

Professional Diploma in Accountancy

ENROLMENT INFORMATION FOR OLD PARTICIPANTS (2010-3/OS)

A. Enrolment Procedures

1. Return the completed form(s), together with a crossed cheque in favour of The Hong Kong Management Association for Module Fee (HKMA Member: HK\$2,850 per module; Non-member: HK\$2,980 per module) no later than 3 May 2010.
2. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
3. A receipt will be issued against payment.

B. 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.

C. Application for Exemption

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.

D. Refund of Module Fee

Refund of module fee will only be made for written withdrawal requests received by the PDA Secretariat before **10 May 2010**. Thereafter no refund will be made. And a handling fee of HK\$200 per module will be charged.

E. Commencement Date

Monday, 10 May 2010

Application Deadline

Monday, 3 May 2010

F. Deferment

Deferment will only be allowed under special circumstances before the commencement date with a handling fee of HK\$100 per module. After the commencement of the term, NO DEFERMENT will be allowed.

G. Notes for Applicants

1. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
2. All parts of the course should be completed in sequence.
3. 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.
4. Upon enrolment in a module, the participant will receive a course manual which will be distributed in class.
5. Personal data will be used for the purpose of market research, programme development and direct mailing.
6. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

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TIME-TABLE

10 May - 22 November 2010

MODULE	DATE	TIME
PDA-21105-2010-3-L Financial Management 	Mondays 10, 17, 24, 31 May; 7, 14, 21, 28 June; 5, 12 July 2010	7:00 pm - 10:00 pm
PDA-24103-2010-3-L Audit Techniques	Thursdays 13, 20, 27 May; 3, 10, 17, 24 June; 8, 15, 22 July 2010	7:00 pm - 10:00 pm

EXAMINATION

MODULE	DATE	TIME
Financial Management	Monday, 9 August 2010	7:00 pm - 10:00 pm
Audit Techniques	Thursday, 12 August 2010	7:00 pm - 10:00 pm

MODULE	DATE	TIME
PDA-21112-2010-4-L Information Systems	Mondays 23, 30 August; 6, 13, 20, 27 September; 4, 11, 18, 25 October 2010	7:00 pm - 10:00 pm
PDA-24113-2010-4-L Management and Marketing	Thursdays 26 August; 2, 9, 16, 30 September; 7, 14, 21, 28 October; 4 November 2010	7:00 pm - 10:00 pm

EXAMINATION

MODULE	DATE	TIME
Information Systems	Monday, 15 November 2010	7:00 pm - 10:00 pm
Management and Marketing	Monday, 22 November 2010	7:00 pm - 10:00 pm

VENUE

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