



## Workshop on Quality Control

The Institute's new edition of *A Guide to Quality Control* ("Guide") was issued in June 2013. The Guide focuses primarily on the development of a firm-wide quality control system. This sets the foundation for the existence of appropriate firm policies that should assist and enable the practitioner to implement the engagement-level requirements.

- The workshop aims to introduce the Guide, the general requirements under the Clarified Hong Kong Standard on Quality Control 1 and the common findings under the Practice Review on quality control.
- Sample policies and procedures for different sizes of practice will be introduced in order to develop a customised quality control on a consistent basis

Participants are encouraged to bring their new edition of "A Guide to Quality Control" (either hardcopy or softcopy) to the workshop for illustrations.

### About the seminar:

**Language**

Cantonese with English handout and terminology

**Competency**

Auditing and assurance

**Rating**

Intermediate Level\*

**CPD Credit Hour**

4 hours

**Fee**

\$ 420 (HKICPA member or student and IA/HKIAAT member or student)

\$ 680 (non-members)

**Venue**

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

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

## Programme schedule

| Event Code   | Dates                       | Time               | Application deadline |
|--------------|-----------------------------|--------------------|----------------------|
| WSHP16102401 | 24 October 2016 (Monday)    | 9:00 am to 1:00 pm | 17 October 2016      |
| WSHP16111702 | 17 November 2016 (Thursday) | 9:00 am to 1:00 pm | 10 November 2016     |

### REGISTRATION

- Online registration is recommended, please click [here](#) or visit [www.hkicpa.org.hk](http://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.

# Workshop on Quality Control

Finance & Operations  
Department,  
Hong Kong Institute of CPAs  
37th Floor, Wu Chung House,  
213 Queen's Road East, Hong



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.]

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| Please mark a "✓" against the session(s) for which you wish to apply   |  |
| <input type="checkbox"/> 24 October 2016 – [WSHP16102401]  | <input type="checkbox"/> 17 November 2016 – [WSHP16111702] |
| Admission Fee : <input type="checkbox"/> HK\$ 420 per person per session ((HKICPA member or student and IA/HKIAAT member or student)<br><input type="checkbox"/> HK\$ 680 per person per session (Non-HKICPA member) |  |
| <input type="checkbox"/> Cheque (no. _____) payable to "Hong Kong Institute of Certified Public Accountants" or "HKICPA"   |  |
| <input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard  |  |
| Card Number: _____   | Card Expiry Date (MM/YY): _____                            |
| Cardholder's Name (block letters): _____   | Cardholder's Signature: _____ Date: _____                  |
| 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. Registration by fax will ONLY be processed when payment is made by credit card.
4. For credit card payment, the credit card should be valid with expiry date at least 1 month from the date of event. For payment by cheque, the enrolment will only be processed upon receipt of full payment. Cash is strictly NOT accepted.
5. 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.
6. 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.
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](mailto: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/>.

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

**Event Information Enquiry:** 2287-7012  
e-mail: [ts@hkicpa.org.hk](mailto:ts@hkicpa.org.hk)

For non-member and firm payment by cheque, please fill-in your postal address for refund:

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|-----------|-----------|
| Name :    | Name :    |
| Address : | Address : |
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