

Submission guidelines for written report

(Submission deadline: 9 October 2019, before 12:00 noon)

- Each team should submit a written report in English (with financial analysis) with a maximum of 15 pages of A4 papers (including table of content (目錄), an executive summary of not more than 5 pages; appendices and references however are optional). *Reminder: The maximum of 5-page executive summary is very important for your drawing the reviewers' attention!*
- Each team should download the standardized written report cover sheet from <http://www.hkicpa.org.hk/bcc2019> and complete it with the required information.
- Save the written report and the HKICPA cover sheet in TWO separate files (in PDF format) with the file name being shown as "Team leader full name_Team leader mobile phone no._Written Report" and "Team leader full name_Team leader mobile phone no._Cover Sheet".
e.g. "Chan Tai Man_98765432_Written Report", "Chan Tai Man_98765432_Cover Sheet"
- Send the TWO PDF files in the same email to bcc@hkicpa.org.hk (for Hong Kong teams) / bcc_prc@hkicpa.org.hk (for Mainland and Macau teams), with the subject as "**HKICPA Business Case Competition 2019 Written Report**". Multiple submissions or written report without including an executive summary will be disqualified.
- Font type: Arial
- Font size: 12
- Double line spacing
- Margin: 1 inch for each side (Top, Bottom, Left and Right)
- The content (內容) of the written report should **NOT** include the names of team members and university.
- Failure to follow the above requirements may render the written report unmarked and result in disqualification from the competition.