



香港會計師公會「企會財考試」－學校團體報名表格  
HKICPA Examination in BAFS – School Block Enrolment Form

(只供本會填寫)  
(For office use only)

請用英文正楷填寫表格。  
Please print in Block Letters.

Ref No.

**1. 學校資料 School Information**

學校名稱

Name of School: \_\_\_\_\_

地址

Address: \_\_\_\_\_

聯絡人

Contact Person: \_\_\_\_\_ (先生/女士)\* (Mr./Ms.)\*

職位

Position: \_\_\_\_\_

學校電話號碼

School Phone No. \_\_\_\_\_

手提電話

Mobile Phone No. : \_\_\_\_\_

電郵

Email : \_\_\_\_\_

**2. 考生報名資料 Enrolment Information**

考試報名表格 S3 連同"Examination Time Selection" (ETS) 記錄 \_\_\_\_\_ 份  
No. of Enrolment Form S3 with "Examination Time Selection" (ETS) report \_\_\_\_\_

支票 \_\_\_\_\_ 張，合共港幣 \_\_\_\_\_ 元；及  
Cheque(s) \_\_\_\_\_ of the amount HK\$ \_\_\_\_\_ ; and

銀行存款收據 \_\_\_\_\_ 張，合共港幣 \_\_\_\_\_ 元。  
Bank-in slip(s) \_\_\_\_\_ of the amount HK\$ \_\_\_\_\_ .

(註：請填妥背頁之考生名單)

(Note: Please complete the List of Candidates overleaf)

**3. 考試日期及時間 Examination Date and Time**

本考試設有多個考試時間選擇。考生須登入網頁：<http://www.hkicpa.org.hk/ets> 填妥個人資料及選取4個考試時段，並請  
列印已完成之ETS記錄與報名表格S3一併遞交。(請參閱附件一之列印ETS記錄指引)

Choices of examination time are provided for candidates' selection. Candidates are required to access the web page:  
<http://www.hkicpa.org.hk/ets>, fill in personal information and choose 4 examination timeslots. **Print** the completed ETS  
report and submit it with the Enrolment Form S3. (Please refer to the Guidelines for printing ETS report in Appendix I)

考卷 Paper	考試日期 Examination Date	上午時段 AM Session	下午時段 PM Session
卷一 – 會計及商業元素 Paper 1 – Accounting and Business Essentials	23/12/2014 至 to 04/01/2015	09:00 - 10:15	14:00 - 15:15
卷二 – 基本財務及管理會計學 Paper 2 – Fundamentals of Financial and Management Accounting		10:45 - 13:00	15:45 - 18:00

公會會以先到先得方式分配考試日期及時間。如首選時段名額已滿，本會將檢視第二次選時段名額，如此類推。卷一及卷二考試會盡量安排在同日進行。考試時間編配由香港會計師公會作最終決定。(註：部份時段只剩餘少量名額予現階段報名之考生，建議考生以個人方式選擇考試時間，以分配得較高排序之考試時段。)

Examination time would be assigned on a first-come-first-served basis. If the most preferred timeslot has no spare capacity, the second choice would be considered and so on. HKICPA will assign candidates to take Papers 1 and 2 examinations on the same date. HKICPA reserves the right of final decision regarding the assignment of examination time. (Note: Only limited seatings are available for some of the timeslots offering to current opening of examination enrolments. It is recommended that candidates should choose the timeslots on individual basis, so that a higher rankng of chosen timeslot can be assigned to the candidates.)

考試地點：九龍新蒲崗爵祿街17號香港考試及評核局

Examination Venue : HK Examinations & Assessment Authority at 17 Tseuk Luk Street, San Po Kong, Kowloon.

