

**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
APPLICATION FORM FOR ELECTION TO ASSOCIATESHIP**

To: The Committee of China Division of The Institute of Chartered Secretaries and Administrators and The Council of The Hong Kong Institute of Chartered Secretaries

1. I hereby apply for election to Associateship of The Institute of Chartered Secretaries and Administrators ("ICSA") and The Hong Kong Institute of Chartered Secretaries ("HKICS") and, in support of my application, set out relevant details of my career and other information on the following pages.
2. Upon being elected, I hereby undertake to observe and be bound by the provisions of the Charter and Byelaws of the ICSA and the Articles of Association of the HKICS for the time being in force.
3. I agree that the personal data provided herein be used for the purpose of administration and communication, assessment of qualifications and experience, and provision of services and benefits by the ICSA and HKICS.
4. I understand that the election fee is non-refundable, and agree to pay all future fees and subscriptions for which I become liable.
5. I confirm that I have read and fully comprehend the "Notes on completing the application form" for the application for the election to Associateship of ICSA and HKICS.

Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

I have read, understood and agreed to the above including the 'Statement on Collection of Personal Data'. I hereby declare that all the information and/or documents submitted by me are true, correct, up-to-date and complete to the best of my knowledge and belief, and I undertake to provide any further information and/or documents as required and in respect of any changes thereto. I further acknowledge that any violation of such is ground for disciplinary action and may lead to cancellation and invalidation of membership/graduateship status and/or services.

Name of Applicant: _____ Graduate/Student Number: _____

Signature of Applicant: _____ Date of Application: _____

PERSONAL PARTICULARS

Name: _____ (English) _____ (Chinese) (Mr/Mrs/Ms)

(The Membership certificate shall bear the name stated above, please state your name in full.)

Date of Birth: _____ (day/month/year) Age: _____

HKID No.: _____ Email Address: _____

Correspondence Address: _____

Res. Tel.: _____ Mobile No. _____

Please stick your recent
photo here

(1.5" X 2")

(Non-instant photo is
preferred)**EMPLOYMENT – CURRENT POSITION**

Job Title: _____ Date of Commencement: _____

Organisation: _____

Registered Address: _____

_____ Tel. No.: _____

FULL EMPLOYMENT RECORD to date, starting with current position

Current employment:				
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification <i>(Notes)</i>	
			Referee	Attachment(s)
1		From _____ <i>DD / MM / YYYY</i>	Name	a. Reference letter Yes <input type="checkbox"/> No <input type="checkbox"/> b. Supplementary form (M007) Yes <input type="checkbox"/> No <input type="checkbox"/>
			Job Title	
			Signature	
			Date <i>(DD / MM / YYYY)</i>	

FULL EMPLOYMENT RECORD to date, starting with current position

Previous employment: <i>(in chronological order)</i>						
Name of Organisation	Position(s)	Employment Period (Date/Month/Year)	Certification <i>(Notes)</i>			
			Referee	Attachment(s)		
2		From	Name	a. Reference letter Yes <input type="checkbox"/> No <input type="checkbox"/>		
		<u> / / </u> DD / MM / YYYY				
		To			Job Title	b. Supplementary form (M007) Yes <input type="checkbox"/> No <input type="checkbox"/>
		<u> / / </u> DD / MM / YYYY			Signature	
	Date (DD / MM / YYYY)					
3		From	Name	a. Reference letter Yes <input type="checkbox"/> No <input type="checkbox"/>		
		<u> / / </u> DD / MM / YYYY				
		To			Job Title	b. Supplementary form (M007) Yes <input type="checkbox"/> No <input type="checkbox"/>
		<u> / / </u> DD / MM / YYYY			Signature	
	Date (DD / MM / YYYY)					
4		From	Name	a. Reference letter Yes <input type="checkbox"/> No <input type="checkbox"/>		
		<u> / / </u> DD / MM / YYYY				
		To			Job Title	b. Supplementary form (M007) Yes <input type="checkbox"/> No <input type="checkbox"/>
		<u> / / </u> DD / MM / YYYY			Signature	
	Date (DD / MM / YYYY)					

Note 1: The date of referee's signature/reference letter covering the applicant's current employment should not be more than three months prior to the date of submission of the application.

