

# CPA Qualification Programme

## - Module Enrolment Form

December 2011 Session (Enrolment Deadline: 29 August 2011)



### 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)

Day-time Contact Tel. No.: \_\_\_\_\_ Email: \_\_\_\_\_

### II. Module(s) to be attempted (a maximum of two modules can be taken in each session):

#### Module A – Financial Reporting

Workshop Code	Choice
CHK1A16M	
CHK1A16A	
CHK1A17M	
CHK1A36M	
CHK1A36A	
CHK1A37M	

- Workshop and Exam  
 Workshop only  
(Exam already completed)

#### Module B – Corporate Financing

Workshop Code	Choice
CHK1B26M	
CHK1B26A	
CHK1B27M	
CHK1B46M	
CHK1B46A	
CHK1B47M	

- Workshop and Exam  
 Workshop only  
(Exam already completed)

#### Module C – Business Assurance

Workshop Code	Choice
CHK1C26M	
CHK1C26A	
CHK1C27M	
CHK1C46M	
CHK1C46A	
CHK1C47M	

- Workshop and Exam  
 Workshop only  
(Exam already completed)

#### Module D – Taxation

Workshop Code	Choice
CHK1D16M	
CHK1D16A	
CHK1D17M	
CHK1D36M	
CHK1D36A	
CHK1D37M	

- Workshop and Exam  
 Workshop only  
(Exam already completed)

Enrolment fee **must** be settled by **credit card** in accordance with the schedule as stated in the credit card authorization form. Please submit the duly completed module enrolment form and credit card authorization form when applying for module enrolment. **The workshop venue will *not* be printed on the enrolment confirmation slip.** Please kindly visit the "QP learning support centre" for the location of the workshop venue on 7 October 2011.

### III. Practical Experience Requirements (must be completed)

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

- Yes - the name of my AE / AS\* is \_\_\_\_\_ Date of Employment (dd/mm/yyyy): \_\_\_\_\_ (Full/Part-time\*)
- No - the name of my current employer is : \_\_\_\_\_ Date of Employment (dd/mm/yyyy): \_\_\_\_\_ (Full/Part-time\*)
- No – Currently I am a Full/Part-time student\*       No – Currently I am unemployed

For details of the Practical Experience Requirements, please visit the Institute's website at <http://www.hkicpa.org.hk/en/become-a-hkicpa/pef/>.

### IV. Confidentiality Undertaking (must be completed)

Workshop discussion materials are used for learning and personal development purpose. If candidates disclose the Workshop discussion materials to candidates attending other workshop groups, it will deprive their learning and personal development opportunity. Candidates taking the module workshops must keep the Workshop discussion materials **CONFIDENTIAL** and limit discussion to their workshop group only. Attempting to copy down Workshop Handout and discussion materials or smuggle them out of your workshop in any form is strictly prohibited and candidates may be subjected to disqualification and disciplinary action.

I must report to the Institute any solicitation or disclosures breaching the confidentiality undertaking of which I become aware of.

### V. Declaration (must be completed)

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: \_\_\_\_\_)

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](http://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.**

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

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 officers, committees or persons when processing registration and examinations matters.

\*Delete as appropriate



**Credit Card Authorization Form**

To settle the QP enrolment fee(s) for December 2011 session by instalment, please charge my Visa/MasterCard for the item specified below:

QP Module Enrolment Fee for December 2011 Session				
Date of payment	Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)		Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)	
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*
6 Sep, 2011 (1 <sup>st</sup> Instalment)	HK\$1,000	HK\$750	HK\$1,000	HK\$750
6 Oct, 2011 (2 <sup>nd</sup> Instalment)	HK\$1,000	HK\$750	HK\$1,000	HK\$750
7 Nov, 2011 (3 <sup>rd</sup> Instalment)	HK\$1,000	HK\$750	HK\$1,000	HK\$750
6 Dec, 2011 (4 <sup>th</sup> Instalment)	HK\$1,000	HK\$750	HK\$1,000	HK\$750
(Total)	HK\$4,000	HK\$3,000	HK\$4,000	HK\$3,000

Only Visa/MasterCard is accepted:-

\*Payment by: Visa  Master Card

Card Number:

Card Expiry Date: \_\_\_\_\_ (mm/yy)  
 (Card expiry date cannot be earlier than the 4<sup>th</sup> Instalment payment date)

Name of Cardholder : \_\_\_\_\_  
 (Same as the full name on card)

