

Examination Technique Seminars for the AAT Examination

The following seminars help students prepare for the coming Accredited Accounting Technician (AAT) Examination. The speakers will place special emphasis on question-answering techniques and on addressing the common problems that most students encounter during the examination. A free Q&A booklet will be distributed at each seminar (only section C for Paper 1).

Name of Paper	Seminar Date	Time
Paper 1 – Accounting and Computerized Accounts (section C only) * <i>Demonstration of MYOB application</i>	Friday, 31 October 2014	7:00 p.m. – 10:00 p.m.
Paper 6 – Fundamentals of Business Law	Wednesday, 15 October 2014	7:00 p.m. – 9:00 p.m.
Paper 7 – Financial Accounting	Tuesday, 28 October 2014	7:00 p.m. – 9:00 p.m.
Paper 8 – Principles of Auditing and Management Information Systems	Monday, 27 October 2014	7:00 p.m. – 9:00 p.m.

Venue:	Hong Kong Institute of CPAs Training Centre, 27/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong
Seminar structure:	(Paper 1) 150-minute talk and demonstration plus 30-minute Q&A session (Paper 6 – 8) 90-minute talk plus 30-minute Q&A session
Admission fee:	(Paper 1) Free of charge (Paper 6 – 8) HK\$50 per head for HKIAAT members / students and HK\$80 per head for non-HKIAAT members / students, for each seminar.
Closing date:	Monday, 29 September 2014 (for Paper 6) Monday, 13 October 2014 (for Papers 1, 7 & 8)
Application:	Complete the enrolment form below and return it, together with the admission fees (if applicable), to the HKIAAT before the closing date. Enrolments will be processed on a first-come-first-served basis with priority given to registered members / students. Fees paid will not be refunded unless the event is cancelled. * For Paper 1, priority will be given to students who have enrolled in the examination for Paper 1 of the December 2014 session.
Remarks:	The HKIAAT reserves the right to change the date, venue and time of the seminars should this be necessary. If the event is cancelled, the admission fee will be returned to participants by mail.

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Deadlines for enrolment:
29 September 2014 (for Paper 6)
13 October 2014 (for Papers 1, 7 & 8)

(Please read the seminar details carefully before you complete this form.)

I. Personal particulars

☐ I would like to enrol for the below seminar(s):

☐ Seminar on Paper 1 ☐ Seminar on Paper 6 ☐ Seminar on Paper 7 ☐ Seminar on Paper 8

Name: *Mr/Mrs/Ms/Miss _____ (English) _____ (Chinese)

Membership No. / Student registration no. _____ Telephone no.(Day-time) _____

E-mail (must be provided): _____

☐ I would like to enrol for the seminar(s) indicated above for _____ guest(s).

Not applicable for Paper 1. Please use additional form if needed.

Name of guest: *Mr/Mrs/Ms/Miss _____ HKID card no. _____

E-mail (must be provided): _____ Telephone no.(day-time) _____

II. Payment (for Paper 6 – 8 only)

HK\$ 50 per head for HKIAAT members / students: _____ person(s)

HK\$ 80 per head for non-HKIAAT members / students : _____ person(s)

Total amount: HK\$ _____ **Cheque no.:** _____ **Bank:** _____

Signature of applicant

Date

☐ Check as appropriate.

* Delete as appropriate.

Confirmation will be sent to applicants by email three days prior to the seminar.

Notes:

1. Return the completed enrolment form together with payment to the HKIAAT before the enrolment deadline for the seminar. Enrolments will be processed on a first-come-first-served basis with priority given to registered members / students. Fees paid will not be refunded if the applicant subsequently withdraws.
2. Cheques should be made payable to "Hong Kong Institute of Accredited Accounting Technicians Limited". A surcharge of HK\$150 will be levied on every dishonoured cheque.
3. The HKIAAT reserves the right to change the date, venue and time of the seminar should this be necessary. If the event is cancelled, the admission fee will be returned to participants by mail.

Mailing label for use

**To: Hong Kong Institute of Accredited
Accounting Technicians Limited**
 27/F, Wu Chung House,
 213 Queen's Road East,
 Wanchai, Hong Kong
Exam Technique Seminar (Dec 2014 session)