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## STUDENT REGISTRATION FORM

### CA ZAMBIA

This form should be completed by all those who wish to register for the CA Zambia Qualification, in line with the Accountants Act of 2008.

| Registration Closing Dates |                      | Examination   | Closing Dates           |
|----------------------------|----------------------|---------------|-------------------------|
| Registration               | Closing date         | Exam Session  | Closing Dates           |
| For March                  | Last Week of January | For March     | First Week of February  |
| For June                   | Last Week of March   | For June      | First Week of May       |
| For September              | Last Week of July    | For September | First Week of August    |
| For December               | Last Week of August  | For December  | First Week of September |

**NOTE:** Students must submit their applications before the deadline for them to sit the examinations. However, applications are accepted throughout the year. Please complete the form and return it to:

Director - Education and Training  
Zambia Institute of Chartered Accountants  
Accounts Park, 2374/a Thabo Mbeki Road

or

Regional Manager North  
Zambia Institute of Chartered Accountants  
2<sup>nd</sup> Floor Mukuba Pension House, Room 333

P. O. Box 32005. Lusaka. Zambia.

Tel: +260 211 374550/9

Email: [education@zica.co.zm](mailto:education@zica.co.zm)

P. O. Box 23593. President Avenue

Kitwe, Zambia. Tel: +260 212 222002

Email: [kitwe@zica.co.zm](mailto:kitwe@zica.co.zm)

**If your application is successful, you will receive a student admission letter, student handbook and where applicable the exemption notice. Following registration, the Student magazine will be sent to you on a quarterly basis.**

#### FOR OFFICIAL USE ONLY

OFFICIAL  
STAMP

Student Number:

Registration Date: \_\_\_\_\_

|                            |           |        |  |                      |  |  |
|----------------------------|-----------|--------|--|----------------------|--|--|
| <b>Registration Level:</b> | CA Zambia |        |  |                      |  |  |
| <b>Attachments:</b>        | Fees      | Photos |  | Additional Documents |  |  |

Officer's Initials: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviewer's Initial: \_\_\_\_\_

Signature: \_\_\_\_\_

## 1.0 GENERAL INFORMATION

### 1.1 Personal Information

|                               |  |
|-------------------------------|--|
| Title (Mr./Mrs./Miss/ Dr/Prof |  |
| First Name                    |  |
| Middle Name                   |  |
| Surname                       |  |
| Nationality                   |  |
| Date of Birth                 |  |
| Sex (Male/Female)             |  |
| NRC Number/ Passport Number   |  |

### 1.2 Contact Details

|                             |  |
|-----------------------------|--|
| Postal /Residential Address |  |
| Town/ City                  |  |
| Country                     |  |
| Mobile Number 1             |  |
| Mobile Number 2             |  |
| E-Mail address              |  |

### 1.3 Outline and Structure

| Certificate in Accountancy   | CA Application Advanced Diploma in Accountancy   | CA Advisory Professional in Accountancy   |
|--|--|---|
| 1.1 Financial Accounting<br>1.2 Business Mathematics<br>1.3 Business Economics<br>1.4 Commercial and Corporate Law<br>1.5 Management Theory & Practice<br>1.6 Business Communication | 2.1 Financial Reporting<br>2.2 Management Accounting<br>2.3 Audit<br>2.4 Taxation<br>2.5 Financial Management<br>3.3 Strategic Business Analysis | 3.1 Advanced Financial Reporting<br>3.2 Advanced Audit & Assurance<br><br>Choose <u>any one of</u> the following routes:<br><b>Public Practice Route</b><br>3.4 Advanced Taxation<br>3.7 Public Sector Audits and Assurance<br><b>Business Route</b><br>3.5 Advanced Management Accounting<br>3.6 Advanced Financial Management<br><b>Public Sector Route</b><br>3.7 Public Sector Audits and Assurance<br>3.8 Public Sector Financial Management |

**1.4 Entry Requirements**

|   |
|---|
| <p><b>CA Certificate in Accountancy:</b><br/> <b>School leavers:</b> Grade 12 School Certificate or its equivalent with five (5) <b>Credit Grades</b> or better including Mathematics and English<br/> <b>CA Application Advanced Diploma in Accountancy</b><br/>                 CA Certificate in Accountancy, Diploma in Accountancy or any other level 4, Level 5 or Level 6 qualification approved by the Institute, <b>with 5 O level credits or better</b> including Mathematics and English<br/> <b>CA Advisory Professional in Accountancy</b><br/>                 ZICA CA Application Advanced Diploma in Accountancy or any other level 7 qualification recognised by the Institute and a Grade 12 School Certificate or its equivalent with <b>five (5) O level credits</b> or better including Mathematics and English.</p> |
|---|

