

Qualification Programme - Module Enrolment Form

May 2010 Intake (Enrolment Deadline: 23 April 2010)



I. Please read the "Important Notes" carefully before completing this form.

Name of Applicant/Registered Student: _____
(Surname first, BLOCK & FULL)
Reg. No.: _____ *HKID/Passport No.: _____
(if student registration approved)
Current Employer: _____
Day-time Contact Tel. No.: _____ Email: _____

II. Module(s) to be attempted (Please see Important Notes 2, 3, 4 and 5):

Module B - Financial Management

Workshop Code	Choice
201E	
202M	
202A	
203E	

Module D - Taxation

Workshop Code	Choice
401E	
402E	
403M	
403A	

Enrolment fee **must** be settled by **credit card** in accordance with the schedule as stated in the credit card authorization form. Please submit the duly completed module enrolment form and credit card authorization form when apply for module enrolment.

III. Practical Experience Requirements

Are you supervised under an Authorised Employer (AE) or an Authorised Supervisor (AS)?
 Yes, the name of my AE / AS* is _____ No.
For details of the PEF, please visit the Institute's website at <http://www.hkicpa.org.hk/en/become-a-hkicpa/pef/>.

IV. Confidentiality Undertaking (Must be Completed)

Workshop additional questions are distributed to candidates at workshops for small group discussion and for giving individual presentation. These additional questions are used for assessment purpose and if candidates disclose the questions and/or topics covered by the questions to candidates attending later classes, it will create an unfair advantage. Candidates taking the module workshops must keep the additional questions **CONFIDENTIAL** and limit discussion to their workshop group. Attempting to copy down workshop additional questions or smuggle them out of your workshop in any form without the Institute's prior consent may result in disqualification from the whole module (i.e. both workshop and module examination components) and / or any disciplinary action.

I confirm my agreement in observing the above-mentioned confidentiality undertaking.

V. Declaration

Are you an existing Hong Kong Institute of CPAs member admitted by virtue of qualifications other than the Qualification Programme? (✓)
 No Yes (Membership No.: _____)

Are you a member of the Hong Kong Institute of CPAs Council and/or an Hong Kong Institute of CPAs Committees? (✓)
 No Yes (Please specify: _____)

I confirm that I have read and fully understood the "Important Notes" and I hereby apply to enrol in the module(s) indicated above.

For holders of non Hong Kong relevant degrees only

(see Information Sheet on "Student Registration Requirements for Applicants with Non Hong Kong Degrees", this document can be downloaded from the Institute's website www.hkicpa.org.hk)

I confirm that I have acquired sufficient knowledge of Hong Kong law and tax before enrolling in the Module(s) through: (✓)

attending relevant subject(s) of an accredited Conversion Programme in-house training self-study

(Please provide documentary evidence, if available, through which the above knowledge is acquired. I agree that if I am subsequently found to perform poorly during the module workshops due to insufficient knowledge in Hong Kong tax and law, I may be asked to leave the module.)

Incompletion of this form may result in your application being rejected or delayed without prior notice.

Signature: _____ Date: _____

Personal Data (Privacy) Ordinance - All information provided in this form will be used by the Institute for purposes relating to the performance of the Institute's administration function under the Professional Accountants Ordinance including the administration of its examinations and accreditation of qualification. The provision of personal data by means of this Form is voluntary. It may be accessible to offices, committees or persons when processing registration and examinations matters.

*Delete as appropriate



Credit Card Authorization Form

To settle the QP enrolment fee(s) for May 2010 session by instalment, please charge my Visa/MasterCard for the item specified below:

QP Module Enrolment Fee for May 2010 Session						
Date of payment	Module B (tick one only)			Module D (tick one only)		
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*
3 May, 2010 (1 st Instalment)	HK\$1,000	HK\$750	HK\$1,500	HK\$1,000	HK\$750	HK\$1,500
1 Jun, 2010 (2 nd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
2 Jul, 2010 (3 rd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
2 Aug, 2010 (4 th Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
(Total)	HK\$4,000	HK\$3,000	HK\$1,500	HK\$4,000	HK\$3,000	HK\$1,500

Only Visa/MasterCard is accepted:-

*Payment by: Visa MasterCard

Card Number:

Card Expiry Date: _____ (mm/yy)
 (Card expiry date cannot be earlier than the 4th Instalment payment date)

Name of Cardholder : _____
 (Same as the full name on card)

Pay for Student/Applicant Name: _____

Student No./HKID card no. of applicant: _____

Cardholder's Signature: _____

Date: _____ (dd/mm/yyyy)

* Please put a "✓" in the appropriate box

Please read the "Important Notes" before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:

Student Education & Training Department
 Hong Kong Institute of Certified Public Accountants
 27th Floor, Wu Chung House, 213 Queens's Road East, Wanchai, Hong Kong.
 Re: Module Enrolment

Qualification Programme

- Module Enrolment Form

May 2010 Intake (Enrolment Deadline: 23 April 2010)



