



## Board of Review Procedures

Thursday, 6 April, 2006



<b>Date</b>	6 April 2006
<b>Time</b>	6:30 pm – 8:00 pm (Refreshments will be served at 6:15 pm)
<b>Venue</b>	Hong Kong Institute of CPAs Meeting & Training Centre, Room 1205, 12/F, Tower Two, Lippo Centre, 89 Queensway, Hong Kong.
<b>Fee</b>	HKD100 per person for TIG members HKD150 per person for Non-TIG members
<b>CPD Credit</b>	1.5 hours
<b>Application Deadline</b>	<b>3 April 2006</b>

### Panellists

**Ms. Deborah Annells (Chairman)**  
Managing Director, AzureTax Ltd., convener of the  
TIG Management Committee and member of the  
Taxation Committee

**Prof. Andrew Halkyard**  
Law Faculty, University of Hong Kong and Deputy  
Chairman, Board of Review

**Mr. Trevor Wong**  
Director, Tax Appeals, Ernst & Young

### Issues to be discussed

The panellists will address:

- When to / Why go to the Board of Review?
- Procedural requirements for a Board of Review hearing
- Common mistakes and general misconceptions on procedures
- The roles of the IRD, taxpayer's representative, Board of Review and the Department of Justice
- Evidence that the taxpayer's representative should gather
- Tips on presenting a case

### Registration

The number of places is limited and in the event of over-subscription, places will be allocated on a first-come-first-served basis with priority given to TIG members.

For those who wish to attend the discussion forum, please complete the attached reply slip and return it **by post or by fax** to the Institute **for registration on or before Friday, 3 April 2006**, together with a cheque payable to "Hong Kong Institute of Certified Public Accountants". Fax registration will be accepted only for payments using the Institute's Visa card.

Confirmation of registration will be sent by e-mail. If confirmation has not been received by two working days before the event, please contact Ms. May Hung at **2287 7009**.

### Programme

**6:30 pm**  
Opening remarks by chairman

**6:35 pm**  
Presentation by panellists

**7:15 pm**  
Q & As on panel presentation

**7:25 pm**  
Roundtable discussion

**7:50pm**  
Summary of discussion and conclusion by  
chairman

