

NOTES FOR APPLICANTS – Zambia Institute of Chartered Accountants (ZiCA) MEMBERSHIP

Please read through the notes provided below before proceeding in completing the application form. Contact ZICA Secretariat should you need further clarification.

1. HOW TO APPLY:

- I. Complete the Application form.
- II. Attach the all the documents that are specified on the last page **item 8**.
- III. Submit the application form and pay **entry** and **subscription fee**.

2. MEMBERSHIP CLASSES:

Membership Class	Qualifications which meet Entry Requirements
Fellow	ZICA Associate Member with 5years of good standing with the Institute
Associate	CA Zambia Graduate; Complete ZICA Professional, ACCA, CIMA, SAICA; Members of Institute of Chartered Accountant of: England and wales, Ireland, Australia, New Zealand, Zimbabwe, Kenya, Tanzania, Ghana, Nigeria etc, and any equivalent complete Accountancy professional qualification which has to be assessed with 3years of work experience, two such years being post qualifying .
Graduate	Complete CA Zambia Advisory level with less than 3 years Practical training ; ZICA Professional, ACCA, CIMA, SAICA and any equivalent complete professional qualification in Accountancy which has to be assessed, with less than 3 years of work experience
Licentiate	CA Zambia Application level; ZICA Licentiate; Zambia Diploma in Accountancy; complete CIMA II and ACCA II; recent graduates of Bachelor’s degree in Accountancy from the following Universities: Copperbelt University, University of Lusaka and Zambia Catholic University DMI ST Eugene; Holders of Assessed Bachelors Degree in Accountancy with three years post qualification work experience; Members of The Institute of Chartered Secretaries and Administrators (financial Stream); Members of Institutes of Chartered Accountants in: India; Pakistan; Bangladesh; and Sri-Lanka and any Licentiate Equivalent qualification in Accountancy which has to be assessed
Technician	CA Zambia Knowledge level; Diploma in Accountancy(ZICA) ; ZICA Technician Certificate; National Technician Certificate (NATECH); Association of Accountants Technician (AAT); Accounting Technician Diploma (ATD); Diploma in Financial Administration (DFA); recent graduates with degree in Accountancy from the following Universities: Rusangu, Copperstone, Mulungushi and Northrise; any Technician Equivalent qualification in Accountancy which has to be assessed.

* Please note that for any other accountancy qualification that is not listed in the schedule above, the Institute has put in place an evaluation criterion for assessing such qualifications into ZICA membership, kindly contact the Membership Office.

3. APPLICATION FEES

A New applicant is required to pay entry fee and subscription fee upon submission of application forms.

Zambians will pay at the the local rate while Foreign individuals will pay at the foreigners fee rate

MEMBERSHIP Class	LOCAL’S ENTRY FEE	LOCAL’S SUBSCRIPTION FEE	FOREIGNER’S ENTRY FEE	FOREIGNER’S SUBSCRIPTION FEE
Associate	1020.00	2,000.00	4,000.00	4,125.00
Graduate	660.00	1,520.00	4,000.00	2,500.00
Licentiate	440.00	1,300.00	4,000.00	2,500.00
Technician	320.00	920.00	4,000.00	2,500.00

* Applicants applying before December will pay the above, please note subscription fees expire at 31st December of each year.

4. Individuals with recognized none Zambian Accountancy Qualifications are admitted on **provisional membership** basis under; Associate, Graduate, Licentiate or Technician membership. Provisional membership subjects one **to clear two examinations in Zambian Taxation and Business Law within twelve (12) months**. This membership does not exceed twelve months.

5. ZiCA **reserves the right to withdraw membership** of any individual who goes against the code of conduct and ethics of the Profession and Institution or should it be found that the documents submitted at the time of application lacked authenticity.

6. Processing of applications takes **30 days** for straight forward cases

THE ZAMBIA INSTITUTE OF CHARTERED ACCOUNTANTS

APPLICATION FOR ADMISSION TO TECHNICIAN/LICENTIATE/GRADUATE MEMBERSHIP
(FOR INDIVIDUALS WITH CERTIFICATES FROM RECOGNISED INSTITUTIONS - S140)

I,.....(FULL NAMES IN BLOCK LETTERS)

of.....

Hereby apply for admission as a Technician/Licentiate member of the Zambia Institute of Chartered Accountants.

1. PERSONAL INFORMATION *(Block capital letters please)*

SURNAME.....(MR/MRS/MISS)

OTHER NAMES:.....

RESIDENTIAL ADDRESS:.....

