

**HANDBOOK ON
EXEMPTIONS POLICY
(2023 – 2027 SYLLABUS)**



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CMA Sri Lanka Exemptions Policy

Please note the following important rules for CMA exemptions:

- Exemptions are only awarded at the discretion of CMA as per the exemption policy published.
- There is no automatic entitlement to exemptions. Where CMA determines that a qualification does not contain sufficient relevant coverage, no exemptions will be awarded.
- As a general rule, exemptions are granted only where a qualification has been obtained in full. Part qualifications will be considered for professional qualifications only.
- **CMA does not award exemptions for exemptions received** in prior qualifications.
- Exemptions will not be granted for subjects; a student has unsuccessfully attempted CMA examinations.
- Once a student applies for exemptions, a second request for exemptions will not be entertained unless he/she obtains full qualifications subsequently. In this case it is mandatory that the student attaches a certified copy of the previous letter with the new application.
- The student has to apply Exemptions through the “MYCMA” account.
- CMA does not award exemptions for professional experience.
- .Only copies of official documentation signed and stamped by the awarding body can be accepted for exemptions. Online print outs of academic transcripts are not acceptable for the purposes of claiming exemptions.
- CMA has provided a list of qualifications for which it awards exemptions. Please note that CMA reserves the right to alter the exemptions at any given time, if required.
- Upon receiving an exemption, it will be updated in your MYCMA account. Please note that we do not provide any confirmation letters or transcripts for exemptions granted. Following the completion of at least one examination, you may request a transcript from the Examinations Division which will include the exemptions received based on your prior qualifications.
- Only for Conditional students:
Upon receiving an exemption, it will be updated in your MYCMA account. Please note that we do not provide any confirmation letters or transcripts for the conditional exemptions granted. You can obtain your result sheets, transcript, or any results confirmation letters after submitting the relevant documentation as proof of the qualifications used to obtain conditional exemptions.

Any application which does not conform to the requirements will not be entertained.

How to apply for Exemptions

- New students (Initially it is mandatory to register as a student with CMA to apply for exemptions) **Registered students (who have paid annual subscriptions)**
- Students can apply for Exemptions using the "**MYCMA**" platform only.
- Before applying for Exemptions, go through the "**Guidelines for Exemptions**". You will be required to be ready with certified copies of the relevant certificates and proofs scanned in PDF / JPG form to be uploaded in the relevant cage.
- Only Undergraduates, SLIATE, and Technical College Students to **Download "Form B"** as proof of current educational status.
- Please note that if any of your mandatory documentary requirements are missing the exemption application will be rejected. In such an event, you will have to re-submit the application with the correct documents.
- Supposing the CMA rejects your paid applications in the following scenario.
 - a. When proper authentication with the official seal in the proof document/ certificate is missing – you will have to reapply but need not pay again. (To obtain the already paid amount, after saving your documents with the proper authentications you must select the payment option of Using My Credit and must manually type the amount in the Debit cage and submit the application)
 - b. In case you are not eligible for Exemptions at all you may get a Credit Note for the amount paid and you will be able to use such credit for your future CMA payments.
 - c. If subsequently found any fraudulent information submitted at the time of applying, the Exemption fees will not be refundable.

Student Statement

Providing forged documents, or incorrect information will lead to strict disciplinary action and therein after cancellation of the studentship.

Upon reading and agreeing to the above-given exemption policy, you may proceed with applying for exemptions.

For more details on exemptions.

