



Professional Diploma in Insolvency

Candidate Handbook
07/2024



Hong Kong Institute of
Certified Public Accountants
香港會計師公會

IMPORTANT

This Handbook contains information about the Hong Kong Institute of Certified Public Accountants (the “Institute”) and the operation of the Institute’s Professional Diploma in Insolvency (the “programme”).

Any major changes to this Handbook will be communicated to you **via emails**. Updated information can also be found in the **Institute’s website** in the online **Learning Support Centre** available exclusively to candidates of the current cohort. You are expected to visit the Learning Support Centre and read our emails with care as they carry important announcements. You are also responsible for notifying the Institute of any changes to your email address(es), correspondence address(es) and personal information.



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Hong Kong Institute of
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1 INTRODUCTION

This Handbook is made available to every candidate accepted into the Institute's Professional Diploma in Insolvency programme (the "programme"). It is designed to answer the queries that may arise as you embark on the programme.

If there is something you wish to know about the programme, you are encouraged to make every effort to find the answer from the information set out in this Handbook. Nevertheless, if you cannot find the answer to your queries, please feel free to contact the Institute.

For the most updated version of this Handbook, please visit the **Notice Board** section of the online Learning Support Centre (see Section 4.2).

2 HKICPA'S PROFESSIONAL DIPLOMA IN INSOLVENCY PROGRAMME

Module A – Liquidation and Personal Insolvency	Module B – Corporate Rescue & Restructuring and Cross-Border Insolvency	Final Assessment (Presentation)	Professional Diploma in Insolvency Graduate
✓ Passing the module examination ✓ Meeting the minimum attendance requirement	✓ Passing the module examination ✓ Meeting the minimum attendance requirement	✓ <i>Passing the presentation (on a selected topic)</i>	

2.1 Structure, Language and Teaching Hours

The programme is conducted in English. The entire programme consists of 56 teaching hours, comprising Module A (28 hours) and Module B (28 hours), with coverage of the following:

Module A – Liquidation and Personal Insolvency

- Liquidation (18.5 hours)
- Personal Insolvency (including Individual Voluntary Arrangements) (9.5 hours)

Module B – Corporate Rescue & Restructuring and Cross-Border Insolvency

- Corporate Rescue & Restructuring (14 hours)
- Cross-Border Insolvency (14 hours)

Candidates can take the modules in any order, however, candidates are recommended to complete Module A before attempting Module B.

2.2 Objective

The objective of the programme is to provide candidates with an in-depth and integrated study of the different aspects of insolvency administration, with particular emphasis on the practical issues relating to these areas and the primary principles that underpin them.

2.3 Learning Outcomes

The programme focuses on providing candidates with the following:

- An understanding of the core principles of company liquidation and personal insolvency;
- Practical responses to questions which arise in insolvency administrations; and
- A knowledge of the basic, ethical and legal principles which underlie the obligations and duties of insolvency practitioners.

At the end of the programme, candidates should have attained:

- Knowledge of Hong Kong insolvency regimes; including an understanding of the core principles of corporate and personal insolvency law;
- Knowledge and understanding of the practical, legal and ethical issues confronted by insolvency practitioners; and
- Knowledge and understanding of cross-border insolvency issues, with a focus on matters involving China.

In order to enhance their potential for success in the programme, candidates need to commit to studying, obtaining practical experience through their work, and undertaking further reading and research.

2.4 Module Structure

Each module comprises Lectures, Workshops, Tutorials and an Assessment.

2.4.1 Lectures

Lectures refer to classroom teaching for the whole class. A group of Lecturers will be appointed for conducting different Lectures depending on the topics covered.

Lectures will take place on Saturday mornings with a duration of 2.5 hours for each session.

2.4.2 Workshops

Workshops include introductory presentations and interactive classroom discussion using case studies. They are for the whole class of candidates. Each workshop will be led by at least two experienced insolvency practitioners as Workshop Facilitators. Each workshop focuses on a specific topic. Candidates are expected to be proactive in classroom discussions.

Workshops will take place on Saturday mornings with a duration of 2.5 hours for each session.

2.4.3 Tutorials

Tutorials refer to small group discussions on set problems, led by an experienced insolvency practitioner as Tutor. During the Tutorials, Tutors will lead the group based on the tutorial materials provided by the Institute.