BUSINESS POSITION:.....
(If possible, please state your employer's designation of your position)

COMPANY NAME:

COMPANY FULL ADDRESS(to include location):

TOWN: PROVINCE:

BUSINESS TELEPHONE NUMBER(S): FAX NO:.....

E-MAIL: MOBILE NO:

PREFERRED ADDRESS FOR YOUR CORRESPONDENCE:

(If different from employer's)

.....

COUNTRY OF BIRTH:..... NATIONALITY:

DATE OF BIRTH:..... N.R.C. NO: PASSPORT NO:

EMPLOYMENT CATEGORY: *(Please indicate your employment category)*

INDUSTRY

COMMERCE

PUBLIC SECTOR

PRACTISING OFFICE

2. EDUCATION

ACADEMIC QUALIFICATIONS:

.....

OTHER PROFESSIONAL EXAMINATIONS PASSED:
 (Indicate Year Passed)

.....

MEMBERSHIP OF OTHER PROFESSIONAL BODIES:

.....

3. REFEREES (Submit letters from referees))

Please nominate below two people (one of whom MUST be a member of the Institute) who are able to vouch from personal knowledge of your work experience and suitability for membership.

Where you have nominated your present or previous employer as referee, their recommendation may be combined with the confirmation of experience required in Section 4 and you should inform your employer of this arrangement.

1. REFEREE

2. REFEREE

NAME AND ADDRESS:	NAME AND ADDRESS:

4. EMPLOYMENT HISTORY

Please list below your employment history (including your current post) and include any period of full-time study.

NAME & ADDRESS OF EMPLOYER (Give nature of employer's business)	JOB TITLE	REPORTING TO	DATE	
			FROM	TO

6. LIABILITY TO DISCIPLINARY ACTION

A member or student shall be liable to disciplinary action in any of the following cases, whether or not he was a member or student of the Institute at the time of occurrence giving rise to his liability :

- (a) If, in the course of carrying out his professional duties or otherwise, he has been guilty of misconduct; for this purpose misconduct includes, but is not confined to, any act or default likely to bring discredit to himself, the Institute or the accountancy profession; and the fact that a member or student has before a court of competent jurisdiction in the Republic of Zambia or in a superior court of any country whose judgements are registrable in the Republic of Zambia pleaded guilty to or been found guilty of any offence discreditable to a member or derogatory to the Institute or to the accountancy profession or has in any civil proceedings been found to have acted fraudulently or dishonestly shall be conclusive proof of misconduct;
- (b) Without prejudice to the generality of paragraph (a) of this bye-law, if he has performed his professional work or the duties of his employment or conducted his practice inefficiently or incompetently to such an extent or on such a number of occasions as to bring discredit to himself, the Institute or the accountancy profession;
- (c) If he has failed to satisfy a judgement debt or individually or as a partner has made an assignment for the benefit of creditors or under any resolution of creditors or order of the court or any deed or document has had his estate placed in liquidation for the benefit of creditors or has made any arrangement for the payment of a composition to creditors.

7. DECLARATION

I solemnly declare and undertake that if I am registered as an Affiliate Member of the Zambia Institute of Chartered Accountants :

- (a) I shall abide by and observe the provisions of the Constitution of the Institute and any Rules made thereunder; and
- (b) Upon ceasing to be an affiliate member of the Institute;
 - (i) I shall not use the designatory letters which I may be entitled to use as an affiliate member; and
 - (ii) I shall surrender to the Institute any Certificates issued to me by the Institute as a consequence of my affiliate membership of the Institute.

Made and subscribed at this day of 20

SIGNATURE: FULL NAMES:

8. COMPLETED FORM

The duly completed form must be returned to the address indicated below with the following enclosures:-

- i) One passport size photograph;
- ii) In case of a Zambian National, **certified** photocopy of National Registration Card or Valid Passport or Driver's License; or in case of a foreign national, **certified** copy of National Registration Card and a Valid Passport with, where applicable, a duly issued visa;
- iii) Proof of residence (either a utility bill in the applicant's name; if not in the applicants name, a letter from a Guardian/Landlord/Employer to confirm residence must be submitted together with the bill or Tenancy agreement; or Voters card which bears your address;
- iv) Two letters of reference (one of which should be from a ZICA member (ZICA member must be same grade you are applying for or higher);
- v) Letter confirming employment and job title (if employed);
- vi) **Certified copies** of the academic and professional certificates indicated in the application form (including transcript of results);
- vii) The entry and annual subscription fees.

**The Secretary and Chief Executive
Zambia Institute of Chartered Accountants
P O Box 32005
Accountants Park, Plot No.2374
Thabo Mbeki Road
LUSAKA**