

# Students' Guide



30 A, Malalasekera Mawatha, Colombo 7.

Tel : 0112352000

Fax : 0112352060



Date of Publication – 2018-03-31

Registered students are expected to purchase and peruse this Student Guide upon registration and thereafter each year, to keep themselves updated on amendments and additions which may be brought in from time to time. Especially on to practical training eligibility to sit for examinations, syllabus and examination content requirements.

**Contents**

<b>The Council 2018/2019</b>	<b>5</b>
<b>General Inquiries</b>	<b>6</b>
<b>The Chartered Accountant</b>	<b>7</b>
<b>The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)</b>	<b>8</b>
<b>History &amp; Our Roles</b>	<b>9</b>
<b>Student Registration</b>	<b>13</b>
<b>Procedure for Registration</b>	<b>14</b>
<b>The Student Guide which contains the necessary information may be obtained from the CA Sri Lanka web site.</b>	<b>14</b>
<b>CA Sri Lanka Information Centres</b>	<b>15</b>
<b>CA Sri Lanka Professional Education Providers</b>	<b>16</b>
<b>Important Instructions to Students</b>	<b>20</b>
<b>Scholarship Schemes</b>	<b>21</b>
<b>Structure Of The Curriculum 2015</b>	<b>23</b>
<b>Rules of the Curriculum 2015</b>	<b>24</b>
<b>Course Modules of the knowledge Pillar</b>	<b>26</b>
<b>Examination Calendar / Examinations Time Tables</b>	<b>38</b>
<b>Medium of Answering</b>	<b>38</b>
<b>Fee Refunds / Transfers</b>	<b>38</b>
<b>Examination Centres</b>	<b>38</b>
<b>Publication Of Results</b>	<b>38</b>
<b>Prizes</b>	<b>38</b>
<b>Examination Application Procedure Etc.</b>	<b>39</b>
<b>Examination Admission Cards &amp; Time Tables</b>	<b>39</b>
<b>Education And Training</b>	<b>40</b>
<b>CA Sri Lanka Exemption Policy for Knowledge Modules</b>	<b>40</b>

<b>Personal Pillar Performance Assessment By Levels</b>	<b>52</b>
<b>Transitional Arrangements</b>	<b>53</b>
<b>Practical Training</b>	<b>55</b>
<b>Work-Study Programme</b>	<b>55</b>
<b>Duration of Training</b>	<b>55</b>
<b>Professional Development Through Practical Training</b>	<b>56</b>
<b>Professional Values, Ethics And Attitudes</b>	<b>58</b>
<b>Training with an Approved Training Partners</b>	<b>59</b>
<b>Practical Training Agreement Request</b>	<b>59</b>
<b>Issuing Blank Agreements</b>	<b>60</b>
<b>Changes to the Training Agreement</b>	<b>62</b>
<b>Overseas Training</b>	<b>63</b>
<b>Recognition of Secondments</b>	<b>64</b>
<b>Monitoring of Training</b>	<b>64</b>
<b>Review of Training by the Institute</b>	<b>64</b>
<b>Completion of Practical Training and Examinations</b>	<b>65</b>
<b>Qualification Awarding Structure</b>	<b>66</b>
<b>Certificate to Practice Eligibility</b>	<b>66</b>
<b>Training Exemptions</b>	<b>68</b>
<b>Publication Price List 2018 for Students</b>	<b>72</b>
<b>Instructions to fill the Application for Registration</b>	<b>75</b>
<b>Student Fees - 2018</b>	<b>76</b>
<b>Payments for Student Registration</b>	<b>76</b>
<b>Examinations Fees - 2018</b>	<b>77</b>
<b>Exemption Fees - 2018 (Payment Code - RE03)</b>	<b>77</b>
<b>Fees for Training Division - 2018</b>	<b>77</b>

## The Council 2018/2019

### PRESIDENT

**Jagath Chandana Perera** FCA, BSc (B.Admn) Sp., CFE (USA)

### VICE PRESIDENT

**Manil Jayasinghe** FCA, FCMA (UK), CPFA (UK)

### IMMEDIATE PAST PRESIDENT

**Lasantha Wickremasinghe** FCA, FMAAT

### MEMBERS

**Nishantha Kapila Atukorala** FCA, ACMA

**S Abdul Azeez** FCA, ACMA

**S M S Sanjaya Bandara** FCA, MBA (Col.), B.Sc (Accy.) Sp. (Sri J' Pura)

**N R Gajendran** FCA, FCMA

**Duminda K Hulangamuwa** FCA, FCMA (UK), LL.B (London)

**Chandrasiri Kalupahana** FCA, FMAAT, FCPM

**Chaaminda Kumarasiri** FCA, FMAAT, ACMA, FCCA, MBA (Finance) (Col.),  
B.Sc. (Accy.) Sp. 1st Class (Sri J' Pura)

**Heshana Kuruppu** FCA, MBA (Banking & Finance) PIM, MA (Financial Economics) (Col.),  
B.Sc. (Accy.) Sp. 1st Class (Sri J' Pura), ACMA

**Mohamed Aslam Omar** FCA

**Laknath Peiris** FCA, Attorney-at-Law, Passed Finalist CIMA (UK)

**Dulitha Perera** FCA, FCMA

**Tishan Subasinghe** FCA, CISA (USA), CPFA (UK), ACMA, MBA (Finance) (Col.)

**Gamini Wijesinghe** FCA, MA (Econ), BSc (Pub.Ad) (Sp)

### SECRETARY / CHIEF EXECUTIVE OFFICER

**Aruna Alwis** MBA, MBCS, Dip. In Bus. Admin

## General Inquiries

### Registration Division

Tel - 011 2352000 Ext. 1101, 1104, 1105, 1106

E-mail:- [registration@casrilanka.org](mailto:registration@casrilanka.org)  
[promotions@casrilanka.org](mailto:promotions@casrilanka.org)

### Education Division

Tel - 011 2352000 Ext. 1423, 1424, 1425, 1426, 1427

E-mail:- [education@casrilanka.org](mailto:education@casrilanka.org)

### Training Division

Tel - 011 2352000 Ext. 1422, 1429, 1431, 1432, 1433, 1436, 1438

E-mail:- [training@casrilanka.org](mailto:training@casrilanka.org)

### Examination Division

Tel - 011 2352000 Ext. 1016, 1017, 1018, 1019, 1020

E-mail:- [mgrexams@casrilanka.org](mailto:mgrexams@casrilanka.org)

### IT Training Division

Tel - 011 2352011/011 2352013 Ext. 1311, 1313

E-mail:- [it.fnal@casrilanka.org](mailto:it.fnal@casrilanka.org)

### Library

Tel - 011 2352000 Ext. 1062, 1063

E-mail:- [library@casrilanka.org](mailto:library@casrilanka.org)

### Multimedia English Language Center (MELC)

Tel - 011 2352000 Ext. 1301, 1302, 1305

E-mail:- [melc@casrilanka.org](mailto:melc@casrilanka.org)

### Student Services

Tel - 011 2352000 Ext. 1109, 1110, 1111

E-mail:- [student\\_inquiries@casrilanka.org](mailto:student_inquiries@casrilanka.org)/[scholarship@casrilanka.org](mailto:scholarship@casrilanka.org)

### Public Sector Wing (APFASL)

Tel - 011 2055857

E-mail:- [apfasl@casrilanka.org](mailto:apfasl@casrilanka.org)

## **The Chartered Accountant**

### **Introduction**

The chartered accountant is a complete professional in the field of Accountancy - well versed in the subjects of Accountancy, Auditing, Management Accountancy, Information Technology, Taxation, Corporate and Commercial Law, Financial Management, Management, Economics and other connected subjects.

Chartered Accountants today hold top management positions in industry and commerce, in both private and public sectors. They also practise as chartered accountants and management consultants, in Sri Lanka and abroad. The chartered accountants in Sri Lanka are members of the Institute of Chartered Accountants of Sri Lanka.

### **Career Prospects**

The demand for the services of chartered accountants has been growing rapidly in the recent past. They are much sought after by an ever increasing number of organizations in the private and public sectors of Sri Lanka, who are engaged in a wide range of activities. The skills and expertise of the chartered accountants of Sri Lanka is also recognized all over the world. Of the total membership, 30% serve with distinction abroad.

It is therefore very evident that the prospects of those choosing chartered accountancy as a career are excellent.

Due to the increasing demand for their services, the average earnings/remuneration packages of chartered accountants has also steadily increased in the recent past. Hence a student, on successful completion of his/her examinations and training, could look forward to a comfortable compensation package.

## **The Institute of Chartered Accountants of Sri Lanka (CA Sri Lanka)**

### **VISION**

To demonstrate and be known for exemplifying the highest standards in business and society.

### **MISSION**

To be the most sought after qualification for business leaders

### **OBJECTIVES**

- Upholding standards in the public interest
- Excellence in education and professional development
- Leadership through ideas and influence
- Delivering dynamic and proactive service

### **CORE VALUES**

Integrity + Wisdom + Innovation + Service



## History & Our Roles

In 1950, a recommendation was made to the Government by the L M D de Silva Commission on Company Law that the Institute of Chartered Accountants of Ceylon be established. The recommendation of the L M D de Silva Commission was acted upon only in 1959, when the Minister of Commerce, Hon. R G Senanayake presented a bill in Parliament to incorporate the ICA of Ceylon. The ICA Act No.23 of 1959 was passed in Parliament in September 1959. The Act came into operation on 15th December 1959 by virtue of the Gazette Notification dated 3rd December 1959 issued by the Minister.

The main duties of the Council are :

- To conduct qualifying examinations and to prescribe courses of study.
- To supervise and regulate student education and training.
- To maintain professional standards, and acquaint members with the methods and practices necessary to maintain standards.
- To encourage research in accountancy and related subjects.
- To secure the well being and advancement of the profession.

The duties of the Council focused on two categories of persons-

- Qualified Members of the CA Sri Lanka
- Students following the courses and sitting for its its examinations.

In addition to the above duties, the CA Sri Lanka has carried out the following activities during the past 54 years.

- The library which started modestly in 1960 has today developed into quite a sizable one containing a large number of books.
- Since the early 80s and particularly from 1983 onwards, conscious efforts have been made to afford opportunities to members to avail themselves of continuous professional education. In fact, the advancement of fellow membership which up to 1985, was based on the mere affluxion of time, has now been linked to the satisfactory acquisition of CPE credits, which forms the basis of the Fellowship Examination.
- In 1987, the CA Sri Lanka took the initiative to form the Association of Accounting Technicians of Sri Lanka (AAT). The AAT was entrusted with the task of producing Technician level accounting support staff. The Institute nominates the majority of the members to the Governing Council of the AAT, Sri Lanka

- A computer centre was set up in 1988 to provide 'hands-on-experience' and training on computers to members and students. Courses for members are now being conducted and courses for students commenced in 1991. The centre is acknowledged as the best of its kind among the professional accountancy Institutes in the South Asian region.
- In 1988, a scholarship scheme was launched by the Institute to award scholarships to needy students. Currently, about 25 scholarships are awarded each year.
- Public lectures and seminars are held regularly by the Institute on matters of interest.
- In 1992, the Institute commenced a Merit Scholarship Scheme aimed at attracting students with exceptional results at the Advanced Level Examinations. About ten such scholarships are currently being awarded.
- The 'Journal' started publication in 1972 and is now published annually. The name of the publication was changed to 'Abacus'.
- The National Conference of Chartered Accountants was started in 1980 and is now an annual event in the CA Sri Lanka's calendar. Matters of interest are discussed at the conference, and the conference also affords the members an opportunity to present papers on topics assigned to them by the Conference Technical Committee.
- The Institute conducts a competition among companies, corporations & banks for the selection of the "Best Corporate Report & Accounts". This competition was started in 1964 and is today an important service that the Institute renders to the business community.
- The Business School was started in 1980. It provides training and education in Business and Financial Administration to senior business executives of the country. A diploma is awarded to those successful.
- Association of Public Finance Accountants of Sri Lanka (APFASL) was established on 1st January 2012, as Public Sector Wing of CA Sri Lanka, to improve public sector financial management capabilities.
- A code of professional conduct and ethics was finalized by the Council in November 1975. This was updated in 1993.
- In the fields of Taxation and Company Law, the Institute renders valuable assistance to the government by suggesting various fiscal and other proposals to be included in the relevant legislation. During the last few years these suggestions have been well received.

