

Qualification Programme - Module Enrolment Form

February 2009 Intake (Enrolment Deadline: 2 January 2009)



Hong Kong's
CPA Qualification
香港會計師專業資格

I. Please read the "Important Notes" carefully before completing this form.

Name of Applicant/Registered Student: _____
(Surname first, BLOCK & FULL)
Reg. No.: _____ *HKID/Passport No.: _____
(if student registration approved)
Current Employer: _____
Day-time Contact Tel. No.: _____ Email: _____

II. Module(s) to be attempted (Please see Important Notes 2, 3, 4 and 5):

Module B - Financial Management

Workshop Code	Choice
201E	
202M	
202A	
203E	

Amount (HK\$): _____
Cheque No.: _____
Bank Name: _____

Module D - Taxation

Workshop Code	Choice
401E	
402E	
403M	
403A	

Amount (HK\$): _____
Cheque No.: _____
Bank Name: _____

III. Practical Experience Requirements

Are you supervised under an Authorised Employer (AE) or an Authorised Supervisor (AS)?

Yes, the name of my AE / AS* is _____ No.

For details of the PEF, please visit the Institute's website at <http://www.hkicpa.org.hk/membership/registrationmatters/registration/training/PEF/pef.php>.

IV. Confidentiality Undertaking (Must be Completed)

Workshop additional questions are distributed to candidates at workshops for small group discussion and for giving individual presentation. These additional questions are used for assessment purpose and if candidates disclose the questions and/or topics covered by the questions to candidates attending later classes, it will create an unfair advantage. Candidates taking the module workshops must keep the additional questions **CONFIDENTIAL** and limit discussion to their workshop group. Attempting to copy down workshop additional questions or smuggle them out of your workshop in any form without the Institute's prior consent may result in disqualification from the whole module (i.e. both workshop and module examination components) and / or any disciplinary action.

I confirm my agreement in observing the above-mentioned confidentiality undertaking.

V. Declaration

Are you an existing Hong Kong Institute of CPAs member admitted by virtue of qualifications other than the Qualification Programme? (✓)

No Yes (Membership No.: _____)

Are you a member of the Hong Kong Institute of CPAs Council and/or an Hong Kong Institute of CPAs Committees? (✓)

No Yes (Please specify: _____)

I confirm that I have read and fully understood the "Important Notes" and I hereby apply to enrol in the module(s) indicated above.

For holders of non Hong Kong relevant degrees only

(see Information Sheet on "Student Registration Requirements for Applicants with Non Hong Kong Degrees", this document can be downloaded from the Institute's website www.hkicpa.org.hk)

I confirm that I have acquired sufficient knowledge of Hong Kong law and tax before enrolling in the Module(s) through: (✓)

attending relevant subject(s) of an accredited Conversion Programme in-house training self-study

(Please provide documentary evidence, if available, through which the above knowledge is acquired.) I agree that if I am subsequently found to perform poorly during the module workshops due to insufficient knowledge in Hong Kong tax and law, I may be asked to leave the module.)

Incompletion of this form may result in your application being rejected or delayed without prior notice.

Signature: _____

Date: _____

Personal Data (Privacy) Ordinance - All information provided in this form will be used by the Institute for purposes relating to the performance of the Institute's administration function under the Professional Accountants Ordinance including the administration of its examinations and accreditation of qualification. The provision of personal data by means of this Form is voluntary. It may be accessible to offices, committees or persons when processing registration and examinations matters.

