

## Important Dates and Deadlines

ITEMS	JUNE EXAMS	DEC EXAMS
Registration / Re-Registration Fees	30 <sup>th</sup> April	31 <sup>st</sup> October
Subscription	1 <sup>st</sup> January	1 <sup>st</sup> January
Examination / Exemption Fees	8 <sup>th</sup> May	6 <sup>th</sup> November

## Student Fees

The entry, Subscription and Examination fees are revised annually and can be obtained from the ZICA Website on [www.zica.co.zm](http://www.zica.co.zm)

## Exemptions

Qualification	Certificate	Diploma
Diploma in Accountancy or its equivalent	C1, C3	No exemptions
CA Zambia Application or its equivalent	C1, C2, C3	No exemptions
CA Zambia Advisory or its equivalent	C1, C2, C3	No exemptions

Applicants for exemptions with qualifications that are not on the above list must enclose the syllabi for their qualifications. Exemptions will be granted after the syllabi have been assessed by the exemption committee of the Institute using a set of Criteria.

## Examination Centres

Students will be required to sit for examinations at any of our ZICA accredited examination centres, for further details on the centres and centre codes visit the ZICA website.



### FOR FURTHER DETAILS CONTACT:

The Director – Education and Training  
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Phone: +260 211 374550/9  
Fax: 0211 374560  
Email: [education@zica.co.zm](mailto:education@zica.co.zm)

Or

ZICA Northern Region Office  
Zambia Institute of Chartered Accountants,  
2<sup>nd</sup> Floor Mukuba Pension House, Room 333  
President Avenue  
P.O Box 23593,  
Kitwe  
Tel: +260 212 222002  
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Website: [www.zica.co.zm](http://www.zica.co.zm)

# Become a Taxation Expert

## ZICA Background

The Zambia Institute of Chartered Accountants (ZICA) is a self-regulated body for the accountancy profession in Zambia. It was established by an Act of Parliament of 1982 and repealed by the Accountant's Act of 2008. The primary mandate of the Institute is to promote the accountancy profession through the regulation of the accountancy practice and education.

ZICA is a member of the International Federation of Accountants (ZICA), Pan African Federation of Accountants (PAFA), and Chartered Accountants Worldwide (CAW).

## Our Vision

"A reputable leader in developing finance and business professionals"

## Our Mission

"ZICA will protect public interest through the regulation of the accountancy profession to the satisfaction of stakeholders"

## The ZICA Taxation Programme

Taxation is a specialist field which draws on law, administration and accountancy. By and large, most taxation work in Zambia is undertaken by accountants.

However, tax is a complex and diverse field requiring specialised technical knowledge. Increasingly, there has been demand from the market for a specialised training programme in Taxation to increase technical capacity that matches the growth in the Zambian

economy. In putting this programme together, the Institute drew upon the wide experience it has in training accountants. The programme was developed to address the following:

- Offer a thorough understanding of the Tax system and practice of Taxation in Zambia to professional accountants.
- Enhance the understanding of tax among the professionals from a wide range of disciplines who may not have a background in accounting but are actively involved in the various facets of taxation.
- Give an opportunity to all those who require a recognised professional qualification in Taxation for whatever reason.

The programme has two levels, the certificate and the diploma. Each level consists of six (6) modules. Candidates who pass the six (6) modules at the certificate level are awarded with a ZICA Certificate in Taxation and those who pass all the six (6) modules at Diploma level are awarded with the ZICA Professional Diploma in Taxation.

## Course structure

### Certificate level

#### Modules

- C1 Business Management
- C2 Economics and Financial Mathematics
- C3 Accounting for Tax Practitioners
- C4 Direct Taxes
- C5 Indirect Taxes
- C6 Law for Tax Practitioners

### Entry Requirements

- i.) Grade 12 School Certificate or its equivalent with five (5) O level subjects, including English and Mathematics, of which two (2) of these subjects should be at Credit or better; or
- ii.) Grade 12 School Certificate or its equivalent with Six (6) O level subjects, including English and Mathematics, of which one (1) of these subjects should be credit or better.

### Diploma level

#### Modules

- D1 Business Information Management
- D2 Financial Management
- D3 Business Taxation
- D4 Personal Taxation
- D5 International Taxation
- D6 Tax Audit and Investigations

## Entry requirements

ZICA Certificate in Taxation or any other relevant qualification approved by the Institute.

## Career Prospects

This programme prepares students to carry out duties as:

- Tax Accountants
- Tax Advisors
- Compliance Officers
- VAT Accountants
- VAT Inspectors; and
- Customs Officers

## Mode of Study

**Full Time Study:** Students on full-time are required to enrol at a ZICA accredited tuition provider.

**Part Time Study:** Students on part-time are required to enrol at a ZICA accredited tuition provider.

**Self-Study:** It is recommended that students on self-study should make use of the ZICA recommended study materials. These can be purchased from any ZICA office.

## Examinations

There are two examination sessions for the Taxation Programme annually: June and December.

## Registration

Registration forms can be obtained from ZICA offices in Lusaka and Kitwe or from any accredited ZICA tuition provider. Alternatively, the forms can be downloaded from the ZICA website, [www.zica.co.zm](http://www.zica.co.zm). All prospective students are encouraged to complete the form and attach all relevant documents as stipulated. All statement of results or qualifications attached must be certified.