

**Application for financial assistance towards payment of
HKICPA annual membership fees from The HKICPA Charitable Trust**

For unemployed members: funding of the membership fee for up to 3 consecutive years

Private and Confidential

Please complete, as appropriate, and return the form marked "private and confidential" on the envelope for the attention of the Administrator, HKICPA Charitable Trust, Hong Kong Institute of Certified Public Accountants, 37/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong **on or before 15 December 2024 (for 2025 membership fees)**.

Name of applicant: _____ (English) _____ (Chinese)

Membership No. _____

No. of years funded by the HKICPA Charitable Trust (if applicable): _____ Last approval year: _____

Applicant should be experiencing poverty i.e. severe financial hardship.

<u>Personal data:</u>	
Contact address:	
Telephone No.:	Email address:
Age:	

Year

HK\$

I request payment by the HKICPA Charitable Trust of the annual membership fee

HK\$

Reasons for application

Declaration

I hereby declare that:

- (i) I am unemployed, and
- (ii) I have been unemployed since _____ (date, which must be more than 6 months prior to the date of this application), and
- (iii) I have received HK\$_____ in income since I became unemployed. The source(s) of that income is/ are _____

- and
- (iv) My existing saving is HK\$ _____(including those in bank accounts, investment accounts, etc.), and
- (v) I am in severe financial hardship, and
- (vi) I am taking active steps to gain employment, and
- (vii) I have attained _____CPD hours in the past 12 months, and
- (viii) The information on this application is true and correct.

Action may be taken by the Institute if this declaration is falsely made.

Applicant must disclose his/ her financial status in full. All fields in relation to financial status must be answered. Failing of which may result in rejection of application.

Signature: _____ **Date:** _____

Note

"Unemployed" means not in paid work, whether under a contract of employment or otherwise.

Personal data

Personal data collected from the application form and process will be used for the purpose of the administration of the application. 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. 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 for other uses internally.

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 on its website at: <http://www.hkicpa.org.hk/en/Tools/Privacy-policy>.

Under the Personal Data (Privacy) Ordinance, applicants have a right to request access to and correction of their personal data kept by the Institute. If you wish to exercise these rights, please email to privacyofficer@hkicpa.org.hk or contact the Corporate Communications Department at (852) 2287-7228.