

HKICPA Business Case Competition 2021 Submission guidelines for written proposal

Submission deadline: 11 October 2021, before 12:00 noon

1. Each team should submit a written proposal in English (with financial analysis) with **a maximum of 15 pages** of A4 papers including:
 - Table of content (目錄)
 - Executive summary (**Not more than 3 pages**)
 - Appendices and references
2. The content (內容) of the written proposal should **NOT** include the names of team members and tertiary institution.
3. Please adopt below format for the written proposal:
 - Font type: Arial
 - Font size: 12
 - 1.5 lines spacing
 - Margin: 1 inch for each side of paper
4. Each team should download a standardized HKICPA cover sheet of the competition from <http://www.hkicpa.org.hk/bcc2021> and complete it with the required information.
5. Save the written proposal and the HKICPA cover sheet in TWO separate PDF files (file size <15MB) and send them **in ONE email** to bcc@hkicpa.org.hk with respective details as shown below:

	For HK Undergraduate teams	For HK Sub-degree teams
Email subject	HKICPA BCC 2021_Undergraduate	HKICPA BCC 2021_Sub-degree
File name of written proposal	"Team leader full name" + "Team leader mobile phone no." + "Proposal_Undergraduate" <i>e.g. Chan Tai Man_98765432_Proposal_Undergraduate</i>	"Team leader full name" + "Team leader mobile phone no." + "Proposal_Sub-degree" <i>e.g. Chan Tai Man_98765432_Proposal_Sub-degree</i>
File name of cover sheet	"Team leader full name" + "Team leader mobile phone no." + "Cover sheet_Undergraduate" <i>e.g. Chan Tai Man_98765432_Cover sheet_Undergraduate</i>	"Team leader full name" + "Team leader mobile phone no." + "Cover sheet_Sub-degree" <i>e.g. Chan Tai Man_98765432_Cover sheet_Sub-degree</i>

6. Multiple submissions or submitted written proposal without an executive summary will be disqualified.
7. Failure to follow the above requirements may render the written proposal unmarked and result in disqualification from the competition.
8. Please contact us at 2287 7463 or bcc@hkicpa.org.hk if you have not received any **acknowledgement email to participating teams** by 15 October 2021.