



**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
- Personal Data (Privacy) Ordinance: All information provided in this form will be used by the Hong Kong Institute of Accredited Accounting Technicians (HKIAAT) for student registration and 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, insufficient information may result in rejection of an application. Data collected is accessible to officers, committees or persons processing the registration, examination and related matters.
- Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to HKIAAT will become the property of HKIAAT and will not be returned to you. HKIAAT will destroy any documents it holds in accordance with its internal policy and applicable laws.

Applicants may inspect their personal data kept by HKIAAT and if applicable correct or update it. Please contact the officer-in-charge at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel: 2823 0600) for the purpose.

(For office use only)

AAT Student No.

N _____

Section 1 – PERSONAL DETAILS

Title : (* Delete as appropriate) Mr./ Mrs./ Ms./ Miss*

Name (should be the same as your HKID Card/Passport)

Surname: _____

Forename: _____

Name in Chinese: _____

Hong Kong Identity Card no.: _____

Passport no.: _____
 (if not a holder of Hong Kong Identity Card)

Place of issue: _____

Date of birth: _____
 (dd/mm/yyyy)

Place of birth: _____

Residential tel. no.: _____

Mobile tel. no.: _____

Office tel. no.: _____

Office fax no.: _____

Email address: _____
(must be provided)

Correspondence address :

Residential address :
 (If different from the correspondence address)



OFFICE USE ONLY

Checked by:

Remarks:

Approved by:

Section 2 - RE-REGISTRATION (APPLICABLE FOR PAST REGISTERED STUDENTS ONLY)

Previous Registration Number : _____

Re-registration Fee (equivalent to prevailing initial registration fee) - HK\$600

NOTE

For applicant who wish to reinstate your previously completed AAT papers (by examination or exemption), please submit the completed re-instatement of examination status form (Appendix I) and supporting documentations together to the HKIAAT by 30 September 2018.

Section 3 - 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 |

Section 4 - 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

02. Part-Time

Section 5 - EDUCATION/PROFESSIONAL QUALIFICATIONS

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

- | | |
|--|---|
| <input type="checkbox"/> 01. Local – HKCEE/HKHLE/HKALE/HKDSE | <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 or above |
| <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 or above | <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 delete as appropriate

Please tick as appropriate

Section 6 - 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
<input type="checkbox"/> 02. Accounts - Senior	<input type="checkbox"/> 07. Audit - Senior	<input type="checkbox"/> 12. Non-accounting - Senior
<input type="checkbox"/> 03. Accounts - Supervisor	<input type="checkbox"/> 08. Audit - Supervisor	<input type="checkbox"/> 13. Non-accounting - Supervisor
<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
<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
<input type="checkbox"/> 02. Public Sector/Government	<input type="checkbox"/> 07. Full/Part-time Student
<input type="checkbox"/> 03. Non-profit Making Organization	<input type="checkbox"/> 08. Recent Graduate
<input type="checkbox"/> 04. Industry	<input type="checkbox"/> 09. Unemployed
<input type="checkbox"/> 05. Commerce	<input type="checkbox"/> 10. Others

Organization size (No. of employees)

<input type="checkbox"/> 01. 1 - 10	<input type="checkbox"/> 03. 51 – 250	<input type="checkbox"/> 05. 500 and over
<input type="checkbox"/> 02. 11 - 50	<input type="checkbox"/> 04. 251 - 500	

Section 7 - CHECKLIST FOR APPLICANTS

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

- a copy of your HK Identity Card/Passport (if you are not submitting your application in person).
- 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 _____

Section 8 - DECLARATION

(A) 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)

(B) I agree that HKIAAT may send me materials regarding CPD activities, students' and members' benefits, goods, services, facilities and events organized or provided by HKIAAT or other organizations to my email address and/or correspondence address. (Note C)

- Yes No

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. Please tick as appropriate

INSTRUCTIONS TO APPLICANTS

1. **Please note that December 2018 Exam Session will be the last offering session of the AAT Examination. The closing date for registration is 31 August 2018.**
2. Applicants should be at the age of 16 or above.
3. Applicants should complete the form clearly and correctly in BLOCK LETTERS.
4. When submitting the application, the following documents have to be attached to the form:
 - a) a **copy** of HKID Card or Passport if applicants are not submitting the application to the HKIAAT office in person (*Note A*);
 - b) a **copy** of the certificates or transcripts of your qualifications indicated on Section 5 of the form;
 - c) a recent photo should be affixed to the application form;
 - d) a cheque covering the Initial Registration Fee (*Note B*).
5. This form should be submitted with the required documents and fees either IN PERSON or BY POST to HKIAAT at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
6. At least 45 days should be allowed for assessment of your application. Successful applicants will receive a confirmation letter by mail upon completion of registration.
7. Please note that this form is for student registration only. Those who wish to apply for exemption should complete the Exemption Application Form, which is obtainable from HKIAAT in person, by mail with a self-addressed envelope or from our website www.hkiaat.org. Application for exemption will only be accepted from registered students.

