

Locations/ Description	Activity	Turnover (Rs. Million)	
		Local	Foreign
1.
2.
3.
4.
5.
6.
7.
Total Turnover			

- (2) Details on Certificate Level Training
- 2.1 date of approval for Certificate/ Intermediate Level Training
- 2.2 No. of Certificate Level trainees at present

(3) **INFORMATION TECHNOLOGY**

- 3.1 Accounting System
- Please give information briefly regarding the accounting packages in use

- 3.2 Modules :
- Please specify different modules:
- (Eg. ERP modules like General Ledger, Accounts receivable, accounts payable, inventory, fixed assets, procurement, treasury and warehouse management services)

- 3.3 Opportunities provided for Trainees in relation to IT

Using data bases

Using spread sheets, word processing system

Using accounting packages

Using presentation packages

Systems Development

General controls & application controls

- 3.4 Does the Trainees have facility to use the CA Sri Lanka Website?

4. Organizational Structure

- 4.1 Please indicate the Reporting structure of trainees to Supervising Member/s

4.2 Please provide an attachment with organizational structure including subsidiaries, if trainees are expected to rotate among those companies. In the relevant boxes include names of Institute Members (as in Directory of Members), designation and location of the office

4.3 STRUCTURE OF FINANCE DIVISION

	<u>Name</u>	<u>Mem. No.</u> (if applicable)	<u>Designation</u>	<u>Qualification</u>	<u>Responsible Areas</u>
Head of Department & Deputies					
1.
2.
Accountants/ Others					
1
2
3
4

No. of CA Trainees

(5) STRUCTURE OF INTERNAL AUDIT DIVISION

	<u>Name</u>	<u>Mem. No.</u> (if applicable)	<u>Designation</u>	<u>Qualification</u>	<u>Responsible Areas</u>
Head of Department & Deputies					
1
2
Executives					
1
2
3

No. of CA Trainees :

(6) Name of the External Auditor :

(7) Are there arrangements in place to ensure that the trainees of CA Sri Lanka meet the required level of communication skills?

- i. Preparation of business letters, memos and reports etc.
- ii. Making presentations with the assistance of electronic media
- iii. Public speaking
- iv. Participating for meeting with internal and external parties

(8) Does the organization provide the knowledge in business ethics to trainees?

(9) Does the organization provide opportunities for the trainees of CA Sri Lanka for adequate access to,

- i. Technical resources (tax, audit, accounting, legal etc.)
- ii. Education and training circulars

(10) (a) What are the arrangements for professional development Corporate Level trainees?

- i. Enhance responsibility
- ii. Leadership opportunities (supervise others)
- iii. Training & Development such as overseas training
- iv. Monitoring process
- v. Providing industry knowledge

(b)

- vi. Study leave policy and assistance for studies

Please provide details briefly and specify any other arrangements in your organizations

(11) What are the other significant areas to which a trainee could be exposed by the Organization?

.....

I, member of CA Sri Lanka
..... of this Organization declare that the information

(designation)

furnished herein is true to the best of my knowledge and belief.

In my opinion this organization is suitable for the training of Corporate level students of the Institute of Chartered Accountants of Sri Lanka/ subject to the comments in the attached sheet * (*delete if not applicable) and I undertake to provide training in accordance with the experience categories stipulated in Practical Training Scheme of the Institute.

I agree for a periodic review of the Training Organization on the basis determined by the Institute and pay the registration & renewal fees levied by the CA Sri Lanka in this connection.

Name with initials as in current Directory of Members :

Membership No. : Signature :

.....

Seal of the Company

schedule A :**Experience categories and Rotation of Trainees**

The organization must arrange for rotation of trainees in the experience categories shown below. Please indicate the experience categories that can be provided with (✓) in the relevant cage.

