

HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

Proforma for Report of Assignment (Form SDI-A)

- NOTES:
1. The assignment reported on must arise from insolvent circumstances and have been carried out by the applicant and where the applicant had prime responsibility, i.e. direct accountability for the findings, conclusions or opinions.
 2. The report needs to contain sufficient details for the Institute to be able to evaluate whether the applicant has the required competencies or not.
 3. The reports need to be able to demonstrate the same levels of competence in the 3 core technical competency areas (Corporate Insolvency, Restructuring and Recovery, and Personal Insolvency) **as are claimed in the Competency Assessment (FORM SDI-C)**. 2 reports are required for the area you have indicated as Advanced and the balance of the required number of reports you need to submit must be focused on the area which you have indicated as Mastery.

PART I – Details of the applicant

Name of applicant: _____ HKICPA membership No.: _____
(Surname) (Other names)

PART II – Details of the assignment

Please tick "✓" the appropriate box which best describes the area of focus of this assignment.

Corporate Insolvency Restructuring and Recovery Personal Insolvency

If more than one box have been ticked, please ensure details provided below cover all the areas ticked.

Title of assignment: _____
(Please provide a descriptive title for the assignment)

Employer: _____ Position held: _____

Nature of assignment: _____

Size of assignment*: _____

Duration of assignment: From _____ to _____
(dd/mm/yy) (dd/mm/yy)

Applicant's role in the assignment: _____

Please give an outline of the assignment:

(Please turn overleaf)

* Please indicate the size and complexity of the assignment by providing details of the nature of the business, the nature and value of total assets (according to the statement of affairs) and their location, the total amount realized, the number and total value of claims allowed on proofs of debt and any other relevant factors.

Describe what you personally did in this assignment in detail:

What challenges did you face and what did you do to overcome them?

Is there anything you want to highlight about this assignment?

(Please use separate sheet(s), if necessary)

IMPORTANT

Personal data collected from the application process and administration of the insolvency SD will be used for the purpose of the administration of the insolvency SD. 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, for keeping members informed of its services and for other uses internally. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Member may opt out from receiving such materials at any time by login the following link <http://mas.hkicpa.org.hk/mycpa/communication/preference>

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

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>