

ACCOUNTING AND FINANCIAL REPORTING COUNCIL

APPLICATION FOR THE ISSUANCE OF A PRACTISING CERTIFICATE (FORM PC-1)

IMPORTANT:

Personal Data (Privacy) Ordinance: The information requested in this application form 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 Accounting and Financial Reporting Council ("AFRC") with regard to any personal data provided.

The requirements and procedures for the application for the issuance of a practising certificate are set out in the "[Guide for the issuance of Practising Certificates](#)" ("Guide"). Please read the Guide before completing this application form.

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.

SUBMISSION OR ENQUIRIES:

The completed application form should be sent with all supporting documents by post to the AFRC:

Policy, Registration and Oversight Department
Accounting and Financial Reporting Council
10/F, Two Taikoo Place
979 King's Road, Quarry Bay
Hong Kong

For any enquiry, please contact the AFRC at +852 3586 7800 or e-mail registration@afrc.org.hk.

Section 1 – Personal particulars

Name (both English / Chinese) must be the same as that appearing in your identity document. CERTIFIED copies ^{Note ①} of Hong Kong identity card and certificate of registration as a certified public accountant (“CPA”) issued by the Hong Kong Institute of Certified Public Accountants (“HKICPA”) should be provided.

(Please ✓ the appropriate option below)

Title: Dr Miss Mr Mrs Ms

Full name in
BLOCK letters: _____

Name in Chinese,
if any: _____

Hong Kong
identity card no.: _____ Date of birth: _____
(dd/mm/yyyy)

Nationality: _____ Place of birth: _____

Please affix recent photo

HKICPA membership status:

Membership no.: _____ Registration date: _____

Section 2 – Registered office of intended practice and contact details

Registered office address:

(in English) _____

(in Chinese) _____

Office phone no.: _____ Fax no.: _____

Email address: _____ Mobile no.: _____

For the applicant who intends to practise accountancy in his or her own name:

(Please “✓” the appropriate option below.)

- (1) I am the landlord of the above-mentioned registered office and documentary evidence to prove the ownership of the property such as land search results will be provided.
- (2) I am not the landlord of the above-mentioned registered office and have obtained a letter of consent from the landlord or leaseholder authorizing the use of the premises as my registered office and the erection of a signboard at the entrance to the office.

(A sample of a letter of consent can be accessed at the AFRC’s website.)

Section 3 – Examination attainment

Details of Practising Certificate Examinations (PC Examinations) can be accessed at HKICPA's website. CERTIFIED copies ^{Note ①} of the examination records should be provided to support the following information.

(Please ✓ the appropriate options below)

(1) I have satisfied the HKICPA's PC Examinations requirement by virtue of sitting and passing the following PC Examination paper(s) of the HKICPA:

- PC-Business Assurance: _____ *Diet passed (mm/yyyy)*
- PC-Law: _____ *Diet passed (mm/yyyy)*
- PC-Taxation: _____ *Diet passed (mm/yyyy)*

(2) I have the following qualifications and may be exempted from all / part of the PC Examinations requirement:

(If (a)(ii) below is applicable to you, please refer to item 1(iv) of the Checklist for details of the supporting document required.)

(a) I am a graduate of the HKICPA Qualification Programme (QP), student no.: _____, AND

(i) registered as a QP student before 1 January 2008 – exempted from the PC Examinations requirement; or

(ii) registered as a QP / New QP student on or after 1 January 2008

Hong Kong degree holder Overseas degree holder

AND studied HK law subjects at an accredited university degree programme or Conversion Programme of the HKICPA

Yes, exempted from the PC Examinations requirement.

No, but passed the HKICPA Aptitude Test in HK Law in the _____ examination session.
(mm/yyyy)

No, but passed the New QP Module 10 (Business and Company Law) in the _____ examination session.
(mm/yyyy)

(b) I became a certified public accountant by virtue of my membership from an overseas institute. I have passed audit paper(s) in the professional examination of my parent institute:

Name of parent institute: _____

Paper no.: _____ Diet passed: _____
(mm/yyyy)

AND I have passed the following PC Examinations of the HKICPA:

PC-Taxation: _____ *Diet passed (mm/yyyy)* PC-Law: _____ *Diet passed (mm/yyyy)*

(c) I am a Chinese Institute of Certified Public Accountants (CICPA) member who qualified as a certified public accountant under Mutual Examination Paper Exemption Agreement (MEPE), AND

(i) I have sat and passed the Auditing paper in the PRC CPA Uniform Examination AND I have passed PC-Law in the _____ PC Examinations session of the HKICPA.
Diet passed (mm/yyyy)

(ii) I have NOT sat and passed the Auditing paper in the PRC CPA Uniform Examination AND I have passed the following PC Examinations of the HKICPA:

PC-Business Assurance: _____ *Diet passed (mm/yyyy)* PC-Law: _____ *Diet passed (mm/yyyy)*

(d) Other qualifications for the AFRC's consideration of exemption.

