

## REPORT FORMAT AND RULES

1. Each participating student or team should submit a report in English or Chinese. The language used depends on the choice indicated on the registration form. The report should contain the following:

1. Cover sheet\* (This page is not counted in the page limit.)
2. Table of contents
3. Contents – A) Financial analysis  
B) Business analysis
4. Appendices/ graphs/ index/ references (if any)

### **Page limit**

English report – 4-6 pages of A4 paper

Chinese report – 3-4 pages of A4 paper

2. Font type and size: English report – Arial (12 points). / Chinese report –新細明體(11 points). 1.5 line spacing. Margin: 1 inch for each side.
3. The content pages **SHOULD NOT** include the names of team members and the school at which they are studying.
4. Each participating student or team needs to submit the following items in **SOFT COPY** (PDF format):
  - An analysis report; and
  - An HKICPA cover sheet.
5. Save the analysis report, cover sheet and completed questionnaire in **TWO** separate files with respective file names being shown as:
  - "Team leader full name\_Team leader mobile phone no.\_Analysis Report"  
(e.g. Chan Tai Man\_98765432\_ Analysis Report)
  - "Team leader full name\_Team leader mobile phone no.\_Cover Sheet"  
(e.g. Chan Tai Man\_98765432\_ Cover Sheet)
6. Each participating student or team should send the TWO PDF files **in one email** to [amcc@hkipa.org.hk](mailto:amcc@hkipa.org.hk), with the subject as "Accounting and Business Management Case Competition 2018-19 (Level 1)". **Multiple submissions will be disqualified.**
7. The deadline for submission: **Before 23:59, 15 February 2019** (the email receiving time by the HKICPA's mailbox shall prevail).
8. The HKICPA has the right to disqualify any participant or team if the participant or team is found to have violated the rules of the competition.

## 書面報告格式及規則

1. 每位參賽學生或每隊隊伍須提交一份以英文或中文撰寫的分析報告。所採用之語言按報名時的選擇為準。

1. 封面頁\* (不計入限制頁數內)
2. 目錄
3. 內容 甲) 財務分析  
乙) 業務分析
4. 附錄/ 圖表/ 索引/ 參考資料 (如有)

### 頁數限制

英文報告 – 四至六頁 A4 紙

中文報告 – 三至四頁 A4 紙

\*每隊參賽隊伍須使用 HKICPA 的封面頁模板作其報告的封面頁，以提供參賽隊員姓名、就讀學校、隊長的聯絡電話及電郵等資料。封面頁模板附於比賽題目最後位置。

2. 字體及大小：英文報告 – Arial (12點) / 中文報告 – 新細明體(11點)。  
1.5行間距，邊界闊度：每邊各一吋。
3. 報告內頁不能註明參賽隊員姓名及學校名稱。
4. 每位參賽學生或每隊隊伍須以PDF格式遞交以下文件的電子版：
  - 分析報告；及
  - HKICPA封面頁模板。
5. 以下列的檔案格式將報告及封面頁儲存為兩個獨立的檔案：
  - "隊長全名\_隊長手提電話號碼\_分析報告"  
(例子： Chan Tai Man\_98765432\_Analysis Report)
  - "隊長全名\_隊長手提電話號碼\_封面頁"  
(例子： Chan Tai Man\_98765432\_Cover Sheet)
6. 每位參賽學生或每隊隊伍需各自將兩個 PDF 檔案 一次過 電郵至 [amcc@hkipa.org.hk](mailto:amcc@hkipa.org.hk)，電郵主題為"Accounting and Business Management Case Competition 2018-19 (Level 1)"。重覆遞交會被取消參賽資格。
7. 遞交分析報告的截止日期：**2019年2月15日23:59**以前，以公會接收電郵的時間為準。
8. 如發現參賽者或隊伍違反比賽規則，香港會計師公會有權取消他們的參賽資格。