

# HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

(Incorporated by the Professional Accountants Ordinance, Cap. 50)



## APPLICATION FOR THE INSOLVENCY SPECIALIST DESIGNATION

### For Office Use Only

Name: \_\_\_\_\_ ( )

HKICPA Membership No.: \_\_\_\_\_

Date of Admission to HKICPA: \_\_\_\_\_

SD (Insolvency) No.: \_\_\_\_\_

Formal approval given on: \_\_\_\_\_

Registration effective from: \_\_\_\_\_

**IMPORTANT:**

- Please read the Information for Applicants and Terms and Conditions carefully before completing this Form.
- 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: (852) 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>

- References below to Notes refer to the Information for Applicants.

**Part 1 – Personal particulars**

Name in English:

Mr./Mrs./Ms./Miss/Dr.\* \_\_\_\_\_

(Surname)

(Other names)

**Part 2 – Membership details**

HKICPA membership no.: \_\_\_\_\_

**Part 3 – Insolvency Specialist Qualification** (see Notes 1 and 4.6)

A graduate of the Insolvency Specialist Qualification (i.e. Diploma in Insolvency Programme):

Year obtained: \_\_\_\_\_

**Part 4 – Details of present employment**Name of employer/firm: \_\_\_\_\_  Sole Proprietor\*\*

Nature of business: \_\_\_\_\_ Position held: \_\_\_\_\_

Office address: \_\_\_\_\_

\_\_\_\_\_ Date of commencement  
of employment: \_\_\_\_\_  
(dd/mm/yyyy)

Tel. no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_ Email address: \_\_\_\_\_

*(Please note that the employment details indicated above will be used for the purpose of processing this application only. If you wish to update your particulars kept in our membership records, please use the normal channels.)*

\* Please delete as appropriate.

\*\* Please put a "✓" if you are a sole proprietor.

**Part 5 – Insolvency experience** (see Note 2)  
*(In chronological order with current employment in the first row)*

<u>From</u> <i>(dd/mm/yyyy)</i>	<u>To</u> <i>(dd/mm/yyyy)</i>	<u>Name of employer/ company/firm</u>	<u>Work location</u>	<u>Position held/Department</u>	<u>Nature of work</u>	<u>Number of years of experience</u>
_____	_____	_____	_____	_____	_____	_____ years
_____	_____	_____	_____	_____	_____	_____ years
_____	_____	_____	_____	_____	_____	_____ years
_____	_____	_____	_____	_____	_____	_____ years
_____	_____	_____	_____	_____	_____	_____ years
<i>(Please use separate sheet(s), if necessary.)</i>						Total _____ years

The above listed work experience must be supported by certification by employers or firms (see Note 4.2).

**Part 6 – Qualifying hours and higher experience in insolvency administration** (see Notes 2.2 and 2.3)

	(A) Number of qualifying hours obtained in HK	(B) Number of qualifying hours obtained in other jurisdictions	(C)=(A)+(B) Total qualifying hours	Out of (C), Number of hours of higher experience in insolvency administration
Qualifying hours <u>during the past</u>				
0-12 months (i.e. 1 <sup>st</sup> year)	_____ hours	_____ hours	_____ hours	_____ hours
13-24 months (i.e. 2 <sup>nd</sup> year)	_____ hours	_____ hours	_____ hours	_____ hours
25-36 months (i.e. 3 <sup>rd</sup> year)	_____ hours	_____ hours	_____ hours	_____ hours
37-48 months (i.e. 4 <sup>th</sup> year)	_____ hours	_____ hours	_____ hours	_____ hours
49-60 months (i.e. 5 <sup>th</sup> year)	_____ hours	_____ hours	_____ hours	_____ hours
<b>Total for last 5 years</b>	_____ <b>hours</b>	_____ <b>hours</b>	_____ <b>hours</b>	_____ <b>hours</b>

Total number of assignments from which the above **higher experience** was obtained \_\_\_\_\_ assignments

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

Out of the total qualifying hours (C) for the last 5 years, \_\_\_\_\_ hours were spent on teaching, research work, conducting seminars, writing articles and participating in relevant committees of the Institute (see Note 2.2(b)).

