

June 22, 2017

Ms. Zhen Qin, CPA, CMA  
3608 - 208 Enfield Place  
Mississauga, ON L5B 0G8

CPA Ontario ID: 31100940

Dear Ms. Qin:

CPA Ontario has approved your 2016 Continuing Professional Development (CPD) Plan of Action. You have been granted an additional 120 days to complete the 2016 CPD requirement in accordance with your Plan. The annual minimum CPD requirement is 20 hours, of which at least half must be verifiable.

**You must complete the required CPD and notify CPA Ontario that you have done so by no later than Monday October 23, 2017.**

Confirmation of compliance with your Plan of Action can be submitted by completing the [Form 4-5C: Plan of Action Compliance \(Compliance Declaration\)](#). It is important to keep a full record of your CPD activities. Supporting documentation may be requested if you are selected for a CPD audit.

Failure to confirm compliance with your Plan of Action within the 120 day period may result in the suspension of your membership in accordance with Bylaw 4.19.3, Regulation 4-5, Section 33, and Regulation 4-3, Section 3.

Please contact the Member Team at [amd@cpaontario.ca](mailto:amd@cpaontario.ca) or by phone at 1 844 553.2726, extension 7221 should you have any questions.

Sincerely,



John Murray LLB, LLM  
Registrar