



THE ASSOCIATION OF  
**HONG KONG**  
**ACCOUNTANTS**

*(a member of The Association of Hong Kong Accountants Limited, incorporated in Hong Kong as a company limited by guarantee)*

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**Webinar on  
“Practical Tips on Preparing Annual Reports”**

**Speakers :**

**Ms Carina Foo**

**Director of CS Legend Corporate Services Limited**

**Mr Sam Lo**

**Company Secretarial Manager of CS Legend Corporate Services Limited**

**AND**

**Ms Joyce Cheung**

**Competent areas: Corporate Finance; Legal & PR translations**

**(Course Code : 202020)**

**Seminar Outline :**

- Tips for creating a great Annual Report
- Annual Report contents requirement under Listing Rules
- Annual Report contents requirement under Hong Kong Companies Ordinance
- Translation Tips

**Date:** 19 November 2020 (Thursday)  
**Time:** 6:30pm – 8:30pm (6:15pm Registration)  
**Venue:** **WEBINARS (webinars access link is only sent by email to the participants who have paid the enrolment fee into one or two days before the date of the seminar)**  
**Medium:** Cantonese, Handout in English  
**CPD Hours:** 2 hours  
**Enrolment Fee:** **HK\$100** Member or Associate of AHKA  
**HK\$150** Non-member  
**Online Enrolment :** Please **Click here**  
**Deadline:** 17 November 2020 (Tuesday)

*About the Speaker:-*

**Ms Carina Foo**

**Director**

**CS Legend Corporate Services Limited**

Carina Foo is the Director of CS Legend Corporate Services Limited. She has extensive experience in corporate governance and compliance issues for private and public listed companies in Hong Kong. She gained her experience through working in an international accounting firm and various listed companies in Hong Kong.

**Mr Sam Lo**

**Company Secretarial Manager**

**CS Legend Corporate Services Limited**

Sam Lo is the company secretarial manager of CS Legend Corporate Services Limited. Mr. Lo has substantial experience in Hong Kong listed companies as well as private and offshore companies.

**Ms Joyce Cheung**

**Competent areas: Corporate Finance; Legal & PR translations**

Joyce has over 20 years of experience in the field of legal, financial and media translations. She also worked in a renowned local law firm as legal translator for several years and later as financial translator in a financial public relations firm for over five years. With practical work experience in both legal and financial field, she had completed numerous corporate financing projects, including IPO, fund prospectus, compliance documents such as circulars, environmental, social and governance (ESG) reports and a wide spectrum of legal materials.

## Enrolment Form

To : The Association of Hong Kong Accountants

Email : [ahka\\_enrolment@ahka.hk](mailto:ahka_enrolment@ahka.hk)

Enquiries : 3520 2546 / 2127 4249

Fax : 3547 8088

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Member or Associate of AHKA (No.: \_\_\_\_\_)

Non-Member

Full Name : \_\_\_\_\_

Firm's Name : \_\_\_\_\_

Mobile Phone No. : \_\_\_\_\_ Email: \_\_\_\_\_

<b>Enrolment Fee:</b>	Member or Associate of AHKA	HK\$100
	Non-Member	HK\$150

Cheque No. : \_\_\_\_\_ Bank: \_\_\_\_\_ Amount HK\$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the enrolment form together with your cheque for the full amount made payable to “**The Association of Hong Kong Accountants**” and send to Unit E6, 2/F., Hong Kong Industrial Building, 444-452 Des Voeux Road West, Hong Kong

Notes:

1. Enrolments for the seminar are accepted on the first-come-first-served basis. Priority will be given to AHKA's members or associates
2. **Confirmation and webinars access link be sent by email before the date of the seminar one or two day before.**
3. Please use your seminar registration name to login into the webinars seminar.
4. If Typhoon Signal No. 8 or higher / Black Rainstorm warning is hoisted, the seminar will be postponed and new arrangement will be announced.
5. **Personal data** collected from the enrollee may be used by the Association to inform you of this seminar, and any other training activities, the benefits, goods, services, facilities and events to be organized or provided by the Association. An enrollee may opt out from receiving such materials at any time by sending a letter to the Association's privacy officer.