

# EXAMINATION CENTRE LIST – Certified Accounting Technician

Select your centre name and centre code from the lists shown and enter them on the examination form.

## REGULAR CENTRES

UK	Code	Start time	Country	Centre	Code	Start time
Aberdeen	U911	10:00hrs	India	Chennai (Madras)	1964	14:30hrs
Belfast	U908	10:00hrs	India	Mumbai (Bombay)	1961	14:30hrs
Birmingham	U918	10:00hrs	India	New Delhi	1963	14:30hrs
Bournemouth	U924	10:00hrs	Iran	Tehran	1876	13:30hrs
Brighton	U910	10:00hrs	Jamaica	Kingston	1919	08:00hrs
Bristol	U920	10:00hrs	Jamaica	Knox College	1819	08:00hrs
Cardiff	U931	10:00hrs	Jamaica	Moneague College	1812	08:00hrs
Chelmsford	U926	10:00hrs	Jamaica	Montego Bay	1982	08:00hrs
Coventry	U903	10:00hrs	Kazakhstan	Almaty	1808	15:00hrs
Douglas (Isle of Man)	U949	10:00hrs	Kenya	Mombasa	1927	12:00hrs
Dundee	U935	10:00hrs	Kenya	Nairobi	1930	12:00hrs
Edinburgh	U927	10:00hrs	Kuwait	Kuwait	1922	12:00hrs
Farnborough (Hants)	U925	10:00hrs	Latvia	Riga	1973	11:00hrs
Glasgow	U906	10:00hrs	Lesotho	Maseru	1928	11:00hrs
Guernsey	U904	10:00hrs	Lithuania	Vilnius	1800	11:00hrs
Hull	U921	10:00hrs	Luxembourg	Luxembourg	1863	11:00hrs
Jersey	U902	10:00hrs	Macau SAR	Macau SAR	1950	15:00hrs
Leeds	U909	10:00hrs	Malawi	Blantyre	1903	11:00hrs
Leicester	U914	10:00hrs	Malawi	Lilongwe	1957	11:00hrs
Liverpool	U919	10:00hrs	Malaysia	Alor Setar (UNITAR)	1979	15:00hrs
London – ExCel	L901	10:00hrs	Malaysia	Fed Terr (IPB)	1978	15:00hrs
London – Alexandra Palace	L903	10:00hrs	Malaysia	Fed Terr (UCSI)	1983	15:00hrs
London – South East	L904	10:00hrs	Malaysia	Fed Terr (TAR College)	1981	15:00hrs
London – Chessington	L906	10:00hrs	Malaysia	Ipoth (Sunway College)	1833	15:00hrs
Maidstone (Kent)	U932	10:00hrs	Malaysia	Johor Bahru	1914	15:00hrs
Manchester	U943	10:00hrs	Malaysia	Kluang (Teknik Kluang)	1826	15:00hrs
Newcastle Upon Tyne	U933	10:00hrs	Malaysia	Kota Kinabalu (Tabung Haji)	1946	15:00hrs
Norwich	U922	10:00hrs	Malaysia	Kuala Lumpur (KPTM)	1842	15:00hrs
Nottingham	U917	10:00hrs	Malaysia	K. Terengganu (Panji Alam)	1921	15:00hrs
Oxford	U996	10:00hrs	Malaysia	Kuantan	1980	15:00hrs
Peterborough	U941	10:00hrs	Malaysia	Kuching (INTI College)	1968	15:00hrs
Plymouth	U929	10:00hrs	Malaysia	Kuching (FTMS)	1947	15:00hrs
Preston	U916	10:00hrs	Malaysia	Kuching (Sunway)	1824	15:00hrs
Reading	U915	10:00hrs	Malaysia	Melaka (Kolej Sinar)	1818	15:00hrs
Redruth	U928	10:00hrs	Malaysia	Miri (Kolej Fajar)	1949	15:00hrs
Sheffield	U937	10:00hrs	Malaysia	Muar (Tengku Mahmud)	1815	15:00hrs
Southampton	U923	10:00hrs	Malaysia	Nilai (INTI College)	1849	15:00hrs
Stevage	U934	10:00hrs	Malaysia	Pulau Pinang (PTPL)	1834	15:00hrs