**Part 7 – Applicant's standing**

In the last 5 years:

- a) Have you been the subject of any civil action relating to professional or business activities which resulted in a finding against you by a court, or a settlement being agreed?  Yes  No
- b) Have you been the subject of any criminal case which resulted in a conviction against you by a court?  Yes  No
- c) Have you received a letter disapproving of your conduct from the Institute or been reprimanded, warned about your future conduct or been the subject of a disciplinary order by the Institute?  Yes  No
- d) Have you been declared bankrupt?  Yes  No
- e) Have you been reprimanded, warned about future conduct, disciplined or publicly criticized by any professional or regulatory body?  Yes  No
- f) Have you been made the subject of a court order at the instigation of any professional or regulatory body?  Yes  No
- g) Have you been investigated on allegations of misconduct or malpractice in connection with professional or business activities which resulted in the misconduct or malpractice being proved by the investigating or relevant prosecuting body?  Yes  No

If the answer to any of the above is Yes, please provide details:

\_\_\_\_\_

- h) Did you declare compliance with the Institute' CPD requirements for the three year rolling CPD reporting period ended on the most recent 30 November?  Yes  No

\* Please delete as appropriate.

**Part 8 – Restructuring and Insolvency Faculty (RIF)** (see Note 5)

Are you currently a member of RIF?

Yes

RIF membership no.: \_\_\_\_\_

If you are awarded the Insolvency Specialist Designation, you can enjoy RIF annual membership fee waiver for the year beginning next 1 January until 31 December.

*(Please complete the following section, read the note below and sign.)*

No

If you are awarded the Insolvency Specialist Designation, your Insolvency Specialist Designation fee will include membership of the RIF with effect from the next 1 January until 31 December.

*(If the effective date of your Specialist Designation is earlier than 1 January, from the effective date until 31 December, you will be added to the distribution list of RIF newsletters and you can attend RIF events at member rates. Please complete the following section, read the note below and sign.)*

I understand that my name, current employer, my position and my correspondence details as registered in the Institute's membership records, will be sent to INSOL for publication in the INSOL Directory and direct mailing of insolvency-related publications; and that my name will appear on the Institute's list of RIF members, which will be provided to the candidates, upon their request, for the purpose of RIF Executive Committee elections.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(dd/mm/yyyy)*

**Part 9 – Declaration**

- I declare that the above information is true and complete to the best of my knowledge and belief.
- If awarded the Insolvency Specialist Designation, I agree to conform to and be bound by the Terms and Conditions attached to this application.
- I hereby authorize the Hong Kong Institute of Certified Public Accountants ("the Institute") to obtain my personal information from third parties for the purpose of verifying my experience and qualifications, and I authorize any such third party to release my personal information to the Institute.
- I understand that my name will appear in the Institute's Insolvency Specialist Designation register which will be available for public inspection.
- I waive all claims against the Institute for any loss or damage I may suffer arising from this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(dd/mm/yyyy)*

The completed application form should be sent with all supporting documents and appropriate fees by registered mail to:

The Registrar, Hong Kong Institute of Certified Public Accountants, 27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

P.S. Applicants may also submit their applications by hand to the Institute's member services counter at the above address during office hours.

## INFORMATION FOR APPLICANTS

**Please read the following information carefully before completing Form R-7**

### **Note 1 – Requirements for Insolvency Specialist Designation**

- 1.1 To be awarded the Specialist Designation in Insolvency (“SD (Insolvency)”), the person must:
- (a) be a member of the Institute (i.e. a certified public accountant) in good standing with the Institute including being up to date with CPD compliance;
  - (b) have obtained the Insolvency Specialist Qualification, i.e. the Institute's Diploma in Insolvency programme;
  - (c) have acquired relevant practical experience as stated in Note 2.1; and
  - (d) have met the competency requirement as stated in Note 3.
- 1.2 If the Institute finds out about any matters relating to the applicant's standing with the Institute which an applicant did not disclose on the SD (Insolvency) application form this will be viewed very seriously. It could jeopardise the application or any subsequent renewal of the SD if awarded.

