



香港會計師公會「企會財考試」－ 2014年12月 / 2015年1月報名表格
HKICPA Examination in BAFS – Enrolment Form for December 2014 / January 2015 Session

(截止報名日期: 2014年9月30日 Closing date of enrolment: 30 September 2014)

請於填寫表格前，詳細閱讀考生須知。

Please read the Notes for Candidates carefully before completing this 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.

考生編號
Candidate No.

1. 個人資料 Personal Particulars

姓名 Name _____ 香港身份證/護照號碼* HKID Card/Passport No.* _____
 姓氏 Surname _____ 名字 Other name _____
 電郵地址 (註1) E-mail Address (Note 1) _____
 住宅電話 Home Tel. _____ 手提電話號碼 Mobile Phone No. _____
 現就讀學校 (註2) Studying School (Note 2) _____

2. 報考考卷# Examination Enrolment#

考卷 Paper	考卷語言 Language		考試費 Examination Fee		自由選擇Optional 取回已評分答題簿副本 Request marked script copy (註3 Note 3)
	中文 Chinese	英文 English	優惠價 Special Offer	報考一份考卷 Single Paper	
卷一 - 會計及商業元素 Paper 1 - Accounting and Business Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HK\$450	<input type="checkbox"/> HK\$200	<input type="checkbox"/> + HK\$175
卷二 - 基本財務及管理會計學 Paper 2 - Fundamentals of Financial and Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>	(卷一及卷二) (Papers 1 & 2)	<input type="checkbox"/> HK\$280	<input type="checkbox"/> + HK\$175

付款方法 (任擇其一) Payment Method (any one):

i. 直接存款至中國銀行(香港)帳戶: 012-875-0-047905-9 以繳交上述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姓名。 Deposit the total amount of fee(s) directly into Bank of China (Hong Kong) account number: 012-875-0-047905-9. The original bank-in slip with your name and school name written at the back must be submitted to the HKICPA.

存款日期: _____ 金額: _____
Date of deposit: _____ (DD / MM / YYYY) Amount: _____

ii. 以支票繳交上述費用，抬頭請寫上「香港會計師公會」。考生須在支票背頁寫上就讀學校及姓名。 Pay the above fee(s) by cheque and made payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA". Candidate should write your name and school name at the back of your cheque.

支票號碼: _____ 銀行: _____ 金額: _____
Cheque no.: _____ Bank: _____ Amount: _____

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，惟恕不接受現金或期票。 A lump sum cheque or one bank-in slip is acceptable for combined payment of examination fee and return script copy service. No cash nor post-dated cheque will be accepted.

3. 考試時間及地點 Examination Time and Venue

本考試設有多個考試時間可供選擇。考生須登入網頁: <http://www.hkicpa.org.hk/ets> 填妥個人資料及選取考試時段，並請列印已完成之"Examination Time Selection" 記錄與本報名表格一併遞交。(請參閱附件一之列印ETS記錄指引)

Choices of examination time are provided for selection. Candidates are required to access the web page: <http://www.hkicpa.org.hk/ets>, fill in personal information and choose the examination time online. Print the completed "Examination Time Selection" report and submit together with this enrolment form. (Please refer to the Guidelines for printing ETS report in Appendix I)

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。如考生同時報考卷一及卷二考試，兩卷之考試將會安排在同日進行。考試時間編配由香港會計師公會作最終決定。

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. For candidate who is taking both Papers 1 & 2 examinations, HKICPA will assign both examinations on the same date. HKICPA reserves the right of final decision regarding the assignment of examination time.

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.

4. 授權書# Authorisation#

本人授權香港會計師公會向第1部份所述之現就讀學校披露有關本人個人資料及香港會計師公會「企會財考試」成績。
I, the undersigned, hereby authorise Hong Kong Institute of Certified Public Accountants (HKICPA) to disclose my personal information and my HKICPA Examination in BAFS results to the school stated in Part 1.

本人，香港身份證號碼：_____ 授權香港考試及評核局以不記名及不披露本人身份的形式向香港會計師公會披露有關本人於_____ (年份) 香港中學文憑考試中「企業、會計與財務概論」科目的考試成績，作非牟利之教育研究、分析及推廣用途。(註4)

I, the undersigned, with Hong Kong Identity Card number: _____ hereby authorise Hong Kong Examinations and Assessment Authority to disclose my subject result of "Business, Accounting, and Financial Studies" of _____ (Year) Hong Kong Diploma of Secondary Education (HKDSE) Examination to HKICPA in an anonymous format in which my identity is not traceable for non-profit making educational research, analysis and promotion purposes. (Note 4)

本人同意香港會計師公會以電郵或郵寄方式傳遞其學生支援服務、刊物及活動等資訊。
I agree that the HKICPA may send me materials regarding its student support services, publications and events etc. to my email address and/or correspondence address.

簽署
Signature _____

日期
Date _____

5. 聲明 Declaration

本人聲明所有填報的資料均正確無誤。本人明白申請一經繳交，所有費用概不退還，亦不能轉作其他用途，並同意遵守有關考試規例及規則。

I, the undersigned, declare that the information given in this form is correct. I understand once the application is submitted to HKICPA, the fee paid is non-refundable and non-transferrable and I shall be bound by the respective examination rules and regulations.

