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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
2nd Floor Mukuba Pension House, Room 333

P. O. Box 32005. Lusaka. Zambia.

Tel: +260 211 374551/9

Email: education@zica.co.zm

P. O. Box 23593. President Avenue

Kitwe, Zambia. Tel: +260 212 222002

Email: 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: _____

Registration Level:	CA Zambia						
Attachments:	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 1.2 Business Mathematics 1.3 Business Economics 1.4 Commercial and Corporate Law 1.5 Management Theory & Practice 1.6 Business Communication	2.1 Financial Reporting 2.2 Management Accounting 2.3 Audit 2.4 Taxation 2.5 Financial Management 2.6 Strategic Business Analysis	3.1 Advanced Financial Reporting 3.2 Advanced Audit & Assurance Choose <u>any one of</u> the following routes: Public Practice Route 3.4 Advanced Taxation 3.7 Public Sector Audits and Assurance Business Route 3.5 Advanced Management Accounting 3.6 Advanced Financial Management Public Sector Route 3.7 Public Sector Audits and Assurance 3.8 Public Sector Financial Management

1.4 Entry Requirements

CA Certificate in Accountancy:

School leavers: Grade 12 School Certificate or its equivalent with five **(5) Credit Grades** or better including Mathematics and English

CA Application Advanced Diploma in Accountancy

CA Certificate in Accountancy, Diploma in Accountancy or any other level 4, Level 5 or Level 6 qualification approved by the Institute, **with 5 O level credits or better** including Mathematics and English

CA Advisory Professional in Accountancy

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 **five (5) O level credits** or better including Mathematics and English.

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		CA2.6	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 1st 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	<input type="checkbox"/>	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.

Signature: _____

Date: _____

Please ensure that you have enclosed copies of the following:

☐ NRC/ Passport

☐ Two (2) Passport size Photos

☐ Certified Relevant Statements of results and/Certificates

☐ Evidence of payment for registration

Grade 12 results are to be certified by Examination Council of Zambia(ECZ). 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