

**LCCI 國際職業資格 – 簿記及會計課程預備班 (2012 年 5 月課程)**  
**A Preparatory Course for the (LCCI) Book-keeping and Accounting Examinations**  
**GLCC-25053-2012-1 (May 2012)**

## ENROLMENT FORM

Applicants should include their HKID card number and fill in all details in block letters. The Association will issue certificates based on the details and name format as given in this form

Preparatory Course (Please <input checked="" type="checkbox"/> )	Course Fee	Venue (Please <input checked="" type="checkbox"/> )	
<input type="checkbox"/> Book-keeping (LCCI Level 1) GLCC-25303-2012-1	HK\$ 1,100	<input type="checkbox"/> 佐敦 (H)	<input type="checkbox"/> 天水圍 (G)
<input type="checkbox"/> Book-keeping & Accounts (LCCI Level 2) GLCC-25304-2012-1	HK\$ 1,600	<input type="checkbox"/> 佐敦 (H)	<input type="checkbox"/> 天水圍 (G)
<input type="checkbox"/> Accounting (LCCI Level 3) GLCC-25305-2012-1	HK\$ 1,800	<input type="checkbox"/> 佐敦 (H)	<input type="checkbox"/> 天水圍 (G)

Name : Mr/Ms (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
 HKMA Membership No.: \_\_\_\_\_ HKID Card No. : \_\_\_\_\_  
 Company : \_\_\_\_\_ Position : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Nature of Business (e.g. Toy Manufacturing), please specify: \_\_\_\_\_  
 Job Responsibilities: \_\_\_\_\_  
 Telephone No.: (Office) \_\_\_\_\_ (Residence) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
 Fax No.: (Office) \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Correspondence Address: \_\_\_\_\_

Cheque No. \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_  
 Education Level:  Master or above  Bachelor  HKMA Diploma  Other Diploma  
 Matriculation  F.5  Others (Please specify) \_\_\_\_\_  
 Total Number of Years' Working Experience: \_\_\_\_\_ Years of Working Experience in Course-Related Field: \_\_\_\_\_  
 Name and Title of Nominator (if applicable): \_\_\_\_\_  
 Nominator email/address: \_\_\_\_\_  
 Sponsorship:  Company-sponsored  Self-sponsored  
 From where did you **FIRST** learn about this Programme?  
 Mail  Newspaper/Magazine (please specify): \_\_\_\_\_  HKMA email  
 Email 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): \_\_\_\_\_

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I understand that all handout materials obtained in class are strictly for my own educational purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Registration must be made on the Enrollment Form provided and returned to the Association **before the programme commencement date (Not less than 5 days)** with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- 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.
- For **RESERVATIONS** and **ENQUIRIES** please call **2774-8500** (Customer Service Department) during normal office hours or fax **2774-8503**. No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Telephone or fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00am; 2:00pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00pm)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled
- 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. For course details, please contact **Mr Perry Wong** on **2448-5111** or **Ms Winnie Sit** on **2448-5112**. Website: [www.hkma.org.hk](http://www.hkma.org.hk) / [m.hkma.org.hk](http://m.hkma.org.hk)
- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:  
**Director General, The Hong Kong Management Association,**  
**16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.**
- Personal data will be used for the purpose of market research, programme development and direct mailing. In the case of unsuccessful applications or if the course is cancelled, all application forms and documents submitted will be destroyed.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.