



For Students who enrolled for EDCA After July 2010 or not under the ACM special fee arrangement

Important Note:
Closing Date: **Friday, 18 May 2012 by 5 pm sharp**
Payment of fees must be accompanied with the Examination Registration Form.
Late entries **will not** be accepted

EDCA EXAMINATION ENTRY REGISTRATION FORM (August 2012)

1. PERSONAL DETAILS	
Full name (Mr / Ms / Mdm) Please underline Surname	
NRIC/FIN	
Mobile	Tel (Office)
Tel (Home)	Email (Compulsory)
Mailing Address	
Postal Code: ()	

EMPLOYMENT DETAILS

Designation : _____
Organisation : _____

2. EXAMINATION ENTRY		
<input type="checkbox"/> I hereby submit my registration of SAICSA Executive Diploma in Corporate Administration (EDCA) for the August 2012 Examination:		
Please tick	Subjects	Examination Day/Date
<input type="checkbox"/>	Business Economics	Monday, 13 August 2012
<input type="checkbox"/>	Business Organisation Management	Tuesday, 14 August 2012
<input type="checkbox"/>	Business Law	Wednesday, 15 August 2012
<input type="checkbox"/>	Human Resource Management	Thursday, 16 August 2012

3. Fee and Mode of Payment (Please tick)		
Examination Entry Fee	<input type="checkbox"/> \$267.50 one subject	<input type="checkbox"/> \$535.00 two subjects
Payment Mode:	<input type="checkbox"/> Cash <input type="checkbox"/> NETS <input type="checkbox"/> Cheque No. _____ Bank _____ (cheque should be made payable to "SAICSA")	
	<input type="checkbox"/> Company Sponsor	
_____ (please provide company name and address for billing purpose)		

Are you planning to sign-up the Course Tutorial with ACM? Yes () / No ()

Please read the important notes overleaf.

I declare that the information given in this form is true and accurate.

I have read and will comply with all the conditions, rules and regulations stipulated by SAICSA and its representatives.

Signature of Applicant / Date

FOR OFFICIAL USE:			
Invoice No.:		Receipt No.:	
Amount collected on registration: \$ _____ by Nets / Cash / Cheque			Staff Initial:

EDCA EXAMINATION ENTRY REGISTRATION FORM

- The closing day/date/time for submission of examination entry is Friday, 18 May 2012 at 5.00 pm. sharp.
- Examination Submission
You may come personally to the SAICSA Secretariat to submit and register for your examination entry and paid the requisite fee. Late submission will not be accepted.
- Candidates are allowed to attempt a maximum of two papers in each examination sitting.
- Candidates must notify SAICSA before the closing date should there be any change of the subject(s) entered for the examination. Candidates are **not permitted to change** the subjects after the closing date.
- After the closing date for registration, a candidate who withdraws from the examination or fails to present oneself on the examination day(s), no part of the fee will be refunded. Candidates must re-register for the following examination diet and pay the prevailing examination entry fee.
- Candidates should notify SAICSA immediately should there be any change of their correspondence address.
- Notification of the date, time and venue of the examination will be despatched to all candidates at least seven(7) days before the examination commences.