

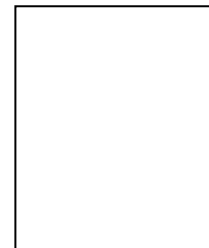


# CHARTERED INSTITUTE OF CERTIFIED SECRETARIES & REPORTERS OF NIGERIA

No. 6 Alhaja Oluwakemi Street, Anthony Village, Lagos  
P M B 038 Shomolu-Lagos State.

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Website: [www.cicsrng.org](http://www.cicsrng.org)



## EXAMINATION ENTRY FORM

Entry Form No: \_\_\_\_\_

April  September

Tick as appropriate

Surname: \_\_\_\_\_ Middle Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Gender:  Male  Female

Date of Birth:    Age:  Nationality: \_\_\_\_\_ State of Origin: \_\_\_\_\_

Telephone No. of Candidate: \_\_\_\_\_ Email-Address: \_\_\_\_\_

Membership Grade:  CICSR  MF/R  \_\_\_\_\_ Exam Centre Desired: \_\_\_\_\_

Tick which of the following Examination you are entering:

- Confidential Secretaries/Official Reporters Qualifying Courses, (Modules 1, 2 & 3 Exams)
- Administration and Management Courses, Professional Examination (PE 1 & 2 Exams)

### MODULE EXAMINATIONS

#### MODULE 1

- Business Communication
- Business Mathematics/Statistics
- Introduction to Public Relations
- Shorthand (120wpm)
- Keyboarding (60/70wpm)

#### MODULE 2

- Financial Accounting
- Data Processing and Application Programs
- Advance Speed Writing Transcript 140 wpm
- Office Technology and Administration
- Bilingual Secretarial Practice I

#### MODULE 3

- Information Management Systems
- Office Information Management Technology
- Management Accounting
- Entrepreneurship Development
- Bilingual Secretarial Practice II

### PROFESSIONAL EXAMINATIONS

#### PE 1

- Information Communication Technology
- Organizational Behaviour and Methods
- Corporate Secretarial Practice
- Quantitative Techniques
- Business Communication Skills

#### PE 2

- Parliamentary and Judicial Procedures
- Strategic Management
- Public Sector Accounting
- Business Law and Company Law
- Corporate Governance Regulation
- Problems and Cases (Practical Solutions to Industry Problems)

NB: Please tick appropriate box (es) on the examination subject required

Examination fees: Examination fees for all subjects in each module or part are as follows: Modules N30,000 and Professionals N40,000 Amount enclosed N \_\_\_\_\_ (\_\_\_\_\_)

**DECLARATION**

**I** \_\_\_\_\_  
 Hereby declare that the information given in this entry form are correct to the best of my knowledge and that I shall abide by the rules and regulations governing the Institute’s training and examinations. I also indemnify the Institute against any false information I may have given and hereby accept to be disqualified from writing the examination of the Institute or receipt of any result and certificate thereof if I am found to have deceived the Institute.

Candidate’s signature \_\_\_\_\_ Date \_\_\_\_\_

Affix post stamp

**SPONSOR**

The entry form and the passport photograph should be endorsed by the sponsor being either the Parent/Guardian, employer, HOD of academic institution or fully qualified and registered member of the Institute. It is dangerous to guarantee unknown person.

Name of sponsor (in full) \_\_\_\_\_

Address \_\_\_\_\_

Nature of occupation/profession \_\_\_\_\_ Rank/Status \_\_\_\_\_

Email \_\_\_\_\_ Phone number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

1. Examination Entry Form approved by: \_\_\_\_\_

2. Candidate Examination No: \_\_\_\_\_ Centre \_\_\_\_\_

**PATICULARS OF AMOUNT RECEIVED**

Amount: ~~₹~~ \_\_\_\_\_ (in words) \_\_\_\_\_

Bank Deposited \_\_\_\_\_

Total Amount Received: \_\_\_\_\_

Mode of Remittance: \_\_\_\_\_

Attach deposit slip

	<b>Modules</b>			<b>Professionals</b>		<b>Remark</b>
	<b>Module 1</b>	<b>Module 2</b>	<b>Module 3</b>	<b>PE 1</b>	<b>PE 2</b>	
Number of subjects entered						
Number of Referrals						
Results						

Received by \_\_\_\_\_ Passed to \_\_\_\_\_

Processed by \_\_\_\_\_ Checked by \_\_\_\_\_

Receipt acknowledged by \_\_\_\_\_ Date \_\_\_\_\_

Notice dispatched \_\_\_\_\_ Date \_\_\_\_\_

Certificate issued/dispatched \_\_\_\_\_

Crossed checked \_\_\_\_\_

Filed by \_\_\_\_\_ Date \_\_\_\_\_

Member