



**Application Form for  
“Accredited Accounting Technician Examination” Certificate**

Please read the notes overleaf carefully before completing this form.

Student No.: \_\_\_\_\_ HKID Card / Passport No.\*: \_\_\_\_\_

Name: (Mr./Ms./Miss\*) \_\_\_\_\_ ( \_\_\_\_\_ )  
(in English) (中文姓名)

Application of Certificate (Please “✓” the appropriate box(es))

**For Graduate certificate**

- AAT Professional Diploma in Accounting (Completion of Papers 1 to 8)  
 by Full Exemption       by Examination and / or Partial Exemption

Eligibility of Applicants

Applicants should have completed the eight papers by examination and / or exemption from the June 2013 Session onwards.

**For Module certificate**

- AAT Diploma in Accounting (Completion of Papers 1 to 4)  
 AAT Advanced Diploma in Accounting (Completion of Papers 5 to 8)

Eligibility of Applicants

Applicants should have completed the relevant module by sitting and passing at least two examination papers, of which at least one paper should have been completed in the December 2011 Session or afterwards.

**For Individual examination paper certificate**

- |   |  |
|---|--|
| <input type="checkbox"/> Paper 1 – Accounting and Computerized Accounts                   | <input type="checkbox"/> Paper 5 – Principles of Taxation                                    |
| <input type="checkbox"/> Paper 2 – Business Communication and Organization and Management | <input type="checkbox"/> Paper 6 – Fundamentals of Business Law                              |
| <input type="checkbox"/> Paper 3 – Management Accounting                                  | <input type="checkbox"/> Paper 7 – Financial Accounting                                      |
| <input type="checkbox"/> Paper 4 – Business Economics and Financial Mathematics           | <input type="checkbox"/> Paper 8 – Principles of Auditing and Management Information Systems |

Eligibility of Applicants

Applicants should have completed the relevant examination paper(s) by sitting in the December 2011 Session or afterwards.

Total number of Certificate(s) to be applied: \_\_\_\_\_ Total application fee: HK\$ \_\_\_\_\_

Cheque / Cashier Order No.\*: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

\*Please delete as appropriate

## Notes for Applicants

All information provided in this form will be used by HKIAAT for purposes relating to its administration of examinations and accreditation of qualifications etc.

### I. Eligibility of Applicants

➤ Graduate certificate

Applicants should have completed the eight papers by examination and / or exemption from the June 2013 Session onwards.

➤ Module certificate

Applicants should have completed the relevant module by sitting and passing at least two examination papers, of which at least one paper should have been completed in the December 2011 Session or afterwards.

➤ Individual examination paper certificate

Applicants should have completed the relevant examination paper(s) by sitting in the December 2011 Session or afterwards.

### II. Submission of Application

Applicants should complete the form clearly and correctly in BLOCK LETTERS. When submitting the application, applicants should attach a copy of the last examination status report or the full exemption confirmation letter issued by the HKIAAT with the application form. Applicants submitting the application in person at the HKIAAT office is required to present the original copy of the HKID card/passport for verification. (For application NOT submitted in person, please attach a copy of your HKID card.)

At least three months are required for assessment of the application. Notification letter on collection of the certificate will be sent to the applicant by HKIAAT. Please ensure that your correspondence address is correct and you can be reached by mail. It is your responsibility to notify HKIAAT any change of personal details on time. For any discrepancies, contact HKIAAT immediately.

### III. Fees

- (1) The application fee is **HK\$150** per certificate for applicants who submit the application within 6 months after results announcement or the date of the issuance of the full exemption confirmation letter. The normal fee of **HK\$300** per certificate would be charged for application received after 6 months.
- (2) Fee should be paid by crossed cheque or cashier order made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". Cash or post-dated cheques will NOT be accepted.
- (3) Applicants should write clearly at the back of the cheque his/her name and student number.
- (4) All fees paid are non-refundable and non-transferrable unless application is rejected. Applicants are reminded to honour their cheques. According to the current policy, a surcharge of HK\$150 will be levied on each dishonoured cheque.
- (5) Application fee is subject to revision without prior notice.

### IV. Enquiries

Address: 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong  
Tel: 2823 0600                      Fax: 2823 0606                      Hotline: 2823 0660  
E-mail: hkiaat@hkiaat.org      Web: www.hkiaat.org

Office Hours:    9:00 a.m. to 6:00 p.m.                      (Monday to Friday)  
                         9:00 a.m. to 12:00 noon                      (Saturday)

#### FOR OFFICE USE ONLY

Checked \_\_\_\_\_ Fee Received \_\_\_\_\_ Approved \_\_\_\_\_ Entered \_\_\_\_\_