

(For Office Use Only)

**Professional Study Programme in
MANAGEMENT AND ENTREPRENEURSHIP**

APPLICATION FOR STUDENT REGISTRATION

(Please read carefully and understand properly the instructions given in page 03 before completion of this application)

PROGRAMME LEVEL YOU APPLIED

- Certificate in Management & Entrepreneurship
- Diploma in Management & Entrepreneurship
- Advanced Diploma in Management & Entrepreneurship

Paste
Passport size
Colour
Photograph

1 PERSONAL DETAILS

1.1 Title : Mr. Ms.

Name with Initials :

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Full Name :

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1.2 Address : Indicate the address which you wish your CPM correspondence to be sent

Residence Office

Residence Address	Office Address

1.3 Contact Details

	Residence	Office																																								
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1.4 Date of Birth :

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1.5 NIC No. /Passport No.

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2 ENTRY CRITERIA (The criteria under which registration is sought)

Certificate	Two (2) years' working experience with 06 passes (English compulsory) in GCE O/L	
	Those who have at least five (5) years of experience in executive/managerial level	
Diploma	Those who have successfully completed the CME conducted by CPM Sri Lanka	
	Three (3) years' working experience in executive/managerial with 06 passes (English compulsory) in GCE O/L	
	GCE A/L – (Local/London) 2 simple passes in new syllabus or 3 simple passes in old syllabus, excluding General English	
	Any other qualification accepted by the Governing Council of CPM	
Adv. Diploma	Those who have successfully completed the DME conducted by CPM Sri Lanka	
	Five (5) years' working experience in executive/managerial with 06 passes (English compulsory) in GCE O/L	
	Three (3) years' working experience in executive/managerial GCE A/L – (Local/London) 2 simple passes in new syllabus or 3 simple passes in old syllabus, excluding General English	
	Any other qualification accepted by the Governing Council of CPM	

(Please attached the certified copies as document proof in connection with above selected entry criteria)

3 CAREER DETAILS

Name of the Organization	Your Designation	Reporting to	Service Duration (No. of Years/Months)

4 PAYMENT DETAILS

The applicable rates for each programme are as follows;

PROGRAMME	Registration fee (Rs.)	Programme Fee fee (Rs.)
Certificate in Management & Entrepreneurship	5,000/-	25,000/-
Diploma in Management & Entrepreneurship	5,000/-	75,000/-
Advanced Diploma in Management & Entrepreneurship	5,000/-	100,000/-

Method of Payment	Receipt No. / Cheque No.	Payment / Cheque Date	Amount (Rs.)
1. * People's Bank,.....Branch			
2. * Sampath Bank,Branch			
3. **Cheque			
4. Cash at CPM Institute			
5. Online Payment			

* Payment by crediting the following CPM Accounts:

Sampath Bank (any branch)
Acc. No. 101 161 001 034

People's Bank (any branch)
Acc. No. 310 100 160 000 116

(Name to be written in bank deposit slip for identification of the payee)

** Cheque should be drawn in favour of "The Institute of Chartered Professional Managers of Sri Lanka" and crossed "Account Payee Only".

APPLICATION-PROFESSIONAL STUDY PROGRAMME-MANAGEMENT & ENTREPRENEURSHIP

5 **DECLARATION**

I declare that the information contained in this application is true, accurate and complete to the best of my knowledge and belief. I acknowledge that any statement contained herein which is known by me to be false may invalidate this application.

I undertake that, if admitted as a student of CPM Sri Lanka, I am aware that failure to pay annual student renewal fee, may lead to removal from the register of students. I shall abide by decisions of the Governing Council of CPM Sri Lanka on all matters affecting discipline and examinations. I am also aware of the importance of professional values, ethics and behaviours and my obligation to CPM Sri Lanka.

.....

Signature

.....

Date

CHECK LIST

Please use this check list to make sure that you have attached everything needed to process your application.

- Certified photocopies of Birth Certificate and National Identity/Passport
- Certified photocopies of Academic/Professional Certificates under which registration is sought
- Service Letters from present employer and/or previous employers
- Two Passport size colour photographs with name written on the reverse (use white background)
- Cash Pay-in- voucher / Payment Receipt / Cheque

INSTRUCTIONS

1. This application should be completed in BLOCK LETTERS, LEGIBLY and NEATLY.
2. Full name should be written strictly **in accordance with the Birth Certificate**. When writing the name with initials "Name" which is the last part of the full name should be written along the dotted line, and initials which denote the order parts of the full name should be written in the cages meant for "Initials".
3. If your name is indicated in different ways in different documents submitted, please submit an affidavit properly attested by a JP. However, your name has to be used in your application strictly **in accordance with the Birth Certificate**.
4. Photocopies submitted should be certified by the attester under his/her official stamp which indicates his/her name and other relevant particulars.
5. When submitting photocopies of Birth Certificate, G.C.E. A/L & G.C.E. O/L Certificates/Result Sheets, both sides of the documents should be photocopied and certified.
6. Photocopies submitted should be neat and clear.