

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

PRACTISING CERTIFICATE ("PC") EXAMINATIONS (Jun 2023 Session)

REGISTRATION AND ENTRY FORM

Enrolment Deadline: 8 March 2023 (Wed)

IMPORTANT :

Timetable for the Practising Certificate Examinations

Papers	Examination dates
PC – Law	25 May 2023 (Thu), 9:00 a.m. – 12:00 p.m.
PC – Business Assurance	27 Jun 2023 (Tue), 2:30 p.m. – 5:30 p.m.
PC – Taxation	28 Jun 2023 (Wed), 2:30 p.m. – 5:30 p.m.

- Your personal data collected from this application will be used for the purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws. In addition, Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, and for keeping students informed of its services. The provision of personal data by means of this application is voluntary. However, insufficient information may result in rejection of an application. Such data collected may be accessible by the Institute's officers, persons or committees processing the registration, examination and related matters. The data may also be accessible by or transferred to any authorized personnel including (but not limited to) agents, contractors, consultants, or advisers performing any statutory or administrative functions on behalf of the Institute.
- 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>
- Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Education and Training Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong or on (852) 2287 7228 for this purpose.
- The Institute shall not be responsible for any non-performance of duties caused by adverse weather, an act of God, labour strike, natural disaster, governmental action or intervention, riot, or any other cause not reasonably foreseeable or beyond the reasonable control of the Institute.

(All fields are mandatory.)

I. **Name:** Miss/Mr./Mrs./Ms.* _____
(Family Name) (Given Name)

HKID# / Passport#:* _____

II. **HKICPA Member** Membership No.: _____
 HKSA/ACCA Joint Scheme Graduate Student No.: _____
 Non-HKICPA member Non-member No., if any: _____

III. **Contact Information** (see [Note 10](#)):
(a) Correspondence Address:

(b) Tel. No.: _____ **(c) Email address:** _____

IV. **Paper(s) to enter:** PC-Law PC-Business Assurance PC-Taxation

V. **Total amount paid:** HK\$ _____ (see [Note 8](#))

VI. **First registration for PC Examinations?**
 YES (refer to Part IX for supporting documents)
 NO (not required to submit supporting documents)

* Please delete as appropriate.

Please "✓" in the appropriate box.

VII. Qualifying Status:

A. HKICPA member with other professional qualifications

- U.S. CPA (*Designation granted by relevant U.S. State Board of Accountancy*)
- Member of the Association of Chartered Certified Accountants
- Member of the Association of International Accountants
- Member of the Chartered Accountants Ireland
- Member of the Chartered Accountants Australia and New Zealand
- Member of the Chartered Institute of Management Accountants
- Member of the Chartered Professional Accountants Canada
- Member of the Chinese Institute of Certified Public Accountants
- Member of the CPA Australia
- Member of the Institute of Chartered Accountants in England & Wales
- Member of the Institute of Chartered Accountants of Scotland
- Member of the Institute of Chartered Accountants of Zimbabwe
- Member of the South African Institute of Chartered Accountants

B. Graduate of HKSA/ACCA Joint Examination Scheme under Hong Kong law variant

- Has acquired HKICPA membership and been exempted from Paper 2.2H – Company Law (HK) or Paper 2(H) – Legal Framework (HK) or Paper 2.2(H) – Corporate and Business Law (HK)
- Has NOT acquired HKICPA membership but has been exempted from Paper 2.2H – Company Law (HK) or Paper 2(H) – Legal Framework (HK) or Paper 2.2(H) – Corporate and Business Law (HK)

C. Non-member Candidate

- Graduate of HKSA/ACCA Joint Examination Scheme under non-Hong Kong law variant and has NOT acquired HKICPA membership
- HKICPA registered student (with conditional enrolment)
- Prospective QP applicant (with special permission from the HKICPA)
- A person who is a full member of those accountancy institute as listed in [Note 2.2.1](#) & [Note 2.2.2](#) who joined their parent institute by completing its education, training and examination programme:

(Name of an accountancy institute as listed in Note 2.2.1 & Note 2.2.2)

Please "✓" in the appropriate box.

VIII. Declaration:

1. I declare that the above information is true and complete to the best of my knowledge and belief.
2. I waive all claims against the Hong Kong Institute of Certified Public Accountants for any loss or damage I may suffer arising from this examination entry.
3. I understand that acceptance of my entry to this examination does not imply that I am qualified for the issuance of a PC or registration as a HKICPA member, where applicable.
4. I understand that when I apply for a Practising Certificate, I should refer to the Notes to the Registration and Entry Form for the PC Examinations and the Institute's website at:
<https://www.hkicpa.org.hk/en/Membership/Registration/Practising-Certificate/Practising-Certificate-Examinations>
announced by the Institute from time to time for details of the eligibility for exemptions from the Institute's PC Examinations.
5. I understand that an applicant for a Practising Certificate who has not sat and passed the audit papers in the professional examination of their parent institute is required to sit and pass, in addition to PC-Law and PC-Taxation (formerly known as PC-Tax Planning), a paper in PC-Business Assurance (formerly known as PC-Auditing) in the Institute's PC Examinations.

Signature: _____

Date: _____

(dd/mm/yyyy)

IX. Supporting Documents:

A **copy** of each of the following:

**a. For HKICPA member /
Joint Scheme Graduate**

- Examination result transcript

b. For Non-HKICPA Member

- HK I.D. Card / Passport **AND**
- Membership certificate issued by parent institute **AND**
- Examination result transcript ^{Note}

Note: Issued by the parent institute showing the overall examination results for assessment purpose.

Submission

The completed Registration and Entry Form and all supporting documents should be submitted to the Institute **by email (atpce@hkicpa.org.hk) on or before the enrolment deadline.**

Please note that late application will not be entertained.