

School of Professional Education and Executive Development of The Hong Kong Polytechnic University (PolyU SPEED) is now offering the following course in collaboration with The Taxation Institute of Hong Kong (TIHK):

## Intensive CTA Examination-oriented Revision Course



### The Taxation Institute of Hong Kong Certified Tax Adviser (CTA) Qualifying Examination Revision Course – Paper 2 (Hong Kong Tax)

*50% of the students who took the PolyU SPEED revision course passed Paper 2 of the 2018 CTA Exam, which is significantly higher than the average passing rate!*

## Introduction

The next CTA Qualifying Examination will be held in October 2019. This intensive revision course aims at equipping students with the required technical knowledge and examination skills to sit for Paper 2 of the examination – Hong Kong Tax.

Cases, examples and past papers/ solutions will be discussed during lectures to enhance students' understanding of important Hong Kong and international taxation areas. The instructors will also discuss relevant examination techniques to help students score marks effectively.

## Qualifications of Instructors

- Members of the TIHK and Hong Kong Institute of Certified Public Accountants (HKICPA)
- CTAs of the TIHK
- Professional experts with practical experience in Hong Kong Tax and International Tax
- Solid experience in teaching sub-degree, degree and post-graduate courses
- Facilitators and markers for professional accountancy public examinations

## Course Details

<b>Course Title:</b>	The Taxation Institute of Hong Kong Certified Tax Adviser (CTA) Qualifying Examination Revision Course - Paper 2 (Hong Kong Tax)
<b>Course Code:</b>	SPDW009
<b>Class Code:</b>	HA10
<b>Dates:</b>	15 Sep, 22 Sep, 6 Oct, 20 Oct 2019 (Sunday)
<b>Time:</b>	2:00 pm – 6:00 pm
<b>No. of Sessions:</b>	4 sessions (4 hours each) per course
<b>Course Fee:</b>	<p>HK\$1,200 (HK\$1,080 for students/ graduates of the following programmes:</p> <ul style="list-style-type: none"> <li>• PolyU-SPEED award programmes</li> <li>• BA (Hons) in Business Accounting of University of Wales offered through SPEED</li> <li>• Bachelor’s degree programmes of Heriot-Watt University offered through SPEED</li> </ul> <p><i>Please indicate it in Part D of the application form.)</i></p>
<b>Venue:</b>	PolyU Hung Hom Bay Campus or PolyU West Kowloon Campus
<b>Medium of Instruction:</b>	English supplemented with Chinese terminology
<b>Entry Requirement:</b>	There is no specific entry requirement. However, as this is an intensive revision course for CTA Qualifying Examination Paper 2, applicants are responsible for assessing if they have thorough understanding of Hong Kong taxation concepts.
<b>Certification:</b>	Certificate of Attendance will be issued to students who have attended at least 75% of the classes.
<b>Closing Date for Application:</b>	<p><b>30 August 2019 (Fri)</b> (Places are limited and will be allocated on a first-come, first-served basis.)</p>
<b>Submission of Application:</b>	<p>Please submit the application form, together with a bank draft/ cross cheque payable to “The Hong Kong Polytechnic University”. The application form should be completed clearly in <b>English BLOCK LETTERS</b>. Please write <u>your name and the class code</u> on the back of the bank draft/ crossed cheque. Incomplete application form and post-dated cheque will not be accepted.</p> <p>Completed application form should be submitted to the School of Professional Education and Executive Development</p>

	(SPEED)* <u>by mail or in person</u> with a bank draft/ crossed cheque <u>before the closing date for application</u> .
<b>Remarks:</b>	<ol style="list-style-type: none"> <li>1. Study materials are in English.</li> <li>2. In addition to attending lectures, students are expected to make significant efforts in self-studies.</li> </ol>
<b>Course Leader:</b>	Mr Newton Shum, BBA, MAcc (C.U.H.K.); FCPA; FTIHK; CTA(HK) Email: <a href="mailto:cnewton@speed-polyu.edu.hk">cnewton@speed-polyu.edu.hk</a> ; Tel: 3746 0727

## Enquiries

### **\*School of Professional Education and Executive Development (SPEED)**

Room QR802, 8/F, Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon.

Tel: 3400 2828

E-mail: [speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk)

Website: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

### **Office Hours**

Mondays to Fridays : 8:30 am - 7:15 pm

Saturdays : 9:00 am - 12:00 noon

Closed on Sundays and Public Holidays

The School reserves the right to cancel any courses and to make variations to the schedules, venues, contents and mode of delivery of the courses offered.

