

Deadlines for Submission of Applications in 2024/ 25

The Institute's Registration Committee, which deals with applications for membership and international affiliates has set the submission deadlines for applications to be processed in 2024/ 25 as follows:

<u>Application to be processed in 2024/ 25</u>	<u>Submission Deadline</u>
December 2024	Monday, 23 September 2024
February 2025	Monday, 6 January 2025
May 2025	Monday, 10 March 2025
July 2025	Monday, 12 May 2025
September 2025	Monday, 14 July 2025
November 2025	Monday, 15 September 2025 ^(Note 4)
January 2026	Monday, 1 December 2025

Submission deadlines must be observed if applications are to be processed on time. Those received after the deadline will be processed in the subsequent round of application processing. Results will usually be available 10 weeks after the submission deadline.

Note:-

- All completed application forms must be accompanied with the appropriate application and annual fees and relevant supporting documents.*
- Applications submitted without appropriate application and annual fees and/or relevant supporting documents will be pending in this office for at most six months from the date of first receipt of the application by the Institute. It will be rejected for failure to provide appropriate payment and/or sufficient information for processing after the lapse of the six-month period. An administration charge, as announced in the latest Fee Schedule posted in the Institute's website at www.hkicpa.org.hk, will be deducted from the refund in case an application is rejected by the Institute or is withdrawn by the applicant.*
- The Institute reserves the right to change the submission deadline without prior notice. Please check the Institute's website from time to time for the latest version.*
- A membership applicant is eligible to participate in the 2025 Council election and Annual General Meeting ("AGM") **only if ALL the following three conditions are met:***
 - the application is submitted on or before 31 August 2025;*
 - the effective day of membership falls within 2025; and*
 - the application is approved prior to the 2025 Council election and AGM.*