DIPLOMA IN ACCOUNTING STUDENT REGISTRATION FORM

This form should be completed by all those who wish to register the Diploma in Accounting, in line with the Accountants Act of 2008.

Registration Closing Dates

Exam Session	Closing date
For June	28th February
For December	31st August

Examination Closing Dates

Registration	Closing Dates
For June	31st March
For December	30th September

NOTE: Students must submit their applications before the deadline for them to sit the examinations. However, applications are accepted throughout the year. Please complete the form and return it to:

Director - Education and Training
Zambia Institute of Chartered Accountants
Accounts Park, 2374/a Thabo Mbeki Road

P. O. Box 32005, Lusaka, Zambia.
Tel: +260 211 374550/9
Email: education@zica.co.zm

or

Regional Manager North
Zambia Institute of Chartered Accountants
2nd Floor Mukuba Pension House, Room 333

P. O. Box 23593, President Avenue
Kitwe, Zambia. Tel: +260 212 222002
Email: kitwe@zica.co.zm

If your application is successful, you will receive a student admission letter, student handbook and where applicable the exemption notice. Following registration, the Student magazine will be sent to you on a quarterly basis.

FOR OFFICIAL USE ONLY

OFFICIAL STAMP

Student Number: | | | | | | |

Registration Date: _____

Registration Level:	Level 1		Level 2	
Attachments:	Fees	Photos	Additional Documents	

Officer's Initials: Signature:

Reviewer's Initial: Signature:

1.0 GENERAL INFORMATION

1.1 Personal Information

Title (Mr./Mrs./Miss/ Dr/Prof	
First Name	
Middle Name	
Surname	
Nationality	
Date of Birth	
Sex (Male/Female)	
NRC Number	
Passport Number	

1.2 Contact Details

Postal / Residential Address	
Town/ City	
Country	
Phone Number	
Mobile Number 1	
Mobile Number 2	
E-Mail address	

1.3 Entry Route

School leaver with 5 credits or better including Mathematics and English	
Accounting Technician Certificate or any recognised equivalent qualification	

1.4 Mode of study

Full Time		Part Time		Self-Study	
If Full Time or *Part Time,* Name Institution					

2.0 EDUCATION

	QUALIFICATION	INSTITUTION OBTAINED FROM	LENGTH OF COURSE	DATE AWARDED

EXEMPTIONS: Please tick the papers you request to be exempted from in the boxes provided:

DA1	Financial Accounting	
DA2	Quantitative Analysis	
DA3	Business Economics	
DA4	Information Technology and Communication	
DA5	Cost Accounting	
DA6	Business Law	
DA7	Principles of Management	

NOTE: There are no exemptions at Level 2 of the Diploma

3.0 PAYMENTS

☐ Cash ☐ Cheque ☐ Online payment (Visa) ☐ Bill Muster

☐ POS (swipe)

Other, Specify:

_____

NOTE: You will be required to pay registration and annual subscription fees as shall be determined by the Institute. The registration fees will only be paid upon registration whereas the annual subscription fee will be due on 1st January of each calendar year. Should you be de-registered, you will be required to pay the said prescribed re-registration fee.

4.0 HOW YOU KNEW ABOUT THE CA ZAMBIA PROGRAMME (Tick all the boxes that apply)

ZICA Promotional event	☐	School ZICA Career talk	☐	Friend/Relative	☐	Employer	☐
Tuition provider	☐	ZICA Website	☐	Trade Event	☐	Radio Advert	☐
Newspaper Advert	☐	TV Advert	☐	Social Media	☐	Other	☐

If other, Specify:

_____

5.0 DECLARATION

I hereby declare that the information given in this form is correct. I therefore make an undertaking to observe and abide by the regulations which are now and may hereafter be in force from time to time for regulating students and graduates. I understand that my eligibility will be based on official documents about my qualifications that I have submitted to ZICA. I understand that I will be charged for any exemptions at the current rate and pay all necessary fees in order to remain registered.

Signature: _____	*Date:* _____

Please ensure that you have enclosed copies of the following:

☐ NRC/ Passport ☐ Two (2) Passport size Photos

☐ **Certified** Relevant Statements of results and/Certificates ☐ Evidence of payment for registration

NOTE:
Grade 12 results are to be certified by Examination Council of Zambia (ECZ). Certification through the ZICA offices will be at a minimal fee prescribed by the Institute.

THE END, THANK YOU FOR COMPLETING THIS FORM