

## Student Fees

The entry, Subscription and Examination fees are revised annually and can be obtained from the ZICA Website on [www.zica.co.zm](http://www.zica.co.zm)

## Exemptions

Qualification	Exemptions
Full CA Advisory Professional in Accountancy, CA Application Advanced Diploma in Accountancy, ACCA, CIMA and recognized professional accounting qualifications and degrees accounting Certificate in Taxation	PGDT1, PGDT3, PGDT4
Advanced Diploma in International Taxation (ADIT)	PGDT5, PGDT6
Bachelor of Laws	PGDT2
Diploma in Taxation	PGDT1, PGDT3, PGDT4, PGDT5, PGDT7

Applicants for exemptions with qualifications that are not on the above list must enclose the syllabi for their qualifications. Exemptions will be granted after the syllabi have been assessed by the exemption committee of the Institute using a set of Criteria.

## Examination Centres

Students will be required to sit for examinations at any of our ZICA accredited examination centres, for further details on the centres and centre codes visit the ZICA website.

The Director-Education and Training  
Zambia Institute of Chartered Accountants  
Plot Number 2374/a Thabo Mbeki Road  
P.O.Box 32005  
Lusaka  
Email: [Education@zica.co.zm](mailto:Education@zica.co.zm)

The Regional Office- North  
Zambia Institute of Chartered Accountants  
2nd Floor Mukuba Pension House, Room 333  
President Avenue  
Kitwe  
Email: [kitwe@zica.co.zm](mailto:kitwe@zica.co.zm)



# POST GRADUATE DIPLOMA IN TAXATION

## ZICA Background

The Zambia Institute of Chartered Accountants (ZICA) is a self regulated body for the accountancy profession in Zambia. It was established by an Act of Parliament of 1982 and repealed by the Accountant's Act of 2008. The primary mandate of the Institute is to promote the accountancy profession through the regulation of the accountancy practice and education.

ZICA is a member of the International Federation of Accountants (ZICA), Pan African Federation of Accountants (PAFA), and Chartered Accountants Worldwide (CAW).

### Our Vision

A reputable leader in developing competent and ethical finance professionals.

### Our Mission

To regulate and promote excellence in the accountancy profession, championing the highest standards in education and ethics, shaping a future where professionals contribute significantly to Zambia's economic prosperity and global standing.

## The ZICA Taxation Programme

The Post Graduate Diploma in Taxation programme aims to develop competent tax professionals who can deal comprehensively with complex multi-tax scenarios which they will encounter in their daily tax work whether in practice, public sector or the corporate sector. It seeks to develop the skills of tax professionals in a measured way that reflects the values of public interest as they provide efficient tax services which reflect the commercial reality of the taxpayers.

However, tax is a complex and diverse field requiring specialised technical knowledge. Increasingly, there has been demand from the market for a specialised training programme in Taxation to increase technical capacity that matches the growth in the Zambian economy. In putting this programme together, the Institute drew upon the wide experience it has in training accountants.

### The programme was developed to address the following:

- Offer a thorough understanding of the Tax system and practice of Taxation in Zambia to professional accountants.
- Enhance the understanding of tax among the professionals from a wide range of disciplines who may not have a background in accounting but are actively involved in the various facets of taxation.
- Give an opportunity to all those who require a recognised professional qualification in Taxation for whatever reason.

The programme has 8 modules and a Post Graduate Diploma in Taxation is awarded on completion of the these modules.

## Entry Requirements

1. Non-school leavers who hold the CA Application Advanced Diploma in Accountancy or a recognised Degree in Accountancy or other recognised level ZQF7 accounting qualifications and possess five (5) O level credits or better including Mathematics and English
2. Non-school leavers holding a recognized nonaccounting business related degree or other recognized non-accounting business related qualification rated at level ZQF7 and possess five (5) O level credits or better including Mathematics and English.

To be awarded the Post Graduate Diploma in Taxation, candidates are required to complete all the following eight modules in the programme which include:

1. **PGDT 1:** Financial Accounting and Reporting
2. **PGDT 2:** Law of Taxation
3. **PGDT 3:** Direct Taxes
4. **PGDT 4:** Indirect and Trade Taxes
5. **PGDT 5:** International Taxation
6. **PGDT 6:** Transfer Pricing
7. **PGDT 7:** Tax Audit and Investigations
8. **PGDT 8:** Tax Management and Planning

## Mode of Study

The programme has a exible mode of study to cater for the different groups of learners. The available modes of study are as follows:

### Full Time Study:

Students on full-time are required to enrol at a ZICA accredited tuition provider.

### Part Time Study:

Students on part-time are required to enrol at a ZICA accredited tuition provider.

### Self-Study:

It is recommended that students on self-study should make use of the ZICA recommended study materials. These can be purchased from any ZICA office.

## Examinations

There are two examination sessions for the Taxation Programme annually: June and December.

## Registration

Applications are to be done through the Student Portal which can be accessing through the link <https://portal.zica.co.zm/>

All qualifications with the exception of those issued by ZICA must be validated by the Zambia Qualifications Authority (ZAQA).

## Important Dates and Deadlines

ACTIVITY	JUNE EXAMS	DECEMBER EXAMS
Registration/Re-registration Fees	Last Friday of April	Last Friday of October
Subscription Fees	1 <sup>st</sup> January	1 <sup>st</sup> January
Examination/Exemption Fees	First Friday of May	First Friday of November