



# 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: [hkica.hkica@gmail.com](mailto:hkica.hkica@gmail.com) 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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