簽署

Signature \_\_\_\_\_

學校印鑑

School Chop \_\_\_\_\_

日期

Date \_\_\_\_\_

\* 請將不適用刪除

\* Please delete as appropriate

香港會計師公會「企會財考試」2014年12月 / 2015年1月試期 – 考生名單  
 HKICPA Examination in BAFS Dec 2014 / Jan 2015 Session - List of Candidates

學校名稱 School Name: \_\_\_\_\_ 總報考人數 Total no. of candidates: \_\_\_\_\_

	考生姓名 Candidate Name	考試語言 Language (C / E) <sup>^</sup>	卷一 Paper 1 <sup>#</sup>	卷二 Paper 2 <sup>#</sup>	取回答題簿副本 Return script copy (P1 / P2 / 1&2) <sup>^^</sup>	付款方式 Payment method			金額 Amount (\$)
						支票 Cheque <sup>#</sup>	支票號碼 Cheque No.	直接存款 Deposit <sup>#</sup>	
例子 Eg.	CHAN WAN	C	✓	✓	P2	✓	123456		625
1.									
2.									
3.									
4.									
5.									
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16.									
17.									
18.									
19.									
20.									
<b>合共: Total:</b>							—		

<sup>^</sup> 考試語言 Language: "C" – 中文 Chinese; "E" – 英文 English

<sup>^^</sup> 取回答題簿副本 Return script: "P1" – 卷一 Paper 1; "P2" – 卷二 Paper 2; "1&2" – 卷一及卷二 Papers 1 & 2

<sup>#</sup> 請在適當空格內加上"✓" Please "✓" the appropriate box(es)

## 香港會計師公會「企會財考試」 學校團體報名安排細則

所有透過學校報名之考生，其考試確認信（連同收據）、准考證、成績報告及證書等考試資料，均寄交學校，由校方代為派發給各考生。

**截止報名日期：2014年9月30日**

### 繳費須知

- 考生可**直接存款**至中國銀行(香港)帳戶: 012-875-0-047905-9以繳交考試費及取回已評分答題簿副本之費用，並必須呈交**銀行存款收據正本**作實。考生須在存款收據背頁寫上就讀學校及考生姓名。如未能提供銀行存款收據，本會將不接受該考生的考試申請。所有已存入本會銀行帳戶之款項亦不予退還。
- 考生亦可以**支票**繳付費用。支票抬頭請寫上『香港會計師公會』，並在背頁寫上就讀學校及考生姓名。
- 考生可以一張支票或存款收據合併繳付考試費及取回答題簿副本之費用。
- 恕不接受現金或期票。
- **考試報名及款項一經遞交，均不能取消或更改內容。所有已繳交的考試費用一概不得退還，亦不能轉作其他用途。考生必須確保其支票能兌現。根據本會現行制度，所有退票必須另交港幣150元附加費。附加費如有更改，恕不另行通知。**

### 填表須知

1. 學校須遞交一份學校團體報名表格及考生名單作為學校團體報名申請。
2. 本會大部分通訊，包括收取學習套裝及免費考試技巧講座資料，將發送到您提供的電郵地址。因此，請確保所填寫之電郵地址正確無誤，並定期查閱。
3. 學校須確保所有考生已填妥考試報名表格，並在報名表格內授權及聲明部份簽署確認。
4. 學生須自行於網上遞交並列印"Examination Time Selection"記錄，與考試報名表格一併交回本會。
5. 每份考試報名表格必須附上香港身份證/護照副本及劃線支票/銀行存款收據正本。

### 索取考試報名表格

考試報名表格可於本會網頁下載：<http://www.hkicpa.org.hk/en/become-a-hkicpa/exam-bafs/>。

### 學校所需遞交之文件

學校負責人須安排於**2014年9月30日**或以前將下列各項資料於辦公時間內送交本會：

1. 已填妥之學校團體報名表格連同考生名單(表格S2)；
2. 考生之考試報名表格(表格S3)、"Examination Time Selection"記錄及香港身份證/護照副本；及
3. 劃線支票/銀行存款收據正本，背頁寫上學生姓名及學校名稱。

本會地址：香港灣仔皇后大道東213號胡忠大廈27樓

辦公時間：上午九時至下午六時 (星期一至星期五)

上午九時至中午十二時 (星期六)

### 收據及准考証

1. 本會將於十一月下旬寄出收據及確認信至學校，請校方代為派發給考生。
2. 每位考生的准考証將於十二月上旬郵寄至學校。屆時未收到准考証的考生/學校，應立刻與本會聯絡。

### 查詢

如有任何查詢，請與本會聯絡。電話：2287 7228，傳真：2147 3293。

(本報名表格的中、英文本如有任何歧異之處，一概以英文本為準。)

## HKICPA Examination in BAFS Block Enrolment Arrangement for Schools

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All examination documents including Examination Confirmation Letter (together with Official Receipt), Examination Attendance Docket, Result Report and Certificate, etc. will be sent to school for distribution to each candidate.

