

## **Communication and People Skills at Executive Level (SE I)** **Examination – September, 2016**

### Instructions to candidate:-

The Communication and People Skills examination of the Executive Level (SE I) will be held on 03<sup>rd</sup> September, 2016 in Colombo, Kandy, Galle, Kurunegala and Jaffna. This Examination will be conducted for reading, writing and listening skills only. A separate admission card will be issued for the Speaking Test. Date/time of the Speaking test will be notified to you in due course. **It is compulsory to complete all four sections (skills) of the examination.**

Applications for the above examination will be accepted till 26<sup>th</sup> July, 2016 up to 5.00 pm. Applications should be sent via registered post addressed to Manager Examinations, Institute of Chartered Accountants of Sri Lanka, 30A, Malalasekera Mawatha, Colombo 07 or drop into the box placed at the security point of the Institute on or before 26<sup>th</sup> July, 2016 up to 5.00 pm. Please indicate the name of the Examination as “**SE I Examination – September, 2016**” on the top left hand corner of the envelope.

You can obtain application forms from the Institute / the nearest CA Information Centre. Or by logging in to <https://casrilanka.com>

**CA SRILANKA**  
**EXAMINATION DIVISION**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF SRI LANKA**

**Application for Communication and People Skills (SE1) Examination – September, 2016**

For office use only  
 Index No.

Date of Examination : 03<sup>rd</sup> September, 2016  
 Date of Calling Applications : 1<sup>st</sup> July, 2016  
 Date of Closing Applications : 26<sup>th</sup> July, 2016

Exam Fees Payment Details			
Date	Bank / Branch	Payment Code	Amount
		EX 07	Rs. 2,500/=

1. **NAME WITH INITIALS** : Mr./Mrs. / Miss .....

( In block capitals ) .....

2. **FULL NAME** : .....

( In block capitals )

3. **ADDRESS** : .....

E.mail : .....

**TELE. NO.** **Fixed :** .....

**Mobile :** .....

4. **NATIONAL IDENTITY CARD NO.** .....

Date of issue .....

**5. SELECT THE EXAMINATION CENTRE**

Colombo	<input type="checkbox"/>	Kandy	<input type="checkbox"/>	Kurunegala	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>	Galle	<input type="checkbox"/>
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**6. REGISTRATION**

CA Sri Lanka Registration Number : .....

Year of the most recent renewal of registration : .....  
(All candidates should have renewed their students registration for the year 2016).

**7. ELIGIBILITY – FOR 1<sup>ST</sup> ATTEMPT CANDIDATES**

**All students who apply for the SE1 final exam should have fulfilled the 80% attendance requirement of its course by the time they apply for the SE1 exam. It's compulsory to attach your original attendance certificate along with your SE1 exam application. Please contact the particular Teaching College where you attended the SE1 course to collect your attendance certificate. Students who have been exempted from the course are requested to attach the confirmation of results along with their exam application form. Kindly note that your application form will be rejected in the event of failure to fulfill this requirement.**

Have you attached the original attendance certificate along with this SE1 exam application?

Have you completed the SE1 course?

Yes

No

Exempted

If your answer is 'Yes' mention the

- Date of completion .....
- Name of the Teaching College & Branch where you studied SE1 course .....

**8. ATTEMPT IN THE SE1 EXAMINATION: First Attempt  Subsequent Attempt**

**9. DECLARATION BY THE 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.

**Date** : .....

.....  
**Signature of Candidate**

## NOTES

1. Any candidate who furnishes false information is liable to be suspended from sitting any examination of the Institute for life or for a specific period at the discretion of the Council.
2. The Examination fee is Rs. 2,500/= to sit the SE I paper. The fee should be paid in cash to any branch of Bank of Ceylon to the credit of the Institute of Chartered Accountants of Sri Lanka, Collection Account No. 2323142 Bank of Ceylon, Torrington Square Branch. Pay-in-Vouchers in triplicate are enclosed herewith for this purpose. Please attach the copy of CA Sri Lanka with your application.
3. Examination fees of candidates who fail to sit the examination will not be refunded or transferred under any circumstances.
4. Applications should be sent under registered cover marked **“SE I Examination – September,2016”** on the top left hand corner of the envelope to the Manager Examinations, Institute of Chartered Accountants of Sri Lanka, 30 A, Malalasekera Mawatha, Colombo 7, or drop your application into the box placed at the security point at the Institute.
5. **The income code (EX 07) should be written correctly in the deposit slip.**