



Student Education & Training  
 Department,  
 Hong Kong Institute of  
 Certified Public Accountants,  
 37<sup>th</sup> Floor, Wu Chung House,  
 213 Queen's Road East, Wanchai,  
 Hong Kong.

**Re: Practical Training Functions**

*You may use the mailing label above  
 to return this form together with cheque(s)*

**APPLICATION FORM FOR  
 PRACTICAL TRAINING FUNCTIONS**

Please read the related article about the functions on the Institute's webpage  
 at [www.hkicpa.org.hk/students](http://www.hkicpa.org.hk/students) before you complete this form.

**PART A**

Name of Applicant: (Mr/Ms) \_\_\_\_\_ ( \_\_\_\_\_ )  
 Surname first, BLOCK & Full Chinese Name

Student/Member registration No.: \_\_\_\_\_ \*Email Address: \_\_\_\_\_

*\* If you wish to receive future training programme via  
 email, please leave your email contact*

Day-time Contact No.: \_\_\_\_\_ Night-time Contact No.: \_\_\_\_\_

Please complete this box **ONLY IF** you have notified the Institute of your change of corresponding address  
**three months** before the application date. The information in this box must be the same as that you notified  
 the Institute.

Address (Block & Full): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PART B**

Code	Function Name	Fee (HK\$)	Cheque#

**Notes to Applicants:**

- (1) Enrolment is on a first-come-first-served basis. Priority will be given to registered students.
- (2) **SEPARATE CHEQUE should be used per each seminar / workshop entry.**
- (3) Applications must be made by cheque(s) and payable to **"HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS"**
- (4) Applications which are submitted in-person will be post-dated for 2 working days for processing.
- (5) **NO CASH** or reservation is accepted.
- (6) Once the application has been submitted, no withdrawal or refund will be allowed unless the application is rejected due to course over-subscription or cancellation. Alteration to the choice of the course / class is not allowed.
- (7) All applicants will be notified of their status on the application **3 days** before the course commencement. Applicants should call the Student Education & Training Department at 2287 7236 if they have not received any notification about their enrolment.

## **PART C**

**Please ✓ where appropriate**

(1) Status:

- QP Candidate
- QP Graduate
- Ex - JES Student, (completed less than 10 papers)
- JES Graduate
- The Institute's Member
- Others: \_\_\_\_\_

(2) Is it the first time you apply for the Institute's practical training function(s)?  Yes  No

(3) How did you learn of the practical training functions?

- Student e-newsletter  The Institute Website  Mass Email
- Others, please specify via which channel that you know our function: \_\_\_\_\_

(4) Reason(s) for enrolling the function(s):

- Current job requirement  For future development
- Examination assistance  Others; please specify: \_\_\_\_\_

(5) (a) Please indicate sector of your employment:

- CPA firm  Commerce  Education  Government  Others, please specify \_\_\_\_\_

(b) Number of employees of your firm/company:

- 10 or less  11-30  31-100  101-1000  over 1000

(c) Number of years of working experience:

- less than 2 years  2-4 years  5-10 years  over 10 years

(d) What is your current primary work function? (You can select more than one function)

- Accounting  Information technology
- Financial management  Consultancy services
- Auditing  General management
- Taxation  Education
- Client accounting/Secretarial services  Others, please specify: \_\_\_\_\_

(e) In-house training resources provided by your employer:  Yes  No

(f) Is this function sponsored by your employer?  Yes  No

**Please list below questions or issues that you would like the lecturer(s) to cover:  
(Use a separate sheet, if necessary)**

For Course Code:

\_\_\_\_\_

For Course Code:

\_\_\_\_\_

For Course Code:

\_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_