

## SPECIAL NOTICE

### Business & Corporate Level Examinations – June 2015

#### To All Business & Corporate Levels Candidates (1st Attempt)

Please draw your earnest attention on the following examination eligibility criteria which you have to complete before submitting your application for the above examination. Furthermore you are requested to ensure **that your student profile is updated in our system in order to process your application smoothly.**

Examination Eligibility Criteria		Contact No.	Closing date
Purchase the relevant Study Pack (students must pay and collect the study pack)		011-2352000 – Study pack Sales Centre Ext:1051, 1427	<p style="text-align: center;">Before submitting the application</p> <p style="text-align: center;">For further details Read the Instructions carefully</p>
Obtain exemptions (if eligible)		011-2352000 Reg. Div: 1101	
Renewal of Student Registration for 2015		011-2352000 Reg. Div: 1101	
<b><i>Applicable for Corporate Level students only</i></b> <ul style="list-style-type: none"> <li>Complete the Practical Training requirement and obtain certification from Manager Training</li> <li>Apply for INTERMEDIATE /CAB certificate</li> </ul>		011-235200 Ext: 1422	
		Commencing date	Closing date
IT Training course Tel. 011-2352000, 011-2352099 Ext: 1108	SB2 (Rs. 3500.00)	10 <sup>th</sup> February, 2015	<ul style="list-style-type: none"> <li>8<sup>th</sup> June 2015</li> <li>30<sup>th</sup> October 2015</li> </ul>
	SC2 (Rs. 3600.00)	10 <sup>th</sup> February, 2015	<ul style="list-style-type: none"> <li>08<sup>th</sup> June 2015</li> <li>30<sup>th</sup> October 2015</li> </ul>

**Please note that if you fail to do so your application will be rejected.**

#### MANAGER EXAMINATIONS

**Please read the following instructions carefully  
before filling the application**

**A. Dates of Conducting the Examination**

28<sup>th</sup> June, 4<sup>th</sup> and 5<sup>th</sup> July, 2015

**B. Medium of answering the examination**

Examination will be conducted in English Medium and you are required to answer in English Medium.

**C. Acceptance of the Application**

Date of calling applications	26 <sup>th</sup> February, 2015
Application Closing Date	9 <sup>th</sup> April, 2015
Late Application Closing Date	21 <sup>st</sup> April, 2015
Penalty Payment	50% of the Examination Fee + Normal Examination Fee

Penalty should be paid for the applications received between 10<sup>th</sup> April and 21<sup>st</sup> April 2015. Applications should be addressed to the Manager Examinations and sent either by registered post or dropped into the box kept especially for this purpose, at the Security Point of the Institute. Applications received after 21<sup>st</sup> April 2015 will not be accepted under any circumstances.

**D. Please use the following instructions to fill the attached Examination Application**

- Please use a blue colour pen to fill the information
- Please write the information in clear letters
- **Please note that, after submitting the examination application, you are not permitted to change any subject/s.**

**E. Examination fees payment details**

Please indicate the date, bank/branch, income code and the amount clearly in the given cages on top of the application.

**Examination Fee Structure**

Examination	Examination Fee per subject			Payment Code
	Sri Lanka	Qatar	Maldives	
Business Level	Rs. 3000.00	Rs. 17000.00	Rs. 13000.00	Ex 02
Corporate Level	Rs. 4500.00	Rs. 20000.00	Rs. 15000.00	EX 03

**Examination Fee Payment Code**

**Bank Details** : Any branch of Bank of Ceylon  
**Account No** : 2 3 2 3 1 4 2 (CA Sri Lanka collection account at the Torrington Square branch)  
**Note** : Payment code relevant to your examination should be clearly indicated in your deposit slip. If not, your payment will be rejected. Payment can be done at any branch of Bank of Ceylon. The CA Sri Lanka copy should be attached together with your application.

Examination	Payment Code
Business Level	EX 02
Corporate Level	EX 03
Business Level & Corporate Level	EX 03

**Note :** It was decided to allow the CAB/Executive Level transitional students to sit for the Business Level examination in June 2015 if they have fulfilled any of the below criteria in relation to the Business English course;

- Should have Passed BE1 and BE2 in the old syllabus
- Should have enrolled for SE1 course in the new curriculum.

