

## REPORT FORMAT AND RULES

1. Each team should submit a business proposal in English. The language used depends on the choice indicated on the registration form.

1. Cover page\* (This page is not counted in the page limit.)
2. Table of contents
3. Contents
4. Appendices/ graphs/ references
5. Survey questionnaire and its results# (if any) (This part is not counted in the page limit.)

### **Page limit**

10 to 15 pages of A4 paper for reports submitted in English

\* *Each proposal should use a standardized HKICPA cover sheet with the name(s) of the participating students, the school at which they are studying, as well as the contact number and e-mail address of the team leader. The cover sheet is appended at the end of the case question for download.*

# *Please include survey questionnaires and results in the last part of the report, if any, so that the number of pages can be counted easily.*

2. Font type and size: English report – Arial (12 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 team needs to submit the following items in **SOFT COPY** (PDF format):
  - Written business proposal;
  - An HKICPA cover sheet; and
  - A completed competition questionnaire (this can be downloaded together with the question).
5. Save the proposal, cover sheet and completed questionnaire in **THREE** separate files with respective file names being shown as:
  - "Team leader full name\_Team leader mobile phone no.\_Proposal"  
(e.g. Chan Tai Man\_98765432\_Proposal)
  - "Team leader full name\_Team leader mobile phone no.\_Cover Sheet"  
(e.g. Chan Tai Man\_98765432\_Cover Sheet)
  - "Team leader full name\_Team leader mobile phone no.\_Questionnaire"  
(e.g. Chan Tai Man\_98765432\_Questionnaire)
6. Send the THREE PDF files **ONCE** via email to [amcc2015@hkipa.org.hk](mailto:amcc2015@hkipa.org.hk), with the subject as "Accounting and Business Management Case Competition 2015 (Level 2)". **Multiple submissions will be disqualified.**
7. The deadline for submission: **Before 9:30 a.m., 19 February 2016.**
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.

## 商業企劃書格式及規則

1. 每隊參賽隊伍須提交一份以中文撰寫的商業企劃書。所採用之語言按報名時的選擇為準。

1. 封面頁\* (這頁不計入限制頁數內)
2. 目錄
3. 內容
4. 附錄/ 圖表/ 參考資料
5. 問卷列印本和問卷調查結果# (如有) (不計入限制頁數內)

### 頁數限制

中文報告 - 八至十二頁 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。

# 請把問卷和調查結果(如有)放置在報告末，以方便計算頁數。

2. 字體及大小：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. 企劃書內頁不能註明參賽隊員姓名及學校名稱。
4. 每隊參賽隊伍須以PDF格式遞交以下文件的電子版：
  - 書面企劃書；
  - HKICPA封面頁模板；及
  - 已填妥的比賽問卷（可與問題一併下載）。
5. 以下列的檔案格式將企劃書、封面頁及填妥的問卷儲存為三個獨立的檔案：
  - "隊長全名\_隊長手提電話號碼\_企劃書"  
(例子：Chan Tai Man\_98765432\_Proposal)
  - "隊長全名\_隊長手提電話號碼\_封面頁"  
(例子：Chan Tai Man\_98765432\_Cover Sheet)
  - "隊長全名\_隊長手提電話號碼\_問卷"  
(例子：Chan Tai Man\_98765432\_Questionnaire)
6. 將三個PDF檔案一次過電郵至 [amcc2015@hkipa.org.hk](mailto:amcc2015@hkipa.org.hk)，電郵主題為"Accounting and Business Management Case Competition 2015 (Level 2)"。重覆遞交會被取消參賽資格。
7. 遞交比賽報告的截止日期：**2016年2月19日早上9:30**以前。
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。