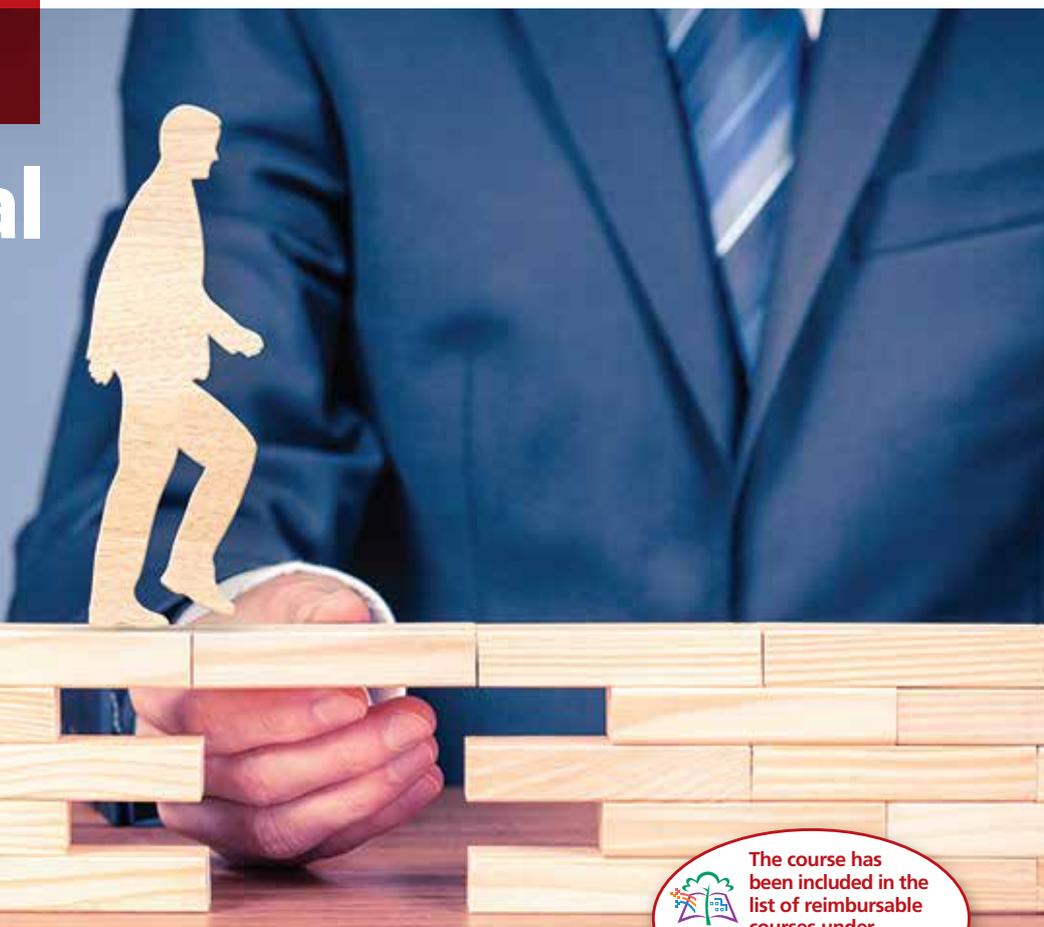


Professional Diploma in Insolvency



The course has been included in the list of reimbursable courses under Continuing Education Fund
CEF course code: 23L04436-7

The Professional Diploma in Insolvency Programme (formerly known as the "Diploma in Insolvency") was introduced by the Institute in 2000. From 2017, the programme adapts a more flexible structure, allowing participants to pace their studies depending on learning needs.

This is a part-time programme with lectures and workshops held on Saturday mornings and tutorials held on weekday evenings. All preparatory and contact hours will qualify as verifiable CPD hours for HKICPA members.

Programme Objective

This programme will provide participants with an in-depth and integrated study of the different aspects of insolvency administration, with particular emphasis on the practical issues relating to these areas and the primary principles that underpin them.

Programme Coverage

The entire programme consists of 56 contact hours, comprising Module A (28 hours) and Module B (28 hours). It is not mandatory, however, participants are recommended to complete Module A before attempting Module B.

