



This International Tax Course and the Ethics Workshop are compulsory components of the Professional Diploma in China Tax and Professional Diploma in Hong Kong Tax. (Please refer to the [leaflet](#) about these diplomas for details.)

Topic / Assessment	Workshop Date	Monday Tutorial Date	Wednesday Tutorial Date	Thursday Tutorial Date
1. Professional Ethics Workshop	20 Feb 2016	Participants are required to attend one of the below series of tutorials, on Mondays, Wednesdays or Thursdays.		
2. Introduction of International Tax & Tax Agreements, Passive income	27 Feb 2016	29 Feb 2016	2 Mar 2016	3 Mar 2016
3. Business Profits & Permanent Establishment, Capital Gains & Other Income	5 Mar 2016	7 Mar 2016	9 Mar 2016	10 Mar 2016
4. Employment Income & Directors Fees, Relief of Double Taxation & Non-discrimination	19 Mar 2016	21 Mar 2016	23 Mar 2016	24 Mar 2016
5. Transfer Pricing	9 Apr 2016	11 Apr 2016	13 Apr 2016	14 Apr 2016
6. International Corporate Tax Planning	23 Apr 2016	25 Apr 2016	27 Apr 2016	28 Apr 2016
7. International Corporate Tax Planning with a Focus on China; Mergers & Acquisitions	7 May 2016	9 May 2016	11 May 2016	12 May 2016
International Tax Examination	11 Jun 2016 (afternoon)			

- Course Fee of this International Tax Course is HK\$13,000, inclusive of a training manual.
- This Course has 7 workshops and 6 tutorials with 36 teaching hours (includes Ethics Workshop). The medium of instruction is English.
- Workshops are held on Saturday afternoons with duration of 3 hours from 2:00pm to 5:00pm.
- Tutorials are held on weekday evenings with duration of 2.5 hours from 7:00pm to 9:30pm.

Application for Registration

Please send the completed form together with your payment to: Education and Training Department, Hong Kong Institute of CPAs, 27/F, Wu Chung House, 213 Queen's Road East, Hong Kong.	Enquiries : 2287 7233 (Nicole Yan) Fax : 2147 3293 Enrolment Deadline : 16 February 2016
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SECTION 1 – PERSONAL PARTICULARS (Please complete this section in BLOCK LETTERS.)

Name*: (Mr./Ms.**)
(in English) _____ (Family Name) _____ (Given Names) _____ Name*: _____ (in Chinese)

HKICPA Membership No.: _____ Mobile No.: _____

Position: _____ Organization: _____

Are you a member of the Institute's Taxation Faculty (TF)? Yes, (TF Membership No.: _____) No

* Your contact details, English and Chinese names as registered in the Institute's membership records will be used in the programme and for issuance of Examination Result Slip. Please contact the Institute for any change of particulars.

** Delete as appropriate.

SECTION 2 – QUALIFICATIONS AND EXPERIENCE

1. Highest academic qualification: _____

2. Other professional qualifications (if any): _____

3. Types and length of taxation experience gained:

Position(s) held	Type of firm and size	Areas of practice	Length of full time experience
			years
			years
			years
			years
			years
Total length of taxation experience			years

SECTION 3 – CHOICE OF TUTORIAL SESSIONS

The following notes are **VERY IMPORTANT** for your choice of tutorial sessions. Please read them carefully before making your choice.

- 1. Once accepted into the International Tax Course, apart from the workshops, you are also required to attend a series of tutorials.
2. These tutorials will be held on Monday, Wednesday and Thursday evenings as detailed in the Timetable overleaf. It is your responsibility to ensure that there is no clash of your time when making your choices.
3. You are required to put down "1", "2" and "3" for 1st, 2nd and 3rd choices respectively in the boxes below.
4. If you do not wish to be allocated to a particular series of tutorial session, please mark a cross "X" in the box as appropriate.
5. The Institute will use its best endeavours to accommodate your preferences but no guarantee can be given.
6. Once assigned to a specific session, you are not allowed to change to another tutorial session. You are required to attend all tutorials.

Table with 4 columns: CHOICE (Please put "1", "2", "3" or "X" to indicate your order of preferences.), Mondays, Wednesdays, Thursdays

SECTION 4 – PAYMENT

Form fields for payment: Course Fee: HK\$13,000; Payment by: Visa/MasterCard, BOC HKICPA UnionPay Card, Cheque No.; Card Number; Cardholder's Name; Card Expiry Date; Date; Cardholder's Signature; FOR OFFICE USE; Auth. code no.; Handled by; Date

- 1. Cash will not be accepted.
2. Crossed cheques should be made payable to the "Hong Kong Institute of Certified Public Accountants" or "HKICPA". Applications will not be processed if post-dated or dishonoured cheques are received.
3. Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.
4. Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.

SECTION 5 – OFFICIAL RECEIPT

Who is sponsoring your Course Fee?

- Self: The official receipt will be issued in the name of the course participant and sent to your registered email.
Employer: The official receipt will be issued to your employer and sent by email.
Name of Organization: Contact Person:
Contact Tel No.: Email Address:

SECTION 6 – POINTS TO NOTE

- 1. All enrolment applications are subject to the Institute's final approval.
2. Once an enrolment application is submitted, cancellation is not allowed.
3. NO certificate will be issued upon successful completion of this Course alone. A certificate will be issued only upon successful completion of the Professional Diploma in China Tax or Professional Diploma in Hong Kong Tax. Please refer to the leaflet about these diplomas for details.
4. Workshops/tutorials/examinations will be postponed if Typhoon Signal No.8 or above or a Black Rainstorm Warning is hoisted within two hours before the commencement time. Participants will later be notified details of the substitute session.
5. No unauthorized audio or video recording is allowed in the Course.
6. The Institute reserves the right to change the dates, time, venues, contents and/or teachers for the workshops or tutorials due to unforeseen circumstances.
7. The Institute reserves the right to cancel part/all of the Course due to unforeseen circumstances.
8. The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.
9. Personal Data (Privacy) Ordinance: Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. Data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and student member you may opt out from receiving such materials at any time by login the following link, https://www.hkicpa.org.hk/en/members-area/comm-preference/. For more information about the privacy policy of the Institute, please go to http://www.hkicpa.org.hk/en/service-tools/privacy-policy/.

SECTION 7 – DECLARATION

I confirm that I have read and fully understood all the terms and conditions as set out in this form.

I declare that the information given in this form is true and correct to the best of my knowledge and belief. If I am subsequently found to have provided false information, I agree to have my enrolment terminated without refund.

Signature

Date

DD / MM / YYYY

Places for the course are limited. The Institute's decision on enrolment is final.