Important Notes for Module Enrolment

1. The qualification programme is designed to be taken one module at a time. However, candidates have the option of taking two modules at once, should they wish.
2. For details of the dates and time of workshop sessions, please refer to the Timetable for Module Workshops overleaf. It is your responsibility to ensure that there is no clash of workshops when making your choices.
3. Once enrolled in a module you are required to attend a series of four workshops for that module. You are therefore required to put down "1", "2", "3", "4" for 1st, 2nd, 3rd and 4th choices respectively in the boxes under the "Choice" column of Section II of the form to indicate your choice of the Workshop Groups. The Institute will process your application on a first-come-first-served basis, while taking into account your preferences. In case your most preferred Workshop Group is full or cancelled, the Institute will then assign you to the Workshop Group which you have indicated as your second choice, and so on. When all your choices are exhausted, you will be allocated the Workshop Group assigned by the Institute.
4. If you **do not wish** the Institute to allocate you to the Workshop Group(s) which you are unable to attend, please mark "*" in the box(es) as appropriate.
5. The enrolment fee is HK\$4,000 for each module. Enrolment fee will be debited in accordance with the schedule as stated in the credit card authorization form. No cash or reservation (i.e. completed enrolment form not accompanied by the credit card authorization form) is accepted. Once the application is accepted, the applicant cannot withdraw from the module enrolment. Fees are non-refundable and non-transferable. Any bank charges and/or expenses incurred as a result of failure to debit the credit card shall be borne by the applicant. The amount payable for each instalment and payment deadline cannot be changed. No refund is allowed throughout the whole instalment period. The applicant shall settle in full all outstanding instalment(s) and the relevant charges on demand in case of withdrawal. Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 23 April 2010. The completed enrolment form, together with the duly completed credit card authorization form, should be mailed to the Student Education & Training Department. Please mark "Module Enrolment" on envelope.
6. Once assigned to a specific Workshop Group, you are not allowed to make any changes. You are required to attend all four workshops of that module. Non-attendance will result in no marks being awarded for the workshop that you have not attended.
7. All applicants will be notified of their enrolment result in writing. The venue map and other information for the workshops will be provided in the Confirmation Slip. The Confirmation Slip will be issued **Once Only**. Please ensure to keep the Confirmation Slip under your safe custody. The Institute may charge **a fee** for re-issuance of a duplicate copy. Applicants should contact the Student Education & Training Department if they have not received any notification about their enrolment by 19 May 2010.
8. Any change of personal data **must** be notified to the Institute in writing and in good time.
9. An Orientation Session will be held one or two days before the commencement of the modules. The main purposes of the Orientation Session are to brief QP Candidates about the modules and to help them to get started in their study. All newly registered students will be invited to attend the Session under separate cover.
10. As the workshop questions are used for assessment purposes, candidates have obligation to ensure the confidentiality of the Workshop Questions, e.g. candidates must not discuss/disclose the relevant information about the Workshop Questions to any person outside your assigned workshop group.
11. For any information related to the Continuing Education Fund such as refund policy, please refer to the Institute's website: www.hkicpa.org.hk → Become a Hong Kong CPA → How to Apply → Government Continuing Education Fund.
12. For enquiries, please contact the Student Education & Training Department on 2287 7061 or 2287 7068.

Important Notes for Instalment payment

Upon submission of the duly completed credit card authorization to the Hong Kong Institute of Certified Public Accountants (the Institute), applicant shall be bound by following terms and conditions:

1. Only Visa/ MasterCard for payment is acceptable.
2. All enrolment and instalment applications are subject to the Institute's final approval.
3. Once credit card authorization form and/or module enrolment form is submitted, cancellation is not allowed.
4. **Applicant agrees to be bound by the following terms and conditions when submitting the credit card authorization form:-**
 - i) If applicant fails to settle the payment amount by the respective payment date, the Institute may not allow the applicant to attend the workshop(s) and/or the module examination(s) or the applicant's module result(s) may be withheld/become invalid.
 - ii) During the instalment period, in the event of cancellation or termination of the studentship / module enrolment(s) by the applicant and subject to the Institute's final decision, the applicant is required to settle all outstanding instalment(s). Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 23 April 2010.
 - iii) No refund is allowed throughout the whole instalment period except for cancellation of module by the Institute. The amount payable for each instalment and payment deadline cannot be changed.
5. The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.

Qualification Programme

- Module Enrolment Form

May 2010 Intake (Enrolment Deadline: 23 April 2010)



Timetable for Workshops

May 2010 Intake

Important dates for Enrolment in the May 2010 Intake:

Enrolment Application Deadline	23 April	2010
Enrolment Result	15 May	2010 *
Module Commencing	24 May	2010
Module Examination	25 September	2010

* Confirmation Slip will be sent out by post on that day

Module B – Financial Management

Module D – Taxation

Friday		Module B Workshop Code: 201E	Module D Workshop Code: 401E
Workshops	Date		
1 st Workshop	11 Jun 10	6:30 p.m. – 10:00 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	9 Jul 10	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	6 Aug 10	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	27 Aug 10	6:30 p.m. – 10:00 p.m.	6:30 p.m. – 10:00 p.m.