*School of Professional Education and Executive Development is operated by College of Professional and Continuing Education Limited which is an affiliate of The Hong Kong Polytechnic University.*

19 July 2019



## SECTION 3 - Qualifications & Working Experience 學歷 / 專業資格 / 工作經驗

This section is applicable only to those courses with entry requirements. 如申請的課程有註明入學資格，則必須填寫此部份。  
(Please attach the supporting documents. 請附上證明文件。)

### A. Academic qualifications 學歷

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

### B. Professional qualifications 專業資格

Awarding Institution 頒發機構	Title of Award 學銜	Year of Award 頒發年份

### C. Working Experience 工作經驗

From 由		To 至		Full-time 全職/ Part-time 兼職	Name of Organisation 機構名稱	Position 職位	Occupation 職業類別 (enter code^ 請填寫編號^)
Month月	Year年	Month月	Year年				

### ^ Occupation Codes 職業類別編號

01 Accounting 會計	06 Education 教育	11 Social Services 社會服務
02 Administration & Management 行政及管理	07 Engineering 工程	12 Surveying 測量
03 Advertising 廣告	08 Literary & Creative Work 文字及創作工作	13 Transport and Logistics 運輸及物流
04 Banking & Financial Services 銀行及金融服務	09 Marketing & Sales 推廣及銷售	14 Others 其他 (Please specify 請註明): _____
05 Computing & Information Technology 資訊科技	10 Public Relations 公共關係	

### D. Other information relevant to this application 其他相關資料 (Please use a separate sheet if necessary. 如不敷應用，請另備紙張填寫。)

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## SECTION 4 - Declaration 聲明

I authorise the School of Professional Education and Executive Development (SPEED) to use my personal data for the following purposes:

本人授權專業進修學院使用本報名表格內的個人資料作以下用途：

- processing my application for admission. My personal data will be transferred to the student record system when I am offered a place of study. The data will also be used by relevant offices within The Hong Kong Polytechnic University (PolyU) and the College of Professional and Continuing Education (CPCE), SPEED and partnering institutions in offering the course I have enrolled on, if any, in activities in support of my study at SPEED.  
處理申請入學之用。若獲得學院取錄，本人的資料將會轉為學生紀錄。香港理工大學及專業及持續教育學院之有關部門、專業進修學院，以及課程的合辦機構（如有）將使用本人的資料於教學事宜上。
- statistical and research purposes (no personal identifiers such as name, HKID card number, correspondence address and telephone number will be released in the survey results).  
統計及研究用途（所有個人資料，如姓名、香港身份證號碼、通訊地址及聯絡電話號碼均不會於調查結果中公開）。
- delivering to me the announcements of SPEED, CPCE and other faculties/ departments/ offices of PolyU and other promotional information related to activities, programmes, and benefits and services. My personal data including name, e-mail address, correspondence address, telephone number and fax number may be used for this purpose.  
發放給本人專業進修學院、專業及持續教育學院和香港理工大學其他學系 / 部門的通訊，以及活動、課程、優惠及服務的推廣資訊。本人的個人資料包括姓名、電郵地址、通訊地址、聯絡電話號碼及傳真號碼有可能用作此用途。

**[If you do not wish to receive information as stated in item 3 above, please put a cross 'X' in the box on the right.**

**如閣下不欲收到上述第3項的資訊，請於右方的空格填上「X」符號。]**

I declare that all particulars given in this form are true and correct to the best of my knowledge and understand that provision of any false and misleading information will lead to disqualification of my application and enrolment on the course. Any fees paid will not be refunded.

本人謹此聲明，此表格內所填報各項資料，均屬真實無訛。如有任何虛報或誤導資料，則本人的課程申請及學位均會被取消。所有已繳費用概不退還。

I have read all the details above and understand the declaration I made (including the arrangement on the use of personal data).

