



**NOTICE TO MEMBERS, PRACTITIONERS AND STUDENTS**  
**CLOSURE OF THE INSTITUTE**

As you may be aware, the Government through the Ministry of Health has instituted various measures to curb the spread of COVID19 which was declared a global pandemic by the World Health Organization (WHO). In view of the foregoing, the Institute has implemented various measures to prevent the spread of the virus and play a critical role in ensuring that we safeguard our health individually, collectively, that of members and the general public who do business with.

In view of the above, the Institute would like to inform you that we will be closed to **FACE TO FACE** interactions with the Members, Practitioners, Students and the Public starting Friday 27<sup>th</sup> March 2020 until further notice. The Institute will be **OPEN** to transact through *other communication channels including telephone, email, social media platforms, ZICA App* and the website to attend to all your needs. For ease of reference, you can download the listed documents from our website for your convenience:

| DESCRIPTION  | LINK  |
|--|---|
| <b>DIRECTORATE OF EDUCATION AND TRAINING</b>                                   |   |
| 1. ZICA Qualifications Brochures<br>2. Students Registration Forms             | <a href="https://www.zica.co.zm/accountancyprogramme/">https://www.zica.co.zm/accountancyprogramme/</a> |
| <b>DIRECTORATE OF MEMBERSHIP AND CORPORATE SERVICES</b>                        |   |
| 1. Membership Registration Forms for all categories<br>2. Member Upgrade forms | <a href="https://www.zica.co.zm/membershipcategories/">https://www.zica.co.zm/membershipcategories/</a> |
| 1. Paid up Membership List   | <a href="https://www.zica.co.zm/members-list/">https://www.zica.co.zm/members-list/</a>                 |
| <b>DIRECTORATE OF STANDARDS AND REGULATION</b>                                 |   |
| 1. Application forms for Practitioners   | <a href="https://www.zica.co.zm/practitioners/">https://www.zica.co.zm/practitioners/</a>               |
| <b>DIRECTORATE OF FINANCE, INVESTMENTS AND ADMINISTRATION</b>                  |   |

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| <p>In view of the COVID19, the Institute will no longer accept cash payments under the current prevailing circumstances. Members are advised to use any of the following platforms to make payments:</p> | <ol style="list-style-type: none"> <li>1. Bill muster</li> <li>2. VISA</li> <li>3. ZICA App,<br/><a href="https://play.google.com/store?hl=en">https://play.google.com/store?hl=en</a></li> <li>4. <b>Direct deposits with the following banks</b> <ol style="list-style-type: none"> <li>(a) Bank Name: Stanbic Bank<br/>Account No. 9130000931865<br/>Branch: Lusaka Main<br/>Swift Code: SBICZMLX</li> </ol> </li> </ol> |
|  | <ol style="list-style-type: none"> <li>Sort Code: 040002<br/>Branch: 040002</li> <li>(b) Bank Name: Zambia National Commercial Bank<br/>Account No. 0027262500102<br/>Branch: Lusaka Centre<br/>Swift Code: ZNCOZMLU<br/>Sort Code: 0010052</li> </ol>  |

### **SUPPORT DURING THE FACE TO FACE CLOSURE**

In the event that that you fail to access the links and platforms provided, kindly contact the relevant officers indicated in the table below for specific service queries.

| NAME  | DESCRIPTION                      | CONTACT   |
|---|----------------------------------|---|
| <b>Chief Executive Officer</b><br>Bonna Kashinga                                |                                  | Tel: +260 211 374550/9<br>Cel: 0975 003 691<br>Email: <a href="mailto:bkashinga@zica.co.zm">bkashinga@zica.co.zm</a>  |
| <b>Director Standards and Regulation</b><br>Mwelwa Mwaba                        |                                  | Tel: +260 211 374550/9<br>Cel: 0977 303 166<br>Email: <a href="mailto:mmwaba@zica.co.zm">mmwaba@zica.co.zm</a>        |
| <b>Director Finance, Investment and Administration</b><br>Charles Mutale        |                                  | Tel: +260 211 374550/9<br>Cel: 0955 817 981<br>Email: <a href="mailto:cmutale@zica.co.zm">cmutale@zica.co.zm</a>      |
| <b>Director Membership and Corporate Services</b><br>Patricia Hantumba M Sitali |                                  | Tel: +260 211 374550/9<br>Cel: 0977 500450<br>Email: <a href="mailto:psitali@zica.co.zm">psitali@zica.co.zm</a>       |
| <b>Director Education and Training</b><br>Modest Hamalabbi                      |                                  | Tel: +260 211 374550/9<br>Cel: 0966 788080<br>Email: <a href="mailto:mhamalabbi@zica.co.zm">mhamalabbi@zica.co.zm</a> |
| <b>MEMBERSHIP MATTERS</b>   |                                  |   |
| <b>Membership Services Officer</b> Patricia Mataa                               | Membership queries and inquiries | Tel: +260 211 374550/9<br>Cel: 0964 740806<br>Email: <a href="mailto:pmwamba@zica.co.zm">pmwamba@zica.co.zm</a>       |

