



財務會計員基礎考試
Accredited Accounting Technician (AAT) Foundation Examination
2011年12月試期報名表格
Examination Entry Form for December 2011 Session

請於填寫表格前，詳細閱讀考生須知。
 Please read the Notes for Candidates carefully before completing this form.
 請用正楷填寫，並在適當方格內加上“√”號。
 Please print in Block Letter and “√” in the appropriate box.

(只供協會填寫)
 (For office use only)

考生編號
 Candidate No.

一. 個人資料 (請用英文填寫) Personal Particulars (Please complete in English)		
姓氏 Surname	先生/小姐/女士 Mr./Miss/Ms.	
名字 Other Names	中文姓名 Name in Chinese	
中文姓名電碼 Name in Chinese Commercial Code		
出生日期 Date of Birth	香港身份證號碼/護照號碼* HKID Card/Passport No.*	
聯絡地址 Correspondence Address		
地區: (香港/九龍/新界)* (H.K./Kin./N.T.)*		
電郵地址 E-mail Address		
住宅電話 Residential Tel.		其它聯絡電話 Other Contact Tel.
二. 過往曾報考本會舉辦之考試 (請在適當空格內加上“√”) Past Enrolment (Please “√” the appropriate box)		
是 Yes <input type="checkbox"/>	否 No <input type="checkbox"/>	
報考年份 Year	財務會計員基礎考試 AAT Foundation Examination	其他考試 Other Examinations
		請註明: Please specify:
(請在適當空格內加上“√”) (Please “√” the appropriate box(es))		
三. 教育程度 Education Background	四. 進修方式# Study Method#	五. 認識香港財務會計協會的途徑# Knowing about HKIAAT from#
1. 中四 F.4 <input type="checkbox"/> 2. 中五 F.5 <input type="checkbox"/> 3. 中六 F.6 <input type="checkbox"/> 4. 專上或以上 Post-secondary or above <input type="checkbox"/>	1. 全日制學生 Full-time student <input type="checkbox"/> 2. 兼讀制學生 Part-time student <input type="checkbox"/> 3. 自修生 Self-study <input type="checkbox"/> 4. 其他 Others <input type="checkbox"/>	1. 報章/雜誌 Newspaper/Magazine <input type="checkbox"/> 2. 展覽 Exhibition <input type="checkbox"/> 3. 學校 School <input type="checkbox"/> 4. 職業介紹服務 Careers Services <input type="checkbox"/> 5. 朋友/親人 Friends/Relatives <input type="checkbox"/>
現就讀學校: _____		
六. 只供學校考生填寫 (學校考生經團體報名必需蓋上學校印鑑確認) For School Candidate Only (For block enrolment, this form must be stamped with the school chop for verification)		
本人授權香港財務會計協會有限公司向下列學校披露有關本人之個人資料及財務會計員基礎考試成績。 I, the undersigned, hereby authorise the Hong Kong Institute of Accredited Accounting Technicians Limited to disclose my personal information and my AAT Foundation Examination results to the school as stated below:		
學校名稱 Name of School _____		學校印鑑 School Chop
簽署 Signed _____		

* delete as appropriate

optional item

* 請將不適用刪除

可選擇填報

七. 報考考卷 (請在適當空格內加上“✓”)
Examination Enrolment (Please “✓” the appropriate box(es))

考卷 Paper	科目 Subject	中文 考卷	English Paper	考試日期 Examination Date	時間 Time	考試費用 Examination Fee
1	會計及商業元素	<input type="checkbox"/>		2011年 12月17日	09:30-11:00	HK\$450
	Accounting and Business Essentials		<input type="checkbox"/>	17 December 2011		
2	基本財務及管理會計學	<input type="checkbox"/>		2011年 12月17日	13:00-15:30	HK\$550
	Fundamentals of Financial and Management Accounting		<input type="checkbox"/>	17 December 2011		
3	應用電腦會計	<input type="checkbox"/>		2011年12月試期不設考試 No examination for December 2011 Session		HK\$650
	Computerised Accounts Application		<input type="checkbox"/>			
報考考卷總數: Total number of paper(s) enrolled:						
考試費用總數: Total Examination fee (HK\$):						

八. 付款辦法 (請在適當空格內加上“✓”)
Method of Payment (Please “✓” the appropriate box)

1. 個別考生報名 (獨立考生) *支票/本票 銀行 Bank _____
 Individual Enrolment (For private candidate)
- *Cheque/Cashier Order 支票號碼 Cheque No. _____
2. 團體報名 (學校考生)
 Block Enrolment (For school candidate)

九. 試場地區 (請在適當空格內加上“✓”)
Examination Centre (Please “✓” the appropriate box)

