



Financial Controllership Programme

Business Ethics Module

This module will highlight the important role of the financial controller in setting the culture and code of ethics in a business. Participants will be able to learn about the fundamental concepts and requirements in Hong Kong, mainland China and other major jurisdictions. They will be equipped with practical strategies to eliminate or at least to reduce the business integrity risks that may surface within their business organizations. They will also be empowered with the necessary skills to instill ethical values and practices in their finance team and where possible in the whole organization.

Enrol now

Target participants:	All interested parties who wish to refresh their skills or gain the core technical knowledge expected of a financial controller.
Medium of Instruction:	English
Date:	20 October & 3 November 2018 (Saturdays)
Time:	9:30 am to 5:30 pm
Venue:	HKICPA training center, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, and External training venue may be used
CPD hours:	14 verifiable CPD hours
Teaching professionals:	Experienced course director and facilitators will share with participants their expertise and insights in different subject areas.
Admission requirements:	HKICPA member with at least 5 years post-CPA qualification work experience and practical experience are highly desirable for participants to benefit fully from the FCP.
Enrolment deadline:	18 October 2018
Enrolment procedures:	Enrolment application by ✓ online enrolment ✓ e-mail: fcp@hkipa.org.hk ✓ post are welcome
Points to note:	FCP certificates will be awarded only to those participants who have successfully completed the whole programme (i.e. 5 modules), achieving at least 80% attendance of all modules and satisfactorily completed an end of programme assignment.
Enquiries:	2287 7233 / 2287 7464

Places for the programme are limited. The Institute's decision on enrolment is final.

Enrolment Application

We welcome enrolment application by ☒ online enrolment ☒ E-mail: fcp@hkicpa.org.hk ☒ post. If sending in the enrolment application by post, please send together with the required payment to HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, HK. Re: FCP Application (E&T Dept)

SECTION 1 – PERSONAL PARTICULARS (please complete this section in BLOCK LETTERS)

Name*: ☐ Mr. ☐ Ms. _____ Name*: _____
 (in English) (Family Name) (Given Names) (English Name) (in Chinese)

HKICPA Membership No.: _____ Mobile: _____ E-mail: _____

Position: _____ Organization: _____

* Your contact details, English and Chinese names as registered in the Institute's membership records will be used in the programme and on the certificate (if applicable). Please contact the Institute for any change of particulars.

SECTION 2 – QUALIFICATIONS AND EXPERIENCE

- Highest academic qualification: _____
- Other professional qualifications (if any): _____
- Post-CPA qualification work experience: _____ (years)
- Length of full time experience from commercial sector: _____ (years)
- Please provide details about the **two most recent** full time experience gained in the commercial sector:

i. Position(s) held	ii. Size of organization and industry	iii. Nature of work	iv. Period
			From: (mm/yy) To: (mm/yy)
			From: (mm/yy) To: (mm/yy)

SECTION 3 – FEES & PAYMENT (please ☒ where appropriate)

Individual modules in FCP:	<input checked="" type="checkbox"/> HK\$8,500 Management Competency Development (commenced in June 2018) <input checked="" type="checkbox"/> HK\$6,500 Accounting for Performance & Decision Making (commenced in July 2018) <input checked="" type="checkbox"/> HK\$6,500 Strategic Finance (commenced in August 2018) <input checked="" type="checkbox"/> HK\$8,500 Risk Management & Corporate Governance (commenced in September 2018) <input type="checkbox"/> HK\$4,500 Business Ethics (WSHP1802701, enrol by 18 October 2018)
<input type="checkbox"/> Cheque (No. _____) payable to "HKICPA" or "Hong Kong Institute of Certified Public Accountants"	
<input type="checkbox"/> BOC HKICPA VISA <input type="checkbox"/> BOC HKICPA UnionPay card <input type="checkbox"/> Other VISA / MasterCard	
Card Number: _____	Card Expiry Date (MM/YY): _____
Cardholder's Name: (BLOCK LETTERS)	Cardholder's Signature: _____ Date: _____
FOR OFFICE USE	Auth. code no. _____ Handled by _____ Date _____

- 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.
- Applications will not be processed if post-dated or dishonoured cheques are received.
- Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.

SECTION 4 – POINTS TO NOTE

- Once an enrolment application is submitted, cancellation is not allowed.
- Enrolment may be subject to selection criteria. All enrolment applications are subject to the Institute's final approval.
- 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 in future promotion of the FCP.
- 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.
- HKICPA reserves the right to cancel part/all of the programme, or change the dates, time, venues, contents and/or teachers due to unforeseen circumstances.
- Personal Data:** 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 you are enrolled. Such 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, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the link <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. Non-members may opt out of 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. For more information about the privacy policy of the Institute, please go to <http://www.hkicpa.org.hk/en/service-tools/privacy-policy/>.
- 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 5 – 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

Date

_____/_____/_____
 DD MM YYYY