Tutorials are expected to enable candidates to learn from the experiences of their peers and the Tutor and to gain a better understanding on the topic through discussions. Candidates will need to participate actively in discussions by exchanging views and sharing experiences with their peers. Candidates are therefore strongly advised to prepare for all the given Tutorial questions before attending the Tutorials by applying knowledge acquired from the lectures and workshops to practical situations.

Tutorials will be held on weekday evenings with a duration of 2 hours for each session.

Note: Training venues other than the HKICPA Training Centre may be used. Candidates will be notified in advance the venue details by email.

2.4.4 Assessment

Please refer to Section 2.6.

2.5 Study Materials

The Institute will provide candidates with study materials as considered necessary, in hardcopy or electronic format.

Candidates should note the importance of the copyright of the aforesaid materials. They shall not be reproduced or copied in whole or in part, in any form or by any means, without the prior written consent of the Institute or relevant parties.

In addition to the materials provided by the Institute, candidates are expected to undertake further reading and research to prepare for the classes and examinations.

2.6 Assessments and Results

2.6.1 Types of Assessment

Each module has an assessment element and there is a presentation assessment in the programme. Details of the assessments are as follows:

Module	Assessment	Timing of Assessment
Module A – Liquidation and Personal Insolvency	Examination (2-hour open book examination)	At the end of Module A
Module B – Corporate Rescue & Restructuring and Cross-Border Insolvency	Examination (2-hour open book examination)	At the end of Module B
Presentation Assessment	Presentation (10 – 15 minutes)	Once per module (date to be confirmed)

An Examination Attendance Docket will be available to each candidate approximately 2 weeks before the date of the examination. The Examination Attendance Docket contains information such as the examination centre, time, candidate number and desk number. It also serves as a personal identification and entry permit to the examination centre. Candidates should check and notify the Institute immediately if errors are found on their dockets.

Please refer to **Appendix A** for the Examination Instructions and Regulations.

A special workshop on exam techniques may be arranged before an examination. This will be an optional session for candidates to join. The actual attendance of this exam techniques workshop will not be counted towards the minimum attendance requirement for the programme.

2.6.2 Pass Requirements for the Modules

Pass requirements of each module are as follows:

1. Passing the assessment, and
2. Meeting the minimum attendance of 75% of each component of the programme (i.e. min. 15 hours of lectures and workshops and min. 6 hours of tutorials).

Note: Actual attendance will be recorded based on sign-in and sign-out time.

2.6.3 Presentation Assessment Criteria

The final assessment of the Programme is the presentation assessment. Candidates' presentations will be graded primarily based on the following criteria:

- Understanding of the topic
- Topic appropriately researched
- Time and effort put in
- Recognition of key issues and concerns
- Accuracy of information presented and providing the right level of details
- Persuasiveness of arguments and comments on the topic
- Logical and clear organization of issues and arguments
- Speaking clearly and confidently, not 'tied' to notes
- Concise and to the point, responding well to questions/interventions

2.6.4 Examination Setting Procedures

The examination papers are set by the Course Director(s) and/or Examiners who are insolvency professionals or academics. In brief, the examination setting procedures involve extensive reviews and improvements in order to ensure that the timing, level of difficulty and marks allocation are appropriate for the programme. When these procedures have been completed, the examination papers will be reviewed by moderator(s) who are insolvency professionals. Course Directors will offer the final approval of all examination papers.

2.6.5 Examination Marking Procedures

The examination marking procedures are designed to ensure that marking process is consistent, accurate, and fair to all candidates. Generally, to achieve consistency in marking, the Examiner of each question is responsible for marking all the scripts of that question. In addition, the marking itself is also controlled through a system of auditing to ensure that the marking scheme is applied consistently and therefore errors in the calculation of examination results are very rare.

2.6.6 Grades and Results

Results of the programme are graded as follows:

Type of assessments	Results
Examinations	<ul style="list-style-type: none">• PASS• FAIL• ABSENT
Presentation	<ul style="list-style-type: none">• PASS• FAIL• ABSENT
Attendance	<ul style="list-style-type: none">• PASS• FAIL• ABSENT
Module / Programme Overall	<ul style="list-style-type: none">• PASS• FAIL• ABSENT

A candidate will be graded as “ABSENT” if he/she does not show up at the specified time, date and place for the intended event. A candidate will be graded as absent for the attendance if he/she is absent for all the classes of a module of programme.