Section 4 – Full-time approved accounting experience

Details of approved accounting experience can be accessed at HKICPA's website.

Original Proforma for Testimonial should be provided.

For approved accounting experience acquired in a Mainland CPA practice that is a branch / subsidiary of or affiliated with a CPA firm or a corporate practice in Hong Kong, you should provide an official letter duly signed by the sole practitioner / practising partner / practising director of the CPA firm or corporate practice certifying that you have satisfied the prescribed criteria for recognition specified by the HKICPA at its website.

(In chronological order with current employment in the last row)

(A) Pre-qualification

<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)	<u>Name of specified office *</u>	<u>Work location</u>	<u>Position held/ Department</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(B) Post-qualification

<u>From</u> (dd/mm/yyyy)	<u>To</u> (dd/mm/yyyy)	<u>Name of specified office *</u>	<u>Work location</u>	<u>Position held/ Department</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(Please use separate sheets, if necessary, duly signed with your full name and date on each of the sheet(s) attached. Total no. of sheet(s) attached _____.)

* A specified office means the office of a CPA (practising) or a person practising public accountancy in the jurisdiction of a specified accountancy body. For example, a CPA firm or a corporate practice.

(Please "✓" the appropriate option below.)

- (1) I declare that I have obtained a Proforma for Testimonial from my present employer.
- (2) I declare that I have not obtained a Proforma for Testimonial from my present employer which is a CPA (practising) or a person practising public accountancy in the jurisdiction of a specified accountancy body, but I have obtained a letter from him / her confirming that he / she is aware of and has no objection to my application for the issue of a practising certificate.
- (3) I declare that I have not obtained a Proforma for Testimonial from my present employer which is not a CPA (practising) or a person practising public accountancy in the jurisdiction of a specified accountancy body.

Name of employer: _____

Nature of business: _____

- (4) I declare that I do not have a present employment AND
 - I do not have a new employment that will commence within the next three months; or
 - I have a new employment that will commence within the next three months.

Name of employer: _____

Nature of business: _____

Section 5 – Mode of intended practice

Apart from practising in your own name, the number of firm / corporate practice names under which a CPA (practising) may register should in no case exceed three.

If you will resign / have resigned from your present employment to practise on a full-time basis after taking out a practising certificate, you should provide documentary evidence to prove your resignation from the present or last employment and that you will not engage in other full-time employment.

(Please ✓ the appropriate options below.)

	Full-time/ part-time	(Proposed) Name of the practice
<input type="checkbox"/> In your own name	_____	/
<input type="checkbox"/> Sole practitioner / Partner of a CPA firm		
<input type="checkbox"/> A proposed CPA firm (Form FIRM-1 enclosed)	_____	_____
<input type="checkbox"/> An existing CPA firm (A letter from the CPA firm confirming its intention to admit you as a partner of the CPA firm is required)	_____	_____
<input type="checkbox"/> Member and Director of a corporate practice		
<input type="checkbox"/> A proposed corporate practice (Form CP-1A enclosed)	_____	_____
<input type="checkbox"/> An existing corporate practice (A letter from the corporate practice confirming its intention to admit you as a member / director of the corporate practice is required)	_____	_____
<input type="checkbox"/> Authorized signatory of a CPA firm		
<input type="checkbox"/> A proposed CPA firm (Form FIRM-1 enclosed)	_____	_____
<input type="checkbox"/> An existing CPA firm (A letter from the CPA firm giving such authorization is required)	_____	_____

(Please use separate sheets, if necessary, duly signed with your full name and date on each of the sheet(s) attached. Total no. of sheet(s) attached _____.)

