

Professional Diploma in Insolvency



The Professional Diploma in Insolvency Programme (formerly known as the "Diploma in Insolvency") was introduced by the Institute in 2000. From 2017, the programme adapts a more flexible structure, allowing participants to pace their studies depending on learning needs.

This is a part-time programme with lectures and workshops held on Saturday mornings and tutorials held on weekday evenings. All preparatory and contact hours will qualify as verifiable CPD hours for HKICPA members.



Programme Objective

This programme will provide participants with an in-depth and integrated study of the different aspects of insolvency administration, with particular emphasis on the practical issues relating to these areas and the primary principles that underpin them.



Programme Coverage

The entire programme consists of 56 contact hours, comprising Module A (28 hours) and Module B (28 hours). It is not mandatory, however, participants are recommended to complete Module A before attempting Module B.

Module A Liquidation and Personal Insolvency	Module B Corporate Rescue & Restructuring and Cross-Border Insolvency
<ul style="list-style-type: none">• Liquidation (18.5 hours)• Personal Insolvency (including Individual Voluntary Arrangements) (9.5 hours)	<ul style="list-style-type: none">• Corporate Rescue & Restructuring (14 hours)• Cross-Border Insolvency (14 hours)



Medium of Instruction

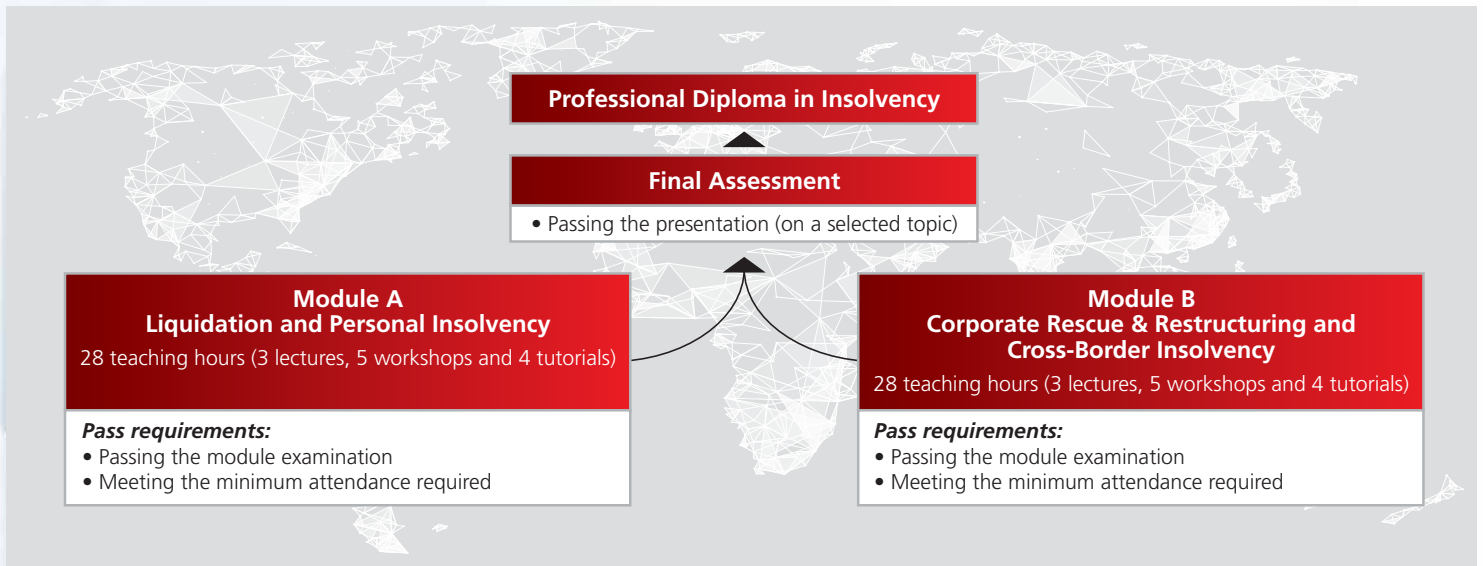
English



Hong Kong Institute of
Certified Public Accountants
香港會計師公會



Programme Structure



Learning Outcomes

On completion of the programme, participants should have attained:

- Knowledge of Hong Kong insolvency regime, including an understanding of the core principles of corporate and personal insolvency law;
- Knowledge and understanding of the practical, legal and ethical issues confronted by insolvency practitioners; and
- Knowledge and understanding of cross-border insolvency issues, with a focus on matters involving China.

