

# Application for Viva-voce Presentation for ACA Membership

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

30A, Malalasekara Mawatha, Colombo-07  
 Tel: 0112352000 ext: 208/221  
 Email: training@casrilanka.com  
 Web: [www.casrilanka.com](http://www.casrilanka.com)

Serial No:

*\*Please read the instructions on the other side before filling the application*

- Registration Number  Last Renewal Year
- Full Name\* (Mr./Mrs./Miss.) 



  
*(Name should be as per registration)*
- Address
- Contact no  E mail: \_\_\_\_\_
- Currently Employed in: \_\_\_\_\_ Designation: \_\_\_\_\_
- Details of practical training

Level of Training	Training Organization	Agreement Number	Training Period		No. of days Completed
			From	To	
Intermediate/Certificate /Executive					
Final/Strategic/Business & Corporate					

Exam details\*

	Foundation / CAB I / Executive I	Intermediate / CAB II / Executive II	Final I / Strategic I / Business	Final II / Strategic II / Corporate	Top CA /Case study
Year /month					
Index no					

- **Completion of Professional Values, Ethics and Attitudes Module: Date** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Marks** \_\_\_\_\_
- Certification for regulation 27 & 29 in the record book –certified : Yes  No
- Approval for the power point presentation by Manager Training : Yes  No
- Eligibility for the Certificate to Practice : Yes  No
- Date of completion of Business English III part II / SB I & SCI : \_\_\_\_\_
- Index no of Intermediate /CAB/CBA certificate or exemption letter : \_\_\_\_\_

I confirm that, to the best of my knowledge and belief, the information in this application is true and correct.

\_\_\_\_\_  
Date \_\_\_\_\_  
Signature of Student

Checked by \_\_\_\_\_  Process  Hold  Reject  
*Authorized officer of the CA Sri Lanka*

*Trainee's copy* **Serial No:**

**Application for Viva-voce Presentation for ACA Membership**

- Name of the trainee: \_\_\_\_\_
- Registration No : \_\_\_\_\_

Checked by: \_\_\_\_\_ **Status of the application:** Process  Hold  Reject   
*Authorized officer of the CA Sri Lanka*

**I hereby declare that I am not subject to any of the disqualifications mentioned in Sec. 15 (1), Institute of Chartered Accountants of Sri Lanka act. No. 23 of 1959.**

**Sec.15 (1)**

No person shall be enrolled as a member of the institute

- (a) Unless he has attained the age of twenty one years and is either a citizen of Sri Lanka or has ordinarily resided in Sri Lanka for a period of not less than three years;
- (b) If he has been adjudged by a competent court to be of unsound mind;
- (c) If having been adjudged an insolvent or bankrupt, he has not been granted by a competent court a certificate to the effect that his insolvency or bankruptcy has arisen wholly or partly from unavoidable losses or misfortunes;
- (d) If he has been convicted by a competent court, whether in Sri Lanka or elsewhere, of any offence involving moral turpitude and punishable with imprisonment or similar punishment and has not been granted a free pardon.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

## **INSTRUCTIONS**

### ***General instructions:***

- Trainees should complete all examinations, practical training & communication skills programme before applying for the Viva.
- Please fill the master summary/summaries in the book/s and check whether you have completed the minimum requirements in each category.
- Certification for regulation 27 and 29 in the record book should be obtained from the authorized officer of the organization and from the Supervising Member of the trainee. These certifications under regulation need to be obtained for the entire period of final level / Strategic level training.

### ***Filling the application:***

- \* Indicate your full name as per student registration in capital letters and keep a gap of one square between the names.
- \* Provide all the relevant details of practical training and examinations in respective tables given.

### ***Submission of the application:***

Hand over below given documents to the CA Sri Lanka training division.

- Record books
- The originals & photocopies of the Intermediate certificate/certificate in Accounting & Business (CAB) / Certified Business Accountant (CBA) / exemption letters
- Duly filled application
- Approved copy of the power point presentation by the Manager Training

## **Instructions to prepare the Viva-voce Presentation for ACA Membership**

- Presentation has to be selected from an area of work performed during the 2<sup>nd</sup> year of final level / Strategic level / Business level training. The Training record book number & page reference has to be indicated in the first slide.
- The presentation should consist of the work performed of the selected area to minimize references to the theory pertaining to such work.

E.g. Detailed Auditing & Accounting Standards, Statutory requirements.

The emphasis should be given to explain the details of work carried out & related issues.

- Duration of the presentation maximum 15 minutes
- Number of slides to be restricted to 7 in the presentation (excluding the cover page)
- Panelist will question the candidate during the presentation.

***Dress code for the interview: Office Attire***