



Insolvency Preparatory II

The Hong Kong Institute of Certified Public Accountants invites applications for the Insolvency Preparatory II 2018. The course will be held on five Saturday mornings commencing **28 July 2018**. Upon completion of the course, a certificate of attendance will be awarded to each participant who has fulfilled the minimum 80% attendance.

This course offers an in-depth and integrated study of the financial, management, legal and accounting aspects of insolvency administration with specific emphasis on the practical issues relating to these areas. A multiple-choice test on understanding and assimilation of the knowledge taught will be held at the end of the course. Those who have successfully completed this course and passed the multiple-choice test will be eligible for admission to the HKICPA's Professional Diploma in Insolvency programme.

Session 1 – Duties of Insolvency Administrators

- General and Statutory duties of insolvency administrators, ethical considerations
- Role of the Official Receiver
- Role of Special Managers
- Consequences of Insolvency – Assets / recoverable property / trust assets
- Liabilities – set off / onerous property

Session 2 – Creditors' Rights and Claims / Employee Issues

- Creditor issues: unfair preferences / security / existing proceedings / trust issues
- Creditor's right to receive information after commencement of insolvency proceedings

- Creditor meetings and COI
- PODs: set off / double proof
- Employee claims – what they can claim for
- PWIF

Session 3 – Trading Administrations and Receiverships

- Types of appointment and ability to trade on given statutory and contractual powers
- Commercial issues to consider when deciding to trade on
- Issues involved in selling business as a going concern: Transfer of Business (Protection of Creditors) Ordinance; Employment Ordinance
- Receiverships: detailed coverage

Session 4 – Corporate Rescue

- Various steps in a business review / corporate rescue assignment (outside of formal insolvency procedures)
- Provisional liquidations and Schemes of Arrangement
- Provisional Supervision

Session 5 – PRC Insolvency

- Introduction
- Reasons for introducing the New Bankruptcy Law in PRC
- New Features of the New Bankruptcy Law
- Details of the PRC Bankruptcy Law

Target Participants All interested parties working in the field of insolvency or related areas who have attained 18 months of insolvency or related experience; or those who have successfully completed the Insolvency Preparatory I.

Medium of Instruction English (Chinese may be used for Session 5 - PRC Insolvency)

Date Saturdays, 28 July; 4, 11 & 18 August; and 1 September 2018

Time Sessions 1-4 (10:00 a.m. – 1:00 p.m.) and Session 5 (10:00 a.m. – 2:00 p.m.)

Venues Sessions 1-5 (HKICPA training centre and CityU SCOPE Admiralty Learning Centre)

CPD Hours 16 verifiable CPD hours (for HKICPA members)

Presenters Experienced insolvency practitioners

Fee HK\$2,500 (HKICPA member/student or member of the Restructuring and Insolvency Faculty)
HK\$3,500 (Non-member)

Enrolment Deadline 20 July 2018

Enrolment Procedures 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 and priority will be given to candidates who have successfully completed Insolvency Preparatory I. The course may be cancelled if the minimum enrolment is not achieved. Successful applicants will be informed of the course details by e-mail approximately one week before commencement of the course.

Enquiries Ms. Kristin Tang Tel.: 2287 7464 (e-mail: kristintang@hkiipa.org.hk)



Enrolment Application Registrations are on **first-come-first-served** basis, priority will be given to those who have completed Insolvency Prep I.

We welcome enrolment application by online enrolment E-mail: sq.insolvency@hkiipa.org.hk post*

* If sending in the enrolment application by post, please send together with the **required payment** to:

HKICPA - 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, HK. Attn: E & T Dept (Application for PII 2018)

SECTION 1 PERSONAL PARTICULARS

Mr. Ms. (mark a "✓" as appropriate)

Name^A: _____ HKID: _____
Family Name Given Names English Name Name in Chinese (the first 4 letters only; e.g. A326)

Mobile No.: _____ E-mail: _____

Position: _____ Organisation: _____

Have you completed the HKICPA's Insolvency Preparatory I course? Yes, year _____ No

SECTION 2 MEMBER'S INFORMATION

For **members/students of HKICPA** and members of **Restructuring and Insolvency Faculty (RIF)**, contact details as registered in the Institute's records will be used. Please contact the Institute for any change of particulars. (mark a "✓" as appropriate)

HKICPA Membership No.: _____ HKICPA Student No.: _____ RIF* Membership No.: _____ → **Go to Section 4**

*RIF members, please send in the enrolment application by e-mail or post to enjoy the special fees.

SECTION 3 NON-MEMBER'S INFORMATION

Correspondence

Address: _____
Flat & Floor numbers Name of building Building Number / Name of street District H.K./Kwln/N.T.

SECTION 4 RELEVANT WORK EXPERIENCE (equivalent length of full time experience)

- A. Court liquidation: _____ years _____ months
- B. Creditors' voluntary liquidation: _____ years _____ months
- C. Receivership: _____ years _____ months
- D. Other insolvency related work[#]: _____ years _____ months ^{#please provide details:} _____
- E. Total length:** _____ years _____ months

SECTION 5 PAYMENT (mark a "✓" as appropriate)

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| Course fee: | <input type="checkbox"/> HK\$2,500 (for HKICPA member/student or RIF member) | | | | | | | | | | | | | | | | | | | | |
| (COUR 18072801) | <input type="checkbox"/> HK\$3,500 (for Non-member) | | | | | | | | | | | | | | | | | | | | |
| Payment by: | <input type="checkbox"/> BOC HKICPA Visa <input type="checkbox"/> BOC HKICPA UnionPay Card <input type="checkbox"/> Other Visa / MasterCard <input type="checkbox"/> Cheque No. _____ payable to "HKICPA" | | | | | | | | | | | | | | | | | | | | |
| Please fill in BLOCK LETTERS the following for credit card payment: | Card Number : <table border="1" style="display: inline-table; text-align: center; width: 150px; height: 15px;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table> | | | | | | | | | | | | | | | | | | | | |
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| Cardholder's Name: _____ | Cardholder's Signature: _____ | | | | | | | | | | | | | | | | | | | | |
| Card Expiry Date: _____ / _____ / _____ <small>month year</small> | Date of Signature: _____ / _____ / _____ <small>day month year</small> | | | | | | | | | | | | | | | | | | | | |

SECTION 6 POINTS TO NOTE

1. Cash will not be accepted. Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.
2. Applications will not be processed if post-dated or dishonoured cheques are received.
3. Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.
4. Enrolment may be subject to selection criteria. All enrolment applications are subject to the Institute's final approval.
5. No unauthorized audio or video recording is allowed in the programme.
6. Sessions 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 session.
7. The Institute reserves the right to cancel part/all of the programme, or change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
8. **Personal Data:** 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 you are enrolled. Such 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, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the link <https://www.hkiipa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkiipa.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.hkiipa.org.hk/en/service-tools/privacy-policy/>.
9. 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 7 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

^A 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.

Places for the programme are limited. Successful applicants will be notified approximately one week prior to the course commencement date.