors' records.
Note:
(i) A reminder message will pop up if any missing or incorrect information is found.
(ii) A unique Counselor ID will be automatically generated after the Counselor has been added to the online form.

(5) Other Institute's member:
Please upload CA/ CPA membership certificate as supporting document.
*Note: For membership certificate, please mark **COPY** across the image before upload.*

(6) Click "Validate & Save" button before moving to the next section.

Illustrative Example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Action* (A = Add)	HKICPA Member* (Y/N)	HKICPA Membership No.	Name of Institute	Qualification	Membership / License No.	Date of Admission (dd-mm-yyyy)	Registered Province/City (所在地区) (for CICPA member only)	Title*	Family Name*	Given Name*	Chinese Name	Name of employing organization*	Department	Job Position *	Commencement date of Employment * (dd-mm-yyyy)	Business email (For PEF communications) *
A	Y	F07520						Ms	CHEUNG	Susan		Revised PEF Limited	Finance	Finance Director	01-01-2000	SC@revisedpeflimited.com
A	N		ICAEW	CPA	AL1234	01-01-2000		Mr	LI	Anderson		Revised PEF Limited	Finance	Finance Manager	01-01-2000	AL@revisedpeflimited.com

Appendix A – Instruction for batch upload feature of Counselors

Appendix A

Guide to update the excel file:

- **Name of Institute** – (for Other Institute’s member) input the institute code which can be found in [Appendix C](#).
- **Registered Province/City** – (for CICPA member only) provide the registered province/ city of the CICPA qualification in [Appendix D](#).
- **Title** – provide Counselors’ title by choosing one of the following codes:

Dr	Miss	Mr	Mrs	Ms	Prof	Sir
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Appendix B – Instruction for batch upload feature of QP students

Appendix B

(1) Click this button to download an excel template file.

(2) Fill in the particulars of QP students in the excel file. (Refer to below illustrative example).

(3) Click "Upload file" button to upload the file.
 Note: The upload file will appear on screen.

(4) Click "Import data" button to import QP students' records.

(5) Click "Validate & Save" button before moving to the next section.

The system will include all Counselors' ID and Counselors' Name in the excel template for AE's easy reference.

Illustrative Example:

A	B	C	D	E	F	G	H	I	J	K
Action* (A = Add)	Student No.*	Student Family Name*	Student Given Name*	Student Organization Name*	AE/AS remarks (Optional)	Department	Commencement date of employment* (dd-mm-yyyy)	Counselor ID*	Counselor Name *	Commencement date of supervision* (dd-mm-yyyy)
								C1	CHEUNG Susan	
								C2	LI Anderson	
A	S12345	WONG	Chris	Revised PEF Limited	Staff ID: 01234	Finance	01-01-2022	C2	LI Anderson	01-01-2022

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List of Other Institutes (for Counselor's batch upload use)

	Name of Institute	Name input in the batch upload template
1.	Association of Chartered Certified Accountants	ACCA
2.	Chartered Accountants Australia and New Zealand	CA ANZ
3.	Chartered Accountants Ireland	CAI
4.	Chartered Institute of Management Accountants	CIMA
5.	Chartered Professional Accountants Canada	CPA CANADA
6.	Chinese Institute of Certified Public Accountants (Practising)	CICPA-Practising
7.	Chinese Institute of Certified Public Accountants (Non-practising)	CICPA-Non-Practising
8.	CPA Australia	CPAA
9.	Institute of Chartered Accountants in England and Wales	ICAEW
10.	Institute of Chartered Accountants of Scotland	ICAS
11.	Institute of Chartered Accountants of Zimbabwe	ICAZ
12.	South African Institute of Chartered Accountants	SAICA

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List of Registered Province/City (for CICPA members) (for Counselor's batch upload use)

	Registered Province/ City		Registered Province/ City
1	北京注协	17	湖北注协
2	天津注协	18	湖南注协
3	河北注协	19	广东注协
4	山西注协	20	深圳注协
5	内蒙注协	21	广西注协
6	辽宁注协	22	海南注协
7	吉林注协	23	四川注协
8	黑龙江注协	24	重庆注协
9	上海注协	25	云南注协
10	江苏注协	26	陕西注协
11	浙江注协	27	甘肃注协
12	安徽注协	28	宁夏注协
13	福建注协	29	青海注协
14	江西注协	30	新疆注协
15	山东注协	31	贵州注协
16	河南注协	32	西藏注协

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