### **Note 2 – Practical experience requirements for the Insolvency Specialist Designation**

- 2.1 The minimum practical experience requirements for the SD (Insolvency) are:
- (a) 8 years of insolvency experience OR 3 years of post CPA qualification insolvency experience gained in a senior position;
  - (b) 2,500 qualifying hours (refer to Note 2.2) over the last 5 years;
  - (c) Out of the total qualifying hours in (b), at least 500 hours must have been obtained in Hong Kong; and
  - (d) Out of the total qualifying hours in (b), at least 600 hours must have been higher experience in insolvency administration (refer to Note 2.3) covering at least 5 assignments.
- 2.2 Qualifying hours means chargeable hours worked directly on a file related to insolvency engagements, including case management but excluding clerical duties. For the purpose of calculating qualifying hours, the following should be noted:
- (a) Time spent on practice matters cannot be counted as qualifying hours, e.g. administration, management, development, and marketing.
  - (b) Time spent on teaching (including preparation time) the Institute's Insolvency programmes, conducting lectures and research work in universities, conducting seminars and writing articles of insolvency topics for relevant professional institutes or journals and participating in relevant committees of the Institute should be limited to not more than 10% of the required minimum total qualifying hours (Note 2.1).
  - (c) Experience gained in other jurisdictions should be relevant, equivalent experience to that required for the experience in Hong Kong.
- 2.3 Higher experience in insolvency administration refers to work that involves the management or supervision of the conduct of cases as or on behalf of the appointment taker of an engagement. The engagement can be a corporate insolvency, or a personal insolvency, or a rescue and restructuring engagement.
- 2.4 Practical experience must be substantiated with a Certification of Experience (Form SDI-E).

### **Note 3 – Competency requirement for Insolvency Specialist Designation**

To be awarded the SD (Insolvency), the person must meet a defined level of competences in both technical and generic areas. Form SDI-C lists the required competencies for self assessment by the applicant.

### **Note 4 – Supporting documents**

Note 4 gives details of the documents to be submitted with the application. Unless otherwise specified, all documents submitted, if they are photocopies, must be certified by a member of the Institute, a legal practitioner, a Government District Officer (through statutory declaration) or authorised staff of the Institute (only if originals are presented with photocopies for certification).

- 4.1 Detailed CV must include:
- (a) The applicant's work history, including names of employers, years with the employers, job titles, job responsibilities, etc.
  - (b) The details of the applicant's qualifying hours (refer to Note 2.2).
- 4.2 Certification of Experience
- (a) The Proforma for Certification of Experience (Form SDI-E), which accompanies this Form, should be completed to certify the length, position(s) held and nature of the applicant's past and present employments.
  - (b) Certification of Experience presented in any other format will only be accepted if it clearly provides all the necessary information required by the Proforma.

- (c) Experience must be certified by the applicant's supervisor, if he/she holds the SD (Insolvency) or an appropriately authorised person at the firm.
- (d) Where the applicant is a sole proprietor, self-certification is allowed.
- (e) Only the original Proforma for Certification of Experience will be accepted.
- (f) The Institute will only accept a Certification of Experience issued by the present employer of an applicant within the last six months from the date of receipt by the Institute.

#### 4.3 Reports of assignments

- (a) The Proforma for Reports of Assignments (Form SDI-A), which accompanies this Form, should be completed to provide information on the assignments carried out by the applicant for which the applicant had prime responsibility i.e. direct accountability for the findings, conclusions or opinions. Reports on 7 assignments from the past 5 years are required.
- (b) Reports of Assignments presented in any other format will only be accepted if they clearly provide all the necessary information required by the Proforma. The reports should cover:
  - (i) The nature, size and duration of the assignments
  - (ii) The role the applicant played and tasks or duties performed
  - (iii) Sufficient details for the Institute to be able to evaluate whether the applicant has the competence or not.
- (c) It is acceptable for the assignments to have commenced before the start of the 5 year period. It is also acceptable for assignments to be continuing at the time of application.

#### 4.4 Competency assessment

- (a) Competency Assessment (Form SDI-C), which accompanies this Form, should be completed to demonstrate that the applicant has fulfilled the competency required.
- (b) The required competencies should be supported by the applicant's supervisor or, in the absence of a supervisor, a referee (refer to Note 4.5).
- (c) Only the original Competency Assessment will be accepted.

