

**INSTITUTE OF CHARTERED SECRETARIES AND  
ADMINISTRATORS IN ZIMBABWE**

Tel: 04 – 702170 / 700553 – 5

**Application for Exemption from Examinations**

<b>FOR OFFICE USE ONLY</b>
AMOUNT: .....
RECEIPT No.: .....
APPROVED: .....
DATE: .....

This form must be lodged with the Secretary, P O Box CY 172, Causeway, Harare **enclosing your remittance and certified copies of certificates and transcripts**. Enter your name and student number on the Bank Deposit Slip. Post the exemption form together with the deposit slip to the Institute.

Date: .....

STUDENT No. .... DATE OF BIRTH .....

FULL NAME .....  
MR / MRS / MS / MISS (DELETE INAPPLICABLE)

ADDRESS .....  
.....  
.....

HOME TELEPHONE No. .... BUSINESS TELEPHONE No. ....

CELL No. .... EMAIL ADDRESS .....

**PERSONAL BANKING DETAILS** (for use where a refund is applicable)

ACCOUNT NAME .....

BANK ..... BRANCH .....

ACCOUNT No. .... BRANCH CODE .....

SWIFT CODE .....  
(IF APPLICABLE)

TO THE INSTITUTE'S COUNCIL: -

In terms of the Institute's regulations I hereby apply for exemption from the following subjects in the Institute's examinations by virtue of the degree(s) or diploma(s) stated.

I enclose a certified copy of such degree or diploma certificates together with evidence of the subjects or courses passed (where these are not stated on the certificate).

**Payment should be made directly into Standard Chartered Bank, Avondale Branch, Account Number 8700209963800. The deposit slip plus relevant copies of forms should be submitted to the office.**

I enclose \$..... for **each subject** from which I seek exemption. **Total amount enclosed \$** .....

The subjects for which exemption is sought are: -

- |        |         |
|--------|---------|
| 1..... | 6.....  |
| 2..... | 7.....  |
| 3..... | 8.....  |
| 4..... | 9.....  |
| 5..... | 10..... |

The Degree(s) or Diploma(s) which I hold are as follows: -

- |        |                 |
|--------|-----------------|
| 1..... | awarded by..... |
| 2..... | awarded by..... |
| 3..... | awarded by..... |