

Professional Diploma in Accountancy

APPLICATION INFORMATION FOR NEW APPLICANTS (2011-1/NS)

A. Application Procedures

1. Since the programme is recognized by IFA UK, applicants must register with the Institute of Financial Accountants in Hong Kong as a student member via HKMA as they enrol into this Diploma Course.
2. **Return the completed IFA Student Registration Form together with a bank draft (£35) in favour of The Institute of Financial Accountants for the attention of 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 First Instalment (HKMA Member: HK\$710 per module; Non-member: HK\$745 per module, Application Fee: HK\$200). 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, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
7. Applicants may enroll the programme online, please visit the HKMA Website at www.hkma.org.hk/pd/pda

B. Refund of Course Fee

1. Full refund less the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received prior to 23 March 2011 by the PDA Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee and the HK\$440 HKMA annual membership fee (if applicable) will be made for written withdrawal requests received before 30 March 2011. 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 6 April - 19 October 2011
 Second Term 16 November 2011 - May 2012

Modules	Dates & Time	Examination
Law for Accountants (PDA-23110-2011-1-L)	Wednesdays 6, 13, 27 April; 4, 11, 18, 25 May; 1, 8, 15 June 2011 (7:00 pm - 10:00 pm)	Wednesday 6 Jul 2011 7 pm -10 pm
Personal and Business Taxation (PDA-25109-2011-1-L)	Fridays 8, 15, 29 April; 6, 13, 20, 27 May; 3, 10, 17 June 2011 (7:00 pm - 10:00 pm)	Wednesday 13 Jul 2011 7 pm -10 pm
Financial Accounting (PDA-23111-2011-2-L)	Wednesdays 20, 27 July; 3, 10, 17, 24, 31 August; 7, 14, 21 September 2011 (7:00 pm - 10:00 pm)	Wednesday 12 Oct 2011 7 pm -10 pm
Management Accounting (PDA-25102-2011-2-L)	Fridays 22, 29 July; 5, 12, 19, 26 August; 2, 9, 16, 23 September 2011 (7:00 pm - 10:00 pm)	Wednesday 19 Oct 2011 7 pm -10 pm

Application Deadline

Wednesday, 23 March 2011

Class & Examination Venue

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



E. Notes for Applicants

1. The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
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.

Professional Diploma in Accountancy

**APPLICATION FORM FOR NEW APPLICANTS (PDA-2011-1/NS)
(CEF Course Code: 23Z01728-A)**

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)		
Company Name	Position	No. of Years
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): _____
Nominator e-mail/address: _____

IFA Student Membership Fee: (Administration Fee £15 + Annual Subscription Fee £20 = Total £35)

Participants **MUST** return the completed IFA Student Registration Form together with a bank draft (£35) in favour of "The Institute of Financial Accountants" for the attention of the Hong Kong Management Association. Please write your FULL Name on the back of the bank draft.

FEE: (First instalment)

- *HKMA Member **HK\$3,040** (HK\$710 x 4 modules + HK\$200) HKMA Membership No. _____
 I would like to apply as HKMA Associate Member and pay in member rate
HK\$3,480 (HK\$3,040 + HK\$440 (whole-year membership fee: January to December 2011))
Following is my referee's information: (For the reference of the Membership Department)
Name: _____ Position: _____
Company: _____
Tel: _____ Fax: _____ Email: _____
Is the Referee a Member of the HKMA? Yes No OINA

- Non-member **HK\$3,180** (HK\$745 x 4 modules + HK\$200)

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

Application for Exemptions from Module(s): _____

From where did you **FIRST** learn about this Programme?

- Mail Newspaper/Magazine (please specify): _____ HKMA email
 E mail promotion from other websites (please specify): _____ Website Advertisement (please specify): _____
 HKMA Website (From where did you learn about, please specify): _____
MTR Station Admiralty (PAM) Causeway Bay (PCWB) Central (PCTL) Kowloon Tong (PKLT) Kwun Tong (PKT)
 Kwai Fong (PKF) Quarry Bay (PQB) Tai Koo (PTK) Others (please specify): _____
Exhibition Education & Careers Expo (EEX) Jobmarket Career & Education (EJEX) Others (please specify): _____

Date: _____ Signature: _____

* 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.

PDA-23110-2011-1-L, PDA-25109-2011-1-L
PDA-23111-2011-2-L, PDA-25102-2011-2-L

PROFESSIONAL DIPLOMA IN ACCOUNTANCY

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

- 1.1 Students of the Diploma in Management Studies (DMS) and Diploma in Business Management (DBM) offered jointly by The Hong Kong Management Association and Lingnan University or equivalent programmes of the HKMA may apply for exemptions.

Applicants who have completed equivalent modules in the programmes offered by other institutions may also apply for exemptions.

- 1.2 A completed application form, together with copies of testimonials such as certificates and transcripts, must be submitted to the Secretariat before the course commencement date. Applications will not be accepted after the course has commenced.
- 1.3 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.4 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.5 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

2. Conditions for Exemptions

- 2.1 Applicants to whom exemptions are given will be offered full credits for the exempted module(s).
- 2.2 If the mode of the past academic studies was distance learning or if the grades and marks of the past academic studies of the respective subjects were lower than C grade and below 50% marks, applicants will be required to pass the examination(s) for the module(s) from which exemption is sought. A fee of HK\$250 per module will be charged for each such examination.
- 2.3 Those who fail in the above examination(s) are required to study the respective modules and to pay the full module fees.
- 2.4 Applicants can apply for exemptions for up to 2 modules of the programme.
- 2.5 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

APPLICATION FORM FOR EXEMPTION(S)

Please complete this form, and return it to the Secretariat together with photocopies of testimonials and a crossed cheque (HK\$250 per module for exemption; or HK\$500 per module for exemption with examination required) made payable to "The Hong Kong Management Association".

Programme Name: _____

Name: _____ I.D. Card No.: _____

Mailing Address: _____

_____ Office Tel. No.: _____

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Date: _____ Signature: _____

For Official Use only	Modules with examination required _____ _____
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