In order to enhance their potential for success in the programme, participants need to commit to studying, obtaining practical experience through their work, and undertaking further reading and research.



Module Structure

	Module A Liquidation and Personal Insolvency	Module B Corporate Rescue & Restructuring and Cross-Border Insolvency
Lectures (L) <i>Duration: 2.5 hours</i>	L1 Ethics and Legal Concepts L2 Liquidation L3 Personal Insolvency	L1 PRC Insolvency L2 Cross-Border Insolvency L3 Corporate Rescue and Restructuring
Workshop (W) <i>Duration: 2.5 hours</i>	W1 Meetings of Creditors and Creditors' Voluntary Liquidations W2 Creditors and Claims W3 Assets and Investigations W4 Personal Insolvency - Bankruptcy W5 Personal Insolvency - IVAs	W1 Mainland PRC Recoveries W2 Cross-Border Insolvency W3 Corporate Rescue and Restructuring W4 Update on Current Cases W5 Office Holders' Remuneration / Third Party Financing of Litigation
Tutorials (T) <i>Duration: 2 hours</i>	T1-3 Liquidation T4 Personal Insolvency	T1-2 Cross-Border Insolvency T3-4 Corporate Rescue and Restructuring



Recognitions

Continuing Education Fund (CEF)

Eligible CEF applicants will be reimbursed 80% of their tuition fees, subject to a maximum sum of HK\$10,000 on successful completion (i.e. at least 75% attendance and successfully passed all assessments in the programme). For more details about eligibility and application procedures, please visit the CEF website (<http://www.wfsfaa.gov.hk/cef>).

The Official Receiver's Office (ORO)

The Official Receiver's Office (ORO) has recognised the Professional Diploma in Insolvency and regards successful completion of the Diploma, i.e. an overall pass, as being the equivalent of 50 hours of insolvency work in the context of qualification as (i) an Insolvency Practitioner under the Panel A scheme, (ii) a Professional Person under the tender schemes for appointment as provisional liquidator, under section 194(1A) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32), or appointment to complete preliminary examinations in bankruptcy cases, and qualification as (iii) an Appointment Taker under the tender scheme for appointment as provisional trustee under section 12(1A) of the Bankruptcy Ordinance.

The Law Society of Hong Kong

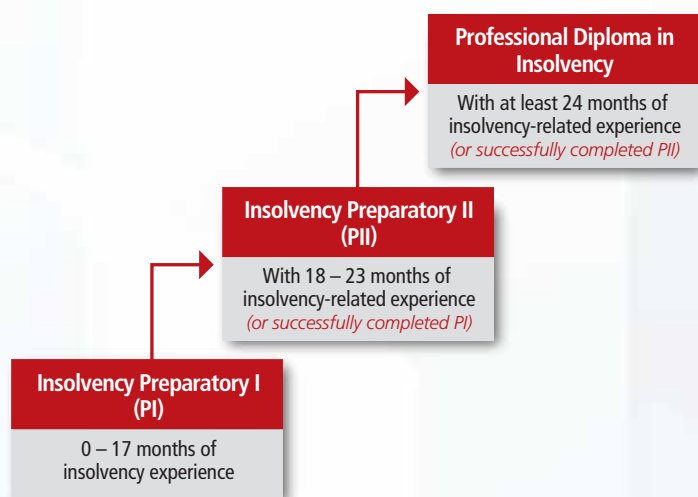
This programme has been accredited by the Law Society of Hong Kong. A maximum of 15 CPD points per year can be claimed from attending the programme.



Admission Requirements

Individuals who meet either of the following criteria are eligible for admission to the programme:

- (a) at least 24 months' recent work experience in insolvency, or
- (b) successful completion of HKICPA's Insolvency Preparatory II course (i.e. at least 80% attendance and passed the assessment).



Practical insolvency experience is highly desirable for participants to benefit fully from the programme. As places are limited, preference may be given to applicants who have practical experience. Priority will also be given to HKICPA members and members of the Restructuring and Insolvency Faculty. Given the cyclical nature of insolvency work, the programme may not be offered on an annual basis.



Award and Professional Recognition

Upon successful completion of the entire programme, participants will be

- awarded a certificate of completion by the Hong Kong Institute of Certified Public Accountants
- allowed to use the title SQ (Insolvency) and 專項文憑 (破產重整) after their names, in recognition of the achievement of the Institute's specialist qualification in insolvency.

Prize(s) may be awarded to participant(s) with outstanding achievements in the programme.



Fee and Payment

Entire Programme

HK\$4,000 Administration fee
(non-refundable and non CEF-reimbursable)

HK\$28,000 Tuition fee
(CEF-reimbursable)

Each Standalone Module

HK\$2,000 Administration fee
(non-refundable and non CEF-reimbursable)

HK\$14,000 Tuition fee
(CEF-reimbursable)

Being a registered CEF course, course providers are required to collect the tuition fees on an equal monthly instalment basis. Please refer to the enrolment form for the instalment schedule.



Course directors



Charles D. Booth is a Professor of Law and the Director of the Institute of Asian-Pacific Business Law (IAPBL) at the William S. Richardson School of Law at the University of Hawaii at Manoa. He was a member of the Faculty of Law at the University of Hong Kong from 1989 to 2005. Prof. Booth has taught and written about Hong Kong and Chinese insolvency law and practice for 28 years. He co-designed this programme with Prof. Philip Smart and has been a course director since the launch of the programme. He is also a Senior Advisor at Burford Capital and active in law reform work in the Asia-Pacific region.



Davy Wu is a Senior Lecturer with the Department of Accountancy and Law, School of Business, Hong Kong Baptist University. Dr. Wu is a law graduate and his PhD thesis was entitled "Provisional Supervision: An Analysis of the Proposed Corporate Rescue Procedure of Hong Kong". In November 2011, he was appointed as a member of the FSTB's (Financial Services and Treasury Bureau, HKSAR) Advisory Group on Modernisation of Corporate Insolvency Law. Dr. Wu has been a course director of the programme since 2012.



Mat Ng joins as a course director of the programme from 2017. He has also been the course director of HKICPA's insolvency preparatory courses since 2011. He leads the Insolvency Management team of JLA Asia. He has more than 25 years of experience in insolvency management, corporate restructuring, forensic accounting and litigation support. He started his career in the Official Receiver's Office in Hong Kong and then moved to specialist insolvency firms in Hong Kong and Australia. Mr. Ng has been appointed by the Courts or creditors in Hong Kong, the British Virgin Islands, the Cayman Islands and Samoa as a Provisional Liquidator, a Liquidator, an Administrator or a Trustee of various high profile insolvency cases. He is a director of INSOL International and a board member of the Hong Kong Deposit Protection Board.

Workshop facilitators and tutors

Experienced specialists in field of Insolvency comprising practising accountants and practising lawyers.

“What I like about it is that the Course has a good blend of academics, practising lawyers and practising accountants involved in all aspects of the Course and working together.”

“..... the Course has achieved the standard required of a specialist, professional qualification and, perhaps most importantly, it provides an appropriate level for a professional qualification in insolvency.”

*Professor Andrew Keay of Leeds University, UK
Independent Reviewer*

Enquiries



E-mail: sq.insolvency@hkicpa.org.hk



About HKICPA's insolvency courses

Tel: 2287-7464



About Restructuring and Insolvency Faculty

Tel: 2287-7009



Professional Diploma in Insolvency



Timetable for 2017/2018

Module A – Liquidation and Personal Insolvency		Lectures (L) 10 a.m. – 12:30 p.m.	Workshops (W) 10 a.m. – 12:30 p.m.	Tutorials¹ (T) TUE Group 7 p.m.- 9 p.m.	Tutorials¹ (T) THU Group 7 p.m.- 9 p.m.
AL1	Personal Insolvency	18-Nov-17 (Sat)			
AW1	Personal Insolvency - Bankruptcy		25-Nov-17 (Sat)		
AW2	Personal Insolvency - IVAs		2-Dec-17 (Sat)		
AT1	Personal Insolvency			5-Dec-17 (Tue)	7-Dec-17(Thu)
AL2	Ethics and Legal Concepts	9 Dec-17 (Sat)			
AL3	Liquidation	6-Jan-17 (Sat)			
AW3	Meetings of Creditors and Creditors' Voluntary Liquidations		13-Jan-18(Sat)		
AT2	Liquidation			16-Jan-18 (Tue)	18-Jan-18 (Thu)
AW4	Creditors and Claims		20-Jan-18 (Sat)		
AT3	Liquidation			23-Jan-18 (Tue)	25-Jan-18 (Thu)
AW5	Assets and Investigations		3-Feb-18 (Sat)		
AT4	Liquidation			6-Feb-18 (Tue)	8-Feb-18 (Thu)
Module A Examination² 3-Mar-18 (Sat)					

Module B – Corporate Rescue & Restructuring and Cross-Border Insolvency		Lectures (L) 10 a.m. – 12:30 p.m.	Workshops (W) 10 a.m. – 12:30 p.m.	Tutorials¹ (T) TUE Group 7 p.m.- 9 p.m.	Tutorials¹ (T) THU Group 7 p.m.- 9 p.m.
BL1	PRC Insolvency	17-Mar-18 (Sat)			
BW1	Mainland PRC Recoveries		24-Mar-18 (Sat)		
BL2, BW2, BT1-2	Cross-border Insolvency	14-Apr-18 (Sat)	21-Apr-18 (Sat)	17-Apr-18 (Tue) & 24-Apr-18 (Tue)	19-Apr-18 (Thu) & 26-Apr-18 (Thu)
BL3, BW3, BT3-4	Corporate Rescue and Restructuring	5-May-18 (Sat)	12-May-18 (Sat)	15-May-18 (Tue) & 29-May-18 (Tue)	17-May-18 (Thu) & 24-May-18 (Thu)
BW4	Update on Current Cases		2-Jun-18 (Sat)		
BW5	Office Holders' Remuneration / Third Party Financing of Litigation		9-Jun-18 (Sat)		
Module B Examination² 30-Jun-18 (Sat)					

Final Assessment - Presentation³ [tbc]

Remarks:

- Participants are required to attend only **one** tutorial group, either on Tuesdays or Thursdays. Participants will not be allowed to change to other group after the group has been assigned.
- Examinations are in open-book format. To successfully complete the module, candidates are required to (i) meet 75% attendance and (ii) pass the module examination. If one is unsuccessful in the module examination, he/she can re-take the examination if the required attendance is met.
- Candidates who have successfully completed both Modules A and B are eligible to attempt the final presentation assessment. Those who have passed this assessment will be awarded the Professional Diploma in Insolvency certificate.



Enrolment Application for Professional Diploma in Insolvency

We welcome enrolment application by ✓ E-mail: sq.insolvency@hkicpa.org.hk ✓ Fax: 2147-3293 ✓ post to **HKICPA-Education and Training Dept.**, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Re: PDI Application

Enrolment deadline: 10-Nov-2017

SECTION 1 – PERSONAL PARTICULARS (✓ where appropriate)

Membership Type: ☐ HKICPA No. _____ ☐ Registered Student No. _____ ☐ RIF No. _____ ☐ Non-member

☐ Mr. ☐ Ms.

Name*: _____ Name*: _____
(in English) (Family Name) (Given Names) (English Name) (in Chinese)

E-mail: _____ Mobile: _____ HKID No.: _____
First 4 letters & 3 digits [e.g. A326]

Organization: _____ Position: _____

* For members of the Institute, the English and Chinese names as registered in the Institute's membership records will be used in the programme and on the certificate (if applicable). For non-members, the English and Chinese names as provided above will be used.

SECTION 2 – QUALIFICATIONS AND EXPERIENCE (✓ where appropriate)

Highest academic qualification: _____

Other professional qualifications (if any): _____

Have you attended Insolvency Preparatory II Course? ☐ Yes, in _____ (year) ☐ No

Other related insolvency training and duration (if any): Name of training: _____ Duration (in months): _____

Length of recent insolvency experience gained: Total (in years): _____

Types	Descriptions (if any)	Period from month/year to month/year	For Office Use: A / R / V
Court Liquidation		from ___/___ to ___/___	
Creditors' voluntary liquidation		from ___/___ to ___/___	
Receivership		from ___/___ to ___/___	
Other insolvency related work, please specify:		from ___/___ to ___/___	WS #

SECTION 3 – Choice of Tutorial Sessions (✓ where appropriate)

Apart from the lectures and workshops, you are also required to attend a series of tutorials on Tuesday or Thursday evenings as detailed in the timetable of the programme. It is your responsibility to ensure that there is no clash of your time when making your choices. The Institute will use its best endeavours to accommodate your preferences but no guarantee can be given. Once assigned to a specific session, you are not allowed to change to another tutorial session.

Please tick "1" to indicate first choice, "2" for second choice or "X" to indicate not available

TUESDAY Group

☐ 1 ☐ 2 ☐ X

THURSDAY Group

☐ 1 ☐ 2 ☐ X

Points to note:

- Practical experience is highly desirable for participants to benefit fully from the programme.
- Lecture and workshop will be run from 10 a.m. to 12:30 p.m. on Saturdays and tutorials from 7 p.m. to 9 p.m. on Tuesday/Thursday evenings. Please ensure that there is no clash of your time before committing to the programme.
- No unauthorized audio or video recording is allowed in the programme. HKICPA will record the programme solely for internal use. Selected images taken from the recording may be used for promotion purposes.
- Sessions will be postponed if Typhoon Signal No.8 or above or a Black Rainstorm Warning is hoisted within two hours before the commencement time. Participants will later be notified details of the substitute session.
- The Institute reserves the right to cancel part/all of the programme, or change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
- Enrolment may be subject to selection criteria. Priority will be given to HKICPA members and members of the Restructuring and Insolvency Faculty. The Institute's decision on enrolment is final.



