



# The Hong Kong Management Association Professional Diploma in Accountancy

APPLICATION INFORMATION FOR NEW APPLICANTS



(2004-1/NS)

## A. Application Procedures

1. Since the programme is recognized by IFA UK, before enrolling into this Diploma course, applicants should register as a student member with the Institute of Financial Accountants in Hong Kong.
2. Return the completed IFA Student Registration Form together with a bank draft (£45) in favour of The Institute of Financial Accountants to The Hong Kong Management Association. Please write your FULL Name on the back of the bank draft.
3. Return the completed programme enrolment form, together with a crossed cheque in favour of The Hong Kong Management Association for Module Fee (HKMA Member: HK\$2,650 per module; Non-member: HK\$2,800 per module, Application Fee: HK\$100). Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5")
5. Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
6. All application should be returned to The Hong Kong Management Association, Top Floor, Unit M, Kaiser Estate, Phase III, 11 Hok Yuen Street, Hunghom, Kowloon.
7. Applicants may enroll the programme online, please visit the HKMA Website at [www.hkma.org.hk/pd/pda](http://www.hkma.org.hk/pd/pda)

## B. Refund of Course Fee

1. Full refund less the HK\$100 application fee and the HK\$380 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received prior to 6 April 2004 by the PDA Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$100 application fee and the HK\$380 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received before 13 April 2004. Thereafter no refund will be made.

## C. Reimbursable by Continuing Education Fund (CEF)

**Name of Institution: HKMA      Institution Code: 300      CEF Course Code: 23Z01728-A**  
**CEF Course Title: Personal and Business Taxation, Law for Accountants, Financial Management**  
**(Modules of Professional Diploma in Accountancy)**

These three modules have been included to be reimbursable under the CEF. Participants MUST submit their CEF applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.info.gov.hk/sfaa/cef> or contact the CEF enquiry hotline: 3142 2277.

## D. Schedule

First Term      20 April - 8 October 2004  
 Second Term      16 November 2004 - 20 May 2005

Modules	Dates & Time	Examination
Personal and Business Taxation (PDA-22109-2004-1-L)	Tuesdays 20, 27 April; 4, 11, 18, 25 May; 1, 8, 15, 29 June 2004 (7:00 pm - 10:00 pm)	Tuesday 13 July 2004 7 pm - 10 pm
Law for Accountants (PDA-25110-2004-1-L)	Fridays 23, 30 April; 7, 14, 21, 28 May; 4, 11, 18, 25 June 2004 (7:00 pm - 10:00 pm)	Friday 16 July 2004 7 pm - 10 pm
Management Accounting (PDA-22102-2004-2-L)	Tuesdays 27 July; 3, 10, 17, 24, 31 Aug; 7, 14, 21 Sept; 5 Oct 2004 (7:00 pm - 10:00 pm)	Tuesday 26 Oct 2004 7 pm - 10 pm
Financial Accounting (PDA-25111-2004-2-L)	Fridays 30 July; 6, 13, 20, 27 Aug; 3, 10, 17, 24 Sept; 8 Oct 2004 (7:00 pm - 10:00 pm)	Friday 29 Oct 2004 7 pm - 10 pm

## Application Deadline

Tuesday, 6 April 2004

## Venue

HKMA Li Ka-shing College of Professional & Continuing Education  
 8 Hoi Wang Road  
 Mongkok (West)  
 KOWLOON



## E. Notes for Applicants

1. The HKMA reserves the right to make alterations regarding the details, such as lecturers, content, date and venue. Applicants will be notified when necessary.
2. Personal data will be used for the purpose of market research, programme development and direct mailing.
3. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

**The Hong Kong Management Association**  
**Professional Diploma in Accountancy**  
**APPLICATION FORM FOR NEW APPLICANTS (PDA-2004-1/NS)**

Please  
Attach a  
Photo

(Please type or write in block letters, same name will be used in future diploma or transcript)

Name: Mr/Ms \_\_\_\_\_  
(Surname) (Other Names) (Chinese Name)

Date of Birth: \_\_\_\_\_ HKID Card No.: \_\_\_\_\_ Student No.: \_\_\_\_\_  
(For Office Use Only)

Working Experience (In chronological order for the last seven years)		No. of Years
Company Name	Position	

  

Education Name of Institute	Qualification Attained	Year

Use a separate sheet if necessary

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

Company Address: \_\_\_\_\_

Company Tel. No.: \_\_\_\_\_ Fax No. (Office): \_\_\_\_\_

Pager No./Mobile Phone No.: \_\_\_\_\_ \*\* E-mail: \_\_\_\_\_

Present Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Home Tel. No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: ☐ Company Address ☐ Home Address

Education Level: ☐ Master or above ☐ Bachelor ☐ HKMA Diploma ☐ Other Diploma  
☐ Matriculation ☐ Secondary ☐ Others (Please specify) \_\_\_\_\_

Total Number of Years of Working Experience: \_\_\_\_\_

Sponsored By: ☐ Self ☐ Company Name & Title of Nominator (if applicable): \_\_\_\_\_

FEE: ☐ \* HKMA Member (HK\$2,650 x 4 + HK\$100 = HK\$10,700) HKMA Membership No. \_\_\_\_\_  
A photocopy of membership certificate OR the latest payment receipt is enclosed.  
☐ I would like to apply as HKMA member and pay in member rate (HK\$10,700 + HK\$380 = HK\$11,080)  
A membership application form together with the annual membership fee for 2004 of HK\$380 is enclosed.  
☐ Non-member (HK\$2,800 x 4 + HK\$100 = HK\$11,300)

Cheque No.: \_\_\_\_\_ Account Name: \_\_\_\_\_ Total Amount: HK\$ \_\_\_\_\_

Application for Exemptions from Module(s): \_\_\_\_\_

From where did you first learn about this Programme? OJDB

- |  |  |
|--|--|
| <input type="checkbox"/> Mail                                  | <input type="checkbox"/> Newspaper (Please specify) _____                          |
| <input type="checkbox"/> Display at HKMA Centre                | <input type="checkbox"/> Others _____  |
| <input type="checkbox"/> HKMA Website                          | <input type="checkbox"/> Email Promotion from Other Website (Please specify) _____ |
| <input type="checkbox"/> Other Website (Please specify): _____ |  |

\* Participants enrolling in module(s) / programme(s) commencing next year can enjoy the member rate only if they continue to subscribe for the HKMA membership the following year.

\*\* The Association will send you various updates / information via e-mail. If you need a free e-mail account, please click to the HKMA website at <http://www.hkma.org.hk> or contact Mr Ngai Wong on 2774 8596.

22109L, 25110L, 22102L, 25111L