

A. Dates of Conducting the Examination

22nd, 28th and 29th December 2019

B. Medium of answering the examination

Examination will be conducted in English medium and you are required to **answer in English medium.**

C. Acceptance of the Application

Date of calling applications	05 th August 2019
Application Closing Date	26 th September 2019
Late Application Closing Date	04 th October 2019
Penalty Payment	50% of the Examination Fee + Normal Examination Fee

Penalty should be paid for the applications received from 27th September 2019 to 04th October 2019.

Applications should be addressed to the “Director – Examinations” and sent either by registered post or dropped in to the box kept especially for this purpose, at the security point of the Institute on or before 26.09.2019.

D. Please use the following instructions to fill the attached Examination Application

- Please write the information in clear letters
- Please note that, after submitting the examination application, you are not permitted to change any subject/s or centre.**

E. Examination fees payment details

Exam fees can be paid via institute’s cashier / bank or online.

Bank Details : Bank of Ceylon – Any Branch
Account No : **2 3 2 3 1 4 2** (CA Sri Lanka collection account at the Torrington Square branch)

Examination Fee Structure

Examination	Examination fee per subject			Payment Code
	Sri Lanka	Qatar	Maldives	
Business Level	Rs. 3,400.00	Rs. 17,000.00	Rs. 13,000.00	EX 02
Corporate Level	Rs. 4,900.00	Rs.20,000.00	Rs. 15,000.00	EX 03

Examination Fee Payment Code

Note : Payment code relevant to your examination should be clearly indicated in your deposit slip. The CA Sri Lanka copy should be attached together with your application.

Examination	Payment Code
Business Level	EX 02
Corporate Level	EX 03
Business Level & Corporate Level	EX 03

F. Instructions to fill the application

1. Write your full name clearly.

Please note that contact details given here are used in processing the applications only. You have to inform the Registration Division of any changes of your contact details.

Write your national identity card number.

2. Write your Registration No clearly.

Renewal : All candidates should have renewed their student registration for 2019.

3. As per the eligibility criteria given below, please put a tick the relevant cage.

Exemptions : Those who apply the examination on exemptions on account of other professional qualifications are advised to obtain confirmation of their exemptions from the Registration Division before applying the examination. (For further information please contact Registration Division 0112352000 Ext: 1100, 1101, 1102) Please refer the transitional arrangement attached to the application.

4. Please clearly tick the subject/s applied for the current sitting.

5. Please tick the exam center you wish to sit for the exam.

6. Please tick the other mandatory requirements fulfilled.

6.1 Study pack

If you are attempting any subject for the first time you are strictly advised to make the relevant payment and collect the study pack. Candidates coming through CIMA/ACCA reciprocal schemes are also required to make payment and collect the relevant study packs. **(Examination applications of students who do not comply with this requirement will be rejected).**

If you have already purchased the study pack for a particular subject under old syllabus, it is not necessary to purchase the study pack for the corresponding subject under new syllabus (2015- 2020). But we would like to advise you to study new study texts to get ready for the examinations held under new syllabus (2015 -2020).

Contact details for further information: Study packs Sales Centre (011 2352000 Ext.: 1051) or Education Division (011 2352000 Ext.: 1427).

6.2 Compulsory IT Training Requirement :

SE2 - Executive Information Technology & Systems	Should be completed before applying for the Business Level Examination
SB2 - Business Information Technology & Systems	Should be completed before applying for the Corporate Level Examination
SC2 - Corporate Information Technology & Systems	Should be completed before applying for the KC5 Corporate Strategy and Contemporary Issues Examination

Exemptions:

- CIMA & ACCA passed finalists and members who have obtained exemptions from the Registration Division at CA Sri Lanka are exempted from SE2 & SB2.
- CIMA & ACCA members who have obtained exemptions from the Registration Division at CA Sri Lanka are exempted from SC2.
- Those who have successfully completed Intermediate /CAB II level, HOE F1 / Strategic level I and HOE F2 / Strategic level II, IT courses are exempted from Executive Level, Business Level and Corporate Level IT courses respectively.

For more information please contact IT training division. Telephone - 011 2352013

Email - ittraining@casrilanka.org

6.3 Eligibility criteria to sit Business and Corporate Level examinations based on the Communication & People Skills Modules :

For more information please contact Multimedia English Language Centre Tel. 011-2352000, Ext: 1301, 1302	Communication and People Skills at Executive Level (SE1): SE1 – Should be completed before applying for the Business Level Examination
	Communication and People Skills at Business Level (SB1): SB1 – Should be completed before applying for the KC5 Corporate Strategy and Contemporary Issues Examination
	Communication and People Skills at Corporate Level (SC1): SC1 - Should be completed before applying for the KC5 Corporate Strategy and Contemporary Issues Examination

Only the students who have already passed SE-1 examination and the students who will sit the forthcoming SE1 examination in November 2019 will be eligible to apply for the Business Level examination in December 2019.

7. Please refer the “Training Requirements” in the instructions given and fill the relevant section.
8. Please fill the relevant areas clearly and obtain the signature of the Manager Training. (For necessary information- 0112352000 ext. 1433/ 1436)
9. Please check the information given above from no. 1 to 8 are accurate and place your signature and the date.

Other Important Instructions:

- **Examination fees paid by candidates will not be refunded or carried forward by the Institute. Therefore Medical Certificates are not accepted by the Examination Division under any circumstances.**
- **If you are applying for both Business and Corporate Level subjects please do not use two applications. In case there's any change to be made once the application is submitted, kindly inform the Exam Division through a written request before the closing date of the applications.**
- Please note that no application will be attested at the examination centre by the supervisors or officers involved in the examination duties.
- Please do not attach the bank deposit slip of study packs / renewal with the exam application forms.
- Please send self-addressed and stamped acknowledgement post card together with the application.
- It is compulsory to update your contact details and the correspondence address in the student's profile given in the Institute's web site as the admission card, result sheets, e mail circulation and SMS alerts are generated by the system using the contact information given in the student profile.
- Director Examinations reserves the right to reject your application if it is incomplete, incorrectly filled or you have not adhered for the requirements mentioned under no 1-9 of the application.

Director Examinations
05th August 2019

Transitional Arrangement

- Students passed the **Certificate Level II examination**, the former Intermediate examination or the Professional I examination are eligible to apply for the Business Level examinations. They are exempted from the Executive Level and KB 4 of Business Level. Those who are exempted from the Certificate Level II Examination under any other qualification are also eligible to apply the Business Level Examination.

- Students passed the former **Final I examination** are required to pass KB 5 to complete the Business Level and KC2, KC3, KC4 and KC5 to complete Corporate Level. Students **referred in Final I examination** are required to pass the corresponding subject too, in addition to the subjects mentioned above. Students should sit for the KB1 paper of the Business Level if they wish to obtain the Senior Business Accountant certificate.

- Students who have passed the former **Professional II** examination are required to pass KB2, KB5 to complete the Business Level and KC2, KC4 and KC5 to complete the Corporate Level.

Students are permitted to apply for single subject/s at a time, and the subject/s that passed will be carried forward. (This rule is applicable to the students who have obtained exemptions on account of CIMA or ACCA as well). They should sit and pass all the subjects in Business Level and Corporate Level other than the exempted under any approved reason. Students who have obtained **Permanent Credits** for some subject/s of Final I or II will be treated as having passed the corresponding subject/s in Business and Corporate Levels according to the mapping under 2010 syllabus (Strategic Level I or II). (Those students should have obtained two permanent credits at a time before 2014 and single permanent credit from 2005). **They should sit and pass all the subjects in Business Level and Corporate Level** other than the exempted under any approved reason.

If students have passed four subjects in Strategic Level I (or if there are students remaining with two subjects including Strategic Management Process) under previous syllabus are eligible to sit Corporate Level together with the Business level. However it is mandatory to apply Corporate level subjects together with all the Business level subjects which they have to sit and pass.

Training Requirements

Students are requested to read the below instructions carefully, before filling number 07 and 08 of the exam application form. (Applicable fo Corporate Level applicants only)

Category 1: Students who have **completed 2 years** (Executive & Business) training requirement to apply for the Corporate Level Examination in December 2019.

1st attempt : Studnets who are applying for the Corporate Level examination at their **1st attempt under category 1**, have to complete the following training requirements;

- Successful completion of Certificate/ Executive level training
- Successful completion of 220 working days of Strategic/ Business level training after completing Licenciate/ Intermediate/ CAB II/ Executive Level examination.

The student must ensure his / her examination application is certified by the Supervising Member at the Training Organization and Manager Training at CA Sri Lanka to satisfy the practical training requirement.

Candidates should produce the following documents to obtain the certification.

- Training Record Books of Final / Strategic / Business Level training or availability of Online Record Books.
- Intermediate / CAB/ CBA certificate or training record of that level to check the eligibility for the certification.

Subsequent attempt : Students who are aaplying for Corporate Level examination as their **subsequent attmpt under category 1** have to complete the following requirements ;

- If the student has completed the said two years training requirement at the time of applying for the Corporate Level 1st attempt, he /she can continue with their subsequent attempt/s, without getting prior approval from the Manager Training at CA Sri Lanka.
- Student who sat for Corporate Level examination as the 1st attempt under the training concession should get their examination applications certified by the Supervising Member at the Training Organization and Manager Training at CA Sri Lanka to satisfy the practical training requirement at the time of applying for the subsequent attempt.

Category 2 : Students who apply under the **special concession given for training requirement** to sit for the Corporate Level Examination in December 2019.

1st attempt or subsequent attempt :

Students should get their examination applications certified by the Supervising Member at the Training Organization and Manager Training at CA Sri Lanka to satisfy the practical training requirement.

To be entitled for the concession ;

- Students should be eligible to obtain Certified Business Accountant (CBA)
- Holding a valid Business Level Training Agreement (as at the closing date of the applications for the Corporate Level Examination / before the examination date :December 2019).
- Successful completion of all other specified requirements under the knowledge & Skills modules.

Please note:

- This concession is applicable for students who may apply to sit for the Corporate Level examination under the current syllabus (2015).
- Students should get the approval from the Supervising Member and the Manager - Training of CA Sri Lanka for the fulfillment of the above requirement prior to submitting the examination application
- If any student is unsuccessful or partly successful in the examinations in the existing curriculum (2015), they will have to complete the requisite training requirement to sit for a similar examination under the new syllabus.
- This concession will not be applicable for 1st time applicants with effect from the syllabus change.

Any student who is unable to fulfill the aforesaid training requirement at the time of the exam application closing date, should keep a photocopy of the duly filled exam application before submission of the application to the Institute. Once the training requirement is fulfilled, the copy of the exam application should be forwarded to the Manager Training at CA Sri Lanka with the confirmation of the Supervising Member to process the admission.

Members of CIMA- UK secured exemption under MoA in 2017

CIMA members with less than 3 years of post-membership experience have to complete 220 working days of Business level training (one year after securing the exemption under MoA) before sitting for the Corporate Level examination. CIMA members with over 3 years working experience can sit for Corporate Level examination without training.

Members of CIMA- UK (secured exemption before 26.04.2017)

ACCA-UK & Fulltime Academics

Members of CIMA/ACCA & full time lecturers lecturing in Accounting or/and Finance subjects in approved universities of Sri Lanka are allowed to sit for the Corporate Level examination without completing the training requirement.

CIMA & ACCA Candidates should provide the following documents to obtain the Training Manager's certification.

- Members of CIMA/ACCA should provide membership certification and copy of the exemption letter issued by CA Sri Lanka.
- Fulltime lecturers should provide confirmation letter from the university

NB: Please attach a copy of your CIMA / ACCA membership certificate in the exam application.

Office use only Index No

Office use only	R	SP	TR	SE1	SE2
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Payment carried forward if any	
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1. Full Name :

Name with initials :

Address :

Contact Number :

E-mail Address :

NIC Number :

2. CA Sri Lanka Registration Number :

3. Eligibility :

Professional Level I Professional Level II Strategic Level I/II Final Level I/II
Executive Business Exempted

4. Subjects Applied :

Business Level

KB1 Business Financial Reporting (BFR)	<input type="checkbox"/>	Tuition Provider
KB2 Business Management Accounting (BMA)	<input type="checkbox"/>
KB3 Business Taxation and Law (BTL)	<input type="checkbox"/>
KB4 Business Assurance, Ethics and Audit (BAEA)	<input type="checkbox"/>
KB5 Business Value Creation (BVC)	<input type="checkbox"/>

Corporate Level

KC1 Corporate Financial Reporting (CFR)	<input type="checkbox"/>
KC2 Corporate Finance and Risk Management (CFRM)	<input type="checkbox"/>
KC3 Corporate Taxation (CT)	<input type="checkbox"/>
KC4 Corporate Governance, Assurance and Ethics (CGAE)	<input type="checkbox"/>

5. Exam Centre

Colombo Kandy Galle Jaffna
Qatar Maldives

6. Other Mandatory Requirements

Purchased relevant study packs

Completed SE1 English exam

Completed SE2 IT exam

7. Record of Training (Applicable for Corporate Level 1st attempt / subsequent attempts under the concession)

Strategic / Business Level Agreement No.	Name of the Supervising Member	Training Organization	Period of Training	
			From	To

I certify that Mr. / Ms.....
 has registered for / completed / is undergoing, 220 training days of Business Level training as shown above, after being eligible for the Licentiate / Intermediate Certificate / Certificate in Accounting and Business (CAB) / Certified Business Accountant (CBA).

Licentiate / Intermediate / CAB/ CBA Approved / Eligible date :

Date of Completion : Certificate / Executive Level examination :MonthYear

Date of Completion : Certificate / Executive Practical Training :MonthYear

Signature and seal of the Supervising Member :
 (Applicable only for ongoing training agreements)

Date :

8. Certification by the Manager Training of CA Sri Lanka (Applicable for Corporate Level 1st attempt / subsequent attempts under the concession)

I certify that this candidate is eligible to sit for Corporate Level Examination. (After completion of the training requirement / as per the concession given)

Manager Training – CA Sri Lanka : Date :
 (Signature and seal)

9. Declaration by candidate

I certify that the details given by me in this application is correct. I undertake to abide by the decisions of the council in regard to this examination. I am liable to penalized for any false declaration made by me in this application. I hereby declare that I have fulfilled all the requirements to sit for this examination. A copy of the deposit slip as a proof of payment of the prescribed fee is attached herewith.

Date : Signature :