Pay for Student/Applicant Name: \_\_\_\_\_

Student No./HKID card no. of applicant: \_\_\_\_\_

Cardholder's  
 Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (dd/mm/yyyy)

\* Please put a "✓" in the appropriate box

Please read the "Important Notes" before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:  
 Student Education & Training Department  
 Hong Kong Institute of Certified Public Accountants  
 27th Floor, Wu Chung House, 213 Queens's Road East, Wanchai, Hong Kong.  
 Re: Module Enrolment

# CPA Qualification Programme

## - Module Enrolment Form

December 2011 Session (Enrolment Deadline: 29 August 2011)



### Important Notes

#### Application

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. For the first time enrolment for a particular module, candidates are required to take both module workshop and module examination.
2. For details of the dates and time of workshop sessions, please refer to the "Timetable for Module Workshops". It is your responsibility to ensure that there is no clash of workshops when making your choices.
3. Enrolment in module(s) is on a session-by-session and voluntary basis. Once enrolled in a module, you are required to attend two full-day workshops for that module. Each workshop will last 8 hours including a 1-hour meal break. In the workshops, candidates will be involved in discussion and group activities.
4. The enrolment fee is HK\$4,000 for each module. Enrolment fee will be debited in accordance with the schedule as stated in the credit card authorization form. No cash or reservation (i.e. completed enrolment form not accompanied by the credit card authorization form) is accepted. Once the application is accepted, the applicant cannot withdraw from the module enrolment. Fees are non-refundable and non-transferable. Any bank charges and/or expenses incurred as a result of failure to debit the credit card shall be borne by the applicant. The amount payable for each instalment and payment deadline cannot be changed. No refund is allowed throughout the whole installment period. The applicant shall settle in full all outstanding instalment(s) and the relevant charges on demand in the case of withdrawal. Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 29 August 2011. The completed enrolment form, together with the duly completed credit card authorization form, should be mailed to the Student Education & Training Department on or before the enrolment deadline, the Institute reserves the right to reject application received after the enrolment deadline. Please mark "Module Enrolment" on the envelope.
5. All applicants will be notified of their enrolment result in writing. The venue map and other information for the workshops will be available for viewing at the QP learning support centre [www.hkicpa.org.hk](http://www.hkicpa.org.hk) (login required). The Confirmation Slip will be issued **Once Only**. Please ensure to keep the Confirmation Slip under your safe custody. The Institute will 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 21 September 2011.
6. Any change of personal data **must** be notified to the Institute in writing and in good time.
7. 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.
8. For any information related to the Continuing Education Fund such as refund policy, please refer to the Institute's website: [www.hkicpa.org.hk](http://www.hkicpa.org.hk) → Become a Hong Kong CPA → How to Apply → Continuing Education Fund.

#### Workshop

1. Once enrolled in a module you are required to attend a series of two workshops for that module. You are therefore required to put down "1", "2", "3", "4", "5", "6" for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> 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.
2. 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.
3. Once assigned to a specific Workshop Group of a module, you are not allowed to make any change. You are required to attend all two workshops of that module. Non-attendance in any workshop without any valid reasons will render you ineligible to sit the module examination.
4. Successful accomplishment of the workshop is a prerequisite to sit the relevant module examination. Only candidates who have successfully obtained "Satisfactory" grade in the workshop component are eligible to attend the relevant module examination. Candidates who have obtained grade other than "Satisfactory" in the workshop component are required to enroll on both the module workshop and module examination components together in their next attempt for that module. Workshop results will be announced not later than 12 December 2011 at the Institute's website.
5. No refund (full or partial) of enrolment fee will be given to candidates who failed to meet the prerequisite for sitting the relevant module examination.
6. QP examinations are administered by the Hong Kong Examinations and Assessment Authority (HKEAA). The HKEAA will issue an Examination Attendance Docket to each candidate regardless of his/her workshop result. Please note that under the current examination policy, only candidates who have obtained "Satisfactory" grade for the workshop component are eligible to sit the relevant module examination. Candidates should not attend the examination if they are not eligible to do so. The examination scripts will not be marked. Such candidates will be considered violating the examination rule.

# CPA Qualification Programme

## - Module Enrolment Form

December 2011 Session (Enrolment Deadline: 29 August 2011)



### Important Notes (Cont'd)

#### Learning Pack – Collection Arrangement

Candidates who have enrolled on a QP core module in full, i.e. workshop and module examination will be given a hardcopy module learning pack.

