REGISTRATION

To register as a student and apply for exemptions, applicants are kindly required to pick registration and exemption forms from ICAG Secretariat or download a copy from the website. Completed forms should be returned to the Secretariat accompanied with a registration fee of GH¢85.00.

Applicants who qualify for admission 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:

Six credits with aggregate 20 for SSSCE/WASSCE including English Language and Mathematics, DBS, GBCE and any other qualification acceptable to the Institute.

STUDENTS REGISTRATION REQUIREMENTS

- Original & photocopy of birth certificate or any form of birth identity.
- 3 passport-sized photographs.
- Certified true photocopies should be attached if not submitting application in person.
- Original & photocopies of educational certificates and transcript where applicable.

EXAMINATION SCHEME

The examination is in three (3) parts. Part 1 must be completed before moving on to Parts 2 and 3 in that order. Students are required to write a minimum of two (2) papers in any order in Parts 1 and 2. For Part 3, students are required to write all the four (4) papers at one sitting.

EXAMINATION STRUCTURE

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EXEMPTION POLICY

The exemption policy stands as follows:

1. BSc Admin., B.Ed. (Accounting option) and B.Com. - Exemption is granted for Part 1 and 2 papers in Part 2 (that is, 2. 3 Audit & Assurance and 2.4 Financial Management);

2. Holders of HND Accounting and ATSWA/GAT- Exemption is granted for Part 1 and a paper in Part 2 (that is, 2.3 Audit & Assurance); and

3. Other qualifications – Exemption is granted on subject by subject basis up to Part 2, where applicable except for Public Sector Accounting and Finance.
EXAMINATION CENTRES
The examination centres include, Accra, Takoradi, Koforidua, Ho, Kumasi, Sunyani, Wa, Bolgatanga, Tamale, Cape Coast, Liberia, London, and New York.

EXAMINATION PERIOD
Examinations are held in MAY and NOVEMBER every year. Candidates are required to submit their examination application forms, at least two (2) months to the examination date. Examination registration opens in February for May diet and August for November diet.

PAYMENTS AND REQUIREMENTS FOR CA STUDENT REGISTRATION
Fees can be paid at ICAG House at Okponglo, East Legon, Accra, OR in Kumasi, ICAG office located in the Nyarko Plaza building, Ahodwo roundabout or directly paid into the following bank accounts:

- Ecobank, Okponglo Branch, East Legon, account no: 0710134481289101.
- Ghana Commercial Bank, High Street, account no: 1011130022905.
- HFC Bank, Head Office, Ebankese, account no. 0020896571018.

The form should be accompanied by a pay-in slip as evidence of payment, registration fee of GH¢85.00 and annual subscription of GH¢100.00.

Bank payment instructions
Please provide the following information to the bank when making payment:

- Account name: The Institute of Chartered Accountants (Ghana):
- Applicant’s name in full.
- Student Registration Number (SRN).
- Membership Registration Number (MRN).
- State purpose of payment on the pay-in slip.
# LIST OF ICAG CONTACT PERSONS IN THE CENTRES IN GHANA

1. **MR WAYO**  
   CENTRE - TAMALE POLYTECHNIC  
   TAMALE  
   020-8293827/0244-407885  
   NORTHERN REGION

2. **MS. ELIZABETH OBENG**  
   CENTRE - TAKORADI POLYTECHNIC  
   TAKORADI  
   020-8153746  
   WESTERN REGION

3. **MR. MOSES KPORZO**  
   CENTRE - HO POLYTECHNIC  
   HO  
   0244 - 752782  
   VOLTA REGION

4. **MR. SOLOMON ABINA**  
   CENTRE - SUNYANI POLYTECHNIC  
   SUNYANI  
   020 - 0380570  
   BRONG AHAFO REGION

5. **MR. GEORGE TACKIE**  
   CENTRE - UCC BUSINESS SCHOOL  
   CAPE COAST  
   0244 - 378894  
   CAPE COAST CENTRAL REGION

6. **MR. ABDUL-RAZAK**  
   CENTRE - WA POLYTECHNIC  
   WA  
   020-9373508  
   UPPER WEST REGION

7. **MR. IBRAHIM ADDO**  
   CENTRE - KOFORIDUA POLYTECHNIC  
   KOFORIDUA  
   020-8178116/0243412726  
   EASTERN REGION

8. **MR. DAVID AMOAH**  
   CENTRE - BOLGATANGA POLYTECHNIC  
   BOLGA  
   0244 - 989764  
   UPPER EAST REGION

9. **MR. NICHOLAS OCLOO**  
   ICAG OFFICE, KUMASI  
   KUMASI  
   AHODWO ROUNDABOUT, NYARKO PLAZA  
   0261 - 900172  
   ASHANTI REGION

10. **LIBERIA - CENTRE**