

*IMPORTANT NOTICE*  
from the  
*HAWAII BOARD OF PUBLIC ACCOUNTANCY*  
to  
ALL CPA FIRMS THAT ARE SUBJECT TO THE  
HAWAII PEER REVIEW REQUIREMENT

Pursuant to Hawaii Revised Statutes (“HRS”) section 466-35, all CPA Firms that are subject to the Hawaii peer review requirement must submit a “Peer Review Compliance Reporting Form to the Hawaii Board of Public Accountancy (“Board”) within thirty (30) calendar days of receipt of the notice of completion from the sponsoring organization under HRS section 466-38.

Please use the “Peer Review Compliance Reporting Form” which can be downloaded from the Board’s website at [cca.hawaii.gov/pvl/boards/accountancy](http://cca.hawaii.gov/pvl/boards/accountancy). Click on “Application Forms & Publications” in the box on the right side of the page, then scroll down to the heading “CPA/PA FIRM PEER REVIEW”. Click on “Peer Review Compliance Reporting Form” (Form CPA-PR4 0816R) to access and download the applicable form.

Complete and sign the form, then submit the ORIGINAL to the Board within thirty (30) calendar days of receipt of the notice of completion from the sponsoring organization (HSCPA, AICPA, etc.).

If you have any questions, please contact the Board’s office at (808) 586-2696.