



Institute of Certified Management Accountants of Sri Lanka

Incorporate by Parliament Act No. 23 of 2009

01, Bethesda Place, Off Dr. Lester James Peiris Mawatha, Colombo 05, Sri Lanka.

Tel: 2506391, 2501062, 2507087 Fax: 2507087 e-mail: registrations@cma-srilanka.org web site: cma-srilanka.org

Requisition for Exemptions

1. Full Name:.....
- 1.1 Name with Initials Surname Initials
 Mr. Miss. Mrs.

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 (Name in CAPITALS in accordance with the CMA Student Identity Card - if registered student.)
- 1.2 National Identity Card No:

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2. Address:
3. Tel. No. (Office)

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 4. (Residence)

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 5. (Mobile)

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7. Are you Registered with CMA?(Please refer note 01) 6. (Email)

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- Yes Registration No.

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- No (I Have made payment of Rs.500/- at the Peoples BankBranch from Special Payment Voucher No.....)
8. Have you sat for any CMA Examinations Before? Yes No
9. Have you been awarded Exemptions Before? Yes

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 (Please refer note 03) No
10. Documents to be attached
- (I) Certified photo copies of the Detailed result sheets Yes
- (II) Student copy of the Special Payment Voucher (Applicable **only** if you are **not** a registered student) Yes
11. I hereby certify that the information given by me in this application is true and correct.

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Date:

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Signature of Applicant:

Important Notes

- An evaluation fee of Rs.500/- will be charged from students who request for exemptions before registration.**
However if you are requesting for exemptions with/after student registration, then you need not pay the evaluation fee.
- It is essential that you **submit the following documents with the 'Requisition for Exemptions' form.**
(I) Certified copies of detailed result sheets
(II) Duly paid Special Payment voucher if you are not a registered student
- Please mention the reference number, If you have received any letter regarding Exemption from CMA. Ensure you send in a certified copy of the same with this Application.**
- Applications,
 - Which do not conform to the instruction given
 - Incorrectly/ **not fully** completed
 - Completed in illegible/ clumsy hand writing
 - Without duly certified photo copies of detailed result sheets
 - Submitted without a duly endorsed SPV for the Correct amount of Exemption Requisition fee of Rs. 500/-

Will be Rejected

Exemptions Policy

- As a general rule, exemptions are granted only where a qualification has been obtained in full.
- Exemptions on subject for subject basis are not considered for exemptions except under special circumstances.
- A candidate who has completed only a few parts of an academic or professional examination may be considered for exemptions on a case by case basis.
- Once a Student applies for an examination, a second application for exemptions will not be entertained unless he / she obtains full qualifications, subsequently.
- Exemptions will not be granted for subjects, a student has unsuccessfully attempted at CMA examinations