



ACCREDITED ACCOUNTING TECHNICIAN EXAMINATION & PROFESSIONAL ASSESSMENT

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.

Unless otherwise agreed, hard copies of any documents containing your personal data that you provide to HKIAAT will become the property of HKIAAT and will not be returned to you. HKIAAT will destroy any documents it holds in accordance with its internal policy and applicable laws.

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
<input type="checkbox"/>	P1 – Accounting and Computerized Accounts	\$800
<input type="checkbox"/>	P2 – Business Communication and Organization and Management	\$530
<input type="checkbox"/>	P3 – Management Accounting	\$530
<input type="checkbox"/>	P4 – Business Economics and Financial Mathematics	\$530

"✓"	Paper	Fee
<input type="checkbox"/>	P5 – Principles of Taxation	\$530
<input type="checkbox"/>	P6 – Fundamentals of Business Law	\$530
<input type="checkbox"/>	P7 – Financial Accounting	\$530
<input type="checkbox"/>	P8 – Principles of Auditing and Management Information Systems	\$530

<input type="checkbox"/>	Professional Assessment	\$530
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Total number of paper(s): _____ Total amount (HK\$): _____

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

3. QUALIFICATIONS IN SUPPORT OF YOUR APPLICATION

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

Educational institute	Programme(s) completed	Date of entry (month/year)	Date of completion (month/year)

Signature of Applicant : _____ Date : _____

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 applying for exemption from the Accredited Accounting Technician Examination and/or Professional Assessment. 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 copies of relevant certificates and transcripts*.

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

**The HKIAAT may request for original transcripts / certificates for verification if deemed necessary.*

II. Payment of Fees

The fee for each paper is the 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\$150 will be levied on each dishonoured cheque.

III. Submission of Application

Please submit the completed form and 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 of 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.

Dec 2014