Module A Liquidation and Personal Insolvency	Module B Corporate Rescue & Restructuring and Cross-Border Insolvency
<ul style="list-style-type: none">• Liquidation (18.5 hours)• Personal Insolvency (including Individual Voluntary Arrangements) (9.5 hours)	<ul style="list-style-type: none">• Corporate Rescue & Restructuring (14 hours)• Cross-Border Insolvency (14 hours)

Medium of Instruction

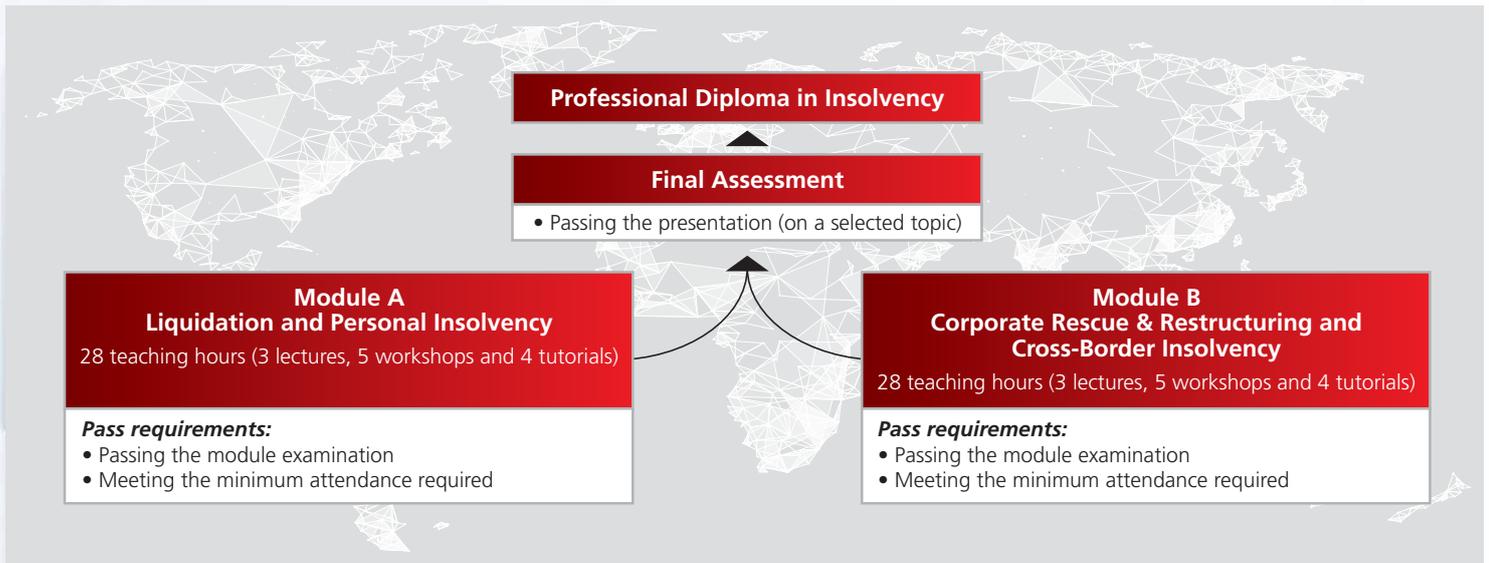
English



Hong Kong Institute of Certified Public Accountants
香港會計師公會



Programme Structure



Learning Outcomes

On completion of the programme, participants should have attained:

- Knowledge of Hong Kong insolvency regime, including an understanding of the core principles of corporate and personal insolvency law;
- Knowledge and understanding of the practical, legal and ethical issues confronted by insolvency practitioners; and
- Knowledge and understanding of cross-border insolvency issues, with a focus on matters involving China.

In order to enhance their potential for success in the programme, participants need to commit to studying, obtaining practical experience through their work, and undertaking further reading and research.



