REMINDER – NORMAL REGISTRATION

SEPTEMBER 2021 EXAMINATIONS

A reminder is hereby given that Normal registration for the September 2021 Examination Session is still ongoing until 6th August 2021. The closure of Normal registration will be followed by Late registration which will run from 7th to 13th August 2021. The September 2021 Examination Session will cover the following programmes:

- CA Zambia
- Diploma in Accounting

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 July 2021 To 6th August 2021**	**From 7th July 2021 To 13th August 2021**
Programme	**K**	**K**
CA Certificate in Accountancy	680	816
CA Application Advanced Diploma in Accountancy	820	984
CA Advisory Professional in Accountancy	1,240	1,488
Diploma in Accountancy level 1	490	588
Diploma in Accountancy level 2	715	858

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 September 2021 Examinations without producing an examination docket which has a clear face picture of the candidate.

2. Any registration for the Examination that will <u>remain unpaid by the due date</u> for Normal Registration (6th August 2021) 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 are yet to pay their 2021 subscription fees or owe the Institute any amount (e.g. exemptions and previous examinations). Check under

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)
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 or call +260976164177.

EDUCATION AND TRAINING DEPARTMENT