Section 6 – Continuing professional development (CPD)

[Statement 1.500 \(Revised December 2023\)](#) issued by the HKICPA requires each member to complete at least 120 hours of relevant CPD activities in each rolling three-year period commencing from 1 December, of which 60 hours shall be verifiable; and complete at least 20 hours of relevant CPD activities in each year. If you became the HKICPA member for less than three years, the reporting period starts from the date of becoming a HKICPA member.

(Please ✓ the appropriate box below.)

I declare that I have FULFILLED the CPD requirements as stipulated in [Statement 1.500 \(Revised December 2023\)](#) issued by the HKICPA by participating in CPD activities which are of relevance to my current and future work and professional responsibilities.

Section 7 – Ordinary residence

I am ordinarily resident in Hong Kong on the following basis:

(Please ✓ the appropriate options below.)

- (1) I have been present in Hong Kong for not less than 180 days during the period of 12 months preceding the date of this declaration.
- (2) I claim to be ordinarily resident in Hong Kong because I am presently residing in Hong Kong and I intend to reside in Hong Kong for the next 12 months AND
- (a) I have the right of abode in Hong Kong or the right to land in Hong Kong and not to have imposed on me any condition of stay; OR*
- (b) I have been residing in Hong Kong for _____ (no.) years since _____ (mm/yyyy).
(Please ✓ (a) or (b) as appropriate. If (b) applies, please provide the required information.)*
- (3) I claim to be ordinarily resident because I am working in Mainland China and I continue to be a partner / director / employee of a CPA firm / corporate practice registered with the AFRC, AND have the right of abode in Hong Kong or the right to land in Hong Kong and not to have imposed on me any condition of stay AND
- (a) I continue to maintain a place of residence in Hong Kong; AND/OR*
- (b) The principal member or members of my family (spouse and/or minor children) has or have been present in Hong Kong for not less than 180 days during the period of 12 months preceding the date of this declaration.
(Please ✓ (a) or (b) or both as appropriate. If neither (a) nor (b) is applicable to you, please ✓ (c) and elaborate your reasons in the space below for the AFRC's consideration.)*
- (c) _____
- (4) I claim to be ordinarily resident in Hong Kong because
(Please elaborate your reasons in the space below for the AFRC's consideration.)

Section 8 – Fit and proper to be a certified public accountant

You are required to satisfy the fit and proper requirements to be a certified public accountant ("CPA") under the Professional Accountants Ordinance (Cap. 50) to apply for the issuance of a practising certificate.

Please read the AFRC's "[Fit and Proper Declaration Form](#)" in relation to the fit and proper requirements and complete the following declarations.

(Please ✓ the appropriate boxes below.)

(A) Bankruptcy

- I declare that I am not a bankrupt nor have become bankrupt nor have entered into a voluntary arrangement with my creditors within the meaning of the Bankruptcy Ordinance (Cap. 6). I undertake to inform the AFRC in writing if I have become bankrupt or have entered into a voluntary arrangement with my creditors within the meaning of the Bankruptcy Ordinance at any time during the year within 14 days of its occurrence.

(B) Other fit and proper requirements

- I declare that I SATISFY the fit and proper requirements to be a certified public accountant under the Professional Accountants Ordinance (Cap. 50). I enclosed the completed and signed [Fit and Proper Declaration Form](#) for the AFRC's assessment.
-

Section 9 – Other declaration and undertaking

(Please ✓ the box below.)

I hereby:

- declare that the information provided in this application is true and complete to the best of my knowledge and belief.
- authorize the AFRC to obtain my personal data from third parties including the HKICPA concerning my experience, qualifications and fit and proper declarations for verification and registration purposes, and I hereby consent to the transfer of such personal data by such third parties to the AFRC for the said purpose. #1
- authorize the AFRC to obtain my personal data 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
- declare that I have read and understand the following professional standards which are relevant to practising public accountancy, and that I agree to observe and abide by them upon the issuance of a practising certificate to me:
 - [Code of Ethics for Professional Accountants](#) issued by the HKICPA, in particular those requirements relevant to public practice;
 - AFRC's policy statements for inspection of practice units and PIE auditors;
 - [Hong Kong Standard on Quality Management 1 Quality Management for Firms that Perform Audits or Reviews of Financial Statements, or Other Assurance or Related Services Engagements](#) issued by the HKICPA; and
 - [Hong Kong Standard on Quality Management 2 Engagement Quality Reviews](#) issued by the HKICPA.
- undertake, upon issuance of a practising certificate to me,
 - to comply with the post-registration filing requirements specified in paragraph 3.4.1 of the AFRC's "[Guide for the Issuance of Practising Certificates](#)" ("Guide").
 - to comply with the notification requirements specified in Chapter 5 of the Guide; and
- waive all claims against the AFRC for any loss or damage I may suffer arising from this application.

