



9 September 2021

Our Ref.: C/RPF, M/NC

To: All firms and corporate practices
Attention: Senior Partner/ Managing Director

Dear member practice,

Upcoming 2022 firm/ corporate practice registration renewal

Your 2021 registration will expire on 31 December 2021. A renewal notice will be emailed to you in mid-November 2021 requesting you to renew your registration for 2022 through [My Practice](#).

Hardcopy renewal notices will be sent on request only. To make a request, please login MyPractice to opt in at <https://mas.hkicpa.org.hk/mycpa/communication/preference> **before 12:00 noon, 29 October 2021.**

Online renewal will require your practice's login ID/ password. To acquire a login ID/ password, please follow the instructions on the login screen of the Institute's website at www.hkicpa.org.hk. If you have any enquiry, please contact the Institute's IT support team at (852) 2287-7800 or email at itenquiry@hkicpa.org.hk.

Change of particulars

To ensure you can receive the annual renewal notice, please inform the Institute of your new contact details, if applicable, by completing and returning a [Form RF-3/ Form RCP-3A](#) for change of particulars of a firm/ corporate practice respectively, which is downloadable at www.hkicpa.org.hk, to the Membership & Admission Department for processing **on or before Friday, 29 October 2021.**

Yours sincerely,

Membership & Admission Department
Hong Kong Institute of CPAs

Enquiries: (852) 2287 7228 or renewal@hkicpa.org.hk

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