



IPA INSTITUTE OF PUBLIC
ACCOUNTANTS

ifa

Institute of
Financial Accountants
Member of the IPA Group

CHINA DELEGATION

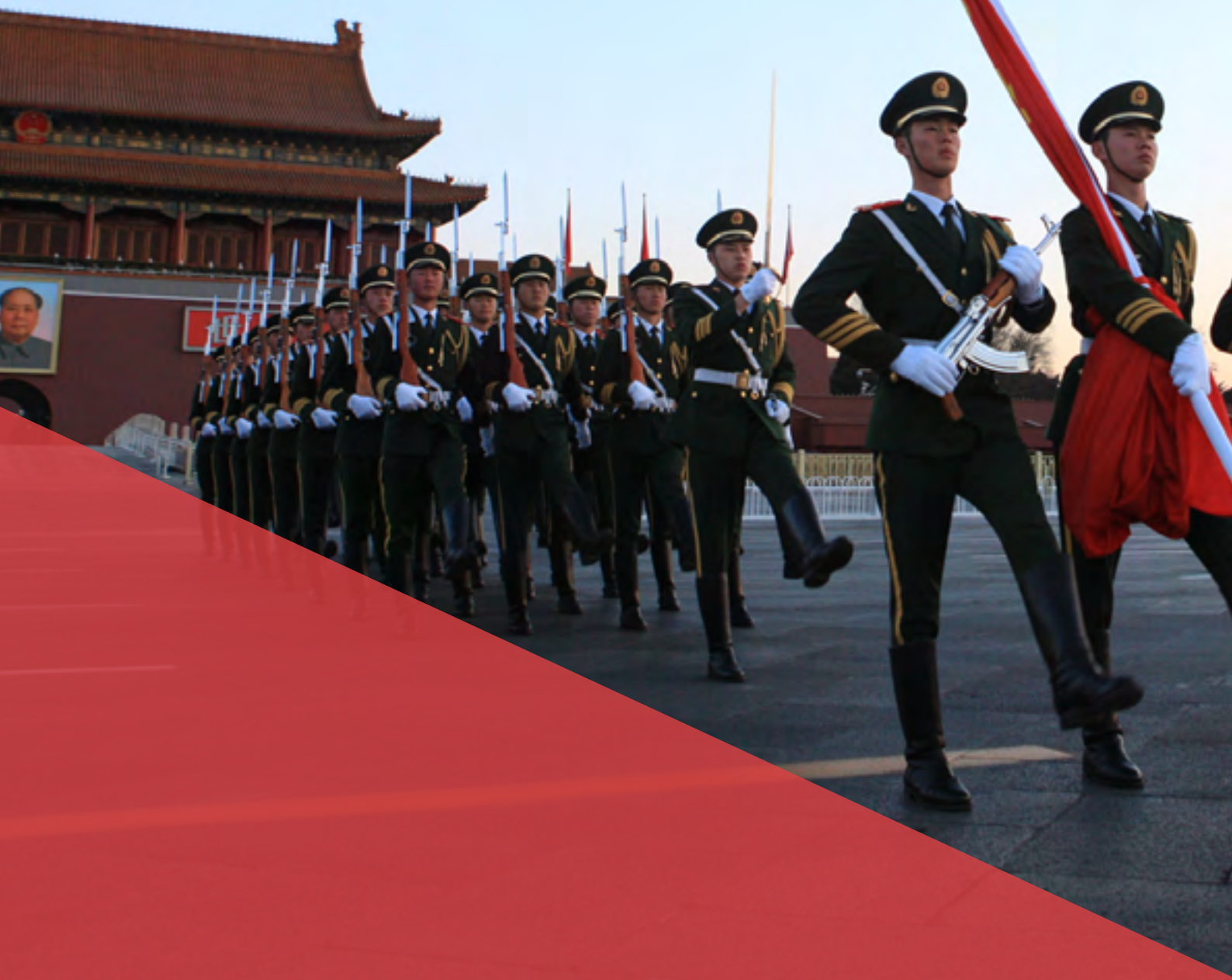
SUN 11 – FRI 16 JUN 2017



ABOUT THE EVENT

Led by Institute of Public Accountants' (IPA) CEO Andrew Conway and co-led by IPA President Damien Moore, the delegation will provide an introduction to commercial opportunities following the historic China Australia Free Trade Agreement (ChAFTA) that came into force in December 2015.

