

International Qualifying Scheme  
Examination Entry Form – December 2019 Examination (EE010)



The closing date for the receipt of December 2019 examination entry is **30 September 2019 (Monday)**.

Late entries will NOT be accepted under any circumstances.

(Please read the enclosed Notes to Applicants carefully before submitting the examination entry form.)

**A. Personal Details**

Please complete in BLOCK CAPITALS

Student No.: |\_|\_|\_|\_|\_|\_|\_|\_|\_|\_|

Name: \_\_\_\_\_ (Mr/Mrs/Miss/Ms) Chinese Name: \_\_\_\_\_

\*\*\* (To be filled in for CHANGE of ADDRESS ONLY) \*\*\*

Correspondence Address:

(in English) \_\_\_\_\_

Correspondence Address (in Chinese): \_\_\_\_\_

(For students residing in Mainland China only) \_\_\_\_\_

Postal code: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile: \_\_\_\_\_ SMS notification in case of urgent notice

**B. Examination Centre**

Please tick the examination centre where applicant would like to take the examination:

Hong Kong

Beijing

Shanghai

**C. Examination Subject Enrolment** (Examination fee: HK\$1,100 / subject)

Total number of subject(s) entered: \_\_\_\_\_ (Please tick the subject(s) you would like to enter below.)

TOTAL AMOUNT: HK\$ \_\_\_\_\_ (c) Note: Please add this amount to Section E: Payment on page 3

Date Time	3 December 2019 Tuesday	4 December 2019 Wednesday	5 December 2019 Thursday	6 December 2019 Friday
9:30 a.m.   12:30 p.m.	<input type="checkbox"/> Hong Kong Financial Accounting (Ref: AES15M)	<input type="checkbox"/> Hong Kong Corporate Law (Ref: AES12M)	<input type="checkbox"/> Strategic & Operations Management (Ref: AES11J)	<input type="checkbox"/> Corporate Financial Management (Ref: AES16J)
2:00 p.m.   5:00 p.m.	<input type="checkbox"/> Hong Kong Taxation (Ref: AES16M)	<input type="checkbox"/> Corporate Governance (Ref: AES10M)	<input type="checkbox"/> Corporate Administration (Ref: AES17M)	<input type="checkbox"/> Corporate Secretaryship (Ref: AES19M)

**Important Notice**

15 minutes reading time will be allowed before the examination commences (i.e. 9:15am – 9:30am for the morning session and 1:45pm – 2:00pm for the afternoon session).

Did you enrol the HKU SPACE Examination Preparatory Courses (Autumn 2019 intake)? If yes, please tick the appropriate subject(s):

Strategic & Operation Management

Hong Kong Taxation

Hong Kong Financial Accounting

Hong Kong Corporate Law

Corporate Governance

Corporate Administration

Corporate Secretaryship

Corporate Financial Management

*For Office Use Only:*

Serial No.: \_\_\_\_\_ Date: \_\_\_\_\_ Invoice no.: \_\_\_\_\_

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Input by: \_\_\_\_\_ Date: \_\_\_\_\_

#### D. Study Materials

##### i) Online version of Study Pack (free to all HKICS registered students)

- Hong Kong Corporate Law, Corporate Governance, Corporate Administration and Corporate Secretaryship -

Please activate your online account and obtain access to the Study Packs and other information as follows:

1. Students are required to register a HKICS PrimeLaw account at the website operated by WKHK.  
Please register at <http://www.wkprime.com/hkics/registration>
2. Students are required to provide the following information during the registration process for verification with HKICS:
  - Student name (same as your HKID card)
  - HKICS student number
  - Mobile phone number
  - Email (same as the email provided to HKICS)
3. Upon completion of registration, a confirmation email will be sent to individual student's registered email address by WKHK.
4. WKHK will verify the student's information with HKICS before activating the account. Please note that it will generally take 10 working days before account activation.
5. Upon verification, an email confirming the account activation will be sent to each student by WKHK. The student will then be able to use the assigned login ID and password to sign in to the four Study Packs and get access to the other information in the login area as stated above.

To login and access to HKICS study packs, go to <http://www.primelaw.com.hk>

The user manual of the PrimeLaw is available at [http://wkprime.com/uploadFiles/primeLaw\\_manual.pdf](http://wkprime.com/uploadFiles/primeLaw_manual.pdf)

##### ii) Order of Study Text (Please ✓ as appropriate)

Ref No.	HKICS Study Text	Unit Price (HK\$)	
STQ11J2016	ICSA Strategic & Operations Management study text	\$800	<input type="checkbox"/>
Delivery	Courier Charge	\$80	<input type="checkbox"/>
<input type="checkbox"/>	Delivery address (Delivery will be made within 3 weeks upon receipt of full payment) _____		
<input type="checkbox"/>	Collect in person		
	TOTAL AMOUNT: \$		(d)

## E. Payment (Payments made are non-refundable.)

Items	Sub Total (HK\$)
Total Examination Fee	(c)
Study Text	(d)
<i>Total (c) + (d):</i>	

## Payment Method (Please tick as appropriate):

- By EPS/ UnionPay - in person  
 By cheque - in person/by post (Payable to 'HKICS'. Post-dated cheque will NOT be accepted)

Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_  
 (Specify at back '[Description]' and '[Student No.]')

