



Chartered Institute of Administration

(Chartered by Federal Government Act No. 103 of 1992)

Plot 1666, House 15B, i1 Close, 7th Avenue, Festac Town, P.M.B. 3063, Surulere, Lagos. ☎: 01-7944969, 08076983067

Affix your
passport
photograph

DIPLOMA IN BUSINESS STUDIES (DBS) Examination Entry Form

Month/Year of Examination	Examination Centre	Student Reg. No

PERSONAL PARTICULARS

Name (Surname First) _____

Male/Female _____

Date of Birth _____

Marital Status _____

Postal/Contact Address _____

Telephone Number(s) _____

Method of Study (full time or part time) _____

Date Course Commenced _____

Study Centre _____

EXAMINATION SUBJECTS

Notes:

- 1) You must register in all subjects of each Part you are attempting, except subjects previously passed or exempted.
- 2) You are not allowed to attempt the subjects of any Part of the examination unless you have passed all the subjects of the preceding Parts or exempted therefrom.
- 3) Mark "X" in the box against the subject you are offering.

PART ONE	
Accounting Process	()
Business Mathematics	()
Commercial Law	()
Communication in Business	()
Economics	()
Organisational Process	()

PART TWO	
Accounting Techniques	()
Cost Accounting	()
Management Information Systems	()
Office Administration	()
Public Administration Principles	()
Research Methods	()

PART THREE	
Business Financial Framework	()
Marketing Principles	()
Management Principles	()
Personnel Administration	()
Purchasing and Supply Principles	()
Taxation Principles	()

DECLARATION

I declare that the information given in this Form is correct. I undertake to observe and abide by the rules and regulations of the Institute. I accept that fees once paid are not refundable under any circumstances. I enclose a copy of official receipt evidencing payment of my examination fee.

Signature of Candidate

Date