



Hong Kong Institute of
Accredited Accounting Technicians
香港財務會計協會

**APPLICATION FOR REGISTRATION AS AN
HKIAAT ASSOCIATE MEMBER**

For Office Use Only

Name: _____ ()

Membership No.: _____

Registration effective from: _____

IMPORTANT:

- Please read the notes carefully before completing this form.
- Please complete all sections in BLOCK LETTERS and in BLACK.
- All information provided will be used for purposes relating to the administration of membership application and will be shared with the Hong Kong Institute of Certified Public Accountants' (HKICPA) database.

Section 1 – PERSONAL PARTICULARS

Mr./ Mrs./ Ms./ Miss* (see NOTE 1)

Surname: _____

Forename: _____

Name in Chinese: _____

Hong Kong Identity Card no.: _____



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

Place of issue: _____

Date of birth: _____

Nationality: _____

Residential: Tel. no.: _____

Fax no.: _____

Business: Tel. no.: _____

Fax no.: _____

Mobile: _____

Pager: _____

E-mail: _____
(must be provided)

Address: (see NOTE 2)

Residential:

Business:

Correspondence address: #

Residential address

Business address

How were you introduced to the HKIAAT Associate Membership? #

- 01. Personal Recommendation
- 02. Employer
- 03. Careers Services
- 04. Advertisement

- 05. Exhibition
- 06. School / Institute
- 07. HKICPA
- 08. Website

* Delete as appropriate
"✓" the appropriate box

Section 2 – QUALIFICATIONS

(A) Accredited Accounting Technician Examination / Accounting Technician Examination
(see NOTE 3)

Student no.: _____ Year of Completion: _____
(Session / Year)

(B) Professional Assessment

Student no.: _____ Year of Completion: _____
(Session / Year)

(C) Professional Bridging Examination

Student no.: _____ Year of Completion: _____
(Provide your student no. even if you have not yet completed the examination.) (Session / Year)

(D) Highest academic qualification attained: #

Degree Associate Degree Professional/Higher Diploma Diploma Certificate
 HKAL HKCEE Others (please specify) _____

<u>Name of educational institute</u>	<u>Qualification awarded</u>	<u>Date of entry</u> (dd/mm/yyyy)	<u>Date awarded</u> (dd/mm/yyyy)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(E) Other professional qualifications:

<u>Name of institute</u>	<u>Membership no.</u>	<u>Date obtained/admitted</u> (dd/mm/yyyy)
_____	_____	_____
_____	_____	_____

“√” the appropriate box

Section 3 – EMPLOYMENT DETAILS/PRACTICAL ACCOUNTANCY EXPERIENCE (see NOTE 3)

(A) Practical accountancy experience^
(in reverse chronological order, with current employment first)

	<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)	<u>Name of employer</u>	<u>Position held</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

4. _____
5. _____

(Use a separate sheet, if required)

(B) Other experience:

<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)	<u>Name of employer</u>	<u>Position held</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Section 4 – 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 the above information is true and complete to the best of my knowledge and belief.
- I have had no conviction involving fraud, dishonesty or professional misconduct either locally or overseas.
- I understand that upon the HKIAAT board’s approval of my membership application, I shall observe and abide by the regulations and standards of the HKIAAT.
- I waive all claims against HKIAAT for any loss or damage I may suffer arising from this application.
- I also hereby agree to have my application and personal data contained within processed by staff of both the Hong Kong Institute of Certified Public Accountants and HKIAAT, as part of their centralised processing functions. (see NOTE 10)

Signature: _____ Date: _____

The completed application form, together with all supporting documents and appropriate fees, should be delivered to (by hand or by post):

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

Office hours: Monday to Friday 9:00 a.m. – 6:00 p.m.
 Saturday 9:00 a.m. – 12:00 noon

^ Supporting documents must be included for all employment details provided in section 3(A) (see NOTE 4)

NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM

NOTE 1 – NAME

The applicant's name to be registered with HKIAAT, which will be printed on the membership certificate, must be the same as that appears in the applicant's identity document (Hong Kong Identity Card/Passport). Additional documentary evidence, such as a statutory declaration/deed poll/marriage certificate, will be required if a different name from that on the identity document is to be used in the HKIAAT's register.