#### 4.5 References

- (a) References (Form SDI-R) are required from at least 3 referees, at least 2 of whom must be clients or third parties who are knowledgeable about the applicant's work. Please refer to the Notes on Form SDI-R for further details.
- (b) All referees must be at a senior level of their respective organisations and from different organisations.
- (c) The references should state the referees' views on the competency of the applicant in providing insolvency services.
- (d) Only original references will be accepted.
- (e) The Institute will only accept references issued within the last six months from the date of receipt by the Institute.
- (f) References must be completed by the referees ONLY. Handwritten format is preferred.

#### 4.6 Completion of Insolvency Specialist Qualification

Documentary evidence issued by the Institute showing the applicant's successful completion of the Insolvency Specialist Qualification (i.e. Diploma in Insolvency) must be produced.

#### 4.7 The Institute may request further information from the applicant in support of the application.

### **Note 5 – Restructuring and Insolvency Faculty (RIF)**

- 5.1 RIF is a specialist faculty established by the Institute. RIF members form the membership base of INSOL International, the International Association of Restructuring, Insolvency and Bankruptcy Professionals. For details of RIF, please refer to the Institute's website under Specialist Faculties of the Professional Development Section.
- 5.2 Annual membership fee for RIF will be waived with effect from the next 1 January until 31 December for successful applicants of SD (Insolvency). Successful applicants who join RIF for the first time and with an SD (Insolvency) effective date earlier than the coming 1 January will be added to the distribution list of RIF newsletters and can attend RIF events at RIF member rates, from the time the SD (Insolvency) becomes effective until the coming 31 December. All holders of SD (Insolvency) can enjoy RIF annual membership fee waiver for subsequent RIF renewals upon SD (Insolvency) renewals.

### **Note 6 – Contact details**

Contact details provided by the applicant in this application form will be used for the purpose of processing this application only. If you wish to update your particulars kept in our membership records, please use the normal channels.

**Note 7 – Annual renewal requirements for the Insolvency SD**

Please refer to note 7 in the Terms and Conditions for the renewal requirements. The continued relevant practical experience referred to in 7.2(c)(ii) means continuing work experience in the field of insolvency based on 800 qualifying hours (see 2.2 above) obtained in Hong Kong, including 200 hours of higher experience (see 2.3 above) in each four-year period after being awarded the SD (Insolvency). The continuing professional development requirement for insolvency SD holders referred to in 7.2 (c)(iii) means a minimum of five hours per year of verifiable CPD relating to insolvency. Institute members are also required to meet the Institute's CPD requirements set out in Statement 1.500.

**Note 8 – Enquiries**

For enquiries in relation to the application, please contact the Membership & Admission Department of the Institute via email at: [sd.insolvency@hki CPA.org.hk](mailto:sd.insolvency@hki CPA.org.hk); telephone: (852) 2287-7228.

# TERMS AND CONDITIONS

## Please read the following information carefully before completing Form R-7

All applicants to and holders of the Insolvency Specialist Designation are subject to these Terms and Conditions as may be amended by the Hong Kong Institute of Certified Public Accountants ("the Institute") from time to time. References to the male include the female.

### Section 1 – Register of Insolvency Specialist Designation

- 1.1 The Registrar of the Institute shall keep an Insolvency Specialist Designation register ("the register") and shall be responsible for the custody thereof.
- 1.2 The Registration Committee ("RegC"), having been authorized by the Council of the Institute in respect of matters relating to the Insolvency Specialist Designation, may order that an application for registration be approved or rejected. The Registrar shall add the names of approved applications to the register of Insolvency Specialist Designation.
- 1.3 An applicant whose application for the Insolvency Specialist Designation is approved under Section 4 will receive a certificate of registration issued by the Institute.
- 1.4 The Institute will at all reasonable times make available the register for public inspection without charge.

### Section 2 – Requirements for Insolvency Specialist Designation

A person shall be awarded the Specialist Designation in Insolvency if he proves to the satisfaction of the RegC that:

- (a) he is a member of the Institute, i.e. a certified public accountant, who is in good standing with the Institute;
- (b) he has obtained the Insolvency Specialist Qualification and has acquired relevant practical experience as prescribed by the Council; and
- (c) he has met the competency requirement as prescribed by the Council.

### Section 3 – Application for Insolvency Specialist Designation

A member of the Institute who wishes to have his name included in the Insolvency Specialist Designation register shall apply to the Institute, on Form R-7 with supporting documents, and shall lodge with his application such registration and annual fees as may be fixed by the Council.

