

## Workshops on Legal Knowledge and Skills for Executives

- A. Construction Claims and Contract Management
- B. Insurance Law Essentials in Hong Kong
- C. Essentials of Regulation of Advertisement in Hong Kong
- D. Essentials of Contract Law
- E. Legal Aspects of Using Social Media in Workplace
- F. Cyber Crime Essentials
- G. Fundamental Contract Law for Logistics Managers and Professionals
- H. Company Law Essentials for Non-Legal Professionals



Established in 1960, The Hong Kong Management Association (“HKMA”) is a non-profit-making organization which aims at advancing management excellence in Hong Kong and the Region. Since its establishment, HKMA has played a major role in contributing to the economic success of Hong Kong by providing a wide variety of high quality management training and various services.

As a membership organization, HKMA currently has a collective membership of over 13,000 from different business sectors. Members of the Council and Committees comprise eminent persons in industry, commerce and education who constantly advise on the directions and activities of the Association. As part of HKMA’s commitment to providing opportunities of continuing development for local executives, a full-spectrum of management education programmes are offered, ranging from short courses and workshops through to Certificate, Diplomas, Bachelor, Master and Doctoral Degree programmes. Annually, over 2,000 integrated and well-balanced courses are offered to some 40,000 participants from different business sectors.



The Hong Kong Legal Training Institute (“HKLTI”) believes “Legal training always is of crucial difference”.

To this end, the HKLTI is dedicated to providing all with stimulating learning experience in legal training and continuing professional development with a view to equipping participants with the essential knowledge and legal skills for their effective and practical daily applications.

Trainers and visiting lecturers of the HKLTI are all qualified legal or other practitioners who are seasoned and highly-ranked in delivering legal training to great satisfaction for participants from various professional sectors, government authorities, corporations and SMEs.

With legal knowledge and its use becoming essential to individuals and businesses for their sustainable successes, the HKLTI has been offering training for a wide range of topic-specific legal updates, as well for continuing professional development and works with universities, associations, professional institutions, corporations and authorities to further legal knowledge that is of practical use.

# A. Construction Claims and Contract Management

Construction contracts need careful handling as claims are a fact of life in the construction industry. This workshop provides the practical legal skills and knowledge for handling those claims commonly encountered, including those related to delays and disruption, variation and change orders, payments, certification and the preparation of records and documentation.

It provides participants with the necessary training for handling contracts in any context, such as in purchasing, sales, servicing and maintenance.

## CONTENTS

- Construction contract formation: tender essentials and conditions of contract
- Extension of time claims and liquidated damages clauses in operation
- Valuation and justification of variation
- Payment certificates and non-payment
- Contract termination and forfeiture clauses
- Claim management, evidence and documentation

## DATE & TIME

Class 1: [Register Now](#)  
Wednesday, 6 March 2019 OR

Class 2: [Register Now](#)  
Wednesday, 12 June 2019 OR

Class 3: [Register Now](#)  
Wednesday, 18 September 2019  
9:30 am - 5:00 pm

## FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

## LANGUAGE

Cantonese (with English Materials)

## VENUE

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

## SPEAKER(S)

Practising Barrister(s)

## B. Insurance Law Essentials in Hong Kong

As corporations and businesses face increasing risks, insurance is an important risk transfer tool that needs to be properly understood and examined. This seminar focuses on the key principles and legal issues of the legal side of insurance for those involved to know about.

### CONTENTS

- Features and use of insurance
- Indemnity and liability insurances
- Types of insurance in Hong Kong
- Insurable interest and utmost good faith
- Terms of insurance contracts
- Interpretation of insurance contracts
- Losses and claims processing and remedies

### DATE & TIME

Class 1: [Register Now](#)  
Wednesday, 13 March 2019 OR  
Class 2: [Register Now](#)  
Wednesday, 26 June 2019 OR  
Class 3: [Register Now](#)  
Wednesday, 2 October 2019  
9:30 am - 5:00 pm

### FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s)

## C. Essentials of Regulation of Advertisement in Hong Kong

There are different ordinances and regulations governing advertisements in Hong Kong. This seminar is tailor-made to meet the need of those executives and managers involved in advertising businesses for their companies or others to understand the essential concept and knowledge governing advertisements for avoidance of unintentional pitfall.

Through case reviews and studies, this seminar seeks to provide the updated legal knowledge and practical skills on the above.

### CONTENTS

- Overview of Legal Regulation of Food-Related Advertisement in Hong Kong
  - Broadcasting Ordinance (Cap. 562)
  - Trade Description Ordinance (Cap. 362)
  - Undesirable Medical Advertisements Ordinance (Cap. 231)
- Communication Authority and Generic Code of Practice on Television Advertising Standards
- Legal Requirements and Prohibition on Advertisement relating to Food-related Consumed Products
- Civil Liabilities and Criminal Sanctions & Penalties

### DATE & TIME

Class 1: [Register Now](#)  
Monday, 25 March 2019  
Wednesday, 27 March 2019  
7:00 pm - 10:00 pm OR

Class 2: [Register Now](#)  
Wednesday, 10 July 2019  
9:30 am - 5:00 pm OR

Class 3: [Register Now](#)  
Wednesday, 23 October 2019  
9:30 am - 5:00 pm

### FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s) / Law Lecturer(s) from HKLTl

## D. Essentials of Contract Law

Legal knowledge is becoming more and more important to officers, professionals, managers and executives for enabling the proper discharge of their duties. For every business managers, legal knowledge is of vital importance to enable the proper discharge of the duties and functions in handling their day-to-day commercial transactions and in keeping their organizations out of trouble.

With insightful cases, this seminar provides a comprehensive guide to the key legal principles, with a view to facilitating their direct application by professionals and managers to daily work situations.

### CONTENTS

#### Contract Essentials

- Elements and ingredients; tenders; letters of intent; letters of engagement; 'battle of forms'; mistakes, misrepresentation and contractual consequences

#### Contract Terms

- Common express terms; implied terms; drafting and interpreting duties and obligations; discrepancies among contract documents; parol evidence rule

#### Contractual Breaches and Remedies

- Scope of obligations; standard of performance; remedies for breach; measures of damages; specific performance and injunction; quantum meruit

#### Contract Termination

- Common law repudiation; contractual repudiation; forfeiture clauses; repudiation by non-performance; alternative dispute resolution.

### DATE & TIME

Class 1: [Register Now](#)  
Monday, 8 April 2019 OR

Class 2: [Register Now](#)  
Wednesday, 24 July 2019 OR

Class 3: [Register Now](#)  
Wednesday, 6 November 2019  
9:30 am - 5:00 pm

### FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s)

## E. Legal Aspects of Using Social Media in Workplace

Social media issues are among the hottest topics in today's Hong Kong business environment. The demand of using social media and its legal implications have been increasing in the use and legal implications of social media are very demanding. This seminar aims at equipping participants with upgraded knowledge and competence in tackling real-life situations with legal implications in using social media and safeguarding the legal right.

### CONTENTS

- Overview of regulations governing social media in Hong Kong
- Human resource related issues and cyberspace at work
- Cyberbullying in workplace
- Issues about discrimination and offence of using social media
- Copyright issues and social media confidentiality
- Dos and don'ts in using social media in workplace
- Case studies and situation sharing

### DATE & TIME

Class 1: [Register Now](#)  
Monday, 27 May 2019  
Wednesday, 29 May 2019  
7:00 pm - 10:00 pm OR

Class 2: [Register Now](#)  
Wednesday, 7 August 2019  
9:30 am - 5:00 pm OR

Class 3: [Register Now](#)  
Wednesday, 20 November 2019  
9:30 am - 5:00 pm

### FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s)

## F. Cyber Crime Essentials

With mobile devices and internet forming inseparable part of our daily activities, computer crimes are no less important than the traditional crimes in the physical world. As such, it is crucial for business professionals and government officials to keep abreast of the development and practice of computer crimes as featured in decided cases.

### CONTENTS

- Cyber crime definition and overview
- Elements of criminal offences
- Online conduct criminalized in cyberspace
- Cyber offences --- dishonest use of computers & the rest
- Law enforcement and investigations for cyber crimes

### DATE & TIME

Class 1: [Register Now](#)  
Wednesday, 15 May 2019 OR

Class 2: [Register Now](#)  
Wednesday, 21 August 2019 OR

Class 3: [Register Now](#)  
Wednesday, 4 December 2019  
9:30 am - 5:00 pm

### FEE

HKMA/HKLTl Member: HK\$2,350  
Non-member: HK\$2,500  
Early Bird: Less HK\$200  
(For those who make payment one month prior to the course commencement)  
Group Discount: HK\$200 each  
(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s)



## G. Company Law Essentials for Non-Legal Professionals

Company laws regulate and govern each and every activity internal and external to a company. Understanding of the key aspects and cases on the laws affecting separate legal personality, capital raising, corporate governance, insolvency of a company and the related fiduciary duties of directors are essential. Through case reviews and studies, this seminar seeks to provide the updated legal knowledge and practical skills on the above for non-legal professionals, directors and CEOs for handling their daily tasks.

### CONTENTS

- Overview of company law
- Incorporation and legal personality of company
- Regulations on capital raising
- Corporate decisions making and governance
- Fiduciary duties of directors and disclosure of interests
- Capital reconstruction and regulations
- Winding up and liquidation
- Case studies and review

### DATE & TIME

Class 1: [Register Now](#)

Saturday, 1 June 2019 OR

Class 2: [Register Now](#)

Wednesday, 4 September 2019 OR

Class 3: [Register Now](#)

Wednesday, 11 December 2019

9:30 am - 5:00 pm

### FEE

HKMA/HKLI Member: HK\$2,350

Non-member: HK\$2,500

Early Bird: Less HK\$200

(For those who make payment one month prior to the course commencement)

Group Discount: HK\$200 each

(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

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

### SPEAKER(S)

Practising Barrister(s) / Law Lecturer(s) from HKLI

# APPLICATION FORM

## 1-Day Seminars & Workshops

HKMA /HKLTI Non-member

Member

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>A. Construction Claims and Contract Management</b>            | <b>HK\$2,350</b>  | <b>HK\$2,500</b>  |
| <input type="checkbox"/> TS-A6872-2019-1-FC 6 Mar 2019                                    | <input type="checkbox"/> TS-A6872-2019-2-FC 12 Jun 2019 | <input type="checkbox"/> TS-A6872-2019-3-FC 18 Sep 2019 |
| <input type="checkbox"/> <b>B. Insurance Law Essentials in Hong Kong</b>                  |   |   |
| <input type="checkbox"/> TS-66527-2019-1-FC 13 Mar 2019                                   | <input type="checkbox"/> TS-66527-2019-2-FC 26 Jun 2019 | <input type="checkbox"/> TS-66527-2019-3-FC 2 Oct 2019  |
| <input type="checkbox"/> <b>C. Essentials of Regulation of Advertisement in Hong Kong</b> |   |   |
| <input type="checkbox"/> TS-47536-2019-1-FC 25 Mar 2019                                   | <input type="checkbox"/> TS-47536-2019-2-FC 10 Jul 2019 | <input type="checkbox"/> TS-47536-2019-3-FC 23 Oct 2019 |
| <input type="checkbox"/> <b>D. Essentials of Contract Law</b>                             |   |   |
| <input type="checkbox"/> TS-47535-2019-1-FC 8 Apr 2019                                    | <input type="checkbox"/> TS-47535-2019-2-FC 24 Jul 2019 | <input type="checkbox"/> TS-47535-2019-3-FC 6 Nov 2019  |
| <input type="checkbox"/> <b>E. Legal Aspects of Using Social Media in Workplace</b>       |   |   |
| <input type="checkbox"/> TS-33675-2019-1-FC 27 May 2019                                   | <input type="checkbox"/> TS-33675-2019-2-FC 7 Aug 2019  | <input type="checkbox"/> TS-33675-2019-3-FC 20 Nov 2019 |
| <input type="checkbox"/> <b>F. Cyber Crime Essentials</b>                                 |   |   |
| <input type="checkbox"/> TS-47561-2019-1-FC 15 May 2019                                   | <input type="checkbox"/> TS-47561-2019-2-FC 21 Aug 2019 | <input type="checkbox"/> TS-47561-2019-3-FC 4 Dec 2019  |
| <input type="checkbox"/> <b>G. Company Law Essentials for Non-Legal Professionals</b>     |   |   |
| <input type="checkbox"/> TS-47559-2019-1-FC 1 Jun 2019                                    | <input type="checkbox"/> TS-47559-2019-2-FC 4 Sep 2019  | <input type="checkbox"/> TS-47559-2019-3-FC 11 Dec 2019 |

\* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given.  
The Association will issue certificates based on the details and name format as given in this form.

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

HKID Card No.: \_\_\_\_\_ HKMA/hklti Membership No.: \_\_\_\_\_

Position: \_\_\_\_\_

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

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

Nature of Business (e.g. Toy Manufacturing), please specify: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Telephone No. (Office): \_\_\_\_\_ (Residence): \_\_\_\_\_ (Mobile): \_\_\_\_\_

E-mail: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_

Education Level:  Doctoral degree  Master's degree  Bachelor's degree  HKMA Diploma  Other Diploma  
 Matriculation  Form 5  Others (Please specify) \_\_\_\_\_

Total Number of Years' Working Experience \_\_\_\_\_ Years of Working Experience in Course-Related Field \_\_\_\_\_

Name of Nominator (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Sponsorship:  Self-sponsored  Company-sponsored (please fill in the following information if a cheque/ receipt is not attached)

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA  Direct Mail by Post  HKMA Website  MTR Station Display (Please specify): \_\_\_\_\_  
 Exhibition (Please specify): \_\_\_\_\_  Others (Please specify): \_\_\_\_\_

### 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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:  
Executive Director, The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.

# 1-Day Seminars & Workshops

## A. Construction Claims and Contract Management

Class 1: TS-A6872-2019-1-FC 6 Mar 2019 2: TS-A6872-2019-2-FC 12 Jun 2019 3: TS-A6872-2019-3-FC 18 Sep 2019

## B. Insurance Law Essentials in Hong Kong

Class 1: TS-66527-2019-1-FC 13 Mar 2019 2: TS-66527-2019-2-FC 26 Jun 2019 3: TS-66527-2019-3-FC 2 Oct 2019

## C. Essentials of Regulation of Advertisement in Hong Kong

Class 1: TS-47536-2019-1-FC 25 Mar 2019 2: TS-47536-2019-2-FC 10 Jul 2019 3: TS-47536-2019-3-FC 23 Oct 2019

## D. Essentials of Contract Law

Class 1: TS-47535-2019-1-FC 8 Apr 2019 2: TS-47535-2019-2-FC 24 Jul 2019 3: TS-47535-2019-3-FC 6 Nov 2019

## E. Legal Aspects of Using Social Media in Workplace

Class 1: TS-33675-2019-1-FC 27 May 2019 2: TS-33675-2019-2-FC 7 Aug 2019 3: TS-33675-2019-3-FC 20 Nov 2019

## F. Cyber Crime Essentials

Class 1: TS-47561-2019-1-FC 15 May 2019 2: TS-47561-2019-2-FC 21 Aug 2019 3: TS-47561-2019-3-FC 4 Dec 2019

## G. Company Law Essentials for Non-Legal Professionals

Class 1: TS-47559-2019-1-FC 1 Jun 2019 2: TS-47559-2019-2-FC 4 Sep 2019 3: TS-47559-2019-3-FC 11 Dec 2019

---

## Notes for Application

- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- 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.
- For ENROLMENT and ENQUIRIES please call 2774-8501 (Customer Service Department) during normal office hours or fax 2365-1000.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- 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.
- HKMA Website: [WWW.HKMA.ORG.HK](http://WWW.HKMA.ORG.HK)