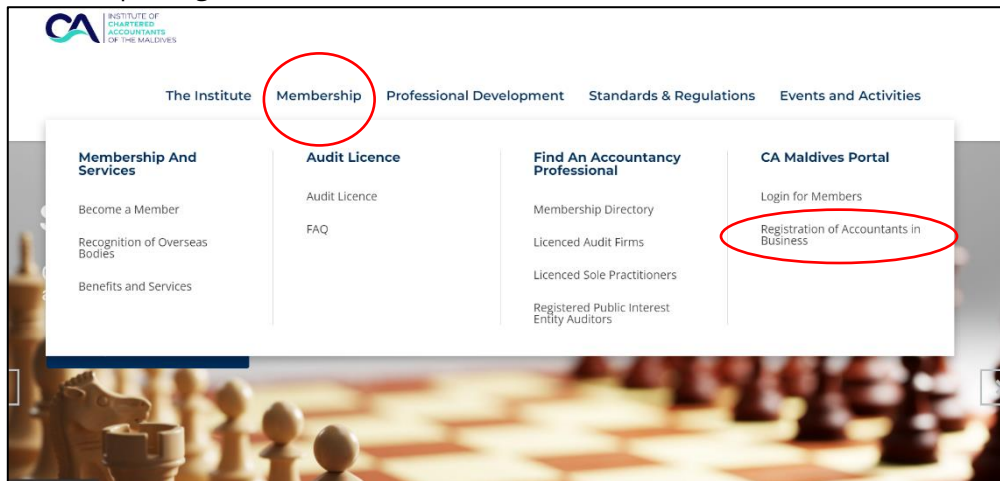


Guidance for Registration of Accountants in Business

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



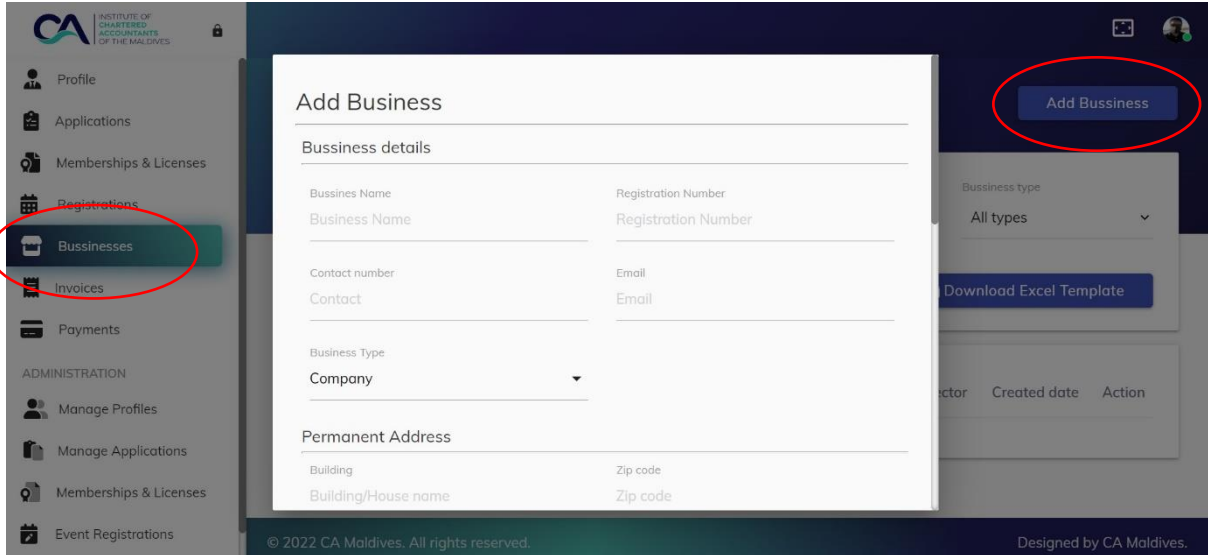
Step 2 – Signup at CA Maldives portal

Signup can be completed using details of the user registering the accountants and business (HR / Finance department)

The screenshot shows the login and signup form on the CA Maldives portal. It includes the CA logo and the text 'INSTITUTE OF CHARTERED ACCOUNTANTS OF THE MALDIVES'. The form has fields for 'Email' and 'Password', a 'Remember Me' checkbox, and a 'Forgot password?' link. A 'Login' button is present. Below the login button, there is a link for 'Not a member? Sign up', which is circled in red. At the bottom, contact information is provided: 'FOR INFORMATION OR ANY CLARIFICATIONS CA Maldives +960 334-8300 / CA hotline +960 722-3793'.

Step 3 – Register the business

Click Accountants in Business (AIB) on the menu and click add business and fill out the details and save.



