

Please start a new form with each assessment.

Candidate details: Name of candidate: _____
 Membership Number: _____ Date of Birth: _____ / _____ / _____
Day Month Year
 Phone number: _____ E-mail address: _____

Exam details: Registration deadline - 3 working days before the exam

Exam Date/ Time: 11 Jul 2018 / 10.00 am 8 Aug 2018 / 10.00 am ** 19 Sep 2018 / 10.00 am
* Advanced Synoptic assessment is available on 8 Aug

Name of Qualification: _____

Name of Assessment: _____

Unit Code: _____ Duration: _____

Exam venue: British Council, 3 Supreme Court Road, Admiralty, Hong Kong
 (Exam confirmation will be sent by e-mail 3 days before the exam)

Total Exam Fee	=	AAT Exam Fee	+	British Council Exam Fee	Remarks: - Change of test date is not permitted in any circumstance - A receipt will be issued on the exam day - Result will be sent to you by e-mail within 6 weeks after the exam
HK\$ _____		HK\$ _____ <small>(Refer to the tables)</small>		HK\$750 per assessment	

Refund Policy: Exam fees are NOT refundable in any circumstances.

We only accept payment by credit card. Registrations without credit card details will **NOT** be accepted or processed. If you need any assistance in calculating your total fee, please contact us at (852) 29135173.

VISA MasterCard

Credit Card Number: _____ - _____ - _____ - _____ Expiry Date: _____ / _____

Cardholder's Name: _____ Cardholder's Signature: _____

By signing, I hereby authorise British Council to charge the specified credit card account for the indicated amount as stated above. I promise to pay such total subject to and in accordance with the agreement governing the use of such card.

Special Arrangement (if applicable)

Do you have any additional needs due to ill health / medical conditions? If yes, please specify your requirements here. You must attach supporting medical evidence to this form.

Please return this form:

- 1) **By E-mail** – Completed form must be **SCANNED** and e-mailed to: shirley.wu@britishcouncil.org.hk
- 2) **By Fax** – Please fax the completed form to (852) 2913 5172
- 3) **By Post** – Examinations Services, British Council, 3 Supreme Court Road, Admiralty, Hong Kong
- 4) **In Person** – Customer Services, 3/F, British Council, 3 Supreme Court Road, Admiralty, Hong Kong

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Qualification: AAT Foundation Certificate in Accounting - Level 2 (AQ2016)

Assessment	AAT Exam Fee	Duration
Bookkeeping Transactions	HK\$500	2 hours
Bookkeeping Controls	HK\$500	2 hours
Elements of Costing	HK\$500	1 hour 30 mins
Foundation Synoptic assessment	HK\$563	2 hours

Qualification: AAT Foundation Diploma in Accounting and Business - Level 2 (AQ2016)

Assessment	AAT Exam Fee	Duration
Bookkeeping Transactions	HK\$500	2 hours
Bookkeeping Controls	HK\$500	2 hours
Elements of Costing	HK\$500	1 hour 30 mins
Foundation Synoptic assessment	HK\$563	2 hours
Business Communications, Personal and learning Skills	HK\$500	2 hours
Introduction to Business and Company Law	HK\$500	1 hour 30 mins
Introduction to Payroll	HK\$500	1 hour

Qualification: AAT Advanced Diploma in Accounting - Level 3 (AQ2016)

Assessment	AAT Exam Fee	Duration
Advanced Bookkeeping	HK\$538	2 hours
Final Accounts Preparation	HK\$538	2 hours
Management Accounting: Costing	HK\$538	2 hours 30 mins
Indirect Tax	HK\$538	1 hour 30 mins
Advanced Diploma Synoptic assessment	HK\$625	3 hours**

**This assessment is split into two individual component parts. Each component part is 1.5 hours long, and unused time from component 1 cannot be carried across to component 2

Qualification: AAT Professional Diploma in Accounting – Level 4 (AQ2016)

Assessment	AAT Exam Fee	Duration
Financial Statements of Limited Companies	HK\$538	2 hours 30 mins
Management Accounting: Budgeting	HK\$538	2 hours 30 mins
Management Accounting: Decision and Control	HK\$538	2 hours 30 mins
Professional Diploma Synoptic assessment	HK\$638	3 hours
Business Tax	HK\$538	2 hours
Personal Tax	HK\$538	2 hours 30 mins
Credit Management	HK\$538	2 hours 30 mins
External Auditing	HK\$538	2 hours
Cash and Treasury Management	HK\$538	2 hours 30 mins

Qualification: AAT Foundation Certificate in Bookkeeping – Level 2

Assessment	AAT Exam Fee	Duration
Bookkeeping Transactions	HK\$500	2 hours
Bookkeeping Controls	HK\$500	2 hours

Qualification: AAT Advanced Certificate in Bookkeeping - Level 3

Assessment	AAT Exam Fee	Duration
Advanced Bookkeeping	HK\$538	2 hours
Final Accounts Preparation	HK\$538	2 hours
Indirect Tax	HK\$538	1 hours 30 mins

Qualification: Level 2 Certificate in Bookkeeping (L2BK2013)

Assessment	AAT Exam Fee	Duration
Processing Bookkeeping Transactions	HK\$475	2 hours
Control Accounts Journals and Banking Systems	HK\$475	2 hours

Qualification: Level 3 Certificate in Bookkeeping and Ethics (L3CBE2014)

U Assessment	AAT Exam Fee	Duration
Indirect Tax (optional unit)	HK\$513	1 hour 30 mins