

SPECIAL NOTICE

Business & Corporate Level Examinations – December 2016

To All Business & Corporate Levels Candidates (1st Attempt)

Please draw your earnest attention on the following examination eligibility criteria which you have to complete before submitting your application for the above examination. Furthermore you are requested to ensure **that your student profile is updated in our system in order to process your application smoothly**

Examination Eligibility Criteria		Contact No.	Closing date
Purchase the relevant Study Pack (students must pay and collect the study pack)		011-2352000 – Study pack Sales Centre Ext:1051, 1427	Before submitting the application
Obtain exemptions (if eligible)		011-2352000 Reg. Div: 1101	
Renewal of Student Registration for 2015		011-2352000 Reg. Div: 1101	Please refer the instructions
<i>Applicable for Corporate Level 1st attempt students only</i> <ul style="list-style-type: none"> Complete the Practical Training requirement and obtain certification from Manager Training 		011-2352000 Ext: 1433/ 1436	
		Commencing date	Closing date
IT Training course 011-2352013	SE2 – Should be completed to be eligible to sit the Business Level Examination		
	SB2 - Should be completed to be eligible to sit the Corporate Level Examination		
		Course Registration Period	Course Commencement date
Communication and People Skills Tel. 011-2352000, Ext: 1301, 1302	SE1	25 October 2016 – 25 November 2016	20 January 2017
	SB1	20 September 2016 – 20 October 2016	30 November 2016

**Please note that if you fail to do so your application will be rejected.
Manager Examinations**

**Business Level and Corporate Level Examinations
December, 2016
To All Candidates,
Please read the following instructions carefully before filling the application**

A. Dates of Conducting the Examination

24th, 30th and 31st December 2016

B. Medium of answering the examination

Examination will be conducted in English Medium and you are required to answer in English Medium.

C. Acceptance of the Application

Date of calling applications	11 th August, 2016
Application Closing Date	29 th September, 2016
Late Application Closing Date	6 th October, 2016
Penalty Payment	50% of the Examination Fee + Normal Examination Fee

Penalty should be paid for the applications received between 30th September and 6th October 2016. Applications should be addressed to the Manager Examinations and sent either by registered post or dropped into the box kept especially for this purpose, at the Security Point of the Institute. Applications received after 6th October 2016 will not be accepted under any circumstances.

D. Please use the following instructions to fill the attached Examination Application

- Please use a blue colour pen to fill the information
- Please write the information in clear letters
- **Please note that, after submitting the examination application, you are not permitted to change any subject/s.**

E. Examination fees payment details

Please indicate the date, bank/branch, income code and the amount clearly in the given cages on top of the application.

Examination Fee Structure

Examination	Examination Fee per subject			Payment Code
	Sri Lanka	Qatar	Maldives	
Business Level	Rs. 3000.00	Rs. 17000.00	Rs. 13000.00	Ex 02
Corporate Level	Rs. 4500.00	Rs.20000.00	Rs. 15000.00	EX 03

Examination Fee Payment Code

Bank Details : Any branch of Bank of Ceylon

Account No : 2 3 2 3 1 4 2 (CA Sri Lanka collection account at the Torrington Square branch)

Note : Payment code relevant to your examination should be clearly indicated in your deposit slip. If not, your payment will be rejected. Payment can be done at any branch of Bank of Ceylon. The CA Sri Lanka copy should be attached together with your application.

Examination	Payment Code
Business Level	EX 02
Corporate Level	EX 03
Business Level & Corporate Level	EX 03

F. Eligibility criteria to sit Business Level Examination based on SE1 requirement

Students should have completed SE1 examination or the students who are following the SE 1 course are eligible to apply for the Business Level examination in December, 2016. However it is mandatory for the students following SE1 at present to sit the forthcoming SE 1 examination in September 2016.

G. You should complete both Business Level and KC1 to 4 of Corporate Level to be eligible to sit KC5 of Corporate Level. You are not permitted to sit KC5 together with other subjects of Corporate Level.

G. Instructions to fill the application: -

1. Write your name clearly in block capital letters.
2. Please fill i, ii, iii, in block capital letters. Please note that contact details given here are used in processing the applications only. You have to inform the Registration Division of any changes of your contact details.
3. Write your national identity card no. and the date of issue.
4. Write your Registration No clearly.

Renewal : All candidates should have renewed their student registration for 2016.

