

# EXAMINATION ENROLMENT FORM

AFRICA & BANGLADESH MAY 2015 - DIPLOMA

BOOK YOUR EXAM ENTRY ONLINE [www.cips.org/MyCIPS](http://www.cips.org/MyCIPS)



Please complete this form in full and return to:  
CIPS Examinations, PO Box 9186, Adamsway, Mansfield, Nottinghamshire NG18 9DX  
Tel: +44 (0) 845 880 1188 Fax No: +44 (0) 845 880 1187 Email: [crc@cips.org](mailto:crc@cips.org)

## PART 1 - ABOUT YOU

Name:

Membership No:

Address:

Tel:

Mobile:

Email:

You must complete an enrolment form for each examination session.

## PART 2 - YOUR PREFERRED CHOICE OF EXAMINATION CENTRE ENROLMENT

Read the CIPS Examination Enrolment Guidance booklet carefully about how to complete this section of the form.

All candidates are required to complete both parts of this section - if a mistake is made we may need to return your form which result in enrolment delays.

I am currently studying at: (Record self study if you are not registered with a study centre) .....

I wish to sit my examination(s) at the following exam centre: (Please select two options in case Option 1 is not available)

Option 1 ..... Option 2 .....

## PART 3 - CHOOSE THE SUBJECT(S)

Examination subjects: Please put a cross in the box(es) to indicate the examinations that you wish to be entered for.

### Diploma in procurement & supply

- D1 Contexts of procurement & supply
- D2 Business needs in procurement & supply
- D3 Sourcing in procurement & supply
- D4 Negotiating & contracting in procurement & supply
- D5 Managing contracts & relationships in procurement & supply

### Professional Diploma in Procurement & Supply

- PD1 Leadership in procurement & supply
- PD2 Corporate & business strategy
- PD3 Strategic supply chain management
- PD4 Supply chain diligence
- PD5 Programme & project management
- PD6 Legal aspects in procurement & supply (UK)

### Advanced diploma in procurement & supply

- AD1 Management in procurement & supply
- AD2 Managing risks in supply chains
- AD3 Improving the competitiveness of supply chains
- AD4 Category management in procurement & supply
- AD5 Sustainability in supply chains
- AD6 Operations management in supply chains

**EARLY BIRD CLOSURE:** Friday 13 February 2015

**NORMAL ENTRY CLOSURE:** Friday 20 March 2015

**RESULTS PUBLISHED:** Wednesday 5 August 2015

Please note that all Reasonable Adjustment requests **must be submitted with your enrolment form before the Entry Closure date.**

## PART 4 - SIGNATURE AND DATE

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS Examination Enrolment Guidance booklet. They can also be found at [www.cips.org](http://www.cips.org) under Qualifications, Assessments.

By returning this form you acknowledge that you have read, understood and accept those conditions, and which include exclusions and limitations of liability on the part of CIPS.

**This form must be signed and each section completed. Please refer to the checklist overleaf.**

I agree to the conditions of entry into the CIPS examination(s). Signed..... Date .....

## PART 5 - HOW TO PAY

Examination fees: **£72.00** per examination, Early Bird **£65.00**. Please note that your form will not be processed if your payment is not received with this form.

- I have enclosed a UK sterling cheque (made payable to CIPS)
- Money on CIPS account
- Paid through the British Council
- Paid by BACS (remittance advice must be enclosed)
- Credit Card  Debit Card
- There is no fee if you pay by debit card. A non-refundable 2% fee will be incurred if you pay by credit card.
- MasterCard  Visa  Amex  Maestro

Name of Cardholder

Card Number (16 digits)

Issue Number  Expiry Date  /

Card Security Code

**Total amount of subjects entered (£)**

## SELECTING YOUR EXAM CENTRE

CIPS is able to provide examination facilities world-wide.

If you are registered with a study centre that offer the unit for the exam you wish to take, you should select this centre as your exam centre.

In the first instance, contact your study centre which is responsible for providing you with an examination centre. If you are a self study or distance learning student choose from any of the centres that are open to all candidates. At the time of going to print, the following centres listed below are provisional and may be subject to change. A current list of 'CIPS approved exam centres' can be found at <http://www.cips.org/Documents/Exam-centres/Listofexamcentresforwebsite.pdf>

### Africa examination centres – all students

The following centres will accept any students

Accra British Council	<b>GHANA</b>	Kampala British Council	<b>UGANDA</b>
Kumasi British Council	<b>GHANA</b>	Kitwe British Council	<b>ZAMBIA</b>
Nairobi British Council	<b>KENYA</b>	Livingstone British Council	<b>ZAMBIA</b>
Blantyre British Council	<b>MALAWI</b>	Lusaka British Council	<b>ZAMBIA</b>
Lilongwe British Council	<b>MALAWI</b>	Ndola British Council	<b>ZAMBIA</b>
Abuja British Council	<b>NIGERIA</b>	Bulawayo British Council	<b>ZIMBABWE</b>
Port Harcourt British Council	<b>NIGERIA</b>	Harare British Council	<b>ZIMBABWE</b>
Lagos British Council	<b>NIGERIA</b>		

### Africa examination centres – own student centres

The following centres will only accept students who are registered as studying with them

Management Development Institute	<b>GAMBIA</b>	International Management Academy	<b>RWANDA</b>
IGS Brac University	<b>BANGLADESH</b>		

### Special Africa examination centres

The following centres will be available to candidates on request. Please note: In addition to the unit examination fee payable to CIPS at the point of booking, a supplementary administrative fee will be charged by these exam centres. You are advised to contact the centre before completing a booking for details of this supplementary fee. If you do not pay the required fee, you may not be able to take your exam, and you may lose your assessment fee.

Douala British Council	<b>CAMEROON</b>	Dakar British Council	<b>SENEGAL</b>	Institute of Procurement & Supply	<b>TANZANIA</b>
Yaounde British Council	<b>CAMEROON</b>	University of Seychelles	<b>SEYCHELLES</b>	Northern Technical College	<b>ZAMBIA</b>
Addis Ababa British Council	<b>ETHIOPIA</b>	Institute of Public Administration & Management	<b>SIERRE LEONE</b>	Solwezi Trades Training Institute	<b>ZAMBIA</b>
English Language Institute	<b>GABON</b>	Juba British Council	<b>SUDAN</b>	Zambia Institute of Management	<b>ZAMBIA</b>
Papermore Consult	<b>GHANA</b>	Khartoum British Council	<b>SUDAN</b>	Speciss College	<b>ZIMBABWE</b>
Rose Hill British Council	<b>MAURITIUS</b>	Dar Es Salaam British Council	<b>TANZANIA</b>		

## CHECKLIST

Have you...

- Completed sections 1 to 5 of the form
- Signed and dated the form
- Enclosed your payment
- Enclosed any applicable supporting documentation, e.g. reasonable adjustment request form

