

## Professional Diploma for Company Secretaries

### APPLICATION INFORMATION FOR NEW APPLICANTS (PDCOA-2020-1/NS)

#### A. Application Procedures

- Return the completed form, together with a crossed cheque in favour of **The Hong Kong Management Association** for First Instalment **HK\$2,960** (HK\$3,680 x 3 modules ÷ 4 instalments + HK\$200 application fee). Please write your **FULL NAME** and **HKID CARD NO.** on the back of the cheque.
- Please provide 2 recent photographs for student identity card, size 2.5 cm x 3.8 cm (1" x 1.5").**
- Please attach one set of photo-copies of all the certificates of educational qualifications mentioned in the Application Form.
- All application should be returned to The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.


#### B. Refund of Course Fee


- Full refund less the HK\$200 application fee will be made for written withdrawal requests received prior to **11 May 2020** by the PDCOA Secretariat.
- Refund of module fee less the HK\$200 cancellation charge per module and HK\$200 application fee will be made for written withdrawal requests received before **15 May 2020**. Thereafter no refund will be made.

#### C. Reimbursable by Continuing Education Fund (CEF)

Name of Institution: HKMA      CEF Institution Code: 300

CEF Course Title & Code:

Financial Accounting (a module of the Professional Diploma for Company Secretaries) (Course Code: 23Z01490-6) 

Hong Kong Taxation (a module of the Professional Diploma for Company Secretaries) (Course Code: 23Z01491-4) 

Corporate Finance (a module of the Professional Diploma for Company Secretaries) (Course Code: 23Z01492-2) 

These three modules have been included to be reimbursable under the CEF. Participants MUST submit their applications directly to the Office of the CEF. For details, please visit the website: <http://www.wfsfaa.gov.hk/cef> or contact the CEF enquiry hotline: 3142 2277.

The Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

#### D. Schedule

Term One: 18 May - 29 October 2020 (Mon, Wed & Thur)

Term Two: November 2020 - May 2021 (Mon, Wed & Thur)

#### TERM ONE

Modules	Dates	Examination	Class & Examination Venue
Corporate Administration PDCOA-41103-2020-1-FC 7:00pm - 10:00pm	<b>Mondays</b> 18, 25 May; 1, 8, 15, 22, 29 June; 6, 13, 20, 27 July; 3 Aug 2020	<b>Monday</b> 17 August 2020 7:00 - 9:00pm	The Hong Kong Management Association 1/F First Commercial Building, 33-35 Leighton Road, Causeway Bay, HK
Financial Accounting  PDCOA-44102-2020-1-FC 7:00pm - 10:00pm	<b>Thursdays</b> 21, 28 May; 4, 11, 18 June; 2, 9, 16, 23, 30 July; 6, 13 August 2020	<b>Thursday</b> 27 August 2020 7:00 - 9:00pm	
Hong Kong Company Law PDCOA-41101-2020-1-FC 7:00pm - 10:00pm	<b>Mondays</b> 7, 14, 21, 28 September; 5, 12, 19 October 2020 <b>Thursdays</b> 10, 17, 24 Septtmbber; 8, 15 October 2020	<b>Thursday</b> 29 October 2020 7:00 - 9:00pm	

\* The examination results may be released after the new term has started.

**E. Application Deadline**      Monday, 11 May 2020

#### F. Notes for Application

- Acceptance is subject to the discretion of the Association.
- Lecture notes will be distributed during the lecture.
- 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.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue, tuition fee and other particulars without prior notice.

#### Enquiries

Ms Grace Mo 2774 8538.

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## APPLICATION FORM FOR NEW APPLICANTS (PDCOA-2020-1/NS)

Please  
Attach a  
Photo

\* 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) (Chinese Name)

Date of Birth (YY/MM/DD): \_\_\_\_\_ HKID Card No.: \_\_\_\_\_ Student No.: \_\_\_\_\_  
(For verification of the applicant's identity) (For Office Use Only)

Working Experience (In chronological order for the last seven years)		
Company Name	Position	No. of Years

Education		
Name of Institute	Qualification Attained	Year

Use a separate sheet if necessary

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Company Tel. No.: \_\_\_\_\_ Fax No. (Office): \_\_\_\_\_ (Mobile): \_\_\_\_\_  
Present Position: \_\_\_\_\_ No. of Years: \_\_\_\_\_  
Job Function (e.g. Accounting), please specify: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Nature of Business (e.g. Retail), please specify: \_\_\_\_\_ Home Tel. No.: \_\_\_\_\_  
Home Address: \_\_\_\_\_

Mailing Address:  Company Address  Home Address Total Number of Years of Working Experience: \_\_\_\_\_

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

\* Participants applying for the Continuing Education Fund are required to submit proof of academic qualifications (Form Five or above); otherwise the application for enrollment and for reimbursement of fees will not be accepted.

