



## Enrolment Application for Professional Diploma in Insolvency

We welcome enrolment application by ✓ E-mail: [sq.insolvency@hkicpa.org.hk](mailto:sq.insolvency@hkicpa.org.hk) ✓ Fax: 2147-3293 ✓ post to **HKICPA-Education and Training Dept.**, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Re: PDI Application

**Enrolment deadline: 16-Nov-2018**

### **SECTION 1 – PERSONAL PARTICULARS** (✓ where appropriate)

Membership Type:  HKICPA No. \_\_\_\_\_  Registered Student No. \_\_\_\_\_  RIF No. \_\_\_\_\_  Non-member

Mr.  Ms.

Name\*: \_\_\_\_\_ Name\*: \_\_\_\_\_  
 (in English) (Family Name) (Given Names) (English Name) (in Chinese)

E-mail: \_\_\_\_\_ Mobile: \_\_\_\_\_ HKID No.: \_\_\_\_\_  
First letter & 3 digits [e.g. A326]

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

\* For members of the Institute, the English and Chinese names as registered in the Institute's membership records will be used in the programme and on the certificate (if applicable). For non-members, the English and Chinese names as provided above will be used.

### **SECTION 2 – QUALIFICATIONS AND EXPERIENCE** (✓ where appropriate)

Highest academic qualification: \_\_\_\_\_

Other professional qualifications (if any): \_\_\_\_\_

Have you attended Insolvency Preparatory II Course?  Yes, in \_\_\_\_\_ (year)  No

Other related insolvency training and duration (if any): Name of training: \_\_\_\_\_ Duration (in months): \_\_\_\_\_

Length of recent insolvency experience gained: Total (in years): \_\_\_\_\_

Types	Descriptions (if any)	Period from month/year to month/year	For Office Use: A / R / V
Court liquidation		from ___/___ to ___/___	WS #
Creditors' voluntary liquidation		from ___/___ to ___/___	
Receivership		from ___/___ to ___/___	
Other insolvency related work, please specify:		from ___/___ to ___/___	

### **SECTION 3 – CHOICE OF TUTORIAL SESSIONS** (✓ where appropriate)

Apart from the lectures and workshops, you are also required to attend a series of tutorials on Tuesday or Thursday evenings as detailed in the timetable of the programme. It is your responsibility to ensure that there is no clash of your time when making your choices. The Institute will use its best endeavours to accommodate your preferences but no guarantee can be given. Once assigned to a specific session, you are not allowed to change to another tutorial session.

Please tick "1" to indicate first choice, "2" for second choice or "X" to indicate not available

<p><b><u>TUESDAY Group</u></b></p> <p><input type="checkbox"/> 1   <input type="checkbox"/> 2   <input type="checkbox"/> X</p>	<p><b><u>THURSDAY Group</u></b></p> <p><input type="checkbox"/> 1   <input type="checkbox"/> 2   <input type="checkbox"/> X</p>
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#### **Points to note:**

- Practical experience is highly desirable for participants to benefit fully from the programme.
- Lecture and workshop will be run from 10 a.m. to 12:30 p.m. on Saturdays and tutorials from 7 p.m. to 9 p.m. on Tuesday/Thursday evenings. Please ensure that there is no clash of your time before committing to the programme.
- No unauthorized audio or video recording is allowed in the programme. HKICPA may record the programme solely for internal use. Selected images taken from the recording may be used for promotion purposes.
- Sessions 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.
- The Institute reserves the right to cancel part/all of the programme, or change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
- Enrolment may be subject to selection criteria. Priority will be given to HKICPA members and members of the Restructuring and Insolvency Faculty. The Institute's decision on enrolment is final.
- 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 non-member you may opt out from receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkicpa.org.hk](mailto:privacyofficer@hkicpa.org.hk) or a letter to the Institute's privacy officer.



## Enrolment Application for Professional Diploma in Insolvency

### SECTION 4 – FEES (✓ where appropriate)

<input type="checkbox"/> Entire Programme - <b>HK\$32,000*</b> (COUR 18112402)  * Remarks: - HK\$4,000 Administration fee (non refundable and non CEF-reimbursable) - HK\$28,000 Tuition fee by instalments (CEF-reimbursable)	<input type="checkbox"/> Module A - <b>HK\$16,000*</b> <input type="checkbox"/> Module B - <b>HK\$16,000*</b>  * Remarks: - HK\$2,000 Administration fee (non refundable and non CEF-reimbursable) - HK\$14,000 Tuition fee by instalments (CEF-reimbursable)
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### SECTION 5 – INSTALMENT AND PAYMENT

Instalment Schedule	Entire programme	Module A only	Module B only
<b>HK\$5,500 (\$2,000 admin. fee &amp; HK\$3,500 1<sup>st</sup> instalment of tuition fees)</b>	<b>Due on enrolment application</b>	<b>Due on enrolment application</b>	
HK\$3,500 tuition fee due on the first Friday of December 2018	2 <sup>nd</sup> instalment	2 <sup>nd</sup> instalment	
HK\$3,500 tuition fee due on the first Friday of January 2019	3 <sup>rd</sup> instalment	3 <sup>rd</sup> instalment	
HK\$3,500 tuition fee due on the first Friday of February 2019	4 <sup>th</sup> instalment	4 <sup>th</sup> instalment	
<b>HK\$5,500 (\$2,000 admin. fee &amp; HK\$3,500 1<sup>st</sup> instalment of tuition fees)</b>	5 <sup>th</sup> instalment (first Friday of March 2019)		<b>Due on enrolment application</b>
HK\$3,500 tuition fee due on the first Monday of April 2019	6 <sup>th</sup> instalment		2 <sup>nd</sup> instalment
HK\$3,500 tuition fee due on the first Friday of May 2019	7 <sup>th</sup> instalment		3 <sup>rd</sup> instalment
HK\$3,500 tuition fee due on the first Monday of June 2019	8 <sup>th</sup> instalment		4 <sup>th</sup> instalment

