

Our Ref:



Photograph

**Institute of Certified Management Accountants of Sri Lanka**  
Incorporated by Act of Parliament No. 23 of 2009

**Application for Associate Membership**

(To be completed and returned to the Secretariat with the requisite fees.)

Student Reg.No.

Full Name:

Title: Mr.  Miss.  Mrs.  Others

Name with Initials:

Date of Birth: 

Date	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

 NIC No: 

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Qualification: 

Academic:	<input type="text"/>	Professional:	<input type="text"/>
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Designation:

Organization:

Office Address:

Residence:

Telephone: 

Office	<input type="text"/>	Residence	<input type="text"/>
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Mobile: 

Office	<input type="text"/>	Address to which mail to be sent	Office <input type="text"/>	Residence <input type="text"/>
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E-mail:

Year/month of completing Final Exam:

Membership applied for:	ACMA	Registration Fee	Annual Subs.	Total
Associate of the Institute of Certified Management Accountants (ACMA) (Minimum of 3 years recognized training)	<input type="text"/>	5,500	9,000	<input type="text"/>

Cheque should be drawn in favor of "Institute of Certified Management Accountants of Sri Lanka"

I hereby certify that the information provided by me in this Application for Membership is true and correct. I understand that any false information in this Application lead to disqualification from obtaining the membership of the Institute of Certified Management Accountants of Sri Lanka.

dd/mm/yyyy

Signature of Applicant:

Date

## **Employment Summary**

	<b>Employment 01</b>	<b>Employment 02</b>	<b>Employment 03</b>	<b>Employment 04</b>
Date from				
Date To				
Total number of months on part time/fulltime				
Company				
Business Sector				
Approx. Annual Turnover (Rs.)				
Total number of employees in the company				
Number of employees in your department				
Number of staffs reporting to you				
Your Position or Title				
Job title/position you reported/report to (*Please mention the employment summary in chronological order)				

## **Important Notes**

- Kindly mention all the experiences including the experience relevant to Practical Experience Requirement and any additional past or present experience in chronological order of date of employments in the Employment summary. This part will help evaluators to have an overview of your career progression.
- Any of the career-breaks during your employments need to be mentioned.
- Brief company profile of each company mentioned in Employment summary should be attached.
- Organization Chart denoting your reporting line for each employment should be attached.
- Certified true copies of service certificates/letters relevant to the employments mentioned in Employment Summary should be attached.
- Certified true copies of academic or professional certificates relevant to the qualifications mentioned in the Membership Application should be attached.

## **Summary of Practical Experience**

- Please “√” the involvement (yes/no) relevant to each area of work mentioned under “Summary of Practical Experience” in the given column.
- Please mention the average number of months you spend on particular area. If it is a routine work, please mention the frequency of doing that work under remarks.
- If you have any special concern on particular area of work, please mention under remarks column. (optional)

As per Training Records – Areas of work		Yes	No	No. of months	Remarks
FAR 1	<b>Financial Accounting &amp; Reporting Preparation &amp; Maintenance of Accounting Records</b>				
	Update organization's ledger accounts				
	Maintain payroll procedures				
	Prepare & review trail balance				
	Reconcile trail balance				
	Compute depreciation charges, corporate tax				
	VAT other taxes & relevant returns.				
FAR 2	<b>Financial Accounting &amp; Reporting Statutory &amp; regulatory reporting</b>				
	Prepare annual or interim financial statutory accounts. Regulatory or compliance information for the organization & stakeholders with supporting schedules/notes to accounts & statements of affairs.				
MAM1	<b>Management Accounting &amp; Decision Making Preparing Management Accounts</b>				
	Prepare, present & interpret of regular management accounts & related reports				
	Compare actual performance with budget & or forecast with analysis and interpret of variances				
	Prepare regular reports on capital expenditure, outstanding debtors/creditors, inventory etc.				
MAM2	<b>Management Accounting &amp; Decision Making Planning Budgeting &amp; Forecasting</b>				
	Prepare annual budgets & forecasts assistance with line management				
	Prepare departmental/functional budgets & forecasts together with other departments.				
MAM3	<b>Management Accounting &amp; Decision Making Product &amp; Service Costing</b>				
	Prepare current & future costs of the organization's products, services & activities applying appropriate principles & techniques for example absorption costing, marginal costing, overhead allocation, breakeven analysis etc.				
	Identify & analyze costs & revenues for business decisions such as for pricing make or buy decisions, introduction of new product, amendment & deletion of a product/service etc.				
MAM4	<b>Management Accounting &amp; Decision Making Reporting for Decision Making &amp; Implementation</b>				
	Prepare non-routine reports for analyze and interpret financial/numerical data & make recommendations for decision making.				
	Assess alternative courses of actions & make specific recommendations & follow up results of reports.				
MAM5	<b>Management Accounting &amp; Decision Making Project appraisal &amp; Project Management</b>				
	Evaluate capital expenditure, long-term contracts, investments & other projects using investment appraisal techniques.				
	Conduct post-completion audit of projects & investments				
	Attend to project management process by being a part of a project team, for example introduction of new systems or improvements, business process re-engineering launch of a new product/service or moving to a new premise.				
MAM6	<b>Management Accounting &amp; Decision Making Working Capital Management</b>				
	Control over working capital cycle, debt collection control over inventory & expenditure, cash flow management.				
	Purchase of periodic stocks, by identifying slow moving & redundant stock, negotiating credit terms with customers, suppliers & bankers.				
	Manage supply chain of the organization				
BUS 1	<b>Information &amp; Communication Technology</b>				
	Develop computer literacy using software packages.				
	Use of internet & corporate intranets				
	Use & understand range of IT & information				

As per Training Records – Areas of work		Yes	No	No. of months	Remarks
BUS 2	<b>Business Analysis &amp; Risk Management</b>				
	Identify stakeholders				
	Examine the business, its environment & factors which affect the future activities of the business				
	Identify the risks & level of risks				
	Disaster recovery planning				
BUS 3	<b>Regulatory Environment</b>				
	Understand the regulatory environment in which business operates (regulations relate to accounting & auditing standards, taxation, secretarial practices, securities & exchange regulations, companies, business & particular industries & activities)				
	Interpret & apply legislation & professional standards relevant to business				
	Interpret & apply legislation & professional standards in their commercial context.				
ICS 1	<b>Interpersonal &amp; Communication Skills Professional Communication</b>				
	Communicate effectively, both formally & informally using variety of media (such as a presentation, reports, records, chairing a discussion group), verbal communications and online technology				
	Communicate on key issues in a business context to demonstrate the ability to research & share information.				
ICS 2	<b>Interpersonal &amp; Communication Skills Building Relations &amp; Team work</b>				
	Develop effective working relationships by developing contacts, relationships & suitable networks both internal and external.				
	Identify individual & team goals, tasks, responsibilities & schedules				
	Operate effectively in a team environment towards shared goals.				
ICS 3	<b>Interpersonal &amp; Communication Skills Problem Solving &amp; Decision Making</b>				
	Identify problems/issues & undertake problem solving techniques using available resources to identify potential alternative solutions.				
	Recommend or contribute to decision making based on analysis undertaken.				
PRS 1	<b>Ethics &amp; Governance</b>				
	Demonstrate the ability to apply professional values & judgment through an ethical framework, in adherence with relevant professional codes, laws & regulations.				
	Understand how governance is evident within an organization, and the ability to identify risks where relevant				
	Identify the need for effective adherence of good governance.				
PRS 2	<b>Self – Management</b>				
	Identify your objectives/targets & organize your work to achieve them under different environmental conditions.				
	Continuously enhance your professionalism				
	Adapt to & manage change				
	Internalize the organization's core values				
PRS 3	<b>Planning &amp; Innovative Thinking</b>				
	Review of existing systems & processes as part of an internal or operational audit.				
	Search for & generate new ideas, based on analysis and /or creative thinking including contingency planning				
	Involve in the design, development & implementation of new or replacement systems & procedures.				

Seal & Signature of the Mentor/Supervisor

Signature of Trainee

Date

Date

## **Certification of the CMA Sri Lanka Practical Experience Requirement of Trainees**

<b>Details of the Company</b>			
Name			
Address			
Website Link (if available)			
Please attach brief company profile, organization structure with this application			
<b>Mentor/ Training Supervisor Details</b>			
Name			
Designation			
Qualifications			
CMA Membership No: (Only if applicable)			
<b>Contact Details of Mentor/Supervisor</b>			
Phone / Mobile			
E-mail			
<b>Details of the Training Period</b>			
Starting date		End date	
Comments by the mentor/ supervisor			
<b><u>Supervisor's Declaration</u></b>			
<p>I agree to act as the trainee's mentor/ training supervisor for the purpose of the Practical Experience Requirement during the period stated above.</p> <p>I acknowledge that CMA Sri Lanka may contact me to verify any of the information provided on this form.</p> <p>I declare that I have reviewed the sub skills in the CMA Practical Experience Requirement Guide and performance of the trainee was satisfactory during that period.</p>			
Signature & Seal			

\*Please note that if you have undergone training under more than one supervisor or employed in more than one company please take copies of this part and attach all the certificates relevant to your Training.

**Documents to be submitted (Please tick ✓ the documents attached)**

<input type="checkbox"/>	Duly completed Membership Application with all annexures	<input type="checkbox"/>	Brief company profile/s
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Duly filled PER Logbook certified by the Supervisor with seal & signature	<input type="checkbox"/>	Company's organization chart
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Certified copy of the CMA Passed Finalist Certificate	<input type="checkbox"/>	Service letters
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Certified copies of any other professional/academic qualifications	<input type="checkbox"/>	Detailed CV
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	Certified copy of the certificate of Speech Craft Programme	<input type="checkbox"/>	Requisite fee

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**Payment Details**

You may make the payment either by cash or credit/debit card to the institute or cheque which should be drawn in favor of "***Institute of Certified Management Accountants of Sri Lanka***" or through an online transfer.

Amount :

Receipt No. :

Date :

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**Submission**

**1. Submission via post**

You may send via Registered post, addressed to **Chief Executive officer, Institute of Certified Management Accountants of Sri Lanka, 29/24, Visakha Private Road, Colombo 04** and should mention "**Application for Membership**" on top left-hand corner of the envelope.

**2. Handover to CMA Sri Lanka Institute**

You may handover the duly filled application and requested documents to Education & Training Division of CMA Sri Lanka during office hours. (Weekdays 8.30 a.m.- 5.00 p.m. & Saturday 9.00 a.m. - 12.30 p.m.)

**For more information please contact;**

E-mail: [exeedu.training@cma-srilanka.org](mailto:exeedu.training@cma-srilanka.org)  
Tel: 011-2506391/2507087 Ext.139