Note 2: Employment records can either be certified by (1) signature of appropriate referee; and/or (2) provision of certified true copies of employment testimonial (e.g. reference letters) showing clearly the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished.

The referee in each case should be a senior officer of the organisation such as a Director, Partner, Proprietor, the head of the Personnel Department or the manager of the applicant. The referee is asked to certify from personal knowledge that the information given by the applicant in the section next to the referee's signature and designation is correct. The referee is invited to provide any relevant remark or amplification in a supporting letter.

Note 3: If the job duties performed are not self-evident from the title, a brief outline of duties should be included, and/or complete the M007 Supplementary Form – Associateship Application with the signature of an appropriate referee.

Note 4: If you have held more than one position in the same organisation, specify the details of each position i.e. the job titles and the respective exact employment periods (the day, month and year) etc.

Note 5: If you had any employment gap(s) for more than three months, you need to complete the M008–Explanation for Employment Gaps Form.

EDUCATIONAL INFORMATION

Name of Institution	Period of Study		Study Mode (Full/Part time)	Qualification Obtained	Country	Certificate and Transcript attached (✓)
	From	To				

PROFESSIONAL QUALIFICATIONS

Name of Professional Body	Date of Membership Election	Certificate attached (✓)

Note 1: Certificates and official transcripts (original and copies) for academic and professional qualifications must be presented to the HKICS when submitting the application.

CHARACTER AND STANDING

(Please refer to Note 7 of "Notes on completing the application form" for details.)

Important Note:

For any 'yes' box ticked below, please provide full details in writing (enclosing supporting documents) to HKICS as appropriate.

	Yes	No (please tick as appropriate)	Signature
1. Are you an undischarged bankrupt or are your affairs currently subject to an arrangement with creditors or other external administration or are any such proceedings pending against you?	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. Within the past five years have you been convicted of any offence of such a nature that, had you been a member of the ICSA and/or the HKICS at the time, would have been likely to have given rise to disciplinary action being taken against you by the ICSA Byelaws 22 to 26 and the HKICS under Articles 23 to 28?	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. Within the past five years, have you conducted yourself, whether by act or default, in a manner that, had you been a member of the ICSA and/or the HKICS at the time, might or is likely, to have been discreditable to the ICSA and/or the HKICS having regard to the ICSA and/or the HKICS Code of Professional Conduct?	<input type="checkbox"/>	<input type="checkbox"/>	_____

RECOMMENDATION

We, the undersigned, having known the applicant (Name of applicant: _____) for the period set against our names (of at least one year), hereby recommend him/her from personal knowledge as a fit and proper person for election as an Associate of the HKICS and ICSA.

*There must be two signatories of professional status, one of whom must be a Member of the HKICS and/or ICSA, who have known the applicant for at least one year.

Referee one (HKICS and/or ICSA member)		HKICS/ICSA Membership no: _____	
Full Name _____		have known the applicant for _____ years	
Company Name _____		Job title _____	
Other Professional Qualification:			
<input type="checkbox"/> HKICPA	Membership Number _____	<input type="checkbox"/> CPA Australia	Membership Number _____
<input type="checkbox"/> ACCA	_____	<input type="checkbox"/> The Law Society of Hong Kong	_____
<input type="checkbox"/> CIMA	_____	<input type="checkbox"/> Others: _____	_____
Signature _____		Date of Signature _____	

Referee two			
Full Name _____		have known the applicant for _____ years	
Company Name _____		Job title _____	
Professional Qualification:			
<input type="checkbox"/> HKICS/ICSA	Membership Number _____	<input type="checkbox"/> CPA Australia	Membership Number _____
<input type="checkbox"/> HKICPA	_____	<input type="checkbox"/> The Law Society of Hong Kong	_____
<input type="checkbox"/> ACCA	_____	<input type="checkbox"/> Others: _____	_____
<input type="checkbox"/> CIMA	_____		
Signature _____		Date of Signature _____	

PAYMENT METHOD (please tick as appropriate)**Election Fee: HK\$1,950**

- EPS / UnionPay (In person)
- Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your "name", "HKICS Membership no." and "Associateship Election Fee" at the back of the cheque.)

