



Continuing Professional Development (CPD) Records

Period covered : _____

Name : _____ HKIAAT Membership Number : _____

Structured CPD		Organiser /Title	Relevant dates/periods	No. of hours	Remarks
(1)	Courses, seminars, conferences, briefing sessions or group discussions				
(2)	Writing of technical articles, papers or books				
(3)	Working as a lecturer, instructor or discussion leader on a structured course or preparation of training materials for a structured course briefing or discussion group				
(4)	Serving as a member of committees or working groups of a professional body or a technical committee of an individual CPA firm				
(5)	Undertaking technical research for a new piece of work provided the research is subsequently applied to an engagement				
(6)	Others:				
TOTAL STRUCTURED CPD HOURS:					

Unstructured CPD		Organiser /Title	Relevant dates/periods	No. of hours	Remarks
(1)	Reading technical, professional, financial or business literature				
(2)	Individual home study (use of audiotapes, videotapes, correspondence courses, computer based learning programmes, etc where there is no interaction with other individuals and no assessments is provided)				
(3)	Reading of the financial press (no more than 25 per cent of total unstructured CPD)				
(4)	Others :				
TOTAL UNSTRUCTURED CPD HOURS :					

Summary of CPD Activities

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
No. of Structured CPD hours													
No. of Unstructured CPD hours													
Total CPD hours													