Mobile: +94 (0)11 250 6391 | Ext: 139 | +94 70 693 0446

Email: exemptions@cma-srilanka.org

Documents Required for Exemptions

No	Qualification Name	Document Required	Conditions
1	AAT	Recommendation Letter from AAT	Signature and the Seal of the authorized person should be there
		Results Sheets - all three level	Certified True copies of the detail Results Sheets - All levels
2	Graduates	Transcript & Degree Certification (if available)	Certification to be done by the Registrar of the Same University/ JP/ Lawyer / Any Government Officer who is having an official seal
		UGC Selection Letter / Letter from the University or Institution / Student ID (Any one of the documents to prove the studentship)	
3	Undergraduates	Duly filled Form B	Part B signed by the University Registrar or Dean
		UGC Selection Letter / Letter from the University or Institution /(Any one of the documents)	
		Student ID	
4	SLIATE and Technical Colleges - Students	Duly filled Form B	Part B signed by the Registrar or Head of the Institute
		UGC Selection Letter / Letter from the University or Institution /(Any one of the documents)	
		Student ID	
5	SLIATE and Technical Colleges - Diploma Holders	Transcript & Diploma Certification (if available)	Certification is to be done by the Head of the Same Institute/ JP/ Lawyer / Any Government Officer who is having an official seal
		Selection Letter / Letter from the University or Institution (Any one of the documents)	
		Student ID	
6	IFAC Professional Bodies - Members	Transcript	Certification to be done by a JP/ Lawyer / Any Government Officer who is having an official seal
		Membership/ Diploma Certificate	
		Letter from Institute	
7	IFAC Professional Bodies - Students	Transcript or Results Sheets	Certification to be done by a JP/ Lawyer / Any Government Officer who is having an official seal
		Level Completion letter issued by the Professional Body	
		Student ID	
8	Other Professional Bodies - Students	Level Completion letter issued by the Professional Body or Letter from Institute	
		Student ID	

9	Other Professional Bodies -Members	Membership Awarding Letter or membership/ Diploma certificate or Letter from professional body	Certification to be done by any JP/ Lawyer / Any Government Officer who is having an official seal
10	Foreign Universities - Graduates	Transcript	Certification to be done by any JP/ Lawyer / Any Government Officer who is having an official seal
		Degree Certificate	
		UGC Approval letter for the University	
11	Foreign Universities Operating in Sri Lanka - Graduates	Transcript	Certification to be done by the head of the local Institute / JP/ Lawyer / Any Government Officer who is having an official seal
		Degree Certificate	
		UGC Approval letter for the University	
12	MBA holders - Foreign	MBA Certificate	Certification to be done by any JP/ Lawyer / Any Government Officer who is having an official seal
		Transcript	
		UGC Approval letter for the University	
13	MBA holders - Local	MBA Certificate	Certification to be done by the head of the local authority / JP/ Lawyer / Any Government Officer who is having an official seal
		Transcript	

**** IMPORTANT**

1	All the above-mentioned certificates and the results sheets should be copies of the originals and certifies as true copies by the respective and the relevant persons mentioned under conditions
2	Certified true copies have to be black & white and any coloured photo copies will not be accepted
3	CMA Sri Lanka has all rights (reserved) to call upon any additional information if required
4	Granting of any Exemption is solely in the discretion of CMA

