

The Hong Kong Institute of Chartered Secretaries
International Qualifying Scheme (IQS) Syllabus
2017-18 Book Order Form

Programme: Strategic and Operations Management							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Strategic and Operations Management (ICSA Study Text)	ICSA International	No offer					
2. Exploring Corporate Strategy – Text and Cases	Johnson, and Scholes	10th Edition, 2013	FT Prentice Hall	9781292002545	HK\$626	HK\$532	
3. Management and Organisational Behaviour	Mullins, L.	10th Edition, 2013	FT Prentice Hall	9780273792642	HK\$590	HK\$502	
4. New Era of Management	Daft R.L.	11th Edition, 2013	Cengage Learning	9781285068770	HK\$2,954	HK\$2,511	
5. Operations Management	Slack N	7th Edition, 2013	FT Prentice Hall	9780273776291	Out of Print		
6. Beyond the Team ** Print on Demand, Order need 1-2 months	Belbin, R.M.	13th Edition, 2000	Elsevier	9780750646413	HK\$560	HK\$476	
7. On Becoming a Leader.	Bennis, W.	2009	Basic Books	0465014089	HK\$166	HK\$141	
8. The Fish Rots from the Head – The Crisis in our Boardrooms.	Garrat, B	2nd Edition, 2009	Profile Book	9781846683299	HK\$152	HK\$129	
9. Emotional Intelligence	Goleman, D	2006	Bantam Books	9780553383713	HK\$171	HK\$145	
10. Inside Organisations	Handy, C.	1999	Penguin Books Ltd	9780140275100	HK\$208	HK\$177	
11. The Rise and Fall of Strategic Planning	Mintzberg, H.	2000	FT Prentice Hall	9780273650379	HK\$421	HK\$358	
12. In Search of Excellence	Peters, T.J	2004	Profile Book Ltd.	9781861977168	HK\$160	HK\$136	
13. On Competition	Porter M.E	2008	Harvard Business School Press	9781422126967	HK\$428	HK\$364	
14. The Fifth Discipline	Senge P.M	2006	Century Business	9781905211203	HK\$320	HK\$272	
15. Strategic Management and Organisational Dynamics	Stacey R.D	6th Edition, 2010	FT Prentice Hall	9780273725596	Out of Print		
16. The Essence of Managing Groups and Teams ** Print on Demand, Order need 1-2 months and Non-Returnable	Willimas H.	1996	FT Prentice Hall	9780133565287	HK\$862	HK\$733	
17. Essentials of Operations Management	Slack, N. Brandson-Jones, A., Johnston, R.	2011	FT Prentice Hall	9780273756194	HK\$616	HK\$524	

Programme: Hong Kong Corporate Law							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Hong Kong Company Law	Stott V	14th Edition, 2015	Longman	9789882330269	HK\$469	HK\$399	
2. Hong Kong Corporate Law	Paul Kwan	2010	LexisNexis	9789888054701	HK\$10,340	HK\$8,789	
3. Hong Kong Company Law Handbook	E.L.G. tyler	14th Edition	LexisNexis	9789888146802	HK\$2,800	HK\$2,040	
4. Company Law: powers & accountability	Loh Siew Cheang	2003	LexisNexis	9789628105861	HK\$1,680	HK\$1,428	
5. The Hong Kong Company Secretary's Handbook: practice and procedure	Cheng Po Wah, Sum Heung Suet, Anna and Yuen Kam Tim, Francis	10th Edition, 2016	Longman	9789882330276	HK\$440	HK\$374	
6. Myason, French & Ryan on Company Law	Derek French	33rd Edition, 2016	Oxford University Press	9780198778301	HK\$381	HK\$343	
7. Principles of Modern Company Law	Paul Davies	9th Edition, 2012	Sweet & Maxwell	9780414022720	HK\$560	HK\$476	
8. Cases & Materials in Company Law	Len Sealy	10th Edition, 2013	Oxford University Press	9780199676446	HK\$468	HK\$421	
9. The Law & Practice of Hong Kong Companies ** Estimate will be published at the end of Dec, 2015	John Brewer	3rd Edition, 2015	Sweet & Maxwell	9789626614747	HK\$2,500	HK\$2,125	
10. Hong Kong Listed Companies: Law & Practice	Nigel Davis	2012	CCH	9789881552389	HK\$1,980	HK\$1,683	
11. Law of Companies in Hong Kong	Stefan Lo and Dr. Charles Qu	2nd Edition, 2015	Sweet & Maxwell	9789626617595	HK\$515	HK\$515	
12. The (New) Companies Ordinance (Cap622): Commentary & Annotations (2 Vol.)	Alice Leung; Victor Joffe QC; Roxanne Ismail SC; Kingsley Ong; Selina Kung,	2nd Edition, 2015	Sweet & Maxwell	9789626617472	HK\$2,800	HK\$2,380	
13. The New Companies Ordinance (Cap 622) , A Butterworths Hong Kong Handbook ~ ~ ELG Tyler, Stefan Lo, PB (Set) ** Estimated will be published at the end of Nov, 2015	ELG Tyler, Stefan Lo	2014	LexisNexis	9789888232406	HK\$4,500	HK\$3,825	