Bank: _____ Cheque No.: _____

- Credit Card (I authorise HKICS to debit the payment from my credit card.)

Chartered Secretaries American Express VISA MasterCard

Name of Cardholder (In BLOCK letters): _____

Credit Card no: _____ Card expiry date: ____MM ____YY

Cardholder's signature: _____ Date: _____

(must be the same signature as on the credit card)

FOR OFFICE USE ONLY

Credit card authorisation code: _____ A/C Ref. no.: _____

Handled on _____ by _____ Data updated on _____ by _____

Application approved/ rejected on: _____ Notification email sent on: _____

Confirmation letter sent on: _____

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
Application for Election to Associateship

Notes on completing the application form – Associateship for The Institute of Chartered Secretaries and Administrators (ICSA) and The Hong Kong Institute of Chartered Secretaries (HKICS)

1. Eligibility

Under ICSA Byelaw 6 and HKICS Article 6 (see Notes 11 and 12), the basic requirements for election to Associateship are as follows:

- a. To have passed the Institute's qualifying examinations;
- b. To have the required period of relevant experience, i.e. six years reduced by up to three years for acceptable further education;
- c. To be a fit and proper person;
- d. Applicant shall have been engaged, as his chief occupation in the office of one or more organisations for a period or periods aggregating at least six years, and shall furnish the Council with such particulars as it may require with regard to the nature of his duties in the organisations which he serves or has served under the ICSA Byelaw 6 and the HKICS Article 6.2.
- e. With regard to working experience, the Council shall have power in the case of any candidate holding a degree of a university recognized by the Council as being of suitable academic standing, or a diploma or other certificate recognized as equivalent to a degree of such a university, or in the case of any candidate holding a professional qualification recognized by the Council as justifying such dispensation, to reduce at its discretion by not more than three years the period of six years specified in the ICSA Byelaw 7 and the HKICS Article 6.4.

2. Incorrect or Misleading Information

- a. If information is revealed to be inaccurate or misleading before election, then the application is liable to be rejected and if you are currently a Graduate, may lead to disciplinary action under the ICSA Byelaws 22 to 26 and the HKICS Articles 23 to 28.
- b. If information is revealed to be inaccurate or misleading after election you may be subject to disciplinary action under the ICSA Byelaws 22 to 26 and the HKICS Articles 23 to 28.

3. Career History

- a. You are required to give a FULL CAREER RECORD (completing this on additional sheets if necessary). This should cover the period from leaving school until the present, with any gaps being accounted for.
- b. Please note the following with regard to the individual sections of this page of the form:

Name of organisation:	In the case of a holding company, a group, or subsidiary companies, it is important to specify the particular company in which you hold office.
Job Position:	<ul style="list-style-type: none"> ▪ If the duties performed are not self evident from the title, a brief outline of duties should be attached, and/or complete the M007-Supplementary Form with the signature of an appropriate referee. ▪ If you have held more than one position in the same organisation, specify the details of each position i.e. the exact employment period, etc.
Dates:	Date, month and year to be given.