### **Enrolment Deadline: 30 September 2014**

#### **Payment of Fee(s)**

- Candidates can **deposit** the payment directly into Bank of China (Hong Kong) account number: 012-875-0-047905-9. The **original bank-in slip(s)** must be submitted to the HKICPA. Candidates should write their names and school name at the back of the bank-in slips. For those candidates who fail to provide the bank-in slips, HKICPA will reject their examination applications. The amounts transferred to the HKICPA's bank account are non-refundable.
- Candidates can also pay the fee(s) **by cheque** and made payable to "**Hong Kong Institute of Certified Public Accountants**" or "**HKICPA**". Candidates should write their names and school name at the back of their cheques.
- A lump sum cheque or a bank-in slip is accepted for combined payment for examination fee and marked script copy/copies.
- No cash nor post-dated cheque will be accepted.
- **Examination enrolment and payment cannot be withdrawn or changed once submitted. All fees paid are non-refundable and non-transferrable. Candidates are reminded to honour their cheques. According to our current policy, a surcharge of HK\$150 will be levied on each dishonoured cheque. Fees are subject to revision without prior notice.**

#### **Completion of the Form**

1. School is required to complete and submit a School Block Enrolment Form with a List of Candidates for block enrolment.
2. Majority of our communication, including access of learning pack and information of free examination technique seminar, will be sent to the email address provided by you. Please make sure that your email address is valid and regularly checked.
3. School must ensure that all candidates have completed all parts of the Examination Enrolment Forms and signed off the "Authorisation" and "Declaration" of the Enrolment Forms.
4. Each candidate is required to complete the "Examination Time Selection" (ETS) report online. A printed copy of the ETS report should be submitted with the Enrolment Form.
5. Each Examination Enrolment Form must be attached with the candidate's HKID Card/Passport copy and a crossed cheque/original bank-in slip.

#### **Obtaining Examination Enrolment Form**

Enrolment Form can be downloaded from the Institute's web-site: <http://www.hkicpa.org.hk/en/become-a-hkicpa/exam-bafs/>.

#### **Submission of Applications**

School should arrange for the delivery of the following items to the HKICPA on or before **30 September 2014** during office hours:

1. A completed School Block Enrolment Form with a List of Candidates (Form S2);
2. Completed candidates' Examination Enrolment Forms (Form S3) with the Examination Time Selection reports and HKID Card/Passport copies; and
3. Crossed cheque(s)/original copy of bank-in slip(s) with candidates' names and school name written at the back.

Address: 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong  
Office Hours: 9:00 a.m. – 6:00 p.m. (Monday to Friday)  
9:00 a.m. – 12:00 noon (Saturday)

#### **Official Receipts and Examination Attendance Docket**

1. HKICPA will issue an Examination Confirmation Letter and Official Receipt for each candidate and send to school in late November.
2. Examination Attendance Dockets will be delivered to the school in early December. Candidates/Schools who do not receive the Examination Attendance Dockets by then should contact the HKICPA immediately.

#### **Enquiry**

For enquiries, please contact the HKICPA at 2287 7228 (telephone), 2147 3293 (fax).

(If there is any discrepancy between the English version and the Chinese version, the English version shall prevail.)

列印 ETS 記錄指引 | Guidelines for printing ETS report

1) 完成網上 "Examination Time Selection" 表格 Complete the online "Examination Time Selection" Form:



HKICPA Examination in BAFS  
December 2014 / January 2015 Session  
Examination Time Selection

(Submission Deadline: **Tuesday, 30 September 2014**)

Important Notes to Candidates

1. Please fill in the form in English.
2. Candidate must choose 4 timeslots (in order of your preferences) as your examination time.
3. Candidate cannot alter the selected examination time after this online submission.
4. Examination time would be assigned on a first-come-first-served basis. If ranking 1 timeslot has no spare capacity, ranking 2 would be considered and so on.
5. For candidate who is taking both Papers 1 and 2, HKICPA will try to assign the examinations of both papers on the same date.
6. Candidate is required to **PRINT** the completed Examination Time Selection (ETS) report after online submission.
7. A printed copy of the completed ETS form and the Enrolment report should be delivered to HKICPA office on or before Tuesday, 30 September 2014.
8. Your application to HKICPA Examination in BAFS will be delayed without prior notice for incompleteness of this ETS process or non-submission of completed ETS report.
9. HKICPA reserves the right of final decision for the assignment of examination time.
10. For enquiries, please contact Ms. Eliz Lee at 2823-0609 (telephone)