*Delete as appropriate

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Important Notes

for Module Enrolment

1. The qualification programme is designed to be taken one module at a time. However, candidates have the option of taking two modules at once, should they wish.
2. For details of the dates and time of workshop sessions, please refer to the Timetable for Module Workshops overleaf. It is your responsibility to ensure that there is no clash of workshops when making your choices.
3. Once enrolled in a module you are required to attend a series of four workshops for that module. You are therefore required to put down "1", "2", "3", "4" for 1st, 2nd, 3rd and 4th choices respectively in the boxes under the "Choice" column of Section II of the form to indicate your choice of the Workshop Groups. The Institute will process your application on a first-come-first-served basis, while taking into account your preferences. In case your most preferred Workshop Group is full or cancelled, the Institute will then assign you to the Workshop Group which you have indicated as your second choice, and so on. When all your choices are exhausted, you will be allocated the Workshop Group assigned by the Institute.
4. If you **do not wish** the Institute to allocate you to the Workshop Group(s) which you are unable to attend, please mark "✖" in the box(es) as appropriate.
5. The enrolment fee is HK\$4,000 for each module. Your payment of the enrolment fee by crossed cheque should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue a separate cheque for each module enrolment. No cash or reservation (i.e. completed enrolment form not accompanied by full payment) is accepted. Enrolment fee will be debited after the enrolment deadline. Any bank charges and/or expenses incurred as a result of bounced cheques shall be borne by the applicant. Fees are non-refundable and non-transferable. The completed Form, together with the cheque(s), should be mailed to the Student Education & Training Department. Please mark "Module Enrolment" on envelope.
6. Once assigned to a specific Workshop Group, you are not allowed to make any changes. You are required to attend all four workshops of that module. Non-attendance will result in no marks being awarded for the workshop that you have not attended.
7. All applicants will be notified of their enrolment result in writing. The venue map and other information for the workshops will be provided in the Confirmation Slip. The Confirmation Slip will be issued **Once Only**. Please ensure to keep the Confirmation Slip under your safe custody. The Institute may charge **a fee** for re-issuance of a duplicate copy. Applicants should contact the Student Education & Training Department if they have not received any notification about their enrolment by 28 January 2009.
8. Any change of personal data **must** be notified to the Institute in writing and in good time.
9. An Orientation Session will be held one or two days before the commencement of the modules. The main purposes of the Orientation Session are to brief QP Candidates about the modules and to help them to get started in their study. All newly registered students will be invited to attend the Session under separate cover.
10. As the workshop questions are used for assessment purposes, candidates have obligation to ensure the confidentiality of the Workshop Questions, e.g. candidates must not discuss/disclose the relevant information about the Workshop Questions to any person outside your assigned workshop group.
11. For enquiries, please contact the Student Education & Training Department on 2287 7061 or 2287 7068.

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Timetable for Workshops

February 2009 Intake

Important dates for Enrolment in the February 2009 Intake:

Enrolment Application Deadline	2 January	2009
Enrolment Result	24 January	2009
Module Commencing	2 February	2009
Module Examination	30 May	2009

Module B – Financial Management

Module D – Taxation

Friday		Module B Workshop Code: 201E	Module D Workshop Code: 401E
Workshops	Date		
1 st Workshop	20 Feb 09	6:30 p.m. – 10:00 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	20 Mar 09	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	17 Apr 09	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	8 May 09	6:30 p.m. – 10:00 p.m.	6:30 p.m. – 10:00 p.m.

Saturday		Module B Workshop Code: 202M	Module B Workshop Code: 202A	Module D Workshop Code: 402E
Workshops	Date			
1 st Workshop	21 Feb 09	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	21 Mar 09	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	18 Apr 09	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	9 May 09	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.

Sunday		Module D Workshop Code: 403M	Module D Workshop Code: 403A	Module B Workshop Code: 203E
Workshops	Date			
1 st Workshop	22 Feb 09	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	22 Mar 09	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	19 Apr 09	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	10 May 09	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.

Notes:

- The 1st and the 4th workshop will be of 3.5 hours duration. For the 1st workshop the first half-hour will be an introductory session for candidates and Workshop Facilitators before the formal workshop begins. Attendance of this introductory session is very important. Candidates should arrive **PUNCTUALLY** for all workshops. The last half-hour of the 4th workshop will be devoted to discussion on general examination techniques.
- Workshops will be held in accordance with the designated schedule. However, the Institute reserves the right to alter any workshop. In addition to Friday evening workshop, other weekday evening workshops (e.g. Monday) may also be held to cater for unexpectedly high increase in workshop enrolments.