- The Institute has been regularly adopting with necessary modifications, the Accounting Standards & Auditing Guidelines set out by the relevant international bodies and these are published as the Sri Lanka Accounting Standards and Sri Lanka Auditing Standards.
- Since 1983, the Institute has been organizing an Annual Convocation to present the certificates to the members gaining entry into the profession.
- The Institute is a member of the following bodies:
  - Confederation of Asian & Pacific Accountants (CAPA)
  - International Federation of Accountants (IFAC)
  - South Asian Federation of Accountants (SAFA)
  - Organization of Professional Associations (OPA)
  
  - Asian Oceanian Standards Setters Group (AOSSG)
- The Institute is also represented in the following bodies
  - Computer & Information Technology Council (CINTEC)
  - Company Law Advisory Committee
  - Securities and Exchange Commission
  - Post Graduate Institute of Management
  - National Institute of Business Management (NIBM)
  - Sri Lanka Accounting & Auditing Standards Monitoring Board.
  - Sri Lanka Institute of Advanced Technical Education

## **Management**

A Council of 16 members manage the affairs of the Institute. The general membership of the Institute elects the President, Vice President and six Council Members. The Hon. Minister of Trade & Commerce nominates the other eight Council members. Each Council holds office for two years.

## **Membership**

Members of the Institute are either Associates or Fellows.

### **Associates**

A person having completed the Final Examination , Multidisiplinary Case Study and has satisfied the practical training requirements as laid down by Council would be eligible to apply for admission as an Associate Member of the Institute. Upon such admission by the Council, such person may use the title "Chartered Accountant"; and may use the letters "ACA" after his/her name.

There are now about 3688 Associate Members.

### **Fellows**

An Associate Member who has satisfied the Council that he/she has acquired the required CPE credits, thus successfully completing the Fellowship Examination may apply for admission as a Fellow Member of the Institute. Upon admission by the Council, such person may use the letters "FCA" after his/her name.

There are now about 1601 Fellow Members.

### **Practicing Accountants**

An Associate or Fellow Member of the Institute, who has had at least two years practical training in a firm of practicing Chartered Accountants after completing the Business Level may apply for a Certificate to Practice. Upon such Certificate being issued may practice as an accountant or auditor.

## **Student Registration**

### **Eligibility for Registration**

To enroll as a Registered Student, a person needs one of the following qualifications:

1. A Degree of a University in Sri Lanka or of any other University as approved by the Council of the Institute.
2. 3 Simple Passes at G.C.E. Advanced Level in any Stream at one sitting.
3. Second Year Examination of the Higher National Diploma in Accountancy/ Diploma in Accountancy or the Higher National Diploma in Commerce/ Diploma in Commerce of the Sri Lanka Technical College.
4. Part I or Foundation stage, Stage I and Certificate Level or Operational Level of Chartered Institute of Management Accountants (CIMA., UK).
5. Part I or Foundation Stage or Level I of the Association of Certified Chartered Accountants (ACCA., UK).
6. Membership of the Sri Lanka Government Accountancy Service.
7. Membership of the Sri Lanka Government Audit Service.
8. Final Examination of the Institute of Chartered Secretaries & Administrators (ICSA., UK)
9. Final Examination of the Institute of Financial Accountants (IFA., UK)
10. Final Examination of the Association of International Accountants (AIA., UK)
11. Final Examination of the Association of Accounting Technicians of Sri Lanka. (AAT., Sri Lanka)
12. Final Examination of the Association of Accounting Technicians (AAT, UK)
13. Final Examination of the Institute of Bankers in Sri Lanka or UK.
14. Attorney-at-Law of the Supreme Court of Sri Lanka
15. Membership of the Chartered Institute of Marketing.
16. Final Examination of the Association of Certified Management Accountants (CMA) of Sri Lanka
17. Any other qualification approved by the Council.

## **Procedure for Registration**

An applicant, who considers himself/herself eligible to register as a student of the Institute, should submit the following to the Registration Division:

1. The registration application form duly completed.
2. Certified copy of the Birth Certificate.
3. Certified photocopies of the Educational Certificates.
4. Cash Deposit Slip,(Institute Copy) as evidence of the payment of the prescribed fee.
5. Two recent passport size colour photographs

If the applicant is eligible for registration, the Institute will register him/her as a student and issue him/her a letter bearing the CA Sri Lanka ID number.

Applications for registration may be made at any time of the year.

The Student Guide which contains the necessary information may be obtained from the CA Sri Lanka web site.

[www.casrilanka.com](http://www.casrilanka.com)->Students->Student Home Page-> Publications ->Academic  
->Student Guide

## CA Sri Lanka Information Centres

The CA Sri Lanka has set up Information Centers in Matara, Kandy , Kurunegala, Rathnapura, Jaffna and Anuradhapura and Kalmunai with the intention of providing a better service to our students.

The services provided by these Centres are given below.

1. Providing guidance to prospective students relating to careers and prospects in Chartered Accountancy.
2. Disseminating information relating to registration qualifications, exemptions, training and related matters.
3. Distributing New Registration Application and other Institute publications.
4. Distributing examination application forms for all examinations of the CA Sri Lanka and disseminating information relating to examinations.
5. Providing information on the Institute's Merit Scholarship Scheme and other scholarship schemes.
6. Accept Registration & Exemption Applications forms
7. Counseling CA Students
7. Other services provided by the Institute:

Central Province "Knowledge Centre" # 42/1/2, A A Dharmasena Mawatha Mahaiyawa - Kandy Tel :- 081-2222933 E-mail :- kandy@casrilanka.org	Southern Province "Knowledge Centre" # 268, Sagara Building, Anagarika Dharmapala Mawatha, Matara Tel :- 0412234800 E-mail. :- matara@casrilanka.org
North Central Province "Knowledge Centre" # 561/39, Preman MW, Anuradhapura Tel: - 0252226845 E-mail:- anuradhapura@casrilanka.org	Sabaragamuwa Province "Knowledge Centre" Saba.Cham. of Com:& Industry Building, # 8/1, Bandaranayaka MW, Rathnapura Tel: 045-2226760 E-mail:- ratnapura@casrilanka.org
Jaffna Information Centre Jaffna College Undergraduate Dept, 464, Hospital Road, jaffna Tel : 021-22219497 E-mail :- jaffna@casrilanka.org	Wayamba "Knowledge Centre" # 15/6, Convent Road, Kurunegala Tel :- 037-2221708 E-mail.:- wayamba@casrilanka.org

"Eastern Information Centre"  
# 26, Amman Kovil Road  
Kalmunai  
Tel :- 067 2226038  
E-mail:- kalmunaia@casrilanka.org

## CA Sri Lanka Professional Education Providers

### Registered Professional Education Providers

#### Executive, Business & Corporate Level

##### GA Academy

Contact Person : Mr. M .D. M. Aashikhan  
Contact Number : +94 712 206 713/ +94 771 020 580  
Address : No.291, D S Senanayake Veediya, Kandy.

#### Executive Level

##### Harvard Business School

Contact Person : Mr. M. Sureshkumar  
Contact Number : +94 776 435 333  
Address : No.12, Thameraikerny Road, Arasady, Batticaloa.

##### Institute of Global Knowledge (pvt) Ltd

Contact Person : Mr. S. T. Ahamed  
Contact Number : +94 772 364 076  
Address : No. 216, First floor, Main Street, Nintavur 16.

##### Institute of Professional Studies

Contact Person : Mr.A.L.U.H. Liyanage  
Contact Number : +94 713 973 903  
Address : Kokila, No 286, Kachcheriya Junction,  
Monaragala.

##### Kalmunai Business School

Contact Person : Ms. Aaisha Ansar  
Contact Number : +94 766 129 889  
Address : No.154/2, Sweet Majid Road, Akkaraipattu 2.



### **MAC Professional Education Center**

Contact Person : Mr. Jayasath Muthukumarana /  
Sandun Ranathunga  
Contact Number : +94 773 278 280 / +94 771 024 979  
Address : 638 1/1 ,Galle Road, Rawathawathta, Moratuwa.

### **Oxford College**

Contact Person : Mr. M. Neelavannan  
Contact Number : +94 652 224 214 / +94 777 220 515  
Address : No.03, Bar Road, Batticaloa.

### **Pheonix Academy**

Contact Person : Mr. P. Sureshkumar  
Contact Number : +94 716 597 867  
Address : 526/1A, Main Street, Matale.

### **The First Kandiyani International (Pvt) Ltd**

Contact Person : Mr. Rohitha  
Contact Number : +94 812 205 090 / +94 718 184 811  
Address : No.200/14, Fedric R De Silva Lane,  
Peradeniya Road, Kandy.

### **White Lotus Campus**

Contact Person : Mr. P. Rajaram  
Contact Number : +94 217 223 773/ +94 772 335 877  
Address : 154, A1 Navalar Road, Jaffna.

## **Accredited Learning Partners**

### **Executive, Business & corporate Level**

#### **Institute For Accounting Studies**

Contact Person : Mr. Ranjith  
Contact Number : +94 718 212 522  
Address : No.550, Havelock Road, Colombo 6.

#### **Jayasekera Management Centre (Pvt) Ltd**

Contact Person : Mr. Keerthi Rajapakse  
Contact Number : +94 115 377 912-6 / +94 714 884 613  
Address : 65/2A, Chittampalam Gardiner Mw, Colombo 02.

### **Inspiro Business School**

Contact Person : Mr. Jayaratne  
Contact Number : +94 773 505 503  
Address : No 179/C, Dutugamunu Mawatha, Kohuwala,  
Nugegoda.

### **Knowledge Base Business Studies (Pvt) Ltd**

Contact Person : Mr. Raashid Sudin  
Contact Number : +94 112 717 902 / +94 777 554 557 /  
+94 773 157 465  
Address : No.281, R.A.De Mel Mawatha, Colombo 03.

### **Executive & Business Level**

#### **IBA Campus**

Contact Person : Mr. W.M.S.K. Wickramasinghe/Mr. Asiri Prasad  
Contact Number : +94 773 446 484/+94 718 286 704  
Address : No.14, Asgiriya Road, Kandy.

#### **Institute of Business Management**

Contact Person : Mr.Sharma  
Contact Number : +94 777 836 653 ,+94 212 224 111  
Address : No.464, Hospital Road, Jaffna.

#### **National Institute of Co-operative Development**

Contact Person : Mrs. L.A Sujatha Wijesinghe/Mr. Chanaka  
Contact Number : +94 813 808 505/+94 7144 25 989  
Address : NICD, Polgolla, Kandy.

#### **Sipwin Institute**

Contact Person : Mr. B.Y.G. Ratnasekera / Mr.Maithreeratne  
Contact Number : +94 714 463 888  
Address : No.51/1, Kandy Road, Kurunegala.

## Executive Level

### Excellent Business School

Contact Person : Mr. Upendra Wijesingha  
Contact Number : +94 703357000  
Address : No. 2A, Spring Field, Galahitiyawa, Kuliypitiya.

### IPM Institute of Professional Management

Contact Person : Mr. Upali Samarasinghe  
Contact Number : +94 776 004 571  
Address : No.106, Colombo Road, Peradeniya.

### Institute of Vision Launch

Contact Person : Mr. Jude Delakshan  
Contact Number : +94 718 248 024  
Address : 489/14, Trinco Road, Batticaloa.

### Institute of Professional Creation (Pvt) Limited

Contact Person : Mr. Manoj/Mr. Ayantha  
Contact Number : +94 342 229 051 / +94 777 701 201/  
+9477 0120934/ +94 773 905 767  
Address : IPC Building, No. 309, Galle Road, Kaluthata South.

### Jaffna College Undergraduate Department

Contact Person : Mr. Kandaiah Sathasivam  
Contact Number : +94 212 229 149/ +94 212 223 382  
Address : No.464, Hospital Road, Jaffna.

### MBS Education Institute (Minka Business School)

Contact Person : Mr. Vijith De Silva  
Contact Number : +94 777 309 778  
Address : No. 142/1. Temple Lane, Jail Road, Kaluwella, Galle.

Please visit CA Sri Lanka website for latest information about CA Sri Lanka Accredited and Registered Professional Education Providers.

[www.casrilanka.com](http://www.casrilanka.com) -----> Student -----> Education -----> Registered Professional Education Providers / Accredited Learning Partners

## **Important Instructions to Students**

- In all correspondence with the Institute, the student CA Sri Lanka ID Number should be quoted.
- In October of each year, the Institute would post the Student Subscription Renewal forms to all registered students. All registered students must renew their student registration on or before the last working day of the month of December. For late renewals, the Institute levies a late renewal fee of Rs. 1050/=.
- A registered student should promptly inform the Registration Division of the Institute of any change in his/her contact details or students can update their profile online.
- The Institute does not refund registration fees or permit the transfer of registration fees under any circumstances

## Scholarship Schemes

### LA Weerasinghe Memorial Scholarships

Scholarships will be offered for students/ prospective students with financial difficulties to complete their studies with the Institute.