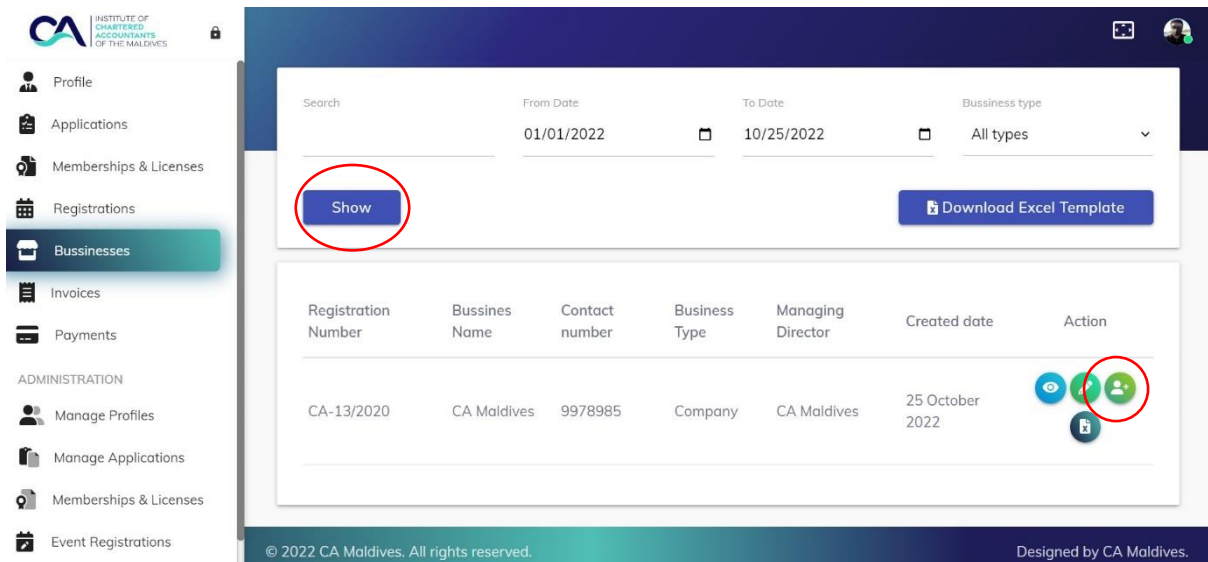
The screenshot shows the 'Add Business' form with the following fields:

- Business details**
 - Business Name (text input)
 - Registration Number (text input)
 - Contact number (text input)
 - Contact (text input)
 - Email (text input)
 - Business Type (dropdown menu, currently set to 'Company')
- Permanent Address**
 - Building (text input)
 - Zip code (text input)
 - Building/House name (text input)
 - Zip code (text input)


The 'Add Business' button is circled in red. The 'Businesses' menu item in the sidebar is also circled in red.

Step 4 (Option A) – Register one employee

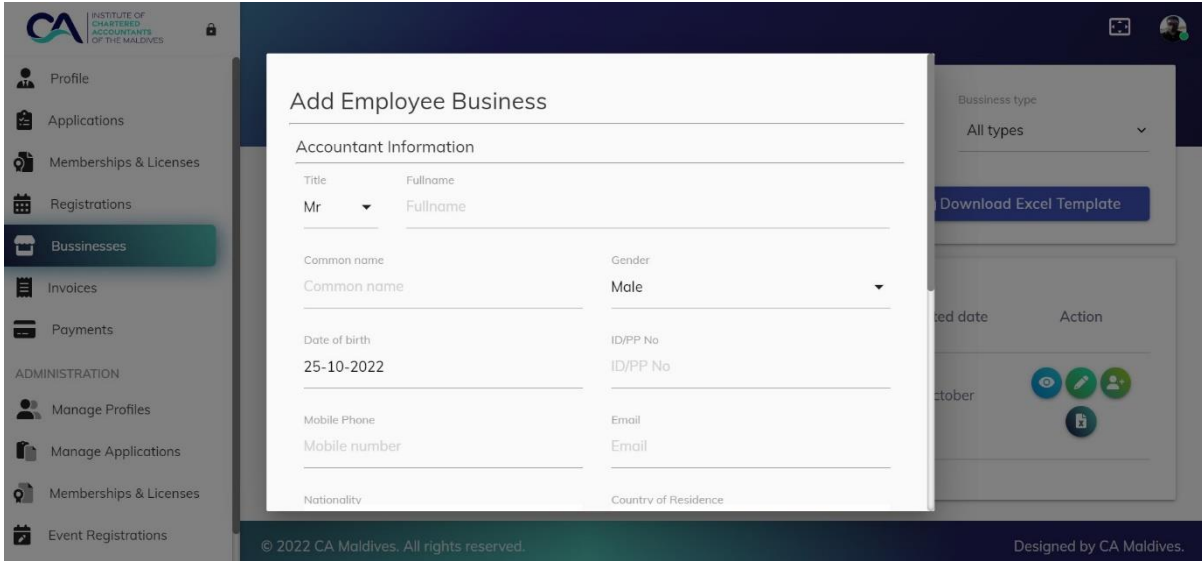
Once the business details have been entered and saved, click show, and click the employee add icon to proceed filling out the details of the employees, one by one.



