APPLICATION FOR
ADVANCEMENT TO FELLOWSHIP

For Office Use Only

Name: ________________________________ ( )

Membership No.: ________________________________

Formal approval given on: __________________________ at _________ C.M.
IMPORTANT:
- Please read Notes carefully before completing this Form.
- Please complete all sections in BLOCK LETTERS and in BLACK.
- Personal Data (Privacy) Ordinance: All information provided in this form will be used for purposes relating to the administration of the Professional Accountants Ordinance and Professional Accountants By-laws including membership registration. In addition, the Institute may use the collected data for statistical research and analysis, and for keeping members informed of its services. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected is accessible to officers, committees or persons processing the registration and related matters.

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: http://www.hkicpa.org.hk/en/.

Applicants may access their personal data kept by the Institute and if applicable correct or update it. Please contact the Admission Department at 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong (tel.: 2287-7228) for the purpose.

Section 1 – PERSONAL PARTICULARS

Mr./Mrs./Ms./Miss/Dr.*
Name in English: 
(Surname) (Other Name)

Name in Chinese: HKICPA Membership No.: 

Date of admission to HKICPA: Email address: (dd/mm/yyyy)

Correspondence address: 

Section 2 – DETAILS OF WORKING EXPERIENCE ACQUIRED AFTER ADMISSION TO HKICPA

Employer Position held From (dd/mm/yyyy) To (dd/mm/yyyy)


(Please use separate sheet, if necessary)

Section 3 – DECLARATION

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I WAIVE ALL CLAIMS AGAINST THE HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS FOR ANY LOSS OR DAMAGE I MAY SUFFER ARISING FROM THIS APPLICATION.

Signature: Date: (dd/mm/yyyy)

* Please delete as appropriate
NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING FORM R-5

NOTE 1 – REQUIREMENT FOR ADVANCEMENT TO FELLOWSHIP
Application for advancement to fellowship is governed by Professional Accountants By-law 22. A certified public accountant who has been a certified public accountant for not less than 7 years is eligible to become a Fellow of the Hong Kong Institute of Certified Public Accountants under By-law 22(3).

NOTE 2 – DESIGNATION
A Fellow of the Institute shall be designated as a Fellow of the Hong Kong Institute of Certified Public Accountants (資深會計師) and entitled to use the initials “FCPA” after his/her name.

NOTE 3 – PROCESSING OF APPLICATION
3.1 The Registration and Practising Committee will examine an application made on this Form and submit its recommendations to the Council for approval.

3.2 The result of an application will normally be available 10 weeks after the relevant submission deadline. Please refer to the Submission Deadline announced by the Institute from time to time.

NOTE 4 – FEE
An application must be accompanied by the appropriate application and annual fees. Please refer to the Fee Schedule announced by the Institute from time to time.

NOTE 5 – ENQUIRIES
For enquiries in relation to the application, please contact the Admission Department of the Institute via email at: admission@hkicpa.org.hk; telephone: (852) 2287-7228 or fax: (852) 2575-6852.

The completed application form should be sent with appropriate application fee by registered mail to:
The Registrar, Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

P.S. Applicants may also submit their applications by hand to the Institute’s service counter at the above address during office hours.