The education program will feature three days of seminars and site visits, providing delegates with the opportunity to become familiar with Chinese markets, identify potential business partners and to network with industry peers.





PACKAGE COST

\$4,000 AUD (GST exempt)

PACKAGE INCLUSIONS

- 3 days training and site visits
- 3 sightseeing tours
- 5 nights' accommodation at Regent Beijing
- 5 breakfasts
- 4 lunches
- 1 banquet dinner
- 1 cocktail function
- 1 farewell dinner
- Beijing airport transfers on 11/6/17 and 16/6/17
- Bus transportation whilst in Beijing

DELEGATES TO COVER

Delegates are required to organise and pay for their flights, visas, meals and activities not indicated in the Program.

DELEGATION SIZE

This event is capped at a maximum of 20 – 28 participants.

Registration will be taken on a first-in-first served basis.

Once maximum numbers have been reached a wait list will be taken. In case of overbooking, a selection will be made according to the date of the receipt of the application. Therefore it is recommended that delegates do not make any flight bookings until confirmation is received from the IPA. In order to ensure fairness we will not be placing any spots on hold.

ACCOMMODATION

Regent Beijing

99 Jinbao Street
Dongcheng District
Beijing 100005, China
t + 86 10 8522 1888

[Website](#)

Located just a heartbeat away from the legendary 'Forbidden City' of the Ming and Qing dynasties, the Regent Beijing is a prominent five-star luxury hotel in Beijing, that includes a full-service Business facility, a state-of-the-art Fitness Centre, a 25-metre indoor pool and a Wellness Spa.

The package includes five nights' accommodation in a standard Deluxe Room (Check in Sunday 11th and check out Friday 16th June). Additional nights can be purchased at delegates own expense (\$315 AUD per night) via the registration form.

FLIGHTS

Delegates are responsible for their own flights and should book their trip so that they arrive in **Beijing on Sunday 11 June** and **depart Friday 16 June** (unless extending their stay).

Delegates must send the IPA a copy of their flight itinerary so that airport transfers can be arranged.

Book Your Own Flights

Delegates can organise their own flight bookings through their preferred provider or online.

Travel Agent

Flight Centre is the approved travel agent of the IPA. Competitive [pricing](#) has been secured for delegates. Connecting domestic flights can also be arranged via Flight Centre.

After receiving confirmation of registration, delegates can contact Elle Raidall directly to organise their flights. Flight Centre can also assist with travel insurance for delegates leaving from Australia.

Elle Raidall

Flight Centre Travel Manager
t 03 9049 9300
e elle.raidall@flightcentre.com.au
Travel Agents License Number: 31089

BEIJING AIRPORT TRANSFERS

The IPA will run airport transfers on the 11th and 16th June.

Pick up

The IPA will organise pick-up from 8am to 8pm on Sunday 11 June 2017 from Beijing Airport (PEK). If you request a transfer outside of this time period you will need to advise the IPA, as additional charges may apply.

Delegates arriving before the 11th June will need to make their own arrangements.

Drop off

After the Great Wall of China tour (concluding approximately 3.00pm), delegates will be escorted to the Beijing Airport (PEK) for their flight home. For delegates flying out later in the night, a separate bus will bring them directly back to the hotel and take them out later in the evening (a time will be specified once we have all delegates' flight details).

Delegates who are extending their trip after the 16th June will need to make their own arrangements.