**1.5 Mode of study**

|   |           |            |
|---|-----------|------------|
| Full Time                                   | Part Time | Self-Study |
| If Full Time or Part Time, Name Institution |           |            |

**2.0 EDUCATION**

|  | QUALIFICATION | INSTITUTION OBTAINED FROM | LENGTH OF COURSE | DATE AWARDED |
|--|---------------|---------------------------|------------------|--------------|
|  |               |                           |                  |              |
|  |               |                           |                  |              |
|  |               |                           |                  |              |
|  |               |                           |                  |              |
|  |               |                           |                  |              |
|  |               |                           |                  |              |
|  |               |                           |                  |              |

**EXEMPTIONS: Please tick the papers you request to be exempted from in the boxes provided:**

|       |                                | Tick |       |                                  | Tick |
|-------|--------------------------------|------|-------|----------------------------------|------|
| CA1.1 | Financial Accounting           |      | CA2.1 | Financial Reporting              |      |
| CA1.2 | Business Statistics            |      | CA2.2 | Management Accounting            |      |
| CA1.3 | Business Economics             |      | CA2.3 | Auditing Principles and Practice |      |
| CA1.4 | Commercial and Corporate Law   |      | CA2.4 | Taxation                         |      |
| CA1.5 | Management Theory and Practice |      | CA2.5 | Financial Management             |      |
| CA1.6 | Business Communication         |      | CA3.3 | Strategic Business Analysis      |      |

**NOTE: There are NO exemptions under the CA Advisory Professional in Accountancy**

### 3.0 PAYMENTS

POS (swipe)   
  Cheque   
  Cash   
  Mobile Payment

Account Name: ZICA  
 Bank Name: Zanaco Bank  
 Kwacha Account No: 0027262500102  
 Branch: Centre Branch

Other, Specify: \_\_\_\_\_

**NOTE:** You will be required to pay registration and annual subscription fees as shall be determined by the Institute. The registration fees will only be paid upon registration whereas the annual subscription fee will be due on 1<sup>st</sup> January of each calendar year. Should you be de-registered, you will be required to pay the said prescribed re-registration fee.

### 4.0 HOW YOU KNEW ABOUT THE CA ZAMBIA PROGRAMME (Tick all the boxes that apply)

|                        |                          |                         |                          |                 |                          |              |                          |
|------------------------|--------------------------|-------------------------|--------------------------|-----------------|--------------------------|--------------|--------------------------|
| ZICA Promotional event | <input type="checkbox"/> | School ZICA Career talk | <input type="checkbox"/> | Friend/Relative | <input type="checkbox"/> | Employer     | <input type="checkbox"/> |
| Tuition provider       | <input type="checkbox"/> | ZICA Website            | <input type="checkbox"/> | Trade Event     | <input type="checkbox"/> | Radio Advert | <input type="checkbox"/> |
| Newspaper Advert       | <input type="checkbox"/> | TV Advert               | <input type="checkbox"/> | Social Media    | <input type="checkbox"/> | Other        | <input type="checkbox"/> |

CA Zambia Ambassador  Name of CAZA: .....

If other, Specify: \_\_\_\_\_

### 5.0 DECLARATION

I hereby declare that the information given in this form is correct. I therefore make an undertaking to observe and abide by the regulations which are now and may hereafter be in force from time to time for regulating students and graduates. I understand that my eligibility will be based on official documents about my qualifications that I have submitted to ZICA. I understand that I will be charged for any exemptions at the current rate and pay all necessary fees in order to remain registered.

|                         |                    |
|-------------------------|--------------------|
| <i>Signature:</i> _____ | <i>Date:</i> _____ |
|-------------------------|--------------------|

**Please ensure that you have enclosed copies of the following:**

|  |   |
|--|---|
| <input type="checkbox"/> NRC/ Passport   | <input type="checkbox"/> Two (2) Passport size Photos         |
| <input type="checkbox"/> Certified Relevant Statements of results and/Certificates | <input type="checkbox"/> Evidence of payment for registration |

**NOTE:**

*Grade 12 results are to be certified by Examination Council of Zambia (ECZ). Certification through the ZICA offices will be at a minimal fee prescribed by the Institute. Please note that candidates who pursued and completed other ZICA qualifications are exempted from submitting certified copies of their ZICA qualifications when applying for exemptions.*

**THE END, THANK YOU FOR COMPLETING THIS FORM**