Programme: Hong Kong Financial Accounting							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Intermediate Financial Reporting: An IFRS Perspective	Lam & Lau	3rd Edition	Mcgraw-Hill	9789814731997	HK\$446	HK\$379	
2. Advanced Financial Accounting: An IAS & IFRS Approach	Tan & Lee	3rd Edition, 2016	Mcgraw-Hill	9789814742641	HK\$390	HK\$332	
3. Advanced Financial Accounting in Hong Kong	Chow, Kan, Taylor & Tsui	5th Edition, 2006	Longman	9789620180309	HK\$434	HK\$369	
4. Company Accounting	Leo, Hoggett, Sweeting & Radford	10th Edition, 2014	Wiley	9781118608173	HK\$1,206	HK\$1,025	
5. Applying International Financial Reporting Standard	Alfredson, Picker, Loftus, Clark, Wise & Dyki	3rd Edition, 2012	Wiley	9780730302124	HK\$2,337	HK\$1,987	
6. Hong Kong Master GAAP Guide 2015-16	Patrick Ng	14th Edition	CCH	9789881343031	HK\$980	HK\$833	
Programme: Hong Kong Taxation							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Advanced Taxation in Hong Kong	Lee D & Ho Chi-ming,	18th Edition (2016)	Longman	9789882384095	HK\$445	HK\$379	
2. Hong Kong Taxation & Tax Planning	Ho	16th Edition, 2017	Pilot Publishing	9789888281459	HK\$335	HK\$302	
3. Hong Kong Taxation: Law and Practice 2016-17	Ayesha Macpherson, David G. Smith	2016-17	The Chinese University Press	9789629968243	HK\$330	HK\$281	
4. Hong Kong Tax Law: Cases & Materials	Halkyard A	6th 2013	LexisNexis	9789888231416	HK\$990	HK\$842	
5. Hong Kong Master Tax Guide 2015-16	CCH Tax Editors	2015-16	CCH	9789881395627	HK\$595	HK\$536	
6. Taxation in Hong Kong: A Practical Guide 2015-16	CCH Hong Kong	3rd Edition	CCH	9789881395641	HK\$380	HK\$380	

Programme: Corporate Governance							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Corporate Governance: Principles, Policies and Practice	Bob Tricker	3rd Edition	Oxford	9780198747468	HK\$390	HK\$351	
2. The Governance of East Asian Corporations	Gul, F.A. and Tsui, Judy S.L.	2005	Palgrave Macmillan,	1403944105	HK\$1,312	HK\$1,115	
3. Hong Kong Company Law	Stott V	14th Edition, 2015	Longman	9789882330269	HK\$469	HK\$399	
4. Corporate Governance	Monks, R	5th Edition, 2011	Blackwell	9780470972595	HK\$722	HK\$614	
5. Corporate Governance & Accountability	Solomon J	4th Edition, 2013	Wiley	9781118449103	HK\$655	HK\$557	
6. Corporate Governance	Kim K	3rd Edition, 2009	FT Prentice Hall	9780135101582	Out of Print		
7. Corporate Governance and Compliance in Hong Kong	Gordon Jones	2012	LexisNexis	9789888146239	HK\$1,890	HK\$1,607	
8. A Practical Guide to Corporate Governance	Richard Smerdon	5th Edition	Sweet & Maxwell	9780414030978	HK\$3,600	HK\$3,060	
9. Hong Kong Directors' Manual	Judith Sihombing	3rd Edition	CCH	9789881395580	HK\$980	HK\$833	