- c. **Certification:**
All current and/ previous employments provided in the application form must be certified. The date of referee's signature/reference letter covering your current employment should NOT be more than 3 months prior to the date of submission of application.
- Certification can be in the form of either:-
- i) The signature of referees who should be a senior officer of the organisation (the date of referees' signature must be given); or
 - ii) Original employment testimonials/reference letters from employers (showing the position(s) held and the exact dates (i.e. day, month and year) that the employment started and finished. Letters merely offering the post, or confirming the employment, are insufficient for this purpose).
- d. You are required to provide an explanatory letter for not able to provide the required supporting documentation (e.g. employment reference letters).
- e. Current/previous employment without the required employment reference letters or verification from your current/recent employers will not be included or counted for your election to Associateship.
- f. If you had any employment gap(s) for more than three months between jobs, you need to complete the M008 Explanation for Employment Gaps Form.

4. Required Years of Relevant Working Experience

- a. Six-year relevant working experience is required for the Associateship Application. This can be reduced by up to a maximum of 3 years if you possess a recognised full time degree qualification. The reduction period is based on the number of years full time study (i.e. if it requires two years of full-time study to obtain the qualification, a two-year reduction should be granted). The work experience balance must, however, be gained outside the study period.
- b. It is immaterial whether the working experience is obtained before or after completing the Institute's qualifying examinations.
- c. Working experience of less than three months will not be counted for election to Associateship.
- d. An incomplete month of each employment will not be counted for election to Associateship (For example: employment period from 2 Nov 1999 to 23 Nov 2003 will be counted as 1 Dec 1999 to 31 Oct 2003, i.e. 47 months).

5. Relevant Working Experience

Relevant working experience can be obtained in one or more organisations and in any type of organisation. Some of the major relevant work areas include: General Management and Administration, Accounting and Financial Management, Company Secretarial and Legal Work, Pensions, Insurance, Information Systems Management and Committee Administration.

Points to note are:

- (i) **Teaching position:** Teaching in further education of ICSA and/or HKICS or otherwise approved subjects may be considered relevant. However, primary or secondary school teaching is generally not.
- (ii) **Supplementary Form:** An applicant whose work is not considered entirely relevant but contains an element of relevant duties (e.g. Company Secretarial work), may have this proportion of their time counted, on a pro rata basis. The employer should be asked to complete a M007-Supplementary

Form certifying the percentage of the applicant's time spent on such duties. Supplementary form is required for some, but not limited to the below listed positions:

- a. *Executive/Personal/ Administrative Assistant*
- b. *Sales and Marketing positions*
- c. *Assistant to CEO/CFO/M.D. (Managing Director)/Executive Director/Directors/General Manager*
- d. *Trade mark assistant*
- e. *Product marketing representative/ officer/ assistant*
- f. *Secretary/Junior Secretary/ Senior Secretary/Executive Secretary/Legal Secretary/*
- g. *Transport officer*
- h. *Teacher*
- i. *Clerical officer*
- j. *Liaison Officer*
- k. *International Liaison Assistant*
- l. *Sales executive/officers*
- m. *Research assistant/ officer*
- n. *Assistant/Senior Operation Officer*
- o. *Equity Analyst*
- p. *Senior Trustee Assistant*
- q. *HR Generalist*

6. Academic and Professional Qualifications

The original or a certified true copy of the certificate(s) and full transcript(s) of academic qualifications; and the certificate(s) of professional qualifications must be presented to the HKICS for certification when submitting the application.

7. Character and Standing

The term "fit and proper" contained in the ICSA Byelaws 5 and 6 relates directly to the character of an applicant and includes the concepts of honesty, solvency and competence.

However the Council does not link the term "fit and proper" to a subjective view an applicant may hold of his own conduct and methods. As a result, the Council requires all applicants to all the questions there as to their character.

The Institute's Charter obliges it to supervise the standard of professional conduct of its Members and it is important to emphasise that the examples given below are not intended to be exhaustive or definitive, the concept of fit and proper is inherently open-ended.

Question 1

This relates directly to the solvency of the applicant and would include any sequestration order, compromise or deed of arrangement with the applicant's creditors.

Question 2

This relates to:-

- i) any offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, involving fraud or other dishonesty under legislation relating to companies, building societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection.
- ii) any other offence, whether or not in Hong Kong or in the Divisional Territory of People's Republic of China, not in i) above including criminal convictions in a civilian or military court, involving fines, suspended sentences or terms of imprisonment. The applicant may exclude non-criminal traffic offences.

