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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 – TR02

- CA Sri Lanka A/c No2323142 at Bank of Ceylon (could be paid at any branch of BOC)
- o CA Sri Lanka Cashier ground floor of the institute
- o Online Payment

Fee

- If you apply for the certificate within 6 months from the date of eligibility Discounted rate
- If you apply for the certificate after 6 months from the date of eligibility Normal rate
- Click here to see fee structure

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

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
- Hard copy of the power point presentation