#### Method of Application

- The institute invites applications through news paper advertisement for scholarships from students who have successfully passed GCE Advanced Level examination with a minimum of 3 'A' passes.
- To assess the financial circumstances of the applicants, they have to submit income certification form from the Grama Sewaka of the area for the joint family income, together with the application.

#### Strategic Level Scholarships

The objective of this scheme is to encourage students who ongoing strategic level training.

#### Method of Application

The institute invites applications through news paper advertisement from the students who possess the above qualifications.

#### Benefits and terms of the above scholarships Schemes

##### Benefits

- A waiver of all relevant compulsory CA Sri Lanka fees such as registration fees, study packs, compulsory IT and Business English course fees, training record books, training agreement fees, examination fees (one attempt at each exam)
- An allowance of Rs. 3,000/- per month within the period of the scholarship

The rules and regulations pertaining of the scheme and further details could be obtained from the Deputy Manager Student Services of the Institute or visit Student area of CA Sri Lanka website.

### **Period of scholarship**

Award for two years initially on annual renewal basis. If a student is successful at the CA Sri Lanka examinations during the given year he/she will be allowed to continue with the scholarship.

### **Passing of CA Sri Lanka examinations**

One attempt will be permitted at the relevant stage of examination within two year period.

Students should not be engaged in any employment, but they can engage in fulltime studies and training.

### **Poster Parents' Scheme**

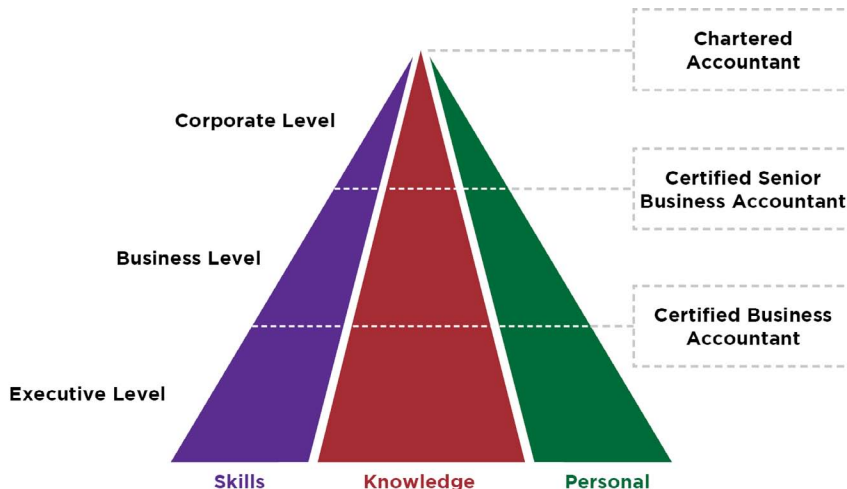
This is a special scholarship scheme conducted with the contribution of Members of CA Sri Lanka. Scholars are selected out of the applications for LA Weerasinghe Memorial Scholarship Scheme.

## Structure Of The Curriculum 2015

The Curriculum 2015 is structured around three pillars, namely, **Knowledge, Skills and Personal**.

The Pillars are subdivided into specific subject areas or sub pillars and content is delivered to meet the requirements of three progressively ascending levels of competency, namely, **Executive, Business and Corporate**.

- The **Executive Level** provides the fundamentals of accounting and harnesses the skills and professional values needed to mould a Business Accountant.
- The **Business Level** builds technical abilities whilst enhancing interpersonal and communication skills and problem resolution skills as required of a Senior Business Accountant.
- The ultimate **Corporate Level** aims to produce a CA professional fully equipped with the required knowledge, skills and personality to be a corporate leader. Students will also be taught and tested on the importance of an ethical grounding across all three levels..



Pillars, Levels and Employability

## Rules of the Curriculum 2015

### Progression rules for knowledge modules

#### Executive & Business Levels:

- Students are allowed to sit for Executive Level examinations in one sitting, paper basis or any combination.

#### Executive Level I

KE1: Financial Accounting & Reporting Fun  
KE3 PART A: Fundamentals of Taxation  
KE5: Commercial Insight for Management

#### Executive Level II

KE2: Management Accounting Information  
KE3 PART B: Fundamentals of Law  
KE4: Processes, Assurance & Ethics

- Students are advised to complete Executive Level I before proceeding to the Executive Level II.
  - Students are encouraged to complete the Executive Level examinations before moving into the Business Level. However, the students are allowed to sit for Business Level examinations without completing the entire Executive Level, subjected to completion of the following requirements:
    - Respective Executive Level module/s in the relevant pillar/s &
    - SE1: Executive Communication & People Skills & SE2: Executive Information Technology and Systems modules.
- (Note: Students must complete both KE3 PART A & PART B together with SE1 & SE2 modules in order to proceed to Business Level KB3: Business Taxation & Law module)
- Students are allowed to sit for the Business Level examinations in one sitting or paper by paper basis. However the students are allowed to sit for the 5 knowledge modules of the Business Level examinations in one sitting subjected to the completion of the Executive Level 5 modules.
  - The pass mark for each of the Executive and Business Level module is 50% and permanent credit is awarded for any paper in which the candidate scores 50% or more.
  - On successful completion of all Executive and Business Level modules with SB2 module, students are allowed to attempt the Corporate Level examinations.



- The pass mark for each of the Executive and Business Level module is 50% and permanent credit is awarded for any paper in which the candidate scores 50% or more.

### **Corporate Level:**

#### Corporate Level (KC1 to KC4 modules)

- Students are allowed to sit for KC1 to KC4 modules at corporate level examinations in one sitting or paper by paper basis.
- The pass mark for KC1 to KC4 modules at Corporate Level examinations is 50% and permanent credit is awarded for any paper in which the candidate scores 50% or more.
- On successful completion of KC1 to KC4 modules at Corporate Level, students are allowed to attempt KC5 module at Corporate Level examinations.
- The Corporate Level KC5 module consists of an assignment (Section 1) on contemporary issues and a written test (Section 2) consists of a pre - seen and an un - seen. Students must have completed SB 1, SC 1 and SC2 modules before they apply for KC5 module.
- **Section 1 (20 marks)**  
Students who successfully complete the assignment prior to the deadline and score 50% or more out of the 20 marks allocated are allowed to sit for the Section 2.
- **Section 2 (80 marks):**  
'Pre-seen' provided prior to the exam and an integrated 'un-seen' provided at the exam. Students will be tested on multi-facet issue identification and required to present appropriate recommendations in a professional report format. Students must score 50% or more out of the 80 marks to successfully complete the KC5 module.

## Course Modules of the knowledge Pillar

The core pillar of the CA qualification is the Knowledge Pillar. It comprises the following five sub pillars that focus on the following subject areas:

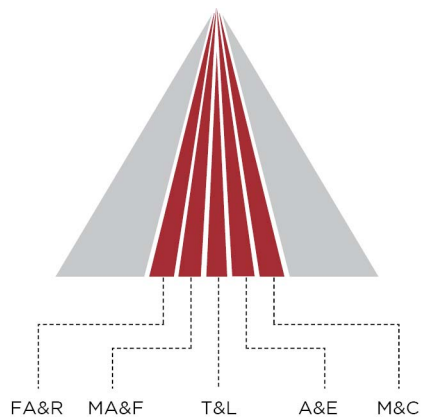
Sub pillar 1: Financial Accounting and Reporting (FA&R)

Sub pillar 2: Management Accounting and Finance (MA&F)

Sub pillar 3: Taxation and Law (T&L)

Sub pillar 4: Assurance and Ethics (A&E)

Sub pillar 5: Management and Contemporary Issues (M&C)



## Financial Accounting And Reporting Sub Pillar

The FA&R sub pillar is the most important core competency of a CA. Table 1 below depicts the gradual progression of a student on this competency across the three levels.

**Table 1 : Course Modules for Knowledge Sub Pillar 1 - FA & R**

At the <b>Executive Level</b> a student is required to gain a thorough understanding of the principles in accounting and how these relate to a single entity. This includes the legal framework for accounting, the types of records to be maintained and the impact of information technology on these processes.	<b>KE 1 Financial Accounting &amp; Reporting Fundamentals</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Business Environment & Accounting Framework	20
	2. Accounting Records	30
	3. Financial Reporting for Different Types of Entities	30
At the <b>Business Level</b> a student is expected to apply the concepts in accounting to different types of organisations and have a sound knowledge of how the financial reporting standards impact the preparation and presentation of financial statements. The ability to analyse financial information and draw inferences relating to performance is also expected at this level.	<b>KB 1 Business Financial Reporting</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Conceptual & Regulatory Framework for Financial Statements	15
	2. Sri Lanka Accounting Standards (SLFRS/LKAS/IFRIC/SIC)	50
	3. Preparation of Financial Statements	25
At the <b>Corporate Level</b> a student should have achieved comprehensive knowledge on accounting and financial reporting, and built on the analytical skills acquired at the Business Level. One should also have developed advisory capacity on financial reporting, impact of accounting standards, various accounting options and their implications to management. One should be able to critically analyse different types of reports produced by an organisation in communicating its results to the stakeholders and deal with ethical issues arising from financial reporting. The ability to integrate with other functions of the business is a rounding off skill that is also expected at this level.	<b>KC 1 Corporate Financial Reporting</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Interpretation & Application of Sri Lanka Accounting Standards (SLFRS/LKAS/IFRIC/SIC)	35
	2. Preparation & Presentation of Consolidated Financial Statements	30
	3. Analysis, Interpretations & Communication of Financial Results	25
	4. Corporate Governance & Recent Developments in Financial Reporting	5
5. Ethical Issues in Financial Reporting and the Regulatory Framework	5	

## Management Accounting And Finance Sub Pillar

The MA&F sub pillar complements the FA&R sub pillar, and provides the required core competencies expected of a CA as depicted in Table 2 below:

**Table 2: Course Modules for Knowledge Sub Pillar 2 – MA&F**

The <b>Executive Level</b> course module KE2 aims to provide a firm understanding of fundamentals of cost and management accounting and a blended learning by coupling business mathematics relevant to the subject. Accordingly, KE2 covers a number of mathematical fundamentals and their application to cost and management accounting.	<b>KE 2 Management Accounting Information</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Fundamental Aspects of Cost Accounting	25
	2. Quantitative Aspects in Accounting	20
	3. Cost Accounting Systems	10
	4. Financial Mathematics for Business and Project Appraisal Fundamentals	10
	5. Standard Costing & Variance Analysis	10
	6. Mathematics for Business Functions	10
The <b>Business Level</b> course module KB2 builds on the same combination discussed under KE2 above by having relevant business mathematical angles covered in conjunction with the relevant management accounting topics, with emphasis on interpretation of results, as well as topics such as Responsibility Centre Accounting, Transfer Pricing and Working Capital Management.	<b>KB 2 Business Management Accounting</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Costing Systems for Decision-Making	15
	2. Planning & Controlling	25
	3. Decision Making under Uncertainty	35
	4. Responsibility Centre Accounting	10
The <b>Corporate Level</b> course module KC2 includes aspects such as setting financial objectives for the organisation, financing, investments and dividends. Fundamentals of risk management is also covered to ensure future CAs will be equipped to consult the right parties in an informed manner in complicated risk management scenarios.	<b>KC 2 Corporate Finance and Risk Management</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Corporate Finance Objectives and Measurement	10
	2. Corporate Financing Strategies	30
	3. Dividend Policy & Capital Gains	5
	4. Corporate Investment Appraisal	20
	5. Corporate Growth Strategy	20
5. Corporate Risk Identification & Management	15	

## Taxation And Law Sub Pillar

CAs are required to be equipped with a sound knowledge in statutory and practical aspects of taxation law and an understanding of other legal aspects and regulatory issues applicable to the business environment. The content of this pillar, which is a combination of taxation, commercial law and corporate law, has been developed based on the needs of the Executive, Business and Corporate Levels as depicted in Table 3 below:

**Table 3: Course Modules for Knowledge Sub Pillar 3 – T&L**

At the Executive Level knowledge on the subject is developed in two stages, viz. Commercial Law (under legal fundamentals) and Corporate Law, thus aiming to achieve an overall understanding of the legal environment required for planning and operational decisions, and recognising the need for expert legal advice in complex situations. As a core competency, a knowledge of taxation is developed in a progressive manner to ensure a specialisation in the subject. The work performed at this Level is limited to basic computations of taxes, payments and filing returns under supervision. Exposure is also given on the computation of profits of a sole proprietor or partnership business and other taxes in a non-complex scenario.	<b>KE 3 Fundamentals of Taxation &amp; Law</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	<b>PART A: Fundamentals of Taxation</b>	
	1. Introduction to Taxation	5
	2. Income Tax Liability of a Resident Individual	20
	3. Introduction to Company Taxation	15
	4. Basic Tax Administration & Payment of Tax	5
	5. Taxes Payable by a Business	5
	<b>PART B: Fundamentals of Law</b>	
	1. Introduction to the Laws & Regulatory Framework of Sri Lanka	5
	2. Law of Contracts (Basics)	15
	3. Sale of Goods (Basics)	8
	4. Negotiable Instruments (Basics)	5
5. Law of Agency & Partnership (Basics)	8	
6. Labour Law	5	
7. Offences Related to the Business Environment and New Regulations	4	

<p>At the <b>Business Level</b> a Financial Accountant has to perform accounting and operational activities and ensure compliance with other responsibilities independently in various undertakings. The syllabus content is aligned to provide a thorough understanding in company taxation, and other taxes applicable to various types of business.</p> <p>The syllabus for Corporate Law has been aligned to gain knowledge on affairs relating to companies, from incorporation to winding up, including statutory provisions relating to capital, meetings and resolutions, directors, auditors, secretaries and procedures to be adhered to by a company in the modern context. The syllabus content covers the role of regulatory authorities and dispute resolution as well.</p>	<b>KB 3 Business Taxation and Law</b>	
	<b>Main Syllabus Areas</b>	<b>Weightings (%)</b>
	<b>A. Business Taxation</b>	
	1. Income Tax Liability of a Resident Company	24
	2. Tax on Distribution and Deemed Distribution	4
	3. Partnerships and Other Persons	8
	4. Returns and Accounts of a Business	4
	5. Taxes Applicable to a Business	10
	<b>B. Organisational Law</b>	
	1. Features of a Company and Organisational Personality	5
	2. Incorporation of a Company	10
	3. Equity and Debt Capital	10
	4. Directors, Company Secretary, Auditors	5
	5. Meetings, Resolutions and Company Records	5
6. Winding up	5	
7. Securities Regime in Sri Lanka	5	
8. Alternate Dispute Resolution	5	
<p>At the <b>Corporate Level</b> new areas of study such as international taxation, tax planning and advisory as well as contemporary tax issues along with recent changes in legislation, accounting standards affecting subject areas and ethics further enhance and amalgamate the knowledge obtained through preceding modules of the pillar. Upon completion of this module, students should be able to compile effective and legitimate tax plans, propose alternative courses of action for minimising tax expenses and mitigating risks, and the preparation of comprehensive tax computations. It will also enable effective communication with management, clients and tax authorities, and the application of knowledge on statutory provisions and case law in practical situations.</p>	<b>KC 3 Corporate Taxation</b>	
	<b>Main Syllabus Areas</b>	<b>Weightings (%)</b>
	1. Corporate and Personal Income Tax	25
	2. Taxation of Non-residents and International Taxation	15
	3. Statutory Provisions and Case Law	20
	4. Management of Value Added Tax (VAT)	15
	5. Tax Planning and Advising	15
	6. Contemporary Issues in Taxation	10

## Assurance And Ethics Sub Pillar

As depicted in Table 4 below, the A&E sub pillar is designed with the broad objectives of explaining the assurance process both from internal and external audit perspective and providing a firm grounding on ethics, starting from rules, identifying ethical issues and their implications to appropriate corporate behaviour.

Increasing weightages assigned to the learning of ethics across the three levels signify the importance of ensuring the highest ethical standards in the application of knowledge, given the very nature of the profession.

**Table 4: Course Modules for Knowledge Sub Pillar 4 – A&E**

At the <b>Executive Level</b> the focus is on business processes and the nature of internal controls surrounding them, and the concept of assurance. Principles of values and ethics are also discussed broadly at this level.	<b>KE 4 Processes, Assurance &amp; Ethics</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Introduction to Governance, Risks & Compliance	20
	2. Business Processes	40
	3. Evaluating the Effectiveness of Control in Business Operations	10
	4. Ethics & Values	10
At the <b>Business Level</b> knowledge on documenting and evaluating an organisation's internal control system is further looked at. The concept of assurance introduced at the first level is also explored in detail with a deep emphasis on auditing. A discussion on ethical issues is done in a broader manner incorporating regulatory aspects as well.	<b>KB 4 Business Assurance, Ethics &amp; Audit</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Ethics & Regulatory Environment	15
	2. Governance, Risk & Compliance	20
	3. Audit Planning & Risk Assessment	20
	4. Gathering Audit Evidence	35
5. Audit Reporting	10	
At the <b>Corporate Level</b> the student's understanding of critical aspects of managing an assurance engagement is expected. This includes acceptance, planning, managing, concluding and reporting with appropriate level of application knowledge on enterprise risk management.	<b>KC 4 Corporate Governance, Assurance &amp; Ethics</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Governance & Ethics	25
	2. Enterprise Risk Management & Internal Audit	25
	3. Audit Planning	15
	4. Evaluating Audit Evidence & Reporting	15
5. Structuring & Managing Professional Services	20	

## Management And Contemporary Issues Sub Pillar

In today's complex business environment, there is an increasing demand on CAs to play a more integrated role in business locally as well as internationally. A recent discussion paper issued by the International Federation of Accountants (IFAC) on 'A Global Debate on Preparing Accountants for Finance Leadership' identifies four different types of roles played by a professional accountant working in business.

The roles are:

- (i) As Value Creator (developing strategies for value creation)
- (ii) Enabler of Value (supporting decision making and facilitating the understanding of business performance)
- (iii) Preserver of Value (asset/liability management, risk management, implementing effective internal control systems etc.) and
- (iv) Reporter of Value (relevant and useful internal and external reporting).

In this context, the M&C sub pillar aims to make students recognise where value is created in an organisation, external factors influencing the value creation process and ultimately, how to become a value proposition to the organisation, as depicted in Table 5 below:



**Table 5: Course Modules for Knowledge Sub Pillar 5 – M&C**

At the <b>Executive Level</b> the focus is on seeing a business and its decision making process from intrinsic and extrinsic view points. Accordingly, a detailed discussion on different organisational functions is undertaken as a precursor for a value analysis at the next level, and business economics is also pooled in to build a firm theoretical reasoning in creating value to the organisation eventually. This combination is also expected to help students to understand and appraise the interrelationship and application of economic knowledge in forging business decisions.	<b>KE 5 Commercial Insight for Management</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Introduction to Business	5
	2. Introduction to Management and Business Economics	10
	3. Micro Environment of Business	30
	4. Macro Environment of Business	20
	5. Functions of Management	10
At the <b>Business Level</b> the content is styled around the value chain, so that students understand each activity and how they combine to create margins for the organisation. The focus at this level is on understanding the interplay of different functions of the organisation and where accounting professionals can contribute to value addition. This module climaxes with a detailed discussion of business strategy development, drawing heavily from prior discussions of value chain analysis.	<b>KB 5 Business Value Creation</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Introduction to Business Value Creation	8
	2. Role of Supply Chain in Value Creation (Supply Chain Management)	12
	3. Value creation through Operations	12
	4. Value Creation through Marketing	20
	5. Human Resource Aspects of Value Creation	20
	6. Value Creation through Technology & Innovation	12
7. Strategy for Value Creation	16	
At the <b>Corporate Level</b> the focus embodies the desired profile of a CA to be 'Partnering Businesses through Financial Leadership'. The module draws on brought forward knowledge from the other four Knowledge sub pillars and covers a detailed study on corporate strategising and contemporary issues.	<b>KC 5 Corporate Strategy &amp; Contemporary Issues</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Corporate Finance and Risk Managements	20
	2. Tax and Regulatory Environment	10
	3. Corporate Governance, Ethics and Control Environment	5
	4. Business and Functional Strategy	15
	5. Corporate Strategy	30
6. Contemporary Issues	20	

## Communication And People Skills Sub Pillar

Businesses are increasingly willing to pay a premium for exceptional individuals. In a demanding & fast moving profession finance professionals well-equipped with a wide array of soft skills will gain this competitive advantage to be successful in their career both locally & internationally. The Communication & People Skills (C&PS) Sub Pillar has been developed with an objective to develop their communication skills thus gaining career prospects.

### Compulsory Requirements

It is compulsory to complete;

- Communication & People Skills at Executive Level (SE1) successfully before applying for any of the subjects of the Knowledge Pillar at Business Level
- Communication & People Skills at Business Level (SB1) successfully before applying for Corporate Strategy & Contemporary Issues at Corporate Level (KC5)
- Communication & People Skills at Corporate Level (SC1) successfully before applying for Corporate Strategy & Contemporary Issues at Corporate Level (KC5)

The three course modules under the C&PS sub pillar are detailed as follows.

At the <b>Executive Level</b> the objective is on developing the reading, writing, listening and speaking abilities of students, and making them fluent in business language. This will help the students to enhance their Business communication skills while gaining academic success. Consequently the course plans have been designed for both academic and professional purposes under English for Specific Purposes (ESP) focusing on all 4 skills. The emphasis on language skills for academic purposes entails the development of thinking skills as well as promoting autonomous learning.	<b>Communication &amp; People Skills at Executive Level (SE1)</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Reading for Academic/ Professional Purposes	30
	2. Writing for Academic/Professional Purposes	30
	3. Listening for Academic/Professional Purposes	20
At the <b>Business level</b> the focus is on the development of reading, writing, listening and speaking abilities at an advanced Level encompassing both academic and professional skills. This includes the ability to grasp complex texts and situations, development of complex documents, actively listen and speak assertively, and interact confidently in a business environment.	<b>Communication &amp; People Skills at Business Level (SB1)</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Reading for Academic/ Professional Purposes	25
	2. Writing for Academic/ Professional Purposes	25
	3. Listening for Academic/ Professional Purposes	25
4. Speaking for Academic/ Professional Purposes	25	

At the Corporate Level, the syllabus has been mainly developed focusing on relevant soft skills which will be vital for the professionals for their sustainable career development. Public speaking skills, personal branding & business etiquette and negotiation & conflict resolution skills have been given more thrust at this level with the objective of grooming the aspiring professionals with the necessary skills that will add more value to their profession.	<b>Communication &amp; People Skills at Corporate Level (SC1)</b>	
	<b>Main Syllabus Areas</b>	<b>Weighting (%)</b>
	1. Public Speaking Skills	45
	2. Negotiation & Conflict Resolution Skills	30
	3. Personal Branding & Business Etiquette	25

## Information Technology & Systems (IT&S) Sub Pillar

### SE2 – Executive Information Technology & Systems

SE2 – Executive Information Technology & Systems is a compulsory module for all students at Executive Level to complete before they proceed to Business Level. All students at this level are advised to complete SE2 module along with the Executive level knowledge modules.

All students should successfully complete the SE2 module before obtaining the Certified Business Accountant (CBA).

### Course Duration & Examination

This is an online course and students will be able to follow the course for the period of 2 months after getting the access.

On completion of 80% of course content student will be eligible to request examination (before exceed 2 months) via email or over the phone.

### Registration

Students can download or collect the application forms at the Institute of Chartered Accountants of Sri Lanka in Colombo or at any of its CA Information Centres island-wide.

Students should forward their application forms to IT Training Division of CA Sri Lanka, along with the cash deposit slip.

### SB2 – Business Information Technology & Systems

SB2 – Business Information Technology & Systems is a compulsory module for all students at Business Level to complete before they proceed to Corporate Level. All students at this level are advised to complete SB2 module along with the Business level knowledge modules.

All students should successfully complete the SB2 Module before obtaining the Certified Senior Business Accountant (CSBA).

### **Eligibility**

Students must have completed HOE Intermediate / CAB II - IT course under old syllabus or SE2 – Executive Information Technology & Systems under new syllabus.

### **Course Duration & Examination**

Students have the flexibility to select a particular session based on their convenience.

Weekdays evening ( 8 Days ) - 5.00 p.m – 8.00 p.m

Weekends (4 Days) - 9.00 a.m – 5.00 p.m

Examination will be held with end of the training.

### **Registration**

Students can download or collect the application forms at the Institute of Chartered Accountants of Sri Lanka in Colombo or at any of its CA Information Centres island-wide.