5. As per the eligibility criterion given below, please fill the relevant cages and put a tick in the cage. (5.1, 5.2, 5.3, 5.4, 5.5)
 - o **Exemptions** : Those who apply the examination on exemptions on account of other professional qualifications are advised to obtain confirmation of their exemptions from the Registration Division before applying the examination. (For further information please contact Registration Division 0112352000 Ext. 1100, 1101, 1102).
 - o Students **passed the Certificate Level II examination**, the former Intermediate examination or the Professional I examination are eligible to apply Business Level examinations. They are exempted from Executive Level and KB 4 of Business Level. Those who are exempted from the Certificate Level II Examination under any other qualification are also eligible to apply the Business Level I Examination.
 - o **Students passed the former Final I examination** are required to pass KB 5 to complete the Business Level and KC2, KC3, KC4 and KC5 to complete Corporate Level. **Students referred in Final I examination** are required to pass the corresponding subject too, in addition to the subjects mentioned above. These students should sit for the KB1 paper of the Business Level if they wish to obtain the Diploma Certificate in Accounting and Business.
 - **Students who have passed the former Professional II examination** are required to pass KB2, KB5 to complete Business Level and KC2, KC4 and KC5 to complete Corporate Level.

Students are permitted to apply single subject at a time, and the subject/s those passes will be carried forward. This rule is applicable to the students who have obtained exemptions on account of CIMA or ACCA as well. They should sit and pass all the subjects in Business Level and Corporate Level other than

the exempted under any approved reason.

Students who have obtained Permanent Credits for some subject/s of Final I or II will be treated as having passed the corresponding subject/s in Business and Corporate Levels according to the mapping under 2010 syllabus (Strategic Level I or II). (Those students should have obtained two permanent credits at a time before 2014 and single permanent credit from 2005). **They should sit and pass all the subjects in Business Level and Corporate Level** other than the exempted under any approved reason.

If students have passed four subjects in Strategic Level I (or if there are students remaining with two subjects including Strategic Management Process) under previous syllabus are eligible to sit Corporate Level together with the Business level. However it is mandatory to apply Corporate level subjects together with all the Business level subjects which they have to sit and pass. However pillar concept rule is applicable always. All the other students should complete the Business level first. They are not permitted to apply Corporate level together with the Business level until they complete the Business level.

6. Please clearly tick the subject/s applied for the current sitting.

7. Please tick on the relevant cage.

7.1 **Study pack**

You are strictly advised to make the relevant payment and collect the study pack if you are a first attempter. Candidates coming through CIMA/ACCA reciprocal schemes are also required to make payment and collect the relevant study packs. **(Examination applications of students who do not comply with this requirement will be rejected). If you have already purchased the study pack for a particular subject under old syllabus, it is not necessary to purchase the study pack for the corresponding subject under new syllabus (2015- 2020). But we would like to advise you to study new study tests to get ready for the examinations held under new syllabus (2015 - 2020).**

Submit the deposit slip to study pack sales centre before collecting the study pack.

Contact details for further information: Study packs Sales Centre (011 2352000 Ext.: 1051) or Education Division (011 2352000 Ext.: 1427).

7.2 Compulsory IT Training: Students should complete the SE2 (Executive Level IT course) and SB2 (Business Level IT course) before applying the Business Level examination and Corporate Level Examination respectively. CIMA & ACCA members are exempted from those courses.

Those who have completed CAB II level, Strategic level I and Strategic level II IT courses are exempted from Executive Level, Business Level and Corporate Level IT courses respectively. Please call to IT Training division for Compulsory IT Training Course information (0112352013).

SE2 & SB2 – exempted for CIMA and ACCA passed finalists and members

SC2 – exempted for CIMA and ACCA members

8. Please fill all the information clearly and obtain the attestation of the Supervising Member

Practical Training :-

Practical Training Requirement to sit for the Corporate Level Examinations in June & December 2016 (for 1st attempt candidates only)

Students who are applying for Corporate Level examination at their 1st attempt have to complete the following training requirements.

- Successful completion of Certificate/ Executive level training
- Successful completion of 220 working days of strategic/ Business level training after completing Licentiate/ Intermediate/ CAB II/ Executive Level examination.
- Candidates applying the Corporate level at their first attempt should get their examination applications certified by the Manager Training at CA Sri Lanka to satisfy the practical training requirement.