An e-book will replace the hardcopy learning pack for candidates retaking the examination or workshop. Candidates concerned can access the e-book at the online QP learning support centre. For candidates who prefer the hardcopy learning pack to the e-book, they can purchase a hardcopy at a discounted price of \$150.

#### Examination Venue

The module examinations for December 2011 session is scheduled to be held in Asia World-Expo, Hong Kong International Airport, Hong Kong. Candidates should refer to the Examination Attendance Docket issued by the HKEAA for the final examination venue assigned.

#### Pass Requirements

To pass a module, candidates must fully attend all two workshops, successfully accomplish workshop objectives, meeting at least 70% of the development indicators for satisfactory completion of the workshops, and pass a 3-hour open book written examination. Details of the development indicators can be found in the Student Handbook located at the Institute's QP web page. Candidates who have obtained "Satisfactory" grade in the workshop assessment but failed the module examination need to re-take only the module examination in the next attempt for that module.

#### Instalment Payment

Upon submission of the duly completed credit card authorization to the Institute, candidates shall be bound by following the terms and conditions:

1. Only Visa/ MasterCard for payment is acceptable.
2. All enrolment and instalment applications are subject to the Institute's final approval.
3. Once credit card authorization form and/or module enrolment form is submitted, cancellation is not allowed.
4. If candidates fail to settle the payment amount by the respective payment date, the Institute may not allow the candidates to attend the workshop(s) and/or the module examination(s) or the candidates' module result(s) may be withheld/become invalid.
5. During the instalment period, in the event of cancellation or termination of the studentship / module enrolment(s) by the candidates which is subjected to the Institute's final decision, the candidates are required to settle all outstanding instalment(s). Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 29 August 2011.
6. No refund is allowed throughout the whole instalment period except for cancellation of module by the Institute. The amount payable for each instalment and payment deadline cannot be changed.

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.



***The course has been included in the list of reimbursable course for Continuing Education Fund purpose.***

CEF Course Code : 23C01771 – 5

CEF Course Title : CPA Qualification Programme

#### Enquiry

For enquiries, please contact the Institute on 2287 7228.

#### June 2011

# CPA Qualification Programme

## - Module Enrolment Form

December 2011 Session (Enrolment Deadline: 29 August 2011)



### Timetable for Workshops (Hong Kong)

December 2011 Intake

#### Important dates for Enrolment in the December 2011 Intake:

<b>Enrolment Application Deadline</b>	<b>29 August 2011</b>
<b>Enrolment Result</b>	<b>16 September 2011 *</b>
<b>Module Commencing</b>	<b>26 September 2011</b>
<b>Module Examination</b>	<b>28 December 2011 (For Modules A &amp; C)</b> <b>29 December 2011 (For Modules B &amp; D)</b>

\* Enrolment Confirmation Slip will be sent out by post on that day

#### Module A – Financial Reporting

Workshop Code:	1 <sup>st</sup> Workshop Date	2 <sup>nd</sup> Workshop Date	Duration
CHK1A16M	15 Oct 11	12 Nov11	09:30 – 17:30
CHK1A16A	15 Oct 11	12 Nov11	14:00 – 22:00
CHK1A17M	16 Oct 11	13 Nov11	09:30 – 17:30
CHK1A36M	29 Oct11	26 Nov 11	09:30 – 17:30
CHK1A36A	29 Oct11	26 Nov 11	14:00 – 22:00
CHK1A37M	30 Oct11	27 Nov 11	09:30 – 17:30

#### Module B – Corporate Financing

Workshop Code:	1 <sup>st</sup> Workshop Date	2 <sup>nd</sup> Workshop Date	Duration
CHK1B26M	22 Oct 11	19 Nov11	09:30 – 17:30
CHK1B26A	22 Oct 11	19 Nov11	14:00 – 22:00
CHK1B27M	23 Oct 11	20 Nov11	09:30 – 17:30
CHK1B46M	5 Nov 11	3 Dec 11	09:30 – 17:30
CHK1B46A	5 Nov 11	3 Dec 11	14:00 – 22:00
CHK1B47M	6 Nov 11	4 Dec 11	09:30 – 17:30

#### Module C – Business Assurance

Workshop Code:	1 <sup>st</sup> Workshop Date	2 <sup>nd</sup> Workshop Date	Duration
CHK1C26M	22 Oct 11	19 Nov11	09:30 – 17:30
CHK1C26A	22 Oct 11	19 Nov11	14:00 – 22:00
CHK1C27M	23 Oct 11	20 Nov11	09:30 – 17:30
CHK1C46M	5 Nov 11	3 Dec 11	09:30 – 17:30
CHK1C46A	5 Nov 11	3 Dec 11	14:00 – 22:00
CHK1C47M	6 Nov 11	4 Dec 11	09:30 – 17:30

