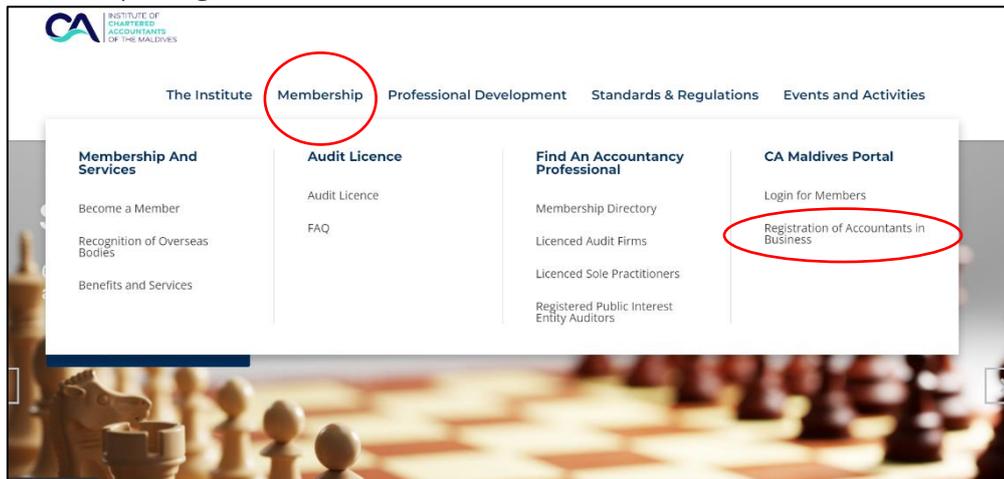


## Guidance for Registration of Accountants in Business

This regulation is made pursuant to the authority granted to Institute of Chartered Accountants of the Maldives by the Maldives Chartered Accountants Act 2020 (Law no. 13/2020)

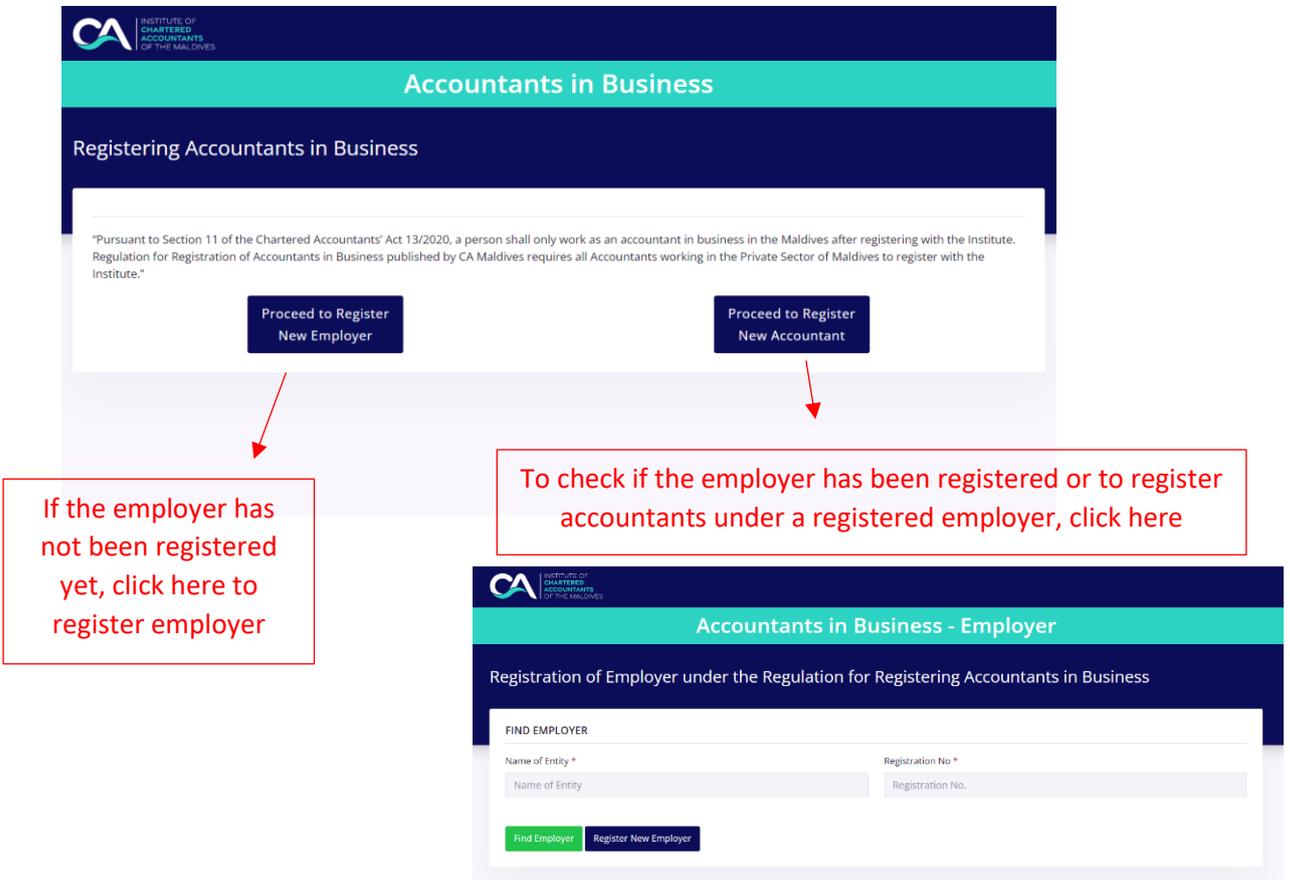
### Step 1 – Login to CA Maldives website