VISAS

A visa is required for all travelers to China. Delegates should ensure that they obtain a Business visa for the purpose of this visit. Please allow sufficient time for processing of your visa application (e.g. allow a minimum of two to four weeks to gather all documents, application and processing). Delegates must arrange their visa before their arrival in China. It is very difficult to obtain a visa at Chinese border entry points.

Chinese authorities strictly enforce penalties for entry and exit visa violations. Delegates should therefore ensure they depart China before their visa expiry date.

It is the delegate's sole responsibility to organise their visa. The IPA will not be held liable for any costs should a delegate's visa be declined and any refunding of fees will be at the sole discretion of the IPA.

IPA suggests using Flight Centre's [VisasDirect](#) service. VisasDirect obtains travel visas by submitting a completed travel visa application, and other required documents, to embassies or consulates on your behalf. This eliminates the need for you to visit, communicate, and correspond directly with the embassy or consulate. If you have questions, VisasDirect travel visa and passport experts are available by email info@visasdirect.com.au or call 1300 660 992. Alternatively delegates can contact the [Embassy of the People's Republic of China](#) in Australia for detailed information on how to apply for a visa themselves.

LETTERS OF INVITATION

Upon receipt of registration and payment, the IPA will provide a confirmation notice within 1 to 2 business days with a receipt and a separate email including a formal Letter of Invitation for Visa Purposes. Please allow 1-2 business days to receive this information.



TRAVEL INSURANCE

IPA requires delegates take out insurance to cover loss (including registration fees) incurred in case of cancellation, medical expenses, delays and damage to or loss of personal effects.

Flight Centre can organise travel insurance for delegates leaving from Australia, below is a price guide. Final prices are subject to differences in travel dates and age.

Covermore Travel Insurance

- \$177 per person, aged under 55 Years
- Travel dates 10 Jun – 17 Jun
- Includes:
 - \$100 excess
 - \$5,500 cancellation cover
 - \$Unlimited overseas medical*
 - \$15,000 luggage
 - \$10,000 rental car excess
 - Medical advice line
 - 24hr emergency assistance
 - Global travel SIM

WEATHER

June is the beginning of summer season. The summer rains begin, with occasional thunderstorms. Temperatures range from 18 to 30°C on average.

DRESS CODE

Sunday 11 June

Neat casual with comfortable footwear

Monday 12 June

Neat casual with comfortable footwear

Tuesday 13 June

Business attire

Wednesday 14 June

Business attire

Thursday 15 June

Business attire

Friday 16 June

Neat casual with comfortable footwear





AGENDA

Please note the below is to provide an information guide and is subject to change.

More details will become available in the coming weeks.

DAY 1

Sunday 11 June

Delegates depart for Beijing on Saturday night / Sunday morning. Upon arrival at Beijing airport you will be transferred to your hotel (please refer to information on Airport Transfers).

For those delegates who have already arrived, in the late afternoon IPA will escort delegates for a short 1.5 to 2 hour walk around Beijing city, stopping at Tiananmen Square and then onto Wangfujing, one of the most famous shopping streets in Beijing.

Meals: At own expense

Accommodation: Regent Beijing

DAY 2

Monday 12 June

This morning see one of China's most iconic temples, the sacred and architecturally unique Temple of Heaven. Also known as Tiantan, this perfection of Ming architecture has come to symbolise Beijing. Once used for the worship of the heavens for good harvest, the structure stands at 38 metres in height and 30 metres in diameter. With neither nails nor concrete used in its construction, it is completely balanced by wooden pillars.

Continue with a visit to Tiananmen Square which was built on the orders of Mao Zedong and is said to have the capacity to hold over a million people. From Tiananmen Square continue on foot passing through the beautiful Gate of Heavenly Peace and under the portrait of Chairman Mao to enter the splendid Forbidden City. This ancient city was the sacred heart of the empire for over 500 years and home to the Ming and Qing dynasty imperial courts.

