Passport Photograph

TAXATION PROGRAMME STUDENT REGISTRATION FORM

This form should be completed by all those who wish to **register or re-register** for the ZICA Taxation Programme.

Closing Dates

Exam Session	Closing date
June	31 March
December	31 August

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
Accountants Park, 2374/a Thabo Mbeki Road
P.O Box 32005,
Lusaka, Zambia. Tel: + 260 211374550/9
Email: **education@zica.co.zm**

or

Regional Manager North
Zambia Institute of Chartered Accountants
David Mwila House, Room 105
P.O Box 23593, President Avenue
Kitwe, Zambia. Tel: +260 212 222002
Email: **zicakt@coppernet.com**

If your application is successful you will receive a student admission letter and where applicable the exemption notice, student handbook and other relevant literature.

FOR OFFICIAL USE ONLY

Student Number							
Registration Date							
Registration Level	Certificate			Diploma			
Attachments:	Fees		Photos		Additional documents		
Officer's Initials			Signature				

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1.0 GENERAL INFORMATION

1.1 Personal Information

Title (MR/MRS/MISS/ DR/PROF)	
First Name	
Middle Name	
Surname	
Nationality	
Date of Birth	
Sex (M/F)	
NRC Number	
Passport Number	

1.2 Contact Details

Mailing Address	
Town/ City	
Country	
Phone Number	
Fax Number	
Mobile Number	
E-Mail	

1.3 Entry Route

Mature age entry	
ZICA Normal entry without exemptions	
ZICA Normal entry with exemptions	

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 below the papers you request to be exempted from:

C1	Business Management	C2	Economics and Financial Mathematics	C3	Accountancy for Tax Practitioners
C4	Direct Taxes	C5	Indirect Taxes	C6	Law for Tax Practitioners
D1	Business Information Management	D2	Financial Management	D3	Business Taxation
D4	Personal Taxation	D5	International Taxation	D6	Tax Audit and Investigations

3.0 PAYMENTS

Cash		Cheque		Postal Order		Bank Draft	
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 plus penalties.

4.0 HOW DID YOU KNOW ABOUT THE ZICA TAXATION PROGRAMME? **(Tick all the boxes that apply)**

ZICA Promotional event		School ZICA Career talk		Friend/relative		Employer	
Tuition provider		ZICA Website		Trade Event		ZICA Advertisement	
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	
Relevant Statements of results		Evidence of payment for registration	

THE END, THANK YOU FOR COMPLETING THIS FORM