Click Membership – Registration of Accountants in Business



### Step 2 – Checking if the employer has been registered

First, ensure that the employer is registered.



The first screenshot shows the 'Accountants in Business' page. It features a teal header and a dark blue sub-header. Below the sub-header, there is a white box containing a quote from Section 11 of the Chartered Accountants' Act 13/2020. Two buttons are visible: 'Proceed to Register New Employer' and 'Proceed to Register New Accountant'. Red arrows point from these buttons to two red-bordered text boxes. The first box says: 'If the employer has not been registered yet, click here to register employer'. The second box says: 'To check if the employer has been registered or to register accountants under a registered employer, click here'.

The second screenshot shows the 'Accountants in Business - Employer' page. It features a teal header and a dark blue sub-header. Below the sub-header, there is a white box containing the text 'Registration of Employer under the Regulation for Registering Accountants in Business'. Below this, there is a 'FIND EMPLOYER' section with two input fields: 'Name of Entity \*' and 'Registration No \*'. Below the input fields, there are two buttons: 'Find Employer' and 'Register New Employer'.

### Step 3 – Registration of Employer

Fill out the information of organization


Accountants in Business - Employer

**Registration of Employer under the Regulation for Registering Accountants in Business**

**INFORMATION OF ENTITY**

<p><b>Name of Entity *</b></p> <input style="width: 95%;" type="text" value="Name of Entity"/>	<p><b>Registration No *</b></p> <input style="width: 95%;" type="text" value="Registration No."/>
<p><b>Mobile Phone *</b></p> <input style="width: 95%;" type="text" value="Mobile Phone"/>	<p><b>Email Address *</b></p> <input style="width: 95%;" type="text" value="Email Address"/>

**Classification \***

Sole Proprietorship  
  Partnership  
  Company  
  Other

**Registered Address**

<p><b>House Name/Building Name</b></p> <input style="width: 95%;" type="text" value="House Name"/>	<p><b>Level</b></p> <input style="width: 95%;" type="text" value="Level"/>	<p><b>Apartment No:</b></p> <input style="width: 95%;" type="text" value="Apartment No"/>
<p><b>Street Name</b></p> <input style="width: 95%;" type="text" value="Street Name"/>	<p><b>City/Atoll</b></p> <input style="width: 95%;" type="text" value="City/Atoll"/>	<p><b>District/Island</b></p> <input style="width: 95%;" type="text" value="District/Island"/>
		<p><b>Zip/Postal Code</b></p> <input style="width: 95%;" type="text" value="Zip/Postal Code"/>

All email communication to employer will be sent to the email entered in this box