EXPERIENCE CATEGORY	Experience Covered
1. Financial Accounting & Management Accounting	
1.1) Recording financial transactions	
1.2) Preparing financial statements including consolidation	
1.3) Applying relevant Sri Lanka Accounting Standards, provisions of the Companies Act, Finance Act, Stock Exchange regulations, Banking Act, Central Bank Regulations, provisions of the Securities and Exchange Commission of Sri Lanka and other requirements to financial statements	
1.4) Analyzing and interpreting financial statements	
1.5) Preparing and reviewing budgets, variance analysis, profit and cash flow forecasts	
1.6) Designing and implementing management accounting information and control systems	
1.7) Preparation and presentation or review of regular management accounts and other reports	
1.8) Preparation of ad hoc reports for the management	
1.9) Product costing, cost apportionment and standard costing	
1.10) Others (specify in your records)	
2. Audit & Assurance Experience on Statutory Audits	
2.1 Planning and controlling of statutory audits	
2.2 Evaluating and testing the accounting and internal controls system	
2.3 Gathering and evaluating audit evidence	
2.4 Reviewing financial statements	
2.5 Applying other relevant Sri Lanka Auditing Standards	
2.6 Applying Sri Lanka Auditing Practice Statements (<i>agreed upon procedures, due diligence, review engagements etc.</i>)	
2.7 Compliance with regulatory requirements such as Companies Act, Finance Act etc.	
2.8 Drafting audit opinion and other reports	
Other experience	
2.9 Testing on corporate governance practices	
2.10 Review of existing systems and processes to recognize the areas to be improved.	
2.11 Involvement in development and implementation of new systems and procedures	
2.12 Non-statutory audits such as Associations, Clubs and Societies etc.	
2.13 General business advisory services such as internal audits, business valuations, share valuations etc.	
2.14 Statutory declaration of solvency and accountant's reports on prospectus	
2.15 Others (specify in your records)	
3. Taxation	
3.1 Analysis of income, expenditure and other relevant data for the computation of Income Tax liability	
3.2 Computation of personal and corporate tax liabilities & preparation of tax returns	
3.3 Preparation of returns and administration of VAT, WHT, NBT, TT, ESC, PAYE and other taxes and levies	
3.4 Communications with tax authorities	
3.5 Other work to ensure compliance with statutory tax obligations	
3.6 Tax planning and reviews	
3.7 Identify the impacts of the new taxes and other charges on the business of the entity	
3.8 Others (specify in your records)	

EXPERIENCE CATEGORY	Experience Covered
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4. Financial Management

4.1	Evaluating of investment proposals using investment appraisal techniques	
4.2	Valuation of financial instruments	
4.3	Choosing and obtaining sources of finance	
4.4	Working capital Management <i>e.g. management of borrowings, cash and other required resources, formulating debtors, control procedures, cash flow forecasting and monitoring, supply chain management etc.</i>	
4.5	Formulating corporate structures and business plans	
4.6	Analyzing and interpreting financial statements	
4.7	Preparing investigation reports/ circulars	
4.8	Foreign exchange transactions <i>e.g. financial transactions in foreign currencies and translations, preparation of Financial Statements for foreign subsidiaries, trade services and derivatives etc.</i>	
4.9	Analysis on organization's strengths, weaknesses, economic and other environmental changes which may impact on the organizational performance	
4.10	Analysis of market and competitors in relation to marketing strategy and preparation of reports	
4.11	Procurement, negotiations with suppliers and evaluation and drafting supply contracts	

5. Information Technology

5.1	Carrying out general controls and Application control reviews	
5.2	Using of Computer Aided Audit Techniques	
5.3	Using accounting packages/ presentation packages	
5.4	Disaster and contingency planning	
5.5	Using data bases/ spread sheets/ word processing systems	

6. Secretarial Practice

6.1	Liaison with clients/Department of Registrar General of Companies and the Provincial Registrar.	
6.2	Perusing of Articles of the company	
6.3	Preparation/checking of relevant forms of incorporation e.g. Form 1, 18, 19 etc..	
6.4	Checking the maintenance of statutory documents e.g. Members Registry, Minute Book, Register of Charges, Register of Interest etc.	
6.5	Preparation/checking of relevant forms for subsequent changes in the company e.g. directors appointment and removal, address and name change of the company, share repurchasing, share transfer etc.	
6.6	Perusing of minutes of the directors and members, resolutions etc	
6.7	Filling/checking annual returns	

Rotation in Experience Categories

Ser. No.	Experience Categories	Name of business entity	Department
1.	Financial Accounting & Management Accounting		
2.	Audit & Assurance		
3.	Taxation		
4.	Financial Management		
5.	Information Technology		
6.	Secretarial Practice		

Note 1 Financial Management experience category is increased to 40 days per year when there is no Internal Audit Division

Note 2 A minimum of 25% from the total requirement in Taxation should be completed under income tax (experience category 3.1 & 3.2)

Have you included everything?

Please use the checklist below to mark sure you have attached everything we need
Please tick

Duly filled application for relevant level of approval	
Covering letter in the company letter head signed by CEO/DGM/Director Finance/HOF	
Copy of the recent Audited Accounts /annual report / Company profile document	
Copy of company Annual returns (Form 15)	
Schedule A- Training programme	
Organization Structure	
Company hierarchy/ reporting structure (trainee to Supervising member)	
Copy of the Business registration	
Training plan of the company /division	
Payment of registration (Rs. 26000 under Trn 01)	

Please send your Completed application form to:

Training Division
The Institute of Chartered Accountants of Sri Lanka
30 A, Malalasekera Mawatha,
Colombo 07
Sri Lanka

For CA Sri Lanka use only

Date received the application :

Date of approval :

Remarks :

Organization Code :.....