



## NOTICE

### DECEMBER 2020 EXAMINATIONS

ZICA hereby wishes to remind all students that registration and payment for the December 2020 Examination Session is still open. The deadline for normal registration is 6<sup>th</sup> November 2020 while that of late registration is 13<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 table below shows fees that will be applicable depending on the period an examination entry is paid for:

	Normal Registration Exam fees per subject	Late Registration Exam fees per subject (20% Penalty fee)
Due Dates	From 1st October 2020 To 6th November 2020	From 7th November 2020 To 13th November 2020
Programme	K	K
CA Knowledge level	680	816
CA Application level	820	984
CA Advisory level	1,240	1,488
Diploma in Accountancy level 1	490	588
Diploma in Accountancy level 2	715	858
Taxation Programme – Certificate	670	804
Taxation Programme – Diploma	720	864
PSFM	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 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. All Payment must be done either by bill muster or online (Visa or Master card).
5. **Verification of examination payment must be done 24 hours after online payment and 48 hours after bill muster. All registration and payment must be verified before 17:00hrs by 13<sup>th</sup> November 2020.**  
**All entries that shall not be verified shall not be considered after the deadline period.** 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 examination registration, write an email to [examinations@zica.co.zm](mailto:examinations@zica.co.zm).

**EDUCATION AND TRAINING DEPARTMENT**