簽署
Signature _____

日期
Date _____

6. 所需文件# Checklist for candidate#

- 已填妥考試報名表格(表格S3)
Completed Examination Enrolment Form (Form S3)
- 已於網上完成並列印的"Examination Time Selection" 記錄
Print copy of online completed "Examination Time Selection" report
- 香港身份證/護照副本
Copy of HK Identity Card/Passport
- 寫上正確費用的銀行支票或已過帳之銀行存款收據正本，背頁必須寫上就讀學校及考生姓名
A crossed cheque or original bank-in slip with your name and school name written at the back

註1: 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，考生應確保填寫之電郵地址正確無誤，並定期查閱。

Note 1: 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 up-to-date and you should check email regularly.

註2: 學校考生需遞交以上所需文件及費用予就讀學校，並由校方填寫學校團體報名表格 (表格S2) 以完成報名手續。所有關於此考試的信函，包括准考證及成績報告等會寄到所屬學校，由校方轉交考生。

Note 2: All School Candidates should submit the above documents and payments to their studying schools. The school will complete a "School Block Enrolment Form" (Form S2) before submission to the HKICPA. All documents pertaining to this examination, including the examination attendance docket and result reports etc, will be sent to the schools for distribution to the candidates.

註3: 考生可選擇申請取回已評分答題簿副本，每份考卷之費用為港幣175元。答題簿副本將於成績發放後一星期內發放。截止考試報名後，將不接受取回答題簿副本之申請。

Note 3: Candidates can choose to request for a copy of their marked-answer script at HK\$175 per paper. The script copy will be distributed within 1 week after the release of examination result. The application for marked script copy/copies will not be available after the examination enrolment deadline.

註4: 在未得到考生同意下，香港會計師公會不會公開個別考生香港中學文憑考試的成績。

Note 4: The HKICPA will not disclose individual candidate's HKDSE Examination result unless the candidate's consent is pursued.

香港會計師公會「企會財考試」－ 2014年12月 / 2015年1月試期之考生須知

考試日期及時間

考卷	考試日期	上午時段	下午時段
卷一－會計及商業元素	2014年12月23日至	09:00 - 10:15	14:00 - 15:15
卷二－基本財務及管理會計學	2015年1月4日期間	10:45 - 13:00	15:45 - 18:00

本考試設有多個考試時間可供選擇。考生必須登入網頁：<http://www.hkicpa.org.hk/ets>，填妥個人資料及選取考試時段，並**列印**已完成之"Examination Time Selection"記錄。

繳費須知

- 以銀行存款方式付款之考生，其報名表格必須附上**銀行存款收據正本**，並在收據背頁寫上就讀學校及考生姓名作為憑證。如**考生未能出示相關的銀行存款收據**，本會將拒絕其考試報名。所有已過帳之款項一概不予退還。
- 考生以支票繳付費用，抬頭請寫上『香港會計師公會』。考生須在支票背頁填寫就讀學校及姓名。恕不接受現金或期票。
- 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。
- **考試報名及款項一經遞交**，均不能取消或更改內容。所有已繳交的費用一概不得退還，亦不能轉作其他用途。

填表須知

1. 考生必須清楚及正確地填寫表格。
2. 提供有效之電郵地址，以便收取本會有關考試的最新資料。
3. 填妥本考試報名表格及簽署表格中第4部份的授權書。
4. 遞交香港身份證或護照副本一份，以便核對資料。
5. 登入網頁：<http://www.hkicpa.org.hk/ets> 選取考試時段。
6. 考生必須**列印**完成之"Examination Time Selection"記錄(參閱附件一)，並與本考試報名表格S3一併交回本會，作核實用途。
7. **報名一經遞交**，考生不得更改已選考卷、考試時段及取回答題簿副本之申請。

遞交報名表格

截止報名日期：**2014年9月30日**

考生及學校須留意截止日期，並確保所需文件及費用在截止日期前送抵本會。考生需遞交所需文件及費用予就讀學校，並由校方填妥學校團體報名表格(表格S2)以辦理報名手續。

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)

本會將於十一月下旬寄出確認信及收據。如有任何錯漏或資料更改，請立即與本會聯絡。

推廣本會服務

香港會計師公會希望利用考生姓名及電郵以傳遞本會學生支援服務、刊物及活動等資訊。本會須得到考生同意利用其資料進行以上活動。請於第4部份第3項空格內加上"✓"以示同意。考生日後可以聯絡本會通知停止收取以上資訊。

准考證

准考證將於十二月上旬寄至學校。如屆時仍未收到准考證，請盡早與本會聯絡。

查詢

有關本考試詳細資料，可瀏覽網址：<http://www.hkicpa.org.hk/en/become-a-hkicpa/exam-bafsf/>。如有任何查詢，請與本會聯絡。
電話：2287 7228，傳真：2147 3293。

