



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	Fee	Paper	Status	Fee
P1 – Accounting and Computerized Accounts		\$800	P5 – Principles of Taxation		\$450
P2 – Business Communication and Organization and Management		\$450	P6 – Fundamentals of Business Law		\$450
P3 – Management Accounting		\$450	P7 – Financial Accounting		\$450
P4 – Business Economics and Financial Mathematics		\$450	P8 – Principles of Auditing and Management Information System		\$450

Total number of paper(s): _____

3. PAYMENT

Re-registration Fee (equivalent to prevailing initial registration fee for 2011) – HK\$600

PLUS

Status Retaining Fee to retain the status of each paper passed or exempted.

Total amount (HK\$) : _____

Number of cheque(s) enclosed: _____ Cheque No.: _____

Bank _____

Signature _____ Date _____

OFFICE USE ONLY

	Committee Decision	Fee Received	Notified

* Please delete as appropriate

Instructions to Students

I. Completion of the Form

This form should be completed by students apply 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. In the case of "exemption", please submit supporting documentations which include copies of certificates and transcripts. They must be certified as true copies by any one of the following parties:

- (i) Member of any Professional Accountancy Bodies (e.g. HKICPA); or
- (ii) Legal Practitioner; or
- (iii) A Government District Officer (through statutory declaration); or
- (iv) HKIAAT (originals must be produced in person at our office for certification).

Example:

Certified True Copy by

Chan Mei Fung
HKICPA Member (No. XXXXX)

II. Payment of Fees

The fee for each paper is same as the prevailing rate for exemption / examination fee as set out overleaf. Payment should be in the form of crossed cheque or cashier order made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". No cash nor post-dated cheques will be accepted.

All fees paid are non-refundable and non-transferrable unless the application is rejected. Please note that a surcharge of HK\$110 will be levied on each dishonoured cheque.

III. Submission of Application

Please submit the completed form and certified supporting documentations together with the appropriate fees to the HKIAAT either in person or by registered mail 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 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.