



## THE INSTITUTE OF CHARTERED ACCOUNTANTS [GHANA]

Box GP 4268, Accra, Ghana. Tel: 0544-336701/2, 0277801422-4

E-mail: [support@icagh.com](mailto:support@icagh.com) website: [www.icagh.com](http://www.icagh.com)

### REGISTRATION

To register as a student and apply for exemptions, applicants must obtain registration and exemption forms from ICAG Secretariat or the website. Completed forms should be returned to the Secretariat together with **registration fee of GH¢120.00** and **subscription of GH¢120.00**. Applicants who qualify for admissions and exemptions would be required to pay the applicable registration and exemption fees. An applicant must be at least **16 years** and possess any of the following:

**SSSCE/GBCE/DBS holders – six (6) passes (A-D) including English and Mathematics. WASSCE holders six (6) credits including English and Mathematics, any other qualification acceptable to the Institute.**

### STUDENTS REGISTRATION REQUIREMENTS

#### (a) Submission of Application in Person

- Photocopy of any birth identity (passport, national ID, birth certificate, NHIS ID, etc.)
- 3 passport size photographs
- Original transcript for graduates
- Original and photocopy of educational certificate(s)

#### (b) Submission of Application by Post

- Photocopy of any birth identity (passport, national ID, birth certificate, NHIS ID, etc.)
- 3 passport size photographs
- Original transcript for graduates
- Photocopy of educational certificate(s) must be **CERTIFIED**

### EXAMINATION SCHEME

The examination is in three (3) levels. Level 1 must be completed before moving on to Levels 2 and 3 in that order. Students are required to write a minimum of two (2) papers in any order in Levels 1 and 2. At Level 3, students are required to write all the four (4) papers.

### EXAMINATION STRUCTURE

#### Level 1

- 1.1 Financial Accounting
- 1.2 Business Management & Information Systems
- 1.3 Business & Corporate Law
- 1.4 Quantitative Tools in Business

#### Level 2

- 2.1 Financial Reporting
- 2.2 Management Accounting
- 2.3 Audit & Assurance
- 2.4 Financial Management
- 2.5 Public Sector Accounting & Finance
- 2.6 Corporate Strategy, Ethics & Governance

#### Level 3

- 3.1 Corporate Reporting
- 3.2 Advanced Audit & Assurance
- 3.3 Advanced Financial Management
- 3.4 Taxation & Fiscal Policy

### EXEMPTION POLICY

The exemption policy stands as follows: **BSc Adm. B.Ed. (Accounting option) B.Com.**

**Exemption from Level 1 and 2 papers in Level 2 (2.3 Audit & Assurance and 2.4 Financial Management)**

**Holders of HND Accountancy and ATSWA/GAT Exemption from Level 1 and a paper in Level 2 (2.3 Audit & Assurance)**

**Other qualifications:** - subject for subject exemptions up to **Level 2** where applicable except **Public Sector Accounting and Finance**

### EXAMINATION CENTRES

The examination centres include **Accra, Takoradi, Koforidua, Ho, Kumasi, Sunyani, Wa, Bolgatanga, Tamale, Cape Coast, London, Liberia and New York.**

### EXAMINATION PERIOD

Examinations are held in **MAY** and **NOVEMBER** every year. Candidates are required to apply to sit for examinations at least **two (2) months** to date of the examination. Exams registration opens in **February for May diet and August for November diet.**

*For further enquiries contact:*

**Email:** [studentservices@icagh.com](mailto:studentservices@icagh.com) or Mobile No. 0288700102, 0249011990

## **PAYMENTS AND REQUIREMENTS FOR REGISTRATION AS A CA STUDENT**

1. Payments can be made into any of the following banks:
  - **Barclays Bank Account No. 0000002149286 High Street Branch:  
Sort Code 030148, Swift Code BARCGHAC/030100**
  - **GCB Bank Account No. 1011130022905 High Street Branch:  
Sort Code 040101, Swift Code GHCBGHAC**
  - **Ecobank Ghana Account No. 0710134481289101:  
Sort Code 130149, Swift Code ECOCGHAC**

The form should be accompanied with a pay-in-slip as evidence of payment.

**Registration fee GH¢120.00 and Annual subscription GH¢120.00.**

Account name: The Institute of Chartered Accountants – Ghana.

### **2. Bank payment Instructions**

Please provide the following information to the bank when making payment to The Institute of Chartered Accountants – Ghana (ICAG):

- **Name in full**
- **Student Registration Number (SRN)**
- **Purpose of payment should be stated on the pay-in-slip**

## **LIST OF ICAG CONTACT PERSONS IN THE REGIONS**

- |                                                                                                                                                                                    |                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. MR KWADWO K. AMANFI<br>CENTRE - YAMUSAH BUILDING<br>TAMALE<br><b>0245156988/0249060694</b><br>NORTHERN REGION                                                                   | 2. MR. ABDUL-RAZAK<br>CENTRE - WA TECHNICAL UNIVERSITY<br>WA<br><b>020-9373508</b><br>UPPER WEST REGION                                                           |
| 3. MS. ELIZABETH OBENG<br>CENTRE - TAKORADI TECHNICAL UNIVERSITY<br>TAKORADI<br><b>020-8153746</b><br>WESTERN REGION                                                               | 4. MR. IBRAHIM ADDO<br>CENTRE - KOFORIDUA TECHNICAL UNIVERSITY<br>KOFORIDUA<br><b>020-8178116/0243412726</b><br>EASTERN REGION                                    |
| 5. MR. MOSES KPORDZO<br>CENTRE - HO TECHNICAL UNIVERSITY<br>HO<br><b>0244 -752782</b><br>VOLTA REGION                                                                              | 6. MR. DAVID AMOAH<br>CENTRE - BOLGATANGA TECHNICAL UNIVERSITY<br>BOLGA<br><b>0244 - 989764</b><br>UPPER EAST REGION                                              |
| 7. MR. SOLOMON ABINA<br>CENTRE - SUNYANI TECHNICAL UNIVERSITY<br>SUNYANI<br><b>020 - 0380570</b><br>BRONG AHAFO REGION                                                             | 8. MS. SANDRA ASAFO-ADJEI<br>I. C. A. OFFICE KUMASI<br>KUMASI<br>AHODWO ROUNDABOUT – NYARKO PLAZA<br><b>0243 – 3967134/0246 - 162555</b><br>KUMASI ASHANTI REGION |
| 9. MR. THOMAS OSEI<br>CENTRE – CAPE COAST TECHNICAL UNIVERSITY<br>(OLD ADMINISTRATION BLOCK)<br>CAPE COAST<br><b>0264423849/0307002749/0205253035</b><br>CAPE COAST CENTRAL REGION | 10. LIBERIA - CENTRE                                                                                                                                              |