**\* Candidate Name**

Surname (in Block Letters)

Other Name

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**\* School Name**

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**\* Hong Kong Identity Card No. (First 6 digits)**

**?** (Example: For HKID no. A123456(7), please input \*123456\*)

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**\* Email Address**

**?** Please make sure that your email address is valid and regularly checked. Majority of our communication, including access of learning pack and information of free examination technique seminar, will be sent to the above email address.

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**\* Which examination paper(s) are you enrolling?**

Choose one of the following answers

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**\* Examination Date and Time (Papers 1 & 2)**

Choose 4 timeslots and indicate your preferences. Ranking "1" represents the most preferable examination time, while ranking "4" is the least preferred. You are advised **not** to select more than 2 timeslots with "#".

Click on an item in the list on the left, starting with your highest ranking item, moving through to your lowest ranking item. Check at least 4 items

Your choices:	Your ranking:
<input type="checkbox"/> 23 December 2014 (09:00 - 13:00)	1. <input type="text" value="30 December 2014 (14:00 - 18:00) #"/>
<input type="checkbox"/> 31 December 2014 (14:00 - 18:00) #	2. <input type="text" value="24 December 2014 (09:00 - 13:00)"/>
<input type="checkbox"/> 4 January 2015 (14:00 - 18:00)	3. <input type="text" value="3 January 2015 (14:00 - 18:00) #"/>
	4. <input type="text" value="4 January 2015 (09:00 - 13:00)"/>

Click on the scissors next to each item on the right to remove the last entry in your ranked list

**?** # - Limited seats are available.

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**Remarks: (optional)**

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**Personal Data (Privacy) Ordinance:** All personal data collected in this form will only be used for the purpose of examination administration of the candidates. In addition, the Hong Kong Institute of Certified Public Accountants ("the Institute") may use the collected data for statistical research and analysis, for keeping candidates informed of its services and for other uses internally. The provision of personal data by means of this form is voluntary. It may be accessible to offices, committees or persons when processing the examination administration and related matters.

The Institute intends to use the personal data of your name and email address to inform you of examination-related and promotional activities organized or provided by the Institute or other organizations. You may opt out from receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkiipa.org.hk](mailto:privacyofficer@hkiipa.org.hk).

## 列印 ETS 記錄指引 Guidelines for printing ETS report

2) 按"Submit"後，點按連結 "Click here to print your answers"，顯示你已完成的 ETS 記錄 After pressing "Submit", click the link provided "Click here to print your answers" to show your ETS report:

**Important:** You can generate your completed Examination Time Selection (ETS) report **ONCE only** by clicking the link underneath. If you fail to print this ETS report, you are required to **repeat the whole process**, from inputting personal information to submission of data again and print the latest ETS report. If there is any deviation between our database and your printed ETS report delivered to the Institute, the printed ETS report shall prevail.

[Click here to print your answers.](#)

3) 列印記錄並與考試報名表一併遞交 Print the report and submit together with your enrolment form



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

Survey name (ID): HKICPA Examination in BAFS ETS Dec14/Jan15 Session (72688)

**Candidate Name**

Surname (in Block Letters)

CHAN

Other Name

Tai Man

**School Name**

ABC Secondary School

**Hong Kong Identity Card No. (First 6 digits)**

123456

**Email Address**

abc@yahoo.com

**Which examination paper(s) are you enrolling?**

Paper 1 and 2 [1]

**Examination Date and Time (Papers 1 & 2)**

Choose 4 timeslots and indicate your preferences. Ranking "1" represents the most preferable examination time, while ranking "4" is the least preferred.

You are advised **not** to select more than 2 timeslots with "#".

Rank 1	30 December 2014 (14:00 - 18:00) # [3]
Rank 2	24 December 2014 (09:00 - 13:00) [2]
Rank 3	3 January 2015 (14:00 - 18:00) # [5]
Rank 4	4 January 2015 (09:00 - 13:00) [6]
Rank 5	
Rank 6	
Rank 7	

Remarks: (optional)