



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

**APPLICATION FOR
ADVANCEMENT TO FELLOWSHIP**

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.
- Personal Data (Privacy) Ordinance: All information provided in this form will be used by Hong Kong Institute of Accredited Accounting Technicians Limited (HKIAAT) for purposes relating to the administration of membership registration and will be shared with the Hong Kong Institute of Certified Public Accountants' (HKICPA) database. In addition, HKIAAT may use the collected data for statistical research and analysis, and for keeping members informed of its services. 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, committees or persons processing the registration and administration of membership.

Applicants may inspect their personal data kept by HKIAAT and if applicable correct or update it. Please contact the officer-in-charge at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong (Tel: 2823 0600) for the purpose.

Section 1 – PERSONAL PARTICULARS

Mr./Mrs./Ms./Miss*

Surname: _____ Forename: _____

Name in Chinese: _____ HKIAAT Membership No.: _____

Date of admission to HKIAAT: (see NOTE 1) _____ Email address: _____
(dd/mm/yyyy) **(must be provided)**

Correspondence address: _____

Section 2 – DETAILS OF WORKING EXPERIENCE ACQUIRED AFTER ADMISSION TO HKIAAT

<u>Employer</u>	<u>Position held</u>	<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Please use separate sheet, if necessary)

Section 3 – DECLARATION

- 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.

Signature: _____ Date: _____
(dd/mm/yyyy)

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

NOTES

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM

NOTE 1 – REQUIREMENTS FOR REGISTRATION AS A FELLOW MEMBER

Registration of a person as a Fellow Member:-

A person shall be qualified to be registered as a Fellow Member if he/she proves to the satisfaction of the Board that he/she has 5 years continuous Associate Membership.

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

NOTE 2 – DESIGNATION

A Fellow Member shall be designated as a Fellow Accredited Accounting Technician (資深認可財務會計員) and entitled to use the initials “Fellow AAT” after his/her name.

NOTE 3 – FEES

Associate Member who wishes to change his/her status to Fellow Member is subject to an administrative charge of HK\$500.

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. 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 4 – 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.