



# INSTITUTE OF CERTIFIED TAX ACCOUNTANTS

## Short Courses Application Form

Reference number									

Notes: 1. Use CAPITAL LETTERS and where applicable mark with an "X"  
 2. Fields indicated with an asterisk (\*) must be completed.

### Part 1: Short Course Applied for

I apply to register for the;

### Part 2: Personal Details

Surname *	<input style="width: 100%; height: 20px;" type="text"/>															
Initial(s) *	<input style="width: 100%; height: 20px;" type="text"/>															
First name(s) *	<input style="width: 100%; height: 20px;" type="text"/>															
Date of birth *	<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"/>	National ID Number *	<input style="width: 100%; height: 20px;" type="text"/>				
If not in possession of a Zimbabwean ID number; Nationality <input style="width: 150px;" type="text"/> and passport number <input style="width: 150px;" type="text"/>																
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>														
E-mail address	<input style="width: 100%; height: 20px;" type="text"/>															
Postal address *	<input style="width: 100%; height: 20px;" type="text"/>										Postal code	<input style="width: 50px;" type="text"/>				
Physical address *	<input style="width: 100%; height: 20px;" type="text"/>										Postal code	<input style="width: 50px;" type="text"/>				
Business telephone no	<input style="width: 100%; height: 20px;" type="text"/>					Facsimile number	<input style="width: 100%; height: 20px;" type="text"/>									
Cellular number	<input style="width: 100%; height: 20px;" type="text"/>															

### Part 3: Academic Qualifications

<input type="checkbox"/> 5 'O' Levels	<input type="checkbox"/> National Certificate	<input type="checkbox"/> Higher National Diploma (HND)	<input type="checkbox"/> Masters/Post-Grad
<input type="checkbox"/> 2 'A' Levels	<input type="checkbox"/> National Diploma	<input type="checkbox"/> Degree	<input type="checkbox"/> HDip(Tax)
<input type="checkbox"/> None	<input type="checkbox"/> Other, specify: <input style="width: 450px;" type="text"/>		

### Part 4: Membership of other professional bodies

<input type="checkbox"/> ACCA	Membership Grade	<input style="width: 150px;" type="text"/>	<input type="checkbox"/> ICPAZ	Membership Grade	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> CIMA	Membership Grade	<input style="width: 150px;" type="text"/>	<input type="checkbox"/> SAAA	Membership Grade	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> ICAZ	Membership Grade	<input style="width: 150px;" type="text"/>	<input type="checkbox"/> IAC	Membership Grade	<input style="width: 150px;" type="text"/>
<input type="checkbox"/> CIS	Membership Grade	<input style="width: 150px;" type="text"/>	<input type="checkbox"/> None		
<input type="checkbox"/> Other, specify	<input style="width: 700px;" type="text"/>				

### Part 5: Work Experience

Indicate your experience below (particularly in a related environment, i.e. commercial or law);

From	Year	to	Year	Field (e.g. Accounting or Taxation)	Number of years
From	<input type="text"/>	<input type="text"/>	to	<input style="width: 250px;" type="text"/>	<input style="width: 60px;" type="text"/>
From	<input type="text"/>	<input type="text"/>	to	<input style="width: 250px;" type="text"/>	<input style="width: 60px;" type="text"/>
<input type="checkbox"/>	Other, specify <input style="width: 700px;" type="text"/>				

(see overleaf for more)

**Part 6: Declaration by Applicant**

I declare that the information furnished herein is true and correct. I do understand that this certification does not give membership to the Institute and I agree to be bound by the Rules and Bylaws of the Institute and all decisions of the council or committees as they may apply to me. **(Tick if you agree)**

Name

Signature

Date

**Part 7: Checklist**

- US\$ 50.00 Initial Registration fees (Once-off payment/ course)
- US\$ 50.00 Examination fees
- US\$ 100.00 Compulsory Online Tuition fees
- Certified copy of identification document
- Certified copies of academic and professional qualifications attained
- 2 driver's licence size photos (colour)
- Employer declaration letter where study is employer sponsored

**FOR OFFICE USE:**

Date of application received

Date

Date of Examination

Date

Course Entry Number

Approved by

Signature