



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 27 February 2010. Upon completion of the course, a certificate of attendance will be awarded to each participant who has fulfilled the required 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
- Objectives and principles of insolvency law
- Relationship between personal bankruptcy law and corporate insolvency law
- Types of administrations
- Role of ORO and contracting out cases
- Role of liquidators

Session 2 - Liquidations / Bankruptcy / IVAs

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

Session 3 – 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

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 – Investigation and Asset Realisation

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

Target Participants All interested parties intending to pursue their career in the field of insolvency or related areas.

Medium of Instruction English

Date Saturdays, 27 February, 13, 27 March and 10, 24 April 2010

Time 2:00 p.m. – 6:00 p.m.

Venue Hong Kong Institute of CPAs Training Centre,
27/F., Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong

CPD Hours 20 verifiable CPD hours

Presenters Experienced insolvency practitioners

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

Enrolment Deadline 5 February 2010

Enrolment Procedures Please submit the completed application form together with the course fee to the Professional Development Department, Hong Kong Institute of Certified Public Accountants, before the enrolment deadline.

Limited places are available and registrations are on a first-come-first-served basis. Successful applicants will be informed of the course details by 17 February 2010.

Enquiries Ms. Tracy Yeung Tel.: 2287 7233 (e-mail: tracyyeung@hkcipa.org.hk)
Ms. Yvonne Ching Tel.: 2287 7391 (e-mail: yvonneching@hkcipa.org.hk)

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



The completed form should be sent together with your payment before **5 February 2010** to
Professional Development Department
Hong Kong Institute of Certified Public Accountants
 27/F., Wu Chung House, 213 Queen's Road East,
 Wanchai, Hong Kong
 (Attn.: Ms. Tracy Yeung / Ms. Yvonne Ching)
Fax: 2147 3293

Insolvency Preparatory I Application for Registration

Please complete all sections in BLOCK LETTERS.

SECTION 1 PERSONAL PARTICULARS

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

Name: _____ ID/Passport** No.: _____
(in Chinese)

Position: _____ Organisation: _____

Organisation Address: _____

Correspondence Address: _____

Day-time Tel no.: _____ Mobile: _____ Fax: _____ Email: _____

Member/Student of Hong Kong Institute of CPAs Membership No.: _____ Membership Status**: Practising / Non-Practising

Member of Restructuring and Insolvency Faculty Membership No.: _____

SECTION 2 RELEVANT WORK EXPERIENCE***

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

SECTION 3 PAYMENT

Course fee: <input type="checkbox"/> HK\$1,800 (HKICPA member/student or member of the Restructuring and Insolvency Faculty) <input type="checkbox"/> HK\$2,500 (Non-member)		
Payment by: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Cheque No. _____ (Bank: _____)		
For payment by credit card, please fill in the following:	Card Number :	
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :	
Date :	Cardholder's Signature :	
FOR OFFICE USE		
Auth. Code No.	Handled by	Date

- 1 Crossed cheque should be made payable to the "Hong Kong Institute of Certified Public Accountants". 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.
- 2 Enrolment by fax will only be accepted if payment is made by credit card. (Fax No: 2147 3293)
- 3 Cash will not be accepted.
- 4 Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.

SECTION 4 POINTS TO NOTE

- 1 Classes will be postponed if Typhoon Signal No.8 or above or a Black Rainstorm Warning is hoisted within three hours prior to the starting time. Participants will later be notified details of the make-up class.
- 2 The Institute reserves the right to change the dates, time, venues and/or teachers due to unforeseeable circumstances. Students are advised to visit the Institute's website at www.hkicpa.org.hk for the most up-to-date information.

SECTION 5 DECLARATION

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Signature _____

Date _____

_____ / _____ / _____
DD MM YYYY

* 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.
 ** Delete as appropriate
 *** Please work out the equivalent length (in months) of full time experience gained.