

Advanced Diploma in Professional Accounting Studies Diploma in Professional Accounting Studies

APPLICATION FORM

Application Checklist

The following items (A – C) are all COMPULSORY. Before submitting your application, please put a “✓” to make sure all information is included. INCOMPLETE information will cause delays in processing. The Hong Kong Management Association shall not be responsible.

- A. Completed Application Form. Please ensure ALL sections are filled in.
 B. Certificates and Transcripts of ALL completed qualifications listed in the form. (1 photo copy)
 C. Two (2) recent passport sized photo (Size: 2.5cm x 3.8cm)

1. Programme

- Advanced Diploma in Professional Accounting Studies (DADAS-22729)**
 Diploma in Professional Accounting Studies (DDAS-22730)

Please put a “✓” where appropriate

Affix Photo

2. Personal Details

Title: Mr Mrs Ms

Chinese Name _____

Surname: _____

First Name: _____ (Name to appear on certificate)

HKID Card / Passport No: _____ (For verification of the applicant's identity) Marital Status: Single Married

Correspondence Address: _____

Home Address _____

(if different): _____

Home Telephone No.: _____ Mobile No.: _____

Email: _____

Date of Birth: _____ / _____ / _____ Nationality: _____

DD MM YY

* Please put a “✓” where appropriate.

3. Present Employment Details

Company Name: _____

Position: _____

Company Address: _____

Company Telephone No.: _____

SUMMARY OF WORK EXPERIENCE

Please provide details of your work history starting with the most recent. Use separate sheets if required.

| Period of Employment (Start with the most recent) | Position | Name of Organisation / Employer | Outline of your key activities |
|--|----------|------------------------------------|--------------------------------|
| From To | | | |
| From To | | | |
| From To | | | |

Total years of work experience: _____ years

4. Education Level

- Doctoral degree Master's degree Bachelor's degree HKMA Diploma Other diploma
 Matriculation F.5 / HKDSE Others (Please specify) _____

Applicants should list out all qualifications taken, whatever the result, in chronological order. If you are waiting the results of any examination recently taken, please indicate by writing "Pending" in the result column.

Please provide transcript or all results if known. Where examinations are still to be taken, please list all modules with the value and level. Continue on a separate sheet, if necessary.

- a. Certificates
 b. Transcripts
 c. Course brochure (for non-HKMA programme)
 d. Details of subject outline (for non-HKMA programme)

| Name of Qualification | Subject | Date / Month / Year | Awarding Institute (e.g. HKMA) | Results (Grade / Bands) / Pending |
|-----------------------|---------|---------------------|--------------------------------|-----------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- 5. a. Will your company sponsor you?** Yes No
b. Do you think you will receive a sponsorship if admitted? Yes No Likely

6. From where did you FIRST learn about this Programme?

- HKMA Email Mail Newspaper/Magazine (please specify): _____
 Email Promotion from Other Websites (please specify): _____ Online Advertisement (please specify): _____
 Search Engine (please specify): _____ Social Media (please specify): _____
 HKMA Website (Where did you find this information): _____
 MTR Station (please specify): _____ Exhibition: Jobmarket Career & Education (EJEX) Others (please specify): _____

7. 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: _____

Application Procedures

1. Return the completed form, together with a crossed cheque in favour of The Hong Kong Management Association. Please write your FULL NAME and HKID CARD NO. on the back of the cheque.
2. Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").
3. Please attach one set of photocopies of all the certificates of educational qualifications mentioned in the Application Form.
4. All application should be returned to DADAS / DDAS Secretariat of The Hong Kong Management Association, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
5. Applicants may enrol the programme in any HKMA Training Centres. For more details of venue and opening hours, please visit the HKMA website at www.hkma.org.hk/trainingcentre.

Refund of Course Fee

1. Full refund less the HK\$250 application fee will be made for written withdrawal requests received two weeks prior to the commencement of respective module by the DADAS / DDAS Secretariat. Thereafter no refund will be made.

Application Fee and Tuition Fee

Application Fee:

HK\$ 250 (Waived)

| Advanced Diploma in Professional Accounting Studies (DADAS) | | | HKMA Member | Non-member |
|--|----------|--------------------------|-------------|------------|
| Tuition Fee | DADAS 01 | Corporate & Business Law | HK\$ 5,100 | HK\$ 5,400 |
| | DADAS 02 | Performance Management | HK\$ 5,100 | HK\$ 5,400 |
| | DADAS 03 | Hong Kong Taxation | HK\$ 5,100 | HK\$ 5,400 |
| | DADAS 04 | Financial Reporting | HK\$ 5,100 | HK\$ 5,400 |

| Diploma in Professional Accounting Studies (DDAS) | | | HKMA Member | Non-member |
|--|---------|-----------------------------|-------------|------------|
| Tuition Fee | DDAS 01 | The Accountant for Business | HK\$ 5,100 | HK\$ 5,400 |
| | DDAS 02 | Management Accounting | HK\$ 5,100 | HK\$ 5,400 |
| | DDAS 03 | Financial Accounting | HK\$ 5,100 | HK\$ 5,400 |
| | DDAS 04 | Business Communication | HK\$ 1,500 | HK\$ 1,800 |

