CONTINUING EDUCATION FUND (CEF) 持續進修基金*

持續進修基金
Continuing Education Fund

The course has been included in the list of reimbursable courses for CEF purposes. Eligible applicants will be reimbursed 80% of the course fee (up to a maximum of HK$10,000) upon successful completion of the course. Please visit the website: http://www.info.gov.hk/sfaa/cef (CEF Course Code: 23F00865-2). Enquiry: 3142 2277.

Course Code: 40065812

Professional Diploma in

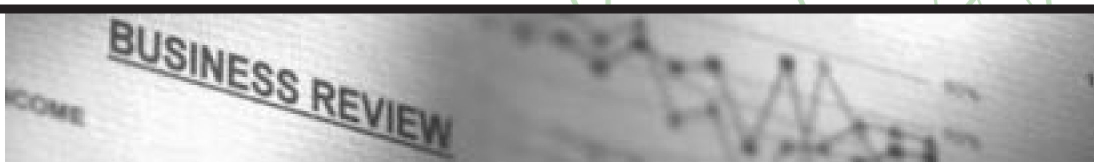
Financial Planning (Intake 11)

7 July 2007 – 10 November 2007

Organised By:

PRODUCTIVITY
生產力培訓學院 Training Institute

Hong Kong Productivity Council
香港生產力促進局



Introduction

Financial planning is important to SMEs' executives and also individuals to make financial and investment decisions. It is also one of the world's most dynamic and fastest growing professions in the financial services industry, especially within the local SME sector. It is a career that offers not only tremendous opportunities, personal and professional growth, but also provides you with the challenge and great earning potential by helping others fulfill their goals and dreams.

Designed for the practicing financial consultants and executives serving the SMEs, this program prepares participants for the professional examinations offered by the Society of Registered Financial Planners. (HKRFP). This practical program is also suitable for SMEs' executives and individuals for improving competency in financial and investment planning.

Module Description

Module 1: FP 3010 Financial Planning

The student would learn how to conduct a comprehensive financial planning for individuals. The subject focuses on the formulation, communication, and implementation of the comprehensive personal financial plan. Required skills concerning the principles of financial planning such as foundation of financial planning, insurance, investment and risk management, tax planning, retirement plans and employee benefits will be reviewed. A research project and case study with oral presentations are expected.

Topics covered:

- Principles of Financial Planning
- Estate Planning and Strategies
- Corporate Governance
- Corporate Finance
- Finance Markets

Module 2: FP 3020 Insurance Planning

After successful completion of this module, students should be able to use insurance as a tool for financial consultation to manage personal and/or group assets. This module provides a complement to the module Foundation of Financial Planning.

Topics covered:

Part A: Principles and Practice of Insurance

- Risk Management
- Functions and Benefits of Insurance
- Insurance Industry
- Insurance Regulation

Part B: General Insurance

- Personal Risk Management
- Commercial Risk Management

Part C: Long-term and Health Insurance

- Long-term Insurance
- Health Insurance

Module 3: FP 3030 Investment Planning

Students will be familiar with basic finance concepts such as the time value of money, the role of financial statements, and the concept of equity ownership. This module focuses on individual investors more than large institutional investors.

Topics covered:

- Investment Environment and Instruments
- Investment Diversification Concepts
- Valuation of Equity Investments
- Valuation of Fixed-income Investments
- Valuation of Derivation Securities
- Portfolio Management Measures and Investment Process

Module 4: FP 3040 Tax Planning

Students will learn profits tax, salaries tax, and property tax plus estate and stamp duties. They also acquire invaluable insight into all practical aspects of dealing with tax issues generally and the Inland Revenue Department in particular.

Topics covered:

- Introduction to the Hong Kong Tax System
- Profits Tax, Property Tax and Salaries Tax
- Depreciation Allowances
- Personal Assessment
- Tax Investigation
- Anti-avoidance Rules
- International Tax Planning
- Other Duties

Module 5: FP 3050 Best Practices for Financial Planners

Students will acquire knowledge of best practices for financial planners. They will learn to establish financial planning business, prepare financial planning proposal and analyze the pros and cons of different plans.