- By Credit Card - in person/by post (*I, as the cardholder, authorise HKICS to debit the payment from my credit card*)

*Please fill in the below information if by post.*

- Chartered Secretaries American Express     VISA     MasterCard

Name of Cardholder (Block letters): \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Card Expiry date: \_\_\_\_\_MM\_\_\_\_\_YY

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(As with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third party payments: \_\_\_\_\_

*To facilitate payment, credit cards should not expire in less than one month.*

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#### F. Statement on Collection of Personal Data

- (i) Your supply of personal data to HKICS is on a voluntary basis.
- (ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.
- (iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at [privacyofficer@hkics.org.hk](mailto:privacyofficer@hkics.org.hk).

I have read and fully understood the above and the Notes to Applicants of this examination entry form. I certify that the information given above is, to the best of my knowledge, accurate in all respects.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Exam entry closing date:  
30 September 2019**

1. Examination enrollment Date/Deadline

	Exam Enroll Date	Exam Enroll Deadline
May Examination	March	The last working day of March
December Examination	August	The last working day of September

The closing date for December 2019 Examination entry is *30 September 2019 (Monday)*. Entries must reach HKICS office at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong either:

- by hand before 6pm, 30 September 2019; or
- by email to [exam@hkics.org.hk](mailto:exam@hkics.org.hk) on or before 30 September 2019; or
- by post which post-marked on or before 30 September 2019

Note: Examination entry forms received at the Secretariat after the closing date will not be accepted under any circumstances. To avoid postal errors or delays, applicants need to ensure the mail of the entry forms bear sufficient postage before posting. The examination entry form must be completed in full. The entry form may be returned to applicants if there is any mistakes and/or without signature which can delay the enrolment. It is highly recommended to submit the entry form two weeks before the closing date.

2. Each applicant is allowed to submit one examination entry form only. No alteration can be made to an examination entry (i.e. choice of exam centre and subject enrolment) after submission.
3. Applicants are required to provide a valid email address and mobile number. If there is any changes in contact details, applicants should inform HKICS Secretariat immediately by email.
4. Examination Admission Slip with the examination time and venue details will be sent to applicants with an official receipt at least 2 weeks before the examination date. Candidates must bring along the admission slip for attempting the examination.
5. Applicants who are granted for examination postponement from May 2019 examination will be automatically enrolled to the December 2019 examination. For enrolment of additional subject(s), applicants are required to submit a separate exam entry form.
6. The application fee is non refundable. If an applicant is prevented from attending the examination for medical reasons (with medical proof), HKICS may, at its discretion, grant the entry to the next following examination on the same examination subject with payment of a postponement fee. Examination postponement application form, medical certificates and postponement fees must reach the HKICS within three calendar weeks after the completion of the entire examination diet, (i.e. 27 December 2019)
  - a. The examination postponement fee (HK\$850 per subject) for current financial year 2019/2020 should be paid at the time when they submit the examination postponement application form. This is a non-refundable fee.
  - b. Such examination postponement cannot be carried forwarded for more than one examination diet (i.e. applicant who applied for examination postponement for May 2019 Examination Diet must take examination in the December 2019 Examination Diet).
8. Liability and Indemnification
  - (a) A candidate causing any loss, damage, injury or death to any examination centre, property and/or any person thereat, subject to the right of the victims, shall be solely responsible for such loss, damage, injury or death and shall keep HKICS fully indemnified in respect of all claims and liabilities for such loss, damage, injury or death.
  - (b) Neither HKICS nor its members, affiliates, officers, employees, contractors or agents, shall be liable directly or indirectly to any candidate or other person for any amount representing indirect, incidental exemplary, punitive or consequential damages of any nature arising at any time or from any cause whatsoever from any act or omission of any of them including specifically but without limitation, loss of profits or revenue, loss of full or partial use of any equipment, loss of goodwill, or other such damages whether the basis of liability is a breach of contract, tort, statutes or otherwise.

For any enquiries, please contact the Secretariat of Hong Kong Office at 2881 6177 or Beijing Representative Office at (86 10) 6641 9368 during office hours.