Swansea	U944	10:00hrs	Malaysia	Pulau Pinang (Other)	1935	15:00hrs
			Malaysia	Segamat (Bandar Putra)	1832	15:00hrs
			Malaysia	Selangor (KDU College)	1874	15:00hrs
			Malaysia	Selangor (Monash Uni)	1878	15:00hrs
			Malaysia	Selangor (Sunway Uni' Col)	1945	15:00hrs
			Malaysia	Selangor (Other)	1802	15:00hrs
			Malaysia	Seremban (Kolej MARA)	1940	15:00hrs
			Malaysia	Sibu (Meth. Pilley Inst.)	1948	15:00hrs
			Maldives	Male	1828	14:00hrs
			Malta	Malta	1943	11:00hrs
			North	North	1937	13:00hrs
			South and West	South and West	1985	13:00hrs
			Centre and East	Centre and East	1986	13:00hrs
			Ulaanbaatar	Ulaanbaatar	1971	15:00hrs
			Myanmar	Yangon	1990	13:30hrs
			Nepal	Kathmandu	1811	14:30hrs
			Netherlands	Amsterdam	1858	11:00hrs
			New Zealand	Auckland	1851	17:00hrs
			Nigeria	Abuja	1845	10:00hrs
			Nigeria	Kaduna	1915	10:00hrs
			Nigeria	Kano	1917	10:00hrs
			Nigeria	Lagos	1923	10:00hrs
			Nigeria	Port Harcourt	1860	10:00hrs
			Oman	Muscat	1816	13:00hrs
			Pakistan	Faisalabad	1852	14:00hrs
			Pakistan	Islamabad	1909	14:00hrs
			Pakistan	Karachi	1901	14:00hrs
			Pakistan	Lahore	1905	14:00hrs
			Pakistan	Multan	1829	14:00hrs
			Poland	Krakow	1857	11:00hrs
			Poland	Warsaw	1951	11:00hrs
			Qatar	Doha	1864	12:00hrs
			Romania	Bucharest	1809	12:00hrs
			Russia	Ekaterinburg	1871	15:00hrs
			Russia	Moscow	1958	12:00hrs
			Russia	Novosibirsk	1879	15:00hrs
			Russia	St. Petersburg	1975	12:00hrs
			Rwanda	Kigali	1822	11:00hrs
			Saudi Arabia	Jeddah	1862	12:00hrs
			Saudi Arabia	Riyadh	1865	12:00hrs
			Serbia	Belgrade	1848	11:00hrs
			Seychelles	Mahe	1853	13:00hrs
			Sierra Leone	Freetown	1910	09:00hrs
			Singapore	Singapore	1970	15:00hrs
			Slovakia	Bratislava	1972	11:00hrs
			Slovenia	Ljubljana	1969	11:00hrs
			South Africa	Capetown	1920	11:00hrs
			South Africa	Durban	1913	11:00hrs
			South Africa	Johannesburg	1959	11:00hrs
			Sri Lanka	Colombo	1907	15:00hrs
			Sudan	Khartoum	1918	12:00hrs
			Swaziland	Mbabane	1926	11:00hrs
			Tanzania	Dar es Salaam	1908	12:00hrs
			Trinidad	Tobago	1960	09:00hrs
			Trinidad	Chaguanas	1988	09:00hrs
			Trinidad	Port of Spain	1936	09:00hrs
			Trinidad	San Fernando	1939	09:00hrs
			Trinidad	Tunapuna	1836	09:00hrs
			Uganda	Kampala	1916	12:00hrs
			Ukraine	Kiev	1974	12:00hrs
			UAE	Dubai	1991	13:00hrs
			UAE	Abu Dhabi	1873	13:00hrs
			USA	New York City	1933	09:00hrs
			Vietnam	Hanoi	1977	14:00hrs
			Vietnam	Ho Chi Minh City	1976	14:00hrs
			West Indies	St. Lucia	1810	09:00hrs
			West Indies	St. Vincent	1840	09:00hrs
			Zambia	Chingola	1925	11:00hrs
			Zambia	Lusaka	1924	11:00hrs
			Zambia	Ndola	1843	11:00hrs
			Zimbabwe	Bulawayo	1956	11:00hrs
			Zimbabwe	Harare	1955	11:00hrs

