

Hong Kong Academy of Finance Financial Leaders Programme Application Form

** This form must be completed electronically*

A. Personal Particulars *

Salutation:

First Name:

Last Name:

Chinese Name *(if applicable)*:

Date of Birth *(MM/YYYY)*:

 /

B. Contact Information *

Phone Number:

(Office)

(Mobile)

Primary Email Address:

Alternate Email Address:

Office Address:

Assistant's Contact Information

(Name)

(if applicable):

(Title)

(Telephone number)

(Email)

** Mandatory fields*

Please fill in Part C to G in reverse chronological order, i.e. most recent happenings should come first.

C. Work Experience *

Please include below your recent three employment (including your present job).

Company Name 1:

Position Held:

Industry Sector:

Employment Period:

Type of Employment:

Based in Hong Kong / current job
has a close connection to the
Hong Kong financial industry:

From	To	present
Full-time		Part-time
Yes	No	

Company Name 2:

Position Held:

Office Location:

Industry Sector:

Employment Period:

Type of Employment:

Based in Hong Kong / current job
has a close connection to the
Hong Kong financial industry:

Hong Kong
Overseas (please state specific city: _____)

From	To	
Full-time		Part-time
Yes	No	

Company Name 3:

Position Held:

Office Location:

Industry Sector:

Employment Period:

Type of Employment:

Based in Hong Kong / current job
has a close connection to the
Hong Kong financial industry:

Hong Kong
Overseas (please state specific city: _____)

From	To	
Full-time		Part-time
Yes	No	

Years of Working Experience in Total:

Year(s)

Month(s)

D. Academic Qualifications *

Year Obtained (YYYY)	Academic Qualification Obtained	Name of University / Institute

E. Professional Qualifications & Memberships

Year Obtained (YYYY)	Professional Qualifications / Memberships Obtained	Full Name of Issuing Authority

F. Awards and Achievements

Year Obtained (YYYY)	Awards / Achievements	Full Name of Issuing Authority

G. Industry / Public Work

If you are serving / have previously served on industry body / committee / association, or advisory body of the Government and financial regulatory body, please provide the details below.

From (MM/ YYYY)	To (MM/ YYYY)	Name of Organisation	Position held

H. Language Proficiency *

Languages	Spoken	Written
English		
Putonghua #		
Cantonese		

Part of the 2024 Programme will be conducted in Putonghua (e.g. field trip(s) to Mainland China).

I. Reference Letter(s)

Apart from the nomination letter of your employer, you may, at your discretion, provide us with up to two other reference letters. The referee(s) should be individual(s) who know you well and are able to comment on your leadership potential and professional capabilities, other than your current employer. The AoF may contact him / her for comments on your application. Complete this section if you have submitted supplementary reference letter(s).

Referee Name 1:

Position Held:

Organisation / Company Name:

Phone Number:

Email Address:

Referee Name 2:

Position held:

Organisation / Company Name:

Phone Number:

Email Address:

J. Personal Statement *

Describe your career aspirations, your reasons for applying for this Programme, and how you are going to contribute to the Hong Kong financial services industry after graduating from the Programme (no more than 500 words).

K. Additional Information

Please provide any information that you think will help us consider your application but has not been covered in the previous sections of this application form (no more than 500 words).

L. Terms and Conditions*

By signing at the signature box at the end of this section and submitting my application for the Financial Leaders Programme (“Programme”) to the Hong Kong Academy of Finance Limited (“AoF”), I accept the following terms and conditions –

Application

- (a) I confirm that the information I have provided for this application is **true, correct and complete**.
- (b) I will **notify** the AoF as soon as practicable **should there be any changes** to the information I provided for this application.
- (c) I give consent to the AoF for **verifying the information** I provided for this application by, including but not limited to, contacting the personnel and organisations mentioned in my application documents including but not limited to this application form.
- (d) I understand and agree to **pay the Programme fee of HKD 100,000 (“Programme Fee”) to the AoF if I am offered a place in the Programme**. The AoF has the right to revoke such offer if the Programme Fee is not received by the AoF by the mentioned date. I understand and agree that the Programme Fee is **non-refundable**.