Fill out the information of organization


Accountants in Business - Employer

**INFORMATION OF MANAGING DIRECTOR / PARTNER OR SP OWNER**

<p><b>Title *</b></p> <p> <input type="radio"/> Mr.               <input type="radio"/> Ms.               <input type="radio"/> Dr.         </p>	<p><b>Gender *</b></p> <p> <input type="radio"/> Male               <input type="radio"/> Female         </p>
<p><b>Full Name *</b></p> <input style="width: 95%;" type="text" value="Full Name"/>	
<p><b>ID/PP No</b></p> <input style="width: 95%;" type="text" value="ID/PP No."/>	<p><b>Work Permit No (Foreigners)</b></p> <input style="width: 95%;" type="text" value="Work Permit No"/>
<p><b>Mobile Phone *</b></p> <input style="width: 95%;" type="text" value="Mobile Phone"/>	<p><b>Email Address *</b></p> <input style="width: 95%;" type="text" value="Email Address"/>
<p><b>Nationality</b></p> <input style="width: 95%;" type="text" value="Select"/>	<p><b>Residence</b></p> <input style="width: 95%;" type="text" value="Select"/>
<p><b>Current Address</b></p> <input style="width: 95%;" type="text" value="Current Address"/>	

Read the Declarations and click 'Yes' before clicking 'Submit Application'

**DECLARATION**

**By submitting this form:**  
**We confirm that:**  
 The entity is registered at the Ministry of Economic Development; and  
 The information given in this form is true, accurate and complete to the best of my knowledge and that we will provide any further information the CA Maldives may request; and  
 We understand that a false declaration on this form may lead to sanctions being taken against me and/or invalidate any decision related to this application

**We agree that:**  
 We will adhere with the Maldives Chartered Accountants' Act;  
 We will adhere to all relevant laws and regulations of the Maldives; and  
 We will supply to the CA Maldives all necessary information to enable it to comply with its obligations.

Yes  
  No  
 Before submitting, you are required to read and agree to the term and conditions above

Submit Application
Clear Form

Registration of employer has been completed. An email will be sent by the portal to the organization's email address regarding the confirmation of registration of employer.



**Accountants in Business - Employer**

Registration of Employer under the Regulation for Registering Accountants in Business

Registration for Employer has been successfully done. Please proceed to register accountants in your business from the following options.

Application reference number: B5GP0E12

go back to CA Maldives website

**Register Individual Accountants**  
Registration of Accountant by filling form. "(Suggested for organizations that are registering less than five accountants)"

**Register Multiple Accountants**  
Registration of Accountant by uploading excel file. "(Suggested for organizations that are registering more than five accountants)"

### Option 1:

#### Registration of Individual Accountant(s)

- Fill out the online form of each accountant separately. Suggested to organizations that are registering less than five accountants
- Registration is immediate through the portal. No waiting required.

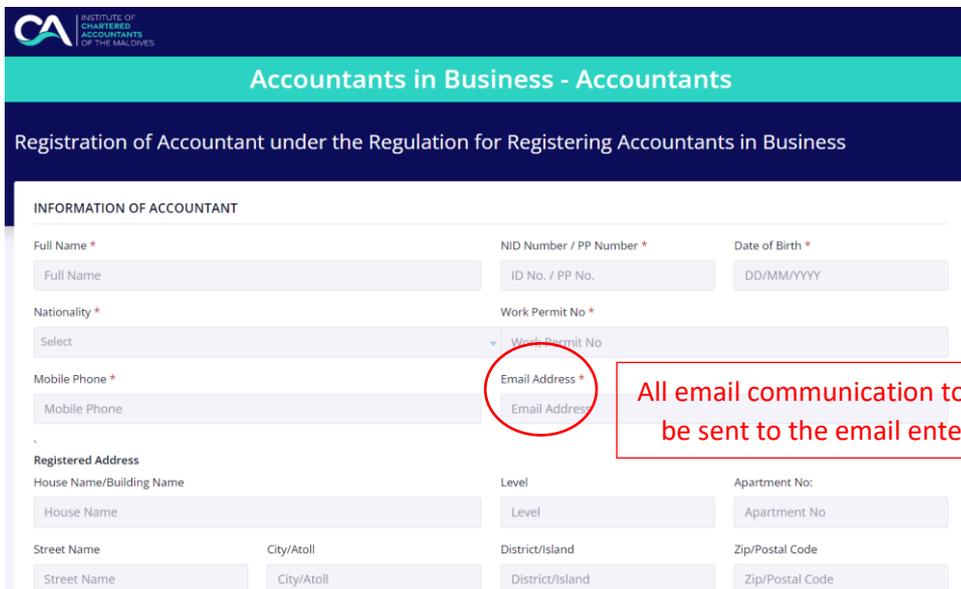
### Option 2:

#### Registration of Multiple Accountants

- Download an excel template, fill out the sheet and upload to the portal. Suggested to organizations that are registering more than five accountants
- Registration will be completed within working ten day(s)

## Option 1 - Registration of Individual Accountant(s)

Fill out the form of information of Accountant



**Accountants in Business - Accountants**

Registration of Accountant under the Regulation for Registering Accountants in Business

**INFORMATION OF ACCOUNTANT**

Full Name \*  
Full Name

NID Number / PP Number \*  
ID No. / PP No.

Date of Birth \*  
DD/MM/YYYY

Nationality \*  
Select

Work Permit No \*  
Work Permit No

Mobile Phone \*  
Mobile Phone

Email Address \*  
Email Address

Registered Address

House Name/Building Name  
House Name

Level  
Level

Apartment No:  
Apartment No

Street Name  
Street Name

City/Atoll  
City/Atoll

District/Island  
District/Island

Zip/Postal Code  
Zip/Postal Code

All email communication to accountant will be sent to the email entered in this box

Information of Employer will be auto-filled by the portal

Accountants in Business - Accountants

**INFORMATION OF EMPLOYER**

Employer Name:  Registration Number:

Mobile Phone:  Email Address:

**EMPLOYMENT DETAILS**

Job Title \*:  Date of Join \*:

Gross Salary \*:

Reporting Officer Name:

Reporting Officer Title:  Reporting Officer Mobile Phone:

Qualification section is not mandatory. You may opt to fill this section

**ACCOUNTING QUALIFICATIONS**

NAME OF QUALIFICATION	LEVEL OF QUALIFICATION	INSTITUTION	YEAR	
<input type="text" value="adad"/>	<input type="text" value="asdasd"/>	<input type="text" value="asdad"/>	<input type="text" value="asdadas"/>	<input type="button" value="add"/>

**ACCOUNTING TRAININGS / PROGRAMS**

NAME OF TRAINING / PROGRAM	ORGANIZER	YEAR	
<input type="text" value="Name of Training / Program"/>	<input type="text" value="Organizer"/>	<input type="text" value="Year"/>	<input type="button" value="add"/>

Read the declaration and click 'Yes' before clicking 'Submit Application'

**DECLARATION**

By submitting this form:  
We confirm that:  
The entity is registered at the Ministry of Economic Development; and  
The information given in this form is true, accurate and complete to the best of my knowledge and that we will provide any further information the CA Maldives may request; and  
We understand that a false declaration on this form may lead to sanctions being taken against me and/or invalidate any decision related to this application

We agree that:  
We will adhere with the Maldives Chartered Accountants' Act;  
We will adhere to all relevant laws and regulations of the Maldives; and  
We will supply to the CA Maldives all necessary information to enable it to comply with its obligations.

Yes  No Before submitting, you are required to read and agree to the term and conditions above

Accountant has now been registered. An email would be sent by CA Maldives portal to the accountant's email. You may repeat the step to register an additional accountant by the same method or choose option 2 to register multiple accountants.

### Accountants in Business - Accountants

#### Registration of Accountant under the Regulation for Registering Accountants in Business



Thank you for Registering Accountants in Business.

We would like to inform you that we have received your application.  
We would contact you with further details.

