

ACCOUNTING AND FINANCIAL REPORTING COUNCIL (“AFRC”)

Renewal Application for a Corporate Practice 2025

(Deadline for submission: 15 December 2024)

Name of corporate practice: XXX CPA Limited (Chinese Name)

Registration number: M9501

It is the obligation of the managing director of the corporate practice to complete and submit the declaration to the AFRC **no later than the statutory deadline on 15 December 2024**. No extension of the renewal deadline will be granted and the AFRC will generally not accept any renewal application after 15 December 2024.

The requirements and procedures for the renewal of a corporate practice registration are set out in the [“Guide for the Registration of Corporate Practices”](#) (“Guide”). Please read the Guide before completing and submitting this declaration.

If you do not submit the declaration by **15 December 2024**, your current corporate practice registration will expire on 31 December 2024. Upon the expiry of your corporate practice registration, you are prohibited from issuing statutory audit reports under the name of your corporate practice from 1 January 2025. In case you intend to continue your practice through a corporate practice in 2025, you will need to submit a new application to re-apply for the registration of a corporate practice. The respective deadline for application submission and processing time can be found in the AFRC’s Submission Deadlines.

The AFRC may verify or audit any of the information provided in this application form, whether before or after a decision on the application is made.

Personal Data (Privacy) Ordinance: The information requested in this declaration may include personal data as defined in the Personal Data (Privacy) Ordinance (Cap. 486). Please refer to the [“Personal Information Collection Statement”](#) which sets out the policies and practices of the AFRC with regard to any personal data provided.

Declaration

I, Chan Tai Man (P50000), as the managing director of XXX CPA Limited (the “Corporate Practice”), and not anybody else, am responsible for the completion and submission of this declaration online for and on behalf of the Corporate Practice. I understand that I must not delegate it to another individual to perform on my behalf.

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Name of corporate practice: XXX CPA Limited (Chinese Name)

Registration number: M9501

Please check the information below. If any change is required, please inform the AFRC by completing and submitting the [Notification for Change in Particulars of a Corporate Practice](#) (Form CP-3) with relevant supporting documents.

For enquiries, please contact the AFRC at renewal@afrc.org.hk.

A. Member(s) and Director(s) Composition as at 1 January 2025:

<u>Name of Member(s)</u>	<u>Capacity (PMD or NPMD)</u>	<u>No. of shares held</u>	<u>No. of voting shares held</u>
Chan Tai Man	PMD	<input type="text"/>	<input type="text"/>
Wong Tai Man	PMD	<input type="text"/>	<input type="text"/>
Lee Tai Man	NPMD	<input type="text"/>	<input type="text"/>
	Total	<input type="text"/>	<input type="text"/>

PMD = Practising Member Director

NPMD = Non-Practising Member Director

Declaration

I hereby, for and on behalf of the corporate practice,

- declare that the information provided in this declaration is true and complete to the best of my knowledge and belief;
- declare that each member of the corporate practice is the ultimate beneficial owner of the shares he or she holds in the company;
- declare that each member (who is also the director) of the corporate practice is not or has not become bankrupt or has not entered into a voluntary arrangement with his or her creditors within the meaning of the Bankruptcy Ordinance (Cap. 6). Where a non-practising member director of the corporate practice was adjudicated bankrupt but has been granted leave by the court to act as a director of the corporate practice, the corporate practice has informed the AFRC in writing together with a certified copy of the document issued by the court on such permission;
- authorize the AFRC to obtain information concerning the corporate practice, including any personal data of the member directors thereof, from third parties including the Hong Kong Institute of Certified Public Accountants (“HKICPA”) for verification and registration

purposes, and I hereby consent to the transfer of such information by such third parties to the AFRC for the said purposes; #1

- authorize the AFRC to obtain any personal data of the corporate practice's member directors from the HKICPA reasonably required for the purpose of the performance by the AFRC of its functions under the Accounting and Financial Reporting Council Ordinance (Cap. 588) and under any relevant laws and regulations, and I hereby consent to the transfer of such personal data by the HKICPA to the AFRC for the said purpose; #2
- acknowledge that each practising member director of the corporate practice has to renew his/her practising certificate with the AFRC to satisfy the registration criteria specified in section 3.2.1 of the AFRC's "[Guide for the Registration of Corporate Practices](#)" ("Guide") and each non-practising member director, if any, of the corporate practice has to renew his/her registration as a certified public accountant with the HKICPA;
- undertake to comply with the practice requirements and notification requirements specified in sections 3.5 and 5.2 to 5.8 of the Guide; and
- waive all claims against the AFRC for any loss or damage the corporate practice may suffer arising from this declaration.

#1 The AFRC may verify any of the information provided by the applicant in the application, whether before a decision on the application is made or after the approval of the application.

#2 From 1 October 2022, the AFRC assumes regulatory functions which include the issuance of practising certificates to CPAs, registration and inspection of practice units, and investigation and discipline of all CPAs and practice units. Your consent to the transfer of such personal data as is reasonably required will facilitate the performance of such regulatory functions.

B. Declaration in respect of Professional Indemnity Requirements

I declare that the professional indemnity insurance policy has been renewed for the period from 1 December 2024 to 30 November 2025 with a cover of HK\$ million.

Declaration

- I hereby, for and on behalf of the corporate practice:
- declare that the information provided in this declaration is true and complete to the best of my knowledge and belief;
 - declare that the corporate practice has satisfied the professional indemnity requirements specified in paragraph 3.2.1(g) of the AFRC's "[Guide for the Registration of Corporate Practices](#)" ("Guide") and the "[Corporate Practices \(Professional Indemnity\) Rules](#)" issued by the Hong Kong Institute of Certified Public Accountants;
 - authorize the AFRC to verify the information provided in this application form with any third parties concerned as the AFRC considers necessary; and
 - waive all claims against the AFRC for any loss or damage the corporate practice may suffer arising from this declaration.