試場地區 EXAMINATION CENTRE		備註 Note	截止報名日期 Closing Date for Examination Entry
選擇 Choice	地區 Area	香港考試及評核局會盡量按考生要求安排試場，惟不能保證全部考生都被派往其所選地區應試。試卷三的試場地區由香港財務會計協會全權決定。 The Hong Kong Examinations and Assessment Authority will make every effort to meet the candidates' examination centre requests; however, there is no guarantee that all candidates can be allocated the area of their choice. For Paper 3, the assignment of examination centre is at the full discretion of HKIAAT.	2011年 9月 30日 30 September 2011 為使能成功報名，建議盡早遞交報名表格。Early submission of the form is advisable to enable successful entry.
<input type="checkbox"/>	香港島 Hong Kong Island		
<input type="checkbox"/>	九龍 Kowloon		
<input type="checkbox"/>	新界東 New Territories East		
<input type="checkbox"/>	新界西 New Territories West		

十. 所需文件 (請在適當空格內加上“✓”)
Checklist for candidate (Please “✓” the appropriate box)

- 香港身份證/護照副本
 A copy of HK Identity Card/Passport
- 寫上正確考試費用的銀行支票/本票
 A crossed cheque/cashier order covering the examination fee

十一. 聲明
Declaration

本人聲明所有填報的資料均正確無誤。本人明白中文考卷為英文考卷之翻譯；及申請一經繳交，所有費用概不退還，亦不能轉作其他用途，並同意遵守有關考試規例及規則。
 I declare that the information given in this form is correct. I understand the Chinese examination paper is translated from the English examination paper; and once the application is submitted to HKIAAT, the fee paid is non-refundable and non-transferrable and I shall be bound by the examination rules and regulations of HKIAAT.

簽署 _____ 日期 _____
 Signed _____ Date _____

(只供協會填寫)
FOR OFFICE USE ONLY

Checked _____ Entered _____ Approved _____ Remarks _____

個人資料(私隱)條例: 考生個人資料為辦理本會舉辦之考試所用。此外，本會亦可能以此作統計研究及分析，和保持與考生之服務聯絡，考生可自行決定是否提供這些資料；惟不能提供全部所需資料或部分資料不準確或不完整，本會有權拒絕有關申請。考生個人資料只授予負責登記有關事宜及考試安排之職員。若考生需要更改或查閱其個人資料，請與本會職員聯絡。地址：香港灣仔皇后大道東213號胡忠大廈27樓。

Personal Data (Privacy) Ordinance: All personal data provided in this form will be used by HKIAAT for the administration of its examinations. In addition, HKIAAT may use the collected data for statistical research and analysis, and for keeping candidates informed of its services. The provision of personal data by means of this form is voluntary. However, inaccurate and insufficient information may result in rejection of an application. Data collected is accessible only to officers and persons processing the related registration and administering the examinations. If candidates need to make any corrections or inspection of their personal data, please contact our officer at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

考生須知

權利與責任

考生需年滿15歲及在2011年9月30日或以前透過學校或自行遞交已填妥之報名表格和所需文件及費用至香港財務會計協會(協會)，方能符合應考財務會計員基礎考試2011年12月試期。

考生有責任確保其合符資格報考該試期。對於不合適的申請，協會一概不受理。

報名表格及費用一經繳交，均不得退回或延遲試期。

填表須知

1. 考生必須清楚及正確地填寫表格。經學校團體報名的學校考生必須於第六項填寫學校名稱及蓋上學校印鑑。若考生授權協會向其學校披露個人資料及考試成績，考生必須於第六項簽署。
2. 考生遞交表格，需連同香港身份證或護照副本一份，以便核對資料。

繳費須知

團體及獨立考生均須以支票或本票繳付，抬頭「香港財務會計協會有限公司」，恕不接受現金或期票。

考試費一經繳交，均不得退回，亦不能轉作其他用途。考生必須確保支票兌現，根據本會現行制度，所有退票必須另交一百一十元附加費。費用如有更改，恕不另行通知。

2011年12月試期考試日期及時間

	考試日期	時間
卷一 - 會計及商業元素	2011年12月17日	09:30 - 11:00
卷二 - 基本財務及管理會計學		13:00 - 15:30
卷三 - 應用電腦會計	2011年12月試期不設考試	

遞交報名表格

截止日期： 2011年9月30日

考生須留意截止報名日期，並確保報名表格及考試費用在截止日期前送抵協會。

學校考生： 必須連同報名表格、香港身份證/護照副本及支票/本票一併交回學校，由校方代為辦理。

獨立考生： 必須連同報名表格、香港身份證/護照副本及支票/本票一併寄回或親身交回本會。

本會地址： 香港灣仔皇后大道東213號胡忠大廈27樓
辦公時間： 上午九時至下午六時 (星期一至星期五)
上午九時至中午十二時 (星期六)

報名經批核後，本會將於截止報名日期後五星期內寄出確認信。請確保聯絡地址正確無誤。如有任何錯漏或資料更改，請立即與本會聯絡。

試場地區

考生可根據以下區域選擇試場地區：

香港島區	九龍區	新界東區	新界西區
東區	九龍城區	沙田區	葵青區
中區	油尖旺區	馬鞍山區	荃灣區
南區	深水埗區	大埔區	屯門區
西區	黃大仙區	北區	元朗區
灣仔區	觀塘區		
	將軍澳區		

