

19 December 2025

Dear student,

**RENEWAL OF STUDENTSHIP – ACCOUNTING TECHNICIAN / DIPLOMA PROGRAMME**

This is to remind you that your studentship with the Institute ends on **31 December 2025** and will be renewed on payment of the annual subscription fee of **K43,200.00** which falls due on **1 January 2026**. Failure to renew your studentship within the specified period will result into your removal from the students' register.

A student who has been removed from the register for non-payment of the annual subscription fee and wishes to re-register will be required to pay the re-registration fee applicable at the time. The re-registration fee is currently **K50,400.00**. Previous examination history will be re-assessed on the date of processing the re-registration.

Please return this letter together with your subscription fee to the above address. The closing date for receiving the annual subscription fee is **31 January 2026**. All payments should be made direct into the Institute's bank account. Payment will only be recognized as annual subscription fees upon ICAM receiving your annual subscription form and a copy of a stamped bank deposit slip. The account details are as follows:

- (a) Account Name: ICAM Special, Account Number: **632481**, National Bank of Malawi, Victoria Avenue Service Centre.
- (b) ICAM, Account Number **0970362417**, First Capital Bank (FCB), Blantyre Branch.

We look forward to receiving your subscription fee.

Yours faithfully,



**CHRISSE JERE (MRS)**  
For: **CHIEF EXECUTIVE OFFICER**

To be completed by the student

K..... Cash deposit / Bank transfer / Cheque No:.....

Student Name: ..... Registration No.: .....

Address:..... Phone No. ....

**FOR OFFICIAL USE ONLY**

RECEIPT NO.: ..... DATE: .....

ENTERED BY: ..... VERIFIED BY.....

NB: Permanent change of address should be communicated to the Institute in writing.

A member of: