



Institute of Chartered Accountants of Jamaica

Annual Subscription 2014

Notice to FIA/ACCA Students

The ICAJ annual subscription of two thousand eight hundred dollars (\$2,800.00) becomes due and **payable on January 1, 2014**. The **deadline for payment, without penalty, is March 31, 2014**.

- **ICAJ E-COMMERCE SYSTEM** - Simply visit the ICAJ website at www.icaaj.org and select **Student Login** and enter your username and password. Next, select 'Pay Bills' from the lower-left hand corner of the page to access your invoice and pay your fee. Your account will be updated automatically.

If you have forgotten your username and password, please select the 'Forgot Your Password' feature from the login screen and proceed according to the given instructions.

Kindly contact our IT Officer at e-mail itadmin@icaaj.org / ext. 235, should you need assistance in activating or accessing or account.

- **ICAJ SECRETARIAT** - We only accept **debit** card, Company and Manager's cheques.
- **BANK DEPOSIT to NCB a/c 351786086** - Please check your account within one (1) week of payment to ensure that your account is updated. *Please ensure that your name and ICAJ registration number are printed clearly on the enclosed lodgment form and do not use your ICAJ registration number to make payments on behalf of others.*

- **Other Electronic Methods:**

- **BANK OF NOVA SCOTIA (BNS) TELE-SCOTIA:** Dial 754-7268; if you are outside the corporate area, dial 1-888-754-7268 and follow the given instructions.
- **NCB E-LINK SYSTEM:** Access your NCB account and select the ICAJ as **payee** from the options provided. To add ICAJ as payee if you are using this method for the first time, please follow the given instructions from the **Bill Payment** option.

As a student of the ICAJ/ACCA Joint Examination Scheme, you are required to pay fees to both ACCA and ICAJ. Consequences of non-payment include:

- **April 1, 2014** - 50% surcharge (\$1,400.00) on your subscription, in line with ICAJ Bye-law 47
- **July 1, 2014** - removal from the ICAJ/ACCA Registers and you will be required to re-register with both the ICAJ and ACCA.

N.B. Payment in accordance with the deadlines above should be made at least two clear working days prior to such deadline.