



INSTITUTE OF CERTIFIED MANAGEMENT ACCOUNTANTS OF SRI LANKA

Incorporated by Parliament Act No. 23 of 2009

APPLICATION FOR STUDENT REGISTRATION

(Please read carefully and understand properly the instructions given in page iii before completion of this application)

Please paste
photograph
(3.0cm x 2.5cm)

Photograph
exceeding this size
will not be
accepted

PERSONAL DATA

For Office Use Only

1. Full Name :

.....
.....
(Strictly in accordance with the Birth Certificate)

Application No.	
Date Received	
Registration No.	

1.1 Name with initials :

Name

Initials

Title:

Mr.	Miss.	Mrs.
-----	-------	------

--	--	--	--	--

("Name" which is the last part of the full name should be written along the dotted line, and "Initials" which denote the other parts of the full name, given under No.1 above, should be written in the cages meant for initials)

2. Marital Status :

3. Date of Birth:

Year	Month	Date

4. NIC NO.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CONTACT DETAILS

Address	5. Permanent Address		District	
	6. Mailing Address		Province	
7. E-mail :				
		Home	Office	
8. Telephone :		Mobile:		

EDUCATION

9. The Category under which Registration is Sought

Please select only one cage and mark "x"					
9.1 G.C.E. (O/L) with A/L	9.3 Graduate	9.5 Mature Entry			
9.2 Undergraduate	9.4 Professional Qualifications				

10. Performance at G.C.E. (O/L) Examination

Subject	Grading		Year & Month		Index No.	
	1st Attempt	Subsequent attempt	1st Attempt	Subsequent attempt	1st Attempt	Subsequent attempt
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Performance at G.C.E. (A/L) Examination

Subject	Grading		Year & Month		Index No.	
	1st Attempt	Subsequent attempt	1st Attempt	Subsequent attempt	1st Attempt	Subsequent attempt
1.						
2.						
3.						
4.						

11. Performance at University Examinations (If applicable):

		Level of Performance (Please Mark "x")	
Examinations Passed		Ordinary Pass	
Course of Study		2nd Class Lower	
University		2nd Class Upper	
Year		1st Class	

12. Performance at Professional Examinations (If applicable):

Name of Professional Qualification	
Stage/Stages Passed	
Year	

EMPLOYMENT

13. Present Employment (If applicable)

Please mark "x"			
13.1 Govt. Dept.		13.3 Private Sector	
13.2 Public Corporation		13.4 Self Employed	
		13.5 Not Employed	
		13.6 Others	

Details of Employment:

Name of Organization	
Office Address	
Designation / Job Title	
Experience in an accounting Environment - Nature of duties and period (If applicable)	

FEES

14. Sum of Rs. was paid at the branch of People's Bank being my initial Registration Fee and Annual Subscription for one year / two years. Duplicate paying-in-slip and the Special Payment Voucher are attached.

Serial No. of the Special Payment Voucher is

BACKGROUND INFORMATION

15. School last Attended :

15.1. How did you get to know about CMA ?

- Newspaper Education Exhibition Through Friend/Word of Mouth
 Through Awareness Programmes Conducted in Schools/Colleges Banners/Handbills Other

15.2 Mode of Learning CMA

- Self Study Classes e-learning

15.3 If you are following classes, pls. specify the name of institute and the Town

?

DOCUMENTS

16. Following Documents are annexed

- 16.1 Certified Photocopies of the Educational/Professional Qualifications under which **registration is sought**, together with certified photocopies of other Professional/University Qualifications under which **exemptions are sought**.
- 16.2 Certified Photocopy of Birth Certificate.
- 16.3 Two stamp size (3.0cm x 2.5cm) colour photographs one of which is certified on the reverse by the person who attested the application. (The other photograph is pasted to the application)
- 16.4 The duplicate of the paying-in-slip for the registration fee and the annual subscription fee together with the special payment voucher obtained from the relevant Branch of the People's Bank upon depositing the money.
- 16.5 Self addressed Stamped Post Card.

DECLARATION

17. I hereby certify that the information given by me in this application is true and correct. I shall abide by decisions of the Governing Council on all matters affecting discipline and examinations. I agree that the Institute has the right to terminate my student registration at any time.

.....
Signature of Applicant

ATTESTATION

18. I certify that Mr/Mrs/Miss who is an officer in my office/ a past pupil/ teacher of my school/ Known to me personally placed his/her signature in this, in my presence today

Date:

.....
Signature of Attestor
Official Stamp

Name of Attestor	
Designation	
Organization/Company/Firm	
Address	

The attestor should be either the employer, member of ICMASL, ICA, CIMA, Attorney-at-law, Government Servant at Officer Level, School Principle/Vice principle/Head Master or Justice of The Peace, whose residential address is different from that of the applicant.

INSTRUCTIONS

- (1) This application should be completed in **BLOCK LETTERS, LEGIBLY** and **NEATLY**.
- (2) Full name should be written strictly **in accordance with the Birth Certificate**. When writing the name with initials "Name" which is the last part of the full name should be written along the dotted line, and initials which denote the other parts of the full name should be written in the cages meant for "Initials"
- (3) If your name is indicated in different ways in different documents submitted, please submit an affidavit properly attested by a JP. However, your name has to be used in your application strictly **in accordance with the Birth Certificate**.
- (4) A married female student using her name together with a part of her husband's name should submit a certified photocopy of her Marriage Certificate.
- (5) Photocopies submitted should be certified by the attestor under his/her official stamp which indicates his/her name and other relevant particulars.
- (6) When submitting photocopies of Birth Certificate, G.C.E. A/L & G.C.E. O/L Certificates/ Results Sheets, both sides of the documents should be photocopied and certified.
- (7) Photocopies submitted should be neat and clear.
- (8) Student's copy of the Special Payment Voucher (SPV) endorsed by an **Authorized Bank Officer** together with the Duplicate Paying-in-Slip should be attached to the application.
- (9) The SPV used to pay **the Registration Fee** and **Annual Subscription Fee** should not be used to make any other payment.
- (10) Only the two payments mentioned in No.10 above should be made at the time of submitting the "Application For Student registration".
- (11) Those who apply for Registration under **Mature Entry** Should submit a letter from the employer,
 - indicating the number of years of experience in an accounting environment, the nature of duties performed, and
 - recommending the applicant for the CMA course of study under Mature Entry.

IMPORTANT

Please exercise due care to complete the application legibly and neatly.

Applications,

- Completed in illegible/clumsy handwriting,
- Not fully completed,
- Submitted without necessary documents,
- Submitted without a Special Payment Voucher properly endorsed by on Authorized Bank Officer and the Duplicate Paying-in-Slip for the correct Registration fee and Subscription fee,
- Submitted together with a photograph which is not certified, (The photograph not pasted to the application)
- Submitted contrary to the instructions given,

Will not be entertained.