

Communication and People Skills at Executive Level (SE I) **Examination**

Instructions to candidate:-

The Communication and People Skills examination of the Executive Level (SE I) will be held on 16th December 2015 in the Gateway Colleges situated in Colombo, Kandy, Galle, Kurunegala and Jaffna. This Examination will be conducted for reading, writing and listening skills only. A separate admission card will be issued for the Speaking Test. Date/time of the Speaking test will be notified to you in due course. **It is compulsory to complete all four sections (skills) of the examination.**

Applications for the above examination will be accepted till 16th November 2015 up to 5.00 pm. Applications should be sent via registered post addressed to Manager Examinations, Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 07 or drop into the box placed at the security point of the Institute on or before 16th November, 2015. Please indicate the name of the Examination as “SE 1 - December 2015” on the top left hand corner of the envelope.

You can obtain application forms from the Institute / the nearest CA Information Centre. Or by logging in to <https://casrilanka.com>

CA SRILANKA
EXAMINATION DIVISION

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA

Application for Communication and People Skills (SE1) Examination – December 2015

Date of Examination : 16 December 2015
Date of Calling Applications : 30 October 2015
Date of Closing Applications : 16 November 2015

For office use only Index No.

Exam Fees Payment Details			
Date	Bank / Branch	Payment Code	Amount
		EX 07	Rs. 2,500/=

1. **NAME WITH INITIALS** : Mr./Mrs. / Miss

(In block capitals)

2. **FULL NAME** :

(In block capitals)

3. **ADDRESS** :

.....

E.mail :

TELE. NO. **Fixed** :

Mobile :

4. **NATIONAL IDENTITY CARD NO.**

Date of issue

5. **REGISTRATION**

ICASL ID Number :

Year of the most recent renewal of registration :

(All candidates should have renewed their students registration for the year 2015).

6. **ELIGIBILITY**

Candidate should have completed the SE1 course to be eligible to sit the SEI examination.

Have you completed the SE1 course

Yes

No

Exempted

If your answer is 'Yes' mention the

- Date of completion
- Name of the Teaching College & Branch where you studied SE1 course

7. SELECT THE EXAMINATION CENTRE

Colombo		Kandy		Kurunegala		Jaffna		Galle	
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8. DECLARATION BY THE CANDIDATE :

I certify that the particulars furnished by me in this application are correct. I undertake to abide by the decisions of the Council in regard to this Examination. I am liable to be penalized for any false declaration made by me in this application.

Date :

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Signature of Candidate

NOTES

1. Any candidate who furnishes false information is liable to be suspended from sitting any examination of the Institute for life or for a specific period at the discretion of the Council.
2. The Examination fee is Rs. 2,500/= to sit the SE I paper. The fee should be paid in cash to any branch of Bank of Ceylon to the credit of the Institute of Chartered Accountants of Sri Lanka, Collection Account No. 2323142 Bank of Ceylon, Torrington Square Branch. Pay-in-Vouchers in triplicate are enclosed herewith for this purpose. Please attach the copy of CA Sri Lanka with your application.
3. Examination fees of candidates who fail to sit the examination will not be refunded or transferred under any circumstances.
4. Applications should be sent under registered cover marked " **SE I - December, 2015** " on the top left hand corner of the envelope to the Manager Examinations, Institute of Chartered Accountants of Sri Lanka, 30 A, Malalasekera Mawatha, Colombo 7, or drop your application into the box placed at the security point at the Institute.
5. **The income code (EX 07) should be written correctly on the deposit slip.**