Module Structure

	Module A Liquidation and Personal Insolvency	Module B Corporate Rescue & Restructuring and Cross-Border Insolvency
<i>Lectures (L)</i> <i>Duration: 2.5 hours</i>	L1 Ethics and Legal Concepts L2 Liquidation L3 Personal Insolvency	L1 PRC Insolvency L2 Cross-Border Insolvency L3 Corporate Rescue and Restructuring
<i>Workshop (W)</i> <i>Duration: 2.5 hours</i>	W1 Meetings of Creditors and Creditors' Voluntary Liquidations W2 Creditors and Claims W3 Assets and Investigations W4 Personal Insolvency - Bankruptcy W5 Personal Insolvency - IVAs	W1 Mainland PRC Recoveries W2 Cross-Border Insolvency W3 Corporate Rescue and Restructuring W4 Update on Current Cases W5 Office Holders' Remuneration / Third Party Financing of Litigation
<i>Tutorials (T)</i> <i>Duration: 2 hours</i>	T1-3 Liquidation T4 Personal Insolvency	T1-2 Cross-Border Insolvency T3-4 Corporate Rescue and Restructuring

Continuing Education Fund (CEF)

This programme has been included in the list of reimbursable course under Continuing Education Fund (CEF course code: 23L04436-7) with a validity period until 31 March 2023. Eligible CEF applicants will be subject to a maximum sum of HK\$20,000 on successful completion (i.e. at least 75% attendance and successfully passed all assessments in the programme). For more details about eligibility and application procedures, please visit the CEF website (<http://www.wfsfaa.gov.hk/cef>).

As this Professional Diploma in Insolvency programme is currently not in the Hong Kong Qualifications Register, the Office of the Continuing Education Fund does not have record of registration of this course under the Qualifications Framework.

The Official Receiver's Office (ORO)

The Official Receiver's Office (ORO) has recognised the Professional Diploma in Insolvency and regards successful completion of the Diploma, i.e. an overall pass, as being the equivalent of 50 hours of insolvency work in the context of qualification as (i) an Insolvency Practitioner under the Panel A scheme, (ii) a Professional Person under the tender schemes for appointment as provisional liquidator, under section 194(1A) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32), or appointment to complete preliminary examinations in bankruptcy cases, and qualification as (iii) an Appointment Taker under the tender scheme for appointment as provisional trustee under section 12(1A) of the Bankruptcy Ordinance.

The Law Society of Hong Kong

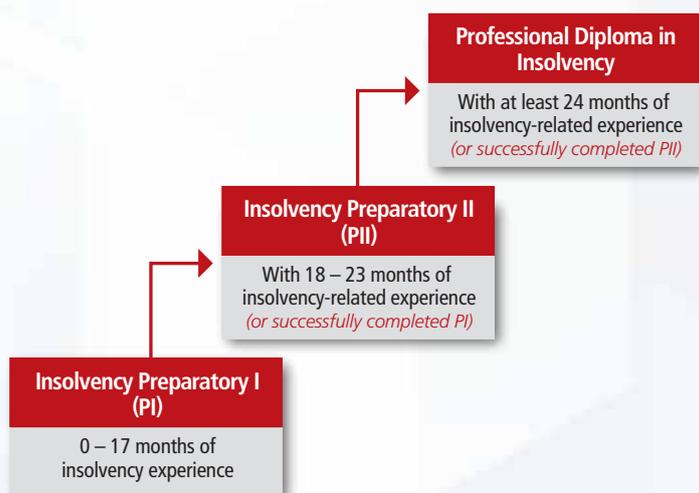
This programme has been accredited by the Law Society of Hong Kong. A maximum of 15 CPD points per year can be claimed from attending the programme.



Admission Requirements

Individuals who meet either of the following criteria are eligible for admission to the programme:

- (a) at least 24 months' recent work experience in insolvency, or
- (b) successful completion of HKICPA's Insolvency Preparatory II course (i.e. at least 80% attendance and passed the assessment).



Practical insolvency experience is highly desirable for participants to benefit fully from the programme. As places are limited, preference may be given to applicants who have practical experience. Priority will also be given to HKICPA members and members of the Restructuring and Insolvency Faculty. Given the cyclical nature of insolvency work, the programme may not be offered on an annual basis.



Award and Professional Recognition

Upon successful completion of the entire programme, participants will be:

- awarded a certificate of completion by the Hong Kong Institute of Certified Public Accountants
- allowed to use the title **SQ (Insolvency)** and 專項文憑 (破產重整) after their names, in recognition of the achievement of the Institute's specialist qualification in insolvency.



Fee and Payment

Entire Programme

HK\$4,000 Administration fee
(non-refundable and non CEF-reimbursable)

HK\$28,000 Tuition fee
(CEF-reimbursable*)

Each Standalone Module

HK\$2,000 Administration fee
(non-refundable and non CEF-reimbursable)

HK\$14,000 Tuition fee
(CEF-reimbursable*)

Being a registered CEF course, course providers are required to collect the tuition fees on an equal monthly instalment basis. Please refer to the enrolment form for the instalment schedule.