For examinations and presentation assessment, a candidate will be graded “PASS” if his/her mark is equal to or higher than the defined minimum passing mark, otherwise the candidate will be graded “FAIL”.

Examination results and attendance rate will not be disclosed by phone or facsimile as they are confidential. Candidates will receive a notification of their results by mail. In addition to that, candidates can check their assessment results via the online Learning Support Centre (see Section 4.2).

2.6.7 Assessment Language

Candidates must answer the examination questions in English. The presentations must also be conducted in English.

2.6.8 Review of Results

Assessment results of any candidate whose mark falls within the marginal fail band will automatically be reviewed. Results are finalised and released only after extensive reviews have been carried out and approved by the Qualification and Examinations Board which is the delegated body under the Institute’s Council to handle all examination matters.

2.6.9 Script Reviews

For written examinations, candidates who have failed an examination can refer to the examination questions and the Examiner's general comments on candidates' performance (where available) for reasons of failure. These will be made available to candidates for reference after results of the respective examinations have been released.

In addition, a candidate may request for a review report regarding his/her individual performance and in particular, the reasons for failure, at a fee of HK\$250 per written examination. The Institute will provide the candidate with a review report within a reasonable period of time from receipt of such written request with the fee required. It is hoped that this feedback will assist candidates to assess their performance, identify problem areas and better prepare for the next examination.

To apply for a review, the candidate is required to submit a written request together with the prescribed fee to the Institute within 2 weeks after the release of the respective examination results. It is important to note that a script review is NOT a re-marking service.

2.6.10 Past Examination Papers

Past examination papers and Examiners' general comments on candidates' performance are available online in the Learning Support Centre (see Section 4.2). The Examiners' general comments are meant to help candidates in their revision and learning. They may not contain all the correct points and candidates should note that credits may also be awarded for valid answers which are not covered in the general comments. They are a useful source of reference for examination preparation.

2.7 Bad Weather Arrangements for Lectures, Workshops, Tutorials and Examinations

For a session that has **NOT STARTED** yet:

Signal# is in force or anticipated to be issued	Weekday (Mon – Fri) Arrangement	Weekend (Sat & Sun) Arrangement
At or after 6:30 a.m.	Morning session will be cancelled ^{Note 1}	All sessions of the day will be <u>cancelled</u> ^{Note 1}
At or after 11:00 a.m.	Afternoon session will be cancelled ^{Note 1}	
At or after 2:30 p.m.	Evening session will be cancelled ^{Note 1}	

The signal refers to either hoisting of Tropical Cyclone Warning Signal No. 8 or above or the issue of Black Rainstorm Signal in Hong Kong.

For a session that has **ALREADY STARTED**:

Signal and Conditions	Arrangement
The Black Rainstorm Signal is issued during the session	The session will continue ^{Note 2}
The Tropical Cyclone Warning Signal No. 8 or above is anticipated to be issued shortly during the session	The remaining of the session will be cancelled ^{Note 1}

Notes:

- The Institute will advise candidates on details regarding the rescheduled arrangement once operations resume.
- If the Black Rainstorm Signal is issued during a session, the session will continue for the full allotted time unless physical conditions in the venue are considered to be dangerous by the Facilitators/Examination Supervisors/Duty Staff.

Announcements made by the Education Bureau do **NOT** apply to this programme.

Candidates should check the emails from the Institute for the latest announcement.

2.8 Retaking the Programme

When a candidate enrolls on a module in the first attempt, he/she will undergo both the classes (lectures, workshops and tutorials) and assessment of the module in the same attempt.

If a candidate is unsuccessful in a module and wishes to make another attempt, he/she is allowed to retake in the coming session(s) only the component(s) of a module that he/she has not passed and pay the relevant retake fees. For example, in the case that the candidate meets the attendance requirement but fails the examination in a module, he/she needs to retake only the examination in later attempt(s).

The retake fees include free access to the online Learning Support Centre.

In the case that some candidates would like to retake the WHOLE module/programme or INDIVIDUAL component(s) of a module/programme regardless of their motives and status of previous module/programme results, the grade(s) that they obtain in the latest attempt will override the previous.

2.9 Validity of a Pass in a Module

In order to attain the diploma, candidates must achieve an Overall Pass in the two modules and pass the final assessment (see Section 2.6.6). An Overall Pass in each module is valid for 5 years from the time of approval of such results by the Institute's Qualification and Examinations Board. The Result Slip (see Section 4.5) will indicate the year and month in which the relevant results were approved.

