



Change of QP workshop group Application Form

Name of Applicant : _____
 Student No. : _____
 Email Address : _____
 Contact No. : (Office) _____ (Mobile) _____

Please '✓' where appropriate.

Module (A / B / C / D) ^{Note 1} : _____
 Original assigned workshop group : _____
 Workshop(s) to be changed : Workshop 1 Workshop 2 Both

Please indicate your preference(s) for the workshop group(s) that you wish to change to by completing the following table.
 In case your first preference cannot be arranged, you will be assigned to the second preference.

Choice	Date (e.g. 28/08/2009)
1 st	_____
2 nd	_____

Reason for the change: _____

Checklist for valid documents:

- Original** letter from employer/ doctor certificate
- A cheque of **\$500** administrative charge [Cheque # _____]
- Others: _____

Applicant's Signature _____

Date _____

Notes to applicants

1. Please submit SEPARATE APPLICATION FORM for each module.
2. The completed application form, **together with the original supporting document and cheque**, should reach the Hong Kong Institute of Certified Public Accountants (the "Institute") by post at least five working days before the date of original assigned workshop group. Please mark "Change of QP Workshop Group" on the envelope.
3. A cheque of \$500 administrative charge per application should be made payable to "**HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS**". No cash is accepted. No refund will be made even if the change cannot be arranged by the Institute.
4. Applicants should call the Institute's Student Education & Training Department for assistance if they do not receive any notification about their application two days before the date of workshop.
5. The Institute reserves all rights to accept or reject any application for change of QP workshop group.
6. For enquiries, please contact the Student Education & Training Department on 2287 7283 or 2287 7284.

Please send this application to:

Student Education & Training - Workshop Team
Hong Kong Institute of Certified Public Accountants,
27th Floor, Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.