*Participants who have successfully completed both Modules A and B (met the minimum attendance required and passed the module examinations), and passed the final presentation assessment, are eligible for course fee reimbursement under the Continuing Education Fund (CEF), if applicable.



“ What I like about it is that the Course has a good blend of academics, practising lawyers and practising accountants involved in all aspects of the Course and working together. ”

“ the Course has achieved the standard required of a specialist, professional qualification and, perhaps most importantly, it provides an appropriate level for a professional qualification in insolvency. ”

*Professor Andrew Keay of Leeds University, UK
Independent Reviewer*

Course directors



Charles D. Booth is the Michael J Marks Distinguished Professor in Business Law and the Director of the Institute of Asian-Pacific Business Law (IAPBL) at the William S. Richardson School of Law at the University of Hawaii at Manoa. He was a member of the Faculty of Law at the University of Hong Kong from 1989 to 2005. Prof. Booth has taught and written about Hong Kong and Chinese insolvency law and practice for 30 years. He co-designed this programme with Prof. Philip Smart and has been a course director since the launch of the programme. He is also a Senior Advisor at Parabellum Capital and active in Asian commercial and insolvency law reform.



Davy Wu is a Senior Lecturer with the Department of Accountancy and Law, School of Business, Hong Kong Baptist University. Dr. Wu is a law graduate and his PhD thesis was entitled “Provisional Supervision: An Analysis of the Proposed Corporate Rescue Procedure of Hong Kong”. In November 2011, he was appointed as a member of the FSTB’s (Financial Services and Treasury Bureau, HKSAR) Advisory Group on Modernisation of Corporate Insolvency Law. Dr. Wu has been a course director of the programme since 2012.



Mat Ng joined as a course director of the programme from 2017. He has also been the course director of HKICPA’s insolvency preparatory courses since 2011. He is a partner of Ernst & Young Transaction Advisory Services. He has more than 25 years of experience in insolvency management, corporate restructuring, forensic accounting and litigation support. He started his career in the Official Receiver’s Office in Hong Kong and then moved to specialist insolvency firms in Hong Kong and Australia. Mr. Ng has been appointed by the Courts or creditors in Hong Kong, the British Virgin Islands, the Cayman Islands and Samoa as a Provisional Liquidator, a Liquidator, an Administrator or a Trustee of various high profile insolvency cases.

Workshop facilitators and tutors

Experienced specialists in field of Insolvency comprising practising accountants and practising lawyers.

Enquiries

 E-mail: sq.insolvency@hkicpa.org.hk

About HKICPA’s insolvency courses

 Tel: 2287-7464

About Restructuring and Insolvency Faculty

 Tel: 2287-7089



Professional Diploma in Insolvency



Timetable

Module A - Liquidation and Personal Insolvency			Lectures & Workshops 10:00 a.m. – 12:30 p.m.	Tutorials* Tue /Thu Group 7:00 p.m. – 9:00 p.m.	Remarks
1	L1	Personal Insolvency	30-Nov-19 (Sat)		<ul style="list-style-type: none"> Participants are required to attend only one tutorial group, either on Tuesdays or Thursdays. Participants will not be allowed to change to the other group after the group has been assigned.
2	W1	Personal Insolvency - Bankruptcy	7-Dec-19 (Sat)		
3	T1	Personal Insolvency Tutorial		10-Dec-19 (Tue) 11-Dec-19 (Thu)	
4	W2	Personal Insolvency - IVAs	14-Dec-19 (Sat)		
5	L2	Ethics and Legal Concepts	4-Jan-20 (Sat)		
6	T2	Liquidation (part 1)		7-Jan-20 (Tue) 9-Jan-20 (Thu)	
7	L3	Liquidation	11-Jan-20 (Sat)		
8	T3	Liquidation (part 2)		14-Jan-20 (Tue) 16-Jan-20 (Thu)	
9	W3	Meetings of Creditors and Creditors' Voluntary Liquidations	18-Jan-20 (Sat)		
10	W4	Creditors and Claims	11-Jul-20 (Sat)		
11	W5	Assets and Investigations	4-Jul-20 (Sat)		
12	T4	Liquidation (part 3)		23- Jun-20	
13	A	Examination¹	29-Aug-20 (Sat)		