Application reference number: F3KL24K3

[go back to CA Maldives website](#)

**Register**  
Individual Accountants

Registration of Accountant by filling form.  
"(Suggested for organizations that are registering less than five accountants)"

**Register**  
Multiple Accountants

Registration of Accountant by uploading excel file.  
"(Suggested for organizations that are registering more than five accountants)"

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## Option 2 – Registration of Multiple Accountants

Download the excel template file from the portal

**CA** INSTITUTE OF  
CHARTERED  
ACCOUNTANTS  
OF THE MALDIVES

### Accountants in Business - Accountants

#### Registration of Accountant under the Regulation for Registering Accountants in Business

##### INFORMATION OF EMPLOYER

Employer Name	Registration Number
<input type="text" value="Test 11"/>	<input type="text" value="Test1-22"/>
Mobile Phone	Email Address
<input type="text" value="7505197"/>	<input type="text" value="info@camaldives.org"/>

##### MULTI ACCOUNTANTS UPLOAD

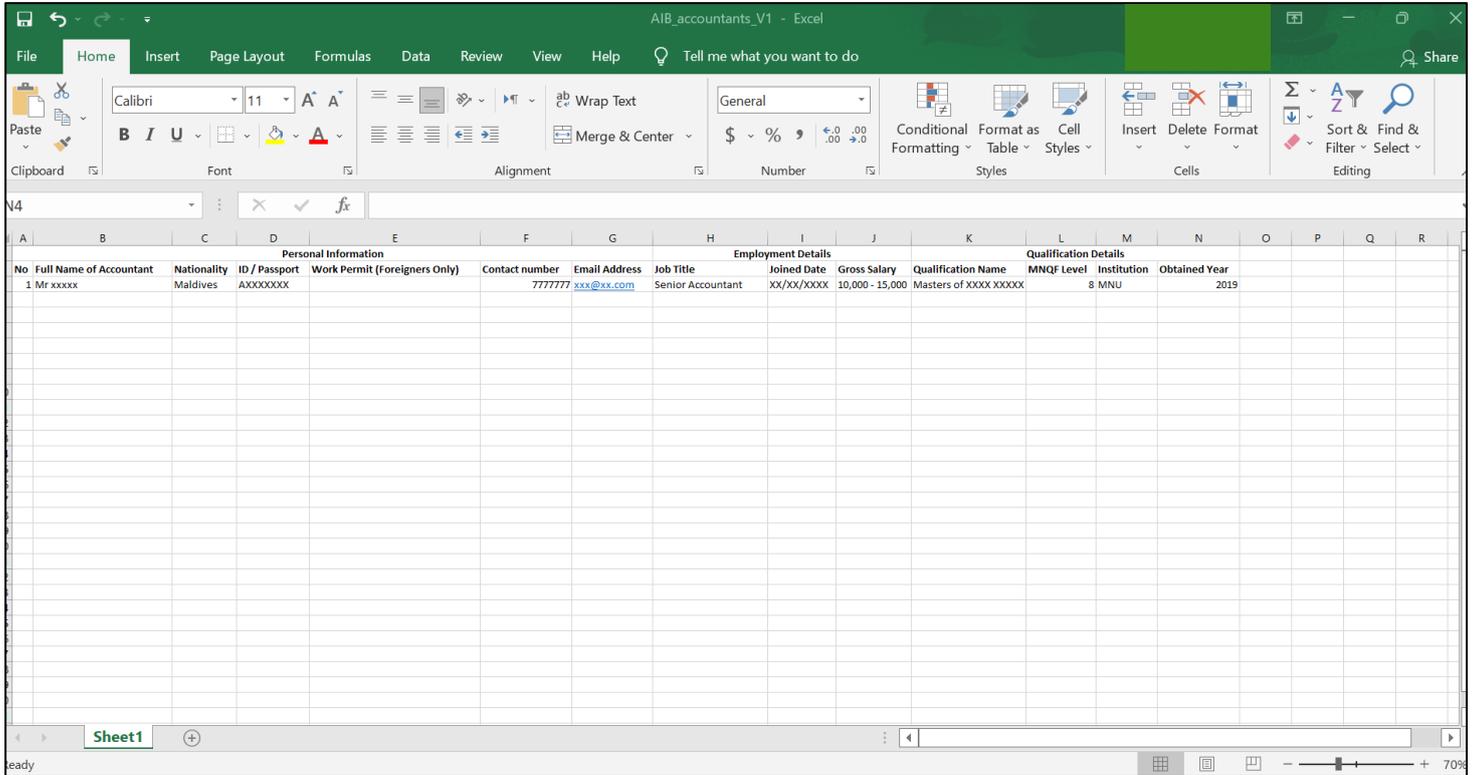
Attache Document Maximun (4MB) file [AIB Accountant Template](#)