## SPECIAL CENTRES

A list of available special centres is shown below. These centres are subject to final confirmation. Please read the notes overleaf before selecting your special centre.

UK AND IRELAND	Code	Start time
Inverness	U952	10:00hrs
Isle of Wight	U963	10:00hrs
Kirkcaldy	U947	10:00hrs
Kirkwall	U969	10:00hrs
Lerwick	U953	10:00hrs
Letterkenny	E971	10:00hrs
Newcastle Under Lyme	U954	10:00hrs
Stornoway	U959	10:00hrs
Thurso	U948	10:00hrs
Tralee	E987	10:00hrs

  

INTERNATIONAL	Code	Start time
Albania	S815	11:00hrs
Argentina	S957	10:00hrs
Australia	S830	16:30hrs
Australia	S915	17:00hrs
Australia	S970	15:00hrs
Austria	S989	11:00hrs
Austria	S920	11:00hrs
Belgium	S914	08:00hrs
Belize	S940	08:00hrs
Bermuda	S967	11:00hrs
Bosnia-Herzegovina	S955	10:00hrs
Brazil	S988	08:00hrs
British Virgin Islands	S959	10:00hrs
Cameroon	S925	08:00hrs
Canada	S935	08:00hrs
Canada	S964	09:00hrs
Canada	S996	08:00hrs
Cayman Islands	S928	08:00hrs
China	S874	15:00hrs
China	S838	15:00hrs
Dominica	S976	09:00hrs
Egypt	S871	12:00hrs
Eritrea	S999	09:00hrs
Ethiopia	S895	12:00hrs
Harar	S899	12:00hrs
Ethiopia	S944	11:00hrs
Estonia	S905	11:00hrs
Germany	S898	11:00hrs
Germany	S936	09:00hrs
Ghana	S994	12:00hrs
Greece	S840	14:30hrs
India	S927	14:30hrs
Indonesia	S991	15:00hrs
Indonesia	S841	15:00hrs
Israel	S995	12:00hrs
Italy	S848	11:00hrs
Italy	S975	11:00hrs
Japan	S985	17:00hrs
Jordan	S903	12:00hrs
Kenya	S950	12:00hrs
Kosovo	S855	11:00hrs
Liberia	S908	09:00hrs
Macedonia	S953	11:00hrs
Malaysia	S800	15:00hrs
Malaysia	S802	15:00hrs
Malaysia	S977	15:00hrs
Malaysia	S997	12:00hrs
Moldova	S965	11:00hrs
Mozambique	S812	13:30hrs
Myanmar	S973	10:00hrs
Namibia	S853	11:00hrs
Netherlands	S987	10:00hrs
Nigeria	S859	10:00hrs
Nigeria	S882	10:00hrs
Russia	S803	13:00hrs
Russia	S952	17:00hrs
Russia	S912	12:00hrs
Saudi Arabia	S827	11:00hrs
South Africa	S805	11:00hrs
South Africa	S998	11:00hrs
South Africa	S801	11:00hrs
Switzerland	S937	11:00hrs
Switzerland	S807	15:00hrs
Taiwan	S910	14:00hrs
Thailand	S947	12:00hrs
Turk and Caicos Is.	S939	09:00hrs
USA	S806	09:00hrs
USA	S813	08:00hrs
USA	S887	08:00hrs
USA	S986	08:00hrs
USA	S968	09:00hrs
USA	S823	08:00hrs
USA	S990	09:00hrs
Uzbekistan	S926	14:00hrs
West Indies	S902	09:00hrs
West Indies	S979	09:00hrs
Yemen	S977	12:00hrs

# EXAMINATION ENTRY FORM TERMS AND CONDITIONS

## Certified Accounting Technician – December 2009

**Closing date for applications: 15 OCTOBER 2009**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR EXAMINATION ENTRY FORM**

The on-line facility on *myACCA* is the fastest and easiest way to enter for your exams. It provides immediate acknowledgement of your entry and allows you to make subsequent changes to the centre you have chosen and the paper versions selected. If you do not have access to the online facilities on *myACCA* you can complete and submit the examination entry form you have been sent, following the instructions laid out below.

There are two methods by which you can enter for your examinations:

- 1 return the enclosed examination entry form, correctly completed, with the required remittance
- 2 online, via *myACCA*, using your registration number and pass-code for access – <https://portal.accaglobal.com>

No other form of entry ie email/fax will be accepted as regulations require that your fees accompany your entry. Remember you can also check via the website that your entry has been received and change your examination centre before the closing date if your circumstances change.

**No late applications will be accepted. ACCA cannot accept liability for failures in the postal system. You are strongly recommended to submit your entry as early as possible in order to ensure that it is received and processed prior to the closing date.**

An acknowledgment will be despatched to confirm your examination entry. If you have not received this seven days before the closing date you must confirm that your entry has been received. You should read this acknowledgement carefully as no changes or withdrawals are possible after the closing date.

### EXAMINATION PAPERS AND DESIGNATIONS

#### Accounting and audit streams

Papers 1, 3, 6 and 8 can be studied following either UK standards (UK) or International standards (IAS).

The accounting and audit stream you are currently registered to follow is shown on your examination entry form.

If you wish to change your stream, please indicate this by marking a cross in the appropriate box on the entry form.

Changes for December 2009 can only be made up to 15 October 2009.

#### Tax variants

In regions where it is appropriate, variant papers are available. Variant papers are offered for Papers 9 SGP, MYS, LSO, UK and IRL.

