



ICB

ACCREDITED BUSINESS
QUALIFICATIONS

ASSESSMENT ENTRY FORM 2012

Is this your first registration with the ICB?

Yes No

And if No, then please fill in your
existing ICB Ref number

Please complete the table below:

First Name			
Middle Name			
Surname			
Initials			
Title			
SA ID Number			
Date of Birth			
Gender			
Equity (for reporting to the SETA's)	Black – African	Coloured	Black – Asian/ Indian
	White	Eastern	
Nationality			
Home Language			
Citizen Residence Status			
Disability Status	Not Disabled	Disabled	
Socio Economic Status	Employed	Unemployed	
Alternate ID Type			
Alternate ID Number			
Highest Education			

Telephone Number (including area code)	
Fax Number (incl area code)	
Cell Number	
Email Address	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Postal Code	
Geographical Area (state SA Province or other)	
Assessment Centre	
Assessment Dates	
College studying through for the qualifications	

Internationally recognised | Locally essential

www.icb.org.za

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Email: enquiries@icb.org.za

Birkdale 2, River Park, Liesbeeck Parkway, Mowbray, 7700.
PO Box 2237, Cape Town, 8000, South Africa



Full Name:

Learner ID no:

ICB Ref no:

Tick	Subject Code	Subject Name	Date of Final Assessment	1st Entry R 590	Re-Assessment R 310	Postponement R 310
Accounting Certification Programme						
	BSL3	Business Literacy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JBTB	Jnr Bookkeeper: Bookkeeping to Trial Balance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JBPR	Jnr Bookkeeper: Payroll & monthly SARS returns		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JBCB	Jnr Bookkeeper: Computerised Bookkeeping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SBFS	Snr Bookkeeper: Financial Statements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SBCM	Snr Bookkeeper: Cost & Management Accounting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TFIT	TFA: Income Tax Returns		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TFBL	TFA: Business Law & Accounting Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FACS	Financial Accountant: Corporate Strategy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FAMC	Financial Accountant: Management Accounting Control Systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FAFR	Financial Accountant: Financial Reporting & Regulatory Framework		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FATP	Financial Accountant: Accounting Theory & Practice (Dissertation)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Office Admin Certification Programme						
	OCOM	Office Communication		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAB1	OA: Business and Office Administration 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OABK	OA: Bookkeeping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAMM	OA: Marketing Management & Public Relations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OABL	OA: Business Law & Administrative Practice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OACM	OA: Cost and Management Accounting 1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAB2	OA: Business and Office Administration 2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAHR	OA: Human Resources Management & Labour Relations		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAEC	OA: Economics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	OAB3	OA: Business and Office Administration 3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	FNAC	Financial Accounting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MGMT	Management		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Financial Management Certification Programme						
	BSL3	Business Literacy		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ESBF	Essential Business Finance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	JBCB	Jnr Bookkeeper: Computerised Bookkeeping		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total entries **A** **B** **C**

2012 Once off Registration Fee (for new learners only)				R	410.00
Total Number of 1st Time Assessments entered	A		x R 590 =	R	
Total Number of Re-assessments entered	B		x R 310 =	R	
Total Number of Postponements applied for	C		x R 310 =	R	
Other				R	
Total amount due to ICB				R	

I have fully completed this form and I confirm that I have read, understood and agree to the ICB's assessment policy.

DATE SIGNATURE..... (applicant)

If you are a Correspondence Learner, PLEASE FAX OR EMAIL THIS ASSESSMENT ENTRY FORM TOGETHER WITH PROOF OF PAYMENT TO THE ICB

If you are a College Learner, please hand this completed form back to your course administrator who will advise you on payment arrangements. Do not make payments directly to the ICB. Your college will process your entries and payments to us.

In order to receive your PoE or to be entered for an assessment, you must have sent your assessment entry form and fee to the ICB, either directly or through your college. If you've submitted these and then cancel your scheduled assessment, fees can't be refunded. Entries must be received by the ICB before the listed closing dates. Scheduled assessments for learning areas (subjects) can be postponed once only, once we have received your postponement fee (and this must be two weeks before the date of the summative assessment you want to postpone). Submitting incorrectly completed forms or insufficient fees will result in your assessment application not being accepted. All fees may change without prior notice. The fees listed here include 14% Value Added Tax for South Africa and bank charges for payments received from outside South Africa. Bank details for payment: The Institute of Certified Bookkeepers, First National Bank, Rondebosch, branch code: 201509, account no.: 502 6241 8757.