### Section 4 – Approval or rejection of application

- 4.1 An Insolvency SD Vetting Panel, having been authorized by the RegC to vet the applications, will examine an application made on Form R-7 with supporting documents and make recommendations to the RegC to accept or reject an application. The RegC will decide that an application for Insolvency Specialist Designation be approved or rejected.
- 4.2 Where the RegC considers that an applicant does not satisfy its requirements in Section 2, the RegC shall give the applicant notice specifying the reasons and advise him that he is entitled to submit a written representation and that if he intends to submit a representation he must do so within 4 weeks after the date of the notice. The notice shall be served forthwith by the Registrar upon the applicant either personally or by post addressed to the address registered in the Institute's records.
- 4.3 The RegC may, after considering any written representation received from the applicant or where no written representation is received by the RegC, order the rejection of an application:
  - (a) The order of rejection, which shall state the reason for rejection, shall be served forthwith by the Registrar upon the applicant either personally or by post addressed to the address registered in the Institute's records; and
  - (b) The registration fee lodged with the application for registration shall be refunded to the applicant after deduction of such administration fee as may be fixed by the Institute.
- 4.4 The result of an application will normally be available approximately 18 weeks after the relevant submission deadline. Submission Deadlines will be announced by the Institute from time to time.
- 4.5 Failure to provide full information and evidence may cause delay in the processing of an application.
- 4.6 The Institute reserves the right to verify where necessary the information furnished by the applicant with the referee(s)/ employer(s)/ any third parties concerned.

### Section 5 – Fees

- 5.1 Fees are paid in respect of a year to 31 December. An application must be accompanied by the appropriate first registration and annual fee (crossed cheque/bank draft in Hong Kong dollars payable to "Hong Kong Institute of Certified Public Accountants"; post-dated cheque is not acceptable).
- 5.2 Applicants approved on or before 1 July of the year will only be required to pay half of the annual fee for the current year.
- 5.3 Applications approved by the RegC during the year will take effect either immediately or from the following 1 January as may be announced by the Institute.
- 5.4 A HK\$500 administration charge will be deducted from the refund where an application is rejected by the Institute or is withdrawn by the applicant.

### Section 6 – Designation

A person whose name is included in the Insolvency Specialist Designation register is entitled to use the expression "SD (Insolvency)" after his name.



**Section 7 – Expiry of registration and renewal**

- 7.1 Registration of the Insolvency Specialist Designation shall:
- (a) remain in force until 31 December following the date of effective registration; and
  - (b) be renewable annually.
- 7.2 An application for renewal of registration as a holder of Insolvency Specialist Designation:
- (a) shall be made to the RegC not later than 15 December in the year of renewal (or such later day as the Council may approve either generally or in respect of any application) in such form as the Council may specify;
  - (b) shall not be granted except on payment of the annual fee fixed by the Council; and
  - (c) shall not be granted unless the applicant has satisfied the RegC that he has complied with the requirements prescribed by the Council for the renewal of the registration of the Insolvency Specialist Designation that:
    - (i) he is a member of the Institute in good standing;
    - (ii) he has continued relevant practical experience prescribed by the Council; and
    - (iii) has met the continuing professional development requirements prescribed by the Council.
- 7.3 The Institute may request information from the applicant in support of the experience in 7.2(c)(ii).

**Section 8 – Resignation as a holder of Insolvency Specialist Designation**

- 8.1 A holder of the Insolvency Specialist Designation may, by notice in writing under his hand, tender to the RegC his resignation as a holder of the Insolvency Specialist Designation.
- 8.2 If the name of a holder of the Insolvency Specialist Designation is removed from the register of certified public accountants kept under the Professional Accountants Ordinance, then he shall be deemed to have also resigned as a holder of the Insolvency Specialist Designation.
- 8.3 The resignation shall take effect upon the deletion from the register of the name of the holder of Insolvency Specialist Designation.

