



## CA2 Course – Model Documentation Analysis and Reporting

Institute of Actuaries of India is happy to inform you that the next CA2 Examination will be held on **16<sup>th</sup> and 17<sup>th</sup> November 2018**.

**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 would be briefed on how to prepare a good spreadsheet design, audit trail, present a good summary as is expected from you and how our marking schedule works. You will also be given a feedback on the pre-course assignment submitted by you.
- **The second day** – On the second day you shall 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. 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) **The changed CA2 examination pattern now has no faculty to assist the students on the examination day. However, there will be additional information available to guide you through the model.**
- 2) **Secondly, students can no longer claim exemptions for CA2 examination with IFoA based on having passed the CA2 examination from IAI.**
- 3) **Eligibility:** The criteria for application is as follows:
  - Should have passed all CT (CT1-CT9) subjects [**Fresher and Retaker**]
- 4) **Capacity:** Batch of maximum of 15 candidates in each batch of Freshers and Retakers (i.e. total **30** Candidates) selected on first-cum-first served basis.
- 5) **Registration:** The registration process will be on First Come First Served Basis. However, the batch will open on **14<sup>th</sup> September 2018** for students who are left only with CA2 for attaining fellowship and from **15<sup>th</sup> September 2018** for all the students who fulfill the eligibility criteria as mentioned above.
- 6) **Fees:**

Batch	Amount
Fresher	₹ 17,000/-
Retaker	₹ 12,000/-

**For Fresher:** The fees include course, examination, study material and lunch/tea-coffee. Students shall make their own arrangement for travel and stay.

**For Retaker:** The fees include examination and lunch/tea/coffee for retaker students. Students shall make their own arrangements for travel.



# Institute of Actuaries of India

Unit No. F-206, 2<sup>nd</sup> Floor, F Wing, Tower II, Seawoods Grand Central, Plot no R-1,  
Sector 40, Near Seawoods Railway Station, Navi Mumbai- 400706

+ 91 22 62433333 + 91 22 62433322

Please refer Annexure 1 which has details of a few hotels/service apartment near IAI Office, Seawoods. This is for your information and you need to make arrangements on your own.

## 7) Mode of Payment:

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

## 8) Annual Membership:

Student Members who have paid Annual Membership for financial Year 2018-2019, will only be permitted to appear for the Examination.

(If you have not paid Annual Membership fees till date, please get in touch with the Annual Membership department. The concerned person is Ms. Vijaya Bhosle at [actsoc@actuariesindia.org](mailto:actsoc@actuariesindia.org) Tel: 022-62433333)

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

10) You will be appearing for the examination where you shall use Laptops provided by IAI only and laptop shall have touch pad disabled.

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

## B. Examination Venue:

**Class room, Institute of Actuaries of India, Unit no. F-206, 2<sup>nd</sup> Floor, 'F' Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706**

## C. Key Dates:

1. **Examination Dates: 16<sup>th</sup> and 17<sup>th</sup> November 2018** for Fresher batch and **17<sup>th</sup> November 2018** for Retaker batch.
2. Online Registration starts on **14<sup>th</sup> September 2018 at 3:00 pm** for students who are left only with CA2 for attaining Fellowship.
3. Registrations opens [if seats available] for all the students including those who are eligible as per the criteria mentioned from **15<sup>th</sup> September 2018 at 3:00 pm**
4. Last date of Registration is **03<sup>rd</sup> October 2018 up to 3:00 pm**
5. **The pre examination workbook needs to be submitted to IAI:** to be uploaded on or before **03<sup>rd</sup> November 2018** under your member login.

## D. Registration process:

1. Log on to your member login ([www.actuariesindia.org](http://www.actuariesindia.org)).
2. Click on the Examination tab.
3. If you fulfill the criteria then the **"CA2"** option will be available in the drop down.
4. Click on the **"CA2"** option and proceed towards registration.
5. Select the Communication address **"Permanent"** or **"Alternative"** address as required.
6. Select the registration type as **"Fresher"** or **"Retaker"** or **"Retaker as Fresher"** whichever is applicable.
7. Further click on **"Pay"** to make the payment.



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8. On successful payment you will be directed towards **“Transaction Acknowledgment”** page wherein you can take a print out of the receipt.
9. Click on **“Proceed”** to view your registration details.
10. Here you can download the **“Pre-course assignment”**, **“Study Material”** and **“Sample project”** from the respective tabs [Fresher’s only].

The applications received do not mean right to the entry for the examination and are subject to sufficient number of registrations received. You will receive a confirmation of your registration by 9<sup>th</sup> October 2018 depending on said criteria.

**Disclaimer:** “Institute reserves the right to change the Examination schedule already announced for any valid reason or any unforeseen circumstances and the said changes will be notified on our website.”

In case you have any queries kindly contact **Ms. Swapnil Gupta** by email at [swapnil@actuariesindia.org](mailto:swapnil@actuariesindia.org) or call at 022-62433361.

**Examination Department**



## List of few hotels/service apartment near IAI Office, Seawoods

### 1. Hotel Heritage Dakshin

- ❖ Sai Chambers, Sector-11, Opp.CBD Belapur Station(E), Navi Mumbai, Maharashtra 400614
- ❖ Phone: 022 2756 0203
- ❖ Email: reservation.hoteldakshin@gmail.com
- ❖ Rs. 2261 per night
- ❖ Check-In 12 Pm | Check-Out 12 Pm
- ❖ 4.2 Kms from IAI Office

### 2. Hotel Aishwarya Residency

- ❖ Plot no- 34/B, Sector 23 , Nerul, Darave, Opp. Seawood Railway Station, Navi Mumbai, Maharashtra, 400706 India
- ❖ Rs. 2,350 per night
- ❖ Check-In 12 Pm | Check-Out 12 Pm
- ❖ 450 Metres (5 minutes walking) from IAI Office

### 3. K Star Hotel

- ❖ Plot No.46 & 55, Sector - 11, C.B.D Belapur, Navi Mumbai, Maharashtra 400614
- ❖ Phone: 022 6793 9111
- ❖ Email: reservation@kstarshotel.com
- ❖ Rs. 2400 per night
- ❖ Check-In 12 Pm | Check-Out 12 Pm
- ❖ 4.2 Kms from IAI Office

### 4. Service Apartment - Live Innovative Stay Solutions Pvt. Ltd.

- ❖ C Lounge Palm Beach Road Belapur, Navi Mumbai, Maharashtra 400614
- ❖ Phone: 9049200044
- ❖ Email: services@liveinnovative.in
- ❖ INR 1900 per night
- ❖ Check-In 2 Pm | Check-Out 12 Pm
- ❖ 2.8 Kms from IAI Office

The above Hotels can be booked online/route map can be checked using websites like [www.booking.com](http://www.booking.com), [www.tripadvisor.com](http://www.tripadvisor.com), [www.agoda.com](http://www.agoda.com), [www.makemytrip.com](http://www.makemytrip.com) or [www.cleartrip.com](http://www.cleartrip.com)