Notes to Applicants

1. Acceptance is subject to the discretion of The Hong Kong Management Association
2. Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
3. 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.
4. 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.

| PLEASE SEND YOUR APPLICATION FORM TO: | ENQUIRIES |
|---|--|
| DADAS / DDAS Secretariat 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong OR In person at any HKMA Centre | Tel: 2774 8513 / 2774 8599 Fax: 2365 1000 Email: dadas.dpd@hkma.org.hk Website: www.hkma.org.hk/dadas |

Advanced Diploma in Professional Accounting Studies (DADAS) Diploma in Professional Accounting Studies (DDAS)

APPLICATION FORM FOR EXEMPTION

1. Programme*:

- Advanced Diploma in Professional Accounting Studies (DADAS)
 Diploma in Professional Accounting Studies (DDAS)

2. Full name: _____

3. HKID number: _____ (_____)

4. Contact number: (Mobile) _____ (Office) _____

5.

| Module Applied for Exemption | Equivalent Past Academic Studies – Last five years only # |
|------------------------------|---|
| | Institute: _____ |
| | Programme: _____ |
| | |
| | Module: _____ |
| | Year: _____ Grade / Marks: _____ |

| Module Applied for Exemption | Equivalent Past Academic Studies – Last five years only # |
|------------------------------|---|
| | |
| | Programme: _____ |
| | |
| | Module: _____ |
| | Year: _____ Grade / Marks: _____ |

Signature

Date

* Please put a "✓" where appropriate.

Applicants can apply for exemptions for up to TWO (2) modules of the programmes before commencement. Late application will not be considered. Applicants are required to submit below documents for exemption application:

1. Application Form for Exemption;
2. Providing the Examination Results and Status Report from ACCA that the applicant has already completed or exempted in F level paper at the ACCA and
3. Providing supporting documents which show that particular course completed is equivalent to relevant module, including:
 - Detailed course outline;
 - Methods of assessment
 - Contact hours (face-to-face and self-learning hours)
4. If there are any missing supporting document(s), the HKMA has the absolute rights on not processing the exemption application unless receipt of relevant document. The HKMA will not assess and approve the exemption application if the missing document(s) is/are received after the start date of relevant course.
5. Non-refundable exemption application fee is HK\$ 500 per module. Applicants can pay the fees by credit card or a cheque made payable to 'The Hong Kong Management Association' at anyone of HKMA Training Centre.

DADAS / DDAS Secretariat

Address: 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong

Tel: 2774 8513 / 2774 8599

Fax: 2365 1000

Email: dadas.dpd@hkma.org.hk

Website: www.hkma.org.hk/dadas

Advanced Diploma in Professional Accounting Studies

The Advanced Diploma in Professional Accounting Studies (DADAS) aims at assisting students to build up advanced knowledge and skills in the accountancy area.

Graduates can articulate to **Bachelor of Arts (Hons) Accounting and Finance** offered by the University of Greenwich in collaboration with The Hong Kong Management Association (The HKMA). ACCA offers up to 9 exam exemptions (F1 – F9) to graduates who have completed **both** programmes.



Articulate Information Session for April 2020 Intake

| Date | Time | Venue |
|-------------------------------|-----------------|---|
| 6 February 2020 (Thursday) | 7:15pm - 8:15pm | The Hong Kong Management Association 1-6/F First Commercial Building 33-35 Leighton Road Causeway Bay Hong Kong |

Enquiries: 2774 8513 (Mr Michael Lee)
2774 8599 (Ms Mandy Kwok)

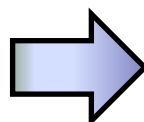
Application Deadline: 20 February 2020 (Thursday)



Advancement Path

Advanced Diploma in Professional Accounting Studies (1 year)

1. Financial Reporting
2. Performance Management
3. Hong Kong Taxation
4. Corporate & Business Law



BA (Hons) Accounting and Finance (1 year)

1. Advanced Financial Accounting
2. Advanced Management Accounting
3. Audit and Assurance
4. Finance
5. Strategic Financial Management

* It is a matter of discretion for individual employers to recognize any qualification to which this programme that may lead.

Application Procedures

1. Send a completed application form with the following items to DADAS Secretariat, 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong:
 - 1 set of photocopies of the certificates and transcripts of your academic qualifications stipulated in the application form; and
 - 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").
2. You can also submit application form and required documents to any of our Training Centres. For more details of venue and opening hours, please visit our website at www.hkma.org.hk/trainingcentre.

Application Fee and Tuition Fee

Application Fee: HK\$ 250 (**Waived**)

Tuition Fee per module:

The HKMA Member: HK\$5,100

Non-member: HK\$5,400

| PLEASE SEND YOUR APPLICATION FORM TO: | ENQUIRIES |
|--|--|
| DADAS Secretariat 16/F Tower B, Southmark 11 Yip Hing Street Wong Chuk Hang Hong Kong <u>OR</u> In person at any of The HKMA Training Centres | Tel: 2774 8513 / 2774 8599 Email: dadas.dpd@hkma.org.hk Website: www.hkma.org.hk/dadas |