

## Professional Diploma in Purchasing & Merchandising Management (PDPU – 55<sup>th</sup> Intake)

**2ND TERM ENROLMENT INFORMATION FOR CURRENT PARTICIPANTS** (PDPU/20192/OS)

### 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 favor of The Hong Kong Management Association for the First Instalment: HK\$2,980 (HK\$2,980 x 4 modules / 4 instalments) no later than 27 December 2019.
3. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
4. 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. An exemption fee of HK\$250 per module will be charged. Applications will not be accepted after the course has commenced.

### C. Refund of Module Fee

1. Full refund will be made for written withdrawal requests received prior to 27 December 2019 by the PDPU Secretariat.
2. Refund of module fee less the HK\$200 cancellation charge per module will be made for written withdrawal request received before 27 December 2019. Thereafter no refund will be made.

### D. Application Deadline

Friday, 27 December 2019

### Commencement Date

Friday, 3 January 2020

### 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 venues 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. 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.

PDPU Secretariat:

Tel: 2774-8587

Fax: 2365-1000

Website: <http://www.hkma.org.hk>

## Professional Diploma in Purchasing & Merchandising Management (PDPU – 55<sup>th</sup> Intake)

### 2ND TERM ENROLMENT INFORMATION FOR OLD PARTICIPANTS (PDPU/20192/OS)

(Please type or write in block letters)

Name: Mr/Ms \_\_\_\_\_  
(Surname) (Other Names) (Chinese Name)

HKID No.: \_\_\_\_\_ Student No.: \_\_\_\_\_ (Please refer to student card)

Company: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Tel No.: \_\_\_\_\_ Fax No. (Office): \_\_\_\_\_

Pager No./Mobile Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Present Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_ Tel No.: \_\_\_\_\_

Mailing Address:  Company  Home

Module(s) Applied for Exemptions \_\_\_\_\_

Sponsored By (Please tick)  Self  Company

Fee:  \* HKMA Member HK\$11,400 (HK\$2,850 x 4) HKMA Membership No.

I would like to apply as HKMA Associate Member and pay in member rate  
HK\$11,890 (HK\$11,400 + HK\$ 490 membership fee: January to December 2020)

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

Non-member HK\$11,920 (HK\$2,980 x4)

Total Amount: \_\_\_\_\_ Cheque No.: \_\_\_\_\_ Account Name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

N.B. Please fill in all items to avoid delay. Incomplete application forms will not be processed.

Please fill in the following in block letters if you have changed your correspondence address:

New Home/Company Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

New Home/Company Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

\* 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.

For Office Use Only

91101L, 95102L, 94103L, 90007L

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### 2<sup>nd</sup> TERM TIME-TABLE

3 January 2019 – 8 June 2020

MODULE	DATE	TIME
Purchasing Policies and Systems (PDPU-95102-2019-2-L)	<u>Fridays</u> 3, 10, 31 January 7, 14, 21 February 6, 13, 20, 27 March 2020	7:00 pm - 10:00 pm
Budget and Cost Management (PDPU-94103-2019-2-L)	<u>Tuesdays</u> 7, 14, 21 January 4, 11, 18, 25 February 3, 10, 17 March 2020	
Purchasing and Merchandising Essentials (PDPU-91101-2019-2-L)	<u>Mondays &amp; Thursdays</u> 4, 7, 11, 14, 18, 21, 28 May 1, 4, 8 June 2020	
Management Report (PDPU-90007-2019-2-L)	<u>Thursday</u> 2 April 2020	7:00 pm - 9:00 pm

### EXAMINATION

MODULE	DATE	TIME
Purchasing Policies and Systems	<u>Friday</u> 17 April 2020	7:00 pm - 9:00 pm
Budget and Cost Management	<u>Tuesday</u> 7 April 2020	
Purchasing and Merchandising Essentials	<u>Monday</u> 22 June 2020	

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