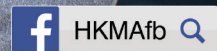


Professional Diploma for Company Secretaries 公司秘書專業文憑課程

CEF subsidy ceiling
\$20,000



THE PROGRAMME

INTRODUCTION

As Hong Kong is increasingly more involved in international business activities, more extensive laws and regulations governing the operation of companies are sure to be imposed. In view of this growing complexity of the regulatory framework, the role of the Company Secretary has become more important than ever.



The work of a Company Secretary includes not only administrative duties, but also ensuring the compliance with regulation requirements and advising the directors on good corporate governance. A Company Secretary must therefore possess professional knowledge of relevant corporate regulations, plus strong analytical, administrative and communication skills.

The Professional Diploma in Company Secretaries (PDCOA) aims to equip participants with the competency to perform such demanding tasks by providing the professional knowledge and key skills essential to a Company Secretary, as well as opportunities to share practical experience and exchange ideas.

This programme is suitable for not only executives who are already taking up the responsibilities of a Company Secretary, but also those who are pursuing a career in the field of corporate administration and seeking advancement on a management level.

PROGRAMME STRUCTURE

The programme consists of six modules, with a diploma being awarded upon successful completion of all modules. Each module consists of 12 3-hour sessions, with a total of 36 contact hours.

COA1	Hong Kong Company Law
COA2	Financial Accounting 
COA3	Corporate Administration
COA4	Hong Kong Taxation 
COA5	Media Management
COA6	Corporate Finance 



The course has been included in the list of reimbursable courses for CEF purposes.

EXEMPTION

Applicants can apply for exemptions for up to 2 modules of the programme before the programme commences. Application will not be accepted after the course has commenced. For details, please contact the Customer Service Department on 2774-8500. The application form for exemption can be downloaded from our website (WWW.HKMA.ORG.HK/PD/PDCOA).

YOUR ADVANCEMENT PATH

PDCOA graduates are eligible to apply for the following programmes:

Master's Degrees

MBA Reg. 252769 **(18 months) (English / Chinese Class)**
Glyndwr University, UK

MBA (International Business) Reg. 252208 **(18 months)**
University of Greenwich, UK

MBA Reg. 212659 **(18 months)**
University of South Australia, Australia

Bachelor's Degrees

BA(Hons) Business Studies (Business Studies / Digital Marketing / E-Business / Events Management / Finance / Human Resource Management / Logistics) Reg. 252020 **(1 year)**
University of Greenwich, UK

BA(Hons) (Human Resource Management / International Business) Reg. 251921 / 251922 **(1 year)**
University of Huddersfield, UK

BA(Hons) (English / Chinese Class)
Business / Accounting and Finance Reg. 252613 / 252612 **(3 years)**
Glyndwr University, UK

Admission is on a competitive and individual basis entirely at the discretion of the respective universities. Admission criteria and procedures are set by them and are subject to change without prior notice. The Association does not give any warranty and will not accept any liability regarding the above.

It is a matter of discretion for individual employers to recognize any qualification to which these courses may lead.

ADMISSION REQUIREMENTS

Applicants should fulfil the following requirements:

1. hold a recognized academic degree or professional qualification, and have at least 1 year of working experience;
OR be fully matriculated, and have at least 2 years of working experience;
OR be a secondary school graduate and have at least 3 years of working experience;
2. have a reasonable command of the English language

LANGUAGE MEDIUM

Cantonese 粵語 (supplemented with English)
Course manuals will be in English.

COMPLETION OF A MODULE AND AWARD OF DIPLOMA

Satisfactory Completion of a Module

A minimum of 70% attendance is required for satisfactory completion of a module. Failure to achieve this level of attendance will disqualify a student from sitting for the final written examination. Students must obtain an aggregate of 50% at least in the mid-term assessment and the final examination.

Completion of the Professional Diploma for Company Secretaries

Completion of the PDCOA Programme requires a registered student to pass the continuous assessments and final written examinations of all six modules in two consecutive terms. A candidate who has satisfied all the requirements will be awarded the Professional Diploma for Company Secretaries.

Unsatisfactory Performance in a Module

If a student fails in any one module at the first attempt, he/she may sit once only for the remedial examination in the following term, paying an appropriate fee. Participants who fail the remedial examination are allowed to retake the module by paying full module fees.

However, the maximum time for participants to complete the whole programme is 2 years.

