



Insolvency Preparatory I

The Hong Kong Institute of Certified Public Accountants invites applications for the Insolvency Preparatory I. The course will run through five Saturdays commencing **4 May 2019**. Upon completion of the course, a certificate of attendance will be awarded to each participant who has fulfilled the minimum 80% attendance.

The course focuses on broad knowledge and understanding of the basic principles of insolvency administration, with particular emphasis on the practical issues related to these areas.

Session 1 – What is Insolvency?

- Definition
- Relationship between personal bankruptcy law and corporate insolvency law
- Types of administrations
- Role of ORO and contracting out cases
- Objectives and principles of insolvency law

Session 2 – Investigation and Asset Realisation

- Importance of investigations
- Minimum statutory requirements
- Breaches of duties by officers and reporting the same
- Antecedent transactions
- Asset tracing

- Investigation procedures
- Asset realization

Session 3 – Liquidations / Bankruptcy / IVAs

- Procedures for initiating different types of liquidations
- Role of liquidator
- Provisional liquidation
- Personal bankruptcy
- Individual voluntary arrangement

Session 4 – Overview of Administrations and Priorities of Creditors

- Order of payment / priorities
- Provable debts
- PWIF / employee claims
- Secured creditors

- Retention of title
- Ascertaining creditors' claims – process for submission / adjudication
- Procedures for declaring dividends

Session 5 – Receivership / Trading and Selling a Business / Provisional Supervision

- Explanation of receivership, debentures, fixed and floating charges, effect of liquidator
- Trading on and selling a business – the practical and legal aspects
- Provisional supervision

Target Participants	All interested parties intending to pursue their career in the field of insolvency or related areas.
Medium of Instruction	English
Date	Saturdays, 4 & 18 May and 1, 15 & 22 June 2019
Time	10:00 a.m. - 1:00 p.m.
Venues	(4 May and 1, 15 & 22 June) CityU SCOPE - 8/F, United Centre, 95 Queensway, Admiralty. (18 May) KPMG training centre - 28/F, Oxford House, Taikoo Place, 979 King's Road, Quarry Bay.
CPD Hours	15 verifiable CPD hours for HKICPA members This course is under review by the Law Society of Hong Kong as an accredited CPD course.
Presenters	Experienced insolvency practitioners
Fee	HK\$2,500 (HKICPA member/student or member of the Restructuring and Insolvency Faculty) HK\$3,500 (Non-member) Inclusive of workshop handouts and exercises
Enrolment Deadline	25 April 2019
Enrolment Procedures	Please submit the completed application form together with the course fee to HKICPA on or before the enrolment deadline. Registrations are on a first-come-first-served basis. Classes may be cancelled if the minimum enrolment is not achieved. Successful applicants will be informed of the course details by e-mail approximately one week before commencement of the course.
Enquiries	Ms. Kristin Tang Tel.: 2287 7464 (e-mail: kristintang@hkipa.org.hk)

Those who have successfully completed Insolvency Preparatory I will be given priority when enrolling for Insolvency Preparatory II.



Enrolment Application We welcome enrolment application by ✓ online enrolment ✓ E-mail: sq.insolvency@hkicpa.org.hk ✓ post

If sending in the enrolment application by post, please send together with the required payment to:

HKICPA E&T Dept., 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. Re: Insolvency PI-2019

SECTION 1 PERSONAL PARTICULARS

☐ Mr. ☐ Ms. (mark a "✓" as appropriate)

Name*:

Family Name Given Names English Name Name in Chinese HKID: (the first 4 letters only; e.g. A326)

Mobile No.: _____

E-mail: _____

Position: _____

Organisation: _____

SECTION 2 MEMBER'S INFORMATION

For members/students of HKICPA and members of Restructuring and Insolvency Faculty (RIF), contact details as registered in the Institute's records will be used. Please contact the Institute for any change of particulars. (mark a "✓" as appropriate)

☐ HKICPA Membership No.: _____ ☐ HKICPA Student No.: _____ ☐ RIF Membership No.: _____ → Go to Section 4

SECTION 3 NON-MEMBER'S INFORMATION

Correspondence

Address:

Unit Building Street District

SECTION 4 RELEVANT WORK EXPERIENCE (equivalent length of full time experience)

A. Court liquidation: _____ years _____ months

B. Creditors' voluntary liquidation: _____ years _____ months

C. Receivership: _____ years _____ months

D. Other insolvency related work[#]: _____ years _____ months ^{#please provide details:} _____

E. Total length: _____ years _____ months

SECTION 5 PAYMENT (mark a "✓" as appropriate)

Course fee:

☐ HK\$2,500 (for HKICPA member/student or RIF member)

(Remarks: Registrations are on a first-come-first-served basis.

COUR#19050403

☐ HK\$3,500 (for Non-member)

Enrolment deadline: 25 April 2019)

Payment by:

☐ Cheque No. _____ payable to "HKICPA"

☐ BOC HKICPA Visa

☐ BOC HKICPA UnionPay Card

☐ Other Visa / MasterCard

Card Number: - - -

Card Expiry: /
M M Y Y

Cardholder's Signature: _____

Cardholder's Name: _____

Date: _____ / _____ / _____
day month year

SECTION 6 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.
- 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 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 7 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 _____

_____ / _____ / _____
day month year

* For members of the Institute, the English and Chinese names as registered in the Institute's membership records will be used for issuance of the Certificate of Attendance. For non-members, the English and Chinese names as provided above will be used. Such certificate will only be awarded to those who have completed 80% of the entire course.

Places for the programme are limited. Successful applicants will be notified approximately one week prior to the course commencement date.