

Qualification Programme

- Module / Final Examination Enrolment Form

for HKICPA members seeking ICAEW special admission



Form: ICAEW-E1

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

Name of Member: _____
(Surname first, BLOCK & FULL)

Membership No.: _____ *HKID/Passport No.: _____
(*Delete as appropriate)

Current Employer: _____

Day-time Contact Tel. No.: _____ Email: _____

II. Module/Final Examination to be attempted (Please see Important Notes for instruction):

Module B / D *

September 2009 Session

(Enrolment Deadline: 14 August 2009)

Workshop Code	Choice
201E / 401E*	
202M / 402E*	
202A / 403M*	
203E / 403A*	

Amount (HK\$): _____

Cheque No.: _____

Bank Name: _____

(*delete as appropriate)

Final Examination

December 2009

(Enrolment Deadline: 23 October 2009)
(Examination Date: 12 December 2009)

Amount (HK\$): _____

Cheque No.: _____

Bank Name: _____

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

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/Final Examination 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 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/Final Examination.)

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

Signature: _____

Date: _____

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Important Notes

for HKICPA members wishing to enrol for the QP Module/Final Examination under the ICAEW and HKICPA Co-operation Agreement

Background

The Co-operation Agreement between the Institute of Chartered Accountants in England and Wales (ICAEW) and the Hong Kong Institute of Certified Public Accountants (HKICPA) signed in September 2004 allows members of the HKICPA to apply for membership of ICAEW under certain conditions.

Conditions under which HKICPA members may apply for ICAEW membership are:-

- (1) HKICPA members who qualified for membership under the QP introduced in 1999.
- (2) Non-QP graduated HKICPA members who have completed and passed the Institute's Final Examination plus any one of the four modules of the QP.

This application is for the enrolment of the Final Examination and/or the QP module to meet condition (2) above.

According to the Institute's Examinations Board's policy, if members had not taken and passed the subject of Auditing in their previous professional accountancy examinations, they will be requested to take Module C - "Auditing & Information Management" in order to enjoy the agreement.

Under this arrangement, members are not required to register as a QP student when enrolling to study the QP Module and Final Examination in order to get the ICAEW's full membership. However, they are required to comply with the regulations for regular QP students, such as pass requirements, rules for enrolling in workshops and examination etc. Members can find the relevant information by downloading the QP Candidate Handbook at the Institute website: <http://www.hkicpa.org.hk/students/download/qp/handbook.pdf>.

Member should be aware that such arrangement is applicable only for the purpose of ICAEW membership special admission under condition (2) above. It does not entitle members to any automatic exemption from the Institute's Practising Certificate examinations, full or partial membership recognition by other bodies or exemptions from the PRC CPA Uniform Examination, which are available to regular QP graduates.

For detailed ICAEW Application requirements under the ICAEW and HKICPA Co-operation Agreement, please visit the Institute's website at http://www.hkicpa.org.hk/icaew/icaew_membership.php.

Enrolments Instructions for QP Module

1. The enrolment fee is HK\$4,000 for each module. Your payment of the enrolment fee by crossed cheque should be made payable to "Hong Kong Institute of Certified Public Accountants". Please issue a separate cheque for each enrolment. No cash or reservation (i.e. completed enrolment form not accompanied by full payment) is accepted. Enrolment fee will be debited after the enrolment deadline. Any bank charges and/or expenses incurred as a result of bounced cheques shall be borne by the applicant. Fees are non-refundable and non-transferable.
2. **The completed Form, together with the cheque, copy of HKID and proof of completion of the auditing paper under the professional examination you graduated, should be mailed to the Student Education & Training Department. Please mark "Module/Final Examination Enrolment (ICAEW)" on envelope.**
3. For the dates and time of workshop sessions, please refer to the Timetable for Workshops.

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Important Notes – Cont'd

4. 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.
5. 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.
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 9 September 2009.
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 to brief QP Candidates about the Modules and to help them to get started in their study. Members who first time enrolled in the Module 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.

Enrolment Instructions for the Final Examination

- A. Applicant must have passed one QP Module before applying for enrolment in the Final Examination.
- B. The completed Entry Form should be returned with the examination entry fee of HK\$1,800 and a copy of HKID to the Institute on or before the enrolment deadline.
- C. Your payment of the enrolment fee by crossed cheque should be made payable to “Hong Kong Institute of Certified Public Accountants”. No cash or reservation (i.e. completed enrolment form not accompanied by full payment) is accepted. Enrolment fee will be debited after the enrolment deadline. Any bank charges and/or expenses incurred as a result of bounced cheques shall be borne by the applicant. Fees are non-refundable and non-transferable regardless whether the application is subsequently withdrawn or in the case of absenteeism from the examination.
- D. The Institute will issue an official receipt together with a letter of acknowledgement to each candidate upon receipt of final examination application. An Examination Attendance Docket (“EAD”) will be sent to each candidate three weeks before the examination date. If candidates do not receive the EAD two weeks before the examination date, please call the Institute on 2287 7046 to request for a duplicate EAD.
- E. Please also refer to the relevant sections of the Candidate Handbook relating to the Final Examination, in particular Section 6.

For enquiries, please contact the Student Education & Training Department on 2287 7061 or 2287 7068.

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

Timetable for Workshops

September 2009 Intake

Important dates for Enrolment in the September 2009 Intake:

Enrolment Application Deadline	14 August 2009
Enrolment Result	5 September 2009 *
Module Commencing	14 September 2009
Module Examination	28 December 2009

* 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	9 Oct 09	6:30 p.m. – 10:00 p.m.	6:30 p.m. – 10:00 p.m.
2 nd Workshop	30 Oct 09	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
3 rd Workshop	20 Nov 09	6:30 p.m. – 9:30 p.m.	6:30 p.m. – 9:30 p.m.
4 th Workshop	4 Dec 09	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	10 Oct 09	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	31 Oct 09	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	21 Nov 09	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	5 Dec 09	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	11 Oct 09	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	1 Nov 09	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	22 Nov 09	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	6 Dec 09	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.