Candidates should produce the following documents to obtain the above certification.

- First year training record book of Final / Strategic / Business level training record books for 220 training days.
- Intermediate / CAB/ CBA certificate or training record of that level to check the eligibility for the certificate.

Members of CIMA- UK/ACCA-UK & Fulltime Academics

- *Members of CIMA/ACCA & full time lecturers lecturing in Accounting or/and Finance subjects in approved universities of Sri Lanka are allowed to sit Corporate level examination without completing the training requirement.*
9. Please fill the relevant areas clearly and obtain the signature of the Manager Training. For necessary information- 0112352000 ext. 1433/ 1436).
 10. Employment details should be filled by the student clearly. Name of the Institution, Post held, and the period of working.
 11. Please check the information given above from no 1 to 12 whether you have filled clearly and place your signature and the date.
 12. You should sign in front of the Attester. His/her information should be mentioned clearly. His / her signature and the office frank are essential. List of attesters:-By a Justice of the peace / Supervising Member / Employer / School Principal / University Lecturer / Staff Officer in government service or private sector / a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering.
Please note that nobody is eligible to attest your signature except the list of attesters mentioned above

Other Important Instructions:

- Examination fees paid by candidates will not be refunded or carried forward by the Institute. Therefore Medical Certificates are not accepted by the Examination Division to claim the examination fees under any circumstances.
- Please do not attach the bank deposit slip of study packs with the exam application forms.
- **Please send self -addressed stamped acknowledgement post card together with the application**
- Manager Examinations reserves the rights to reject your application, if it is incomplete/incorrectly filled or you have not adhered for the requirements mentioned under no 6, 7, 8, 9, 10, 11 and 12 of the application.
- It is compulsory to update your contact details and the correspondence address in the student's profile given in the Institute's web site.

Transitional Arrangements Matrix - Syllabus Change 2015

Subjects Passed in the 2010 -2014 syllabus	Subjects to be passed in the New syllabus 2015									
Strategic Level I	Business Level					Corporate Level				
	KB 1	KB 2	KB 3	KB 4	KB 5	KC1	KC2	KC3	KC4	KC5
FRF		√	√		√	√	√	√	√	√
SMA	√		√		√	√	√	√	√	√
SMP	√	√	√		√	√	√	√	√	√
ATSTP	√	√	√		√	√	√		√	√
CML& CPL (LAW)	√	√			√	√	√	√	√	√
SMA, SMP	√		√		√	√	√	√	√	√
SMA, LAW	√				√	√	√	√	√	√
SMA, FRF			√		√	√	√	√	√	√
SMA, ATSTP	√		√		√	√	√		√	√
SMP, LAW	√	√			√	√	√	√	√	√
SMP, ATSTP	√	√	√		√	√	√		√	√
FRF, ATSTP		√	√		√	√	√		√	√
FRF, LAW		√			√	√	√	√	√	√
FRF, SMP		√	√		√	√	√	√	√	√
FRF, SMP, SMA			√		√	√	√	√	√	√
FRF, SMP, ATSTP		√	√		√	√	√		√	√
FRF, SMP, LAW		√			√	√	√	√	√	√
SMP, LAW, SMA	√				√	√	√	√	√	√
SMP, LAW, ATSTP	√	√			√	√	√		√	√
SMP, SMA, ATSTP	√		√		√	√	√		√	√
SMA, LAW, ATSTP	√				√	√	√		√	√
FRF, SMA, SMP, ATSTP			√		√	√	√		√	√
FRF, SMA, SMP, LAW					√	√	√	√	√	√
FRF, SMA, LAW, ATSTP					√	√	√		√	√
FRF, SMP, LAW, ATSTP			√		√	√	√		√	√

Subjects to be passed in the New syllabus 2015										
Strategic Level II	Business Level					Corporate Level				
	KB 1	KB 2	KB 3	KB 4	KB 5	KC1	KC2	KC3	KC4	KC5
AFR					√		√		√	√
BSKM						√	√		√	√
AAA					√	√	√			√
SFM					√	√			√	√
AFR, BSKM							√		√	√
AFR, SFM					√				√	√
AFR, AAA					√		√			√
BSKM, SFM						√			√	√
BSKM, AAA						√	√			√
SFM, AAA,					√	√				√
AFR, BSKM, AAA							√			√
AFR, SFM, BSKM									√	√
AFR, SFM, AAA					√					√
BSKM, SFM, AAA						√				√
AFR, SFM, BSKM, AAA										√

You should pass below level subject to be eligible to sit the upper level subject in the same pillar.