APPLICATION FOR CEF

- are Hong Kong residents who have the right of abode or the right to land or to remain in Hong Kong without restriction;
 - have enrolled in and paid the tuition fee for a reimbursable course before the course commences; are aged from 18 to 60 at the time of application and on seeking reimbursement of their fees; and
- Application form can be downloaded from website: <http://www.info.gov.hk/sfaa/cef/cnforms.htm>
For Part B of the application form

Name of Institution: HKMA CEF Institution Code: 300

CEF Course Title & Code:

Financial Accounting (a module of the Professional Diploma for Company Secretaries)
(Course Code: 23Z01490-6)

Hong Kong Taxation (a module of the Professional Diploma for Company Secretaries)
(Course Code: 23Z01491-4)

Corporate Finance (a module of the Professional Diploma for Company Secretaries)
(Course Code: 23Z01492-2)

Actual Tuition Fees Paid: Please fill in the actual tuition fee paid for this course

Commencement Date: (Please fill in the commencement date)

Applications for the Continuing Education Fund (CEF) should be submitted directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: www.wfsfaa.gov.hk/cef or call the CEF enquiry hotline on 3142 2277.

The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

SYLLABUS

COA1. Hong Kong Company Law

Aims

The module equips students with the basic knowledge of Hong Kong Company Law as a framework for commercial and management decisions and thus enables them to become aware of the relevant legal issues arising from the management of the company.

CONTENTS

Separate Legal Entity	Protection of Outsiders
Execution of Documents	Dividends & Profits
5 Types of Companies	Debentures
Private & Public Companies	Company Accounts
Incorporation Procedure	Audits & Investigations
Constitution	Insider Dealing In Listed Companies
Annual Return & Registers	Amalgamations, Reconstructions & Take-Overs
Share	Winding-Up By The Court
Control	Voluntary Winding-Up
Meeting & Resolutions	Major Changes In New Companies Ordinance Cap. 622
Directors of Company Secretaries	

COA2. Financial Accounting



Aims

The module provides students with a fundamental knowledge of financial accounting and allied techniques, enabling them to prepare financial reports within the theoretical and regulatory accounting framework. This helps students analyze the financial aspects of the problems encountered in a business corporation, and relate it to the Hong Kong environment.

CONTENTS

Fundamental Accounting Concepts
The Accounting Cycle
The Primary Financial Statements
Financial Reporting Framework
Financial Statements Preparation
Interpretation and Analysis of Financial Statements

COA3. Corporate Administration

Aims

The module enables students to extend their knowledge in Hong Kong Companies Ordinance and administration procedures. It also acts as a compliment to HR management or any other aspects of business involving responsibility for company administration.

CONTENTS

Law and Procedure of Company Meetings
Companies and Partnerships - Incorporate Procedures
Memorandum and Articles of Association
Capital - Alterations and Allotment
Share Transfer
Dividend
Appointment of Directors, Company Secretary and Auditors
Foreign Companies
Capital Structure - Loans and Listing (General requirement)
Post Listing Administration
Dissolutions of Companies

COA4. Hong Kong Taxation

Aims

The module provides students with an integrated understanding of the main principles and concepts of taxation; a knowledge of how taxation policy is formulated and applied in Hong Kong; and an understanding of current Hong Kong taxation law and practice.

CONTENTS

Introduction to Hong Kong Taxation System
Profits Tax - Limited Companies, Partnerships and Individuals
Salaries Tax - Individuals Income
Property Tax - Income from Property
Election for Personal Assessment
Tax Planning
Tax Administration
Penalties and Offences
Depreciation Allowance

COA5. Media Management ---

Aims

The module introduces the gist of media relations and the requisite skills to be comfortable, confident and effective when dealing with any sector of the media at any level. It also looks at ways of presenting a company to the financial community for the purpose of building confidence and generating credibility and financial support.

CONTENTS

The Dynamics and General Practices of Media Operations
Legal Issues Concerning the Media
General Framework of Corporate Communications
Financial Soundness and Corporate Reputation
The Key Tools: The Annual Report and Annual General Meeting
Crisis Communications and Issues Management
Speeches and Presentations

COA6. Corporate Finance

Aims

The module helps students understand the fundamental concepts and tools of financial management decisions. It is also designed to enable students to comprehend investment and financing policies and decisions in working capital management, as well as to apply basic methods and techniques of financial management in corporate setting.

CONTENTS

Finance Function
Capital Markets, Market Efficiency and Ratio Analysis
Business Expansion, Financial Growth and Restructuring Strategies
Sources of Finance
Working Capital Management
Capital Structure and Cost of Capital
Capital Investment Appraisal
International Aspects of Corporate Finance
Risk Management

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.

ENQUIRIES

For enquiries, please call 2774-8500 (Customer Service Department) during normal office hours. For course details, please contact Ms Grace Mo on 2774 8538.

PDCOA Secretariat: 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG
Fax: 2365-1000 Website: www.hkma.org.hk/pd/pdcoa