



Audit Practice Manual (2016 edition) Application Workshop

The fully revamped Audit Practice Manual is out now with more useful resources to support your audit work!

The manual is a reference tool with customizable documentation templates and sample audit files to assist you in the performance of a financial statements audit. The 2016 edition contains a CD-Rom and three sample audit files with various new features, which is an enhanced version builds on the last revision in 2010. To order the manual, please click [here](#).

This 1-day workshop aims at introducing the new features of Audit Practice Manual (2016 edition), refreshing participants' auditing knowledge and promoting the effective use of the Manual.

Event code	Date	Time	CPD Credit Hours
WSHP17022201	22 February 2017 (Wednesday)	9:00am – 5:00pm	7 hours
WSHP17030102	1 March 2017 (Wednesday)	9:00am – 5:00pm	7 hours
WSHP17030801	8 March 2017 (Wednesday)	9:00am – 5:00pm	7 hours
WSHP17031801	18 March 2017 (Saturday)	9:00am – 5:00pm	7 hours
WSHP17032101	21 March 2017 (Tuesday)	9:00am – 5:00pm	7 hours
WSHP17032701	27 March 2017 (Monday)	9:00am – 5:00pm	7 hours

Venue	HKICPA Training Centre 27/F, Wu Chung House, Wanchai, Hong Kong
Language	Cantonese with English handout and terminology
Fee	HK\$420 for HKICPA member or student / HK\$680 for non-member
Competency*	Auditing and assurance
Rating*	Intermediate level

*Please refer to the [Institute's online CPD Learning Resource Centre](#) for descriptions of competency and rating.

REGISTRATION

- Online registration is recommended, please click [here](#) or visit www.hkicpa.org.hk
- To register offline (by post or by fax), please complete the enclosed enrolment form and return it with full payment to the Institute.
- Enrolments will be accepted on a first-come-first-served basis with priority given to the Institute's members.

Audit Practice Manual (2016 edition) Application Workshop (February and March)

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



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

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

Company name: _____

Position held: _____ Email: _____
(for enrolment confirmation purpose)

Telephone No.: _____ Fax No.: _____

[Contact information is used solely for communication of this particular event, without update to your member profile.]

Please mark a "✓" against the session(s) for which you wish to apply

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Admission Fee: HK\$ 420 per person (HKICPA members) per session
 HK\$ 680 per person (Non-HKICPA members) per session

Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"

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Payment receipt will be sent to your email address provided above once the payment is confirmed.

Notes:

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 enrolment will be sent to you via email. You can check your enrolment status at "MyCPA" at <http://mas.hkicpa.org.hk/mycpa/login>. Unsuccessful enrolment will be notified with full refund.
5. Confirmation of registration will be sent by e-mail. If confirmation has not been received 3 days prior to the event date, please email to: tls@hkicpa.org.hk
6. If typhoon signal no.8 or above / Black rainstorm warning is hoisted at or after 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. For details, please refer to [Black weather arrangement for CPD](#).
7. In normal circumstances, the seminar fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the seminar be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.

Personal Data: Your personal data collected from the enrolment process and administration of courses/events/activities 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. 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 following link <http://mas.hkicpa.org.hk/mycpa/communication/preference>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.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.hkicpa.org.hk/en/service-tools/privacy-policy/>.

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