Application For Business & Corporate Level Examinations

Business / Corporate Level Examination20....

For office use only
Index No

For Office Use Only	R	TR	SE1	SE2	SB2	SP
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Exam Fees Payment Details				
Date	Bank/Branch	Income Code	Amount	Amount Carried forward
			Rs.	Rs.

1. NAME WITH INITIALS : Mr./Ms. :

FULL NAME:
(In block letters)

2. i PERMANENT ADDRESS :

ii CONTACT TELEPHONE NUMBER :

iii E-MAIL ADDRESS :

3. NATIONAL IDENTITY CARD : i. No. : ii. Date of Issue :

4. CA Sri Lanka IDNO :

Note : Candidates should have renewed their student registration for the current year

5. ELIGIBILITY : Please state your eligibility to sit the examination now applied for : (Please tick relevant cage)

5.1 Pass Unit I/ Professional I/ Professional II/ Intermediate/ CAB II/ Final I/ Strategic Level I Examination of the CASL held in

5.2 Obtained exemptions on account of qualification

5.3 Passed.....subjects of the Strategic Level I / II Examination

5.4 Obtained permanent credits for subject/s at the Final I/II examination held in

5.5 Was referred in at the Final I/II Examination held in

6. SUBJECTS NOW APPLIED FOR : (Please choose the correct subject which you applied and tick in the box carefully)

Business Level Examination	Tick in the Box (√)	Name of the tuition provider
KB1 Business Financial Reporting (BFR)		
KB2 Business Management Accounting (BMA)		
KB3 Business Taxation and Law (BTL)		
KB4 Business Assurance, Ethics and Audit (BAEA)		
KB5 Business Value Creation (BVC)		

Corporate Level Examination	Tick in the Box (√)	Name of the tuition provider
KC1 Corporate Financial Reporting (CFR)		
KC2 Corporate Financial and Risk Management (CFRM)		
KC3 Corporate Taxation (CT)		
KC 4 Corporate Governance, Assurance and Ethics (CGAE)		

*Did you indicate the subject/s which you wish to sit the examination correctly?

Are you sitting this examination in Qatar Maldives

7. OTHER MANDATORY REQUIREMENTS

- 7.1 Purchased the relevant study packs 7.2 Completed IT Training Course (SE2/SB2)
 7.3 Completed English Course (SE1)

8. RECORD OF TRAINING (Only for Corporate Level 1st attempt applicants)

Strategic/ Business Level Agreement No.	Name of the Supervising Member	Training Organization	Period of Training	
			From	To

I certify that Mr/Ms has completed 220 training days of Business Level training as at after being eligible for the Licentiate/Intermediate Certificate/ Certificate in Accounting and Business (CAB) / Certified Business Accountant (CBA)

- 8.1 Licentiate/Intermediate/CAB/CBA:Certificate approved/ eligible date :
 Date completed the Certificate / Executive Level examination:month..... year
 Date completed the Practical Training: month..... year

Date :
 Signature of the supervising member

09. CERTIFICATION OF MANAGER TRAINING (CA Sri Lanka) :

I certify that the candidate is eligible to sit for Corporate Level Examination.

Date :
 Manager Training (CA Sri Lanka)

10. EMPLOYMENT :

<u>Name of Institution</u>	<u>Post Held</u>	<u>From</u>	<u>To</u>
.....
.....

11. DECLARATION BY CANDIDATE:

I certify that the particulars furnished by me in this application are correct. I undertake to abide by the decisions of the council in regard to this examination. I am liable to be penalized for any false declaration made by me in this application. I hereby declare that I have fulfilled all the requirements to sit for this examination.

A copy of cash deposit slip as proof of payment of the prescribed fee is attached herewith.

Date :
 Signature of Candidate

12. ATTESTATION : (By a Justice of the peace / Supervising Member / Employer / School Principal / University Lecturer / Staff Officer in government service or private sector / a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering)

- I certify that :
 (a) the above candidate Mr./Ms..... is known to me personally.
 (b) the candidate placed his/her signature in my presence.

Name of the Attester : Mr. / Ms
 Designation / Status :
 Address :
 Tel No. :
 Attested at : On 20

Official Frank
 Signature