



To: Secretary
Investigation Group
The Taxation Institute of Hong Kong
21/F, Kam Sang Building
255-257 Des Voeux Road Central, Hong Kong

You can also submit the Form
By email: tihkadm@tihk.org.hk
By fax: (852) 2523 1263

PRIVATE AND CONFIDENTIAL

THE TAXATION INSTITUTE OF HONG KONG

COMPLAINT FORM

Please read the following important notes before filing your complaint:

1. If a complaint is received by the Institute in respect of any one or more of the matters described in Article 42(1) of the Articles of Association, the Chairman of the Investigation Group shall consider whether any Investigation Group should be established in respect of the complaint received.
2. The Institute will generally only handle a complaint with the complainant's name and contact details, unless an anonymous complaint is of a serious nature or relates to possible commission of a criminal offence. Limited efforts will be devoted to investigate the validity of any anonymous complaint.
3. The Institute will not be able to handle your complaint if the matter is unsubstantiated; the information provided by you is incomplete; or the alleged offence does not fall within the Institute's jurisdiction.
4. If the complaint relates to any pending or current legal action or criminal proceedings, no investigation will be carried out in respect of such a complaint so as to avoid any potential conflict with or hindrance on the relevant legal action or proceedings.

A. Complainant's Information

1. Name: (Mr/Mrs/Ms) _____
2. I am acting on behalf of: - _____
Company name: _____
Position: _____
3. Address: _____

4. Contact number: _____
5. Email address: _____
6. I am a member of the Institute:
 Yes Membership No.: _____
 No Other professional qualification (please specify): _____
7. Do you want to keep your identity confidential?
 Yes
 No

B. Details of the Institute's member/student against whom you wish to lodge a complaint:

1. Name of the member/student: _____
2. Name of company (if applicable): _____
3. Position: _____
4. Office address: _____
5. Contact number: _____
6. Email address: _____
7. Relationship of the member/student to the Complainant (please specify):

C. Details of the complaint

1. Nature of the complaint (please tick as appropriate):
 - Non-compliance of the Institute's Articles of Association
 - Non-compliance of performance and misconduct under the Institute's Code of Professional Conduct
 - Misbehaviour which affects the reputation, status and/or interest of the Institute
 - Involved in illegal or unethical activities
 - Crime conviction involving dishonesty
 - Others (please specify): _____
2. Have you also put forward this complaint about this member/student to other authorities/professional bodies?
 - Yes. The outcome is (please also provide the supporting documents):

 - No

3. Please describe your complaint:

4. Provision of relevant documents to support your complaint:

Date (in chronological order)	Description of the event	Supporting documents attached (Please name as Appendix A, B, C etc.)

D. Authorisation and Declaration

Please read the following statement on collection of personal data carefully before making your declaration:

1. Your provision of personal data to the Institute is on a voluntary basis.
2. Your information provided to the Institute will be used for the purpose relating to the performance of the Institute's disciplinary function.
3. Apart from the purpose stated above, your personal information will not be transferred to any parties, unless such parties are authorised by law and request the information.
4. Under the Personal Data (Privacy) Ordinance, you have the right to request access to and correction of your personal data. Such request should be made in writing to the Secretary of the Investigation Group.

1. I understand that this complaint will be conducted in accordance with the Institute's disciplinary proceedings regulations.
 - Yes
 - No. Please specify the reason: _____
2. I authorise the Institute to forward a copy of this complaint and any other information provided by me from time to time to the member/student against whom this complaint is made.
 - Yes
 - No. Please specify the reason: _____
3. I agree that I will, to the best of my knowledge, provide information necessary for the Institute's disciplinary process in respect of this complaint.
 - Yes
 - No. Please specify the reason: _____
4. If required, I am prepared to appear and give evidence relevant to this complaint at any meeting or hearing to be conducted by the Institute.
 - Yes
 - No. Please specify the reason: _____
5. To the best of my knowledge, I declare that the information included and attached to this Complaint Form is true and complete, and that I have read, understood and agreed to the above.

Signature of Complainant: _____

Name of Complainant: _____

Date of Complaint: _____

FOR OFFICE USE ONLY

Complaint Form received on: _____

Handled by: _____

Acknowledgement of receipt sent on: _____

Remarks: _____