



**ASSOCIATION OF  
ACCOUNTING TECHNICIANS  
OF SRI LANKA**

AAT Centre, No. 540  
Ven. Muruththettuwa Ananda Nahimi Mw.  
Colombo 05  
Tel : 011-2559 669  
Email : [training@aatsl.lk](mailto:training@aatsl.lk)  
Web : [www.aatsl.lk](http://www.aatsl.lk)

**APPLICATION TO REGISTER AS AN AFFILIATED TRAINING PARTNER OF AAT SRI LANKA**

<b>Name of the Organization</b>	..... .....
<b>Type of organization</b>	Practicing Firm (Audit Sector) <input type="checkbox"/> <u>Non-Audit Sector</u> Public Limited Company <input type="checkbox"/> Private Company <input type="checkbox"/> Others Please specify .....
<b>Office Address</b>	..... .....
<b>Business Registration Number</b>	..... (Attach a copy of Business Registration Certificate)
<b>Contact details</b>	Telephone Number/s ..... Email Address .....
<b>Number of years in Business</b>	Main Activity ..... Other Activities .....
<b>Number of employees</b>	Total ..... Finance Department ..... Internal Audit .....
<b>Annual Turnover of the Organization (Approximate)</b>	.....
<b>Name of the leadership of the company (Eg; Chief Executive Officer, Managing Director etc.)</b>	..... .....

**Please select (tick ✓) the availability of below mentioned qualification holders in your organization**

- |   |  |
|---|--|
| <input type="checkbox"/> Member of AAT Sri Lanka                        | <input type="checkbox"/> Member of ACCA (UK)       |
| <input type="checkbox"/> Member of CA Sri Lanka                         | <input type="checkbox"/> Member of IBSL            |
| <input type="checkbox"/> Member of CIMA (UK)                            | <input type="checkbox"/> Member of CMA - Sri Lanka |
| <input type="checkbox"/> A Licentiate of the CA - Sri Lanka             | <input type="checkbox"/> A Government Accountant   |
| <input type="checkbox"/> Intermediate Certificate Holder CA - Sri Lanka |  |

**Are there IT infrastructure (Computer, Internet etc.) facilities in your organization?**

- Yes  
 No

**Select (tick ✓) the platform used to perform Finance / Accounting related functions**

- Manual  
 MS Office Package  
 Accounting Package (Sage, MYOB, QB etc.)  
 ERP

Others (Please specify)

.....

**Please mention the Accounting package or ERP system is used to perform Accounting/Finance related functions**

.....  
.....

**Preparation of Financial Statements for Management (Select whichever is applicable)**

- Monthly  
 Quarterly  
 Bi-annually  
 Annually

**Number of AAT Trainees can be accommodated in your organization (Approximately)**

Division	Number of AAT Trainees

**Do you agree for a periodic review of the Training Organization on the basis determined by AAT Sri Lanka?**

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## DECLARATION

I.....[YourName]

..... [Your Designation]

of this Organization declare that the information furnished herein true to the best my knowledge and belief. In my opinion this organization is suitable for the training of AAT Students to obtain the membership of AAT Sri Lanka and I undertake to provide training in accordance with the experience categories stipulated in Monitored / Non-Monitored Schemes (Strikeout whichever is inapplicable)

**Name with initials:**

.....

**Qualification/s:**

- |   |  |
|---|--|
| <input type="checkbox"/> Member of AAT Sri Lanka                        | <input type="checkbox"/> Member of ACCA (UK)       |
| <input type="checkbox"/> Member of CA Sri Lanka                         | <input type="checkbox"/> Member of IBSL            |
| <input type="checkbox"/> Member of CIMA (UK)                            | <input type="checkbox"/> Member of CMA - Sri Lanka |
| <input type="checkbox"/> A Licentiate of the CA - Sri Lanka             | <input type="checkbox"/> A Government Accountant   |
| <input type="checkbox"/> Intermediate Certificate Holder CA - Sri Lanka |  |

.....

**Signature**

.....

**Date**

.....

**Seal of the Company**

## SCHEDULE 1 - ROTATION OF TRAINEES

AAT Trainees are required to fulfill overall minimum practical training requirement of 220 working days (Should Cover within 365 days period Eg.: 1st January 2020 to 31st December 2020)

The organization should be able to facilitate for rotation of trainees in the Experience categories as shown below. Please indicate the experience categories to which training can be facilitated ( ✓ ) in the relevant cage shown below.

### Experience categories of AAT Practical training

Experience Category	Experience Covered
<b>1. Financial Accounting</b>	
1.1 Apply knowledge of accounting, accounting process and systems in carrying out professional duties.	
1.2 Apply relevant Sri Lanka Accounting Standards, provisions of the Companies Act and any other applicable rules and regulations.	
1.3 Analyze and interpret financial information for decision making	
1.4 Apply basic ethical principles in carrying out professional duties.	
1.5 Relate accounting work to other business functions and activities	
1.6 Apply the knowledge and understanding of the organization, how business works and professional work relationships.	
<b>2. Audit &amp; Assurance</b>	
2.1 Evaluate the client's business and Identify risks involved with the business processes.	
2.2 Apply appropriate techniques of gathering audit evidence and perform test of controls and substantive procedures.	
2.3 Evaluate compliance with the Companies Act and other regulatory requirements	
2.4 Design/evaluate internal controls of the business, recognize the areas to be improved and implementation of new systems and procedures	
2.5 Communicate with relevant parties and assisting in drafting the audit report	
2.6 Apply relevant Auditing Standards and related standards in performing the professional duties.	
2.7 Apply ethical principles governing audit of financial statements	
2.8 Analyze declaration of solvency and accountant's report on prospectus	
2.9 Others (Specify your records)	
<b>3. Taxation</b>	
3.1 Analyze income, expenditure and other relevant information for the computation of income tax and other indirect tax liabilities	
3.2 Calculate personal, partnership and corporate tax liabilities.	
3.3 Prepare returns of VAT, WHT, NBT, ESC, PAYE and other taxes and levies and administration	
3.4 Tax planning, reviews and communication with tax authorities	

3.5 Others (Specify your records)	
<b>4.Management Accounting &amp; Financial Management</b>	
<b>Management Accounting</b>	
4.1.1 Calculate the cost of a product or service and prepare relevant reports	
4.1.2 Identify direct costs and allocate costs among products, divisions and Strategic Business Units	
4.1.3 Design budgets and plans. Allocate resources and identify variances to measure performance	
4.1.4 Apply the knowledge and understanding of organization, how business works and professional work relationship	
<b>Financial Management</b>	
4.2.1 Evaluate financial instruments, fund requirement & different sources of funds available for an organization/ business unit.	
4.2.2 Prepare or evaluate the cash flow (actual)/ forecast for an entity/business unit.	
4.2.3 Analyze and evaluate the organization's investment policy and investment decisions.	
4.2.4 Calculate and analyse organization's/business unit's current working capital requirements	
4.2.5 Calculate and analyze the dividend policy of the organization /business units	
4.2.6 Evaluating foreign currency transactions. Eg: foreign currency transactions, conversions, preparation of financial statements for foreign subsidiaries, trade services and derivatives etc.	
<b>5.Information Technology</b>	
5.1 Apply customized or standard accounting packages, ERP and Data Analytics	
5.2 Develop and maintain data bases, spread sheets, word processing systems and presentation software	
5.3 Identify information security systems including disaster and contingency planning	
5.4 Apply the internet effectively as a source of relevant and reliable information	
5.5 Apply emerging technologies in industry.	
<b>6.General Management and Secretarial Practices</b>	
<b>General Management Practices</b>	
6.1.1 Identify and analyze HR Management Practices	
6.1.2 Analyze Marketing strategies/functions of the business	
6.1.3 Apply the knowledge and understanding of organization, how business works and professional work relationships	
6.1.4 Analyze on organization's strengths, weaknesses, economic and other environmental changes which may impact on the organizational performance	
6.1.5 Study procurement, negotiations with suppliers, evaluation and drafting supply contracts	
<b>Regulatory Practices</b>	
6.2.1 Identify required or frequently used relevant forms for the client/company and familiarize with the contents and due dates for submission.	
6.2.2 Identify the Companies Act requirements relating to forms to be submitted to Registrar of Companies.	

**Have you included everything? Please use the checklist below to make sure you have attached everything we need. Please tick ✓**

Duly filled application to register as an Affiliated training partner of AAT Sri Lanka	
Schedule 1- Rotation of Trainees	
Copy of Business Registration	
Payment of registration (LKR 5,000.00) <u>Account details are as follows:</u> Account No: 309-100102536889 Account Name: Association of Accounting Technicians of Sri Lanka Bank: Peoples Bank Branch: Liberty Plaza	

Please note that Annual subscription of LKR 5,000.00 need to be paid by the Affiliated Training Partners to AAT Sri Lanka commencing from the Year following the year of registration.

Please send a Scan copy of the Completed application form to **training@aatsl.lk** (Mention the subject as “Application to register as an Affiliated Training Partner of AATSL”

Or Post you completed application to

**Education & Training Division,  
Association of Accounting Technicians of Sri Lanka  
AAT Centre  
No. 540  
Ven. Muruththettuwe Ananda Nahimi Mw  
Narahenpita  
Colombo 05**

***(FOR AAT SRI LANKA USE ONLY)***

**Date Received the Application** \_\_\_\_\_

**Date of approval** \_\_\_\_\_

**Remarks** \_\_\_\_\_

\_\_\_\_\_

**Organization code** \_\_\_\_\_

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**Head – Education & Training**