

ACCOUNTING AND FINANCIAL REPORTING COUNCIL

APPLICATION FOR REGISTRATION OF A CORPORATE PRACTICE (FORM CP-1A)

(For initial approval of the name of the
proposed corporate practice and Articles of Association)

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 registration of a corporate practice are set out in the "[Guide for the Registration of Corporate Practices](#)" ("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 – Proposed corporate practice name

(Please ✓ the appropriate option below)

Personalised name:
 (in English) _____

(in Chinese, if any) _____

Trading name: _____

A letter from the proposed managing director of the proposed corporate practice providing the reason(s) for adopting such words / characters and/or the meaning of the words / characters to be used in the proposed English and/or Chinese name(s) should be provided.

(in English) _____

(in Chinese, if any) _____

Name of an overseas / international accountancy practice registered outside Hong Kong:

Documentary evidence specified in section 2(a) of the Checklist enclosed on page 4 should be provided.

(in English) _____

(in Chinese, if any) _____

Section 2 – Details of proposed practising member directors

At least one of the proposed practising member directors must practise on a full-time basis, i.e. not engaged in other full-time employment. If the proposed practising member director of the proposed corporate practice is currently practising on a part-time basis or will resign / has resigned from the present / last employment and intends to practise on a full-time basis in the name of the proposed corporate practice, documentary evidence specified in section 2(d) of the Checklist enclosed on page 4 should be provided.

Applicants should also ensure at least two-thirds of the proposed member directors are CPAs (practising).

<u>Full name in BLOCK letters</u>	<u>Practising Certificate no.</u>	<u>HKICPA Membership no.</u>	<u>Full-time/ Part-time</u>	<u>I declare#</u>	<u>Personal signature</u>
Managing director:				<input type="checkbox"/>	
_____	_____	_____	_____		_____
Other practising member director(s):				<input type="checkbox"/>	
_____	_____	_____	_____		_____
_____	_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	_____		_____
_____	_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	_____		_____
_____	_____	_____	_____	<input type="checkbox"/>	
_____	_____	_____	_____		_____

(Please use separate sheet, if necessary, duly signed by the proposed managing director with the proposed corporate practice name on each of the sheet(s) attached. Total no. of sheet(s) attached _____.)

By checking the box, I declare that I am not or have not become bankrupt or have not entered into a voluntary arrangement with my creditors within the meaning of the Bankruptcy Ordinance (Cap. 6).

Section 3 – Details of proposed non-practising member directors

CERTIFIED copies ^{Note ①} of the non-practising member director's identity document and certificate of registration as a certified public accountant ("CPA") issued by the Hong Kong Institute of Certified Public Accountants ("HKICPA") should be provided.

Full name in BLOCK letters: _____ Name in Chinese, if any: _____

Identity document no.: _____ Place of issue: _____ Date of birth: _____
(HK/China ID or Passport no.) (Country/city name) (dd/mm/yyyy)

Email address: _____ Phone no.: _____

Correspondence address: _____

HKICPA Membership no.: _____ Personal signature#: _____

Full name in BLOCK letters: _____ Name in Chinese, if any: _____

Identity document no.: _____ Place of issue: _____ Date of birth: _____
(HK/China ID or Passport no.) (Country/city name) (dd/mm/yyyy)

Email address: _____ Phone no.: _____

Correspondence address: _____

HKICPA Membership no.: _____ Personal signature#: _____

(Please use separate sheet, if necessary, duly signed by the managing director with the proposed corporate practice name on each of the sheet(s) attached. Total no. of sheet(s) attached _____.)

By signing this form, I declare that:

- (a) I am not or have not become bankrupt or have not entered into a voluntary arrangement with my creditors within the meaning of the Bankruptcy Ordinance (Cap. 6). (Where the proposed non-practising member director was adjudicated bankrupt but has been granted leave by the court to act as a director of the proposed corporate practice, a CERTIFIED copy ^{Note ①} of the document issued by the court on such permission should be provided.) and
- (b) authorize the AFRC to verify the information provided in this application form with the HKICPA or any other third parties concerned as the AFRC considers necessary, and authorize the HKICPA or the third party to release my personal information to the AFRC.
-

Section 4 – Details of primary contact

Primary contact must be a proposed practising member director who will handle this application for and on behalf of the corporate practice applicant.

Full name in BLOCK letters: _____

Correspondence address: _____

Email address: _____

Phone no.: _____ Fax no.: _____

Section 5 – Declaration

(Please ✓ the box below)

I hereby, for and on behalf of the proposed corporate practice, whose member directors are named and whose particulars are provided in this application form:

- declare that the information provided in this application is true and complete to the best of my knowledge and belief.
- declare that the enclosed draft Articles of Association (AA) of the corporate practice applicant:

(Please ✓ the appropriate boxes below)

- is identical to the latest version of the model AA that is published on the Hong Kong Institute of Certified Public Accountants (“HKICPA”) website.
- is NOT identical to the latest version of the model AA that is published on the HKICPA website and that all modifications have been clearly marked in RED.
- authorize the AFRC to obtain information concerning the proposed corporate practice, including any personal data of the member directors thereof, from third parties including the 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 proposed 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
- waive all claims against the AFRC for any loss or damage the proposed corporate practice may suffer arising from this application.

Signature:

(Signature of the proposed managing director)

Date:

(dd/mm/yyyy)

Full name in BLOCK
letters of the proposed
managing director:

Practising
certificate no.:

#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 registration criteria have been met upon the lapse of the six-month period.

Please indicate the items you have attached to your completed application form (Form CP-1A) by putting a "✓" in the appropriate boxes below:

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

A draft Articles of Association

2. Additional documents to be submitted under the following situations

(a) If the proposed corporate practice name is the name of an overseas / international accountancy practice registered outside Hong Kong:

An official letter of consent from the overseas / international accountancy practice giving its authorization for you to register the practice name with the AFRC

CERTIFIED copies ^{Note ①} of documentary proof, e.g. practising certificate / license, that the overseas / international accountancy practice concerned is a registered practice under the jurisdiction of an accountancy body accepted by the AFRC (i.e. an International Federation of Accountants ("IFAC") member)

Background information of the overseas / international accountancy practice concerned, including the location of its head office, contact details and details regarding the structure and composition of the practice

Arrangements, if any, between the overseas / international accountancy practice concerned and the proposed corporate practice for the latter to act as their representative in Hong Kong

(b) If the proposed corporate practice name is a trading name:

A letter from the proposed managing director of the proposed corporate practice providing the reason(s) for adopting such words / characters and/or the meaning of the words / characters to be used in the proposed English and/or Chinese corporate practice name(s)

(c) If the proposed corporate practice has a proposed non-practising member director:

A CERTIFIED copy ^{Note ①} of the proposed non-practising member director's identity document

A CERTIFIED copy ^{Note ①} of the proposed non-practising member director's certificate of registration as a CPA issued by the HKICPA

(d) If a proposed practising member director of the proposed corporate practice is currently practising on a part-time basis or will resign / has resigned from the present / last employment and intends to practise on a full-time basis in the proposed corporate practice name:

Documentary evidence to prove the resignation of the proposed practising member director from the present or last employment and that he or she will not engage in other full-time employment upon the registration of corporate practice

(e) If a proposed non-practising member director of the proposed corporate practice was adjudicated bankrupt but has been granted leave by the court to act as a director of the proposed corporate practice:

A CERTIFIED copy ^{Note ①} of the document issued by the court on such permission

Note ①

Certification of documents – All documents in relation to the application to be submitted to the AFRC should be originals or certified 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)