本人已閱讀以上各項細則，並明白本人所作出之聲明（包括使用個人資料的安排）。

Signature 簽署

Date 日期

### To be completed by the Course Leader 由課程統籌填寫

Admitted  Rejected  Waiting List

Name of Course Leader

Signature

Date

## Guide for Applicants

(for admission to CE courses)

### How to enrol

1. Application forms can be downloaded from our website at [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk).
2. Please submit one application form for each course and one bank draft/ crossed cheque payable to "The Hong Kong Polytechnic University" for the course fee. Kindly complete the application form clearly in block letters and write your name, the course code and class code at the back of the bank draft/ crossed cheque. Incomplete application forms and post-dated cheques will not be accepted.
3. "Non-local student" is defined as students holding –
  - (a) student visa/ entry permit issued by the Director of Immigration of the Government of Hong Kong Special Administrative Region (HKSAR); OR
  - (b) visa/ entry permit under the Immigration Arrangements for Non-local Graduates (IANG) issued by the Director of Immigration of HKSAR Government; OR
  - (c) dependent visa/ entry permit who were 18 years old or above when they were issued with such visa/ entry permit by the Director of Immigration of HKSAR Government.
 Non-local applicants who possess only a visitor or tourist visa should neither be registered as students nor commence their studies. If one holds a work permit and takes up a part-time course, he/ she will be regarded as a local student. Throughout the course of study, it is the responsibility of individual students to ensure that their visas/ entry permits are valid. Non-local applicants with IANG or dependent visa/ entry permit are required to attach a copy of their valid visa/ entry permit to the completed application form. On admission, they will be required to provide the original visa/ entry permit for verification.
4. Please send your duly completed application form together with the bank draft/ crossed cheque, the supporting documents (*applicable to CE courses with entry requirements only*) and a copy of your valid visa/ entry permit (*if applicable*) by mail or by hand to School of Professional Education and Executive Development (SPEED) before the closing date for application.

### Closing date for application

5. Unless otherwise specified, the closing date for application is normally 3 weeks before the commencement date of the course. Late application may cause cancellation of courses due to insufficient applications. Early application from applicants will be appreciated.

### Notification of application results

6. Applicants will be notified the results of their applications in writing by the School. Please contact the School if you do not receive any notification 1 week before course commencement.
7. Unsuccessful applicants will be notified in writing by the School. Course fees will be returned to them by ordinary mail.

### Refund policies

8. According to the School's Refund Policy, **course fees paid are normally not refundable**, except cases of unsuccessful applications and course cancellation. Fees paid and places allocated are not transferrable.
9. The refund will be sent to the applicant by ordinary mail. If the applicant does not receive the refund **4 weeks after receipt of "Notification of Refund"**, please check with the School at 3400 2828.

### Certification

10. (a) Continuing Education (CE) Courses not leading to a qualification  
Upon completion of a course, a Certificate of Attendance or Certificate of Completion will be issued to a participant who has satisfied the attendance and/or coursework/ participation requirements of the course. The type of certificate to be issued and the corresponding requirements have been specified in the course leaflet/ outline.
- (b) Continuing Education (CE) Courses leading to a qualification  
Upon completion of a course, a respective Certificate will be issued to a participant who has successfully completed all the assessments and other requirements of the course as specified in the course leaflet/ outline. For courses consist of an examination, the examination will normally not be re-arranged for those absent from the examination. There is also no re-examination for those who failed the examination.
11. Eligible students will be notified in writing by the School for collecting the Certificate at the SPEED office.
12. No certificate will be re-issued. If you need additional certification that you have completed a course, you may apply in writing and pay a fee of HK\$100<sup>#</sup>.

### Use of Information

13. Personal data provided as part of an application for admission will, during the admission process, be used solely for the purpose of admission, and in this connection the data will be handled by relevant offices within The Hong Kong Polytechnic University (PolyU), the College of Professional and Continuing Education (CPCE), SPEED and other partnering institutions in offering the course, if any.
14. Application documents and other related information of unsuccessful applicants will be destroyed one month after the course commencement.
15. Application documents of successful applicants will become part of the student file and the data will thereafter be handled by SPEED, CPCE, other faculties/ departments/ offices of PolyU and other partnering institutions in offering the course, if any.
16. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the rights to request access to, and the correction of, their personal data. Applicants wishing to get access or make corrections to their personal data should submit written requests to SPEED.

### Enquiries

17. All enquiries should be directed to:

#### School of Professional Education and Executive Development (SPEED)

Room QR802, 8/F, Core R, The Hong Kong Polytechnic University,  
Hung Hom, Kowloon  
Tel: 3400 2828 Fax: 2363 0540  
E-mail: [speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk)  
Website: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

#### Office Hours

Mondays to Fridays : 8:30 am - 7:15 pm  
Saturdays: : 9:00 am - 12:00 noon  
Closed on Sundays and Public Holidays

<sup>#</sup> Subject to change without further notice.

