HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
CONTINUING PROFESSIONAL DEVELOPMENT
e-Finance Subscription Form
Finance & Operations Department
Hong Kong Institute of CPAs,
37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Log on "MyCPA" at http://www.hkicpa.org.hk to check your e-Learning registration status

Payment & Enrolment Status Enquiry: 2287 7381
e-mail: enrolment@hkicpa.org.hk

Course Information Enquiry: 2287 7435
e-mail: online@hkicpa.org.hk

Full name: (Mr./Ms.) _____ Membership no.: _____

Membership type: ❑ Member ❑ IA ❑ Registered Student ❑ GAA Passport Holder

Company: _____ E-mail # *(must complete)*: _____

Tel.: _____

Mailing address: _____

Contact information is used solely for communication of this particular event, without update to your member profile.

 # A confirmation email cum official receipt, will be sent to you within 2 weeks when your application and payment is confirmed, in which you will be given a login ID and password. You are entitled to unlimited access to the subscribed programme for three months, unless specified otherwise. In order not to delay the process, please ensure payment is made together with your application.

	Course Code (e.g. EFINEI1920701)	Course Title (e.g. Cash Management (revamp))
1.		
2.		
3.		
4.		
5.		

Payment(s) enclosed:

_____	X	$240 per e-Finance course	_____
_____	X	$225 per e-Finance course (for a bundle of 2 courses)	_____
_____	X	$210 per e-Finance course (for a bundle of 3 courses)	_____
_____	X	$200 per e-Finance course (for a bundle of 4 courses)	_____
_____	X	$185 per e-Finance course (for a bundle of 5 or more courses)	_____
		Total HK$	_____

Payment Method *(Please tick the appropriate box)*

❑ Cheque (no._____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

❑ BOC HKICPA VISA ❑ BOC HKICPA UnionPay card ❑ Other VISA / MasterCard

Card Number:																Card Expiry Date (MM/YY):				

Cardholder's Name (block letters):	Cardholder's Signature:	Date:

❑ I would like to have an official receipt. *(Remarks: Payment receipt will be sent to your email address provided above once the payment sis confirmed).*

NOTES:

1. Application by email will ONLY be accepted when payment is made by credit card. Cash is strictly not accepted. Please ensure all the particulars relating to payment are completed, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been sent to the Institute by email. Please send the completed form to enrolment@hkicpa.org.hk.
2. In normal circumstances, the seminar fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the seminar be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
3. Confirmation of enrolment cum official receipt will be sent to you via email within 2 weeks, in which you will be given your login ID and password. You can check your enrolment status at "MyCPA" at www.hkicpa.org.hk. Unsuccessful enrolment will be notified with full refund. In order not to delay the process, please ensure payment is made together with your application. If you do not receive any confirmation email from the Institute, please contact Ms. Jennie Wong at 2287 7435.
4. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
5. Unless specified otherwise, each subscription comes with an unlimited access to the subscribed programme for three months upon confirmation. The expiry date will be specified in the confirmation email.
6. Your personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which you are enrolled. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis and, if applicable, for validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link https://www.hkicpa.org.hk/en/members-area/comm-preference/. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to http://www.hkicpa.org.hk/en/service-tools/privacy-policy/.
7. No unauthorized audio or video recording and/or downloading is allowed for the online courses.

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.
For non-member and firm payment by cheque, please fill-in your postal address for refund.
(Remarks: For payment by credit card, refund will be made directly to your credit card.)

Name:	Name:
Address:	Address: