



# Financial Controllership Programme

## Business Ethics Module

This module from the Financial Controllership Programme (FCP) 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.

### Course Director

#### **Mr. Raphael Ding, Chief Executive & Registrar, HKICPA**

*Raphael has over 30 years of experience in the accountancy profession. Before assuming his current position with the Institute, he was an executive director of Guoco Group, and a non-executive director of Lam Soon (Hong Kong). He spent 20 years with major international accounting firms in the U.K. and Hong Kong and seven years as the director of professional conduct of the Institute. He was a member of the Institute council from 2008 to 2012 and the chairman of the Ethics Committee from 2010 to 2012.*

### Facilitators

#### **Mr. Dennis Fullgrabe**

*Course Director of the Risk Management and Corporate Governance module,  
Formerly Chief Internal Auditor of Hospital Authority*

#### **Ms. Anna Lam**

*Deputy Executive Director, Hong Kong Business Ethics Development Centre (HKBEDC),  
Community Relations Department (CRD), ICAC*

#### **Mr. Gavin Shiu**

*Senior Assistant Director of Public Prosecutions, Hong Kong Department of Justice*

#### **Mr. Antony Yung**

*Partner, Howse Williams Bowers*

### 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:	23 September and 7 October 2017 (Saturdays)
Time:	9:30 am to 5:30 pm
Venue:	<ul style="list-style-type: none"><li>23 Sep (HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai)</li><li>7 Oct (Venue to be confirmed)</li></ul>
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. Practical experience is highly desirable for participants to benefit fully from the FCP.
Enrolment deadline:	18 September 2017
Enrolment procedures:	Enrolment application by ✓ online enrolment ✓ e-mail: fcp@hkicpa.org.hk ✓ post
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 7464 / 2287 7233

## Enrolment Application

We welcome enrolment application by ✓ online enrolment ✓ E-mail: [fcg@hkicpa.org.hk](mailto:fcg@hkicpa.org.hk) ✓ post  
HKICPA-Education and Training Dept., 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Re: FCP Application

### 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)

<input checked="" type="checkbox"/> <b>HK\$4,500</b> Business Ethics (WSHP17092301)			
<input type="checkbox"/> Cheque (no. _____) payable to "HKICPA"			
<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 of signature:
FOR OFFICE USE		Auth. code no.	Handled by
			Date

### SECTION 4 – 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.
- 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.
- 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.
- 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.
- 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](mailto: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

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