



kasneb

KAS/FM/FIN/002

EXAMINATION ENTRY/ANNUAL REGISTRATION RENEWAL FORM

Before filling in this form, please read carefully the notes at the back of this form and the guide to examinations.

1. Personal details

(a) Registration number

Examination

Section(s)/Level

(See note 2)

(b) Name

(c) Identity card/Passport No. _____

(d) Contacts: Email _____ Cellphone _____

C/o _____ P.O. Box _____ Code _____

Town/City _____ Country _____

2. Examination details

Examination sitting
(see note 3)

Month

Year

Preferred examination centre (see note 4)

3. Payment details (see notes 5 and 6)

	Sh.
Examination entry fee	
Annual registration renewal fee from 1st July _____ to 30th June _____	
Registration reactivation fee (Payable by students with arrears of more than 3 years)	
Total	

For official use only

I enclose cash/cheque/money order/kasneb fee deposit slip No. _____ for Sh. _____

NB: This form shall be retained by the bank if payment is made through the bank. The bank will forward the form to kasneb.

4. Are you attending tuition in a training institution? Yes No If yes, please indicate the name of the institution
(See note 5)

5. Declaration by the applicant

I hereby certify that to the best of my knowledge all the information I have provided on this form and all supporting documents are true and correct and I agree to abide by the Examination Rules and Regulations and Code of Conduct and Ethics for kasneb students.

Note: The Code of Conduct and Ethics for kasneb students is available on the kasneb website.

Signature _____ Date _____

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NOTES

- Complete the form in CAPITAL LETTERS (in black or blue ink).
- (a) Indicate the examination and section(s) or level you wish to enter for. **Do not** indicate the paper(s). (b) A candidate must pass the preceding section or level before proceeding to the next.
(c) Where credit is earned, the candidate will be required to enter for all the paper(s) not passed in a section or level in the same examination sitting.
- (a) There are two examination sittings in a year; **May** and **November**.
(b) If you are paying for annual registration renewal/reinstatement fee only, **do not** fill in item 2 (examination details).
Registration reinstatement fee is payable by students with annual renewal arrears of more than three years.
- Your Examination Centre should be chosen from the list provided in the Guide to examinations. However, kasneb has the right to transfer candidates from a preferred examination centre to another.
- Students are advised to attend tuition in either accredited institutions or institutions in the process of accreditation only. The list of accredited institutions is available on the kasneb website.
- Forms which are incomplete or which are not accompanied by the correct fee will not be accepted.
- This form will not be accepted if your annual registration renewal fee is not up to date.

The following are the applicable examination entry, annual registration renewal and registration reactivation fee:

EXAMINATION ENTRY FEES

EXAMINATIONS	Kenya Shillings	Foreign Currency	Kenya Shillings	Foreign Currency	
	Sh.	US \$	Sh.	US \$	
DIPLOMA EXAMINATIONS	ATD/DCM		DICT		
Level I	3,500	58	4,100	68	
* Single Paper	1,000	17	1,000	17	
* Single Paper (Practical)	-	-	1,600	27	
Level II	4,000	67	4,000	67	
* Single Paper	1,200	20	1,200	20	
Level III	4,500	75	5,100	85	
* Single Paper	1,400	23	1,400	23	
* Single Paper (Practical)	-	-	2,000	33	
PROFESSIONAL EXAMINATIONS	CPA/CS/CIFA/CCP		CICT		
Part I	Section 1	2,700	45	3,300	55
	Section 2	2,700	45	3,300	55
	Total for Part I	5,400	90	6,600	110
	* Single Paper	1,350	23	1,350	23
	* Single Paper (Practical)	-	-	1,950	33
Part II	Section 3	4,400	73	4,400	73
	Section 4	4,400	73	5,000	83
	Total for Part II	8,800	146	9,400	156
	* Single Paper	2,200	37	2,200	37
	* Single Paper (Practical)	-	-	2,800	47
Part III	Section 5	6,600	110	6,600	110
	Section 6	6,600	110	6,600	110
	Total for Part III	13,200	220	13,200	220
	* Single Paper	3,300	55	3,300	55
	* ICT Project	-	-	7,500	125
FAQ/FSQ	Initial registration, examination entry and renewal fee		95,000	1,585	
	Examination entry (Single paper)		20,000	334	
	Annual registration renewal fee		15,000	250	

Late entry attracts an additional 50% of the normal examination entry fee.

Examination entry deadlines

Sitting	June	December
Normal entry	15 February	15 August
Late entry	31 March	30 September

Annual registration renewal fee

Type	Sh.	US \$
Renewal fee		
Diploma/Professional	1 500	25
Reactivation fee	6,000	100