For those with an Overall Pass in a module that has exceeded the 5-year validity and have not yet attained the diploma because the other requirements for the diploma have not been met, this Overall Pass in the module will lapse and they will be required to start this module afresh should they wish to continue to pursue the diploma.

2.10 Change of Programme

The Institute reserves the right to change the dates, time, venues, contents and/or teachers for the lectures, workshops or tutorials due to unforeseen circumstances. The most up-to-date information will be available online in the Learning Support Centre (see Section 4.2) and candidates will also be notified by email.

2.11 Special Needs

Candidates who have a disability and require special assistance or examination conditions, can apply for special arrangements and are requested to contact the Institute on (852) 2287 7464 as soon as possible. The Qualification and Examinations Board will consider each request accordingly. The Institute reserves the right to charge the cost of any special assistance/examination conditions provided.

2.12 Feedback and Complaint

The Institute is committed to offering programme participants the best possible learning experience and programme of study. Participants' feedback plays a critical part in the evaluation, development and enhancement of the quality of this learning experience. Please share your feedback at the end of each session by completing the evaluation form provided. Besides providing facilitators with feedback on how candidates view the quality of their delivery and/or contents, the results of the feedback exercises are also communicated to the programme course directors and the management to assist in the periodic programme review process.

If there are any matters of concern, we encourage candidates to raise the concerns informally with the responsible person or one of the course directors. If that is not appropriate or the concern could not be resolved informally, please submit a written complaint. The Education and Training Department is responsible for handling complaints in relation to this programme. Complaints should be lodged within 2 weeks of the occurrence or discovery of an alleged cause of complaint, by post or by email to sq.insolvency@hkicpa.org.hk.

The complainant should set out factual circumstances of the matters leading to a complaint along with supporting information and evidence. All submissions made are treated confidentially. We will acknowledge receipt within 3 working days and we may follow up with the complainant if, after the preliminary assessment of the available information, further evidence or information is needed. The time required for the review and investigation process may vary, depending on the complexity of the issues involved. It is our aim to respond to the complainant of the outcome of the investigation and/or the proposal for resolution of their complaint as soon as possible and normally within one month. Should our investigation take longer, we will agree the revised time limits with the complainant and keep him/her updated on progress.

3 OTHER MATTERS

3.1 Recognition from the Official Receiver's Office

The Official Receiver's Office has recognised the Professional Diploma in Insolvency programme and regards successful completion of the programme, i.e. an overall pass, as being the equivalent of 50 hours of insolvency work in the context of qualification as (i) an Insolvency Practitioner under the Panel A scheme, (ii) a Professional Person under the tender schemes for appointment as provisional liquidator under section 194(1A) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance, or appointment to complete preliminary examinations in bankruptcy cases, and qualification as (iii) an Appointment Taker under the tender scheme for appointment as provisional trustee under section 12(1A) of the Bankruptcy Ordinance.

3.2 Accreditation by the Law Society of Hong Kong for Meeting its CPD Requirements

The programme has been accredited by the Law Society of Hong Kong for the purpose of meeting its CPD requirements. A maximum of 15 CPD points can be claimed per year, i.e. from 1 November to 31 October of the following year, for attending this programme.

3.3 Government's Continuing Education Fund (CEF) Reimbursement

(Note: This programme is no longer on the list of reimbursable course under Continuing Education Fund after 31 March 2023.)

3.4 Continuing Professional Development (CPD) Hours for the Institute's Members

All preparatory and contact hours will qualify as verifiable CPD hours.



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4 CANDIDATES' RESPONSIBILITIES AND BENEFITS

4.1 Change of Address and Personal Data

You must inform the programme staff whenever your emails, addresses and other personal data have been changed. To update your personal particulars in the records of the programme, please email to sq.insolvency@hkicpa.org.hk.

Please allow up to 2 weeks for a change of address to be implemented. Please make arrangements to re-direct your mail during this period.

Note for HKICPA members and registered students:

Please be reminded that your personal particulars in the records of the programme will not be automatically updated on your Institute's profile. You can view and update your personal particulars online by visiting members' area of the Institute's website.

4.2 Online Learning Support Centre

The Professional Diploma in Insolvency Learning Support Centre is an exclusive service for candidates of the programme.

