



ACCREDITED ACCOUNTING TECHNICIAN EXAMINATION

EXEMPTION APPLICATION FORM

All personal data provided in this form will be used by HKIAAT for the administration of its exemption 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 exemption 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 LETTER

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

HKID Card/Passport No. _____ Contact Tel. No. _____

Any change of your correspondence address and contact telephone number?

Yes (If yes, please complete the section below:) No

Correspondence Address _____

Home Tel. No. _____ Office Tel. No. _____

2. EXEMPTION CLAIMED

Please tick the appropriate box(es) below:

"✓"	Paper	Fee
	P1 – Accounting and Computerized Accounts	\$800
	P2 – Business Communication and Organization and Management	\$450
	P3 – Management Accounting	\$450
	P4 – Business Economics and Financial Mathematics	\$450

"✓"	Paper	Fee
	P5 – Principles of Taxation	\$450
	P6 – Fundamentals of Business Law	\$450
	P7 – Financial Accounting	\$450
	P8 – Principles of Auditing and Management Information Systems	\$450

Total number of paper(s): _____

Total amount (HK\$): _____

Number of cheque(s) enclosed: _____

Cheque No.: _____

Bank _____

3. QUALIFICATIONS IN SUPPORT OF YOUR APPLICATION

Please attach certified true copies of certificates and transcripts which are relevant to the exemption claimed.

Educational institute or examination body	Course or subjects studied / completed	Award	Date of entry (month/year)	Date of completion (month/year)

Signature of Applicant : _____

Date : _____

4. MEMBERSHIP APPLICATION (OPTIONAL FOR FULL EXEMPTION APPLICANT)

Yes, I would like to apply the HKIAAT membership and I have attached my membership application with this application.

OFFICE USE ONLY

Committee Decision

Fee Received

Instructions to Students

< Application for exemption will ONLY be accepted from registered students >

I. Completion of the Form

This form should be completed by students apply for exemption from the Accredited Accounting Technician Examination. 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 relevant 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)

Only official documentations issued by appropriate educational institutes or examination bodies will be considered. Please do not send originals if you lodge your application by post.

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.

Please issue one cheque for each subject applied unless instructed otherwise by the HKIAAT.

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 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 the outcome of your application within two months from the date of submission.

IV. Closing Dates for Exemption Application

<u>Effective From</u>	<u>Closing Date</u>
June Session	31 March
December Session	30 September

V. Enquiries

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

Feb 2011