Programme: Corporate Administration							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. Managing Human Resources in Hong Kong, 3rd ed. Hong Kong	Chan, Andy W., Bannister, Barry J. and Mak, Wai-ming,	3rd Edition, 2002	Sweet & Maxwell Asia	9789626611951	HK\$450	HK\$383	
2. Butterworths Hong Kong Copyright Handbook	Lee, Alice.	2011	LexisNexis	9789888111152	HK\$1,040	HK\$884	
3. Textbook on Trusts	Todd, P	12th Edition	Oxford	9780198726258	HK\$420	HK\$378	
4. Business Process Outsourcing: Process, Strategies & Contracts ** Print on Demand Title, order estimate need 1-2 months	Halvey, John K	2nd Edition, 2007	Wiley	9780470044834	HK\$1,995	HK\$1,696	
5. Human Resource Management (Global Edition)	Mondy, Noe & Premeaux	10th Edition, 2017	Mcgraw-Hill	9781259255069	HK\$504	HK\$428	
6. The Facility Manager's Handbook	Gusint F	2003	Fairmont Press	9780824709334	HK\$1,804	HK\$1,533	
7. Hong Kong Employment Law A Practical Guide	Pattie Walsh	4th Edition, 2011	CCH	9789881552358	HK\$750	HK\$638	

Programme: Corporate Secretaryship							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
1. The Hong Kong Company Secretary's Handbook, practice and procedure	Cheng Po Wah, Sum Heung Suet, Anna and Yuen Kam Tim, Francis	10th Edition, 2016	Longman	9789882330276	HK\$440	HK\$374	
2. The Law & Practice of Hong Kong Companies ** Estimate will be published at the end of Dec, 2015	John Brewer	3rd Edition, 2015	Sweet & Maxwell	9789626614747	HK\$2,500	HK\$2,125	
3. Hong Kong Company Law	Stott V	14th Edition, 2015	Longman	9789882330269	HK\$469	HK\$399	
4. Modern Law of Meeting	Stephen Davies	2005	Jordon Publishing Ltd	9781846611407	Out of Print		
5. Hong Kong Company Secretary's Practice Manual	Belinda Wong	3rd Edition 2015	CCH	9789881221698	HK\$999	HK\$850	
6. Compliancance and Company Secretarial Practice of Hong Kong listed Companies	Andrew Tsang, Natalie LY Chan	2014	Sweet & Maxwell	9789626615348	HK\$505	HK\$505	
7. Concise Guide: Compliance and Company Secretarial Practice of Hong Kong Private Companies (Student Edition) ** This student version is without the access to the electronic resources provided at the publisher's platform)	Andrew Tsang	2017	Sweet & Maxwell	9789626618165	HK\$525	HK\$525	
If Student purchase both item 6&7, publisher provide below student bundle							
8. Compliancance and Company Secretarial Practice of Hong Kong listed Companies + Concise Guide: Compliance and Company Secretarial Practice of Hong Kong Private Companies (Student Edition) ** This student version is without the access to the electronic resources provided at the publisher's platform)	Andrew Tsang	2017	Sweet & Maxwell	-	HK\$680	HK\$680	

Programme: Corporate Financial Management							
Title	Author	Edition	Publisher	ISBN	List Price	Discounted Price	Order Qty
Main Text:							
1. Fundamentals of Corporate Finance: An Asian Perspective	Ross / Westerfield/ Jordan	2nd Edition	MHL	9789814595049	HK\$442	HK\$376	
2. Business Finance : Theory and Practice	McLaney	10th Edition, 2014	PEA	9781292016122	HK\$626	HK\$532	
3. Analysis for Financial Management	Higgins	11th Edition, 2015	MHL	9789814670159	HK\$371	HK\$315	
4. Business Finance	Peirson	12th Edition	MHL	9781743078976	HK\$1,159	HK\$985	
5. An Introduction to Global Financial Markets	Valdez, Stephen & Wood, Julian	8th Edition, 2015	Macmillan	9781137007520	HK\$645	HK\$548	
6. Essentials of Managerial Finance	Besley, Scott & Brigham	14th Edition	Cengage Learning	9780324422702	Out of Print		
7. Hong Kong Financial System	Ho, Scott & Wong	2004	Oxford	9780195937497	HK\$209	HK\$188	
						Total Amount:	
Note : Ordering time is about 4 to 6 weeks							

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- 6) Price & stock availability are subjected to change without notice.**

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