**Option 1: Instalments to be settled by credit card** (✓ where appropriate)

BOC HKICPA VISA    
  BOC HKICPA UnionPay card    
  Other VISA / MasterCard

Card Number:		Card Expiry Date (MM/YY):				
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Name of Cardholder: *(complete in BLOCK LETTERS)*

I agree to be bound by the following terms and conditions when submitting the credit card authorisation:

- The amount payable for each instalment and payment dates cannot be changed.
- In case the specified credit card subsequently becomes invalid due to expiry, lost, replacement, card upgrade or any other reasons, I shall provide the Institute with details of another valid credit card, at least 5 working days before the next payment date.

Cardholder's Signature: _____	Date of signature: _____ / _____ / _____ DD                      MM                      YYYY	For Office Use:
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**Option 2: Instalments to be settled by cheques**

Cheque (Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_)

Note for cheque payment:

- 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.
- Cheques for future instalments must be received by the Institute on or before the due dates as specified in the instalment schedule.

### Points to note:

- Cash will not be accepted. Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.
- Once an application is accepted, should the applicant wish to withdraw from the Programme, any unpaid balance of the total Administration and Tuition Fee is payable by the applicant and he/she is required to settle all outstanding instalment(s) immediately.
- Where a participant fails to settle the payment amount by the respective payment date, the Institute may disallow him/her to attend the teaching sessions and the examinations or the participant's results may be withheld/become invalid.
- Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.
- 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.

### SECTION 6 – 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 of applicant	Date
	DD / MM / YYYY

# Professional Diploma in Insolvency



## 2018-2019 Timetable

<b>Module A</b> <i>Liquidation and Personal Insolvency</i>			<b>Lectures (L)</b> <i>10 a.m. – 12:30 p.m.</i>	<b>Workshops (W)</b> <i>10 a.m. – 12:30 p.m.</i>	<b>Tutorials<sup>1</sup> (T)</b> <i>TUE Group 7 p.m. – 9 p.m.</i>	<b>Tutorials<sup>1</sup> (T)</b> <i>THU Group 7 p.m. – 9 p.m.</i>
1	L1	Personal Insolvency	24-Nov-18 (Sat)			
2	W1	Personal Insolvency - Bankruptcy		1-Dec-18 (Sat)		
3	W2	Personal Insolvency - IVAs		8-Dec-18 (Sat)		
4	T1	Personal Insolvency Tutorial			11-Dec-18 (Tue)	13-Dec-18 (Thu)
5	L2	Ethics and Legal Concepts	15-Dec-18 (Sat)			
6	L3	Liquidation	12-Jan-19 (Sat)			
7	T2	Liquidation (part 1)			15-Jan-19 (Tue)	17-Jan-19 (Thu)
8	W3	Meetings of Creditors and Creditors' Voluntary Liquidations		26-Jan-19 (Sat)		
9	T3	Liquidation (part 2)			29-Jan-19 (Tue)	31-Jan-19 (Thu)
10	W4	Creditors and Claims		16-Feb-19 (Sat)		
11	T4	Liquidation (part 3)			19-Feb-19 (Tue)	21-Feb-19 (Thu)
12	W5	Assets and Investigations		23-Feb-19 (Sat)		
<b>Module A Examination<sup>2</sup> 9-Mar-19 (Sat)</b>						

<b>Module B</b> <i>Corporate Rescue &amp; Restructuring and Cross-Border Insolvency</i>			<b>Lectures (L)</b> <i>10 a.m. – 12:30 p.m.</i>	<b>Workshops (W)</b> <i>10 a.m. – 12:30 p.m.</i>	<b>Tutorials<sup>1</sup> (T)</b> <i>TUE Group 7 p.m. – 9 p.m.</i>	<b>Tutorials<sup>1</sup> (T)</b> <i>THU Group 7 p.m. – 9 p.m.</i>
1	L1	PRC Insolvency	23-Mar-19 (Sat)			
2	W1	Mainland PRC Recoveries		30-Mar-19 (Sat)		
3	W2	Office Holders' Remuneration / Third Party Financing of Litigation		13-Apr-19 (Sat)		
4	L2	Cross-Border Insolvency	27-Apr-19 (Sat)	4-May-19 (Sat)		
5	W3					
6	T1	Cross-Border Insolvency (part 1 & 2)			7-May-19 (Tue)	9-May-19 (Thu)
7	T2				14-May-19 (Tue)	16-May-19 (Thu)
8	L3	Corporate Rescue and Restructuring (part 1)	25-May-19 (Sat)		28-May-19 (Tue)	30-May-19 (Thu)
9	T3					
10	W4	Corporate Rescue and Restructuring (part 2)		1-Jun-19 (Sat)	4-Jun-19 (Tue)	6-Jun-19 (Thu)
11	T4					
12	W5	Update on Current Cases		8-Jun-19 (Sat)		
<b>Module B Examination<sup>2</sup> 29-Jun-19 (Sat)</b>						

### Presentation Assessment<sup>3</sup> [tbc]

#### Remarks:

- Participants are required to attend only **one** tutorial group, either on Tuesdays or Thursdays. Participants will not be allowed to change to other group after the group has been assigned.
- Examinations are in open-book format. To successfully complete the module, candidates are required to (i) meet 75% attendance and (ii) pass the module examination. If one is unsuccessful in the module examination, he/she can re-take the examination if the required attendance is met.
- Candidates who have attempted both Modules A and B are eligible to sit for the presentation assessment. Those who have passed in all assessments will be awarded the Professional Diploma in Insolvency certificate.