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| <b>Assistant Membership Services Officer</b><br>Harriet C. Kapini-Mukangwa   | Membership queries and inquiries  | Tel: +260 211 374550/9<br>Cel:0979-794208<br>0977 700694<br>Email: <a href="mailto:hkapini@zica.co.zm">hkapini@zica.co.zm</a>  |
| <b>INFORMATION TECHNOLOGY MATTERS</b>  |   |  |
| <b>ICT Manager</b><br>Twiza Siwale   | Management of Institute's ICT Systems. These include Member/Student Portal and online payment systems | Tel: +260 211 374550/9<br>Cell: +260-979-159619<br>Email: <a href="mailto:tsiwale@zica.co.zm">tsiwale@zica.co.zm</a>   |
| <b>BUSINESS DEVELOPMENT, MARKETING AND COMMUNICATION MATTERS</b>             |   |  |
| <b>Business Development and Corporate Services Manager</b><br>Moses Chitoshi | Business Development Corporate Services related inquiries   | Tel: +260 211 374550/9<br>Cel: 0972 179 176<br>Email: <a href="mailto:mchitoshi@zica.co.zm">mchitoshi@zica.co.zm</a>   |
| <b>Marketing and Communications Officer</b><br>Ngosa Chikaka                 | Marketing and Communication related inquiries   | Tel: +260 211 374550/9<br>Cel: 0976 711 839<br>Email: <a href="mailto:nchikaka@zica.co.zm">nchikaka@zica.co.zm</a>   |
| <b>EDUCATION</b>   |   |  |
| <b>Education Officer</b><br>Peggy Sikaale                                    | Student Registration, Exemption and Practical training inquiries                                      | Tel: +260 211 374550/9<br>Cel: 0976 164 177<br>Email: <a href="mailto:psikaale@zica.co.zm">psikaale@zica.co.zm</a>   |
| <b>EXAMINATIONS</b>  |   |  |
| <b>Manager Examination</b><br>Sherlyn Musonda Hanene                         | Examination Entries and Examination Results   | Tel: +260 211 374550/9<br>Cel: 0976 164 177<br>Email: <a href="mailto:shanene@zica.co.zm">shanene@zica.co.zm</a>   |
| <b>Examinations Officer</b><br>Andrew Katungu                                | Examination Entries and Examination Results   | Tel: +260 211 374550/9<br>Cel: 0966 476 039<br>Email: <a href="mailto:akatungu@zica.co.zm">akatungu@zica.co.zm</a>   |
| <b>PRACTICE AND REVIEW</b>   |   |  |
| <b>Practice Review Manager</b><br>Valerie M Nambeye                          | Inspections and Professional Misconduct Reports/ Complaints   | Tel: +260 211 374550/9<br>Cel: +260975777005/<br>0955 888 189<br>Email: <a href="mailto:vnambeye@zica.co.zm">vnambeye@zica.co.zm</a><br><a href="mailto:valmwinji1@gmail.com">valmwinji1@gmail.com</a> |
| <b>TECHNICAL MATTERS</b>   |   |  |
| <b>Technical and Membership Services Manager</b><br>Samuel Olaniyan          | Membership related matters, Workshop and Technical related inquiries                                  | Tel: +260 211 374550/9<br>Cel:+260979168368<br>Email: <a href="mailto:solaniyan@zica.co.zm">solaniyan@zica.co.zm</a>   |
| <b>REGIONAL OFFICE</b>   |   |  |
| <b>Regional Manager Mrs. Violet Chibawe</b>                                  | All inquiries   | Tel: +260 212 222002<br>Cel: +0762 388 600<br>Email: <a href="mailto:vlichaha@zica.co.zm">vlichaha@zica.co.zm</a>  |

The Institute implores all members, practitioners and students to stay safe and adhere to the guidelines provided by the Government through the Ministry of Health on COVID 19 prevention. Together we can beat this virus, safeguard ourselves and the nation at large. Let's play our part. Issued by;



**Bonna Kashinga**

Secretary and Chief Executive

Zambia Institute of Chartered Accountants

Accountants Park, 2374/A Thabo Mbeki Road

P O Box 32005

**LUSAKA**

26<sup>th</sup> March 2020