NOTE 2 – ADDRESS

If more than one address is provided, the applicant may choose any one of them to be the correspondence address to which all communications from HKIAAT may be addressed.

NOTE 3 – REQUIREMENTS FOR REGISTRATION AS AN ASSOCIATE MEMBER

3.1 Registration of a person as an Associate Member:-

A person shall be qualified to be registered as an Associate Member (AAT) if he/she satisfies the following requirements:

- successfully complete the Accredited Accounting Technician Examination or Accounting Technician Examination (knowledge);
- successfully complete the professional assessment (values”);
- possess one year practical experience (skills);
- be of good character and a fit and proper person to be a member; and
- be at least 16 years old.

The Board may from time to time determine by regulations the conditions upon which persons may become and remain members of HKIAAT.

3.2 Current Board rulings in respect of work experience requirement* are appended as below:-

- (a) The number of years of work experience required for an Associate Member:
 - 1 year full-time relevant accounting practical experience* (*pre- and post-examination experience are both acceptable*)
- (b) Work experience is defined as such accounting experiences the Board may stipulate or approve from time to time as sufficient practical work experience. Work experience will only be recognised to form part of the requisite period if it is continuously in any one company of not less than four months of duration and provided that it is full-time.

* *The requirements of the Professional Assessment and work experience would be waived for applicants who have met the criteria as laid down by the HKIAAT Board during the transitional period of the HKIAAT New Qualification Framework (NQF). For details of the eligibility, please refer to the final paper of the NQF available at the HKIAAT website www.hkiaat.org.*

NOTE 4 – SUPPORTING DOCUMENTS

4.1 Applications should be supported by original documents or certified true copies that have been verified by any of the following persons:

- (a) a member of any professional accountancy body (e.g. a member of the HKICPA);
- (b) a legal practitioner;
- (c) a government district office (through statutory declaration); or
- (d) an HKIAAT authorised staff member (only if the originals are presented with photocopies for certification)

4.2 All applications must be supported by the following:-

- (a) a certified true copy of the applicant's Hong Kong Identity Card or Passport (for applications that are not submitted in person). Applicants submitting their applications in person at the HKIAAT office are required to present the original copy of their HKID Card/passport for verification;
- (b) a certified true copy of the applicant's certificate for their highest academic qualification attained

- (note that an examination record/transcript issued by university/college is not acceptable);
- (c) a certified true copy of the Accredited Accounting Technician Examination or Accounting Technician Examination Status Report/Certificate depending on the type of membership being applied for;
 - (d) a certified true copy of the Professional Assessment Status Report;
 - (e) official testimonial(s), original or certified, from the applicant's present* and past employer(s), listing the duration of employment, job nature and title of employment; and
 - (f) two character references which should be completed and duly signed by either an employer or a lecturer or other suitable persons accepted by the HKIAAT Board (refer to the form for more details).

* *HKIAAT will only accept official testimonials issued by a present employer issued within the last 6 months from the date that the testimonial is received.*

NOTE 5 – DESIGNATION

An Associate Member shall be designated as an Accredited Accounting Technician (認可財務會計員) and entitled to use the initials “AAT” after his/her name.

NOTE 6 – FEES

Application must be accompanied by payment of HK\$700 as initial registration fee.

Applications submitted in December will be considered as if they were submitted in January next year (i.e. Applicants do not have to pay the annual membership fee of the following year).

Payment can be made by crossed cheque or cashier order made payable to “Hong Kong Institute of Accredited Accounting Technicians Limited”. No cash or post-dated cheque will be accepted.

A surcharge of HK\$110 will be levied on each dishonoured cheque. Associate Member who wishes to change his/her status to Fellow Member is subject to an administrative charge of HK\$500. All fees are subject to revision without prior notice. All fees paid are non-refundable and non-transferrable unless application is rejected.

All members will be automatically billed for the annual membership fee of the following year in December.

NOTE 7 – HKIAAT MEMBERSHIP CARD

Once the membership application has been approved, the new member will receive a letter of confirmation and an application form to apply for the HKIAAT Membership Card.

NOTE 8 – CHANGE OF PARTICULARS

Applicants should notify the Institute Secretary of any change in their address, telephone number or employment after submission of the application within one month of the change.

NOTE 9 – MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REQUIREMENT

Upon registration, members are required to comply with the continuing professional development requirements as may be prescribed by regulations promulgated from time to time by the Board.