Question 3

This relates to:-

- i) disqualification by a court or other statutory or regulatory body from acting as a director of a company, or from acting in the management or conduct of the affairs of any company, partnership or incorporated association.
- ii) disciplinary action including criticism, censure, fine, or exclusion from membership of any professional body or organisation (whether or not in Hong Kong or in the Divisional Territory of People's Republic of China).

8. Recommendation

Associateship applicants must be recommended by two referees who are professionals, one of whom must be a member (Fellow or Associate) of the ICSA/HKICS and both of whom must have known the applicant for at least one year. Information of the professional qualification(s) with membership number(s) of the two referees must be provided.

9. Payment Method

The election fee is non-refundable. Election fee can be paid by EPS/ UnionPay in person; by cheque (made payable to 'HKICS'; post-dated cheques will NOT be accepted; please write your name, HKICS Graduate/Student no. and 'Associateship election fee' on the back of the cheque); or by VISA/ MasterCard/ Chartered Secretaries American Express credit card. Applicants who pay by credit card must provide all the required information (name of card holder, card number and card expiry date) on the application form.

10. Additional Notes

- a. Admission to membership of HKICS is conditional upon the Council first being satisfied that an applicant is an Associate of the ICSA and being ordinarily resident in the Divisional Territory of People's Republic of China subject to the HKICS Article 6.1.
- b. Eligibility to remain a member of HKICS to be at all times conditional upon the member remaining as an Associate of the ICSA. An individual's membership of HKICS automatically cease if that individual for any reason ceases to be a member of the ICSA subject to the HKICS Article 18.
- c. Where an Ordinary Member lapses to be ordinarily resident in the Divisional Territory his membership shall lapse. However, and provided he otherwise continues to fulfil the Institute's membership criteria, he shall at any time during the next following period of 5 years be entitled to resume membership as an Ordinary Member without being required to undertake Local Examinations or Additional Requirements. An Ordinary Member who lapses to be ordinarily resident in the Divisional Territory for a period longer than 5 years shall, provided he meantime remains a member of the ICSA, only be entitled to re-apply for membership of the Institute as an Internationally Qualified Member. Any application by such a Member to become an Ordinary Member shall be dealt with in accordance with rules to be made by the Council which may require, inter alia, the person to participate in the Institute's enhanced continuing professional development programme. Where an Internationally Qualified Member lapses to be ordinarily resident in the Divisional Territory, his membership of the Institute will ipso facto lapse.
- d. Ordinary Member: He shall be ordinarily resident in the Divisional Territory and a Fellow or Associate of the ICSA. Applicant shall have passed the Local Examinations or satisfied Additional Requirements of the Institute for the election as an Ordinary Member (i.e. FCS or ACS) except in so far as he may have been exempted on educational grounds under the rules made by the Council subject to the ICSA Byelaw 7 and the HKICS Articles 6.4 and 9.
- e. Internationally Qualified Member: An individual who has been elected a Fellow or Associate of the ICSA otherwise than by passing either the Local Examinations or satisfying Additional

Requirements but has thereafter become ordinarily resident in the Divisional Territory shall, upon application to the Institute, be admitted as an Internationally Qualified Membership (i.e. FCIS or ACIS) and entitled to maintain that membership for such period as he remains ordinarily resident in the Divisional Territory. An Internationally Qualified Member is entitled to become an Ordinary Member upon meeting the Additional Requirements subject to the HKICS Article 5 or 6.

- f. Every member shall be bound absolutely by the Charter and Byelaws of the ICSA and the Articles of Association of the HKICS for the time being in force, and any disciplinary regulations made thereafter. Members are strongly advised to read the Articles of Association of the HKICS under www.hkics.org.hk and log-in with your "User Name" which is equivalent to your membership number and your individual "Password".

