



## Professional Diploma in Shipping and Logistics Management

**ENROLMENT INFORMATION FOR OLD PARTICIPANTS** (2012-1/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 favour of The Hong Kong Management Association for the **First Instalment: HK\$2,980** (HK\$745 X 4 modules) no later than **6 March 2012**.
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. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA      CEF Institution Code: 300      CEF Course Code: 25F00316-8  
CEF Course Title: Professional Diploma in Shipping and Logistics Management

This Programme (all 7 modules) has been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF before the commencement of the programme. For details, please visit the website: <http://www.info.gov.hk/sfaa/cef> or contact the CEF enquiry hotline: 3142 2277.

### C. 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.

### D. Refund of Module Fee

Refund of module fee will only be made for written withdrawal requests received by the PDSL Secretariat before **6 March 2012**. Thereafter no refund will be made. And a handling fee of HK\$200 per module will be charged.

### E. Commencement Date

Tuesday, 13 March 2012

### Application Deadline

Tuesday, 6 March 2012

### F. 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.

### G. Notes for Applicants

1. As "Management Report" constitutes one module, enrolment in the "Management Report" requires the standard module fee HK\$2,980 per module.
2. 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.
3. Upon enrolment in a module, except management report, the participant will receive course manual which will be distributed in class.
4. There will be one briefing session for those who have enrolled in the "Management Report". The session will cover in detail the logical sequence of a management report and be illustrated with examples. Participants in the module "Management Report" will be notified of the data of the briefing session, and the name and address of their supervisors by mail in March 2012.
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.

**Professional Diploma in Shipping and Logistics Management**

**TIME-TABLE**

**13 March - 2 August 2012**



MODULE	TIME	DATE
PDSL-92104-2012-1-L Shipping Practice and Documentation	7:00 pm - 10:00 pm	<u>Tuesday &amp; Thursday</u> 13*, 15, 20*, 22, 27*, 29 March; 10*, 12, 17*, 19 April 2012 (7:00 pm - 10:00 pm) Please note that <u>NO CLASS</u> will be held on 3, 5 April 2012
PDSL-92106-2012-1-L Electronic Commerce	7:00 pm - 10:00 pm	<u>Tuesday</u> 24 April; 8, 15, 22, 29 May; 5, 12, 19, 26 June; 3 July 2012 (7:00 pm - 10:00 pm)
PDSL-94105-2012-1-L Intermodal Operations	7:00 pm - 10:00 pm	<u>Thursday</u> 26 April; 10, 17, 24, 31 May; 7, 14, 21, 28 June; 5 July 2012 (7:00 pm - 10:00 pm) Please note that <u>NO CLASS</u> will be held on 3 May 2012
PDSL-91107-2012-1-L Management Report	No Lecture	Details of the Management Report will be mailed to participants in March 2012

**EXAMINATION**

MODULE	DATE	TIME
Shipping Practice and Documentation	Thursday, 19 July 2012	7:00 pm - 9:00 pm
Electronic Commerce	Thursday, 26 July 2012	7:00 pm - 9:00 pm
Intermodal Operations	Thursday, 2 August 2012	7:00 pm - 9:00 pm

**VENUE:**

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

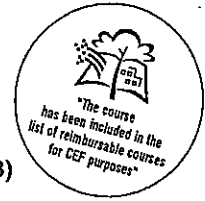


## Professional Diploma in Shipping and Logistics Management

**ENROLMENT FORM FOR OLD PARTICIPANTS**

(PDSL/2012-1/OS)

(CEF Course Code: 25F00316-8)



(Please type or write in block letters)

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

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

Company Name & Address: \_\_\_\_\_

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

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

Nature of Business: \_\_\_\_\_ Fax No.: \_\_\_\_\_

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 (each module) - payable by 4 Instalment**

Second Term	Instalments			
	1st	2nd	3rd	4th
HK\$2,980 X 4 modules	HK\$2,980	HK\$2,980	HK\$2,980	HK\$2,980

Fee for First Instalment : HK\$2,980 (HK\$745 x 4 modules)

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.: \_\_\_\_\_

- \* The Association will send you various updates / information via e-mail. If you need a free e-mail account, please click to hkma's website at <http://www.hkma.org.hk>.
- \* I understand that all handout obtained in class are strictly for my own educational purposes.

For Office Use Only

92104L, 94105L, 92106L, 91107L