

# Application for Viva-voce Presentation for ACA Membership

## The Institute of Chartered Accountants of Sri Lanka

30A, Malalasekara Mawatha, Colombo-07

Tel : 0112352000 ext:208/221

Email: training@casrilanka.com

Web : [www.casrilanka.com](http://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./Mrs./Miss.) 



  
(Name should be as per registration)
- Address
- Contact no 



 E mail:
- Currently Employed in: ..... Designation: .....
- Details of practical training

Level of Training	Training Organization	Agreement Number	Training Period		No. of days Completed
			From	To	
Intermediate/Certificate					
Final/Strategic					

## Exam details\*

	Licentiate I / Foundation / CAB I	Licentiate II / Intermediate/ CAB II	Final I / Strategic I	Professional III / Final II/Strategic II	Top CA /Case study
Year /month					
Index no					

- Certification for regulation 27 & 29 in the record book ( Certified/Not Certified)
- Approval for the power point presentation by Manager Training: Y/N
- Date of completion of Business English III part II : .....
- Eligibility for the Certificate to Practice : Y/N
- Index no of Intermediate /CAB certificate or exemption letter : .....
- I confirm that, to the best of my knowledge and belief, the information in this application is true and correct.

.....  
Date.....  
Signature of StudentChecked by .....  
Authorised officer of the CA Sri Lanka☐

Process

☐

Hold

☐

Reject

Trainee's copy

## Application for Viva-voce Presentation for ACA Membership

Serial No:

- Name of the trainee: .....
- Registration No : .....
- Status of the application ☐ Process ☐ Hold ☐ Reject

Checked by: .....  
Authorised officer of the CA Sri Lanka

# **INSTRUCTIONS**

## ***General instructions:***

- Trainees should complete all examinations, practical training & communication skills programme before applying for the Viva.
- Please fill the master summary/summaries in the book/s and check whether you have gained the minimum requirements in each category.
- Certification for regulation 27 and 29 in the record book should be obtained from the authorized officer of the organization and from the Supervising Member of the trainee. These certifications under regulation need to be obtained for the entire period of final level / Strategic level training.

## ***Filling the application:***

- \* Indicate your full name as per student registration in capital letters and keep a gap of one square between two names.
- \* Provide all the relevant details of practical training in the given table

## ***Submission of the application:***

Hand over below given documents to the CA Sri Lanka training division

- Record books
- The originals & photocopies of the Intermediate certificate/certificate in Accounting & Business/exemption letters
- Duly filled application
- Approved copy of the power point presentation by the Manager Training

## **Instructions to prepare the Viva-voce Presentation for ACA Membership**

- Presentation has to be selected from an area of work performed during the 2<sup>nd</sup> year of final level / Strategic level training. The Training record book number & page reference has to be indicated in the first slide.
- The presentation should consist of the work performed of the selected area to minimize references to the theory pertaining to such work.

E.g. Detailed Auditing & Accounting Standards, Statutory requirements.

The emphasis should be given to explain the details of work carried out & related issues.

- Duration of the presentation maximum 15 minutes
- Number of slides to be restricted to 7 in the presentation (excluding the cover page)
- Panelist will question the candidate during the presentation.

*Dress code for the interview: Office Attire*