

Advanced Diploma in Professional Accounting Studies Diploma in Professional Accounting Studies

APPLICATION FORM

Аp	plication Checklist						
ı	=				"√" to make sure all information		
is included. INCOMPLETE information will cause delays in processing. The Hong Kong Management Association shall not be							
	oonsible.	DI A1		CII. I :			
	☐ Completed Application Form						
	☐ Two (2) recent passport size			sted in the form. (1 photo copy)			
<u> </u>	Two (2) recent pussport size	a prioto (3i2c. 2.3cii					
1.	Programme				Affix Photo		
	☐ Advanced Diploma in Prof	essional Accountir	ng Studies (D <i>l</i>	NDAS-22729)			
	☐ Diploma in Professional Ac	counting Studies	(DDAS-22730)			
ı	Please put a "√" where appropri	ate					
2.	Personal Details						
-	Γitle:	□ Mr □ Mrs	☐ Ms				
(Chinese Name						
9	Surname:						
ı	First Name:				(Name to appear on certificate)		
	☐ HKID Card / ☐ Passport No:		(For verifica	tion of the applicant's identity) Mar	ital Status: ☐ Single ☐ Married		
	Correspondence Address:		·	, , , , , , , , , , , , , , , , , , , ,	gg.		
	Home Address						
	(if different):						
	Home Telephone No.:			Mobile No ·			
	Email:	Mobile No.:					
	Date of Birth:		/	Nationality:			
	Date of Birth.		/ MM	YY			
+	[¢] Please put a "✓" where appropriate	2.					
3. I	Present Employment Details						
(Company Name:						
ı	Position:						
(Company Address:						
(Company Telephone No.:						
9	SUMMARY OF WORK EXPERIE	NCE					
	Please provide details of your work histor		recent. Use separa	te sheets if required.			
	Period of Employment (Start with the most recent)	Position	on	Name of Organisation / Employer	Outline of your key activities		
j	From						
	To						
	То						
Ī	From						
	То						
}	From						
	To						

DAS-2020-1

Total years of work experience: _______ years

4.	Education Level					
	=	□ Master's degree □ F.5 / HKDSE		elor's degree rs (Please specif	☐ HKMA Diploma	☐ Other diploma
		all qualifications taken	ı, whatevei	r the result, in cl	hronological order. I	f you are waiting the results o
		e list all modules with the value 1A programme) non-HKMA programme)				
	Name of Qualification	Subject		Date / Month / Year	Awarding Institu (e.g. HKMA)	Results (Grade / Bands) / Pending
5.	a. Will your company sp	•	- :£ - J:44	□ Y		
_	b. Do you think you will				es 🗆 No	☐ Likely
ь.	From where did you FIRS		-			
						ease specify):
						ify):
	☐HKMA Website (Where d					
						ers (please specify):
		•			acation (2227) 2 0111	(p.ease spee)/
7.	 Personal Data Collection Statement The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters. The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange. Applicants wishing for access to and/or correction of personal data may send their written requests to the Association. 					
	If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.					
	 Applicant's Declaration I declare that the information provided in this form and the attached documents is correct and complete. I authorize the Association to obtain information about my public examination results and records of studies from concerned institutions (if necessary). I understand that the information provided in this form and the attached documents will be used in the admission assessment. 					
	process and that any mand enrolment in the process. I have noted, understood	rogramme.		_		fy my application for admission
	Notes					
	 I understand that all had I have understood all th 				wn educational purpo	ses.

Applicant's Signature: ______ Date: _____

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)

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

Diploma in Professional Accounting Studies (DDAS)			HKMA Member	Non-member
	DDAS 01	The Accountant for Business	HK\$ 5,100	HK\$ 5,400
Tuition	DDAS 02	Management Accounting	HK\$ 5,100	HK\$ 5,400
Fee	DDAS 03 Financial Accounting	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	Tel: 2774 8513 / 2774 8599	
16/F, Tower B, Southmark, 11 Yip Hing Street,	Fax: 2365 1000	
Wong Chuk Hang, Hong Kong	Email: dadas.dpd@hkma.org.hk	
<u>OR</u>	Website: www.hkma.org.hk/dadas	
In person at any HKMA Centre		



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

APPLICATION FORM FOR EXEMPTION

Programme*: ☐ Advanced Diploma in Professional Accounting Studies (DADAS) ☐ Diploma in Professional Accounting Studies (DDAS)				
. Full name:				
. HKID number:	()			
. Contact number: (Mobile)	(Office)			
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:			

* 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:
 - 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:	ddress: 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 <u>both</u> DADAS and the said top-up degree programme.



Articulate Information Session for April 2020 Intake

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



Advancement Path

Diploma in Professional Accounting Studies (9 months)

- 1. Fundamental Accounting
- 2. Financial Accounting
- 3. Introduction to Finance
- 4. Costing



- Financial Reporting
- 2. Performance Management
- 3. Hong Kong Taxation
- 4. Corporate & Business Law

BA (Hons) Accounting and Finance (1 year)

- 1. Advanced Financial Accounting
- 2. Advanced Management Accounting
- 3. Audit and Assurance
- 4. Finance
- 5. Strategic Financial Management

^{*} 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 qualficiations 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	Tel: 2774 8513 / 2774 8599
16/F Tower B, Southmark	Email: dadas.dpd@hkma.org.hk
11 Yip Hing Street	Website: www.hkma.org.hk/dadas
Wong Chuk Hang	www.hkma.org.hk/ddas
Hong Kong	
<u>OR</u>	
In person at any of The HKMA Training Centres	