Please note that this concession is permitted only for this exam and you are advised to sit for the SE1 exam in July 2015

**F.** You should complete both Business Level and KC1 to 4 of Corporate Level to be eligible to sit KC5 of Corporate Level. You are not permitted to sit KC5 together with other subjects of Corporate Level.

**G. Instructions to fill the application:-**

1. Write your name clearly in block capital letters.
2. Please fill i, ii, iii, in block capital letters. Please note that contact details given here are used in processing the applications only. You have to inform the Registration Division of any changes of your contact details.
3. Write your national identity card no. and the date of issue.
4. Write your Registration No clearly.

**Renewal** : All candidates should have renewed their student registration for 2015.

5. As per the eligibility criterion given below, please fill the relevant cages and put a tick in the cage. (5.1, 5.2, 5.3, 5.4, 5.5)

- o **Exemptions** : Those who apply the examination on exemptions on account of other professional qualifications are advised to obtain confirmation of their exemptions from the Registration Division before applying the examination. (For further information please contact Registration Division 0112352000 Ext. 1100, 1101, 1102).
- o Students **passed the Certificate Level II examination**, the former Intermediate examination or the Professional I examination are eligible to apply Business Level examinations. They are exempted from Executive Level and KB 4 of Business Level. Those who are exempted from the Certificate Level II Examination under any other qualification are also eligible to apply the Business Level I Examination.
- o **Students passed the former Final I examination** are required to pass KB 5 to complete the Business Level and KC2, KC3, KC4 and KC5 to complete Corporate Level. **Students referred in Final I examination** are required to pass the corresponding subject too, in addition to the subjects mentioned above. These students should sit for the KB1 paper of the Business Level if they wish to obtain the Diploma Certificate in Accounting and Business.
  - **Students who have passed the former Professional II examination** are required to pass KB2, KB5 to complete Business Level and KC2, KC4 and KC5 to complete Corporate Level.

**Students are permitted to apply single subject at a time, and the subject/s those passes will be carried forward. This rule is applicable to the students who have obtained exemptions on account of CIMA or ACCA as well. They should sit and pass all the subjects in Business Level and Corporate Level other than the exempted under any approved reason.**

**Students who have obtained Permanent Credits** for some subject/s of Final I or II will be treated as having passed the corresponding subject/s in Business and Corporate Levels according to the mapping under 2010 syllabus (Strategic Level I or II). (Those students should have obtained two permanent credits at a time before 2014 and single permanent credit from 2005). **They should sit and pass all the subjects in Business Level and Corporate Level** other than the exempted under any approved reason.

6. Please clearly tick the subject/s applied for the current sitting.

7. Please tick on the relevant cage.

### **7.1 Study pack**

You are strictly advised to make the relevant payment and collect the study pack if you are a first attempter. Candidates coming through CIMA/ACCA reciprocal schemes are also required to make payment and collect the relevant study packs. **(Examination applications of students who do not comply with this requirement will be rejected). If you have already purchased the study pack for a particular subject under old syllabus, it is not necessary to purchase the study pack for the corresponding subject under new syllabus (2015- 2020). But we would like to advise you to study new study tests to get ready for the examinations held under new syllabus (2015 - 2020).**

Submit the deposit slip to study pack sales centre before collecting the study pack.

Contact details for further information: Study packs Sales Centre (011 2352000 Ext.: 1051) or Education Division (011 2352000 Ext.: 1427).

**7.2 Compulsory IT Training:** Students should complete the SE2 (Executive Level IT course) and SB2 (Business Level IT course) before applying the Business Level examination and Corporate Level Examination respectively. CIMA & ACCA members are exempted from those courses.

Those who have completed CAB II level, Strategic level I and Strategic level II IT courses are exempted from Executive Level, Business Level and Corporate Level IT courses respectively. Please call to students services division for Compulsory IT Training Course information (0112352000 Ext: 1108).

8. Please fill all the information clearly and obtain the attestation of the Supervising Member

Practical Training :

Practical Training Requirement to sit for the Corporate Level Examinations in June & December 2015

Students who are applying for Corporate Level examination have to complete the following training requirements.

- Successful completion of Certificate/ Executive level training
- Having been eligible for Licentiate/ Intermediate /CAB / CBA certificate

- Successful completion of 220 working days of strategic/ Business level training after completing Licenciate/ Intermediate/ CAB II/ Executive Level examination.
  - Candidates applying the Corporate level should get their examination applications certified by the Manager Training at CA Sri Lanka to satisfy the practical training requirement. Candidates should produce the following to obtain the above certification.
  - First year training record book of Final / Strategic / Business level training record books for 220 training days of Strategic/Business level training.
9. Please fill the relevant areas clearly and obtain the signature of the Manager Training. It is a compulsory requirement to complete relevant period of training. (For necessary information- 0112352000 ext. 1422).
  10. Employment details should be filled by the student clearly. Name of the Institution, Post held, and the period of working.
  11. Please check the information given above from no 1 to 12 whether you have filled clearly and place your signature and the date.
  12. You should sign in front of the Attester. His/her information should be mentioned clearly. His / her signature and the office frank are essential. List of attesters:-By a Justice of the peace / Supervising Member / Employer / School Principal / University Lecturer / Staff Officer in government service or private sector / a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering.
- Please note that nobody is eligible to attest your signature except the list of attesters mentioned above**

**Note :** It was decided to allow the CAB/Executive Level transitional students to sit for the Business Level examination in June 2015 if they have fulfilled any of the below criteria in relation to the Business English course;

- Should have Passed BE1 and BE2 in the old syllabus
- Should have enrolled for SE1 course in the new curriculum.

Please note that this concession is permitted only for this exam and you are advised to sit for the SE1 exam in July 2015

**Other Important Instructions:**

- Examination fees paid by candidates will not be refunded or carried forward by the Institute. Therefore Medical Certificates are not accepted by the Examination Division to claim the examination fees under any circumstances.
- Please do not attach the bank deposit slip of study packs with the exam application forms.
- **Please send self -addressed stamped acknowledgement post card together with the application**
- Manager Examinations reserves the rights to reject your application, if it is incomplete/incorrectly filled or you have not adhered for the requirements mentioned under no 6, 7, 8, 9, 10, 11 and 12 of the application.
- It is compulsory to update your contact details and the correspondence address in the student's profile given in the Institute's web site.

Manager Examinations  
9<sup>th</sup> March 2015

**Transitional Arrangements Matrix - Syllabus Change 2015**

Subjects Passed in the 2010 -2014 syllabus	Subjects to be passed in the New syllabus 2015									
Strategic Level I	Business Level					Corporate Level				
	KB 1	KB 2	KB 3	KB 4	KB 5	KC1	KC2	KC3	KC4	KC5
FRF		√	√		√	√	√	√	√	√
SMA	√		√		√	√	√	√	√	√
SMP	√	√	√		√	√	√	√	√	√
ATSTP	√	√	√		√	√	√		√	√
CML& CPL (LAW)	√	√			√	√	√	√	√	√
SMA, SMP	√		√		√	√	√	√	√	√
SMA, LAW	√				√	√	√	√	√	√
SMA, FRF			√		√	√	√	√	√	√
SMA, ATSTP	√		√		√	√	√		√	√
SMP, LAW	√	√			√	√	√	√	√	√
SMP, ATSTP	√	√	√		√	√	√		√	√
FRF, ATSTP		√	√		√	√	√		√	√
FRF, LAW		√			√	√	√	√	√	√
FRF, SMP		√	√		√	√	√	√	√	√
FRF, SMP, SMA			√		√	√	√	√	√	√
FRF, SMP, ATSTP		√	√		√	√	√		√	√
FRF, SMP, LAW		√			√	√	√	√	√	√
SMP, LAW, SMA	√				√	√	√	√	√	√
SMP, LAW, ATSTP	√	√			√	√	√		√	√
SMP, SMA, ATSTP	√		√		√	√	√		√	√
SMA, LAW, ATSTP	√				√	√	√		√	√
FRF, SMA, SMP, ATSTP			√		√	√	√		√	√
FRF, SMA, SMP, LAW					√	√	√	√	√	√
FRF, SMA, LAW, ATSTP					√	√	√		√	√
FRF, SMP, LAW, ATSTP			√		√	√	√		√	√

Subjects to be passed in the New syllabus 2015										
Strategic Level II	Business Level					Corporate Level				
	KB 1	KB 2	KB 3	KB 4	KB 5	KC1	KC2	KC3	KC4	KC5
AFR					√		√		√	√
BSKM						√	√		√	√
AAA					√	√	√			√
SFM					√	√			√	√
AFR, BSKM							√		√	√
AFR, SFM					√				√	√
AFR, AAA					√		√			√
BSKM, SFM						√			√	√
BSKM, AAA						√	√			√
SFM, AAA,					√	√				√
AFR, BSKM, AAA							√			√
AFR, SFM, BSKM									√	√
AFR, SFM, AAA					√					√
BSKM, SFM, AAA						√				√
AFR, SFM, BSKM, AAA										√

You should pass below level subject to be eligible to sit the upper level subject in the same pillar.

