



Management Consultancies Association of Hong Kong 香 港 管 理 顧 問 協 會

Management Consultancies Association of Hong Kong (“MCAHK”)

Management Consulting Development Fund (the “Fund”)

Introduction and Application Form

Objectives

1. The objectives of the Fund are:
 - (a) to promote “management consultancy” as a profession to universities’ students and new recruits of management consultancy firms to pursue their career upon graduation; and,
 - (b) to support the further development and training of applicants who are new recruits and full-time employees of MCAHK members firms in the field of management in general and management consultancy in particular and encourage their continuing professional development within the management consulting industry.

Allocation of grant and eligibility of Grantee

2. The Development Fund Sub-Committee will target to allocate, at the sole discretion of the sub-committee, on a case-by-case basis with the approval of General Committee, grant of up to HK\$100,000 to each successful applicant of up to 3 successful applicants per year.
3. Applicants eligible to apply to the Fund are required to meet the following criteria:
 - (a) new recruits within 1 year by a MCAHK member firm under full-time employment and are valid to work in Hong Kong and full time employees of MCAHK member firm; and,
 - (b) nominated by authorized representative of MCAHK member firm.

Application procedures / timeline

4. Please submit completed application forms by hand or by post or by email to the following registered office of MCAHK by the end of each quarter (i.e. 31st March, 30th June, 30th September and 31st December) (hereinafter referred to as the “Submission Date”):

Management Consultancies Association of Hong Kong
5/F, Chung Nam House, 59 Des Voeux Road Central, Hong Kong
Tel: (852) 2856 0038 Fax: (852) 2565 6628 Email: mcahk@mca.org.hk
5. Shortlisted applicants will be notified for invitation to interviews within 1 month from Submission Date.
6. Face-to-face interview with shortlisted applicants will be held within 2 months from Submission Date.
7. Successful applicants will receive notification and acceptance letter within 4 months from Submission Date.
8. MCAHK has the discretion to determine whether to accept the submitted applications.
9. The decision on results of application and successful applicants of MCAHK shall be final and there is no appeal mechanism or review mechanism for the results of the applications.

Grant

10. Upon acceptance by signing and returning the acceptance letter to MCAHK, the Grantee may submit reimbursement forms for disbursements over the last 3 months by the end of each quarter (i.e. 31st March, 30th June, 30th September and 31st December).
11. The reimbursement forms must be signed and acknowledged by authorized representative of the nominated MCAHK member firm by hand or by post or by email to the registered office or official email address of MCAHK.
12. The Grantee may reimburse his/her expenditure with the conditions as follows:
 - (a) any costs incurred for his/her continuing education, including local and overseas further studies off the jobs, seminars, conferences, and their overseas travel and accommodation, that are relevant to management in general and management consultancy in particular within 2 years from the Submission Date (hereinafter referred to as the "Reimbursement Period");
 - (b) the Grantee's authorized representative of the nominating MCAHK member firm declares that:
 - (i) the studies / seminars / conferences are within and relevant to its firm's training policy and/or staff development, and,
 - (ii) the expenses comply with the eligibility as stipulated in this Constitution, and,
 - (iii) the expenses of studies / seminars / conferences were not paid by nominating MCAHK member firm
 - (c) the Grantee has submit original invoices and/or receipts together with the reimbursement forms;
 - (d) the Grantee declares his/her attendance to the studies / seminars / conferences and/or passing of the exams;
 - (e) reimbursement forms must be signed and approved by the authorized representative of the nominating MCAHK member firm; and,
 - (f) the Grantee must remain employed by the nominating MCAHK member firm during the Reimbursement Period.
13. The Grantee may expect to receive reimbursement as approved by MCAHK in the form of cheque payable to Grantee's name within 4 weeks from the end of each quarter as referred to in paragraph 10 above.
14. The decision of MCAHK shall be final and there is no appeal mechanism or review mechanism for the results of the reimbursement. MCAHK is not obligated to approve all reimbursement forms.
15. It is the Grantees' own responsibilities and liabilities to enter into any financial commitment in relation to their continuing education.
16. For enquiries, please contact MCAHK at its registered office address, fax or email.
17. MCAHK has the discretion to amend the operation of the Fund and its application form time to time as appropriate.
18. Data collected in this application will be used for the Fund and its application purpose only.
19. MCAHK being regarded a Data User as defined under the Personal Data (Privacy) Ordinance) to safeguard all information provided by applicants. We shall make our best endeavours to ensure that the privacy of applicants is properly protected. Only the authorized persons who will be permitted to access to such Personal Data, and we shall not release such Personal Data to any external parties without your agreement.



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BASIC INFORMATION

Applicant's name : _____
Corresponding address : _____
Tel : _____
Fax : _____
Email : _____

HKID / Passport no. : _____
Nationality : _____
Date of birth (dd-mm-yyyy) : _____

Last degree obtained : _____
Year of graduation : _____
Name of university : _____

Name of current employer : _____
(MCAHK member firm)
Start date of employment : _____
Current position : _____
Full time employment : Yes / No (please delete as appropriate)

Please submit the following documents together with this application form:

- Curriculum vitae
- Brief description of current job nature
- Brief description of how you would spend the Grant

Signed by:

Acknowledged by:

Applicant:

Date:

Authorized representative:

MCAHK member firm:

Date: