



CA2 Course – Model Documentation Analysis and Reporting

Dear All:

This is to inform you that the next CA2 course will be held on **16th and 17th October 2014**.

The Format: The course is spread over two days;

- **The first day** - The purpose of the first day is to ensure that you understand the nature of the assessment and are familiar with the software provided. You will get advice on planning and checking a model. You will also work on good spreadsheet design and audit trails, and cover good summaries and how our marking schedule works. You will be here given a feedback on the pre-course assignment submitted by you.
- **The second day** – On the second day you work on an individually assessed assignment. You will be asked to build a model with an audit trail, plus a summary outlining: description, approach, results and conclusions. This will not be presented to an audience. You can ask the assessor for help to progress your model which will be noted and taken into account during assessment. The relevant core reading will be available as soft copy on your computers. You will get refreshment breaks and a compulsory lunch break (30 minutes).

Applying for CA2:

A. Points to Note;

- 1) **Eligibility:** The criteria for application are as follows:
 - Should have completed all CT (CT1-CT9) subjects [**Fresher**]
 - Should not have attempted CA2 in both of the last two diets [**Retaker**]
- 2) **Capacity:** Batch of maximum of 35 candidates in each batch (i.e. total 70 Candidates) selected on first-cum-first basis.
- 3) **Registration:** The registration process will be on First Come First Serve Basis. However, the batch will open on 9th September 2014 for students who are left only with CA2 for fellowship and from 10th September 2014 for all the students who fulfill the eligibility criteria as mentioned above.
- 4) **Fees:**

Batch	Amount
Fresher	Rs. 18,000/-
Retaker	Rs. 7,500/-

For Fresher: The fees include course, exam, study material, Food, Boarding and lodging. Students are expected to make their own arrangement for travel. It is compulsory to stay at the exam venue for the exam dates. You may arrive in the evening of **15th October 2014** and will have to check out on **17th October 2014** after the exam. Students are expected to make their own travel arrangement. Candidates will be strictly provided accommodation on twin sharing basis.

For Retaker: The fees include exam and food for retaker students. Students are expected to make their own arrangement for travel.

5) Mode of Payment:

Payment is to be made Online. Please follow the registration process as given under.

6) Membership subscription:

Student Members who have paid subscription for Year 2014-2015, will only be permitted to appear for the Examination.

(If you have not paid subscription fees till date, please get in touch with the subscription department. The concerned person is Ms. Vijaya Bhosale at actsoc@actuariesindia.org
Tel: 67843333)

7) Pre-course exam workbook: This will be available to download once registration is successful. You are required to work through the pre-exam workbook, complete the exercises and upload the document by workbook submission date prior to undertaking the course.

8) You will be having examination on **Laptops** that will be provided by the Institute.

9) MS office version: Only MS office 2007 version will be used and made available during the examination.

B. Exam Centre:

YMCA 18, YMCA Road, Mumbai Central, Mumbai 400008

C. Key Dates:

- 1. Exam Dates:** 16th and 17th October 2014 for Fresher batch and 17th October 2014 for Retaker batch
- Online Registration starts on **9th September 2014 at 12.00 NOON** for students who are left only with CA2 for Fellowship.
- Registrations opens [if seats available] for all the students including those who are eligible as per the criteria mentioned from **10th September 2014 at 12.00 NOON**
- Last date of Registration is **16th September 2014**
- The pre course workbook needs to be submitted to IAI:** to be uploaded on or before 30th September 2014 under your member login.

D. Registration process:

- Log on to your member login (www.actuariesindia.org).
- Click on the Examination tab.
- If you fulfill the criteria then the **“CA2”** option will be available in the drop down.
- Click on the **“CA2”** option and proceed towards registration.
- Select the Communication address **“Permanent”** or **“Alternative”** address as required.
- Select the registration type as **“Fresher”** or **“Retaker”** or **“Retaker as Fresher”** whichever is applicable.
- Further click on **“Pay”** to make the payment.
- On successful payment you will be directed towards **“Transaction Acknowledgment”** page wherein you can take a print out of the receipt.
- Click on **“Proceed”** to view your registration details.
- Here you can download the **“Pre-course assignment”**, **“Study Material”** and **“Sample project”** from the respective tabs [Fresher’s only].

In case you have any queries kindly contact

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