			CL 1.1	CL 1.2	CL 1.3	CL 1.4	CL 1.5	OL 2.1	OL 2.2	OL 2.3	OL 2.4	OL 2.5	OL 2.6	ML 3.1	ML 3.2	ML 3.3	ML 3.4	ML 3.5	ML 3.6	SL 4.1	SL 4.2	SL 4.3	SL 4.4	SL 4.5	SL 4.6	SL 4.7			
			CMAF	FA	BF	QMB	BE	CMA	AFAF	MBOA	TCL	PC	ITA	AMA	CRA	DBPM	ATCL	APC	DA	SSMA	FSV	BSRM	GE	ICS	DTA	ADA			
			Certificate Level					Operational Level						Managerial Level					Strategic Level										
Other Degrees related to management	Wayamba University	B.Sc in Banking and Finance (Special)	EX	EX	EX	EX	EX						EX	EX															
	Sabaragamuwa University	BSc Hons (Banking & Insurance)	EX	EX	EX	EX	EX						EX	EX															
	Wayamba University	B.Sc in Insurance and Finance	EX	EX	EX	EX	EX						EX	EX															
	University of Sri J'pura	B.Sc in Business Information Systems (Special)	EX	EX	EX	EX	EX						EX	EX															
	University of Kelaniya	B.Com. Hons in Business Technology	EX	EX	EX	EX	EX						EX	EX															
	University of Jaffna	B.Com Special in Business Technology Management	EX	EX	EX	EX	EX						EX	EX															
	University of Peradeniya	B.Sc. (Hons) in Computation & Management	EX	EX	EX	EX	EX						EX	EX															
	Sabaragamuwa University	BSc Hons (Eco Business Management)	EX	EX	EX	EX	EX						EX	EX															
	Eastern University	B.Com. (Hons) in Enterprise Development	EX	EX	EX	EX	EX						EX	EX															
	Uva Wellassa University	Entrepreneurship and Management Degree	EX	EX	EX	EX	EX						EX	EX															
	University of Kelaniya	B.Com. Hons in Entrepreneurship	EX	EX	EX	EX	EX						EX	EX															
	University of Ruhuna	BBA in Entrepreneurship	EX	EX	EX	EX	EX						EX	EX															
	University of Sri J'pura	B.Sc. Estate Management & Valuation (Special)	EX	EX	EX	EX	EX						EX	EX															
	South Eastern University	BBA (Information System Special)	EX	EX	EX	EX	EX						EX	EX															
	South Eastern University	BCom (Information System Special)*	EX	EX	EX	EX	EX						EX	EX															
	University of Colombo	BBA in International Business	EX	EX	EX	EX	EX						EX	EX															
	University of Sri J'pura	B.Sc. Operations & Technology Management (Special)	EX	EX	EX	EX	EX						EX	EX															
	Rajarata University	B.Sc. (Special) in Tourism and Hospitality Management	EX	EX	EX	EX	EX						EX	EX															
	University of Moratuwa	B.Sc (Hons) in Transportation & Logistics Management	EX	EX	EX	EX	EX						EX	EX															
	Wayamba University	Available only for Graduates	EX	EX	EX	EX	EX						EX	EX															
SLIATE	SLIATE - Accountancy - 2021-2027	Higher National Diploma in Accountancy	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
	SLIATE - Accountancy - 2012-2020	Higher National Diploma in Accountancy	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
	SLIATE - Accountancy - 2002-2006 & 2007-2011	Higher National Diploma in Accountancy	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
Non-State Universities	National School of Business Management - NSBM	BM (Hons) Accounting & Finance	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
		BSc in Business Management (Project Management)	EX	EX	EX	EX	EX					EX	EX	EX	EX														
		BSc in Business Management (Logistic Management)	EX	EX	EX	EX	EX					EX	EX	EX	EX														
		BBM Tourism, Hospitality and Events	EX	EX	EX	EX	EX					EX	EX	EX	EX														
		BSc in Business Management HRM	EX	EX	EX	EX	EX					EX	EX	EX	EX														
	Sri Lanka Technological Campus - SLTC	BSc in Business Management (Industrial Management)	EX	EX	EX	EX	EX						EX	EX	EX	EX													
		BBM in Accounting & Finance	EX	EX	EX	EX	EX					EX	EX	EX	EX						EX								
		BBM Operations Management	EX	EX	EX	EX	EX						EX	EX	EX														
		BBM Marketing Management	EX	EX	EX	EX	EX						EX	EX	EX														
		BBM HRM	EX	EX	EX	EX	EX						EX	EX	EX														
	NIBM	BBM Supply Chain Management	EX	EX	EX	EX	EX						EX	EX															
		Higher National Diploma in Business Management	EX	EX	EX	EX	EX																						
		Advanced Diploma in Business Management	EX	EX	EX	EX	EX																						
	Horizon Campus	Advanced Diploma in Financial & Management Accounting	EX	EX	EX	EX	EX																						
		Bachelor of Management Honours in Accounting & Finance	EX	EX	EX	EX	EX						EX	EX	EX	EX					EX								
CA Sri Lanka School of Accounting and Business (SAB)	Bachelor of Science in Applied Accounting (Honours)	EX	EX	EX	EX	EX														EX									
Professional Qualifications																													
AAT Sri Lanka	AAT	AAT-2020/ 2015	EX	EX	EX	EX	EX						EX	EX															
	AAT	AAT- 2010 or before	EX	EX	EX	EX	EX																						
CA Sri Lanka	CA-2010/CA 2015	Passed Finalist / Members	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
	CA- 2021	Strategic Level (Passed Finalist)*** / Members	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
ACCA	ACCA	ACCA - Professional- Passed Finalist (Affiliate) /	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
CIMA -UK	CIMA 2010 & 2015	CIMA- Strategic (Passed Finalist)* / Members	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
	CIMA - 2020	CIMA- Strategic (Passed Finalist)* / Members	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	EX	
IBSL	IBSL	IBSL- CBF/ IABF		EX			EX																						
	IBSL	IBSL- DBF/ DABF	EX	EX	EX	EX	EX																						
CIM	CIM	CIM	EX	EX	EX	EX	EX						EX																
SLIM	SLIM	SLIM	EX	EX	EX	EX	EX						EX																

