



# **INSTRUCTIONS**

## ***General instructions:***

### ▪ **Eligibility for the Certificate to Practice on being admitted to ACA Membership**

- Total period of training required for Certificate to Practice is 4 years
- Completion of two years (440 working days) of training at a Public Practice (audit) organization approved for Business & Corporate level training with a minimum of 50% experience related to statutory audits, after completing Final I examination / after being eligible for DAB or CSBA.

**Note:** Eligibility for DAB / CSBA - completion of both S I / Business level examination and one year (220 days) of Strategic / Business & Corporate level training (refer Practical Training Guide for further details)

- Please fill the master summary/summaries in the book/s and check whether you have gained the minimum requirements in each category.
- Certification for regulation 29 in the record book should be obtained from the Supervising Member of the trainee. This certification need to be obtained for the entire period of final level / Strategic level/~~Business~~ Level training.

## ***Filling the application:***

- \* Indicate your full name as per Member's Directory in capital letters and keep a gap of one square between two names.
- \* Provide all the relevant details of practical training and exemptions in the given table

## ***Submission of the application:***

Hand over below given documents to the CA Sri Lanka Training Division

- Record books
- Request letter to apply for the Certificate to Practice
- Duly filled application