

## Workshop for Audit Staff

The learning objectives of this one-day audit workshop are to enable your audit staff to:

- Develop a basic understanding of an audit conducted in compliance with Hong Kong Standards on Auditing
- Understand the risk assessment process in a risk-based audit approach and be able to plan audit work to meet the audit objectives
- Perform appropriate audit procedures, including tests of controls and substantive procedures for common financial statements areas
- Record audit work in sufficient clarity and detail and understand how to deal with audit findings and/or errors arising during the course of the audit

The workshops will be organized in an interactive learning mode where participants will be guided to work through case illustrations. Discussions amongst the participants will be encouraged.

**Language**  
Cantonese

**Competency**  
Auditing and Assurance

**Rating**  
Foundation Level\*

**CPD Credit Hour**  
7 hours

**Fee**  
\$ 840 (members)  
\$ 1,350 (Non-members)

**Venue**  
HKICPA Training Centre  
27/F, Wu Chung House, Wanchai

### Programme schedule

[Download Application Form](#)

[Apply on-line](#)

Date	Topic	Time	Deadline for Applications
<b>30 October 2014 (Thursday)</b>	Workshop for Audit Staff	9:00 am – 5:00 pm	23 October 2014

\* Please refer [here](#) for descriptions of other competencies and ratings.

# Workshop for Audit Staff

## October 2014

**[Please click here for online enrolment](#)**  
**(for HKICPA members only)**



Hong Kong Institute of  
Certified Public Accountants  
香港會計師公會

Finance & Operations Department,  
Hong Kong Institute of CPAs  
37th Floor, Wu Chung House,  
213 Queen's Road East, Hong Kong  
Fax no: 2893-9853

Name: (\*Mr. / Mrs. / Ms.) \_\_\_\_\_ HKICPA Membership No.: \_\_\_\_\_  
(if applicable)

Company name: \_\_\_\_\_

Position held: \_\_\_\_\_ Email: \_\_\_\_\_  
(for enrolment confirmation purpose)

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Event Code	Workshop for Audit Staff	Enrolment deadline
WAS141030	30 October 2014 (Thursday)	23 October 2014

- Admission Fee:  HK\$ 840 per person  
 HKICPA members  
 Audit staff / Audit manager enrolled by practising members  
Practising Member Name: \_\_\_\_\_  
Practising Member No: \_\_\_\_\_
- HK\$ 1,350 per person (Non-HKICPA members)
- Cheque (no. \_\_\_\_\_) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

- VISA / MasterCard  BOC HKICPA UnionPay card

Card Number: \_\_\_\_\_ Card Expiry Date (MM/YY): \_\_\_\_\_

Cardholder's Name (block letters): \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I would like to have an official receipt. (Remarks: Official receipt will be sent to your email address provided above.)

1. Please complete the Enrolment Form and return it to the Finance & Operations on or before the deadline, together with full payment.
2. Enrolment is accepted on a first-come-first-served basis. No telephone reservation will be accepted.
3. For credit card payment, please fax the enrolment form to 2893-9853. For payment by cheque, the enrolment will only be processed upon receipt of full payment.
4. Confirmation of registration will be sent by e-mail. If confirmation has not been received 3 days prior to the event date, please contact Ms. Yvonne Chew at 2287-7057 or email: [tls@hkiipa.org.hk](mailto:tls@hkiipa.org.hk)
5. If typhoon signal no.8 or above / Black rainstorm warning is hoisted at or 6:30 a.m. on the date of event, the activity will be cancelled. Your admission fee will be refunded in the event of cancellation due to bad weather.
6. No refund will be entertained unless your enrolment is unsuccessful or the event is cancelled due to unforeseen circumstance.
7. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of CPD activities, 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 [here](#). Non-members may opt out of receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkiipa.org.hk](mailto:privacyofficer@hkiipa.org.hk) or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please [click here](#).

**Payment & Enrolment Status Enquiry: 2287-7381**  
e-mail: [finance@hkiipa.org.hk](mailto:finance@hkiipa.org.hk)

**Event Information Enquiry: 2287-7057**  
e-mail: [tls@hkiipa.org.hk](mailto:tls@hkiipa.org.hk)

For payment by cheque, please fill-in your postal address for refund in case the event is full or cancelled.

Name :	Name :
Address :	Address :