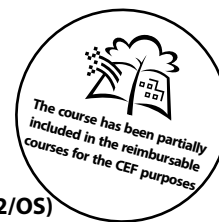


Professional Diploma for Company Secretaries (PDCOA)

ENROLMENT INFORMATION FOR OLD PARTICIPANTS

(2019-2/05)



A. Enrolment Procedures

1. Please refer to the Time-table before completing the Enrolment Form.
2. Return the completed form(s), together with a crossed cheque in favour of The Hong Kong Management Association for Module Fee HK\$3,680 per module no later than 11 November 2019.
3. Please note that students who have not yet settled the payments for Term 1 will not be enrolled in Term 2 until the outstanding payments have been settled.
4. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
5. A receipt will be issued against payment.



B. 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.

C. Refund of Module Fee

Refund of module fee will only be made for written withdrawal requests received by the PDCOA Secretariat before 15 November 2019. Thereafter no refund will be made. And a handling fee of HK\$200 per module will be charged.

D. Commencement Date

Monday, 18 November 2019  (Hong Kong Taxation)
Wednesday, 20 November 2019 (Media Management)
Monday, 9 March 2020  (Corporate Finance)

Application Deadline

11 November 2019

E. 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.

F. 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 course manual which will be distributed in class.
5. The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.

G. 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 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)

These three modules have been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF. For details, please visit the website: <http://www.wfsfaa.gov.hk/cef> or contact the CEF enquiry hotline: 3142 2277.

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

Professional Diploma for Company Secretaries (PDCOA) ENROLMENT FORM FOR OLD PARTICIPANTS (2019-2/OS)

Name: _____

Student No. / I.D. No. _____

Amendment (if any)

Name (in English) Mr / Ms _____

Position: _____

Company Name: _____

Address (Company): _____

(Home): _____

Tel: (Office) _____ (Home): _____ (Mobile/Pager): _____

E-mail: _____

Correspondence Address: Home Company

Sponsored by: Company Self

FEE FOR EACH MODULE HK\$3,680 - payable by 4 instalments

Term 2	1st instalment (settle on or before 11 November 2019)	2nd instalment (settle on or before 11 December 2019)	3rd instalment (settle on or before 11 January 2020)	4th instalment (settle on or before 11 February 2020)
HK\$3,680 x 3 modules	HK\$2,760	HK\$2,760	HK\$2,760	HK\$2,760

Total Amount: _____ Cheque No.: _____ Account Name: _____

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 misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Application for CEF

- I will apply for CEF and aware that I shall submit application directly to CEF Office of the programme. I consent to the disclosure of my personal data, any other information and records in relation to the programme to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for the purposes of fees reimbursement under the CEF and audit inspection.
- I will not apply for fee reimbursement under the CEF for the course and do not consent to the disclosure of my personal data to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

Applicant's Signature: _____ Date: _____

Professional Diploma for Company Secretaries (PDCOA)

TIME-TABLE

(2019-2/OS)

MODULE	DATE & TIME	EXAMINATION
Hong Kong Taxation PDCOA-41104-2019-2-FC	Mondays (7:00 pm – 10:00 pm) 18 November; 2, 9, 16, 23, 30 December 2019; 6, 13, 20 January; 3, 10, 17 February 2020	Monday 24 February 2020 7:00 - 9:00pm
Media Management PDCOA-43105-2019-2-FC	Wednesdays (7:00 pm – 10:00 pm) 20, 27 November; 4, 11, 18 December 2019; 8, 15, 22, 29 January; 5, 12, 19 February 2020	Wednesday 4 March 2020 7:00 - 9:00pm
Corporate Finance PDCOA-41106-2019-2-FC	Mondays (7:00 pm – 10:00 pm) 9, 16, 23, 30 March; 6, 20 April 2020 Thursdays (7:00 pm – 10:00 pm) 12, 19, 26 March; 2, 9, 16 April 2020	Monday 4 May 2020 7:00 - 9:00pm

CLASS AND EXAMINATION VENUE:

The Hong Kong Management Association
1-6/F First Commercial Building
33-35 Leighton Road
Causeway Bay
HONG KONG