

Professional Diploma for Company Secretaries

APPLICATION INFORMATION FOR NEW APPLICANTS (PDCOA-2019-2/NS)

A. Application Procedures

- Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for First Instalment **HK\$2,960** (HK\$3,680 x 3 modules ÷ 4 instalments + HK\$200 application fee). 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 will be made for written withdrawal requests received prior to 11 November 2019 by the PDCOA Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module and HK\$200 application fee will be made for written withdrawal requests received before 15 November 2019. 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 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.

D. Schedule

Term One: 20 November 2019 - 4 May 2020 (Mon, Wed & Thur)

Term Two: May - October 2020 (Mon, Wed & Thur)

TERM ONE

Modules	Dates	Examination	Class & Examination Venue
Media Management PDCOA-43105-2019-2-FC 7:00pm - 10:00pm	<u>Wednesdays</u> 20, 27 November; 4, 11, 18 December 2019; 8, 15, 22, 29 January; 5, 12, 19 February 2020	<u>Wednesday</u> 4 March 2020 7:00 - 9:00pm	The Hong Kong Management Association 1/F First Commercial Building, 33-35 Leighton Road, Causeway Bay, HK
Financial Accounting  PDCOA-44102-2019-2-FC 7:00pm - 10:00pm	<u>Thursdays</u> 21, 28 November; 5, 12, 19 December 2019; 2, 9, 16, 23, 30 January; 6, 13 February 2020	<u>Thursday</u> 27 February 2020 7:00 - 9:00pm	
Corporate Finance  PDCOA-41106-2019-2-FC 7:00pm - 10:00pm	<u>Mondays</u> 9, 16, 23, 30 March; 6, 20 April 2020 <u>Thursdays</u> 12, 19, 26 March; 2, 9, 16 April 2020	<u>Monday</u> 4 May 2020 7:00 - 9:00pm	

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

E. Application Deadline 11 November 2019

F. Notes for Application

- Acceptance is subject to the discretion of the Association.
- Lecture notes will be distributed during the lecture.
- 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.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue, tuition fee and other particulars without prior notice.

Enquiries

Ms Grace Mo 2774 8538.

Professional Diploma for Company Secretaries

INFORMATION FOR EXEMPTION PROCEDURE

1. Application Procedure

- 1.1 Students of the Diploma in Management Studies (DMS) / Advanced Diploma in Management Studies (ADMS) and Diploma in Business Management (DBM) / Advanced Diploma in Business Management (ADBM) offered jointly by The Hong Kong Management Association and Hong Kong Polytechnic University/Lingnan University or equivalent programmes of the HKMA may apply for exemptions.

Applicants who have completed equivalent modules in the programmes offered by other institutions may also apply for exemptions.

- 1.2 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.
- 1.3 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.4 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.5 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

2. Conditions for Exemptions

- 2.1 Applicants to whom exemptions are given will be offered full credits for the exempted module(s).
- 2.2 If the mode of the past academic studies was distance learning or if the grades and marks of the past academic studies of the respective subjects were lower than C grade and below 50% marks, applicants will be required to pass the examination(s) for the module(s) from which exemption is sought. A fee of HK\$250 per module will be charged for each such examination.
- 2.3 Those who fail in the above examination(s) are required to study the respective modules and to pay the full module fees.
- 2.4 Applicants for exemptions for up to 2 modules of the programme are welcome and they will be considered by the HKMA Academic Committee whose decision is final.
- 2.5 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

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APPLICATION FORM FOR EXEMPTION

Please complete this form, and return it to the Secretariat together with photocopies of testimonials and a **crossed cheque** (HK\$250 per module for exemption; or HK\$500 per module for exemption with examination required) made payable to "The Hong Kong Management Association".

Name: _____ I.D. Card No.: _____

Company Tel. No.: _____ Mobile Phone No.: _____

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Signature: _____ Date: _____

For Official Use only	Modules with examination required _____ _____ _____
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