NOTE 10 – CONVICTION IN HONG KONG OR ELSEWHERE

Any member who is convicted of any offence involving fraud or dishonesty either locally or overseas, or who has been found guilty of professional misconduct by an overseas professional institute, should notify the Institute Secretary of the conviction or findings as soon as practicable.

NOTE 11 – ENQUIRIES

For enquiries in relation to the application, contact the HKIAAT on telephone 2823 0600, fax to 2823 0606 or email to hkiaat@hkiaat.org.

(Personal Data (Privacy) Ordinance: All personal data provided in this form will be used by HKIAAT for the administration of its 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 and administration of 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 membership at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel: 2823 0600).

APPLICATION FOR REGISTRATION AS AN HKIAAT ASSOCIATE MEMBER

CHECKLIST FOR APPLICANTS

Before submitting your application, you are reminded to ensure that all documents are in order. (Note that the submission of applications without the required supporting documents will delay the processing procedure.) The following checklist is provided to assist you in preparing your supporting documents. Please complete and return it with your application form.

Indicate the documents you have attached to your completed application form by a “✓” in the appropriate boxes below:

Documents to be submitted by ALL applicants

- A CERTIFIED* true copy of your Hong Kong Identity Card/Passport, if you are not submitting the application to the HKIAAT office in person (Note 1).
 - A CERTIFIED* true copy of your educational certificate for the highest academic qualification you have attained.
 - A CERTIFIED* true copy of your Accredited Accounting Technician Examination or Accounting Technician Examination Status Report/Certificate confirming your successful completion of the HKIAAT’s examinations / exemption from the HKIAAT’s examinations.
 - A CERTIFIED* true copy of your Professional Assessment Status Report.
 - Official testimonial(s), ORIGINAL or CERTIFIED* copies, from present[#] and past employer(s) listing the duration, job nature and title of your employment.
- [#] *HKIAAT will only accept testimonials issued by a present employer within 6 months from the date the testimonial is received.*
- A crossed cheque or cashier order for the appropriate initial registration fee payable to “Hong Kong Institute of Accredited Accounting Technicians Limited”.
 - Two character references.

* **Certification of documents** – Applications should be supported by originals or certified true copies that have been verified by any of the following persons:

- a. a member of any professional accountancy body (e.g. a member of the HKICPA);
- b. a legal practitioner;
- c. a government district office (through statutory declaration); or
- d. an HKIAAT authorised staff member (only if the originals are presented with photocopies for certification).

Note 1: Candidates applying in person at the HKIAAT office are required to present the original copy of their Hong Kong Identity Card / Passport for verification.

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

Re: Character reference for Mr./Mrs./Ms./Miss* _____
Regarding his/her* application to the Hong Kong Institute of Accredited Accounting Technicians Limited for membership.

1. How long have you known the applicant? _____
(Note: The referee **must** have known the applicant for not less than 24 months.)

2. In what capacity is the applicant known to you (e.g. lecturer, supervisor, colleague, friend, etc.)?

Please specify: _____

(Note: The referee **should not be** an immediate family member, such as grandparent, parent, spouse, child, grandchild, brother and sister of the applicant.)

3. (a) What opportunity have you had of forming a judgement of the applicant's integrity and general character?

(b) What is your judgement on the applicant's integrity and general character?

4. Do you consider the applicant a fit and proper person for his/her* registration with HKIAAT? #

Yes No

5. Are there any further comments you would like to offer regarding the applicant?

* Delete as appropriate

"✓" the appropriate box

P. T. O.

Notes

- 1. This Form should be completed and signed either by an employer or a lecturer or other suitable persons accepted by the HKIAAT Board for membership admission purposes.**
- 2. Only character references issued within 6 months from the date of receipt by HKIAAT will be accepted.**

Name of Referee: _____
(in BLOCK LETTER)

Professional Membership(s) held (if any): _____

Name of Employer: _____

Position Held: _____

Business Address: _____

Day-time Contact Telephone No.: _____

E-mail: _____

Signature: _____

Date: _____

IMPORTANT – ALL INFORMATION PROVIDED WILL BE USED FOR PURPOSES RELATING TO THE MEMBERSHIP ADMINISTRATION PURPOSES.