The screenshot shows the 'Businesses' list with the following columns:

Registration Number	Business Name	Contact number	Business Type	Managing Director	Created date	Action
CA-13/2020	CA Maldives	9978985	Company	CA Maldives	25 October 2022	

The 'Show' button is circled in red. The 'Add Employee' icon in the action column is also circled in red.



Add Employee Business

Accountant Information

Title: Mr, Fullname: Fullname

Common name: Common name, Gender: Male

Date of birth: 25-10-2022, ID/PP No: ID/PP No

Mobile Phone: Mobile number, Email: Email

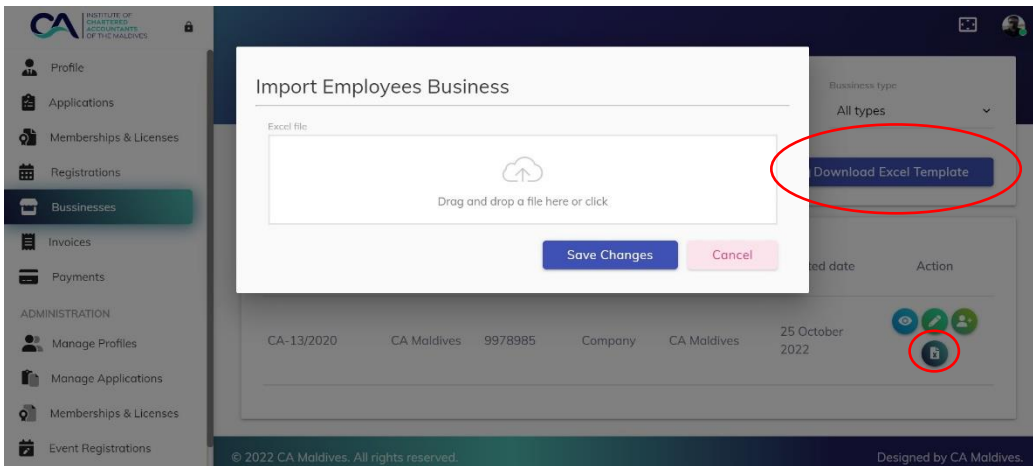
Nationality: Nationality, Country of Residence: Country of Residence

© 2022 CA Maldives. All rights reserved. Designed by CA Maldives.

Step 4 (Option B) – Register one employee

Multiple employees (AIB) can be registered using the excel sheet template at the portal.

Download the excel template and fill the details and upload it by clicking the excel icon. Click save changes once done.



Import Employees Business

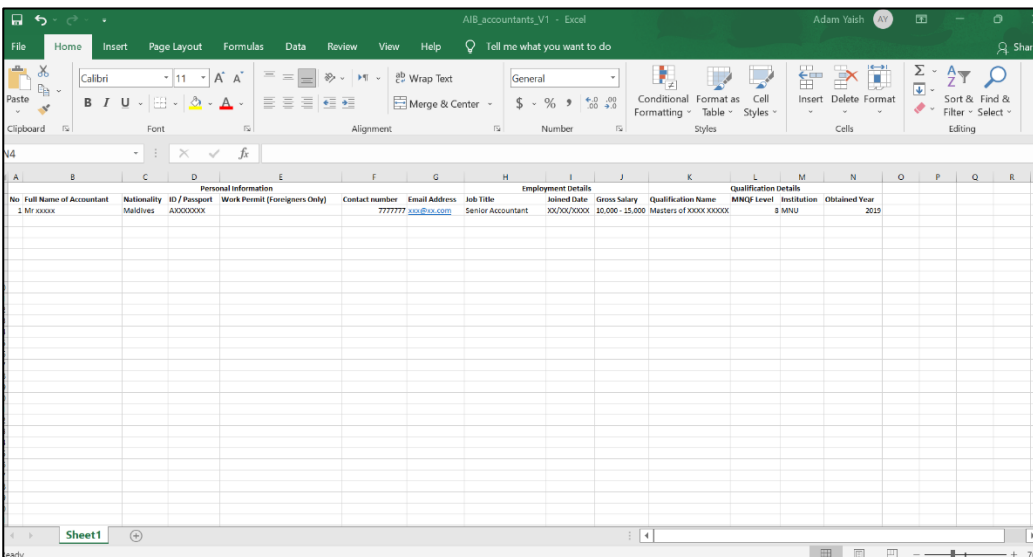
Excel file

Drag and drop a file here or click

Save Changes Cancel

Download Excel Template

© 2022 CA Maldives. All rights reserved. Designed by CA Maldives.



No	Full Name of Accountant	Nationality	ID / Passport	Work Permit (Foreigners Only)	Contact number	Email Address	Job Title	Inset Date	Gross Salary	Qualification Name	MRCG Level	Institution	Obtained Year
1	Mr xxxxx	Maldives	A300000X		7777777	xxxx@xx.com	Senior Accountant	XX/XX/XXXX	10,000 - 15,000	Masters of XXXX XXXXX	8 MNVU		2019