**Section 9 – Removal from Insolvency Specialist Designation register**

- 9.1 The RegC may at any time remove the name of a holder of the Insolvency Specialist Designation from the register if he:
- (a) is sent a notice requiring him to renew his registration and he has failed to renew his registration under Section 7 after 30 days from the date of the notice;
  - (b) has failed to satisfy the RegC that he has met the continued relevant practical experience requirements prescribed by the Council (referred to in Section 7.2(c)(ii) above);
  - (c) has failed to satisfy the RegC that he has complied with the continuing professional development requirements prescribed by the Council (referred to in Section 7.2(c)(iii) above); or
  - (d) is in the opinion of the RegC, guilty of discreditable conduct, or of any act or conduct which would, in the absence of satisfactory explanation, be derogatory to the Institute, or render him unfit to remain to be a holder of the Insolvency Specialist Designation.
- 9.2 Where the RegC intends to remove the name of a holder under Section 9.1(b), Section 9.1(c) or Section 9.1(d), the Registrar shall, by person or by post addressed to his registered address, serve on such person whose name is to be removed a notice of the removal stating the reasons for the removal and advising him that he is entitled to submit a written representation and that if he intends to submit a representation he must do so within 4 weeks after the date of the notice.
- 9.3 The RegC may, after considering any written representation received from a holder of the Insolvency Specialist Designation in accordance with Section 9.2, order the removal of his name from the Insolvency Specialist Designation register and serve the order of removal, which shall state the reason for removal, either personally or by post addressed to his registered address.
- 9.4 If the name of a person holding the Insolvency Specialist Designation is removed from the register under Section 9.3:
- (a) the certificate of registration issued to this person shall be deemed to be cancelled with effect from the date on which his name is so removed;
  - (b) the certificate of registration shall be returned to the Institute when requested by the Institute; and
  - (c) no refund of the annual fee or any part thereof shall be made.

**Section 10 – Restoration of name of a holder of Insolvency Specialist Designation**

- 10.1 On payment of such fee as may be prescribed by Council, a person whose name has been removed from the register under Section 9.1(a) may, by 31 March following the date of removal, apply to the RegC for the restoration of his name to the register. The RegC will examine an application for restoration to the register and decide that the application be approved or rejected.
- 10.2 The RegC may, after making such inquiry as it may consider necessary, reject an application under Section 10.1 or allow it, subject to such conditions if any as it may think fit to impose.

**Section 11 – Continuing Professional Development**

A person whose name is included in the Insolvency Specialist Designation register shall undergo such continuing professional education relevant to the insolvency profession as may be determined by the Council for the time being.

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## HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS

### Application for the Insolvency Specialist Designation

#### Checklist for applicants

Please note that the processing of an application may be delayed if it is not submitted together with the required supporting documents as detailed below. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist is to assist you in preparing the supporting documents.

Please indicate the documents you have attached to your completed application Form R-7 by putting a “✓” in the appropriate boxes below:

1. Documents to be submitted by ALL applicants

- A crossed cheque for the appropriate first registration fee and annual fee payable to the “Hong Kong Institute of Certified Public Accountants”.
- A detailed CV listing the required information.
- ORIGINAL Proforma(s) for Certification of Experience (Form SDI-E) from past and present<sup>(Note 1)</sup> employer(s) certifying your employment period, position(s) held and specific job nature, duly signed by your supervisor, if he/she holds the Insolvency Specialist Designation, or an appropriately authorised person at the firm or yourself (if you are a sole proprietor),  
or  
Certification of experience presented in other format<sup>(Note 2)</sup> clearly providing the required information.
- ORIGINAL completed Competency Assessment (Form SDI-C) against the required competencies and duly signed by your supervisor or, in the absence of a supervisor, a referee.
- 7 reports of assignments (Form SDI-A) from the past 5 years, covering the required information.
- A copy of your Certificate of Completion or final result slip<sup>(Note 2)</sup> issued by the Institute showing your successful completion of the Insolvency Specialist Qualification (i.e. Diploma in Insolvency).

2. Please indicate you have made the necessary arrangements as stated below by putting a “✓” in the box:

- ORIGINAL references<sup>(Note 1)</sup> (Form SDI-R) passed to the referees (at least 3) for completion and submission directly to the Institute by post.

#### Notes

1. The Institute will only accept a Certification of Experience issued by the present employer of an applicant and References issued within the last six months from the date of receipt by the Institute.
2. Photocopies of documents must be certified by a member of the Institute, a legal practitioner, a Government District Officer (through statutory declaration) or authorised staff of the Institute (only if originals are presented with photocopies for certification).