

Application for Certified Senior Business Accountant Certificate (CSBA)

The Institute of Chartered Accountants of Sri Lanka

30A, Malalasekara Mawatha, Colombo-07
 Tel: 0112352000 ext: 1433/1436
 Email: training@casrilanka.org
 Web: 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./Ms.)

(Name should be as per registration with CA Sri Lanka. If there is a difference, contact Registration Division)

Contact no E mail: _____

Details of practical training

Level of Training	Training Organization	Agreement Number	Training Period		No. of days/hours Completed
			From	To	

Name of the Supervising Member (Mr./Ms.) _____

Details of Examination & Skill modules

Examination Completed	Year	Month	Index Number
Business Level			
SB I - Business Communication & People Skills			
SB II- Business Information Technology & Systems			

Certification for regulation 27 & 29 in the record book (Certified / Not Certified)

Date of payment for the certificate: _____

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

Date

Signature of Applicant

Checked by _____ Process Hold Reject
Authorized officer of CA Sri Lanka

Student's copy

Application for Certified Senior Business Accountant

Serial No:

Name of the Applicant: _____

Registration No: _____

Status of the application Process Hold Reject

Checked by: _____
Authorized officer of CA Sri Lanka

Note: Please submit this Serial number & collect your record book/s within three months of Council approval for your certificate. Record Book/s will be destroyed after three months. (Not applicable for Online Record Books)

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 – **TR03**
 - 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
- The fee is Rs. **7300/-**

(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

NOTE:

- * **As per the transitional arrangements for pre 2010 syllabus, those who have completed FI Advanced Financial Reporting are exempted from KB I & KC I. However if the students wish to obtain CSBA Certificate (as eligible) need to complete KB I Module in Business Level.**