



# HONG KONG INSTITUTION OF CERTIFIED AUDITORS

The Secretary of HKICA

Room 108, 1/F Sun Ling Plaza, 30 On Kui Street, Fanling, New Territories

Tel: 2789 2389, Email: [info@hkica.org](mailto:info@hkica.org) Website: <http://www.hkica.org>

## APPEAL FORM

### PERSONAL INFORMATION

Name of appellant

Application/ QMS No.

Organization belonged to

Contact address

Phone No.

e-mail address

### SUBJECT OF APPEAL

- Reject of application, date of application
- Results of written examination, date of examination
- Results of skill examination, date of examination
- Results of upgrade, date of application
- Imposed suspension, date and letter reference
- Imposed termination, date and letter reference
- Others (please specify)

### GROUND FOR APPEAL

Grounds:

### DECLARATION

- 1 I, the undersigned, agree to pay the appeal fees, as set by the Certification Board and I understand that such fees are non-refundable despite of the results of appeal.
- 2 I accept my personal and appeal related information may be released to personnel within HKICA, Accreditation Officer and Auditor during assessment.
- 3 I declare that the above statements on this form are true and correct.

Signature of appellant:

Date:



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### FOR SECRETARIAT USE ONLY

Application No:	A	Results of Appeal	Substantial/non-substantial
Date received:	_____	Change in certification result:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Appeal fees (HK\$):	_____	Date of issue of certificate	_____
Date fees paid	_____	Level of certification:	_____
Date information verified	_____	QMS No.	_____
Appeal Board	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sector code(s)	_____
Reviewed by :	_____	Reviewed by:	_____
Checked by:	_____	Checked by:	_____

主辦機構

Organised by



## Hong Kong Institution of Certified Auditors

香港专业审核师学会

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