#### Module D – Taxation

Workshop Code:	1 <sup>st</sup> Workshop Date	2 <sup>nd</sup> Workshop Date	Duration
CHK1D16M	15 Oct 11	12 Nov11	09:30 – 17:30
CHK1D16A	15 Oct 11	12 Nov11	14:00 – 22:00
CHK1D17M	16 Oct 11	13 Nov11	09:30 – 17:30
CHK1D36M	29 Oct11	26 Nov 11	09:30 – 17:30
CHK1D36A	29 Oct11	26 Nov 11	14:00 – 22:00
CHK1D37M	30 Oct11	27 Nov 11	09:30 – 17:30

Notes: Duration of workshop is 8 hours each including a 1-hour meal break. Workshops will be held in accordance with the designated schedule. However, the Institute reserves the right to alter any workshop. Other weekday workshops (e.g. Monday) may also be held to cater for unexpectedly high increase in workshop enrolments.



## Credit Card Authorization Form – Filling Instruction



### Credit Card Authorization Form

To settle the QP enrolment fee(s) for December exam 2010 session by instalment, please charge my Visa/MasterCard for the item specified below.

Date of payment	Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)			Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only)		
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*
1 Sept, 2010 (1 <sup>st</sup> Instalment)	HK\$1,000	HK\$750	HK\$1,500	HK\$1,000	HK\$750	HK\$1,500
2 Oct, 2010 (2 <sup>nd</sup> Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
1 Nov, 2010 (3 <sup>rd</sup> Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
1 Dec, 2010 (4 <sup>th</sup> Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
(Total)	HK\$4,000	HK\$3,000	HK\$1,500	HK\$4,000	HK\$3,000	HK\$1,500

Only Visa/MasterCard is accepted:-

\*Payment by: Visa  MasterCard

Card Number:

Card Expiry Date: \_\_\_\_\_ (mm/yy)  
(Card expiry date cannot be earlier than the 4<sup>th</sup> instalment payment date)

Name of Cardholder: \_\_\_\_\_  
(Same as the full name on card)

Pay for Student/Applicant Name: \_\_\_\_\_

Student No./HKID card no. of applicant: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ (dd/mm/yyyy)

\* Please put a "\*" in the appropriate box

Please read the "Important Notes" before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:

Student Education & Training Department  
 Hong Kong Institute of Certified Public Accountants  
 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.  
 Re: Module Enrolment

2. Tick the checkbox for the type of credit card.

1. Tick the checkbox for the component of the module you enrol.

4. Fill in the student/ applicant name.

3. Fill in the card information.

5. Fill in the student number/ applicant HKID card number.

6. Sign the form with the same signature as the credit card and write down the date of filing the form.



## Frequently Asked Questions on Module Enrolment Payment Procedure

- Q1. Why do we have to pay the module enrolment payment by credit card?
- A1. The Labour and Welfare Bureau and the Office of the Continuing Education Fund (CEF) have imposed a payment procedure for all registered courses of the CEF. According to this, all CEF course providers, irrespective of their first registration date under CEF, would be prohibited from collecting their CEF registered course fees in a lump sum and be required to collect the CEF registered course fees by equal monthly instalments. This requirement was effective from 1 April 2010.

According to the requirement, the Institute is required to collect the module fees (except for examination only) by instalment which implies that students will be requested to send their module fees to the Institute by post or in person more than once for each module session. To ease your burden, credit card payment method is the most convenient method to settle the module fees on a monthly basis.

- Q2. Can I pay the enrolment fee in lump sum if I do not apply for CEF?
- A2. No. According to the instruction from the Labour and Welfare Bureau, the equal monthly instalment requirement is applicable to all CEF registered courses, irrespective of whether students are willing to pay a lump sum or students are not applying for reimbursement from CEF.
- Q3. When will the module enrolment fee be charged into my credit card?
- A3. The instalment schedule is specified in the credit card authorization form.
- Q4. My QP student registration is currently under assessment. If my application is unsuccessful, will my enrolment fee be charged by the Institute?
- A4. No. Please rest assured that for applicants who cannot register as QP students, their enrolment fees will not be charged.

June 2011