

INSTRUCTIONS

(A) Before filling the application:

- Trainees should complete the relevant examinations , skill pillar modules and practical training
- Manual record book/s - please fill the master summary/summaries
- Online record book – all quarters should be approved by the Supervising Member
- Check whether you have gained the minimum requirements under each experience category. You are advised to contact Training Division if there is any issue/shortage with regard to your training records.
- Certification for Regulation 27 and 29 in the record book/s should be certified by the authorized officer of the organization and by the Supervising Member respectively for entire training period.

Note – Regulation 27 is applicable only for NPP (Non-audit) sector and Auditor General’s Department

(B) The fees for the Certificate

- The payment can be done using any of the following methods. Payment Code – **TR02**
 - CA Sri Lanka A/c No2323142 at Bank of Ceylon (could be paid at any branch of BOC)
 - CA Sri Lanka Cashier – ground floor of the institute
 - Online Payment
- Fee
 - If you apply for the certificate within 6 months from the date of eligibility - **Rs.3000/-**.
 - If you apply for the certificate after 6 months from the date of eligibility - **Rs.5200/-**.

(C) Filling the application:

- Fill your full name as per student registration with CA Sri Lanka in capital letters and keep a gap of one square between two names.
- If there is a difference in your name with National Identity Card / Birth Certificate, please contact Students Registration Division for corrections before applying for certificate.
- Provide all the relevant details of practical training in the given table and fill the exam details according to the exam result sheets

(D) Submission of the application: Hand over all the documents given below to CA Sri Lanka Training Division

- Duly filled application
- Record book/s for manual training records.
- Online records – Certification under Regulation 27 & 29 (*refer the (A) above*)
- The originals and photocopies of the relevant result sheets/exemption letters (Originals will be returned immediately)
- Payment receipt