

Professional Diploma in Shipping and Logistics Management

ENROLMENT INFORMATION FOR OLD PARTICIPANTS (2014-1/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 7 January 2014.
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. Applications will not be accepted after the course has commenced.

C. Refund of Module Fee

Refund of module fee will be made upon written requests received by the PDSL Secretariat before 14 January 2014. Thereafter no refund will be made. A handling fee of HK\$200 per module will be charged.

D. Application Deadline

Tuesday, 7 January 2014

Commencement Date

Tuesday, 21 January 2014

E. 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. Enrolment in respective classes will be accepted on a FIRST COME FIRST SERVED BASIS.
3. All parts of the course should be completed in sequence.
4. The Association reserves the right to make alterations regarding the details such as lecturers, contents, dates, time and venues of the course(s) offered. Applicants will be notified when necessary.
5. Upon enrolment in a module, except Management Report, the participant will receive course manual which will be distributed in class.
6. Participants in the module "Management Report" will be notified of the name and address of their supervisors by mail in January 2014.
7. There will be a 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 should make every effort to attend the briefing session accordingly.

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ENROLMENT FORM FOR OLD PARTICIPANTS

(PDSL/2014-1/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.: _____

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.: _____

* I understand that all handout obtained in class are strictly for my own educational purposes.

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TIME-TABLE

21 January - 27 June 2014

MODULE	TIME	DATE
PDSL-95106-2014-1-L Electronic Commerce	7:00 pm - 10:00 pm	<u>Friday</u> 24 January; 21, 28 February; 7, 14, 21, 28 March; 4, 11, 25 April 2014 (Pls note that no class will be held on 7 and 14 February 2014)
PDSL-92105-2014-1-L Intermodal Operations	7:00 pm - 10:00 pm	<u>Tuesday</u> 21 January ; 11, 18, 25 February; 4, 11, 18, 25 March; 1, 8 April 2014 (Pls note that no class will be held on 28 January and 4 February 2014)
PDSL-91104-2014-1-L Shipping Practice and Documentation	7:00 pm - 10:00 pm	<u>Tuesday & Friday*</u> 15, 29 April; 2*, 9*, 13, 16*, 20, 23*, 27, 30* May 2014 (Pls note that no class will be held on 22 April 2014)
PDSL-91107-2014-1-L Management Report	7:30 pm - 8:30 pm	<u>Briefing Session</u> Wednesday, 22 January 2014

EXAMINATION

MODULE	TIME	DATE
Electronic Commerce	7:00 pm - 9:00 pm	Friday, 13 June 2014
Intermodal Operations	7:00 pm - 9:00 pm	Friday, 20 June 2014
Shipping Practice and Documentation	7:00 pm - 9:00 pm	Friday, 27 June 2014

CLASS & EXAMINATION VENUE:

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