Important

- Above mentioned table shows the maximum exemptions, a student can apply under each qualification. However, exemptions are evaluated case by case. Therefore, end results may vary from university to university and degree program.
- Students are required to complete any qualification / specialized degree program mentioned in the grid to be eligible to apply for exemptions.
- Undergraduates / partly qualified professionals are advised to contact CMA – Marketing division for more information.
- CMA will not consider any qualification obtained through exemptions; in other words, if you have received fully exemptions from any institute, then you are not eligible to apply for exemptions.
- Granting exemptions is at the discretion of Education, Training and Research committee of CMA Sri Lanka

Frequently Asked Questions (FAQs)

1. When can I apply for CMA Exemptions?
You can apply for exemptions after the registration at CMA or later, but before sitting for the respective subjects which you wish to obtain exemptions.
2. Can I apply for exemptions without registering as a CMA student?
No, you should be a registered student of CMA to apply for exemptions.
3. How can I get an idea on the exemptions eligible subjects?
Refer the exemptions grid in CMA website. If your qualification is not in the Exemptions grid or if you are still an undergraduate, contact CMA Marketing Division (ext:134) for further inquiries.
4. I have more than one qualification. From which qualification should I apply for Exemptions?
You can apply for exemptions based on all the qualifications. CMA will evaluate those and provide you the maximum exemptions based on your qualifications.
5. I am a graduate from a Foreign University. What are the documents that I need to send for the evaluation process.
 - 1) UGC's approval letter for the University from where the qualification has been offered.
 - 2) Transcript
 - 3) Detailed Syllabus

(Please check exemptions policy in the CMA website to check the documents which you need to apply for exemptions)
6. I have failed CMA subjects before but now I have completed my degree/professional qualification. Can I obtain the exemptions for failed subjects?
No, you cannot obtain exemptions for already failed subjects.
7. How many times can I obtain exemptions?
You can apply exemptions only two times per qualification. Once you get partly qualified, you can apply, and the next request will be entertained only once you complete the qualification fully.
8. Can I do the exemptions payment in installment basis?
No, you cannot make the exemptions payment in installment basis.
9. Can I get a confirmation letter or a certificate for the granted exemptions?
No. Please note that we do not provide any confirmation letters or transcripts for exemptions granted. Following the completion of at least one examination, you may request a transcript from the Examinations Division which will include the exemptions received based on your prior qualifications. Upon receiving an exemption, it will be updated in your MYCMA account.

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