Module B - Corporate Rescue & Restructuring and Cross-Border Insolvency			Lectures & Workshops 10:00 a.m. – 12:30 p.m.	Tutorials* Tue /Thu Group 7:00 p.m. – 9:00 p.m.	Remarks
1	L1	PRC Insolvency	24-Oct-20 (Sat)		<ul style="list-style-type: none"> Participants are required to attend <u>only one</u> tutorial group, either on Tuesdays or Thursdays. Participants will <u>not</u> be allowed to change to the other group after the group has been assigned.
2	W1	Mainland PRC Recoveries	14-Nov-20 (Sat)		
3	T1	Cross-Border Insolvency (part 1)		24-Nov-20 (Tue) 26-Nov-20 (Thu)	
4	L2	Cross-Border Insolvency	28-Nov-20 (Sat)		
5	W2	Cross-Border Insolvency	5-Dec-20 (Sat)		
6	T2	Cross-Border Insolvency (part 2)		8-Dec-20 (Tue) 10-Dec-20 (Thu)	
7	W3	Office Holders' Remuneration / Third Party Financing of Litigation	19-Dec-20 (Sat)		
8	L3	Corporate Rescue and Restructuring	16-Jan-21 (Sat)		
9	T3	Corporate Rescue and Restructuring (parts 1 and 2)		19-Jan-21 (Tue) 2-Feb-21 (Tue)	
10	T4			21-Jan-21 (Thu) 4-Feb-21 (Thu)	
11	W4	Corporate Rescue and Restructuring	30-Jan-21 (Sat)		
12	W5	Update on Current Cases	6-Feb-21 (Sat)		
13	B	Examination¹	6-Mar-21 (Sat)		

Presentation Assessment² (tbc)

Remarks:

- The programme is designed and intended as a face-to-face training course. Online teaching may be used for sessions that are unable to be delivered in a traditional face-to-face setting due to unforeseen circumstances.
- Examinations are in open-book format. To successfully complete a module, candidates are required to (i) meet 75% attendance and (ii) pass the module examination. If one is unsuccessful in the module examination, he/she may re-take the examination (with applicable fees) if the required attendance is met.
- Candidates who have attempted both Modules A and B are eligible to attempt the presentation assessment. Those who have successfully completed both modules and passed the presentation assessment will be awarded the Professional Diploma in Insolvency certificate.



Enrolment Application for Professional Diploma in Insolvency

We welcome enrolment application by E-mail: sq.insolvency@hkicpa.org.hk post to HKICPA, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong. *Re: PDI (B) Application*

SECTION 1 – PERSONAL PARTICULARS where appropriate

Membership Type: HKICPA No. _____ Registered Student No. _____ RIF No. _____ Non-member

Mr. Ms.

Name*: _____ Name*: _____
(in English) *(e.g. same as that shown on your HKID card/Passport)* *(English Name)* *(in Chinese)*

E-mail: _____ Mobile: _____ HKID No.: _____
(e.g. A123; first 4 letter/digits)

Organization: _____ Position: _____

* For members of the Institute, the English and Chinese names as registered in the Institute's membership records will be used in the programme and on the certificate (if applicable). For non-members, the English and Chinese names as provided above will be used.

SECTION 2 – QUALIFICATIONS AND EXPERIENCE where appropriate

Highest academic qualification: _____

Other professional qualifications (if any): _____

Have you attended Insolvency Preparatory II Course? Yes, in _____ (year) No

Other related insolvency training and duration (if any): Name of training: _____ Duration (in months): _____

Length of recent insolvency experience gained: Total (in years): _____

Types	Descriptions (if any)	Period from month/year to month/year	For Office Use: A / R / V
Court liquidation		from ___/___ to ___/___	WS #
Creditors' voluntary liquidation		from ___/___ to ___/___	
Receivership		from ___/___ to ___/___	
Other insolvency related work, please specify:		from ___/___ to ___/___	

SECTION 3 – CHOICE OF TUTORIAL SESSIONS where appropriate

Apart from the lectures and workshops, you are also required to attend a series of tutorials on Tuesday or Thursday evenings as detailed in the timetable of the programme. It is your responsibility to ensure that there is no clash of your time when making your choices. The Institute will use its best endeavours to accommodate your preferences but no guarantee can be given. Once assigned to a specific session, you are not allowed to change to another tutorial session.