Candidates who are members or registered students of the Institute will be able to access the service by selecting "Professional Diploma in Insolvency" after their normal log in.

Candidates who are not members of the Institute will be individually informed about the login process.

The Learning Support Centre provides online support to candidates by providing access to past examination questions and Examiners' comments, recommended reference materials and useful links to relevant websites. You are strongly encouraged to visit the **Notice Board** regularly where news and announcements will be posted for your information.

It is also intended that Lecture, Workshop and Tutorial materials and/or presentations will be uploaded to the **Course Materials** section under the respective categories (i.e. Lectures, Workshops and Tutorials) before the sessions. You will be notified by email whenever materials have been uploaded. Candidates may access such materials through the Learning Support Centre and hardcopy materials will not be distributed in class.

4.3 Candidates' Responsibilities

Candidates are obliged to behave themselves in good character and conduct. Candidates should also ensure that all information they give to the Institute is true and correct to the best of their knowledge and belief. Failure to do so may result in being removed from the programme.

Candidates are **NOT ALLOWED** to use any electronic devices such as computer, mobile telephone, tape recorder, or any video and audio facility during the workshops and tutorials without prior approval from the Institute.

Candidates are required to comply with the regulations on the use of venues, follow the advice/instructions from the Facilitators, Examination Supervisors and/or Duty Staff of the Institute.

4.4 Records of Attendance

Candidates' attendance in lectures, workshops and tutorials will be recorded by the Institute based on sign-in and sign-out times. An Attendance Record showing actual number of hours attended will be mailed to each candidate at the end of each module.

4.5 Result Slip

At the end of a module, each candidate will receive a Result Slip containing his/her results for the module. Upon completion of the entire programme, each candidate will receive a Result Slip containing his/her overall programme result.

If you lose a result slip, request for reissuance must be submitted in writing and be accompanied by a cheque to the Institute in the amount of HK\$100 as the administrative fee. The processing time for the reissuance of a result slip will take approximately 2 weeks.

4.6 Certification of Completion

Candidates who have successfully completed the entire programme will be awarded a certificate by the Institute as a formal recognition of their completion of the programme.

The Institute decided in June 2010 to award the Professional Diploma in Insolvency (formerly known as the Diploma in Insolvency) the status of a **Specialist Qualification** ("SQ"). Successful candidates of the programme may therefore use the titles **SQ (Insolvency)** and **專項文憑(破產重整)** after their names in recognition of the achievement of the SQ in insolvency.

4.7 Re-issuance of Certificates

If you lose a certificate, you are required to report to the Institute. For certificate re-issuance, a request must be submitted in writing and be accompanied by a cheque to the Institute in the amount of HK\$350 as the administrative fee. The processing time for certificate re-issuance will take at least 3 weeks.

Alternatively, you can apply for a status report, which serves as a form of proof of candidate's completion status of the programme. A request must be submitted in writing (including candidate's details, e.g. full name, HKICPA or RIF membership number, year of completion, contact details) and be accompanied by a cheque to

the Institute in the amount of HK\$100 as the administrative fee. The processing time for a status report will take approximately 2 weeks.

4.8 Progression to Specialist Designation in Insolvency

Upon successful completion of the programme and gaining the title **SQ (Insolvency)**, subject to the fulfillment of practical experience, competency and other requirements, members of the Institute may apply for the Institute's **Specialist Designation in Insolvency**. Holders of the Specialist Designation in Insolvency may use the titles **SD (Insolvency)** and 專項資格(破產重整) after their names. Details about the designation can be found in the Institute's website.

4.9 Personal Data (Privacy) Ordinance

All information provided by a candidate for the programme will be used by the Institute for purposes relating to the performance of the Institute's administration function.

The provision of personal data by means of filling in specified enrolment forms or data collecting forms is voluntary. This data may be accessed by officers, committees or Institute personnel when processing registrations and examination matters.

The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations.

For **member** and registered student you may opt out from receiving such materials online by visiting member's area of the Institute's website, under "Communication Preference". For **non-member** you may opt out from receiving such materials at any time by sending an email to the Institute at privacyofficer@hki CPA.org.hk or a letter to the Institute's privacy officer.

5 WITHDRAWAL/REMOVAL FROM THE PROGRAMME

5.1 Withdrawal

If you wish, for any reason, to withdraw from the programme, you should notify the Institute in writing. Under no circumstance, deferral, transferral or suspension of the programme or any part of the programme will be entertained. All fees paid are non-refundable and non-transferable.

