IT Training Course (Nov/Dec 2008) - Enrolment Form

To: ACCA Hong Kong Fax: 2868 4909
Address: Room 1901, 19/F, World Wide House, 19 Des Voeux Road, Central, Hong Kong.

ACCA

Participant Particulars			
Name of Participant		Membership No. (if any)	
Company		Position	
Tel		Fax	
Mobile (must fill in)		Email (must fill in)	
Address			

Personal enrolment status can be checked at http://www.infocan.net/accam2008 7 working days after the submission of your application form. Each enrolee will be notified of login ID and password via EMAIL.

Course Name [Course Fee]	**Please ✓ for the Course(s) you Enroll**	**Date(s)**	**Total (in HK$)**	**Bank & Cheque No. [1]**
Microsoft Excel for Project Management [NEW COURSE] [HK$1,130 (M)/ HK$1,230 (AE)/ HK$1,330(N)]	☐ ACCA08C01-A	8, (15) Nov		
	☐ ACCA08C01-B	10, 17, 24 Nov		
	☐ ACCA08C01-C	2, 9, 16 Dec		
	☐ ACCA08C01-D	15, 17, 22 Dec		
Microsoft Excel Advanced for Accounting and Financial Professionals [HK$900 (M)/ HK$1,000 (AE)/ HK$1,100 (N)]	☐ ACCA08C02-A	22, (29) Nov		
	☐ ACCA08C02-B	14, 21, 28 Nov		
	☐ ACCA08C02-C	4, 11, 18 Dec		
Microsoft Excel Formulas and Functions for Accounting and Financial Professionals [HK$900 (M)/ HK$1,000 (AE)/ HK$1,100 (N)]	☐ ACCA08C03-A	(15), 22 Nov		
	☐ ACCA08C03-B	10, 17, 24 Nov		
	☐ ACCA08C03-C	12, 19, 26 Nov		
	☐ ACCA08C03-D	5, 12, 19 Dec		
Developing Business Applications Using Microsoft Excel Macros and VBA [HK$1,800 (M)/ HK$1,900 (AE)/ HK$2,000 (N)]	☐ ACCA08C04-A	6, 13, 20 Dec		
	☐ ACCA08C04-B	11, 13, 18, 20, 25, 27 Nov		
	☐ ACCA08C04-C	1, 3, 8, 10, 15, 17 Dec		
Microsoft Access Introduction for Accounting and Financial Professionals [HK$1,030 (M)/ HK$1,130 (AE)/ HK$1,230 (N)]	☐ ACCA08C05-A	29 Nov, 6 Dec		
	☐ ACCA08C05-B	12, 14, 19, 21 Nov		
Microsoft Access Advanced for Accounting and Financial Professionals [HK$1,030 (M)/ HK$1,130 (AE)/ HK$1,230 (N)]	☐ ACCA08C06-A	13, 20 Dec		
	☐ ACCA08C06-B	1, 3, 8, 10 Dec		
Presenting Financial Data and Reports with Microsoft Word [HK$1,030 (M)/ HK$1,130 (AE)/ HK$1,230 (N)]	☐ ACCA08C07-A	8, 15 Nov		
	☐ ACCA08C07-B	25, 27 Nov, 2, 4 Dec		
Reliably Sharing Professional Documents with Adobe Acrobat [HK$1,000 (M)/ HK$1,100 (AE)/ HK$1,200 (N)]	☐ ACCA08C08-A	8, (15) Nov		
	☐ ACCA08C08-B	5, 12, 19 Dec		
Foundations of IT Security: What Every Accounting and Financial Professional Needs to Know [HK$1,600 (M)/ HK$1,700 (AE)/ HK$1,800 (N)	☐ ACCA08C09-A	13, 20 Dec		
	☐ ACCA08C09-B	9, 11, 16, 18 Dec		
PowerPoint Workshop for Accounting and Financial Professionals [HK$1,030 (M)/ HK$1,130 (AE)/ HK$1,230 (N)]	☐ ACCA08C10-A	29 Nov, 6 Dec		
	☐ ACCA08C10-B	11, 13, 18, 20 Nov		
HK$50 (Donation for ACCA Charity Fun Day)				
		Grand Total:		

[1] A separate cheque is required for each course title. The cheque should be made payable to "**The Association of Chartered Certified Accountants**" and sent to *ACCA Hong Kong* Office..

Payment by Credit Card					
☐ Visa / ☐ Master [2]					
Card No.			Card Expiry (MM / YY)		
Cardholder's Name (Please Print)		Cardholder's Signature		Date	

[2] Please tick the appropriate.

IMPORTANT NOTES

1. *ACCA Hong Kong* reserves the right to cancel or make any changes to the courses. No refund will be made unless the course is cancelled due to insufficient participants.
2. The event may be cancelled/re-scheduled when typhoon no. 8 or black rainstorm warning is hoisted. Enrolees will be notified for the schedule of the make-up class. No refund will be made if the participants cannot join the make-up class. Please refer to ACCA Hong Kong website for detailed arrangements.
3. **Enrolment by fax is ONLY acceptable for payments by credit cards. Only VISA** and **MASTERCARD** will be accepted.
4. For cheque payment, **cheque(s) MUST be attached to the completed enrolment form**, otherwise the enrolment will be rejected.
5. Reservation is on a first-come-first-served basis. In case of over-subscription, the preference for enrolment will be in the following order: Members, Affiliates, Approved Employers and Non-members.
6. Members must fill in their membership number for verification of their status. **Enrolment forms with incomplete information will not be accepted.**
7. Each enrolee will be notified **via EMAIL** of the result of their application for enrolment about one week of the course commencing. In case you cannot provide your email, the notification will be sent by fax. If you do not receive any notifications regarding the enrolment status, please contact the ACCA office or Infocan. You can also check the progress of your application online at http://www.infocan.net/accam2008 after receiving your login ID and password. All unsuccessful application forms will be shredded after the event unless those which are paid by cheque will be returned to the enrolees.
8. Please issue **separate cheques** for different seminars and/ or activities you enrol.
9. Personal data held by ACCA related to you will be kept confidential but they may be transferred to a third party providing services to ACCA in relation to the organisation of these courses.

Please fill in your name and address:
Name: _____
Address: _____
_____

INFOCAN Inquiry Hotline: Edwina Leung 2882-2456

For Office Use Only:
Status: M / A / AE / NM
Authorisation Code: _____
Handled By: _____
Reference No.: _____