



**Accredited Accounting Technician Examination  
 Student Registration Form**

**IMPORTANT:**

- Please read the "Instructions to Applicants" on the back page carefully before completing this form.
- Please complete all sections in BLOCK LETTERS in BLACK or BLUE

(For office use only)

AAT Student No.

|   |  |  |  |  |  |  |
|---|--|--|--|--|--|--|
| N |  |  |  |  |  |  |
|---|--|--|--|--|--|--|

|  |  |  |          |                |  |
|--|--|--|----------|----------------|--|
| <b>1. PERSONAL DETAILS</b>                           |  | Title <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.                    |          |                |  |
| Name (should be the same as your HKID Card/Passport) |  |  |          |                |  |
| Surname  |  | Forename   |          |                |  |
| Chinese Name   |  |  |          |                |  |
| HKID Card/ Passport No.<br>( )                       |  | Date of Birth (dd/mm/yyyy)<br>/ /  |          | Place of Birth |  |
| Home Telephone No.                                   |  | Mobile/Pager No.   |          |                |  |
| Office Telephone No.                                 |  | Office Fax No.   |          |                |  |
| E-mail Address<br><b>(Must be provided)</b>          |  |  |          |                |  |
| Correspondence Address                               |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  | <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Overseas |          |                |  |
| Home Address<br>(if different from above)            |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  |  |          |                |  |
|  |  | <input type="checkbox"/> Hong Kong <input type="checkbox"/> Kowloon <input type="checkbox"/> New Territories <input type="checkbox"/> Overseas |          |                |  |
| <b>OFFICE USE ONLY</b>                               |  |  |          |                |  |
| Checked by:  |  |  | Remarks: |                |  |
| Approved by:   |  |  |          |                |  |

Please tick as appropriate

**2. HOW DID YOU FIRST HEAR ABOUT HKIAAT?**

The HKIAAT uses this information to assess the effectiveness of its promotional activities (tick **ONE** box only)

- |  |   |
|--|---|
| <input type="checkbox"/> 01. Personal Recommendation | <input type="checkbox"/> 05. Exhibition       |
| <input type="checkbox"/> 02. Employer                | <input type="checkbox"/> 06. School/Institute |
| <input type="checkbox"/> 03. Careers Services        | <input type="checkbox"/> 07. HKICPA           |
| <input type="checkbox"/> 04. Advertisement           | <input type="checkbox"/> 08. Website          |

**3. EMPLOYMENT DETAILS**

|                                      |  |
|--------------------------------------|--|
| Name of Company                      |  |
| Job Title                            |  |
| Job Category                         | <input type="checkbox"/> 01. Accounts - Junior <input type="checkbox"/> 06. Audit - Junior <input type="checkbox"/> 11. Non-accounting - Junior<br><input type="checkbox"/> 02. Accounts - Senior <input type="checkbox"/> 07. Audit - Senior <input type="checkbox"/> 12. Non-accounting - Senior<br><input type="checkbox"/> 03. Accounts - Supervisor <input type="checkbox"/> 08. Audit - Supervisor <input type="checkbox"/> 13. Non-accounting - Supervisor<br><input type="checkbox"/> 04. Accounts - Mgr. or above <input type="checkbox"/> 09. Audit - Mgr. or above <input type="checkbox"/> 14. Non-accounting - Mgr. or above<br><input type="checkbox"/> 05. Accounts - Others <input type="checkbox"/> 10. Audit - Others <input type="checkbox"/> 15. Non-accounting - Others |
| Employment Category                  | <input type="checkbox"/> 01. Accounting Practice (CPA Firm) <input type="checkbox"/> 06. Education<br><input type="checkbox"/> 02. Public Sector/Government <input type="checkbox"/> 07. Full/Part-time Student<br><input type="checkbox"/> 03. Non-profit Making Organization <input type="checkbox"/> 08. Recent Graduate<br><input type="checkbox"/> 04. Industry <input type="checkbox"/> 09. Unemployed<br><input type="checkbox"/> 05. Commerce <input type="checkbox"/> 10. Others  |
| Organization Size (No. of Employees) | <input type="checkbox"/> 01. 1 - 10 <input type="checkbox"/> 04. 251 - 500<br><input type="checkbox"/> 02. 11 - 50 <input type="checkbox"/> 05. 500 and over<br><input type="checkbox"/> 03. 51 - 250  |

**4. EDUCATION/PROFESSIONAL QUALIFICATIONS**

Please *only* indicate the qualification(s) you have obtained for which a certified true copy of the relevant certificates/transcripts is/are attached to this form.