Enrolment Application for Professional Diploma in Insolvency

SECTION 4 – FEES (✓ where appropriate)

<input type="checkbox"/> Entire Programme - HK\$32,000* (Code) * Remarks: - HK\$4,000 Administration fee (non refundable and non CEF-reimbursable) - HK\$28,000 Tuition fee by instalments (CEF-reimbursable)	<input type="checkbox"/> Module A - HK\$16,000* (Code) <input type="checkbox"/> Module B - HK\$16,000* (Code) * Remarks: - HK\$2,000 Administration fee (non refundable and non CEF-reimbursable) - HK\$14,000 Tuition fee by instalments (CEF-reimbursable)
---	--

SECTION 5 – INSTALMENT AND PAYMENT

Instalment Schedule	Entire programme	Module A only	Module B only
HK\$5,500 (\$2,000 admin. & HK\$3,500 tuition fees) due on enrolment application	1st instalment	1st instalment	
HK\$3,500 tuition fee due on the first Friday of December 2017	2 nd instalment	2 nd instalment	
HK\$3,500 tuition fee due on the first Friday of January 2018	3 rd instalment	3 rd instalment	
HK\$3,500 tuition fee due on the first Friday of February 2018	4 th instalment	4 th instalment	
HK\$5,500 (\$2,000 admin. & HK\$3,500 tuition fees) due on the first Friday of March 2018 or on module enrolment application	5th instalment		1st instalment
HK\$3,500 tuition fee due on the first Friday of April 2018	6 th instalment		2 nd instalment
HK\$3,500 tuition fee due on the first Friday of May 2018	7 th instalment		3 rd instalment
HK\$3,500 tuition fee due on the first Friday of June 2018	8 th instalment		4 th instalment

Option 1: Instalments to be settled by credit card (✓ where appropriate)

☐ BOC HKICPA VISA ☐ BOC HKICPA UnionPay card ☐ Other VISA / MasterCard

Card Number:	Card Expiry Date (MM/YY):
--------------	---------------------------

Name of Cardholder: (complete in BLOCK LETTERS)

- I agree to be bound by the following terms and conditions when submitting the credit card authorisation:
- The amount payable for each instalment and payment dates cannot be changed.
 - In case the specified credit card subsequently becomes invalid due to expiry, lost, replacement, card upgrade or any other reasons, I shall provide the Institute with details of another valid credit card, at least 5 working days before the next payment date.

Cardholder's Signature:

Date of signature:

_____/_____/_____
DD MM YYYY

For Office Use:

Option 2: Instalments to be settled by cheques

☐ Cheque (Cheque No. _____ Bank _____)

Note for cheque payment:

- Crossed cheques should be made payable to the **Hong Kong Institute of Certified Public Accountants** or **HKICPA**.
- Applications will not be processed if post-dated or dishonoured cheques are received.
- Cheques for future instalments must be received by the Institute on or before the due dates as specified in the instalment schedule.

Points to note:

- Cash will not be accepted. Fees paid are non-refundable and non-transferable. A refund will only be made if the application is not accepted.
- Once an application is accepted, should the applicant wish to withdraw from the Programme, any unpaid balance of the total Administration and Tuition Fee is payable by the applicant and he/she is required to settle all outstanding instalment(s) immediately.
- Where a participant fails to settle the payment amount by the respective payment date, the Institute may disallow him/her to attend the teaching sessions and the examinations or the participant's results may be withheld/become invalid.
- Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.
- Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. Data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis, for keeping members informed of its services and for other uses internally. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and student member you may opt out from receiving such materials at any time by login the following link, <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at privacyofficer@hkicpa.org.hk or a letter to the Institute's privacy officer.
- The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.

SECTION 6 – DECLARATION

I confirm that I have read and fully understood all the terms and conditions as set out in this form. I declare that the information given in this form is true and correct to the best of my knowledge and belief. If I am subsequently found to have provided false information, I agree to have my enrolment terminated without refund.

Signature of applicant

Date

_____/_____/_____
DD MM YYYY