



Professional Assessment

Student Number: _____ Name: _____ (English) _____ (Chinese)
Contact Telephone Number: _____ (Mobile) _____ (Office)

Enrolment Form – December 2018 Session (LAST Examination Session)

Please read the Enrolment Procedures and Regulations carefully before completing this form.

Enrolment Fee*	* Enrolment Fee includes examination and Candidate Learning Pack 2014 Version
HK\$530	

Payment by cashier order/crossed cheque made payable to “**Hong Kong Institute of Accredited Accounting Technicians Limited**”. The completed enrolment form, together with the payment, should reach HKIAAT before the closing date of application.

For payment by cheque, please fill in the following: Cheque No.: _____ Bank: _____	FOR OFFICE USE ONLY:								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Handled by</th> <th style="width: 25%;">Batch No.</th> <th style="width: 25%;">Checked by</th> <th style="width: 25%;">Entered by</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> </tr> </table>	Handled by	Batch No.	Checked by	Entered by				
Handled by	Batch No.	Checked by	Entered by						

Collection of Candidate Learning Pack (CLP) Candidates are required to present the Enrolment Confirmation Slip and HKIAAT Student Card / HKID Card when collecting the CLP at HKIAAT Counter, 27/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong.	Closing Date for Enrolment 30 September 2018 Early submission of the form is advisable to enable successful enrolment.
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<u>Change of Particulars</u> New address: _____ _____ New telephone number: _____ (Mobile) _____ (Office)

I, the undersigned, have read the regulations and confirmed that the information of this form is correct.

Signature: _____

Date: _____

(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 students 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 students 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.)



Professional Assessment – December 2018 Session (LAST Examination Session)

Enrolment Procedures and Regulations

The last offering of Professional Assessment will be the December 2018 Session according to the Position Paper issued by the Hong Kong Institute of Certified Public Accountants in January 2017. Allowing AAT graduates to accumulate one-year work experience during 2019, new AAT members will be admitted to the Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) until 31 December 2019.

The December 2018 Session is the last examination session for existing students to complete the Professional Assessment.

FOR STUDENTS WHO WISH TO SIT THE DECEMBER 2018 PROFESSIONAL ASSESSMENT

Please read the following instructions carefully before completing the Enrolment Form.

A. Eligibility and Responsibility

1. Students are eligible to sit the December 2018 Professional Assessment if they have submitted their **completed** Enrolment Forms together with the enrolment fees required to HKIAAT either by post or in person **on or before the closing date of 30 September 2018**.
2. Students are reminded that it is entirely their own responsibility to ensure their eligibility to sit the December 2018 Session. HKIAAT will not be responsible for any irregular entries.

B. Timetable

Time	Date
	Monday, 17 December 2018
9:30 a.m. – 11:00 a.m.	Examination

C. Enrolment Regulations

1. Examination results will be retained in our records with no time limit.
2. Result Report will be issued to students after the results are available.

D. Exemption Policy

Exemption application will not be accepted **after the closing date of 30 September 2018**.

E. Venue of Examination

The information on examination centre and address will be provided in the Enrolment Confirmation Slip.

F. Completion of the Enrolment Form

1. Ensure your student number, name and contact phone number on the Enrolment Form are correct. Inform HKIAAT immediately for any changes of your personal and contact details upon submission of the Enrolment Form.
2. The Candidate Learning Pack (CLP) is an essential learning material for candidates to prepare for the Examination.
3. Applicants shall collect the CLP by themselves from HKIAAT. They are required to present the Enrolment Confirmation Slip and HKIAAT Student Card / HKID Card when collecting the CLP.
4. Complete, sign and return the form to HKIAAT as soon as possible to expedite administrative process of your application, in any event before the closing date. Applications received after the closing date will not be entertained.

G. Payment of Fee

1. Enrolment fee: HK\$530 (including examination and Candidate Learning Pack 2014 Version).
2. Fees must be paid in Hong Kong currency by cashier order/crossed cheque made payable to “**Hong Kong Institute of Accredited Accounting Technicians Limited**” with your name and student number written on the back.
3. Students are reminded that acceptance of fees by HKIAAT should not be considered as confirmation of enrolment.
4. A completed Enrolment Form must be submitted with payment.
5. Postdated cheques are not acceptable and may lead to rejection of entry.
6. A surcharge of HK\$150 is levied on every dishonoured cheque or postdated cheque.

H. Submission of Form and Fees

1. The Enrolment Form together with the appropriate fee should be returned to HKIAAT **on or before 30 September 2018**. A mailing label provided on this page may be used for your convenience.
2. Students 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. Underpaid mail which is subject to surcharge by Hongkong Post will not be accepted by HKIAAT.

I. Withdrawal

Students can apply in writing to the Executive Director of HKIAAT to withdraw from the examination. The written request for withdrawal shall reach HKIAAT **on or before 7 October 2018**. Students will be refunded the enrolment fees **after deduction of administration charge** if HKIAAT approves the application. There is no refund or transfer of enrolment fees for late application and in ALL other cases.

J. Confirmation of Enrolment

All students successfully enrolled the December 2018 Session will receive an Enrolment Confirmation Slip (together with receipt of fees) and a set of notes to candidates, examination regulations and instructions from HKIAAT approximately one month after the enrolment deadline. The Enrolment Confirmation Slip will show the timetable and examination centre’s address. Students should ensure to keep the Enrolment Confirmation Slip under their safe custody.



Please contact HKIAAT in good time if you have not received the documents by then.

K. Enquiry

For general information, please visit HKIAAT’s web-site at www.hkiaat.org. Should you have any enquiries, please contact HKIAAT by telephone at 2823 0600, fax to 2823 0606 or e-mail to hkiaat@hkiaat.org.

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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
(Professional Assessment – December 2018 Session)