



## NOTICE

### DECEMBER 2020 EXAMINATIONS

Notice is hereby given that registration and payment for the December 2020 Examination Session is now open. You are reminded that the deadline for payment of examination fees for the December 2020 examination session is 6<sup>th</sup> November 2020. The December 2020 Examination Session will cover **all subjects** in the following programmes:

- CA Zambia
- Diploma in Accounting
- Certificate and Diploma in Taxation
- Diploma in Public Sector Financial Management

The **good news for all students** registering and paying their examination fees early is that a 10% discount is on offer under Our Early Bird Registration promotion. The table below shows fees that will be applicable depending on the period an examination entry is paid for:

	Early Bird Registration Exam fees per subject (10% Discount)	Normal Registration Exam fees per subject	Late Registration Exam fees per subject (20% Penalty fee)
<b>Due Dates</b>	Closes on 30 <sup>th</sup> September 2020	From 1st October 2020 To 6th November 2020	From 7th November 2020 To 13th November 2020
<b>Programme</b>	K	K	K
CA Knowledge level	612	680	816
CA Application level	738	820	984
CA Advisory level	1,116	1,240	1,488
Diploma in Accountancy level 1	441	490	588
Diploma in Accountancy level 2	644	715	858
Taxation Programme – Certificate	603	670	804
Taxation Programme – Diploma	648	720	864
PSFM	630	700	840

**Please Note the following:**

1. All students are required to register for the examinations online. **No student will be registered for examinations without registering online. Students should ensure that they upload a recent digital passport size photograph of themselves onto their ZICA student account. No student will be allowed to take the December 2020 Examinations without producing an examination docket which has a clear face picture of the candidate.**
2. Any registration for the Examination that will remain unpaid by the due date for Early bird (30<sup>th</sup> September 2020), for Normal Registration (6<sup>th</sup> November 2020), and late registration (13<sup>th</sup> November 2020) will automatically be cancelled and students will be required to re-register for the Examinations.
3. Online examination registration is unavailable to all students that have not paid their 2020 subscription fees or owe the Institute any amount (e.g. exemptions and previous examinations).
4. Successful registration is available for verification immediately one completes the process. Verification of payment must be done 24 hours after online payment and 48 hours after bill muster payments are done. The window for verifying can be accessed through the EXAMS tab in the ZICA Student/Member online account as indicated below:



## ONLINE EXAMINATION REGISTRATION AND PAYMENT STEPS

Follow the steps below for your examination registration;

Navigate to <https://members.zica.co.zm/>

1. Login to your account (if you have forgotten your username or password, click on the reset link.
2. If you do not have credentials send mail to [helpdesk@zica.co.zm](mailto:helpdesk@zica.co.zm))
3. Click on Events Menu
4. Select Exams
5. Click to select examination center of your choice
6. Click on Register Myself button
7. Select study mode and save
8. Then select the subjects you wish to be entered for
9. Click on Proceed to Checkout

*You will be taken to 2 options which are Pay Now and Purchase Order*

10. If you select Pay Now to pay using your Visa/MasterCard you will be redirected to the payment page.
11. Under payment page you must enter the following data:
  - Card No: xxxxxxxx (this is the 16 digit number on your Visa or Master card. Must be entered without spaces)
  - Expiry date: xxxx (This is found on the front of card)
  - Security code: 3 digits at the back of card
12. Click Next Button to review your transaction.
13. Click Pay button to complete transaction. If the payment goes through, you will receive an order confirmation and a receipt via email.
14. If you Select Purchase Order (PO) to register without paying, enter the text 'BILL MUSTER' in the space provided and click on Submit Order button.
15. Scroll up and click on your Name. This will take you to account home page.
16. Select the Finance tab and click on pending invoices.
17. Click on the Export to PDF icon on the top left side of your page to extract a prefilled Bill Muster form in PDF. Print two copies.
18. You will need to deposit funds at Zanaco Bank using the printed Bill Muster forms.
19. If you are unable to print forms, ensure to indicate the order number generated by the system on your bill muster form.

For any queries on examinations, write an email to [examinations@zica.co.zm](mailto:examinations@zica.co.zm).

**EDUCATION AND TRAINING DEPARTMENT**