11. The ICSA Byelaws 6 and 7

Byelaw 6 Associates

- 6.1 Associates are to be elected by the Council and every candidate for election to Associateship must comply with the following conditions:
- a. they must have passed the Institute's examinations (subject to any exemptions granted by the Council);
 - b. they must satisfy the Council that, having regard to their character and position, they are fit and proper to be elected;
 - c. their main occupation for at least six years, or for periods totalling at least six years, must have been in one or more positions that in the Council's opinion are relevant to the profession of Chartered Secretary; or they must have completed some other professional development that the Council recognises and decides is appropriate; and
 - d. they must give the Council any information it requires about their duties and any organisation they have served;

The six year qualifying period can be reduced by up to three years: see Byelaw 7.

Byelaw 7 Reduction in qualifying periods for election

- 7.1 The Council can reduce the eight and six year qualifying periods in Byelaws 5 and 6 by up to three years where a person:
- a. has a professional or pre-professional qualification which the Council recognises as justifying the reduction. This can include but is not limited to:
 - i) a degree from a university which the Council considers to be of appropriate academic standing; or
 - ii) a diploma or other certificate which in the country in which it is given is nationally recognised as being equivalent to a degree from such a university; or
 - b. has completed any other professional development that the Council recognises and decides justifies a reduction.

12. The HKICS Articles 6 and 9

Article 6 Ordinary Members: Associates

Associates shall be elected by the Council. Election to Associateship shall require fulfilment of the following conditions:

- 6.1 He shall be ordinarily resident in the Divisional Territory and an Associate of the ICSA.
- 6.2 He shall have been engaged, as his chief occupation, in the office of one or more organizations for a period of periods aggregating at least six years, and he shall furnish the Council with such particulars as it may require with regard to the nature of his duties in the organizations which he serves or has served.
- 6.3 He shall satisfy the Council that he is a fit and proper person to become an Associate.
- 6.4 He shall have passed the Local Examinations or Additional Requirements except in so far as he may have been exempted on educational grounds from part thereof under the rules made by the Council under Article 9.

Provided that the Council shall have power in the case of any candidate holding a degree of a university recognized by the Council as being of suitable academic standing, or a diploma or other certificate recognized as equivalent to a degree of such a university, or in the case of any candidate holding a professional qualification recognized by the Council as justifying such dispensation, to reduce at its discretion by not more than three years the period of eight years specified in Article 6.2.

Article 9 Examinations and Students

The Council shall have power to make, alter, amend or revoke, from time to time, rules for all matters relating to the examinations, admission, qualification and discipline of Students of the Institute, including exemption on educational grounds from part of the Local Examinations.

13. Checklist – Associateship application

Incomplete application will delay the processing procedure. Any changes and/or amendment of information provided on this form must be countersigned with a **duly DATED countersignature**. Before submitting your application, you are reminded to ensure that all documents are in order. The following checklist should be duly completed and included with your application form:

Items	Please put a "√" in the appropriate boxes below.
A. Fees	
1. The Graduate advancement fee or Graduate annual subscription fee is settled	
2. Election fee for Associateship is enclosed [Payment can be made by EPS/ UnionPay in person; using a VISA/ MasterCard/ Chartered Secretaries American Express credit card; or cheque (made payable to "HKICS"; post-dated cheques will NOT be accepted; please write your name, HKICS Graduate/Student no. and 'Associateship election fee' on the back of the cheque)].	
B. Signature of Applicant	
1. Signed and dated on page 1 of the application form	
2. Any changes and/or amendment of information provided on this form must be countersigned with a duly DATED countersignature .	
C. Character and Standing	
1. Answered and signed the section of "Character and Standing" on page 4 of the application form	
2. (if applicable and as appropriate) Provided full details in writing (enclosing supporting documents) for any 'yes' box ticked in the "Character and Standing" section on page 4	
D. Employment Record	
1. Full Employment Record, all current and previous employments to date are listed in chronological order; extra sheets are added as appropriate.	
2. The date of the referee's signature for certification and the date of the reference letter covering your current employment should not be more than three months prior to the date of submission of application. Current and previous employments can be certified by either one of the methods below:- i) As specified on this form, signatures of referees* are required from current and/or previous employments and should be duly dated. *A referee for each employment should be a senior officer of the organisation such as a Director, Partner, Proprietor, the head of human resources or your direct supervisor. ii) Reference letters (originals and photocopies) for all current and/or previous employments are enclosed*. *All reference letters <u>must state clearly ALL the position(s) held and periods of employment with exact dates (i.e. day, month and year).</u>	
3. Are you the proprietor at your current and/or previous employment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, all business registration certificates (BR) of the company's operation period should be enclosed.	