This afternoon, drive to the north-west part of the city and visit the magnificent Summer Palace. Filled with temples, pavilions, gardens and decorated corridors, the Summer Palace was particularly favoured by the Empress Dowager Cixi in the late 19th century. Wander through the extensive grounds of this vast royal garden which includes a number of Beijing's artistic gems: the 700 meter Long Corridor, the graceful Seventeen Arch Bridge, and the temples and pavilions of Longevity Hill.

Meals: Breakfast at hotel, lunch, dinner

Accommodation: Regent Beijing

DAY 3

Tuesday 13 June

In the morning, an expert will offer a general introduction to business in China along with common cultural practices and etiquette. This will be followed by a presentation on the China-Australia Free Trade Agreement (ChAFTA).

In the afternoon we will visit a director of an accounting firm, who will discuss the local market, talk through their business operations and how they hope to expand their business with foreign partnerships.

In the evening, delegates will have the chance to meet with local IPA and IFA members at a specially arranged welcome cocktail reception.

CPD Hours: 8

Meals: Breakfast at hotel, lunch, cocktail canapes

Accommodation: Regent Beijing

DAY 4**Wednesday 14 June**

In the morning, delegates will be provided with an introduction to Chinese regulations, taxation and legal requirements for foreign companies.

This will be followed by a site inspection to meet with some of Beijing's senior business professionals, who will provide an introduction to local business structures and provide some experience on cross continental business.

In the evening, enjoy some leisure time.

CPD Hours: 8

Meals: Breakfast at hotel, lunch

Accommodation: Regent Beijing

DAY 5**Thursday 15 June**

Delegates will conduct a site visit at a financial services company to hear about Chinese investment trends and what they are looking for with Australian businesses.

In the afternoon, local experts will provide a session on the commercial opportunities available for Australian businesses and accounting firms in China.

In the evening, delegates will celebrate their last night in Beijing with a traditional Chinese banquet dinner.

CPD Hours: 8

Meals: Breakfast at hotel, lunch, dinner

Accommodation: Regent Beijing

DAY 6**Friday 16 June**

Delegates will visit China's most famous attraction – The Great Wall. Built over 2000 years ago during the Qin Dynasty (221-207BC), it stretches 5000 km from the Shanhaiguan Pass on the east coast to the Gobi Desert in the west. We travel 90km northeast of Beijing to Mutianyu, a less crowded section of the Wall that is considered one of the most spectacular sections, with numerous guard towers and stirring views. The Mutianyu section dates from the Ming Dynasty and was built upon an earlier Northern Qi dynasty conception. Take the cable car up to the Wall and then take some time to explore this site at your own pace.

At the conclusion of the tour, approximately 3.00pm, delegates will be escorted to the Beijing Airport. For those flying out later in the evening they will be taken back to the hotel

Meals: Breakfast at hotel

CHINA DELEGATION 2017 REGISTRATION FORM AND TAX INVOICE

Sunday 11 to Friday 16 June, Beijing, China

ABN 81 004 130 643

REGISTRATION DETAILS

IPA member ID Postnom AIPA MIPA FIPA Non Member

Mr Mrs Miss Ms Other, please state Gender Female Male

First Name (exactly as appears on passport)

Surname (exactly as appears on passport)

Position

Organisation

Passport Number Date of Birth / /

Nationality

Postal Address Work Home

Suburb/Town/City State Postcode

Australian Phone Number

Mobile Number while in China

Email

Next of Kin contact name and phone number

Languages Spoken

Special Requirements (disability, dietary or otherwise)

Additional Information for IPA (e.g. airport transfer requirements, extended stays)

I hereby declare that I have read and understood the event terms and conditions.

ACCOMMODATION

- I require the standard package inclusion of five nights' accommodation. Check in 11/6/17 and check out 16/6/17
- I require additional accommodation (at \$315 AUD per night). I need an additional nights' accommodation.

Check in: and Check out:

TRAVEL

- I will contact Flight Centre to book my flights.
- I will book my own flights.

PAYMENT

This document will be a Tax Invoice for GST purposes when you make full payment. Please keep a copy for your records.

