



創於 1913 年  
Founded in 1913

# 香港華人會計師公會

## The Society of Chinese Accountants & Auditors

(在香港註冊成立之有限公司)

(Incorporated in Hong Kong as a company limited by guarantee)

### Membership Application Form

<b>Category: Ordinary Member</b>		Photo
<b>Last Name</b> (as printed on HKID Card/Passport):	<b>First Name</b> (as printed on HKID Card/Passport):	
<b>中文姓名</b> (香港身份證/旅遊證件上之中文姓名):	<b>Year of Birth:</b>	
<b>Gender:</b>	<b>Nationality:</b>	
<b>Professional Qualifications:</b>	<b>Practising Certificate No :</b>	
<b>Firm Name:</b>	<b>公司名稱 (中文):</b>	<b>Title:</b>
<b>Tel. No. (Office):</b>	<b>Tel. No. (Home):</b>	<b>Fax No.:</b>
<b>Mobile No. (HK):</b>	<b>Mobile No. (China):</b>	
<b>Email Address (For login and contact purposes):</b>		
<b>Mailing Address:</b>		
<b>Declaration:</b> Please tick in the appropriate box(es): <input type="checkbox"/> If admitted, I agree to abide by the traditional code of professional etiquette in all dealings with the Society and to be bound by the regulations and by-laws of the Society from time to time in force and to pay the annual subscription as long as I remain a member. I also confirm that the details given in my application are true in all respect. <input type="checkbox"/> I declare that the Hong Kong Institute of Certified Public Accountants has never taken disciplinary action against me. <input type="checkbox"/> If admitted, I agree that the Society could publish my name on the Society's Members List. <input type="checkbox"/> I have read and agree to the terms contained in the Privacy Policy Statement and Personal Information Collection (PIC) Statement*. <input type="checkbox"/> I agree that the Society could conduct background checks to verify information provided in this form and SCAA online membership account and to conduct enquiries as may be necessary, at the Council of the Society discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to the Society. I release all persons from liability on account of such disclosure. <input type="checkbox"/> I enclose a sum of HK\$1,000** for entrance fee and HK\$700/HK\$350** for my first annual subscription, a recent photograph, and a copy of my current Practising Certificate issued by Hong Kong Institute of Certified Public Accountants.		
<b>Date:</b> _____	<b>Signature of Applicant:</b> _____	
* Please refer to "Notes for Application for Ordinary Membership" for the Privacy Policy Statement and Personal Information Collection (PIC) Statement. ** For application submitted before 31 December 2019, entrance fee HK\$1,000 will be waived. For application submitted between 1 April to 30 September, first annual subscription fee is HK\$700 and for those submitted between 1 October to 31 March, first annual subscription fee is HK\$350.		
<b>Name of Proposer</b> _____	<b>Name of Seconder</b> _____	
<b>Firm Name</b> _____	<b>Firm Name</b> _____	
<b>Membership No.</b> _____	<b>Membership No.</b> _____	
<b>Signature</b> _____	<b>Signature</b> _____	
<i>Note: Proposer and seconder need to be full members of the Society.</i>		
<b>From which channel(s) do you know SCAA?</b>		
<input type="checkbox"/> Referral <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Facebook <input type="checkbox"/> Website <input type="checkbox"/> Others. Please specify: _____		
<b>For official use only</b>		
<b>Date of Admission:</b> _____	<b>Application Received Date:</b> _____	
<b>Issue Date of Certificate:</b> _____	<b>Membership No.:</b> _____	



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## **Notes for Application for Ordinary Member**

### 1. **Application Requirements:**

A person shall be eligible to be admitted as an Ordinary Member of the Society if s/he has complied with the following requirements:-

- (a) has attained the age of twenty-one years;
- (b) holds a certificate to practise the Profession of auditors or public accountancy in Hong Kong recognized by Hong Kong Government, or holding a practising certificate issued by the Hong Kong Institute of Certified Public Accountants under the Professional Accountants Ordinance; and
- (c) is in the opinion of the Council a fit and proper person to be so admitted.

### 2. **Application Procedures:**

To apply, applicants must:

- (a) Complete and sign the Membership Application Form;
- (b) Pass the application form to your proposer and seconder for signatures, the proposer and seconder must be full members of The Society of Chinese Accountants & Auditors;
- (c) Send the following documents to “The Secretariat of The Society of Chinese Accountants & Auditors” (Address: 6/F., 88 Lockhart Road, Wanchai, Hong Kong) by post:
  - i) A completed application form which is duly signed;
  - ii) The entrance fee and first annual subscription fee;
  - iii) A recent photograph; and
  - iv) A copy of current Practising Certificate issued by Hong Kong Institute of Certified Public Accountants.
- (d) The application will be submitted to the Council of The Society of Chinese Accountants & Auditors for examination and approval in the Monthly Council Meeting on Friday of the first week of each month.
- (e) Successful applicants will be notified by phone/email. Membership will be recorded in the Society’s database.

### 3. **Entrance Fee and Annual Subscription Fee of Ordinary Members:**

- (a) For application submitted before 31 December 2019, entrance fee HK\$1,000 will be waived.
- (b) For application submitted between 1 April to 30 September, first annual subscription fee is HK\$700 and for those submitted between 1 October to 31 March, first annual subscription fee is HK\$350.
- (c) Payment Method:  
Please make cheque payable to “The Society of Chinese Accountants & Auditors”.

### 4. **Termination of Membership**

Members may terminate their membership at any time by giving written notice and returning their membership card and certificate to the Society.

### 5. **Privacy Policy Statement**

The Society of Chinese Accountants & Auditors pledges to comply with the requirements of the Personal Data (Privacy) Ordinance, and we will ensure compliance by our staff with standards of security and confidentiality.

### 6. **Personal Information Collection (PIC) Statement**

Information collected, including name, firm name, phone number, email address and postal address, will only be used for the purpose of processing and following up on the application or general enquires related to our Society. All the data will be treated in confidence and not be disclosed to any other party. If you wish to access or update your personal data, please contact our Secretariat via [info@scaacpa.org.hk](mailto:info@scaacpa.org.hk).

### 7. **In case of any dispute, the Society reserves the right of final arbitration.**