



GRADUATION GUIDELINES

All graduands will be required to submit electronic graduation portraits taken with a ZICA graduation gown and hood on or before 20th November 2020 for the **Virtual** graduation ceremony. For the purposes of portrait consistency, the Centre's identified below will have ZICA graduation gowns available as well as a designated photographer and only Graduands that have paid the K250.00 participation fee will be required to produce proof of payment before the photo is taken. Graduands are therefore, advised to visit any of the listed center's from the 16th November to the 20th November 2020 from 09:00 hours to 12 hours without fail. All graduands should confirm that their portraits have been duly captured. For any information you can contact the coordinators from the listed center's as indicated in the table. To register online, follow <https://bit.ly/35HDmo5>

No.	Centre	Contact Person
1	Zambia ICT, Ndola	Mrs V Katongo Cell No. 0955883501
2	ZICA Kitwe Office	Ms.Clara Mapoma, Cell No. 0969328339
3	ZAMIM, Chingola	Mr. Davis Michelo cell No. 0966905983
4	Lukashya Trades Training Institute, Kasama	Mr. C. Kaira Cell No. 0977308704
5	St. Mawaggali Trades Training Institute, Choma	Mr. Tunga, Cell No. 0977 817828
6	St. Pauls Training Centre, Mazabuka	Mrs Marie Kalumbi Cell No. 0977429119
7	Chipata Skills training Centre, Chipata	Mr. Phiri, 0977401211
8	LIBES, Livingstone	Mr. Muchima, Cell No. 0978989326
9	Mansa Trades Training Institute, Mansa	Mr. Chanda Kalutwa Cell no. 0970305354
10	Mulungushi University, Kabwe	Mr Peter Lungu Cell No. 0977416305
11	TAZARA Training Centre, Mpika	Mr Henry Hanyama 0976818137
12	Mongu Trades Training Institute, Mongu	Mr. Mooto, Cell No. 0977828817
13	ZICA HQ, Lusaka	Ms Florence Mbozi Cell No. 0976164177

Participation fee should deposited in the account number below and deposit slip emailed;

Account Name: Zambia Institute of Chartered Accountants
Bank Name: Zambia National Commercial Bank
Account No. 0027262500102
Branch: Lusaka Centre

For more details contact:

Education and Training Department
Accountants Park, Plot Number 2374 Thabo Mbeki Rd
P.O. Box 32005, Lusaka. Tel: 0211374551/9 Fax: 0211374560 Cell No. 0976164177
Email: education@zica.co.zm