Sponsored By:  Self  Company Name & Title of Nominator (if applicable): \_\_\_\_\_  
Nominator email/address: \_\_\_\_\_

### From where did you FIRST learn about this Programme?

HKMA Email  Mail  Newspaper/Magazine (please specify): \_\_\_\_\_  
 E-mail 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): \_\_\_\_\_ Exhibitor:  Jobmarket Career & Education (EJEX)  Others (please specify): \_\_\_\_\_

### FEE FOR EACH MODULE HK\$3,680 - payable by 4 instalments

Term 1 Payment due date	1st instalment 11 May 2020	2nd instalment 11 July 2020	3rd instalment 11 August 2020	4th instalment 11 September 2020
HK\$3,680 x 3 modules	HK\$2,760 + Application Fee: HK\$200	HK\$2,760	HK\$2,760	HK\$2,760

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

### 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.

### Application for CEF

- I will apply for CEF and aware that I shall submit application directly to CEF Office of the programme. I consent to the disclosure of my personal data, any other information and records in relation to the programme to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications for the purposes of fees reimbursement under the CEF and audit inspection.
- I will not apply for fee reimbursement under the CEF for the course and do not consent to the disclosure of my personal data to Labour and Welfare Bureau, the Office of CEF and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications.

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

41103FC, 44102FC, 41101FC

# Professional Diploma for Company Secretaries

## INFORMATION FOR EXEMPTION PROCEDURE

### **1. Application Procedure**

- 1.1 Students of the Diploma in Management Studies (DMS) / Advanced Diploma in Management Studies (ADMS) and Diploma in Business Management (DBM) / Advanced Diploma in Business Management (ADBM) offered jointly by The Hong Kong Management Association and Hong Kong Polytechnic University/Lingnan University or equivalent programmes of the HKMA may apply for exemptions.

Applicants who have completed equivalent modules in the programmes offered by other institutions may also apply for exemptions.

- 1.2 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.
- 1.3 Applications will be considered by the Admission Committee of The Hong Kong Management Association.
- 1.4 Applicants will be informed of the results of their applications for exemptions before the commencement date.
- 1.5 A non-refundable application fee for exemption of HK\$250 per module will be charged to applicants.

### **2. Conditions for Exemptions**

- 2.1 Applicants to whom exemptions are given will be offered full credits for the exempted module(s).
- 2.2 If the mode of the past academic studies was distance learning or if the grades and marks of the past academic studies of the respective subjects were lower than C grade and below 50% marks, applicants will be required to pass the examination(s) for the module(s) from which exemption is sought. A fee of HK\$250 per module will be charged for each such examination.
- 2.3 Those who fail in the above examination(s) are required to study the respective modules and to pay the full module fees.
- 2.4 Applicants for exemptions for up to 2 modules of the programme are welcome and they will be considered by the HKMA Academic Committee whose decision is final.
- 2.5 Applicants who have paid module fees and then been granted exemptions will be refunded by The Hong Kong Management Association.

# Professional Diploma for Company Secretaries

## APPLICATION FORM FOR EXEMPTION

Please complete this form, and return it to the Secretariat together with photocopies of testimonials and a **crossed cheque** (HK\$250 per module for exemption; or HK\$500 per module for exemption with examination required) made payable to "The Hong Kong Management Association".

Name: \_\_\_\_\_ I.D. Card No.: \_\_\_\_\_

Company Tel. No.: \_\_\_\_\_ Mobile Phone No.: \_\_\_\_\_

Module(s) applied for Exemption(s)	Equivalent Past Academic Studies
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____
	Institute _____ _____ Subject _____ Grade & Marks _____ Year _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Official Use only	Modules with examination required _____ _____ _____
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