

Scope of service 服務範圍

Conducted as face-to-face meeting or telephone advice session.

Confined to preliminary VERBAL advice on

- suggested solutions to simple questions or problems
- what to do next in solving more complex problems
- information for reference

As part of the Institute's community services, the duty accountants will give verbal advice only and no professional engagement will be provided to the enquirer.

會以面談形式或經由電話答覆有關諮詢

只供初步的口頭意見

- 對簡單的問題提出解決建議
- 對較複雜的問題，建議進一步的解決方法
- 提供參考資料

免費會計輔導計劃為香港會計師公會的社會服務項目之一。會計師大使只限於提供口頭輔導，而不會接受查詢者委託處理個案。

Place of interview and telephone advice session 會面地點及電話諮詢

Hong Kong Institute of CPAs

27th & 37th Floor, Wu Chung House
213 Queen's Road East, Wanchai, Hong Kong

Telephone advice sessions can be arranged for simple enquiries.

香港會計師公會

香港灣仔皇后大道東213號
胡忠大廈27樓及37樓

電話解答只適用於較簡單的諮詢

Voluntary advisors 義務顧問

Qualified CPAs who are members of the Hong Kong Institute of Certified Public Accountants.

具有專業會計師資格的香港會計師公會會員

Service hours 服務時間

Between 6:30 p.m. and 8:30 p.m. on Thursdays;
each enquirer will be given a service time of about 30 minutes.

逢星期四晚上六時三十分至八時三十分

每位查詢者的接見時間約三十分鐘

Application 申請方法

Fill in the application form overleaf and mail to the Institute,
or fax to: 2865 6603.

For enquiries, please contact the Corporate Communications
Department on tel: 2287 7228 or email: hkicpa@hkicpa.org.hk

請填妥申請表寄回香港會計師公會或

傳真至 2865 6603

查詢詳情，可致電2287 7228 或

電郵至hkicpa@hkicpa.org.hk與企業傳訊部聯絡

CPA HKICPA



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Appointments 預約安排：

by phone 電話：2287 7228 by fax 傳真：2865 6603

e-mail 電郵：hkicpa@hkicpa.org.hk



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

Free Public Advisory Service Scheme 免費會計輔導計劃

Application form 申請表

Application number 申請表號碼：

To be completed by the applicant (please use BLOCK LETTERS) 由申請人填寫 (請用正楷)

Personal data 個人資料

I, 本人 _____ of (Company name 機構) _____
if applicable 如適用

Address 地址： _____

Contact Tel. No. 聯絡電話 (Off. 公司)： _____ (Res. 住宅)： _____ E-mail 電郵： _____

hereby apply for the Institute's advisory service. I learned of the scheme through the Institute's website / T.V. / radio / newspaper / poster / pamphlet / word of mouth / others (please specify) _____ . (please circle as appropriate)

現申請輔導服務。本人經由香港會計師公會網頁 / 電視 / 電台 / 報章 / 海報 / 單張 / 口傳 / 其他 (請註明) _____ 得悉是項服務計劃。(請圈出適用部份)

Advice sought (please tick as appropriate) 需要輔導項目 (請在適用部份加上「✓」號)

- | | |
|--|---|
| <input type="checkbox"/> Accounting requirements for tax returns and banking 報稅及銀行所需會計資料 | <input type="checkbox"/> Insolvency 破產問題 |
| <input type="checkbox"/> Budgeting and budgetary control 預算及預算案的控制 | <input type="checkbox"/> Ways of financing 融資方法 |
| <input type="checkbox"/> Cash management 現金管理方法 | <input type="checkbox"/> Taxation 稅務問題 |
| <input type="checkbox"/> Costing techniques 成本計算技巧 | <input type="checkbox"/> Others (please specify) 其他 (請註明) |
| <input type="checkbox"/> Forms of business organisation structure 商業 / 生意組織的形式 | |

Please describe briefly your questions (use a separate sheet if necessary) 請簡述閣下的問題 (如有需要，可加插附頁書寫)

I fully understand that all advice under this scheme will be given without legal responsibility on the part of either the Hong Kong Institute of Certified Public Accountants or any accountant giving the advice. I agree not to hold the Institute or any accountant giving any advice under this scheme legally liable for any advice given or any omission to give any advice, or for any loss or damage occasioned thereby.

本人完全明白香港會計師公會或任何會計師就本計劃所提供之任何意見均不需負上任何法律責任。本人同意決不向香港會計師公會或任何提供意見之會計師追討任何關於本計劃所提供之意見或由於任何遺漏所引起之法律責任、損失或破壞。

Signature : _____
簽署：

Date : _____
日期：

For office use 此部份由本會填寫

Appointment date / time 會面日期 / 時間： _____

Please return the completed application form to 請將填妥的表格寄回： **Hong Kong Institute of Certified Public Accountants 香港會計師公會**

37th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
香港灣仔皇后大道東213號胡忠大廈37樓
Or by fax on 或傳真至：(852) 2865 6603



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Personal Data: All information provided in this form will only be used by the Institute or its agent for the purpose of the administration of the scheme on which you are enrolled. The provision of the personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. By completing the form you agree that the staff of the Institute or its agent may use your personal data for the purposes specified above. Please refer to the Institute's privacy policy on its website at: <http://www.hkicpa.org.hk/en/Tools/Privacy-policy>.