- |  |   |
|--|---|
| <input type="checkbox"/> 01. Local – HKCEE/HKHLE/HKALE   | <input type="checkbox"/> 09. Overseas – Diploma/Professional Diploma/Advanced Diploma/Higher Diploma/Associate Degree |
| <input type="checkbox"/> 02. Local – Certificate/Higher Certificate  | <input type="checkbox"/> 10. Overseas – Degree  |
| <input type="checkbox"/> 03. Local – Diploma/Professional Diploma/Advanced Diploma/Higher Diploma/Associate Degree | <input type="checkbox"/> 11. Overseas – Others  |
| <input type="checkbox"/> 04. Local – Degree  | <input type="checkbox"/> 12. Other Professional Examinations  |
| <input type="checkbox"/> 05. Local – Others  | <input type="checkbox"/> 13. HKICPA – JES Student   |
| <input type="checkbox"/> 06. Overseas – GCE O-Level/A-Level  | <input type="checkbox"/> 14. HKIAAT – BAE/CAE/CAC Certificate   |
| <input type="checkbox"/> 07. Overseas – LCC&I  | <input type="checkbox"/> 15. HKIAAT – APL Certificate   |
| <input type="checkbox"/> 08. Overseas – Certificate/Higher Certificate   | <input type="checkbox"/> 16. HKIAAT/ERB Certificate   |
|  | <input type="checkbox"/> Nil. Nil   |

Please tick as appropriate

**5. INSTITUTE DETAILS**Name of Institute / School you are now attending/last attended\*:  
\_\_\_\_\_Name of course you are now attending/last attended\*:  
\_\_\_\_\_

(Course Code : \_\_\_\_\_)

Year of Entry : \_\_\_\_\_

Study Method:

Year of Completion : \_\_\_\_\_

 01. Full-Time 03. Self-Study 02. Part-Time 04. Others**6. RE-REGISTRATION (APPLICABLE FOR PAST REGISTERED STUDENTS ONLY)**

Previous Registration Number : \_\_\_\_\_

Please select one of the following options:

- a) Gap years' fee with a ceiling of up to 3 years. (This fee includes the status retaining fee)  
HK\$600 (prevailing annual fee for 2010) x \_\_\_\_\_ years (ceiling of 3 years) = HK\$ \_\_\_\_\_

**OR**

- b) Initial Registration Fee HK\$600

**PLUS**

Status Retaining Fee (please refer to the re-instatement of examination status form) Total amount (HK\$): \_\_\_\_\_

**7. CHECKLIST FOR APPLICANTS**

Please make sure you have attached to this form the following:

- a certified true copy of your HK Identity Card/Passport (if you are not submitting your application in person).
- certified true copies of your educational/professional qualifications.
- a photo has been affixed to this form.
- a cheque covering the initial registration fee with details as follows:

Amount \_\_\_\_\_

Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_

**8. DECLARATION**

Applications received in December will normally become effective on 1 January of the next calendar year. Applicants who wish to have their application to take effect from the current calendar year should indicate so by putting a ✓ in the following box:

- Current year (Annual fee for the next calendar year is to be paid accordingly)

I declare that all information given in this form is true. I understand that once registered as a student of HKIAAT, I shall be bound by the regulations of HKIAAT.

SIGNATURE

DATE

**PLEASE ALLOW AT LEAST 45 DAYS FOR REPLY WHEN SUBMITTING AN APPLICATION FORM.**

(Personal Data (Privacy) Ordinance: All personal data provided in this form will be used by HKIAAT for the administration of its examinations and registration for student membership. The provision of personal data by means of this form is voluntary. However, insufficient information may result in rejection of an application. Data collected is accessible only to officers and persons processing the registration, examination matters and administering the examinations and student membership.)

Applicants may inspect their personal data kept by HKIAAT. They have the right to make any corrections thereto. For inspection, applicants should contact the Administrative Officer dealing with examinations/memberships at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel: 2823 0600.)

\* Please delete as appropriate

 Please tick as appropriate





### **Fee List for Year 2010**

| <b><u>Nature of Fees</u></b> | <b><u>Amount</u></b>                            |
|------------------------------|---|
| Initial Registration Fee     | HK\$600   |
| Examination Fee              | HK\$400 per subject (except Paper 1 at HK\$800) |
| Exemption Fee                | HK\$400 per subject (except Paper 1 at HK\$800) |
| Certificate Re-issuance      | HK\$220   |
| Certified Letter             | HK\$110   |
| Official Transcript          | HK\$110   |

- \* All registered students will be automatically billed for the 2011 Student Annual Fee in December 2010.

#### **Notes**

- (1) All fees are payable upon submission of application in the form of a crossed cheque or cashier order made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". No cash will be accepted.
- (2) A surcharge of HK\$110 will be levied on every dishonoured cheque.
- (3) All fees are subject to revision without prior notice.