



# 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 **28 April 2018**. 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 – 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 realization

## Session 3 – Liquidations / Bankruptcy / IVAs

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

## 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, 28 April, 5 & 26 May and 2 & 9 June 2018
<b>Time</b>	10 a.m. - 1 p.m.
<b>Venues</b>	S1 & 2 (28 Apr and 5 May) - <b>CityU SCOPE (Admiralty)</b> , 8/F, United Centre, 95 Queensway, Admiralty S3 (26 May) - <b>CityU SCOPE (Tsim Sha Tsui)</b> , UG3 Floor, ChinaChem Golden Plaza, 77 Mody Road, T.S.T. S4 & 5 (2 & 9 Jun) - <b>CityU SCOPE (Admiralty)</b> , 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\$2,500 (HKICPA member/student or member of the Restructuring and Insolvency Faculty) HK\$3,500 (Non-member) Inclusive of workshop handouts and exercises
<b>Enrolment Deadline</b>	<b>18 April 2018</b>
<b>Enrolment Procedures</b>	Please submit the completed application form together with the course fee to HKICPA on or 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.