Topics covered:

- Background and General Principles
- Legal and Professional Responsibilities
- Building a Financial Planning Practice
- Documentation for Financial Planning Practice
- The Outline of Process of Financial Planning
- Code of Ethics & Professional Responsibilities

Program Structure & Timetable

- Duration: 4 months (105 lecture hours)
- Time: Saturday 9:30 am – 12:30 pm and 2:00 pm – 6:00 pm

	Module	Program Schedule		
1	FP 3010 Financial Planning	07-Jul-07 (Sat)	14-Jul-07 (Sat)	21-Jul-07 (Sat)
2	FP 3020 Insurance Planning	04-Aug-07 (Sat)	11-Aug-07 (Sat)	18-Aug-07 (Sat)
3	FP 3030 Investment Planning	01-Sep-07 (Sat)	08-Sep-07 (Sat)	15-Sep-07 (Sat)
4	FP 3040 Tax Planning	29-Sep-07 (Sat)	06-Oct-07 (Sat)	13-Oct-07 (Sat)
5	FP 3050 Best Practices for Financial Planners	27-Oct-07 (Sat)	03-Nov-07 (Sat)	10-Nov-07 (Sat)

Medium of Instruction

Both English and Chinese (Cantonese) will be utilized as language of teaching.

Speakers

Our speakers are experienced professionals and consultants with extensive lecturing experience in financial planning courses.

Venue

Classroom, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong

Fee

HK$17,500 Normal Fee
HK$15,750 Early Bird on or before 15 June 2007

** Fees include lectures, study guides and Q&A for Financial Planning Professional Examinations.

Admission Requirements

1. Meet ANY ONE of the following requirements:
   - 5 passes in HKCEE or above
   - Locally recognized professional qualification
   - 2 years relevant working experiences
2. Be Bilingual: English and Chinese (Cantonese)

Award of Professional Diploma

Students who have successfully completed the program will be awarded the "Professional Diploma in Financial Planning" by Hong Kong Productivity Council. They are required to pass all assignments and achieve a 75% attendance rate for each module. Professional Diploma participants are eligible to apply for the HKRFP student membership. In addition, Diploma graduates are eligible for an exemption for 2 modules out of 3 modules as listed, subject to the relevancy of job experience and academic background.

FP 3020 Insurance Planning
FP 3030 Investment Planning
FP 3040 Tax Planning

Continuing Professional Development (CPD) Accreditation

The Hong Kong Council for Academic Accreditation (HKCAA) has accredited this program for Continuing Professional Development (CPD) Activities. In terms of the number of core (22) and non-core (83) credits, the program is one of the activities granted the highest credits meeting the CPD requirements under the Insurance Intermediaries Quality Assurance Scheme. For details, please visit www.hkcaa.edu.hk, click "services" and "List of Accredited CPD Activities for Insurance Intermediaries." Name of organizer is Sunny Wave International Limited.

Application Procedure

- Fill in an enrolment form in BLOCK LETTERS
- Enclose with copies of H.K.I.D. card, academic or professional certificates
- Enclose a crossed cheque payable to "Hong Kong Productivity Council" for the appropriate course fee.
- Mail the completed from, supporting document and cheque to
  Ms. Karen Tang – PTI, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon,
- Alternatively, you may submit the enrolment materials in person at the following locations.
  You may pay by cash, cheque or credit card
  – 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon. (Tel: 2788-5923)

Application deadline is 27 June 2007.

Enquiry

Ms. Karen Tang e-mail: karent@hkpc.org Tel: 2788-5331 Fax: 2788-5350 **Website:** http://www.hktrainingonline.com

Enrolment Form

Hong Kong Productivity Council
香港生產力促進局

(*Please delete whichever inappropriate)

1. Course / Seminar — **Professional Diploma in Financial Planning (Intake 11)**

   Course Code — **40065812**

   Duration — **07 July 2007 – 10 November 2007**

   Fee — ***HK$17,500 / HK$15,750**(on or before 15 June 2007)

2. Name (*Mr/Mrs/Ms) ______________________________

   Mobile/Pager ______________________________

   E-mail Address ______________________________

3. Organisation ______________________________

   Position ______________________________

   Mailing Address ______________________________

   ____

   Telephone (Day) ________________ (Night) ________________

   Fax ______________________________

Signature ______________________ Date ______________

IMPORTANT NOTE :

1. Course fee must accompany this form (or its photocopy), otherwise enrolment may be rejected.
2. HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection. You may also contact our Personal Data Controlling Officer for further details.
3. Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
4. Enrolment fee is **not refundable** unless HKPC is notified in writing of your withdrawal **at least 5 working days** before the course commences. A handling charge of HK$200 will also be levied.
5. An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
6. HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
7. HKPC reserves the right to change the contents, venue and / or time as necessary.
8. Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after. (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.