The Programme (applicable if I am admitted as a participant of the Programme)

- (e) I understand and agree that I will be responsible for the **transportation and accommodation costs and any ancillary expenses for any field trip(s) organised as part of the Programme**. I understand that I will be responsible for arranging my own travel insurance before participating in any of such field trip(s).
- (f) The AoF has the sole discretion to amend the Programme including its content, duration, mode of delivery and schedule of activities. Where possible, the AoF will inform participants of the Programme of any such changes in advance.

- (g) I understand and agree that **participants of the Programme will be awarded with the graduation credential only if they have achieved at least 75% or more attendance of the full Programme and have shown satisfactory performance throughout the Programme.**
- (h) All course materials distributed by the AoF during the Programme (“Materials”) are owned by the AoF or the speakers of the relevant courses. The copyright and all other intellectual property rights of whatever nature in relation to the Materials shall remain vested in the AoF or such speakers, as the case may be. No Materials may be copied, reproduced, uploaded, posted, distributed, displayed or linked to in any way, in whole or in part, without the AoF’s or the speakers’ (as the case may be) prior permission.
- (i) The AoF does not accept responsibility for anyone acting as a result of information provided or views expressed in the Programme, including but not limited to the information in the Materials. Opinions expressed are those of individual speakers and participants and not necessarily those of the AoF.
- (j) To the extent permitted by law, the AoF shall not be liable for any losses or damages suffered by the participants of the Programme, whether in contract, in tort, or for breach of statutory duty. The AoF shall not be liable for any indirect, consequential, incidental, reputational or future damage incurred by the participants of the Programme, including, but not limited to, business interruption, loss of business or loss of profits, even if it has been advised of their possible existence. In any case whatsoever, the AoF’s total liability in contract, tort or otherwise shall not exceed the Programme Fee paid by a participant.
- (k) I understand and agree that the AoF (or third party appointed by or in collaboration with the AoF) will take photos and videos during activities attended by participants of the Programme for record, promotion, and other purposes related to developing the Programme. I provide consent to the AoF for **using the photos and videos taken with my presence.**

Personal Data

- (1) I have read and understood the following **personal information collection statement**, and authorise and consent to the stated use of my personal data (including being contacted regarding activities of the Programme and future activities of the AoF).

“Personal Information Collection Statement -

The AoF is committed to complying with the relevant provisions of the Hong Kong Personal Data (Privacy) Ordinance. Unless otherwise specified, provision of personal data (“Data”) by an applicant is voluntary but the AoF may not be able to process or maintain his or her application without such Data. The Data collected will be used by the AoF for identity verification, administrative (including maintenance of application records / handling of inquiries), communication (including distribution of information regarding activities of the Programme and future activities of the AoF) and other purposes related to the objectives, functions and activities of the AoF. The Data collected may also be transferred to third party service providers, whether within or outside Hong Kong, who provide administrative or other services to the AoF with respect to the AoF’s operations and activities for such purposes. Regarding an applicant who is an AoF Member, the AoF maintains an AoF membership list (including the name and job title of AoF Members and their status as AoF Members), and the AoF may disclose the AoF membership list on the website of the AoF or make the AoF membership list available at its offices or by other means. Save as described above, the AoF will not disclose the Data collected to an external party unless the relevant applicant’s consent has been obtained or if required to do so by law or for seeking legal advice. An applicant has the right to request access to and correction of Data held by the AoF about himself or herself. If an applicant wishes to access or correct his or her Data, please contact our data protection officer at info@aof.org.hk.”

^Signature of
applicant: _____

Date: _____

- ^ To sign this PDF form, click the Sign icon in the Fill & Sign toolbar, and then choose whether you want to insert your e-signature or draw by using your mouse. You will not be able to further edit the form once you sign the document.

Submitting Your Application

Please send your application to us by **17 December 2023**. Please send your application form, together with the following documents, by email to **flp2024@aof.org.hk**. Your application email with attachments must be within 10 Mb. Submission of complete documents will facilitate our timely processing of your application.

- Completed Application Form (incl. Page 1 to 10)
- Resume / CV
- Nomination letter from your employer signed off by the CEO
- Reference letters (if applicable)
- Recent photo in JPEG or PNG format

Should you have any questions, please do not hesitate to contact us at **flp2024@aof.org.hk** or **2597 0900**.