



「認可會計文員」資格申請表格
Application Form for “Certified Accounts Clerk” Qualification

(供完成「簿記與會計考試」及「會計軟件應用考試」之考生使用)

**(For candidates who have completed
 “Book-keeping and Accounts Examination” and “Computerised Accounts Examination”)**

請於填寫表格前，詳細閱讀背面細則。

Please read the notes overleaf carefully before completing this form.

姓名 (先生/女士/太太/小姐*)

Name: (Mr./Ms./Mrs./Miss*) _____ (_____)
 (in English) (中文姓名)

聯絡地址

Correspondence Address: _____

出生日期

Date of Birth: _____

香港身份證號碼/護照號碼*

HKID Card/Passport No.*: _____

簿記與會計考試之考生編號

Candidate Number of Book-keeping and Accounts Examination:

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試期

Session: _____

會計軟件應用考試之考生編號

Candidate Number of Computerised Accounts Examination:

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試期

Session: _____

支票/本票號碼*

Cheque / Cashier Order No.*: _____

銀行名稱

Name of Bank: _____

費用

Fee: _____

簽署

Signature: _____

日期

Date: _____

聯絡電話

Contact Phone No.: _____

電郵

E-mail: _____

*請將不適用者刪除

*Please delete as appropriate

FOR OFFICE USE ONLY

Checked _____ Fee Received _____ Approved _____ Entered _____

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Notes for Applicants

(All information provided in this form will be used by HKIAAT for purposes relating to its administration of examinations and accreditation of qualifications etc.)

I. Completion of Application Form

The applicant is required to complete the form and submit with the following documents:

- (1) Book-keeping and Accounts Examination: copy of examination certificate or result slip or exemption confirmation letter.
- (2) Computerised Accounts Examination: copy of examination certificate or result slip.
- (3) For applications not submitted in person, please attach a copy of your HKID Card/passport. (Applicants submitting their applications in person at the HKIAAT office are required to present the original copy of their HKID Card/passport for verification.)

At least three months are required for assessment of the application. Applicant will be notified to collect the certificate in due course. Please ensure that your correspondence address is correct and can be reached by mail. It is your responsibility to notify the HKIAAT any change of personal details on time. For any discrepancies, contact the HKIAAT immediately.

II. Fees

- (1) The application fee is HK\$220.
- (2) Fee should be paid by crossed cheque or cashier order made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". Cash or post-dated cheques will NOT be accepted.
- (3) The applicant should write clearly at the back of the cheque his/her name and HKID Card/passport number.
- (4) All fees paid are non-refundable and non-transferrable unless application is rejected. Applicants are reminded to honour their cheques. According to the current policy, a surcharge of HK\$110 will be levied on each dishonoured cheque.
- (5) Application fee is subject to revision without prior notice.

III. Enquiries

Address: 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Tel: 2823 0600 Fax: 2823 0606 Hotline: 2823 0660
E-mail: hkiaat@hkiaat.org Web: www.hkiaat.org

Office Hours: 9:00 a.m. to 6:00 p.m. (Monday to Friday)
9:00 a.m. to 12:00 noon (Saturday)

(If there is any discrepancies between the English version and the Chinese version, the English version shall prevail.)

申請須知

(所有在本申請表上填報之資料，將會用於執行協會的工作，包括考試及資格頒發。)

I. 填寫申請表格

申請人需填寫表格，並連同下列文件送交協會：

- (1) 「簿記與會計考試」之考試證書或成績通知書或豁免確認書影印本。
- (2) 「會計軟件應用考試」之考試證書或成績通知書影印本。
- (3) 申請人遞交表格時須出示香港身份證/護照核對資料。如非申請人親身遞交表格，須夾附其香港身份證/護照影印本。

申請批核需時約三個月，協會將發信通知申請人領取證書。請確保聯絡地址正確無誤，如有任何錯漏或資料更改，請立即與協會聯絡。

II. 費用

- (1) 申請費用為港幣220元。
- (2) 請以劃線支票或銀行本票繳費，抬頭『香港財務會計協會有限公司』，恕不接受現金或期票。
- (3) 申請人需將姓名及香港身份證號碼/護照號碼寫於支票背面。
- (4) 除非申請不獲接受，所有申請費用均不會退還，亦不能轉作其他用途。根據協會規例，如有退票，協會將徵收港幣110元的手續費。
- (5) 費用如有更改，恕不另行通知。

III. 查詢

地址：香港灣仔皇后大道東213號胡忠大廈27樓
電話：2823 0600 傳真：2823 0606 熱線：2823 0660
電郵：hkiaat@hkiaat.org 網址：www.hkiaat.org

辦公時間：上午九時至下午六時 (星期一至星期五)
上午九時至中午十二時 (星期六)

(本申請表的中、英文本如有任何歧異之處，概以英文本為準。)