Students should forward their application forms to IT Training Division of CA Sri Lanka, along with the cash deposit slip.

### **SC2 – Corporate Information Technology & Systems**

SC2 – Corporate Information Technology & Systems is a compulsory module for all students at Corporate Level to complete before they sit KC5 – Corporate Strategy & Contemporary Topics module at Corporate Level. All students at this level are advised to complete SC2 module along with the Corporate level Knowledge modules.

### **Eligibility**

Students must have completed HOE Final I / Strategic Level I - IT course under old syllabus or SB2 – Business Information Technology & Systems under new syllabus.

### **Course Duration & Examination**

Students have the flexibility to select a particular session based on their convenience.

Weekdays evening ( 8 Days ) - 4.00 p.m – 8.00 p.m

Weekends (4 Days) - 9.00 a.m – 5.00 p.m

Examination will be held with end of the training.

## **Registration**

Students can download or collect the application forms at the Institute of Chartered Accountants of Sri Lanka in Colombo or at any of its CA Information Centres island-wide.

Students should forward their application forms to IT Training Division of CA Sri Lanka, along with the cash deposit slip.

**Examination results will be displayed in CA Sri Lanka web site under the student's profile.**

**For more information -**

### **IT Training Division**

**The Institute of Chartered Accountants of Sri Lanka**

**No.30 A, Malalasekera Mawatha,**

**Colombo 07**

**Tel. 0112352000 Ext. 1311,1312,1313,1318**

**Email.[ittraining@casrilanka.org](mailto:ittraining@casrilanka.org)**

## **Examination Calendar / Examinations Time Tables**

- Examination Calendar is available in the web.
- Examinations Time tables will be uploaded to the web in advance

## **Medium of Answering**

### **Executive Level**

- Candidates are permitted to answer in Sinhala, Tamil or English. Answer for one subject should be in one medium only.

### **Business Level & Corporate Level**

- Candidates should answer in English only.

## **Answer Scripts**

- Answer booklets and supplementary booklets will be provided by the Institute to candidates to answer CA Sri Lanka examinations.

## **Fee Refunds / Transfers**

The Institute does not refund or transfer examination fees under any circumstances.

## **Examination Centres**

The Executive Level Examination is conducted in Kandy, Galle, Rathnapura, Kurunegala, Anuradhapura, Jaffna and Kalmunai in addition to centres in Colombo. SE I Examination is conducted in Colombo, Kandy, Kurunegala, Galle and Jaffna. SE II Examination also conducted in Colombo. Business and Corporate Level Examinations are conducted in Colombo only. A candidate should sit the examination at the centre and in the hall mentioned in his/her Examination Admission Card.

## **Publication Of Results**

The Institute publishes the examination results by

- Displaying detailed results in the Institute's website
- Sending a letter to each candidate informing his/her detailed results.

## **Prizes**

Candidate who obtain the highest total marks (based on approved criteria) of KE 1, KE 3 Part A and KE 5 subjects of Executive Level I; KE 2, KE 3 Part B and KE 4 subjects of Executive Level II; KB 1 to KB 5 subjects of Business Level; KC 1 to KC 4 subjects of Corporate Level and who pass the examination at first attempt are eligible for Order

of Merit Prizes and Certificates. Candidates who obtain highest marks for each subject (other than the subjects in skills pillar) (based on approved criteria) at their first attempt are eligible for Subject Prize.

## **Examination Application Procedure Etc.**

### **Application Procedure:**

Registered students who have paid their annual subscriptions for the current year may sit the examination, if provided eligibility requirements are satisfied.

Applications should be made on Examination Application Forms, obtainable from the Institute and provincial centres during the periods specified from time to time.

An examination application form may be obtained in person or by sending a written request and a self-addressed 23cm x 10cm stamped envelope to:

Manager Examinations  
The Institute of Chartered Accountants of Sri Lanka  
30 A, Malalasekera Mawatha, Colombo 7.

However Students planning to sit particular examination should contact the Institute at least 4 months prior to the relevant examination. A late application fee will be charged who submits the application after the closing date of applications. Thereafter, applications will not be accepted.

The Institute will send an acknowledgment postcard to the applicant.

### **Past Papers**

Past question papers are available in the CA Sri Lanka web site.

### **Suggested Solution**

Suggested solutions are available in the CA Sri Lanka web site

### **Examinations comments**

Examiner's comments are available in the CA Sri Lanka web site.

## **Examination Admission Cards & Time Tables**

The Institute would post examination admission cards and time tables to all eligible candidates at least two weeks before the commencement of the examination.

The applicant should contact the Examination Division if he/she does not get his/her

examination admission card and time table, one week prior to the examination.

Only a person who holds an examination admission card and the student identity card issued by the Institute or National Identity Card would be allowed to sit for an examination. All candidates should have attested examination admission cards before they enter to the examination center.

## **Education And Training**

The Chartered Accountancy qualification process is designed to provide an opportunity for students to develop all the skills and abilities required to perform a professional career in the global environment. The curriculum model is based with a combination of examination, practical training and skills development programmes.

## **CA Sri Lanka Exemption Policy for Knowledge Modules**

### Important Points

- Exemption is recognition of other professional or academic qualification and is only awarded at the discretion of CA Sri Lanka. There is no automatic entitlement to exemptions, where CA Sri Lanka determines that a qualification does not provide the required level of knowledge, skills and competencies gained through the respective qualification, no exemptions will be awarded.
- Where exemptions are awarded, a fee for that exemption will be charged. Information on the current fees can be found in the CA Sri Lanka website and in the Student Guide.
- CA Sri Lanka will not refund any fees incurred as a result of signing up for a CA modules prior to receiving written confirmation of any exemptions awarded.
- Exemption for Executive Levels will be considered irrespective of any potential reciprocal arrangements.
- Exemption beyond Executive Level will not be considered unless otherwise the institution is a globally recognised professional accounting body which offers membership as professional accountants which has a possibility of a reciprocal arrangement.
- Visit CA Sri Lanka website for the most recent updates on exemptions or contact the Registration Division.

Students ---> Education ---> Freuently Asked Questions ---> Exemptions FAQs.



## Institute of Chartered Accountants in England and Wales (ICAEW)

### Qualification

Members of Institute of Chartered Accountants of England and Wales

### Exemptions for Knowledge Modules Curriculum 2015

Members of ICAEW are exempted from all examinations

### Subjects to Complete

Eligible to apply for membership directly

## (i) Chartered Institute of Management Accountants (CIMA) UK

### Qualification

Passed finalists of pre 2015 CIMA syllabus

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I & II

#### Business Level

#### Corporate level

KC 2 Corporate Financial and Risk Management

### Subjects to Complete

#### Corporate level

KC 1 Corporate Financial Reporting

KC3 Corporate Taxation

KC4 Corporate Governance, Assurance & Ethics

KC5 Corporate Strategy & Contemporary Issues

**(ii) Chartered Institute of Management Accountants (CIMA) UK**

**Qualification**

Passed finalists of 2015 CIMA syllabus

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I & II**

**Business Level**

- KB 1 Business Financial Reporting
- KB 2 Business Management Accounting
- KB3 Business Taxation & Law
- KB 5 Business Value Creation

**Corporate level**

- KC 2 Corporate Financial and Risk Management

**Subjects to Complete**

**Business Level**

- KB 4 Business Assurance, Ethics & Audit

**Corporate level**

- KC 1 Corporate Financial Reporting
- KC3 Corporate Taxation
- KC4 Corporate Governance, Assurance & Ethics
- KC5 Corporate Strategy & Contemporary Issues

**Note: CIMA passed finalists who completed only the CIMA Strategic case study exam under the CIMA 2015 syllabus are entitled to enjoy the exemptions granted in (i) above**

**Association of Chartered Certified Accountants (ACCA)**

**Qualification**

Passed Finalist / Members

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I & II**

**Business Level**

KB 1 Business Financial Reporting

KB 2 Business Management Accounting

KB 4 Business Assurance, Ethics & Audit

KB 5 Business Value Creation

Corporate level

KC1 Corporate Financial Reporting

**Subjects to Complete**

**Business level**

KB3 Business Taxation & Law

**Corporate level**

KC2 Corporate Financial and Risk Management

KC3 Corporate Taxation

KC4 Corporate Governance, Assurance & Ethics

KC5 Corporate Strategy & Contemporary Issues

## Association of Public Finance Accountants of Sri Lanka (APFASL)

### Qualification

Members of the Association of Public Finance Accountants of Sri Lanka

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I & II

All five modules are exempted.

### Subjects to Complete

#### Business level - (5 Modules)

All five modules are required to complete. However, in place of KB 3 - Business Taxation & Law module, public sector specialized module KBP3- Governance, Public Policy & Ethics module is required to complete.

#### Corporate level - (5 Modules)

All five modules are required to complete. However, in place of KC 1 - Corporate Financial Reporting, KC -3 Corporate Taxation and KC -4 Corporate Governance, Assurance & Ethics modules, public sector specialized modules, KCP 1 - Public Sector Financial Reporting, KCP3- Public Finance and KCP4 - Audit & Assurance modules respectively are required to complete.

## Institute of Bankers of Sri Lanka

### Qualification

Diploma in Banking & Finance

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I

KE 1 Financial Accounting & Reporting Fundamentals

KE 5 Commercial Insight for Management

### Subjects to Complete

#### Executive Level I

KE3 PART A: Fundamentals of Taxation

#### Executive Level II

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

#### Business level - (5 Modules)

#### Corporate level - (5 Modules)

**Association of Accounting Technicians of Sri Lanka AAT (Sri Lanka)**

**Qualification**

Passed finalist

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE3 PART A: Fundamentals of Taxation

KE 5 Commercial Insight for Management

**Executive Level II**

KE3 PART B: Fundamentals of Law

**Subjects to Complete**

**Executive Level II**

KE 2 Management Accounting Information

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

**Institute of Certified Management Accountants (CMA) of Sri Lanka**

**Qualification**

Passed finalist

**Exemptions for Knowledge Modules Curriculum 2015**

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE 5 Commercial Insight for Management

**Subjects to Complete**

**Executive Level I**

KE3 PART A: Fundamentals of Taxation

**Executive Level II**

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

**Sri Lanka Institute of Advanced Technological Education (SLIATE)**

**Qualification**

Higher National Diploma in Accounting

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE3 PART A: Fundamentals of Taxation

KE 5 Commercial Insight for Management

**Executive Level II**

KE3 PART B: Fundamentals of Law

**Subjects to Complete**

**Executive Level II**

KE 2 Management Accounting Information

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

**Sri Lanka Institute of Advanced Technological Education (SLIATE)**

**Qualification**

Higher National Diploma in Management ( English Medium)

**Exemptions for Knowledge Modules Curriculum 2015**

**Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE 5 Commercial Insight for Management

**Subjects to Complete**

**Executive Level I**

KE3 PART A: Fundamentals of Taxation

## **Executive Level II**

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

## **The Chartered Institute of Marketing (CIM) UK**

### **Qualification**

Passed finalists

### **Exemptions for Knowledge Modules Curriculum 2015**

#### **Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE 5 Commercial Insight for Management

### **Subjects to Complete**

#### **Executive Level I**

KE3 PART A: Fundamentals of Taxation

#### **Executive Level II**

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

## Local Degrees - Accountancy/ Finance (Special) Degree

### Qualification

Accounting Special degrees (4 years, UGC approved, English medium) offered by state universities

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I & II

#### Business level

KB 4 Business Assurance, Ethics & Audit

Further Exemptions will be decided case by case basis

### Subjects to Complete

#### Business level

KB 1 Business Financial Reporting

KB 2 Business Management Accounting

KB 3 Business Taxation & Law

KB 5 Business Value Creation

**Corporate level** - (5 Modules)

### Qualification

Finance Special degrees (4 years, UGC approved, English medium) offered by state universities

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I & II

#### Business level

Exemptions will be decided on case by case basis

### Subjects to Complete

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)



## **Qualification**

Accounting & Finance Special degrees (4 years, UGC approved, English medium) offered by state universities

## **Exemptions for Knowledge Modules Curriculum 2015**

### **Executive Level I & II**

#### **Business level**

Exemptions will be decided on case by case basis

## **Subjects to Complete**

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

## **Other Local Degrees**

## **Qualification**

Any degree awarded by a university approved by the UGC. (Conditions – the degree programme has to be completed within a minimum of three years)

## **Exemptions for Knowledge Modules Curriculum 2015**

### **Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE 5 Commercial Insight for Management

## **Subjects to Complete**

### **Executive Level I**

KE3 PART A: Fundamentals of Taxation

### **Executive Level II**

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

## Foreign Degrees

### Qualification

Any Degree offered by any foreign university listed in either one of the following directories which is accepted by the UGC as an approved foreign university will be entitled for exemptions.