香港考試及評核局會盡量按考生要求安排試場，惟不能保證全部考生都被派往其所選地區應試。試卷三的試場地區由香港財務會計協會全權決定。

准考證

准考證將於考試前兩星期，由香港考試及評核局直接寄予每位考生(包括學校考生及獨立考生)。如屆時仍未收到准考證，請盡早與本會聯絡。

查詢

如有任何查詢，請與本會聯絡。電話：2823 0600，傳真：2823 0606，查詢熱線：2823 0660，電郵：hkiaat@hkiaat.org。有關本會詳細資料，可瀏覽本會網址：www.hkiaat.org。

當遞交報名表格時，考生必須確保以下事項經已辦妥：

1. 已填妥報名表格及清楚填寫聯絡地址；
2. 已附上繳交考試費用的支票或本票；及
3. 香港身份證/護照副本

(本報名表格的中、英文本如有任何歧異之處，概以英文本為準。)

郵件標籤



香港財務會計協會有限公司

香港灣仔皇后大道東213號胡忠大廈27樓

“財務會計員基礎考試 - 2011年12月試期”

Notes for Candidates

Eligibility and Responsibility

Candidates are eligible to sit the AAT Foundation Examination December 2011 Session if they reached the age of 15 and have submitted their completed Examination Entry Forms together with the required documents and examination fees to Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) either through block enrolment or individual enrolment **on or before the closing date of 30 September 2011**.

Candidates are reminded that it is entirely their own responsibility to ensure their eligibility to sit the examination. HKIAAT will not be responsible for any irregular entries.

Examination entry and payment cannot be withdrawn or postponed once submitted.

Completion of the Form

1. Candidate should complete the form clearly and correctly. For school candidate, write your school name on item 6 with school chop stamped for verification. If candidate authorise HKIAAT to disclose his/her personal information and examination result to school, please sign in item 6.
2. Candidate should attach a copy of your Hong Kong Identity Card/Passport with the completed Entry Form for submission.

Payment of Examination Fee

Block/Individual enrolment should be paid in the form of **crossed cheque/cashier order** made payable to “**Hong Kong Institute of Accredited Accounting Technicians Limited**”. No cash nor post-dated cheque will be accepted.

All fees paid are non-refundable and non-transferrable. Candidates are reminded to honour their cheques. According to the current policy, a surcharge of HK\$110 will be levied on each dishonoured cheque. Fees are subject to revision without prior notice.

Date and Time of the December 2011 Examination Session

	Examination Date	Time
Paper 1 – Accounting and Business Essentials	17 December 2011	09:30 - 11:00
Paper 2 – Fundamentals of Financial and Management Accounting		13:00 - 15:30
Paper 3 – Computerised Accounts Application	No examination for December 2011 Session	

Submission of the Application

Closing date of examination entry: 30 September 2011

Candidates are reminded that it is their responsibility to observe the closing date and to ensure that all form and fees are received by HKIAAT before the closing date.

School Candidate: You should submit the completed form with a copy of HKID Card/Passport and a crossed cheque/cashier order via your respective school.

Private Candidate: You should submit the completed form with a copy of HKID Card/Passport and a crossed cheque/cashier order either by mail or in person.

Address: 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Office Hours: 9:00 a.m. – 6:00 p.m. (Monday to Friday)
9:00 a.m. – 12:00 noon (Saturday)

Upon the completion of assessment of application, confirmation letter will be sent out within 5 weeks after the application deadline. Please ensure that your correspondence address is correct and can be reached by mail. It is your responsibility to notify us any change of personal details on time. For any discrepancies, contact HKIAAT immediately.

Location of the Examination Centre

Candidates may choose the examination centres from the following locations:

Hong Kong Island Area

Eastern District
Central District
Southern District
Western District
Wan Chai District

Kowloon Area

Kowloon City District
Yau Tsim Mong District
Sham Shui Po District
Wong Tai Sin District
Kwun Tong District
Tseung Kwan O District

New Territories East Area

Shatin District
Ma On Shan District
Tai Po District
North District

New Territories West Area

Kwai Tsing District
Tsuen Wan District
Tuen Mun District
Yuen Long District

Candidates should be aware that while the Hong Kong Examinations and Assessment Authority will make every effort to meet the candidates' examination centre requests; however, there is no guarantee that all candidates can be allocated the area of their choice. For Paper 3, the assignment of examination centre is at the full discretion of HKIAAT.

Examination Attendance Docket

Examination Attendance Docket will be mailed to each candidate (school & private) directly by the Hong Kong Examinations and Assessment Authority approximately two weeks prior to the examination. Please contact HKIAAT in good time if you have not received the docket by then.

Enquiries

For enquiries, please contact the HKIAAT at 2823 0600 (telephone), 2823 0606 (fax), 2823 0660 (hotline) or hkiaat@hkiaat.org (E-mail). For further information, please visit our website at www.hkiaat.org.

Please ensure the followings are done when submitting the form:

1. the form is completed properly with your correspondence address clearly stated;
2. a crossed cheque/cashier order for payment of the examination fee is attached; and
3. a copy of HKID Card/Passport.

(If there is any discrepancy between the English version and the Chinese version, the English version shall prevail.)

Mailing label for use



Hong Kong Institute of Accredited Accounting Technicians Limited
27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
“AAT Foundation Examination – December 2011 Session”