If you wish to change your variant you should submit a request in writing with your examination entry form.

Changes made after your entry has been processed will be effective from June 2010.

Note: Students in Singapore are required, under the terms of the Joint Scheme with CAT(S), to attempt the International Accounting Stream for Papers 1 and 3 and the papers adapted to Singapore national standards for Papers 6 and 8. In addition, this agreement requires that students opting to take Paper 9, are allocated the Singapore variant.

#### Paper designations

Examination paper designations are:

UK – United Kingdom    INT – International    IRL – Ireland  
LSO – Lesotho    MYS – Malaysia    SGP – Singapore

### COMPLETION OF EXAMINATION ENTRY FORM

You may select to sit any combination of outstanding papers, with the following exceptions:

T1 and T6 cannot be attempted at the same examination session  
T2 and T7 cannot be attempted at the same examination session  
These restrictions are due to timetable clashes. If you wish to take these papers at the same session it may be possible for you to attempt Paper T1 and/or T2 by computer based examination. Please refer to ACCA's website for licensed centres. T8, T9 and T10 are options and you are required to pass only two out of the three papers.

To select your choice, please place a cross in the box(es) along side the paper(s) you wish to attempt.

All examination passes or exemptions in individual papers are retained and you can select different optional papers from one session to the next.

### EXAMINATION CENTRE

The full list of centres available to all students is listed overleaf. If this is not your first session of examinations your preferred centre is indicated on your examination entry form. On acceptance of your examination entry you will be allocated to this centre (subject to capacity). However if you wish to sit at a different centre to the one indicated or have no centre indicated on your examination entry form, please complete the update section on the form.

Note: some centre codes may differ from last session.

#### Special centre notes

If you are taking examinations at any of the special centres, you will be required to pay any invigilation and centre costs involved. Such fees are normally paid direct to the examination supervisor in advance of the examination date. These fees are in addition to the examination fees payable to the ACCA. It is not possible to give an indication of the additional fees payable at these centres, as costs are dependent upon the number of candidates sitting, the range of papers being taken and local invigilation charges.

CANDIDATES WHO ABSENT THEMSELVES MUST STILL PAY THE LOCAL FEES.

Special centres are arranged at the discretion of the council of ACCA. Such centres will be organised only if ACCA is satisfied that the same standards of facilities and invigilation that exist at its regular centres are available at the special centre.

If you wish to sit at a special centre which is NOT included in the list, you should leave the centre details on your entry form blank and enclose a covering letter with your form, ensuring that it is received in Glasgow no later than 15 September 2009. Examinations administration will notify you whether it has been possible to make arrangements for a special centre at the location requested.

For candidates who require special facilities due to certificated medical conditions, if your entry form does not indicate that we already hold information on file regarding any special arrangements you may have, you should submit your request in writing, providing documentary support for your request. This must be received in Glasgow no later than 30 September 2009.

#### FEES

Your examination entry will not be accepted unless you submit the correct fees for the examinations you wish to sit plus any outstanding amounts.

Please calculate your total remittance and enter this in the boxes provided. You can pay by any of the methods listed on your entry form and on the e-business website. Please indicate your method of payment and, where appropriate, complete the credit/debit card details.

TECHNICIAN TIMETABLE				
The examinations are held concurrently in five different timezones and the starting times for all published centres appear on the centre list overleaf. For security reasons, once the examination has started, candidates are not permitted to leave the centre permanently until the end of the session. Any candidates wishing to leave the hall for a short period or for medical reasons, will be escorted.				
<b>MONDAY 7 DECEMBER</b> <b>T1</b> – Recording Financial Transactions <b>T6</b> – Drafting Financial Statements	<b>TUESDAY 8 DECEMBER</b> <b>T2</b> – Information for Management Control <b>T7</b> – Planning, Control and Performance Management	<b>WEDNESDAY 9 DECEMBER</b> <b>T3</b> – Maintaining Financial Records	<b>THURSDAY 10 DECEMBER</b> <b>T4</b> – Accounting for Costs	<b>FRIDAY 11 DECEMBER</b> <b>T5</b> – Managing People and Systems
<b>MONDAY 14 DECEMBER</b> <b>T8</b> – Implementing Audit Procedures	<b>TUESDAY 15 DECEMBER</b> <b>T9</b> – Preparing Taxation Computations	<b>WEDNESDAY 16 DECEMBER</b> <b>T10</b> – Managing Finances	The time allowed for each paper is as follows: Papers T1, T2, T3, T4 and T5 – 2hrs Papers T6, T7, T8, T9 and T10 – 3hrs	