- Directory of Commonwealth Universities
- Directory of International Universities

### Exemptions for Knowledge Modules Curriculum 2015

#### Executive Level I

- KE 1 Financial Accounting & Reporting Fundamentals
- KE 5 Commercial Insight for Management

### Subjects to Complete

#### Executive Level I

- KE3 PART A: Fundamentals of Taxation

#### Executive Level II

- KE 2 Management Accounting Information
- KE3 PART B: Fundamentals of Law
- KE 4 Processes, Assurance & Ethics

**Business level** - (5 Modules)

**Corporate level** - (5 Modules)

## Postgraduate Qualifications

### 1 **Masters in Accounting & Finance**

Exemptions for Masters in Accounting & Finance will be evaluated case by case basis.

### 2 **MBA (General)**

#### **Qualification**

Any UGC approved MBA (General) offered by state universities -

#### **Exemptions Curriculum 2015**

##### **Executive Level I**

KE 5 Commercial Insight for Management

##### **Business level**

KB 5 Business Value Creation

#### **Subjects to Complete**

##### **Executive Level I**

KE 1 Financial Accounting & Reporting Fundamentals

KE3 PART A: Fundamentals of Taxation

##### **Executive Level II**

KE 2 Management Accounting Information

KE3 PART B: Fundamentals of Law

KE 4 Processes, Assurance & Ethics

##### **Business level**

KB 1 Business Financial Reporting

KB 2 Business Management Accounting

KB 3 Business Taxation & Law




KB 4 Business Assurance, Ethics & Audit

##### **Corporate level - (5 Modules)**

Exemptions for MBAs General (UGC approved, English medium) offered by non-state universities, listed in either one of the following directories will be evaluated case by case basis.

Directory of Commonwealth Universities/Directory of International Universities

## Personal Pillar Performance Assessment By Levels

Level	Assessment Methodology	Awarding
<b>Executive</b>	<p><b>Input Assessment:</b> A minimum number of working days of practical work experience to be obtained at an approved training organisation (PE1).</p> <p><b>Output Assessment:</b></p> <ul style="list-style-type: none"> <li>• 'Skills Assessment Report' by the supervising member (to be submitted biannually)</li> <li>• Training Record Book content evaluated through one-to-one interview by an assessing member (minimum one assessment annually)</li> </ul>	<p>With necessary Knowledge and Skills Pillar requirements completed:</p> 
<b>Business</b>	<p><b>Input Assessment:</b> A minimum number of working days of practical work experience to be obtained at an approved training organisation (PB1)</p> <p><b>Output Assessment:</b></p> <ul style="list-style-type: none"> <li>• 'Skills Assessment Report' by the supervising member (to be submitted biannually)</li> <li>• Training Record Book content evaluated through one-to-one interview by an assessing member (minimum one assessment annually)</li> </ul>	<p>With necessary Knowledge and Skills Pillar requirements completed:</p> 
<b>Corporate</b>	<p><b>Input Assessment:</b> A minimum number of working days of practical work experience to be obtained at an approved training organisation (PC1)</p> <p><b>Output Assessment:</b></p> <ul style="list-style-type: none"> <li>• 'Skills Assessment Report' by the supervising member (to be submitted biannually)</li> <li>• Training Record Book content evaluated through one-to-one interview by an assessing member (minimum one assessment annually)</li> </ul> <p>Additionally at full completion of the training requirement:</p> <ul style="list-style-type: none"> <li>• Completion of computer based 'Ethics Compatibility' module</li> <li>• Viva-Voce Presentation</li> </ul>	<p>With necessary Knowledge and Skills Pillar requirements completed:</p> 

Note : Students are advised to refer the Practical Training & Development Guide for more information.

## Transitional Arrangements

The table below shows the relationship between the modules of curriculum 2010 and their corresponding modules of the curriculum 2015. The permanent credits obtained for any modules under the pre-2015 curriculums are allowed to be carried forward for the corresponding subjects in the curriculum 2015.

Curriculum 2015	Curriculum 2010
<b>Executive Level</b> KE1 Financial Accounting & Reporting Fundamentals	CAB I Financial Accounting
KE2 Management Accounting Information	Candidates who have successfully completed the following two modules in curriculum 2010 will be exempted from the KE2 module: - CAB I Business mathematics & Statistics - CAB II Fundamentals of Management Accounting & Business Finance
KE3 PART A: Fundamentals of Taxation KE3 PART B: Fundamentals of Law	CAB II Accounting Application & Taxation
KE4 Processes, Assurance & Ethics	CAB II Audit & Assurance
KE5 Commercial Insight for Management	CAB I Management & Business Economics
SE1 Communication & People Skills	Candidates who have successfully completed the following two modules in curriculum 2010 will be exempted from the SE1 module: - CAB I Business English I - CAB II Business English II
SE2 Executive Information Technology & Systems	CAB II IT for the Business Environment
PE Executive Level Practical Training & Development	CAB Internship I - Certificate Level
<b>Business Level</b> KB1 Business Financial Reporting	STR I Financial Reporting Framework
KB2 Business Management Accounting	STR I Strategic Management Accounting
KB3 Business Taxation & Law	Candidates who have successfully completed the following two modules in curriculum 2010 will be exempted from the KB3 module: - CAB II Accounting Application & Taxation - STR I Commercial Law & Corporate Law
KB4 Business Assurance, Ethics & Audit	CAB II Audit & Assurance

<b>Curriculum 2015</b>	<b>Curriculum 2010</b>
KB5 Business Value Creation	Candidates who have successfully completed the following two modules in curriculum 2010 will be exempted from the KB5 module: - S TR I Strategic Management Process - S TR II Business Strategy and Knowledge Management
SB1 Business Communication & People Skills	STR I Business English III Part I
SB2 Business Information Technology & Systems	STR I IT Applications in Business Finance & Reporting
PB Business Level Practical Training & Development	SRT I Internship II – Strategic Level I
<b>Corporate Level</b>	
KC1 Corporate Financial Reporting	STR II Advanced Financial Reporting
KC2 Corporate Financial and Risk Management	STR II Strategic Financial Management
KC3 Corporate Taxation	STR I Advanced Taxation & Strategic Tax Planning
KC4 Corporate Governance, Assurance & Ethics	STR II Advanced Audit & Assurance
KC5 Corporate Strategy & Contemporary Issues	PSRT TOP CA Case Study
SC1 Corporate Communication & People Skills	STR II Business English III Part II
SC2 Corporate Information Technology & Systems	STR II Business Automation using the ERP System
PC Corporate Level Practical Training & Development	STR II Internship III – Strategic Level II
Note: Transitional arrangement for pre-2010 curriculums will be decided based on the transitional arrangements for curriculum 2010.	

## Practical Training

### Work-Study Programme

The new curriculum encourages practical training in the form of on-the-job training along with studies in a bid to empower students with relevant professional skills, knowledge, attitudes and behaviour required for a qualified accountant.

### Levels of Personal Pillar

The total practical training duration is divided into two levels:

#### 1. Executive Level (PE1)

A Trainee qualifying for this level would be committed to value-based behavior through the Identification and association of values

#### 2. Business Level (PB 1)

A Trainee qualifying for this level would be committed to value-based behavior through the Identification and association of values

#### 3. Corporate Level (PC 1)

A Trainee qualifying for this level would be characterized by demonstrating values that inspire excellence in performance along with social responsibility

The practical training period should be registered under a Training Agreement with the Institute to be recognized as valid practical training. Different options to sign Training Agreement for different levels are given below.

Option 1	1 year training agreement for Executive level
	2 years training agreement for Business & Corporate levels
Option 2	2 years training agreement for Executive & Business levels
	1 year training agreement for Corporate level
Option 3	3 years training agreement for all three levels

### Duration of Training

Trainees are required to complete three years of practical training with a minimum of 220 working days per year.

**Minimum Training Requirement in years and working days:**

Minimum Training Requirement	Executive Level	Business & Corporate level	
		Business level	Corporate level
In years	1 year	1 year	1 year
In working days	220 days	220 days	220 days

A working day shall be a day with a minimum of 7 and a maximum of 8 working hours. Half-day will be considered on proportionate basis.

Working hours gathered on part-time basis assignments will not be considered equivalent to a working day.

**Work during weekends**

Work done during weekends shall be recognized up to a maximum of 10 days per annum.

**Professional Development Through Practical Training**

The value and the recognition of the CA qualification will be heightened through the professional competencies earned during the practical training period. As per the International Education Standards published by The International Accounting Education Standards Board (IAESB), professional competence goes beyond knowledge of principles, standards, concepts, facts, and procedures; it is the integration and application of (a) technical competence, (b) professional skills, and (c) professional values, ethics, and attitudes.

Accordingly, during this training period, students are expected to gain sufficient practical exposure to the following:

- Technical competence
- Professional values, ethics and attitudes
- Professional Skills;

**Technical Competence**

During the 3-year training period, students are expected to gain experience in the following technical areas while developing necessary competencies: (The recommended training programme listed in detail in the student's training record book and the CA Sri Lanka website.)



**Minimum training requirements in number of working days**

Experience Category	Public Practice			Non public Practice		
	Executive Level	Business Level	Corporate Level	Executive Level	Business Level	Corporate Level
Financial Accounting & Reporting	40	50	50	80	90	90
Compliance & Assurance	80	75 (Note 6)	75 (Note 6)	20	20 (Note 5)	20 (Note 5)
Taxation	10	15 (Note 4)	15 (Note 4)	10	15 (Note 4)	15 (Note 4)
Management Accounting and Finance	-	-	-	20	20	20
Use of Information Technology	20	25	25	20	25	25
Secretarial Practice	-	5	5	-	-	-
<b>Total</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>	<b>220</b>

**Notes**

1. The days attending for training programmes or any workshops conducted by the CA Sri Lanka or any other recognized training organization will be considered as working days.
2. Any difference between the minimum training requirement per annum (220 days) and the total minimum training requirement in accordance with each experience categories per year can be completed using any experience category listed in the above table.
3. Any trainee who fails to obtain the specified minimum number of days in Information Technology or Taxation will be required to undergo training in courses that are conducted by the IT Faculty and the Taxation Faculty of the CA Sri Lanka.
4. At the Business & Corporate level training, minimum of 25% of total requirement in Taxation should be in Income Tax as indicated under 3.1 & 3.2 categories. ( 3.2 category should be at least 2.5 days per year)
5. In the absence of an Internal Audit Division, the experience on Financial Management category should be increased to 40 days per year.
6. The training requirement for Certificate to Practice eligibility is specified in the Certificate to Practice Section of the Practical Training Guide

## **Professional Values, Ethics And Attitudes**

Professional ethics and attitudes are the cornerstones of a competent Chartered Accountant. Ethics and ethical behaviour add to one's personal and professional reputation and serve to protect clients, employers and the public. Trainees are expected to act ethically in the public interest at all times during the course of study.

Training organizations are expected to provide guidance and opportunities to trainees so as to impart appropriate instruction in professional values, ethics and attitudes during the period of training. Accordingly, by the end of the training period, a trainee should be

- Familiar with the Institute's Professional Code of Ethics.
- Able to identify and analyze the ethical issues likely to be encountered in their work environment.
- Understand the procedures for resolving ethical issues.

This is a web-based module which should be completed prior to the Viva-voce interview.

## **Professional Skills**

Professional skills are the intellectual, interpersonal and communication, personal, and organizational skills that a professional accountant integrates with technical competence and professional values, ethics and attitudes to demonstrate professional competence.

### **Intellectual Skills**

'Intellectual' relates to the ability of a professional accountant to solve problems, to make decisions and to exercise professional judgment

### **Personal Skills**

'Personal' relates to the personal attitudes and behaviour of a professional accountant

### **Inter-personal and Communication Skills**

'Inter-personal' and 'communication' relate to the ability to work and interact effectively with others

### **Organizational and Business Management Skills**

'Organizational' relates to the ability of a professional accountant to work effectively with or within an organization to obtain the optimal results or outcomes from the people and resources available

## **Training with an Approved Training Partners**

### **Categories of Approved Training Partners**

#### **Approved Training Organizations are identified under two categories;**

- Public Practice Organizations (PP) – Firms of Chartered Accountants and the Auditor General's Department.
- Non-public Practice Organizations (NPP)– all other organizations approved by the Institute other than those classified as Public Practice.

