

# CIS Programme 1, 2 and 3 Exemption Form



## IMPORTANT NOTICE

### Are the following documents attached to this application form?

- Certified copy of ID / Passport or any official identification document
- Certified copies of all academic records, academic qualifications / skills programmes, etc
- Brief CV, maximum of two pages
- Proof of previously earned credits (*where applicable*).
- Letter from your current or past employer to substantiate your work outputs, etc
- Proof of Administration fee of R600 deposit (please ensure that copy of deposit slip is readable)(non-refunable)
- The exemption process takes 20 working days

### Other information

- Ensure that you have signed this exemption form and completed all the details
- **Enrolment for examinations can only occur once exemptions have been granted & paid for in full.**

Mail by registered mail to CIS at PO Box 3146, Houghton, 2041

OR email PDF copies to [exemptions@icsa.co.za](mailto:exemptions@icsa.co.za)

No faxes will be accepted.

Note: Please update your personal profile on-line at <https://www.icsadms.co.za/userlogin.php>

**PLEASE PRINT IN BLACK INK**

## Applicant Details

### Student Information

Title:  Ms  Mrs  Miss  Mr  
 Dr  Prof  Rev  Adv

Surname:

Full Names:

Initials:

Gender  M  F

Nationality

#### FOR STATISTICS PURPOSES ONLY

Population Group:  African  Asian  
 Coloured  White

Home language:

Disability:  Sight  Hearing  
 Communication  Physical  
 Intellectual  Other  
 Emotional

Proof of disability (e.g. medical certificate, psychologist's report) must be provided.

Identity Number:

Passport Number:

(if no ID number was completed)

Date of Birth:

#### Highest School Qualification:

Grade  Year Completed:   
 Degree held

### Employment/Occupation

Employer

Position held:

Postal Address Line 1:

Postal Address Line 2:

Suburb:

City:

Province:

Postal Code:

Country:

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

I understand that the granting of exemptions will not lead to the award of a CIS qualification and that I must write a minimum of one module with the CIS in order to be awarded any CIS qualification.

Signature:

Date:

## Application for Exemption

Were you previously registered with CIS?

Yes	No
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If yes, state your CIS number:

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What was the last year of your CIS registration?

Y	Y	Y	Y
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**I wish to apply for exemption for the following module(s):**

Please tick relevant boxes		
CIS1-2	Financial Accounting I	
CIS1-3	General Principles of Commercial Law	
CIS1-4	Communication	
CIS1-5	Economics	
CIS2-1	Management Information Systems	
CIS2-2	Financial Accounting II	
CIS2-3	Advanced Commercial Law	
CIS2-4	Taxation	
CIS2-5	Management Principles	
CIS3-1	Corporate Law	
CIS3-2	Financial Accounting III	
CIS3-3	Strategic and Operations Management / Auditing	
CIS3-4	Management Accounting	
CIS3-5	Auditing and Independent Review Engagements	

## Payment Options

Number of Module(s)	Type	Amount
Deposit	Administration Fee (non-refundable)	R600
	<b>R550 per module (maximum of R5 000)</b>	
	<b>Total</b>	
	<b>Amount Paid Now</b>	

Payments must be made to:	Account holder:	ICSA
	Bank details:	Nedbank
	Branch name:	Braamfontein
	Branch code:	19 68 05
	Account number:	1968 298 991

- I have deposited the amount of ZAR \_\_\_\_\_ into the CIS bank account and **attached you will find a clear copy of the proof of payment with the name of the depositor clearly stated** (see Registration Information).
- I have made an electronic transfer for the amount of ZAR \_\_\_\_\_ and **attached you will find a clear copy of the proof of payment with the name of the depositor clearly stated** (see Registration Information).
- Please arrange credit card payment for the amount of ZAR \_\_\_\_\_ per credit card number. My authorization details are as follows:

Debit my:    Visa     Master Card     with the amount of ZAR    

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**Credit card number:**

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**Card expiry date:**    Month    

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    Year    

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**Last three digits on back of card:**

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<b>Cardholder details:</b>	Title:	Initials:	Surname:
ID/Passport number:			
Tel No:			
Date:	Signature:		

Note:

- The R600 is an administration fee and is not re-fundable.
- Any exemption granted lasts for the next two examination sittings only. If you do not register for a CIS programme within that time, the exemptions fall away and a new application and payment will have to be made thereafter.