



香港稅務學會
THE TAXATION INSTITUTE OF HONG KONG
(Incorporated in Hong Kong as a company limited by guarantee)

APPLICATION TO REGISTER AS A STUDENT

(Please read the attached notes carefully before completing this application)

PERSONAL PARTICULARS (IN BLOCK LETTERS)

Title	Mr / Ms / Mrs / Miss *Delete as appropriate	
Surname	<input type="text"/>	Other Names <input type="text"/>
Name in Chinese	(If applicable)	
Date of Birth	(DD/MM/YYYY)	
HKID Card / Passport No.	<input type="text"/>	
Residential Address	<input type="text"/>	
Tel. No. (mobile)	<input type="text"/>	Tel. No. (residential) <input type="text"/>
Office Address	<input type="text"/>	
Office Tel. No.	<input type="text"/>	Office Fax No. <input type="text"/>
Email Address	<input type="text"/>	
Correspondence Address	<input type="checkbox"/> Residential <input type="checkbox"/> Office (Please tick)	

(Information regarding the Certified Tax Adviser (CTA) Qualifying Examination (CTA Examination) will be sent to students by email)

QUALIFICATIONS & WORK EXPERIENCE

A. ACADEMIC QUALIFICATIONS

Awarding Institute	Title of Award (with major)	Full Time/Part Time	Year of Award
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B. FULL-TIME WORK EXPERIENCE

Name of Company	Position Held	Related Taxation Experience	Date	
			From	To

Payment (please tick the appropriate box)

I opt to receive correspondences in hardcopy by post (surcharge HK\$200).

By Cash

I tender in cash totalling as admission and annual registration fees and surcharge (if applicable).

By Cheque

I enclose herewith a crossed cheque no. in the sum of payable to
"The Taxation Institute of Hong Kong" as admission and annual registration fees and surcharge (if applicable).

By Credit Card

Visa MasterCard Card No. - - -

Name of Cardholder Expiry Date (MM/YY)

_____ Date

_____ Signature of Cardholder

Declaration by the applicant by signing this form (please read carefully)

I hereby make an application to register as a Student of the Taxation Institute of Hong Kong ("The Institute"). I declare that:

1. I have not been subject to a disciplinary sanction by any professional body, employer, tribunal, or education provider.
2. The above information is true and complete to the best of my knowledge and belief.
3. Upon admission as a student, I undertake to observe and abide by the Articles of Association and bye-laws of The Taxation Institute of Hong Kong.
4. I consent to my personal information being collected, used and disclosed for the administration of the Institute. I also authorise the Institute to obtain any information about me from other parties it considers necessary for the purpose of processing my application and serving my registration as a student.

_____ Date

_____ Signature of Applicant

IMPORTANT

The completed application form (together with a cheque for the appropriate fee if applicable) should be returned to the Institute by post or in person.

IMPORTANT NOTES TO APPLICANTS – REGISTERED STUDENT

1. A person who satisfies the following conditions may register as a Student of the Institute:
 - (i) is aged 18 years or above, and
 - (ii) holds a university degree or an equivalent qualification recognised by the Council; or
 - (iii) has completed or has been fully exempted from the examinations offered by the Hong Kong Association of Accounting Technicians; or
 - (iv) is studying in an accountancy or business related undergraduate programme in a university recognised by the Council.
2. At the discretion of the Council, a person may register as a Student if he/she is aged 25 years or above, and possesses not less than five years' experience in the field or taxation (a "mature student").
3. Copies of HKID card/passport, academic certificates (and letters of employment in the case of a mature student) must be attached to this application and will be kept by the Institute for the purpose of processing and maintaining his/her registration as a student.
4. Original of HKID card/passport, academic certificates (and letters of employment in the case of a mature student) must be produced at the time of submission of the application and shown to the staff of the Institute for verification.
5. (a) Fees to accompany with this application:

Admission fee	500
Annual registration fee	500
	HK\$1,000
	=====

 - (b) A surcharge of HK\$200 will be added for receiving correspondences in hardcopy by post (optional).
 - (c) A crossed cheque should be made payable to: "The Taxation Institute of Hong Kong" and sent to the Institute.
6. The name of a student whose annual registration fee is six months in arrear will be removed from the Register of Students and he/she will not be eligible to sit for the Institute's CTA Examination.
7. A student who has passed all the examinations for admission as a Member shall be conferred the designation of a Graduate of the Institute. A Graduate who has not yet completed the prescribed years of taxation experience to qualify as a Member may continue on the Register of Students on such conditions as the Council may prescribe.
8. The Institute's Code of Professional Conduct sets out the fundamental principles and standards of behaviour that all members and graduates must follow. Please read through the Code of Professional Conduct before making your application. The document can be accessed at www.tihk.org.hk/v2/cta/professional_conduct.
9. The Institute reserves the right to use the data so collected for statistical research and analysis, providing members' services and for other internal uses. All information collected shall not be disclosed to third party without the consent of the applicant, except for the purposes stated above. Appropriate measures will be taken by the Institute to safeguard data security. However, your attention is drawn to the exemptions under Part 8 of the Personal Data (Privacy) Ordinance (Cap. 486 of the laws of Hong Kong) under which the Institute may disclose your data without complying with the data protection principles.
10. Requests for access to data, correction of data, information on policies and practices and kinds of data held, and to withdraw or change consent to the use of data can be addressed to the Secretariat by mail, fax or email with "personal data update" as the subject.
11. In case of any dispute, the Institute reserves the right of final arbitration.