

Advanced Diploma in Professional Accounting Studies Diploma in Professional Accounting Studies

APPLICATION FORM

Application Checklist

The following items (A – C) are all COMPULSORY. Before submitting your application, please put a “✓” to make sure all information is included. INCOMPLETE information will cause delays in processing. The Hong Kong Management Association shall not be responsible.

- A. Completed Application Form. Please ensure ALL sections are filled in.
- B. Certificates and Transcripts of ALL completed qualifications listed in the form. (1 photo copy)
- C. Two (2) recent passport sized photo (Size: 2.5cm x 3.8cm)

1. Programme

- Advanced Diploma in Professional Accounting Studies (DADAS-22729)
- Diploma in Professional Accounting Studies (DDAS-22730)

Please put a “✓” where appropriate

Affix Photo

2. Personal Details

Title: Mr Mrs Ms

Chinese Name _____

Surname: _____

First Name: _____ (Name to appear on certificate)

HKID Card / Passport No: _____ (For verification of the applicant's identity) Marital Status: Single Married

Correspondence Address: _____

Home Address _____

(if different): _____

Home Telephone No.: _____ Mobile No.: _____

Email: _____

Date of Birth: _____ / _____ / _____ Nationality: _____

DD MM YY

* Please put a “✓” where appropriate.

3. Present Employment Details

Company Name: _____

Position: _____

Company Address: _____

Company Telephone No.: _____

SUMMARY OF WORK EXPERIENCE

Please provide details of your work history starting with the most recent. Use separate sheets if required.

Period of Employment (Start with the most recent)	Position	Name of Organisation / Employer	Outline of your key activities
From To			
From To			
From To			

Total years of work experience: _____ years

Application Procedures

1. Return the completed form, together with a crossed cheque in favour of The Hong Kong Management Association. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").
3. Please attach one set of photocopies of all the certificates of educational qualifications mentioned in the Application Form.
4. All application should be returned to DADAS / DDAS Secretariat of The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
5. Applicants may enrol the programme in any HKMA Training Centres. For more details of venue and opening hours, please visit the HKMA website at www.hkma.org.hk/trainingcentre.

Refund of Course Fee

1. Full refund less the HK\$250 application fee will be made for written withdrawal requests received two weeks prior to the commencement of respective module by the DADAS / DDAS Secretariat. Thereafter no refund will be made.

Application Fee and Tuition Fee

Application Fee:

HK\$ 250 (Waived)

<i>Advanced Diploma in Professional Accounting Studies (DADAS)</i>			HKMA Member	Non-member
Tuition Fee	DADAS 01	Corporate & Business Law	HK\$ 5,100	HK\$ 5,400
	DADAS 02	Performance Management	HK\$ 5,100	HK\$ 5,400
	DADAS 03	Hong Kong Taxation	HK\$ 5,100	HK\$ 5,400
	DADAS 04	Financial Reporting	HK\$ 5,100	HK\$ 5,400

<i>Diploma in Professional Accounting Studies (DDAS)</i>			HKMA Member	Non-member
Tuition Fee	DDAS 01	The Accountant for Business	HK\$ 5,100	HK\$ 5,400
	DDAS 02	Management Accounting	HK\$ 5,100	HK\$ 5,400
	DDAS 03	Financial Accounting	HK\$ 5,100	HK\$ 5,400
	DDAS 04	Business Communication	HK\$ 1,500	HK\$ 1,800

Notes to Applicants

1. Acceptance is subject to the discretion of The Hong Kong Management Association
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
4. 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.

PLEASE SEND YOUR APPLICATION FORM TO:	ENQUIRIES
DADAS / DDAS Secretariat 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong OR In person at any HKMA Centre	Tel: 2774 8513 / 2774 8599 Fax: 2365 1000 Email: dadas.dpd@hkma.org.hk Website: www.hkma.org.hk/dadas

Advanced Diploma in Professional Accounting Studies (DADAS) Diploma in Professional Accounting Studies (DDAS)

APPLICATION FORM FOR EXEMPTION

1. Programme*:

- Advanced Diploma in Professional Accounting Studies (DADAS)
 Diploma in Professional Accounting Studies (DDAS)

2. Full name: _____

3. HKID number: _____ (_____)

4. Contact number: (Mobile) _____ (Office) _____

5.

Module Applied for Exemption	Equivalent Past Academic Studies – Last five years only #
	Institute: _____
	Programme: _____
	Module: _____
	Year: _____ Grade / Marks: _____

Module Applied for Exemption	Equivalent Past Academic Studies – Last five years only #
	Programme: _____
	Module: _____
	Year: _____ Grade / Marks: _____

Signature

Date

* Please put a "✓" where appropriate.

Applicants can apply for exemptions for up to TWO (2) modules of the programmes before commencement. Late application will not be considered. Applicants are required to submit below documents for exemption application:

1. Application Form for Exemption;
2. Providing the Examination Results and Status Report from ACCA that the applicant has already completed or exempted in F level paper at the ACCA and
3. Providing supporting documents which show that particular course completed is equivalent to relevant module, including:
 - Detailed course outline;
 - Methods of assessment
 - Contact hours (face-to-face and self-learning hours)
4. If there are any missing supporting document(s), the HKMA has the absolute rights on not processing the exemption application unless receipt of relevant document. The HKMA will not assess and approve the exemption application if the missing document(s) is/are received after the start date of relevant course.
5. Non-refundable exemption application fee is HK\$ 500 per module. Applicants can pay the fees by credit card or a cheque made payable to 'The Hong Kong Management Association' at anyone of HKMA Training Centre.