5.2 Removal from the Programme

Candidates may be removed from the programme on disciplinary grounds.

Where a candidate fails to settle an instalment of tuition fee by the respective payment date, the Institute may disallow him/her to attend the teaching sessions and the examinations until such outstanding payment is settled or the candidate's results may be withheld/become invalid.

5.3 Re-registration

Candidates who withdraw from the programme will not be accepted for re-registration purposes. Should they wish to re-take the programme in future cohorts, they will need to submit new enrolment applications and be subject to prevailing admission requirements at the time of application. Such applications will not be given priority during the application assessment.

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6 FEES AND PAYMENT

6.1 Fees

Fees may be changed from time to time without prior notice from the Institute. Details of fees are listed in the following table:

Description	Fees ^{Note}
Tuition fees	Each module HK\$16,320 (HKICPA member) HK\$ 18,750 (HKICPA member) HK\$ 18,500 (RIF member)
Assessment Re-take	Module Examination: HK\$2,000 per attempt Presentation: HK\$1,500 per attempt
Script review fee	HK\$250 per examination
Reissuance of Certificate, Status Report and Result Slip ^{Note}	Certificate: HK\$350 per copy Status Report: HK\$100 per copy Result Slip: HK\$100 per copy

Note: If payments are to be settled by a crossed cheque, payable to the “Hong Kong Institute of Certified Public Accountants” or “HKICPA”. Post-dated cheques are not accepted. Cash will not be accepted.

6.2 Methods of Payment and Procedures

All fees paid are neither refundable nor transferable.

For settlement by cheques, crossed cheques made payable to the “Hong Kong Institute of Certified Public Accountants” or “HKICPA” for the monthly instalment of tuition fee must reach the Institute on or before the due dates in accordance with the instalment schedule. Post-dated cheques are not accepted.

Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.

Examination Instructions and Regulations

Candidates should carefully read the Examination Regulations below and the Examination Guidelines for Candidates in the Examination Attendance Dockets prior to sitting the examinations. Failure to follow any of these regulations or guidelines may result in disqualification from the entire examination.

Candidates can also download the Examination Regulations from the online Learning Support Centre.

- (1) Candidates are required to comply in all respects with any instructions issued by the Institute before an examination or by the Examination Supervisor and/or his/her invigilating staff during an examination.
- (2) Candidates shall not attempt to deceive the Institute or the Examination Supervisor by giving false or misleading information.
- (3) Candidates shall not assist, or attempt to assist, or obtain or attempt to obtain, assistance by improper means from any other person.
- (4) The Examination Supervisor's rulings must be complied with by each candidate. Examination Supervisors are obliged to report any cases of irregularity or improper conduct to the Institute. The Examination Supervisor is empowered to discontinue the examination of a candidate suspected of misconduct and to exclude him/her from the examination room.
- (5) Candidates shall not engage in any other unprofessional conduct designed to assist them in their examination attempt.
- (6) The examinations will be in an open-book format. Candidates are permitted to take into the examination room their own notes and reference materials.
- (7) Candidates are permitted to use only noiseless and cordless calculators. Programmable calculators may be used provided that the calculators are without communication function. Computers or electronic devices of any sizes or models are not allowed.
- (8) Mobile phone and computers must be turned off at all times in the examination room and are not permitted to be placed on the desks.
- (9) Personal belongings must be left where instructed by the Examination Supervisor.

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- (10) Candidates must produce Examination Attendance Dockets to gain admission to the examination centre. Candidates must have the Hong Kong Identity Cards / Passports ready for checking during the course of examination. Those who fail to produce such identification documents or whose identity cannot be satisfactorily verified may not be permitted to sit the examination.
 - (11) Candidates are required to use the script booklets provided to answer the examination paper. Failure to do so may render their examination scripts invalid. In addition, tearing off script booklet pages or taking away script booklets or question papers from the examination room is prohibited.
 - (12) Only the answers presented in script booklets will be marked. Workings or notes on candidates' own rough paper will not be collected or marked.
 - (13) All answers must be presented in English.
 - (14) Candidates are required to write legibly in black/blue ball pen or ink. Do not use pencils.
 - (15) Candidates are required to write clearly the numbers and/or parts of a question to each answer in the script booklet.
 - (16) Candidates are not permitted to remove any script booklets or question papers from the examination room.


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