Items	Please put a "√" in the appropriate boxes below.
<p>4. For your current and/previous employment, have you worked at the following positions?</p> <ul style="list-style-type: none"> a. Executive/ Personal/ Administrative Assistant b. Sales and Marketing positions c. Assistant to CEO/CFO/M.D. (Managing Director)/ Executive Director/ Directors/ General Manager d. Trade mark assistant e. Product marketing representative/ officer/ assistant f. Secretary/ Junior Secretary/ Senior Secretary/ Executive Secretary/ Legal Secretary g. Transport officer h. Teacher i. Clerical officer j. Liaison Officer k. International Liaison Assistant l. Sales executive/ officers m. Research assistant/ officer n. Assistant/ Senior Operation Officer o. Equity Analyst p. Senior Trustee Assistant q. HR Generalist <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you should complete and submit one M007-Supplementary Form for each position held. The supplementary form should be signed by your supervisor, employer or the head of human resources at the organisation concerned.</p>	
<p>5. Is there any supporting documentation which you are not able to provide?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, you should provide an explanatory letter.</p>	
E. Educational and Professional Qualifications	
<p>1. Listing of the education information in chronological order on page 4 of the application form</p>	
<p>2. Certificates and full official transcripts (original and copies)(Note 1) for academic qualifications are enclosed</p>	
<p>3. Listing of the professional qualifications in chronological order on page 4 of Certificates and/or full official transcripts (originals and copies) for academic qualifications must be enclosed with the application form</p>	
<p>4. Certificates (original and copies)(Note 1) for professional qualifications are enclosed</p>	
F. Recommendations	
<p>1. Recommendations are signed by two signatories of professional status* and both of whom must have known you for at least one year.</p> <p>*List of professional qualifications:</p> <ul style="list-style-type: none"> i) The Association of Chartered Certificated Accountants (ACCA) ii) The Law Society of Hong Kong iii) The Hong Kong Institute of Certified Public Accountants (HKICPA) iv) The Chartered Institute of Management Accountants (CIMA) v) Institute of Chartered Accountants in England & Wales (ICAEW) vi) The Chartered Institute of Public Finance and Accountancy (CIPFA) vii) CPA Australia 	

Items	Please put a "√" in the appropriate boxes below.
2. One of your referees must be a Member of the ICSA/HKICS, who have known you for at least one year.	
3. The professional qualification(s) with membership number(s) of your referees are provided.	
G. Other Supporting Documentations	
1. Do you have any employment gap(s) of over 3 months ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you should complete and submit a M008 Explanation for Employment Gaps Form.	
H. Photo	
1. Photo is enclosed. (Photo size: 1.5" x 2", no instant photo)	

Note 1: Certification of the supporting documents

- All supporting documentations (including originals and photocopies) can be presented to the Secretariat for certification when you submit the application.
- HKICS also accepts certified true copies of documentations which **must be** certified by professionals (other than the applicant himself/herself), as listed below:
(i) Members of HKICS/ ICSA; (ii) Practicing Lawyers; and/or (iii) Practicing CPAs.
- The full name, designatory letters and membership number of the certifier must be stated clearly.
- Applicants can also certify their documentations at the Government District Officer through statutory declaration.