



Financial Controllership Programme (June to December 2019)

The Financial Controllership Programme ("FCP") combines face-to-face learning, experience sharing and case studies for interactive participation. There are 5 modules, each lasting for 2 to 4 days with classes to be run on Saturdays, constituting a 16-day programme. All 5 modules are compulsory components of the programme, the schedule is as follows:

Module	Day 1	Day 2	Day 3	Day 4
Management Competency Development (Part 1)	15 Jun (Sat)	22 Jun (Sat)		
Accounting for Performance and Decision Making	13 Jul (Sat)	20 Jul (Sat)	27 Jul (Sat)	
Strategic Finance	3 Aug (Sat)	10 Aug (Sat)	31 Aug (Sat)	
Risk Management and Corporate Governance	21 Sep (Sat)	28 Sep (Sat)	12 Oct (Sat)	19 Oct (Sat)
Business Ethics	9 Nov (Sat)	23 Nov (Sat)		
Management Competency Development (Part 2)			30 Nov (Sat)	7 Dec (Sat)
<i>Points to note:</i> <ul style="list-style-type: none"> FCP programme fee is HK\$32,000. Members may also enroll on individual module(s), however, priority will be given to those enrolling for the whole programme. Classes will be run on Saturdays, 9:30 am to 5:30 pm (meals are not provided), with a total of approximately 112 teaching hours. The medium of instruction is English. Practical experience is highly desirable for participants to benefit fully from the FCP. Please ensure that there is no clash of your time before committing to the programme. Participants will be awarded a certificate by HKICPA upon successful completion of the whole programme (i.e. 5 modules), achieving at least 80% attendance and having satisfactorily completed an end of programme assignment (due in January 2020). 				

Enrolment Application

We welcome enrolment application by:

✓ online enrolment ✓ E-mail: fcf@hkiipa.org.hk ✓ post

HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Attn: Education & Training Dept. Re: FCP Application

Enquiries: 2287 7233 / 2287 7464

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 No.: _____ 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. 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:

Position(s) held	Size of organization and industry	Nature of work	Period
			From: (mm/yy) To: (mm/yy)
			From: (mm/yy) To: (mm/yy)

SECTION 3 – PAYMENT (please ☒ where appropriate)

Whole programme:	<input type="checkbox"/> HK\$32,000	Financial Controllership Programme 2019 (enrol by 13 June 2019, COUR19060801)	
Individual modules:	<input type="checkbox"/> HK\$8,500	Management Competency Development (enrol by 13 June 2019, COUR19061501)	
	<input type="checkbox"/> HK\$6,500	Accounting for Performance & Decision Making (enrol by 11 July 2019, COUR19071301)	
(note: priority will be given to those enrolling for the whole programme)	<input type="checkbox"/> HK\$6,500	Strategic Finance (enrol by 1 August 2019, COUR19080301)	
	<input type="checkbox"/> HK\$8,500	Risk Management & Corporate Governance (enrol by 19 September 2019, COUR19092101)	
	<input type="checkbox"/> HK\$4,500	Business Ethics (enrol by 7 November, COUR19110901)	
<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 – SUPERVISOR'S PARTICIPATION (please ☒ where appropriate)

Will your immediate supervisor be willing to participate by providing feedback on the programme effectiveness?

- ☐ Yes Name of Supervisor: _____ Position: _____
 Email address: _____
- ☐ No

SECTION 5 – OFFICIAL RECEIPT (please ☒ where appropriate)

Who is sponsoring your Programme Fee? ☐ Self ☐ Employer

SECTION 6 – 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 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

DD / MM / YYYY

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