Amount Payable	<i>(Registration Fee is GST Exempt)</i>
Delegation Package	\$4,000 AUD
Additional Accommodation	\$

PAYMENT METHOD

Please send me an invoice to pay within strictly 14 days and no later than Friday 26 May 2017

Please charge my Amex Mastercard Visa

Card number _____ Expiry date _____

Cardholder Name _____

Signature _____ Date ____ / ____ / ____

SUBMIT YOUR REGISTRATION FORM

Return this form to joanna.spensley@publicaccountants.org.au.

For enquiries please call Joanna Spensley, National Events Manager on 0434 492 283.

NEXT STEPS

1. Receive your confirmation notice and Letter of Invitation from the IPA
2. Book your flights and travel insurance. Send a copy of your itinerary to joanna.spensley@publicaccountants.org.au
3. Arrange your visa

TERMS AND CONDITIONS

Booking Deadline, Wait list and Confirmation

A confirmation email will be sent to you within 1 – 2 business days of the IPA receiving your registration along with a Letter of Invitation for Visa purposes. Please notify the IPA by phone or email if you do not receive a confirmation email within this time frame. Registrations are based on a first-in-first served basis. A wait list will be taken once maximum numbers have been reached. In case of overbooking, a selection will be made according to the date of the receipt of the application. Therefore it is recommended that delegate's do not make any flight bookings until confirmation is received from the IPA.

Conditions of Registration

Payment is required within 14 days of invoicing. Full payment is required no later than Friday 26 May 2017. The IPA reserves the right to withdraw or cancel a delegate's registration should payment not be received by this time.

IPA reserves the right to alter a program or specific presenter without notice, however, the program is intended to run as advertised.

Delegates are required to attend all events as included in the agenda. Should the delegate be unable to attend due to illness or injury they must notify the IPA program host immediately.

The tour is subject to minimum numbers and IPA reserves the right to cancel or reschedule the event should minimum numbers not be met. For this reason it is strongly recommended that delegates take out travel insurance.

Passports are required for travel with a minimum validity of 6 months from date of return. Australian Passport holders require a Visa to travel into China. This is the responsibility of the passenger to organise their visa. The IPA will not be held liable for any costs should a delegate's visa be declined and any refunding of fees will be at the sole discretion of the IPA.

Delegates must not violate Chinese laws and depart within the allowable stay as per their visa requirements.

Insurance

IPA requires delegates take out insurance to cover loss (including registration fees) incurred in case of cancellation, medical expenses, delays and damage to or loss of personal effects.

During the event, the safety of property and the individual is the consistent and sole responsibility of the delegate.

The IPA will not be responsible for any medical costs, delays or damage to property incurred by participants. The IPA will not accept liability

for personal injuries or for loss or damage to property belonging to Delegation participants, either during or as a result of the event or during any tours.

Code of Conduct

Delegates participating in IPA organised events are required to uphold behavioural standards that reflect the good standing of IPA. Any practice resulting in complaints, who in the opinion of IPA interferes with the rights of others, may be prohibited from the event by the IPA.

Privacy Statement

The Institute of Public Accountants (IPA) acknowledges the importance of privacy and of safeguarding personal information. Any personal details provided to IPA will be protected in line with Australian Privacy Policy principles and the laws and regulations regarding such matters, as are applicable in Australia.

Cancellation Policy

Cancellations received in writing prior to 12 May 2017 will be accepted and all fees refunded less AUD\$100 administrative fee. No refund will be given after 13 May 2017. Cancellation must be advised in writing to alicia.richards@publicaccountants.org.au. It is at the IPA's discretion to accept substitutions.

Institute of Public Accountants Head Office

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IPA Divisional Offices are located in the following cities:
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Hobart | Perth | Kuala Lumpur | Beijing | London

For enquiries within Australia call 1 800 625 625.
International enquiries can be directed to IPA Head Office.

Digital Hub: pubacct.org.au

