

INITIAL REGISTRATION FORM (IR)

REGISTRATION NUMBER :(Please leave blank)

Do not post cash. All payments by post should be by Cheque, Money/Postal Orders and made payable to The Institute of Chartered Accountants in Malawi. Do not deposit registration fees into the Institute's bank account.

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS AND IN FULL

1. PROGRAMME APPLIED FOR (TICK)

Certificate in Financial Accounting

☐

Chartered Accountant Malawi

☐

Accounting Technician/Diploma

☐

2. PERSONAL AND CONTACT DETAILS

Title (Mr, Mrs, Miss, Ms, or please specify if other)

Surname

First Name (s)

Date of Birth

Nationality

Marital Status

Gender

Postal
Address

E-mail Address

Telephone Number (s)

3. EDUCATIONAL DETAILS/COURSES/QUALIFICATIONS GAINED

EXAMINING BODY (BODIES)	QUALIFICATION	RESULTS	YEAR ATTAINED

4. DISABILITY

Any information disclosed will be treated in the strictest confidence and will not be passed on to any third party without your express consent.

Do you have a long term or permanent disability, health problem, indisposition or specific learning difficulty that might:

1. affect your exams and for which you require support from ICAM?
2. affect any service or facility offered by ICAM for which you may require support?

☐ If you wish to notify ICAM of any such condition, please tick in this box and enclose supporting documents with this registration.

5. EXEMPTIONS APPLIED FOR

EXEMPTION	REASON FOR EXEMPTION

6. PLEASE TICK (✓) TO CONFIRM THAT YOU HAVE ENCLOSED ALL OF THE FOLLOWING:

Registration fees:

Certificate in Financial Accounting - K12,500.00

☐

Professional Level - K31,250.00

☐

Accounting Technician/Diploma - K15,000.00

☐

Advanced Level - K31,250.00

☐

CA(M) - Knowledge Level - K31,250.00

☐

Certified Copies of Educational/Academic Certificates

☐

Two Passport size photographs

☐

Copy of Marriage Certificate (For married female if current name differs from that on educational certificate(s))

☐**6. HOW DID YOU KNOW ABOUT ICAM?**

ICAM promotional event

☐

Employer

☐

ICAM advertisement in newspaper

☐

School career advisor

☐

Accountancy college

☐

ICAM advertisement on radio/TV

☐

Friend/relative/colleague

☐

Career talk by ICAM

☐

Other, please specify

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8. HOW ARE YOU PREPARING FOR EXAMINATIONS

Through college

☐

On my own

☐

If through college, Full time

☐

Part time

☐

9. DECLARATION

Iundertake to observe and abide by the regulations, which are now and may hereafter be in force from time to time for regulating the examinations and students of the Institute.

I also acknowledge and agree that the Institute shall not be liable for damages or loss resulting from any act of omission in connection with the entire process of handling of examinations including but without prejudice to the handling here of marking, grading, assessing, compiling and advising the final marks thereof, whether caused by accident, negligence, error or carelessness or any other cause of whatsoever nature.

Signature:.....

Date:.....

ALL APPLICATIONS ACCOMPANIED BY RELEVANT DOCUMENTATION PLUS FEES SHOULD BE RETURNED TO:

The Chief Executive Officer
The Institute of Chartered Accountants in Malawi
Stansfield House, Haile Selassie Road
P.O. Box 1
Blantyre

Notes:

1. Fees are neither refundable nor returnable.
2. Under no circumstances can a student withdraw or amend an examination entry after it has been accepted
3. Closing dates for receiving examination fees: **31 March** for June diet and **30 September** for December diet. Late entries will not be accepted.
4. A cheque that is returned by the bank for whatever reason will attract a cash penalty of **50%** on redemption.
5. Students in the Certificate in Financial Accounting should sit **all** the four papers at their first sitting and the programme should be completed within **four consecutive sittings** beginning with the sitting following the student's registration.
6. Accounting/1 and Communication must be passed before a student may attempt Accounting/2
7. Students who complete the certificate in Financial Accounting **must pay exemption fees first** for Accounting/1 and Communication before they sit any paper in the Technician programme.
8. The Technician programme is supposed to be completed within a maximum of **20 consecutive sittings** (10 years) beginning with the sitting following the student's registration.
9. Students are encouraged to attempt examinations for the session immediately following their registration.
10. **Do not deposit registration fees** into the Institute's bank account.
11. Students will be required to **purchase an ICAM study manual** for the subject to be sat **before they can be entered for examinations.**

10. FOR OFFICIAL USE ONLY

Receipt Number	
Amount Paid	
Date Paid	
Date entered in computer and signature	