Please tick "1" to indicate first choice, "2" for second choice or "X" to indicate not available

TUESDAY Group

1 2 X

THURSDAY Group

1 2 X

Points to note:

- Practical experience is highly desirable for participants to benefit fully from the programme.
- Lecture and workshop will be run from 10:00 a.m. to 12:30 p.m. on Saturdays and tutorials from 7:00 p.m. to 9:00 p.m. on Tuesday/Thursday evenings. Please ensure that there is no clash of your time before committing to the programme.
- No unauthorized audio or video recording is allowed in the programme. HKICPA may record the programme solely for internal use. Selected images taken from the recording may be used for promotion purposes.
- 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.
- Enrolment may be subject to selection criteria. Priority will be given to HKICPA members and members of the Restructuring and Insolvency Faculty. The Institute's decision on enrolment is final.
- 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 applicants are enrolled. 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 of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and student member you may opt out from receiving such materials at any time by login the following link, <https://www.hkicpa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from 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.



Enrolment Application for Professional Diploma in Insolvency

SECTION 4 – FEES (✓ where appropriate)

Entire Programme - HK\$32,000 Available in Jul-2021 (tentatively)	HK\$4,000 Administration fee (non-refundable and non CEF-reimbursable) HK\$28,000 course fee by instalments (CEF-reimbursable)
Module A - HK\$16,000 Available in Jul-2021 (tentatively) <input type="checkbox"/> Module B - HK\$16,000 Enrol by 12 Oct 2020	HK\$2,000 Administration fee (non-refundable and non CEF-reimbursable) HK\$14,000 course fee by instalments (CEF-reimbursable)
<input type="checkbox"/> Module A Examination - HK\$2,000 (tbc) <input type="checkbox"/> Module B Examination on <u>6 Mar 2021</u> - HK\$2,000 Enrol by 1 Feb 2021	Non refundable and non CEF-reimbursable

SECTION 5 – INSTALMENT AND PAYMENT

Instalment Schedule	Entire programme	Module A only	Module B only
HK\$5,500 (\$2,000 admin. fee & HK\$3,500 1st instalment of tuition fees)			Due on enrolment application
HK\$3,500 tuition fee due on 10 November 2020			2 nd instalment
HK\$3,500 tuition fee due on 10 December 2020			3 rd instalment
HK\$3,500 tuition fee due on 11 January 2021			4 th instalment

Option 1: Instalments to be settled by credit card (✓ where appropriate)

BOC HKICPA VISA BOC HKICPA UnionPay card Other VISA / MasterCard

Card number:

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Card expire date (month/year):

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Name of cardholder:

Cardholder's signature:

Date of signature (dd/mm/yy):

I agree to be bound by the following terms and conditions when submitting the credit card authorisation:

- The amount payable for each instalment and payment dates cannot be changed.
- In case the specified credit card subsequently becomes invalid due to expiry, lost, replacement, card upgrade or any other reasons, I shall provide the Institute with details of another valid credit card, at least 5 working days before the next payment date.

Option 2: Instalments to be settled by cheques

Cheque (Cheque No. _____ Bank _____)

Note for cheque payment:

- Crossed cheques should be made payable to the Hong Kong Institute of Certified Public Accountants or HKICPA.
- Applications will not be processed if post-dated or dishonoured cheques are received.
- Cheques for future instalments must be received by the Institute on or before the due dates as specified in the instalment schedule.

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.
- Where a participant fails to settle the payment amount by the respective payment date, the Institute may disallow him/her to attend the teaching sessions and the examinations or the participant's results may be withheld/become invalid.
- Any bank charges and/or expenses incurred as a result of unsuccessful credit card payments or dishonoured cheques shall be borne by the applicant.
- 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 6 – DECLARATION FOR CONTINUING EDUCATION FUND APPLICANT (✓ where appropriate)

- I understand that my personal data and other relevant information as provided in this application and collected during the course of this programme may be disclosed to the *Labour and Welfare Bureau, the Office of the Continuing Education Fund and Hong Kong Council for Accreditation of Academic and Vocational Qualifications* for the purpose of inspection and/or fees reimbursement upon request.

SECTION 7 – DECLARATION (✓ where appropriate)

- 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 of applicant:

Date of signature (dd/mm/yy):