Signature: _____

Date: _____

(dd/mm/yyyy)

Full name in BLOCK
letters of the applicant: _____

#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 has assumed 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.

Checklist for applicants

Processing of an application may be delayed / refused if it is not submitted together with the required supporting document(s) as detailed below. Incomplete application will be pending for at most six months from the date of first receipt of the application by the AFRC. The application is likely to be refused on the basis that there is insufficient information available for the AFRC to satisfy itself that the issuance criteria have been met upon the lapse of the six-month period.

Please indicate items you have attached to your completed application Form (Form PC-1) by putting a “✓” in the appropriate boxes below:

1. Documents to be submitted by **ALL applicants**

- A completed and signed Fit and Proper Declaration Form and the necessary supporting documents
- CERTIFIED copies ^{Note ①} of the following documents:
 - (i) Hong Kong identity card
 - (ii) Certificate of registration as a CPA issued by the HKICPA
 - (iii) Examination Status Reports / Records issued by your parent institute confirming your fulfillment of the examination requirements, i.e. passed papers PC-Business Assurance / PC-Law / PC-Taxation of the HKICPA, or a testimonial of your QP examination results issued by the HKICPA or the equivalent
 - (iv) If you are a QP graduate claiming exemption from the HKICPA Aptitude Test in Hong Kong Law, a testimonial from the Education and Training Department of the HKICPA attesting the fulfillment of the Hong Kong law requirement for QP graduates. You can refer to the [HKICPA Instructions](#) to apply for the testimonial.
- ORIGINAL Proforma(s) for Testimonial from past and present employer(s) certifying your employment period, position held, specific job nature and percentage of audit involvement, including the necessary supporting documents
- Two character references to be submitted **by the referees** to the AFRC directly

2. Additional documents to be submitted under the following situations

- (a) If you will resign/have resigned from your present employment to practise on a full-time basis after taking out a PC:
 - Documentary evidence to prove your resignation from the present or last employment and that you will not engage in other full-time employment upon approval of the application
- (b) If you intend to practise as a partner of an existing CPA firm / a director of an existing corporate practice:
 - A letter from the CPA firm / corporate practice concerned confirming its intention to admit you as a partner or a director of the practice
- (c) If you intend to practise as an authorized signatory of an existing CPA firm:
 - A letter from the CPA firm concerned confirming their intention to authorize you to sign on behalf of the CPA firm
- (d) If you intend to practise as a sole practitioner / partner / authorized signatory of a proposed CPA firm / a director of a proposed corporate practice:
 - A completed Form FIRM-1 or Form CP-1A
- (e) If you intend to practise accountancy in your own name:
 - Documentary evidence to prove the ownership of the property such as land search results, if you are the landlord of your proposed registered office
 - A letter of consent from the landlord or leaseholder authorizing the use of his or her or its premises as your proposed registered office and the erection of a signboard at the entrance to your office, if you are not the landlord of your proposed registered office
- (f) If the Proforma for Testimonial is not issued by your present employer which is a CPA (practising) or a person practising public accountancy in the jurisdiction of a specified accountancy body:
 - A letter from your present employer indicating his / her / its awareness of your application for a PC
- (g) If you are applying on the basis of approved accounting experience acquired from a Mainland CPA practice that is a branch / subsidiary of or affiliated with a CPA firm or a corporate practice in Hong Kong:
 - An official letter duly signed by the sole proprietor / practising partner of the CPA firm or the practising member director of the corporate practice certifying that you have satisfied the prescribed criteria for recognition specified by the HKICPA at its website

Note ①

Certification of documents – All documents in relation to the application to be submitted to the AFRC should be originals or certified true copies of the originals certified by any of the following persons (self-certification will not be accepted):

- (a) A certified public accountant of HKICPA. Full name with HKICPA membership no. and contact details should be provided for future communication.
- (b) A legal practitioner. Full name with contact details should be provided for future communication.
- (c) Government District Officer (through statutory declaration)