



**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.

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: _____

Place of birth: _____

Residential tel. no.: _____

Mobile/Pager: _____

Office tel. no.: _____

Office fax no.: _____

Email address: _____
 (must be provided)

Residential address :

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 for 2012) - HK\$600

PLUS

Status Retaining Fee to retain the status of each paper passed or exempted (please refer to the re-instatement of examination status form) Total amount (HK\$): _____

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

03. Self-Study

02. Part-Time

04. Others

Section 5 - 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 |

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

Section 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 _____

Section 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. Please tick as appropriate



Application Form – HKIAAT Student Card

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

Please issue me with a HKIAAT Student Card. I undertake that the card will be returned to HKIAAT upon my termination as a student of the HKIAAT.

I understand that HKIAAT will pass my name and student number to the card manufacturer solely for the purpose of production of my Student Card.

I submit a copy of my photo[^] for inclusion in my Student Card.

AAT Student No. (For office use only)

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Name in English: _____
(Identical with your HKID Card/Passport*)

Contact Tel. Number: _____

Signature: _____

Date: _____

Please affix your recent photo here. Please do not use pin or staple.

- It should be a 1.5" × 1.5" colour photo which shows a full front view of your head and shoulders.
- Please write your name at the back of your photo before affixing.

Remarks:

The Student Card will be sent to you within 60 days after submission.

^ The application cannot be processed without your photo.

* Please delete as appropriate.



Fee List for Year 2012

<u>Nature of Fees</u>	<u>Amount</u>	
Initial Registration Fee	HK\$600	
Examination Fee	HK\$800	for Paper 1
	HK\$450	per subject for Paper 2 to 8
Exemption Fee	HK\$800	for Paper 1
	HK\$450	per subject for Paper 2 to 8
Certificate Re-issuance	HK\$220	
Certified Letter	HK\$110	
Official Transcript	HK\$110	

- * All registered students will be automatically billed for the 2013 Student Annual Fee in December 2012.

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.