



創於 1913 年  
Founded in 1913

# 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)



## Audit Documentation Sharing Session

Code 1920 Webinar 7 Oct 2020 (Wed) @ 7:00pm

Mr. Edison Chow

### Audit Documentation Sharing Session (Course Code 課程編號: 1920)

**Highlights:**  
課程重點:

The sharing session will share how to complete a better audit documentation to fulfill the auditing standards requirements and to provide explanatory guidance that assists in fulfilling the mandatory requirements. It covers the different types of audit documentation such as audit planning, group audit planning, execution files, sampling method, memorandum ("memo"), the forms, content and extent of audit documentation required.

A set of sample audit documents will be distributed to the participants to facilitate the discussion on illustration.

**Speaker (s):**  
講者:

**Mr. Chow Tsz Kit Edison** 周紫傑先生 *FCPA (Practising)*  
*Founder and Managing Partner, ALE & Co.*  
*Founder and Managing Partner, ALE (CPA) Limited*  
*Partner, C.L. So & Company*

**Date:**  
日期:

7 October 2020 (Wednesday)  
2020 年 10 月 7 日 (星期三)

**Time:**  
時間:

7:00pm – 8:30pm  
晚上 7:00 - 8:30

**Format:**  
授課形式:

Webinar (Live via zoom)  
網絡研討會 (zoom 直播)

**Language:**  
語言:

Cantonese (with English Handouts)  
廣東話授課並備以英文講義

**CPD hours:**  
CPD 時數:

1.5 hrs  
1.5 小時

**Fee:**  
費用:

HK\$150 for SCAA member/affiliate/member's staff ; HK\$250 for non-member  
華師正式會員/ 附屬會員/ 正式會員之僱員，每位 HK\$150; 非會員，每位 HK\$250



**HK\$50 for the participants of “(Course Code 1220) Training Workshop for Audit Juniors” OR “(Course Code 1620) Training Workshop for Audit Seniors”.** To have special offer, please select category “SCAA Guest/Non-member (Special Offer)”, fill in the following special offer code and name of organization:

**曾報讀“(課程編號 1220) Training Workshop for Audit Juniors”或“(課程編號 1620)**



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**Training Workshop for Audit Seniors”**之人士，可享優惠價 **HK\$50**。報名時請選取“華師之友/非會員(優惠)”的身份，並輸入以下代碼：

優惠編碼 Special Offer Code : 12201620

機構名稱 Organization : SCAAAJAS

## Enrolment: 報名:

Online application is on a first-come, first-served basis. Please click [HERE](#) to enroll and settle the payment via PayPal, Credit Card or \*\*Cheque.

\*\*No seat can be reserved through telephone. Enrolment will be processed upon receipt of payment. Please be reminded to complete the online form and send together with your cheque to the Secretariat.

研討會以先到先得形式於網上報名，請[按此](#)報名並以 PayPal、信用卡或\*\*支票付款。

\*\*本會不設電話留位，報名以收妥支票為準。請完成網上表格連同支票寄回本會秘書處。

[Enroll Now](#) 現正接受報名

請即報名

## Remarks: 備註:

User guide on zoom and the link to the webinar will be sent to registered participants by email on 6 October.

Zoom 安裝與使用教學及研討會連結將於 10 月 6 日發送至參加者的登記電郵地址。

## Speakers' Bio: 講者簡介:

Edison obtained a BBA in Accounting (with honors) from a Hong Kong university and has over 15 years of solid experience in auditing, accounting, taxation, financial due diligence projects and review of internal controls for sizeable organization and listed companies in HK and US. Prior to founding his own company, Mr. Chow worked at two medium-sized CPA firms, where he gained experience reviewing privately held and public clients in various industries, such as property development, property holdings, department stores, immigration consultancy, agriculture, information technology including Blockchain, cryptocurrency, mobile games, IT solutions, trading, manufacturing, marketing and production, beauty and treatment, jewelry, logistics and marine transportation, together with Marine projects. Mr. Chow is a fellow practicing member of the Hong Kong Institute of Certified Public Accountants (“HKICPA”), as well as a member of the Society of Chinese Accountants and Auditors of Hong Kong (“SCAA”). He is fluent in Cantonese, Mandarin Chinese and English.



Edison was appointed as different committee members for the accounting industry bodies such as The Society of Chinese Accountants & Auditors and Hong Kong Institute of Certified Public Accountants. He was engaged as the mentor for Hong Kong Institute of Certified Public Accountants and IVE (Haking Wong) Accounting Students for several years, also provided the internship to Hong Kong Polytechnic University and IVE (Haking Wong) Accounting students for several years. Edison was engaged the sharing sections for Qualification Programme (“QP”) for current QP candidate from different accounting bodies.



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**Enquiry:**  
**查詢:**

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