#### **Registration for Practical Training**

Students who joined with approved training organisations should register their tripartite training agreements with CA Sri Lanka through the respective training organization and the Supervising Member. Students can start signing Training Agreement with pending A/L.

#### **Tripartite Training Agreement**

1. Trainee- Registered student who is undergoing training with valid Training Agreement of the Institute
2. Supervising Member- Member of the Institute who takes the responsibility for the training .
3. Approved Training Organization - The organization which is providing training

All parties to the agreement are committed to fulfil the terms and conditions specified in the Training Agreement.

The Supervising Member and the Approved Training Organization shall support the trainee to acquire the required practical experience during the period of the Training Agreement.

Part time training or training acquired without an agreement is not recognised. During the period of training, supervising members must be in full time practice or full time employment and trainees must be full time and not employed elsewhere.

#### **Practical Training Agreement Request**

The training organisation should make a written request in a company letter head to the Training Division of CA Sri Lanka, to enter into a Practical training agreement with registered students of the Institute.

Information required for the practical training request;

The request should consist with following information

- Full name and CA Sri Lanka registration number of the student
- Name, Designation and membership number of the prospective supervising member
- Level of training required and the commencement date of training
- Name of the training organization and the division/s in which the training will be provided
- Proof of exemptions of training, if applicable

In addition to the above details, the following documents are also to be provided by Non public Practice organizations, with the supervising member's signature.

- Draft programme of proposed training and the rotation form (See CA web site to download the specimen programme )
- ( Rotation amongst different business activities of the organization to cover different experience category.
- The addresses of the training places, the work place of the Supervising Member, organisational relationship between the trainee and the Supervising member and any other particulars relevant to the Training Agreement.

### **Issuing Blank Agreements**

Upon satisfying the following conditions, Training Division posts 3 copies of the blank agreement to the training organisation;

- submission of the above required documents
- active studentship (renewal of student's registration)
- availability of trainees quota for the respective supervising member

The Manager Training may call for training records and interview trainees in Non-Public Practice Organisations before issuing copies of blank agreements, if required.

### **Submission of the filled Training Agreement to the Institute**

The trainee should submit the duly completed Training Agreement copies to the Practical Training Division with the pay-in slips of the agreement fee and the online training record book, to register it as a valid agreement.

## **Date of commencement of the Training Agreement**

The trainee may enter into a training agreement from the date of joining the approved Training Organisation, provided he or she is a registered student of the Institute.

## **Backdating of Training Agreement**

The date of commencement of the Training Agreement will be determined by the Training Division with a maximum of four months backdating from the date of receipt of the relevant documents by the Institute.

## **Relevant Documents for Backdating is as follows**

- Public Practice Organizations - duly completed Training Agreement
- Non Public Practice Organisations - the duly completed training programme with a covering letter in a company letter head

However, this date will not be extended beyond the date of the actual commencement of training or the date of student's registration of the with CA Sri Lanka/ date of temporary registration with pending A/L.

## **Recording Practical Experience/Competencies**

Trainees are required to maintain weekly records of technical experience in the Online Records System available at the CA Sri Lanka website. Supervising members are required to certify trainee's records periodically. Trainees should forward the Online Training records to the Institute with the certification of supervising member within 30 days from the last day of each quarter.

However, submission of records does not denote the completion of training by a trainee, and therefore the certifications under regulation 27 and 29 to be submitted for completion.

- Regulation 27 is applicable only for Non - Public Practice Sector and Auditor Generals Department and should be submit manually with the certification of supervising members or any authorized officer. Regulation 29 is approved online along with approval of the 4th quater.

## **Delays in approving the training records & extensions to the training period**

Delay in approving training records shall be liable to a penalty of extension of the training period.

## **Completion of minimum training requirements and extending the training period**

Trainees who were unable to fulfil the minimum number of training days are required to have their training agreement extended. These extensions should be informed to the Institute through the training organisations and training records should be submitted for the extended period.

## **Changes to the Training Agreement**

### **Interruption of Approved Training**

The period covered under a Training Agreement shall be considered as the approved training period. Any interruption or suspension of the approved training period needs to be done with the consent of the supervising member, training organization and the Institute with consent to cover the balance period with another company.

Any other interruptions may be permitted only on the grounds of maternity leave, prolonged illness or any other circumstances that the Committee in its absolute discretion considers applicable.

### **Penalty for Unauthorized Interruptions**

Unauthorized Interruptions of practical training will make the trainee automatically liable to a penalty of an additional period of training depending on the period of interruption, in addition to the balance training period .

<b>Period of interruption</b>	<b>Penalty Extension period</b>
Less than 1 month	no extension
1 month < 6 months	1 month
6 months < 1 year	2 months
More than 1 year	6 months

### **Suspension of training for University Studies**

Internal students of approved universities who are following a fulltime degree course are permitted to suspend their practical training with the consent of the Supervising Member to suspend the agreement and cover the balance period with another company.

### **Resumption of suspended training**

Students who completed approved suspension period should inform the resumption of training to the Institute through training organisation to reactive the training agreement for the balance training period.

## **Cancellation of Training Agreement**

Mutual cancellation of Training Agreement

Training Agreement shall be cancelled by mutual agreement among the parties or by one party giving written notice to others in accordance with the terms and conditions mentioned in the Training Agreement.

A trainee will be permitted to enter into a new Training Agreement, only after completion or cancellation of previous Training Agreement, if any.

## **Automatic Cancellation of a Training agreement**

Training Agreement shall be automatically cancelled from the date the training organization ceases to be approved under the practical training guide.

## **The discretions of the Committee over the Training Agreement**

The Student Training & Development Committee has the authority to recommend to the Council in relation to a suspension or cancellation of a Training Agreement due to a misconduct of a trainee.

## **Overseas Training**

Practical Training Acquired Overseas With Internationally Affiliated Public Practice Organizations

Training acquired overseas with an internationally affiliated Public Practice Organizations will be considered as approved training for corporate level subjects satisfying following requirements:

- Successful completion of the intermediate /Executive Level training in an Approved Training Organization in Sri Lanka.
- The training is in conformity with the guidelines and standards applicable to trainees in Sri Lanka.
- Supervision by a member of the Institute.

However, under this arrangement trainees are required to satisfy minimum of three months Corporate level training with an approved training organization in Sri Lanka, prior to applying for the Associate Membership.

Training Organization should submit details of the place of training of a trainee to the Institute along with the request of the Training Agreement

## **Recognition of Secondments**

### **Criteria applicable in Secondments**

- Secondments arranged with industry, public sector, branches or offices should not exceed 50% of the entire training period.
- Training should be supervised by a member of the Institute and the work environment should provide an opportunity to comply with the rules and standards of the profession.

## **Monitoring of Training**

### **Review of Training by the Supervising Member**

#### **Skill Assessment Report**

Supervising members have the responsibility of reviewing their trainees and to report the progress to the Institute. It is mandatory that trainees should complete the record book designed to demonstrate the skills achieved under each area at the end of each quarter. Examples of practical work experience in achieving skills should also be listed under each area. Students are required to achieve all of these competencies before they attempt the Viva voce interview.

When a student completes the quarter, the line manager/immediate supervisor may also add his/her comments. The supervising member should review and evaluate achievement of learning outcomes at the end of every six months. They have to interview each trainee and fill the Skills Assessment Report, while demonstrating the learning outcomes achieved by the trainee during the past six months. This report should be forwarded to the Institute bi-annually along with the quarterly summery records of the students.

### **Review of Training by the Institute**

Periodic assessment of training during the period of the training agreement

Periodic assessment of practical training are conducted by a member of the Committee or any other member appointed by the Committee.

The assessments will help trainees to identify the areas that need improvement during the balance period of the training.

The areas identified for improvements will be communicated to the respective Supervising Members.



## **Executive Level**

Assessments of trainees will be conducted on random basis.

## **Business and Corporate level**

Minimum of one compulsory assessment will be conducted for a trainee at the Business/ Corporate level.

## **Certification of Training**

At the end of the training period, the training organization and the Supervising Member should issue a certification on training obtained by the trainee through a summary report and should recommend the suitability of the trainee to become a Certificate holder/ an Associate Member of the Institute.

## **Completion of Executive Level Training**

### **Certification of Training under Regulation 27 & 29 for Executive Level**

Trainees should obtain the certification for completion of executive level training through the Supervising member & the training organization prior to commencing the Business & Corporate level Training agreement.

If there are areas to be improved, the agreement should be extended informing the weak areas/shortcomings of trainee to him/her and the Institute

## **Completion of Practical Training and Examinations**

Practical training requirement applicable for the examinations

### **Executive Level and Business Level Examinations**

Completion of training is not mandatory to apply for the Executive Level and Business Level examinations.

Nevertheless, students are encouraged to commence practical training at the early stage of their examinations.

## **Corporate level**

The following requirements to be fulfilled on or before the date of commencement of the examination

- Completion of Executive Level training with the minimum training requirement

- Completion of 220 working days of Business & Corporate level training after being eligible for Certified Business Accountant (CBA )/Certificate in Accounting & Business (CAB)/Intermediate certificate.

## **Qualification Awarding Structure**

### **Recommendation for Certified Business Accountant**

On successful completion of the Executive level training, examinations and skills modules students are eligible to apply for the Certified Business Accountant qualification.

### **Recommendation for Certified Senior Business Accountant**

On successful completion of Business Level training, examination and skills modules students are eligible to apply for the Certified Senior Business Accountant qualification.

### **Recommendation for Associate Membership**

Students who successfully completed all the following criteria are eligible to apply for admission to the Associate Membership.

- All examinations of the Institute.
- Executive Level, Business and Corporate level training along with the certification of the Supervising Member and the Training Organization.
- Skills modules
- Professional Values, Ethics and Attitudes module.
- Interview on practical training. (Viva Voce Interview))

## **Certificate to Practice Eligibility**

### **Training Requirement for Certificate to Practice eligibility**

Completion of two years with a minimum of 440 days of Corporate Level training in a Public Practice Organization after being eligible for the Certified Senior Business Accountant qualification.

The above 440 days training should meet the criteria given below:

- Minimum of 220 days to be covered under statutory audits of companies or other organizations. Category 2.1 - 2.8)

- The balance period can be covered either at statutory audits or other work similar to audit recognized by the Committee as listed below.

### **Other work experience recognized for the Certificate to Practice Eligibility**

- The exercise of expressing an opinion on Financial Statements relating to Conversion, or acquisition of companies
- Redemption or purchases of shares
- Financial Accounting and external reporting
- Audits of offices, associations, clubs and societies
- General business advisory services including internal audits
- Taxation
- Investment analysis
- Statutory declaration of solvency
- Accountants' report on prospectors
- Treasury and business finance

### **Training Requirements for Trainees at Auditor General's Department for eligibility for Certificate to Practice**

Trainees who undergo corporate level training at the Auditor General's Department should satisfy the minimum of 50% training period at the following clients covering statutory audit

- Commercial Corporations (special Business Enterprises)
- Public sector organizations report to Parliament (All government departments & Ministries)
- Public sector organizations applying Public sector accounting standards

Trainees who fail to fulfil any or all of the above mentioned requirements during the period of training are required to enter into a new agreement and complete the balance period, in order to qualify for the certificate to practice eligibility.

## **Training Exemptions**

### **Concessions for full time academics**

The following concessions are applicable for full time lecturers in accounting or/and finance subjects, attached to approved universities.

- Entitle to apply for the Strategic Level II examination without completing the practical training requirement.
- Entitle to complete the practical training requirement under the special scheme given below.

An approved University means a University approved by the University Grant Commission of Sri Lanka or by the Association of Common Wealth Universities.

### **Special Training Scheme for full time lecturers**

Full time lecturers who satisfy the above requirements are permitted to enter into short term Training Agreements with approved training organizations to complete the practical training requirement. Period of a short term agreement should not be less than 55 days. Under this scheme the total training period of 660 days to be covered with maximum of three approved training organizations within five years.

Work during weekends will also be recognized as working days.

### **Training Exemptions for members of AAT (The Association of Accounting Technicians of Sri Lanka)**

Members/passed finalists of AAT completed two years training are exempted from the Executive Level training requirement of CA Sri Lanka, subject to satisfy the following requirements.

