

# Qualification Programme

## Module Enrolment (December 2015 Session)

- for CGA stream students only (浙江财经大学)

Enrolment Deadline: 31 August 2015



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

Name: \_\_\_\_\_

(Surname first, BLOCK & FULL)

Member/Student#: \_\_\_\_\_

HKID / PRC ID / Passport No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email: \_\_\_\_\_

### II. Module(s) to be attempted

Enrolment fee(s) 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 applying for module enrolment. The workshop venue will be printed on the enrolment confirmation slip. Please kindly visit the "QP Learning Centre" for the location of the workshop venue before attending workshops.

1. A **maximum of TWO modules** can be taken in each session;
2. You should **indicate the location preference in the circles of selected module(s)**.  
(e.g. 1=Most preferred, 2=Less preferred, and so on)

| Module A (Financial Reporting) <sup>Note</sup> |                        |
|--|------------------------|
| Workshop Dates: 17 Oct & 14 Nov 2015;          | Exam Date: 27 Dec 2015 |
| <input type="radio"/> Workshop: Shanghai       | Exam: Shanghai         |
| <input type="radio"/> Workshop: Beijing        | Exam: Beijing          |
| <input type="radio"/> Workshop: Guangzhou      | Exam: Guangzhou        |

| Module B (Corporate Financing) <sup>Note</sup> |                                       |
|--|---------------------------------------|
| Workshop Dates: 24 Oct & 21 Nov 2015;          | Exam Date: 28 Dec 2015                |
| <input type="radio"/> Workshop: ZUFE (浙江财经大学)  | <input type="radio"/> Exam: Shanghai  |
|  | <input type="radio"/> Exam: Beijing   |
|  | <input type="radio"/> Exam: Guangzhou |
| <input type="radio"/> Workshop: Shanghai       | Exam: Shanghai                        |
| <input type="radio"/> Workshop: Beijing        | Exam: Beijing                         |
| <input type="radio"/> Workshop: Guangzhou      | Exam: Guangzhou                       |

| Module C (Business Assurance) <sup>Note</sup> |                        |
|---|------------------------|
| Workshop Dates: 18 Oct & 15 Nov 2015;         | Exam Date: 27 Dec 2015 |
| <input type="radio"/> Workshop: Shanghai      | Exam: Shanghai         |
| <input type="radio"/> Workshop: Beijing       | Exam: Beijing          |
| <input type="radio"/> Workshop: Guangzhou     | Exam: Guangzhou        |

| Module D (Taxation) <sup>Note</sup>       |                        |
|---|------------------------|
| Workshop Dates: 25 Oct & 22 Nov 2015;     | Exam Date: 28 Dec 2015 |
| <input type="radio"/> Workshop: Shanghai  | Exam: Shanghai         |
| <input type="radio"/> Workshop: Beijing   | Exam: Beijing          |
| <input type="radio"/> Workshop: Guangzhou | Exam: Guangzhou        |

#### Note:

1. In case your most preferred location is full or cancelled, the Institute will then assign you to the location which you have indicated as your second choice, and so on. 如您的首項選擇地點已滿額或取消，您將被安排往第二選項，如此类推。
2. You should consider the following issues before making the choices:  
在填寫選項前，您須考慮以下因素：  
(a) workshop and exam dates of different modules or; 不同單元的工作坊及考試日期 或;  
(b) sufficient travel time between the locations of difference modules. 足夠時間往來不同單元的地點。

### III. 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.

### IV. Declaration (must be completed)

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 the Hong Kong Institute of CPAs Committees? (✓)

No  Yes (Please specify: \_\_\_\_\_)

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](http://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

(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.**

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

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 officers, committees or persons when processing registration and examinations matters.*



**Credit Card Authorization Form**

To settle the QP enrolment fee(s) for December 2015 Session, please charge my VISA / MasterCard for the item(s) specified below:

| Date of payment  | QP Module Enrolment Fee   |   |                                     |   |   |                                     |
|------------------|---|---|-------------------------------------|---|---|-------------------------------------|
|                  | Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (tick one only) |   |                                     | Module A <input type="checkbox"/> or B <input type="checkbox"/> or C <input type="checkbox"/> or D <input type="checkbox"/> (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* |
| 2 September 2015 | HK\$4,400   | HK\$3,300                               | HK\$1,600                           | HK\$4,400   | HK\$3,300                               | HK\$1,600                           |

\* Please put a "✓" in the appropriate box.

**Only VISA / MasterCard is acceptable.** Please ensure the credit card number provided is correct. Invalid credit card number may result in enrolment being voided.

Payment by: VISA  MasterCard

Card Number:

Card Expiry Date: \_\_\_\_\_ (mm/yyyy) Name of Cardholder : \_\_\_\_\_  
 (Card expiry date cannot be earlier than October 2015) (Same as the full name on card)

QP Student Name: \_\_\_\_\_ QP Student No.: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yyyy)

Please complete and return this form to the Institute by email ([qp.reg@hkicpa.org.hk](mailto:qp.reg@hkicpa.org.hk)). This completed form should be reached the Institute before the enrolment deadline.

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Hong Kong's  
CPA Qualification  
香港會計師專業資格

### Important Notes

#### For Module Enrolment

##### Application

1. For details of the dates and time of workshop sessions, please refer to the "Timetable for Module Workshops". It is your responsibility to ensure that there is no clash of workshops and/or examinations when making your choices.
2. Enrolment in module(s) is on a session-by-session and voluntary basis. Once enrolled in a module, you are required to attend two full-day workshops for that module. Each workshop will last 8 hours including a 1-hour meal break. In the workshops, candidates will be involved in discussion and group activities.
3. The enrolment fee is HK\$4,400 for each module (HK\$3,300 for enrolling the workshops only; HK\$1,600 for enrolling in the examination only). Enrolment fee(s) will be debited in accordance with the schedule as stated on 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. Fee(s) 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 applicant shall settle in full all outstanding fee(s) and the relevant charges on demand in the 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. 31 August 2015.
4. The enrolment Confirmation Slip can be downloaded at the Institute's website [www.hkicpa.org.hk](http://www.hkicpa.org.hk) > Members' Area > Student Zone > My Account (login required). You may also view the workshops information, e.g. workshop venue(s) at the QP Learning Centre. The Confirmation Slip will be housekept periodically. Please ensure to keep a copy of your Confirmation Slip under your safe custody. The Institute will charge a fee for re-issuance of a duplicate copy. Applicants should contact the Education and Training Department if they could not find any Confirmation Slip under the Student Zone about their enrolment after 14 September 2015.
5. Any change of personal data **must** be notified to the Institute in writing and in good time.
6. The Institute reserves the right to make alterations regarding the workshop facilitators, time, places and contents of the Module(s) Examination offered.

##### Workshop

1. Once enrolled in a module, you are required to attend a series of two workshops for that module. You are required to indicate "1", "2", "3", etc for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc choices respectively in the circles under Section II of the form to indicate your choice of the Workshop and Exam Locations. The Institute will process your application on a first-come-first-served basis, while taking into account your preferences. In case your most preferred location is full or cancelled, the Institute will then assign you to the location which you have indicated as your second choice, and so on. If all your choices are exhausted, you will be allocated to the group assigned by the Institute.
2. You should consider the following issues before making the choices:
  - (i) workshop and exam dates of different modules or;
  - (ii) sufficient travel time between the locations of different modules.
3. Once assigned to a specific Workshop Group of a module, you are not allowed to make any changes. You are required to attend all two workshops of that module. Non-attendance in any workshops without any valid reasons will render you ineligible to sit the module examination(s).
4. Successful accomplishment of the workshop is a prerequisite to sit the relevant module examination. Only candidates who have successfully obtained "Satisfactory" grades in the workshop component are eligible to attend the relevant module examinations. Candidates who have obtained grades other than "Satisfactory" in the workshop component are required to enroll in both the module workshop and module examination components together in their next attempt for that module. Workshop results will be announced before examination at the Institute's website.
5. No refund (full or partial) of enrolment fee(s) will be given to candidates who failed to meet the prerequisite for sitting the relevant module examination.

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6. Mainland candidates should refer to the Examination Attendance Docket for the details of examination time, venue, examination instructions and regulations. The examination docket will be sent to candidates by email two weeks before the examination date.
7. Candidates should not attend the examination(s) if they have not obtained "Satisfactory" grades for the respective workshop. The examination scripts will not be marked. Those candidates will be considered violating the examination rule.

### Learning Pack – Collection Arrangement

1. Candidates who have enrolled in a QP core module in full, i.e. workshop and module examination will be given a hardcopy module learning pack.
2. An e-book will replace the hardcopy learning pack for candidates retaking the examination and/or workshop. Candidates concerned can access the e-book at the online QP Learning Centre. For candidates who prefer the hardcopy learning pack to the e-book, they can purchase a hardcopy at a discounted price of HK\$350.

### Examination Venue

For module enrolment in Mainland, candidates should refer to an email which will be sent two weeks before the examination date for the examination venues.

### Pass Requirements

To pass a module, candidates must fully attend all two workshops, successfully accomplish workshop objectives, meeting at least 70% of the development indicators for satisfactory completion of the workshops, and pass a 3-hour open book written examination. Details of the development indicators can be found from the Student Handbook placed at the Institute's QP webpage. Candidates who have obtained "Satisfactory" grade in the workshop assessment but fail the module examination need to re-take only the module examination in the next attempt for that module.

### Payment

Upon submission of the duly completed credit card authorisation form to the Institute, candidates shall be bound by following the terms and conditions:

1. Only Visa card / MasterCard for payment is acceptable.
2. All enrolment 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. If candidates fail to settle the payment amount by the respective payment date, the Institute may not allow the candidates to attend the workshop(s) and/or the module examination(s) or the candidates' module result(s) may be withheld/become invalid.
5. In the event of cancellation or termination of the studentship / module enrolment(s) by the candidates which is subjected to the Institute's final decision, the candidates are required to settle all outstanding fee(s). Any application for special consideration must be in writing and reach the Institute's office before the enrolment application deadline, i.e. 31 August 2015.
6. No refund is allowed throughout the whole module period except for cancellation of module by the Institute. The amount payable and payment deadline cannot be changed.
7. 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.

August 2015