



# 香港華人會計師公會

## The Society of Chinese Accountants & Auditors

(在香港註冊成立之有限公司)  
(Incorporated in Hong Kong as a company limited by guarantee)

15 December 2009

Dear Members and Affiliates

### Re: Training Course - Audit Junior (Course Code: 0909)

In order to assist the audit juniors to apply their technical knowledge acquired into their daily work, the Society organized the following training course for audit juniors to strengthen their principles and enhance their practical skills. The contents of the course are summarized as follows:

<u>Lesson 1</u> 1. Overview of Auditing 2. Ethics and Quality Control 3. Audit Risk and Materiality	<u>Lesson 2</u> 1. Audit Evidences 2. Working Papers 3. Analytical Review
<u>Lesson 3</u> 1. Sampling Method 2. Directional Testing 3. External Confirmations	<u>Lesson 4</u> 1. The Independent Auditor's Report on the Financial Statements 2. Review on Subsequent Event 3. Review on Going Concern Status 4. Other Wrap-up Matters

Trainers: Mr. Allan Lee  
Director  
Allan Lee Professional Solutions Limited

Size of Class: 110

Date: 7, 9, 14 & 16 January 2010

Time and Venue: **Thursday Night (7 & 14 January 2010)**  
The Joint Professional Centre (Theatre)  
Unit 1, G/F, The Centre, 99 Queen's Road Central, Hong Kong  
6:30p.m. – 9:30p.m.

**Saturday Morning (9 & 16 January 2010)**  
15/F., Multi-purpose Room, VTC Tower,  
27 Wood Road, Wanchai, Hong Kong  
9:30a.m. – 12:30p.m.

Language: Cantonese (supplemented by English handouts)

Fee per person: HK\$1,000 for staff of member firms  
HK\$1,200 for non-member



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Enrolment for the course is on the first-come-first-served basis. The Society reserves the right to restrict the number of enrolments for each firm to provide a fair opportunity to every member firm. Please complete and send the attached enrolment form together with your cheque for the full amount made payable to "The Society of Chinese Accountants & Auditors". There will be no separate notification unless the enrolment is rejected. Enquiries about the workshop should be addressed to Ms Winny Szeto at 2869 6680.

Students attending 75% or more of the course will be provided with a certificate of attendance.

Yours faithfully

Donald Chau  
Training Committee Chairman