

## Hong Kong Institute of Certified Public Accountants QP Case Analysis Competition 2017 (HK)

### Submission Guidelines for Written Report (Submission deadline: 18 October 2017, before 12:00 noon)

- Each team should submit a written report in English (with financial analysis) with a maximum of 15 pages of A4 papers (including content (目錄), appendixes and references which are optional).
- Each team should download the standardized HKICPA cover sheet from [www.hkicpa.org.hk/qpcac2017hk](http://www.hkicpa.org.hk/qpcac2017hk) and complete it with the required information.
- Save the written report and the HKICPA cover sheet in TWO separate files (in PDF format) with the file name being shown as "Team leader full name\_Team leader mobile phone no.\_Written Report" and "Team leader full name\_Team leader mobile phone no.\_Cover Sheet".  
  
e.g. "Chan Tai Man\_98765432\_Written Report", "Chan Tai Man\_98765432\_Cover Sheet"
- Send the TWO PDF files **ONCE** via email to [gpcac2017hk@hkicpa.org.hk](mailto:gpcac2017hk@hkicpa.org.hk), with the subject as "QP Case Analysis Competition 2017 written report". Multiple submissions will be disqualified.
- Font type: Arial
- Font size: 12
- Double line spacing
- Margin: 1 inch for each side
- The content (內容) of the written report should **NOT** include the names of team members and university.
- Failure to follow the above requirements may render the written report unmarked and result in disqualification from the competition.

#### Important notes

- By registering for the competition, the Hong Kong Institute of CPAs is authorized to transfer students' personal information to the internship sponsors for internship arrangement.
- Winners are required to sign an undertaking to accept and complete the internship programme at the organization assigned to him/her by the Institute.
- Prizes are not transferable and the fee waiver cannot be redeemed for cash.
- When submitting the written report, students must ensure no information on the written report is copied from others. Also, they must ensure they are the only owner of their original work and have a copy right for that.
- All entries must be received by the closing date specified above.
- All students who submitted the written report and are selected for the finale are required to attend the oral presentation day in person.
- By registering for the competition, all participants will be deemed to have accepted and be bound by the rules of the competition.
- All the finalists and winners must consent to the use of his/her name, photograph, presentation materials and video for publicity purposes.
- The Institute reserves the right to decide on the terms, final results of the competition and to amend the competition rules at any time.