Notes

A. Applicants applying in person at the HKIAAT office are required to present the original copies of their Hong Kong Identity Card or Passport for verification.

B. **Initial Registration Fees (Please refer to the Fee List issued for the current year)**

Fee should be in crossed cheque or cashier order made payable to "**Hong Kong Institute of Accredited Accounting Technicians Limited**". No cash or post-dated cheques will be accepted. All fees paid are non-refundable and non-transferrable unless the application is rejected. Applicants are reminded to honour their cheques. According to the current policy, a surcharge of \$150 will be levied on each dishonoured cheque. Fees are subject to revision without prior notice.

C. **Direct marketing of HKIAAT's services to students and members**

HKIAAT intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, students' and members' benefits, goods, services, facilities and events organized or provided by HKIAAT or other organizations. HKIAAT may not do so unless it has received your consent. Please tick the box Yes in Section 8(B) to indicate your consent. Upon approval of your application, you may opt out from receiving such materials at any time by sending an email to HKICPA at privacyofficer@hkicpa.org.hk or a letter to the HKICPA's privacy officer.



ACCREDITED ACCOUNTING TECHNICIAN EXAMINATION

RE-INSTATEMENT OF EXAMINATION STATUS

All personal data provided in this form will be used by HKIAAT for the administration of its re-instatement of examination status application. 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 re-instatement of examination status matter and administering the exemption.

Please read the "Instructions to Students" overleaf carefully before completing the form.

1. PERSONAL DETAILS

Complete ALL items of this part in BLOCK LETTERS

Name _____ (_____) Reg. No. _____
 (Mr./Ms./Mrs./Miss*)

HKID Card No. _____ Contact Tel. No. _____

Correspondence Address _____

2. RE-INSTATEMENT OF EXAMINATION STATUS

Please enclose supporting documents and list the status(es) of paper(s) applied for:

Paper	Status
P1 – Accounting and Computerized Accounts	
P2 – Business Communication and Organization and Management	
P3 – Management Accounting	
P4 – Business Economics and Financial Mathematics	
P5 – Principles of Taxation	
P6 – Fundamentals of Business Law	
P7 – Financial Accounting	
P8 – Principles of Auditing and Management Information System	

Total number of paper(s): _____

Signature: _____ Date: _____

OFFICE USE ONLY	Committee Decision	Fee Received	Notified
		N/A	

* Please delete as appropriate

Instructions to Students

I. Completion of the Form

This form should be completed by students applying for re-instatement of previous examination status. The application will be considered on the basis of the supporting documentations, subject to the full discretion of the HKIAAT.

The application should be supported by your last status report of the Accounting Technician Examination or Accredited Accounting Technician Examination. In the case of "exemption", please submit supporting documentations which include copies of certificates and transcripts*.

** The HKIAAT may request for original transcripts / certificates for verification if deemed necessary.*

II. Submission of Application

Please submit the completed form and supporting documentations together to the HKIAAT by **30 September 2018** either in person or by post to:

Hong Kong Institute of Accredited Accounting Technicians Limited
27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

You will be notified of the outcome of your application within two months from the date of submission.

IV. Enquiries

For enquiries, please contact the HKIAAT by telephone on 2823 0600, by fax on 2823 0606 or by email to hkiaat@hkiaat.org.

Jun 2018



Fee List for Year 2018

<u>Nature of Fees</u>	<u>Amount</u>
Initial Registration Fee	HK\$600
Examination Fee	HK\$800 for Paper 1 HK\$530 per subject for Paper 2 to 8
Exemption Fee	HK\$800 for Paper 1 HK\$530 per subject for Paper 2 to 8
Certificate Re-issuance	HK\$300
Certified Letter	HK\$150

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\$150 will be levied on every dishonoured cheque.
- (3) All fees are subject to revision without prior notice.