

Professional Diploma in Company Secretary

APPLICATION INFORMATION FOR NEW APPLICANTS (2008-4/NS)



A. Application Procedures

- Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for Module Fee (HKMA Member: HK\$3,400 per module; Non-member: HK\$3,600 per module, Application Fee: HK\$200). Please write your **FULL NAME** and **HKID CARD NO.** on the back of the cheque.
- Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
- Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
- All application should be returned to The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

B. Refund of Course Fee

- Full refund less the HK\$200 application fee and the HK\$400 HKMA whole-year membership fee (if applicable) will be made for written withdrawal requests received prior to 21 April 2008 by the PDCA Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module, plus the HK\$200 application fee and the HK\$400 HKMA whole-year membership fee (if applicable) will be made for written withdrawal requests received before 28 April 2008. Thereafter no refund will be made.

C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA CEF Institution Code: 300

CEF Course Title & Code:

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

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

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

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

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.info.gov.hk/sfaa/cef or call the CEF enquiry hotline on 3142 2277.

D. Schedule

Term One	5 May - 11 August 2008
Term Two	25 August - 3 December 2008
Term Three	5 January - 20 April 2009

Commencement Date

Mon, 5 May 2008 - Hong Kong Company Law
 Wed, 7 May 2008 - Financial Accounting

Application Deadline

Monday, 21 April 2008

Venue

The Hong Kong Management Association
 2-4/F Pico Tower
 66 Gloucester Road Wanchai HONG KONG

TERM ONE

Modules	Dates	# Examination
Hong Kong Company Law (PDCOA-41101-2008-4-P) 7:00 pm - 10:00 pm	Mondays 5, 12, 19, 26 May; 2, 9, 16, 23, 30 June; 7, 14, 21 July 2008	Monday 4 August 2008 7:00 - 9:00 pm
Financial Accounting (PDCOA-43102-2008-4-P) 7:00 pm - 10:00 pm	Wednesdays 7, 14, 21, 28 May; 4, 11, 18, 25 June; 2, 9, 16, 23 July 2008	Monday 11 August 2008 7:00 - 9:00 pm

The examination results may be released after the new term has started.

E. Notes for Applicants

- Textbooks are provided in some of the modules. However, if there is no suitable textbook, lecture notes will be distributed during the lecture.
- The HKMA reserves the right to make alterations regarding the details, such as lecturers, content, date and venue. Applicants will be notified when necessary.
- Personal data will be used for the purpose of market research, programme development and direct mailing.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.



Enquiries

2774 8506 (Ms Carol Chan) or 2774 8538 (Ms Grace Mo).



The Hong Kong Management Association Professional Diploma in Company Secretary

APPLICATION FORM FOR NEW APPLICANTS (PDCOA-2008-4/NS)

Please
Attach a
Photo

(Please type or write in block letters, your name on this form will be taken as final and be printed on your diploma.)

Name: Mr/Ms _____
(Surname) (Other Names) (Chinese Name)

Date of Birth: _____ HKID Card No.: _____ Student No.: _____
(For Office Use Only)

Working Experience (In chronological order for the last seven years)			
Company Name	Position	No. of Years	

Education	Name of Institute	Qualification Attained	Year
<input type="checkbox"/> Master or above	_____	_____	_____
<input type="checkbox"/> Bachelor	_____	_____	_____
<input type="checkbox"/> HKMA Diploma	_____	_____	_____
<input type="checkbox"/> Other Diploma	_____	_____	_____
<input type="checkbox"/> Matriculation	<input type="checkbox"/> Secondary <input type="checkbox"/> Others (Please specify) _____	_____	_____

Use a separate sheet if necessary

Company Name: _____
Company Address: _____
Company Tel. No.: _____ Fax No. (Office): _____
Pager No./Mobile Phone No.: _____ E-mail: _____
Present Position: _____ No. of Years: _____
Job Responsibilities: _____
Nature of Business: _____ Home Tel. No.: _____
Total Number of Years of Working Experience: _____
Home Address: _____
Mailing Address: Company Address Home Address
Sponsored By: Self Company Name & Title of Nominator (if applicable): _____

FEE: * HKMA Member (HK\$3,400 x 2 + HK\$200 = HK\$7,000) HKMA Membership No. _____
 I would like to apply as HKMA Associate Member and pay in member rate
(HK\$7,000 + HK\$400 (whole-year membership fee: January to December 2008) = HK\$7,400)
Following is my referee's information: (For the reference of the Membership Department)
Name: _____ Position: _____
Company: _____
Tel: _____ Fax: _____ Email: _____
Is the Referee a Member of the HKMA? Yes No OYH
 Non-member (HK\$3,600 x 2 + HK\$200 = HK\$7,400)
 Senior Citizen (Member: HK\$3,400 x 0.8 x 2 + HK\$200 = HK\$5,640 Membership No.: _____
 Apply as Associate Member: HK\$5,640 + HK\$400 = HK\$6,040 (whole-year membership fee)
 Non-member: HK\$3,600 x 0.8 x 2 + HK\$200 = HK\$5,960)

Cheque No.: _____ Account Name: _____ Total Amount: HK\$ _____

From where did you first learn about this Programme?

Email Promotion from HKMA Newspaper and Magazine Advertisement (Please specify): _____
 Email Promotion from Other Websites (Please specify): _____ Website Advertisement (Please specify): _____
 Direct Mail by Post HKMA Website (From where did you learn about, please specify): _____
 Advertisement at MTR Stations Bus Advertisement Others (Please specify) _____

MTR Station Kowloon Tong (PKLT) Kwun Tong (PKT) Causeway Bay (PCWB) Kwai Fong (PKF)
 Lai Chi Kok (PLCK) Admiralty (PAM)

Exhibition Tai Po KCRC Station (ETP) Mongkok KCRC Station (EKMK) Education & Careers Expo (EEX)
 Others (Please specify) _____

* Participants enrolling in module(s) / programme(s) commencing next year can enjoy the member rate only if they continue to subscribe for the HKMA membership the following year.