



# Insolvency Preparatory I

The Hong Kong Institute of Certified Public Accountants invites applications for the Insolvency Preparatory I. The course will run through five Saturdays commencing **2 April 2016**. Upon completion of the course, a certificate of attendance will be awarded to each participant who has fulfilled the minimum 80% attendance.

The course focuses on broad knowledge and understanding of the basic principles of insolvency administration, with particular emphasis on the practical issues related to these areas.

## Session 1 – What is Insolvency?

- Definition
- Relationship between personal bankruptcy law and corporate insolvency law
- Types of administrations
- Role of ORO and contracting out cases
- Objectives and principles of insolvency law

## Session 2 – Liquidations / Bankruptcy / IVAs

- Procedures for initiating different types of liquidations
- Role of liquidator
- Provisional liquidation
- Personal bankruptcy
- Individual voluntary arrangement

## Session 3 – Investigation and Asset Realisation

- Importance of investigations
- Minimum statutory requirements
- Breaches of duties by officers and reporting the same
- Antecedent transactions
- Asset tracing
- Investigation procedures
- Asset realisation

## Session 4 – Overview of Administrations and Priorities of Creditors

- Order of payment / priorities
- Provable debts
- PWIF / employee claims
- Secured creditors
- Retention of title

- Ascertaining creditors' claims – process for submission / adjudication
- Procedures for declaring dividends

## Session 5 – Receivership / Trading and Selling a Business / Provisional Supervision

- Explanation of receivership, debentures, fixed and floating charges, effect of liquidator
- Trading on and selling a business – the practical and legal aspects
- Provisional supervision

<b>Target Participants</b>	All interested parties intending to pursue their career in the field of insolvency or related areas.
<b>Medium of Instruction</b>	English
<b>Date</b>	Saturdays, 2, 16 & 23 April and 7 & 28 May 2016
<b>Time</b>	2:00 p.m. - 5:00 p.m.
<b>Venue</b>	Sessions 1 & 5 (2 April and 28 May) - <b>HKICPA Training Centre</b> Sessions 2, 3 & 4 (16 & 23 April and 7 May) - <b>CityU SCOPE Admiralty Learning Centre</b> HKICPA Training Centre: 27/F, Wu Chung House, 213 Queen's Road East, Wanchai CityU SCOPE Admiralty Learning Centre: 8/F, United Centre, 95 Queensway, Admiralty
<b>CPD Hours</b>	15 verifiable CPD hours for HKICPA members This course is under review by the Law Society of Hong Kong as an accredited CPD course.
<b>Presenters</b>	Experienced insolvency practitioners
<b>Fee</b>	HK\$1,800 (HKICPA member/student or member of the Restructuring and Insolvency Faculty) HK\$2,500 (Non-member)
<b>Enrolment Deadline</b>	<b>24 March 2016</b>
<b>Enrolment Procedures</b>	Please submit the completed application form together with the course fee to HKICPA before the enrolment deadline. Registrations are on a first-come-first-served basis. Classes may be cancelled if the minimum enrolment is not achieved. Successful applicants will be informed of the course details by post and e-mail approximately one week before commencement of the course.
<b>Enquiries</b>	Ms. Kristin Tang      Tel.: 2287 7464 (e-mail: kristintang@hkipa.org.hk)

Those who have successfully completed Insolvency Preparatory I will be given priority when enrolling for Insolvency Preparatory II.



# Insolvency Preparatory I

## Application for Registration

Please complete all sections in BLOCK LETTERS.

Ref: P1-2016

Enrolment deadline is **24 March 2016**. Enrolment application by fax will only be accepted if payment is made by credit card. If payment by cheque is selected, the completed form should be sent together with the required payment to:

Hong Kong Institute of CPAs  
27/F, Wu Chung House, 213 Queen's Road East, Wanchai, HK  
Re: Application for Insolvency Preparatory course

Enquiries: 2287 7464 (Kristin Tang) / Fax: 2147 3293

**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 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. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.

### SECTION 1 PERSONAL PARTICULARS

Mr.  Ms. (mark a "✓" as appropriate)

Name\*:

(in English) \_\_\_\_\_ (Family Name) \_\_\_\_\_ (Given Names) \_\_\_\_\_

Name\*:

(in Chinese) \_\_\_\_\_ ID/Passport\*\* No.: \_\_\_\_\_

Position: \_\_\_\_\_ Organisation: \_\_\_\_\_

Are you a member or student of the Hong Kong Institute of CPAs and/or the Restructuring and Insolvency Faculty (RIF)?

Yes, HKICPA Membership/Student No.: \_\_\_\_\_ / RIF Membership No.: \_\_\_\_\_ Go to **SECTION 3**

No, go to **SECTION 2**

### SECTION 2 CONTACT DETAILS

Members of HKICPA and RIF may skip this section. Contact details as registered in the Institute's records will be used. Please contact the Institute for any change of particulars.

Correspondence Address: \_\_\_\_\_

Day-time Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### SECTION 3 RELEVANT WORK EXPERIENCE\*\*

	Approximate Length
<b>Court liquidation [A]</b>	<b>Months</b>
<b>Creditors' voluntary liquidation [B]</b>	<b>Months</b>
<b>Receivership [C]</b>	<b>Months</b>
<b>Other insolvency related work (please provide details) [D]</b>	<b>Months</b>
<b>Total length of Insolvency experience [A + B + C + D]</b>	<b>Months</b>

### SECTION 4 PAYMENT

Course fee:  HK\$1,800 (HKICPA member/student or member of the Restructuring and Insolvency Faculty)  
 HK\$2,500 (Non-member)

Payment by: <input type="checkbox"/> Visa / MasterCard <input type="checkbox"/> BOC HKICPA UnionPay Card <input type="checkbox"/> Cheque No. _____ (Bank: _____)
Please fill in <b>BLOCK LETTERS</b> the following for credit card payment:
Cardholder's Name: _____
Card Number: _____
Card Expiry Date: _____ / _____ month year
Date: _____ / _____ / _____ day month year
Cardholder's Signature: _____

- Crossed cheque should be made payable to the "Hong Kong Institute of Certified Public Accountants" or "HKICPA". Applications will not be processed unless the enrolment form is accompanied by full payment of the course fee. Applications will not be processed if post-dated or dishonoured cheques are received.
- Cash will not be accepted. Enrolment by fax will only be accepted if payment is made by credit card (Fax: 2147 3293).
- Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.

### SECTION 5 POINTS TO NOTE

- Once an enrolment application is submitted, cancellation is not allowed.
- Classes 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 class.
- No unauthorized audio or video recording is allowed in the course.
- The Institute reserves the right to change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
- 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

Date

\_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
day month year

\* For members of the Institute, the English and Chinese names as registered in the Institute's membership records will be used for issuance of the Certificate of Attendance. For non-members, the English and Chinese names as provided above will be used. Such certificate will only be awarded to those who have completed 80% of the entire course.  
\*\* Please work out the equivalent length (in months) of full time experience gained.

**The Institute's decision on enrolment is final. Successful applicants will be notified approximately one week prior to the course commencement date.**