- Completion of two years practical training in a training organization approved by CA Sri Lanka, under the supervision of a member of CA Sri Lanka
- Such training should be completed under a Training Agreement identical to an agreement signed by an executive Level trainee of CA Sri Lanka
- The records of training should be maintained in a manner identical to the scheme specified for an executive Level trainee of CA Sri Lanka

## **Training Exemptions for members of ACCA - UK (Association of Chartered Certified Accountants)**

### **Training requirements to obtain ACA Membership;**

- Associate Members of ACCA with less than three years of post-membership experience

Two years of monitored training with 220 working days per year under a Training Agreement approved by the Council of the Institute.

- Associate Members of ACCA With over three years post membership experience

One year of monitored training with 220 working days per year under a Training Agreement approved by the Council of the Institute.

## **Training Exemptions for Members of ICAEW (Chartered Accountants of England and Wales)**

### **Training requirements to obtain ACA Membership;**

Members of Institute of Chartered Accountants of England and Wales are exempted from total training period and they are eligible to apply for membership directly.

## **Training Exemptions for Members of CPA Australia**

### **Training requirements to obtain ACA Membership;**

Members of CPA Australia are exempted from total training period.

### **Training requirements to obtain Certificate to Practice**

Members of other professional bodies (CIMA/ACCA/ICAEW/CPA Australia) should satisfy the training requirements for Certificate to Practice Eligibility mentioned in this guide to obtain the eligibility to apply for the Certificate to Practice after being ACA.

## A Practical Training requirements(PTR) for CIMA members.

Training requirement for CIMA members who wish to obtain CA membership

Criteria	Modules to be completed in CA Sri Lanka Curriculum 2015	CA Sri Lanka Practical Training Requirement (PTR)
CIMA Members with 5 years (or more) of post-membership experience	KC1 KC4	<p><b>CIMA members with over 5 years post membership experience;</b></p> <p>Assess the relevant professional competencies achieved in practical training by the CIMA member who is intending to join the CA membership through a competency assessment review and viva voce.</p>
CIMA Members with less than 5 years of post-membership experience	KC1 KC3 KC4	<p><b>CIMA members with more than 3 years &amp; less than 5 years of post-membership experience;</b></p> <p>Required to undergo one year (Corporate level) monitored practical training as prescribed in Practical Training Guide. Assess relevant professional competencies achieved in practical training by the CIMA member who is intending to join the CA membership through a competency assessment review and viva voce.</p> <p><b>CIMA members with no experience - less than 3 years of post-membership experience ;</b></p> <p>Required to undergo two years (Business &amp; Corporate levels) monitored practical training as prescribed in Practical Training Guide. They have to undergo viva voce and is supposed to complete 220 working days (one year) of monitored training before attempting specified module/s.</p>

### **Proposed Training requirement to sit for CA examinations**

CIMA members with less than 3 years of post-membership experience have to complete 220 working days from Business level training (one year) before sit for Corporate level examination. CIMA members with over 3 years working experience can sit for Corporate level examination even without training.

**Publication Price List 2018 for Students**

Description	Amount (Rs)
SLFRS 9,15,16 {(SLFRS 09- Financial Instruments (Effective for financial periods beginning on or after 1st January 2018 ,SLFRS 15- Revenue from Contracts with Customers (Effective for financial periods beginning on or after 1st January 2018,SLFRS 16-Lease (Effective for financial period Beginning on or after 1st January 2018)}	900.00
Sri Lanka Accounting Standards (Applicable for Financial Periods beginning on or after 1st January 2018)	2,700.00
Sri Lanka Accounting Standard For small and Medium-Sized Entities-2015 {(Applicable for Financial Periods beginning on or after 1st January 2017) (SLFRS for SMEs)}	400.00
Sri Lanka Accounting Standard For small and Medium-Sized Entities-2015 {(Applicable for Financial Periods beginning on or after 1st January 2016) (SLFRS for Smaller Entities) (Medium - English ,Tamil)}	200.00
Small & Medium Sized Entities Audit Manual Vol-03	6,000.00
Sri Lanka Auditing Standards 2017 – Volume I , II & III	2,500.00
Open Book Referential-Student Edition(Statement of Alternative Treatment (SOAT),Statement of Recommendation Practice (SORP) IFRICs AND SICs)	375.00
Code Of Ethics-2016	400.00
Code Of Best Practices On Corporate Governance - 2017	300.00
Urgent Issues Task Force 1- 40	300.00
Selected Essays and Extracts from Judgements By Justice Mark Fernando	500.00
CA Sri Lanka Hand Book On Vat Law-2016	1,000.00
Reflection On Taxes & Tax Payers	650.00
CTA Awareness Level Study Guide (Up to 2015/2016)	1,000.00
CTA Advisory Level Study Guide (Taxation of Companies, Individuals, Partnerships AND Other Entities Up to Year Of Assessment 2015/2016 )	2,000.00



Description	Amount (Rs)
Certified Tax Advisor {(Advisory Level) Study Guide 02 (Value Added Tax, Economic Service Charge, Nation Building Tax And Other Taxes)}(Incorporated 2016 Amendments)	1,000.00
Chartered Tax Advisor {(Advisory Level) Study Guide 03 (Income Tax Administration and Case Laws)}	1,000.00
CA Sri Lanka Guide To Income Tax Law-(Revised Edition- Year Of assessment 2014/2015 and 2015/2016)	1,700.00
Reports of Sri Lanka Cases on Income Tax, Customs Duty, Excise Duty, Stamp Duty and Other Taxes(1997-2012)	3,500.00
Sri Lanka Public Sector Accounting Standards - 2009 (Volume I-Sinhala)	200.00
Sri Lanka Public Sector Accounting Standards - 2012 (Volume II-Sinhala)	200.00
Sri Lanka Public Sector Accounting Standards 2009 (Volume I - English)	200.00
Sri Lanka Public Sector Accounting Standards 2012 (Volume II - English)	200.00
Glossary Of Accounting and Business Management Terminology (English/ Sinhala)	550.00
Curriculum(2015)	1,000.00
KE1 Financial accounting& Reporting Fundamentals(English) (Revision Kit)	200.00
KE2 Management Accounting Information (English) (Revision Kit)	200.00
KE3 Fundamentals of Law (English) (Revision Kit)	100.00
KE4 Processes, Assurance & Ethics (English) (Revision Kit)	200.00
KE5 Commercial Insight for Management (English) (Revision Kit)	200.00
KE1 Financial accounting& Reporting Fundamentals (Sinhala) (Revision Kit)	200.00
KE2 Management Accounting Information (Sinhala) (Revision Kit)	200.00
KE3 Fundamentals of Law (Sinhala) (Revision Kit)	100.00

<b>Description</b>	<b>Amount (Rs)</b>
KE4 Processes, Assurance & Ethics (Sinhala) (Revision Kit)	200.00
KE5 Commercial Insight for Management(Sinhala) (Revision Kit)	200.00
KB1 Business Financial Reporting (Revision Kit)	200.00
KB2 Business Management Accounting (Revision Kit)	200.00
KB3 Business Law (Revision Kit)	100.00
KB4 Business Assurance, Ethic & Audit (Revision Kit)	200.00
KB5 Business Value Creation (Revision Kit)	200.00
KC1 Corporate Financial Reporting (Revision Kit)	200.00
KC2 Corporate Finance and Risk Management (Revision Kit)	200.00
KC4 Corporate Governance, Assurance & Ethics (Revision Kit)	200.00
The Execution Shortcut	2,000.00
Business Benchmark (Advanced) with 3 Audio CDs Student Book BEC Higher)	1,500.00
Business Benchmark (Advanced) with 3 Audio CDs Teacher's Resource Book BEC Higher)	2,215.00
Business Benchmark (Advaced) with 3 Audio CDs Teacher's Resource Book BEC Higher)	2,215.00

## Instructions to fill the Application for Registration

1. Only those having the requisite minimum Educational Qualifications as per pages 12 and 13 need apply for registration. No refund of fees would be made if the applicant does not have necessary qualifications for registration.
2. Where (x) is indicated over any cage, this sign should be placed in the box to indicate the answer.
3. In the event of a discrepancy in the names appearing in the educational certificates and the names given in cage 1(a) & 1(b), an affidavit to the effect that all these names refer to the applicant should be attached to the application. If these names and the name appearing in the Birth Certificate differ the amended certified Photocopy of the Birth Certificate should be forwarded.
4. Cage 2 - The Correspondence Address (Mailing) should be stated in this cage.  
Cage 3 - The Permanent address should be stated in this cage.
5. If the application for Registration is accepted, the student so registered would be required to follow a self study course provided by the Institute.
6. Cages 13(a) & 13(b) - Certified photo copies of certificates issued by the Commissioner of Examinations in respect of Examinations conducted by him or the School Principal's certificate if the certificate from the Commissioner of Examinations is not available and by the appropriate Examining Authority in the case of other examinations would be accepted for the purpose of verifying qualifications required for registration. No other certificate will be accepted except where specific provision has been made.
7. Cages 13(a), 13(b) & 18 - The signature of the applicant and Photostat copies of certificates should be attested by any one of the following persons - A Chartered Accountant, Head or Retired Head of Government' Director-managed' or approved school, the Grama Seva Niladri of the Division, a Justice of Peace, a Commissioner of Oaths, A proctor or Notary Public, a Commissioned Officer of the Armed Forces, A permanent Government or Corporation officer in receipt of a consolidated annual salary of Rs. 90,120/= or over. The incumbent of a Buddhist Vihara, a Nayaka Buddhist Monk, the incumbent of place of worship, or a religious dignitary of standing of any other religion.
8. Applications for registration can be handed over to the Registration Division or to the CA Sri Lanka Information Centers. Applications which are posted should be sent under Registered Cover marked "SRA" on the top left hand corner of the envelope to the Manager Student Services, The Institute of Chartered Accountants of Sri Lanka, 30 A, Malalasekara Mawatha, Colombo 07.

## Student Fees - 2018

### Payments for Student Registration

	2018
Registration Fee	2,000.00
Annual Subscription (For the Current Year)	2,000.00
Total	4,000.00

### Sales of Study Packs

Executive Level - Per Subject	- Rs. 2,000.00
Business Level - Per Subject	- Rs. 2,550.00
Corporate Level - Per Subject	- Rs. 3,650.00

### IMPORTANT

Students registering for first time should make payments for registration fee, registration renewal fee, and self study course fee. For the payment of above only one Cash Deposit Slip should be used for the total amount.

It is compulsory that you mark clearly in the Deposit Slip the Application (#)No. shown in the top corner of the Application and the Payment Code(RE01).

Students eligible for exemption from subjects should inquire from the Registration Division regarding registration fees. (Please note that a separate deposit slip should be used when making payments for exemptions)

The registration fee should be paid at any Branch of Bank of Ceylon in cash to credit of The Institute of Chartered Accountants of Sri Lanka

(A/C # -CA Sri Lanka-Panel)

Applications for registration can be handed over to the Registration Division or to the CA Sri Lanka Information Centers. Applications which are posted should be sent under Registered Cover marked "SRA" on the top left hand corner of the envelope to the Manager Student Services, The Institute of Chartered Accountants of Sri Lanka, 30 A, Malalasekara Mawatha, Colombo 07.

**Examinations Fees - 2018**

Income Code	Description	Amount (Rs.)		
		Sri Lanka	Qatar	Male
EX01	Executive Level Per subject	2,000.00	-	-
EX02	Business Level per subject	3,400.00	17000.00	13000.00
EX03	Corporate Level per subject	4,900.00	20000.00	15000.00
EX05	KC5 Case Study	6,000.00	-	-
	KC5 Assignment	5,500.00	-	-

**Exemption Fees - 2018 (Payment Code - RE03)**

Completed CIMA pre 2015 CIMA syllabus	Rs.	63,200.00
Completed CIMA 2015 CIMA syllabus	Rs.	60,000.00
Completed ACCA	Rs.	60,000.00
CPA Australia	Rs.	75,000.00
Executive Level per subject	Rs.	2,000.00
Business Level per subject	Rs.	3,400.00
Corporate Level per subject	Rs.	4,900.00

**Fees for Training Division - 2018**

Income Code	Description	Amount
TR01	Training Agreement - One Level or Two Level	Rs. 1,950.00
TR01	Training Agreement - All three Levels	Rs. 2,400.00
TR02	CAB II/CBA – Certificate - applied within 6 months from the eligible date	Rs. 3,000.00
TR02	CAB II/CBA - Certificate- late application	Rs. 5,200.00
TR03	DAB/SCBA – Certificate	Rs. 7,300.00
TRN06	Manual Training Record Book	Rs. 1,000.00
TRN10	Online Training Record Bood	Rs. 700.00