Saturday		Module B Workshop Code: 202M	Module B Workshop Code: 202A	Module D Workshop Code: 402E
Workshops	Date			
1 st Workshop	12 Jun 10	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	10 Jul 10	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	7 Aug 10	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	28 Aug 10	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.

Sunday		Module D Workshop Code: 403M	Module D Workshop Code: 403A	Module B Workshop Code: 203E
Workshops	Date			
1 st Workshop	13 Jun 10	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	11 Jul 10	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	8 Aug 10	9:30 a.m. – 12:30 p.m.	2:00 p.m. – 5:00 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	29 Aug 10	9:30 a.m. – 1:00 p.m.	2:00 p.m. – 5:30 p.m.	6:30 p.m. – 10:00 p.m.

Notes:

- The 1st and the 4th workshop will be of 3.5 hours duration. For the 1st workshop the first half-hour will be an introductory session for candidates and Workshop Facilitators before the formal workshop begins. Attendance of this introductory session is very important. Candidates should arrive **PUNCTUALLY** for all workshops. The last half-hour of the 4th workshop will be devoted to discussion on general examination techniques.
- Workshops will be held in accordance with the designated schedule. However, the Institute reserves the right to alter any workshop. In addition to Friday evening workshop, other weekday evening workshops (e.g. Monday) may also be held to cater for unexpectedly high increase in workshop enrolments.



Credit Card Authorisation Form – Filling Instruction



Credit Card Authorization Form

To settle the QP enrolment fee(s) for May 2010 session by instalment, please charge my Visa/MasterCard for the item specified below:

Date of payment	Module B (tick one only)			Module D (tick one only)		
	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*	<input type="checkbox"/> Both Workshop & Exam*	<input type="checkbox"/> Workshop Only*	<input type="checkbox"/> Exam Only*
3 May, 2010 (1 st Instalment)	HK\$1,000	HK\$750	HK\$1,500	HK\$1,000	HK\$750	HK\$1,500
1 Jun, 2010 (2 nd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
2 Jul, 2010 (3 rd Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
2 Aug, 2010 (4 th Instalment)	HK\$1,000	HK\$750	-	HK\$1,000	HK\$750	-
(Total)	HK\$4,000	HK\$3,000	HK\$1,500	HK\$4,000	HK\$3,000	HK\$1,500

Only Visa/MasterCard is accepted:-

Payment by: Visa MasterCard

Card Number:

Card Expiry Date: _____ (mm/yy)
(Please make sure that the card expiry date is not earlier than the 4th Instalment payment date)

Name of Cardholder: _____
(Same as the full name on card)

Pay for Student/Applicant Name: _____

Student No./HKID card no. of applicant: _____

Cardholder's Signature: _____

Date: _____ (dd/mm/yyyy)

* Please put a "✓" in the appropriate box

Please read the notes overleaf before submitting the form. Please return this form duly completed together with the Module enrolment form to the Institute in person or by post to:

Student Education & Training Department
 Hong Kong Institute of Certified Public Accountants
 27th Floor, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.
 Re: Module Enrolment

2. Tick the checkbox for the type of credit card.

1. Tick the checkbox for the component of the module you enrol.

4. Fill in the student/ applicant name.

3. Fill in the card information.

5. Fill in the student number/ applicant HKID card number.

6. Sign the form with the same signature as the credit card and write down the date of filing the form.



Frequently Asked Questions on Module Enrolment Payment Procedure

Q1. Why do we have to pay the module enrolment payment by credit card?

A1. The Labour and Welfare Bureau and the Office of the Continuing Education Fund (CEF) have imposed a new payment procedure for all registered courses of the CEF. According to this new stipulation, all CEF course providers, irrespective of their first registration date under CEF, would be prohibited from collecting their CEF registered course fees in a lump sum and be required to collect the CEF registered course fees by equal monthly instalments. The new requirement will be effective from 1 April 2010. In order to comply with this new requirement, i.e. for students who will apply enrolment in a complete module (workshops and module examination) and/or workshop only, the Institute has to revise the payment method.

According to the new requirement, the Institute is required to collect the module fees (except for examination only) by instalment which implies that students will be requested to send their module fees to the Institute by post or in person more than once for each module session. To ease your burden, credit card payment method is the most convenient method to settle the module fees on a monthly basis.

Q2. Can I pay the enrolment fee in lump sum if I do not apply for CEF?

A2. No. According to the instruction from the Labour and Welfare Bureau, the equal monthly instalment requirement is applicable to all CEF registered courses, irrespective of whether students are willing to pay a lump sum or students are not applying for reimbursement from CEF.

Q3. Will the online enrolment system be available for the May 2010 session?

A3. No. Since the instalment payment arrangement will replace the current lump sum payment method, the online enrolment system will not be available for the May 2010 session to ensure that proper system tests are performed. Students will be updated about the availability of the online enrolment system in due course.

Q4. When will the module enrolment fee be charged into my credit card?

A4. The instalment schedule is specified in the credit card authorisation form.

Q5. My QP student registration is currently under assessment. If my application is unsuccessful, will my enrolment fee be charged by the Institute?

A5. No. Please rest assured that for applicants who cannot register as QP students, their enrolment fees will not be charged.