# Application For Business & Corporate Level Examinations

Business / Corporate Level Examination .....20....

For Office Use Only	R	HOE	TR	SP
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For office use only
Index No

Exam Fees Payment Details				
Date	Bank/Branch	Income Code	Amount	Amount Carried forward
			Rs.	Rs.

1. NAME WITH INITIALS : Mr./Ms. : .....

FULL NAME: .....  
(In block letters)

2. i PERMANENT ADDRESS : .....

ii CONTACT TELEPHONE NUMBER : .....

iii E-MAIL ADDRESS : .....

3. NATIONAL IDENTITY CARD : i. No. : ..... ii. Date of Issue : .....

4. CA Sri Lanka ID NO : .....

Note : Candidates should have  
renewed their student registration for the  
current year

5. ELIGIBILITY : Please state your eligibility to sit the examination now applied for : (Please tick relevant cage)

5.1 Pass Unit I/ Professional I/ Professional II/ Intermediate/ CAB II/ Final I/ Strategic Level I

Examination of the CASL held in .....

5.2 Obtained exemptions on account of ..... qualification

5.3 Passed.....subjects of the Strategic Level I/ II Examination

5.4 Obtained permanent credits for ..... subject/s at the

Final I/II examination held in .....

5.5 Was referred in ..... at the Final I/II Examination held in .....


6. SUBJECTS NOW APPLIED FOR : (Please Tick)

## Business Level Examination

## Corporate Level Examination

KB1 Business Financial Reporting

☐

KB2 Business Management Accounting

☐

KB3 Business Taxation and Law

☐

KB4 Business Assurance, Ethics and Audit

☐

KB5 Business Value Creation

☐

KC1 Corporate Financial Reporting

☐

KC2 Corporate Financial and Risk Management

☐

KC3 Corporate Taxation

☐

KC4 Corporate Governance, Assurance and Ethics

☐

Are you sitting this examination in Qatar ☐ Maldives ☐

7. OTHER MANDATORY REQUIREMENTS

7.1 Purchased the relevant study packs ☐

7.2 Compulsory IT Training Course ☐

8. RECORD OF TRAINING (Only for Corporate Level applicants)



Strategic Level -Agreement No.	Name of the supervising Member	Training Organization	Period of Training	
			From	To

I certify that Mr/Ms ..... has completed 220 training days of Strategic Level training as at ..... after being eligible for the Licentiate/Intermediate Certificate/ Certificate in Accounting and Business (CAB).

8.1 Licentiate / Intermediate / CAB: Certificate eligible date : .....

Date completed the Certificate Level examination: ..... month..... year

Date completed the Practical Training: ..... month..... year

Date : .....

.....  
Signature of the supervising member

#### 09. CERTIFICATION OF MANAGER TRAINING (CA Sri Lanka) :

I certify that the candidate is eligible to sit for Strategic Level II Examination.

Date : .....

.....  
Manager Training  
(CA Sri Lanka)

#### 10. EMPLOYMENT :

<u>Name of Institution</u>	<u>Post Held</u>	<u>From</u>	<u>To</u>
.....	.....	.....	.....
.....	.....	.....	.....

#### 11. DECLARATION BY 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 penalised for any false declaration made by me in this application. I hereby declare that I have fulfilled all the requirements to sit for this examination.

A copy of cash deposit slip as proof of payment of the prescribed fee is attached herewith.

Date : .....

.....  
Signature of Candidate

**12. ATTESTATION :** (By a Justice of the peace / Supervising Member / Employer / School Principal /  
University Lecturer / Staff Officer in government service or private sector /  
a Member of a recognised profession, e.g. Accountancy, Medicine, Law, Engineering)

I certify that :

(a) the above candidate Mr./Ms..... is known to me personally.

(b) the candidate placed his/her signature in my presence.

Name of the Attester : Mr. / Ms .....

Designation / Status : .....

Address : .....

..... Tel No. : .....

Attested at : ..... On ..... 20 .....

Official Frank

.....  
Signature