## 申請人須知

(申請報讀持續進修課程適用)

### 報名手續

- 報名表格可從本學院網頁下載 (網址: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk))。
- 每申請一項課程, 須呈交一張報名表格及一張繳付學費的銀行本票 / 劃線支票, 抬頭請寫上「香港理工大學」。請以英文正楷填妥報名表格, 並於本票 / 支票背頁寫上姓名、課程編號及班別編號。資料不全的報名表格及期票恕不受理。
- 「非本地學生」指獲香港特別行政區政府入境事務處處長簽發
  - 來港就讀簽證 / 進入許可標籤的人士; 或
  - 「非本地畢業生留港 / 回港就業安排」簽證 / 進入許可標籤的人士; 或
  - 受養人簽證 / 進入許可標籤, 並在獲發該簽證 / 進入許可標籤時已年滿18歲的人士。
 以訪客身份來港的非本地申請人, 不應註冊成為學生及在香港接受教育。持有在港工作簽證並修讀兼讀制課程的人士, 則被視為本地學生。學生有責任確保在學期間持有有效的簽證 / 進入許可標籤。持「非本地畢業生留港 / 回港就業安排」簽證或受養人簽證 / 進入許可標籤的非本地申請人, 在遞交申請表時, 須同時附上有關簽證 / 進入許可標籤副本。學生亦須要於註冊時提供簽證 / 進入許可標籤正本予以核實。
- 填妥的報名表格須連同銀行本票 / 劃線支票、證明文件 (適用於有註明入學資格的課程) 及簽證 / 進入許可標籤副本 (如適用), 於課程截止報名日期前, 郵寄或親身交回本學院。

### 截止報名日期

- 除特別註明外, 課程截止報名日期一般為開課前3星期, 但申請人應盡早報名。報名延誤可能引致課程因人數不足而被取消。

### 通知申請結果

- 學院將以書面通知申請人有關的申請結果。若申請人於所報讀課程開課前1星期仍未收到通知, 則應自行向學院查詢。
- 申請若不被接納, 申請人將收到本學院的書面通知。學費亦會以平郵退還申請人。

### 學費退還

- 按照學院學費退還的政策, 除申請不獲接納或所選的課程取消外, **所有已繳學費恕不退還**。學費及學額亦不可轉讓他人。
- 學費退還會以平郵方法退還申請者。若申請者於**收到學費退還通知書4星期後仍未收到有關退款**, 請致電學院辦事處查詢 (電話: 3400 2828)。

### 證書

- 持續進修 (非學歷) 課程**  
修畢課程後, 符合資格的學員可獲本學院頒發出席證明 / 結業證書。獲頒發的證書類別及其要求已詳列於課程簡介或單張上。
  - 持續進修 (學歷) 課程**  
修畢課程後, 符合資格的學員可獲本學院頒發持續進修學歷證明書。獲發證書的要求已詳列於課程簡介或單張上。部分課程設有考試。一般而言, 學員缺席考試, 將不獲安排延考。成績未符合合格要求者, 亦不會有重考安排。
- 本學院會以書面通知符合資格的學員到學院辦事處領取證書。
- 所有證書將不予補發。若學員需要本學院另行證明其完成某課程, 可以提出書面申請。每張證明收費港幣一百元正<sup>#</sup>。

### 申請資料的用途

- 本報名表格內的個人資料將僅供香港理工大學及專業及持續教育學院之有關部門、專業進修學院, 以及課程的合辦機構 (如有) 作處理申請人學事宜之用。
- 如入學申請不獲接納, 本學院將於開課後一個月銷毀有關的報名表格及個人資料。
- 成功申請者的個人資料將會存入學生檔案, 並由專業進修學院、專業及持續教育學院、香港理工大學有關學系 / 部門, 以及課程的合辦機構 (如有) 處理。
- 根據個人資料 (私隱) 條例, 申請者有權查閱及更改其個人資料。申請者如須查閱或更改其個人資料, 請來函本學院。

### 查詢

- 查詢請逕達:

#### 專業進修學院 (SPEED)

九龍紅磡香港理工大學R棟8樓QR802室

電話: 3400 2828 傳真: 2363 0540

電郵: [speed@speed-polyu.edu.hk](mailto:speed@speed-polyu.edu.hk)

網頁: [www.speed-polyu.edu.hk](http://www.speed-polyu.edu.hk)

#### 辦公時間

星期一至五: 上午8時30分至晚上7時15分

星期六: 上午9時至正午12時

星期日及公眾假期休息

<sup>#</sup>如有調整, 恕不另行通知。