No file chosen

[Click here to download the template file](#)

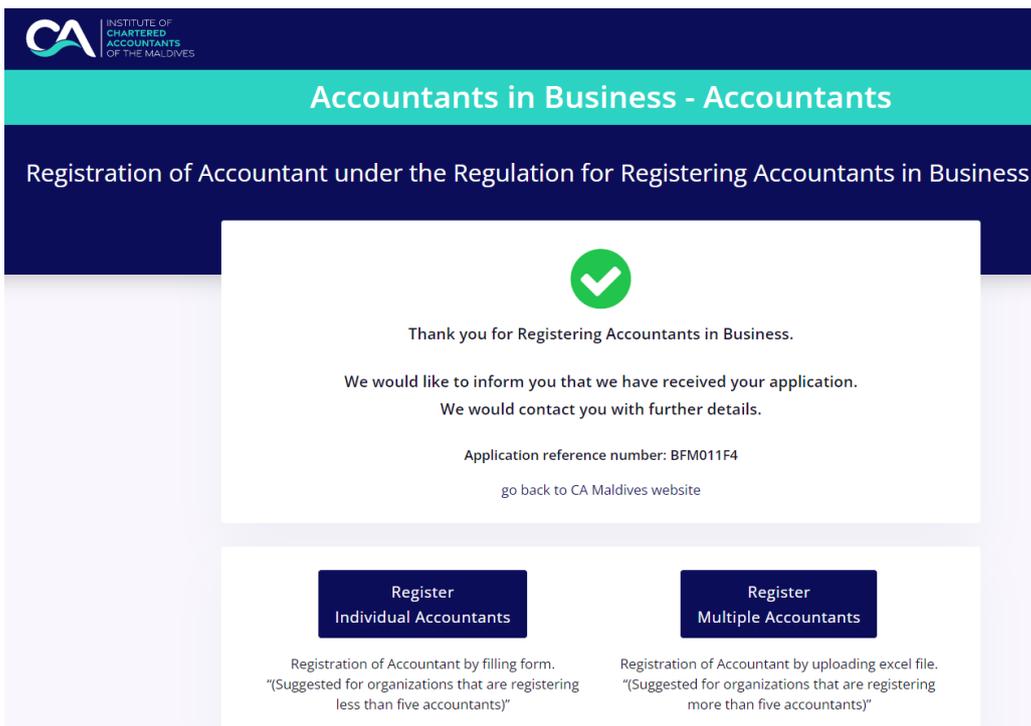
Fill the excel file with information of accountants in your organization.

Personal information, Employment details are mandatory to be filled. Section for Qualification Details are an option to fill out. Ensure to write the correct details for each section



Personal Information				Employment Details				Qualification Details					
No	Full Name of Accountant	Nationality	ID / Passport	Work Permit (Foreigners Only)	Contact number	Email Address	Job Title	Joined Date	Gross Salary	Qualification Name	MNQF Level	Institution	Obtained Year
1	Mr xxxxx	Maldives	Axxxxxxx		7777777	xxx@xx.com	Senior Accountant	xx/xx/xxxx	10,000 - 15,000	Masters of xxxx xxxxxx	8	MNU	2019

Accountants have now been registered. CA Maldives portal will send an email of confirmation of receiving the application. CA Maldives admin team will contact for further details if needed.



**Accountants in Business - Accountants**

Registration of Accountant under the Regulation for Registering Accountants in Business



Thank you for Registering Accountants in Business.

We would like to inform you that we have received your application.  
We would contact you with further details.

Application reference number: BFM011F4

[go back to CA Maldives website](#)

**Register  
Individual Accountants**

Registration of Accountant by filling form.  
"(Suggested for organizations that are registering less than five accountants)"

**Register  
Multiple Accountants**

Registration of Accountant by uploading excel file.  
"(Suggested for organizations that are registering more than five accountants)"