個人資料(私隱)條例：考生資料用作辦理本會及其委託人士或機構舉辦之考試。此外，本會亦可能以此作統計研究、分析及推廣用途，和保持與考生之服務聯絡，考生可自行決定是否提供這些資料；惟不能提供全部所需資料或部分資料不準確或不完整，本會有權拒絕有關申請。考生個人資料只授予本會授權職員。若考生需要更改或查閱其個人資料，請與本會職員聯絡。地址：香港灣仔皇后大道東213號胡忠大廈27樓。

(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 – Notes for Candidates December 2014 / January 2015 Examination

Examination schedule

Examination Paper	Examination Date	AM session	PM session
Paper 1 – Accounting and Business Essentials	23 December 2014 to 4 January 2015	09:00 - 10:15	14:00 - 15:15
Paper 2 – Fundamentals of Financial and Management Accounting		10:45 - 13:00	15:45 - 18:00

Choices of examination time are provided for selection. Candidates are required to access the web page: <http://www.hkicpa.org.hk/ets>, fill in personal information and choose the examination time online. **Print** the completed "Examination Time Selection" report and submit it with this enrolment form.

Payment of fee(s)

- Candidate using bank-in method must attach the **original bank-in slip** to the Examination Enrolment Form for verification. Candidate is required to write your name and school name at the back of the bank-in slip. **For those candidates who fail to provide the bank-in slip, HKICPA will reject their examination applications. All amounts transferred to the HKICPA bank account are non-refundable.**
- Crossed cheque should be made payable to "**Hong Kong Institute of Certified Public Accountants**" or "**HKICPA**" with your name and school name at the back of the cheque. No cash nor post-dated cheque will be accepted.
- Candidate is reminded to honour your cheque. 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.
- **Examination enrolment and payment cannot be withdrawn or changed once submitted. All fees paid are non-refundable and non-transferrable.**

Notes on completing the form

1. Candidate should complete the form clearly and correctly.
2. Provide a valid email address for receiving latest information related to the examination.
3. Duly complete this Enrolment Form and sign in Section 4 Authorisation of this form.
4. Submit a copy of your Hong Kong Identity Card/Passport for verification.
5. Access the web page: <http://www.hkicpa.org.hk/ets> to complete selection of examination time.
6. Candidate must **print** the completed "Examination Time Selection" report (refer to Appendix I) and submit it with the Enrolment Form to HKICPA for verification.
7. **Candidate cannot alter the selected examination paper(s), examination timeslots and the application for marked script copy/copies upon submission to HKICPA.**

Submission of the application

Closing date of Enrolment: 30 September 2014

Candidates and schools should observe the closing date and ensure that all documents and fees are received by HKICPA before the closing date. School candidate should submit the required documents and fee(s) to your studying school. The school should then complete a School Block Enrolment Form (Form S2) before submission to HKICPA.

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)

Confirmation letter together with the official receipt will be sent out in late November. It is your responsibility to notify us any change of personal details on time. For any discrepancies or amendments, please contact HKICPA immediately.

Direct marketing of the HKICPA services to candidates

The HKICPA intends to use the personal data of your name and email address to market its student support services, publications and events etc. to you. The HKICPA may not do so unless it has received your consent. Please tick the box for item 3 in Section 4 to indicate your consent. You may notify HKICPA for opting out from receiving such materials at any time.

Examination Attendance Docket

Examination Attendance Docket will be mailed to your school in early December. Please contact HKICPA in good time if you have not received the docket by then.

Enquiries

For more information about the examination, please visit the Institute's website: <http://www.hkicpa.org.hk/en/become-a-hkicpa/exam-bafs/>. For enquiries, please contact the HKICPA at 2287 7228 (telephone), 2147 3293 (fax).

Personal Data (Privacy) Ordinance: All information provided in this form will only be used by HKICPA or its agent for the administration of its examinations and related activities. In addition, HKICPA may use the collected data for statistical research, analysis and promotion purposes, and for keeping candidates informed of its services. The provision of personal data by means of this form is voluntary. However, inaccurate and insufficient information may result in an inability to process or rejection of your application. Data collected is accessible only to the authorised persons of the HKICPA. If candidates need to make any corrections or inspection of their personal data, please contact us at 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, HK.

(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

*** School Name**

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

Example: For HKID no. A123456(7), please input "123456"

*** 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.

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

Choose one of the following answers

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

<p>Your choices:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 23 December 2014 (09:00 - 13:00) <input type="checkbox"/> 31 December 2014 (14:00 - 18:00) # <input type="checkbox"/> 4 January 2015 (14:00 - 18:00) 	<p>Your ranking:</p> <ul style="list-style-type: none"> 1. <input type="text" value="30 December 2014 (14:00 - 18:00) #"/> 2. <input type="text" value="24 December 2014 (09:00 - 13:00)"/> 3. <input type="text" value="3 January 2015 (14:00 - 18:00) #"/> 4. <input type="text" value="4 January 2015 (09:00 - 13:00)"/>
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Click on the scissors next to each item on the right to remove the last entry in your ranked list

- Limited seats are available.

Remarks: (optional)

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.

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)