

THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS IN ZIMBABWE

P. O. Box CY 172, Causeway, Harare

Telephone: 702170 / 700555

EXAMINATION ENTRY FORM

Please ensure that pages 1 and 2 of this form are completed in every respect.

1. Student Number: []

2. Surname: (Please Print) Mr / Mrs / Ms / Miss
TICK APPLICABLE

3. Forename(s): Date of Birth [][][][][][][][][]

4. Physical or Postal Address:
Email Address
Telephone: Home Business Mobile

5. Date of:
(a) Initial registration as a student of the Institute
(b) Most recent renewal of student registration

6. C.I.S examinations previously passed (list all Parts completed, with dates):
.....
.....

7. Name and address of employer in full:.....

8. EXTERNAL STUDENTS:
A student who wishes to write at a venue outside Zimbabwe or any special centre is required to pay his or her invigilator direct.
An additional fee for postage is to be paid to the Institute. A student who wishes to write the examinations outside Zimbabwe or at any special centre must inform the Office at least six months in advance so that arrangements for invigilation can be made.

9. PLEASE DEPOSIT CASH ONLY INTO STANDARD CHARTERED BANK AVONDALE BRANCH ACCOUNT NUMBER 8700209963800.
Enter your name and student number on the Bank Deposit Slip. Post examination entry form together with the deposit slip to the Institute by 28 February for the May and by 31 August for the November examinations.
.....subject(s) @ Part..... (.....) \$.....
.....subject(s) @ Part..... (.....) \$.....
Special centre fee for external students (if applicable) \$.....

CHEQUE DEPOSITS WILL BE RETURNED TO THE SENDERS WHO WILL NOT BE ENTERED FOR THE EXAMINATION.

10. Signature:.....Date:.....

FOR OFFICE USE: Amount received: \$.....
Receipt No:

11. Date of examination you are registering for *May 20..... (*delete inapplicable)
 *November
12. Examination centre (town)

13. Surname (Please print) Mr / Mrs / Ms / Miss
TICK APPLICABLE
- Forename(s) (in full) Student Number

14. Please insert X in the boxes opposite the subjects being attempted at this examination. **PLEASE ENSURE THAT THE SUBJECTS YOU ENTER FOR DO NOT CLASH ON THE TIME TABLE**

<p>PART A</p> <p>Business Communication.....A1.2 <input type="checkbox"/></p> <p>Business Law.....A4.2 <input type="checkbox"/></p> <p>Quantitative Techniques.....A10.2 <input type="checkbox"/></p> <p>Introduction to Financial Accounting.....A8.2 <input type="checkbox"/></p> <p>Economics.....A3.2 <input type="checkbox"/></p> <p>PART B</p> <p>Information Technology.....BC6.2 <input type="checkbox"/></p> <p>Human Resources Management.....B7.2 <input type="checkbox"/></p> <p>Financial Accounting.....B8.2 <input type="checkbox"/></p> <p>Taxation.....B4.2 <input type="checkbox"/></p> <p>Auditing.....B9.2 <input type="checkbox"/></p>	<p>PART C</p> <p>Corporate Law and Practice.....C9.2 <input type="checkbox"/></p> <p>Cost and Management Accounting.....C3.2 <input type="checkbox"/></p> <p>Advanced Accounting & Financial Reporting.....C8.2 <input type="checkbox"/></p> <p>General & Strategic Management.....C4.2 <input type="checkbox"/></p> <p>PART D</p> <p>Corporate Financial Management.....D6.2 <input type="checkbox"/></p> <p>Corporate Governance and Risk Management.....D10.2 <input type="checkbox"/></p> <p>Corporate Secretaryship.....D8.2 <input type="checkbox"/></p>
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15. Name of college attended..... Full time
 OR Part time
 Name of correspondence college..... Evenings
 College Student Number.....

NOTE: PLEASE READ YOUR HANDBOOK CAREFULLY REGARDING THE FOLLOWING:

- a) Examination Entries
- b) Postponements
- c) Examination numbers and timetables
- d) Results
- e) Order of writing examination subjects
- f) Please ensure that you have your official C.I.S. and National Registration ID cards with you at all examinations.

Examination Centres: Examinations may at present be written at any one of the following centres in Zimbabwe: Bulawayo, Chinhoyi, Chitungwiza, Gweru, Harare, Hwange, Kadoma, Kwekwe, Marondera, Masvingo, Mutare and Chiredzi.

Candidates will not be allowed to change from their chosen examination centres after the closing date.

NB: The Institute can offer examinations at the above centres only on condition that sufficient candidates register to write examinations at these centres.

No refund or postponements will be made regarding this application except as provided for in the Handbook.