



# Insolvency Preparatory I (E-learning webinar)

The Hong Kong Institute of Certified Public Accountants invites applications for the Insolvency Preparatory I. The course will run through five Saturdays commencing **5 September 2020**. 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, 5 & 12 September and 3, 10 & 17 October 2020

**Time** 10:00 a.m. - 1:00 p.m.

**Format** Live webinar (can access by tablet, smart phone or PC)

**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** **31 August 2020**

**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. Sessions may be cancelled if the minimum enrolment is not achieved. Successful applicants will be informed of the seminar link and log-in details by e-mail.

**Enquiries** Tel.: 2287 7464 (e-mail: [sq.insolvency@hkipa.org.hk](mailto:sq.insolvency@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](mailto: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-2020 (webinar)**

### SECTION 1 PERSONAL PARTICULARS

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

Name\*:

Family Name Given Names

Name in Chinese

HKID:

(e.g. A326, first letter followed by 3 digits)

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:

**EWEB20090501**

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

☐ **HK\$3,500** (for Non-member)

*Registrations are on a first-come-first-served basis.*

**Enrolment deadline: 31 August 2020**

Payment by:

☐ Cheque No. \_\_\_\_\_ payable to "HKICPA"

☐ BOC HKICPA Visa

☐ BOC HKICPA UnionPay Card

☐ Other Visa / MasterCard

Card Number:

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Card Expiry:

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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](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 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.

**Participants will receive the link of the e-seminar and log-in details after successful enrolment.**