DADAS / DDAS Secretariat

Address: 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong

Tel: 2774 8513 / 2774 8599

Fax: 2365 1000

Email: dadas.dpd@hkma.org.hk

Website: www.hkma.org.hk/dadas

Advanced Diploma in Professional Accounting Studies (DADAS) Diploma in Professional Accounting Studies (DDAS)

The *Diploma in Professional Accounting Studies (DDAS)* aims at developing students' fundamental accountancy knowledge and skills. It is designed for those who have not studied accountancy before. Graduates can articulate to DADAS.

The *Advanced Diploma in Professional Accounting Studies (DADAS)* aims at assisting students to build up advanced knowledge and skills in the accountancy area. Graduates can articulate to *Bachelor of Arts (Hons) Accounting and Finance* offered by the University of Greenwich in collaboration with The Hong Kong Management Association (The HKMA). ACCA offers up to 9 exam exemptions (F1 – F9) to graduates who have completed **both** DADAS and the said top-up degree programme.



Articulate Information Session for April 2020 Intake

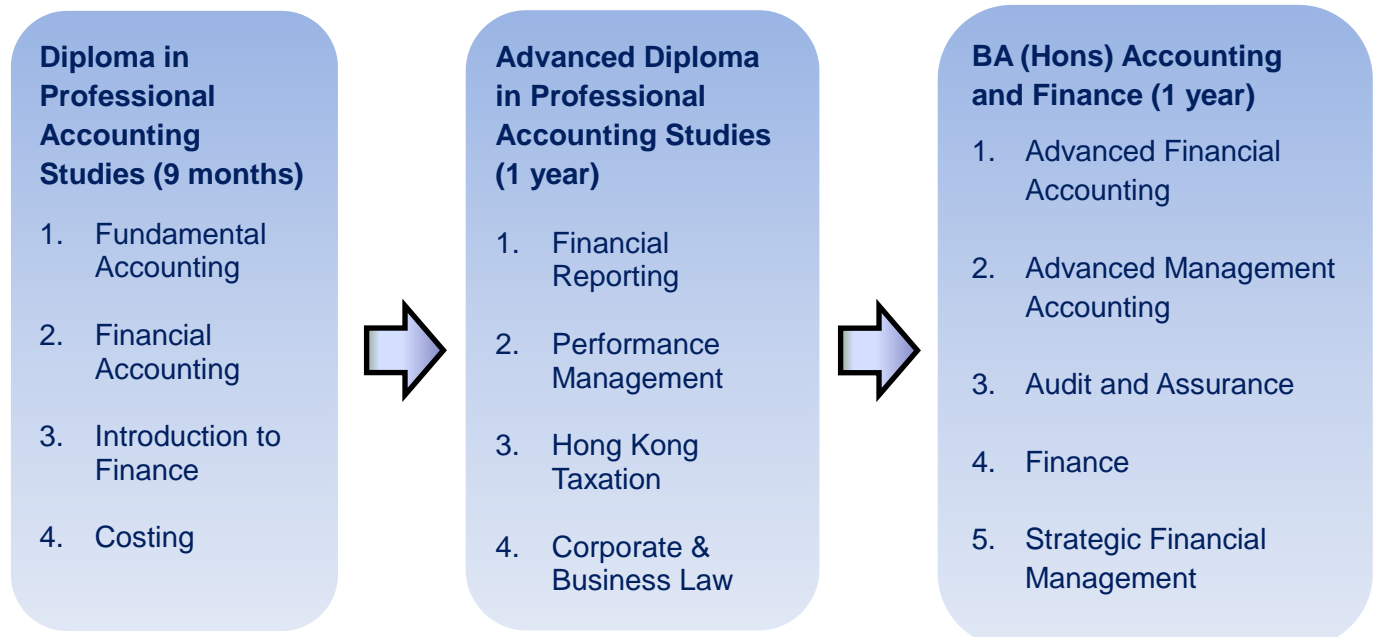
Date	Time	Venue
27 March 2020 (Friday)	7:15pm - 8:15pm	The Hong Kong Management Association 1-6/F First Commercial Building 33-35 Leighton Road Causeway Bay Hong Kong

Enquiries: 2774 8513 (Mr Michael Lee)
2774 8599 (Ms Mandy Kwok)

Application Deadline: 15 April 2020 (Wednesday)

Application Fee
Waived for
April 2020 Intake

Advancement Path



* It is a matter of discretion for individual employers to recognize any qualification to which this programme that may lead.

Application Procedures

1. Send a completed application form with the following items to DDAS / DADAS Secretariat, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong:
 - 1 set of photocopies of the certificates and transcripts of your academic qualifications stipulated in the application form; and
 - 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").
2. You can also submit application form and required documents to any of our Training Centres. For more details of venue and opening hours, please visit our website at www.hkma.org.hk/trainingcentre.

Application Fee and Tuition Fee

Application Fee: HK\$ 250 (**Waived**)

Tuition Fee per module:

HKMA Member: HK\$5,100 / 60-hours module

HK\$2,700 / 30-hours module

Non-member: HK\$5,400 / 60-hours module

HK\$3,300 / 30-hours module

PLEASE SEND YOUR APPLICATION FORM TO:	ENQUIRIES
DDAS / DADAS Secretariat 16/F Tower B, Southmark 11 Yip Hing Street Wong Chuk Hang Hong Kong <u>OR</u> In person at any of The HKMA Training Centres	Tel: 2774 8513 / 2774 8599 Email: dadas.dpd@hkma.org.hk Website: www.hkma.org.hk/dadas www.hkma.org.hk/ddas