

APTITUDE TESTS EXAM ENROLMENT PROCESS

This document provides a “step-by-step” guidance on how to electronically register for “Aptitude Tests Exams”.

STEP 1

Enter ICPAC’s website www.icpac.org.cy and select “Registrations to Aptitude Tests Exams” banner.



Example Screen E1

STEP 2

After being directed to Screen 2 as shown below, click on the Aptitude Test Exam you wish to register for in order to proceed.



The screenshot shows the ICPAC website. At the top left is the ICPAC logo. Below it is a navigation menu with links: About ICPAC, Information, News, Registries, Regulations, Laws, Forms, Members' Index, and Certificate Validator. The main content area has a dark blue header with the text "Registration Aptitude Test Examinations". Below this header, there are four exam listings, each separated by a horizontal line. Each listing includes a date and the exam name.

Date	Exam Name
09/06/2023	Corporate and Business Law (LW) - CYP
08/06/2023	Strategic Business Reporting (SBR) - INT
06/06/2023	Taxation (TX) - CYP
05/06/2023	Advanced Audit and Assurance (AAA) - INT

Example Screen E2

STEP 3

After being directed to Screen 3 as shown below, ensure you have selected the Aptitude Test Exam you have intended and press “Register” to proceed. Note that **“Taxation (TX) – CYP” was selected for illustration purposes as an example** below and for subsequent steps in current document.



[About ICPAC](#) | [Information](#) | [News](#) | [Registries](#) | [Regulations](#) | [Laws](#) | [Forms](#) | [Members' In](#)
[Certificate Validator](#)

Registration Aptitude Test Exam

Taxation (TX) - CYP

Who should attend:

The Aptitude Test Exam is available to all ICPAC members as well as other interested parties.

Participation Fee:

€200.00

Duration:

3.25 hours

Date:

06/06/2023

Time:

00:00-00:00

[Register](#)

Example Screen E3

STEP 4

You are now being directed to Screen 4 as shown below. Depending on whether you are an ICPAC Member /ICPAC Student or Not, press relevant button option to proceed.

Registration Aptitude Test Exam

Taxation (TX) - CYP REGISTER

ICPAC Member or ICPAC Student

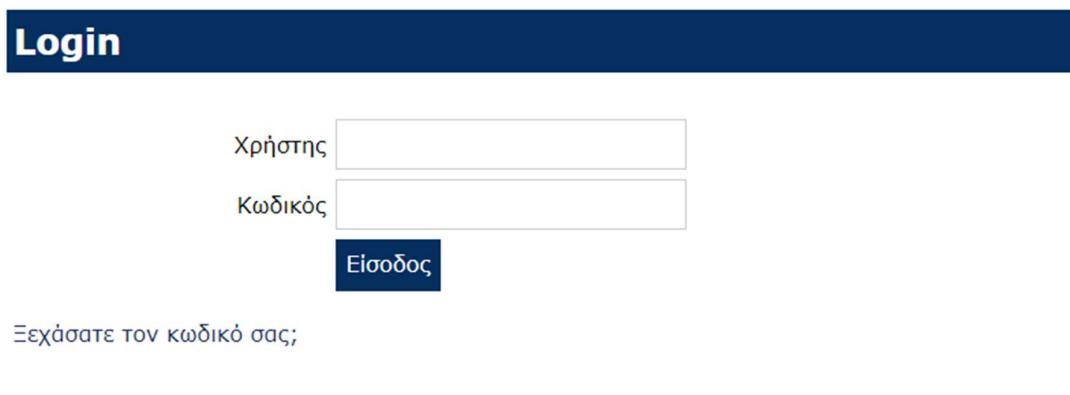
Non-ICPAC Member or Non-ICPAC Student

Example Screen E4

STEP 5

A. ICPAC MEMBER / ICPAC STUDENT

If you have selected “ICPAC Member or ICPAC Student” in Step 4, you will get redirected to Login Members/Students section as shown below. Use your login credentials, Username (ICPAC/Student Reg. No) and Password to proceed (If you forgot your password and wish to receive a new one, click on the link “Forgot your password” as shown in the below Example Screen E5 (if ICPAC Member/Student).



The login form features a dark blue header with the word "Login" in white. Below the header, there are two input fields: the first is labeled "Χρήστης" (Username) and the second is labeled "Κωδικός" (Password). A dark blue button with the text "Είσοδος" (Login) is positioned below the password field. At the bottom of the form, there is a link that reads "Ξεχάσατε τον κωδικό σας;" (Forgot your password?).

Example Screen E5 (if ICPAC Member/Student)

B. NON-ICPAC MEMBER

If you have selected “Non- ICPAC Member or Non- ICPAC Student” in Step 4, move on to Step 6 as explained below.

STEP 6

If you have selected the option “ICPAC Member or ICPAC Student” (Step 4) and have subsequently logged in with your credentials (Step 5) your personal details will appear as automatically completed in below screen.

If you have selected the option “Non-ICPAC Member or Non- ICPAC Student” (Step 4) please fill in your personal details as shown in below screen.

In both cases (ICPAC Member/Student or Non-ICPAC Member/Student), please select applicable option for “Title” and applicable option for “Exam Center you wish to attend”. Then press “Proceed to payment.” *The fields “Name GR” and “Surname GR” are only required in case of Greek names as they are to appear on Certificates to be issued subsequently to successful candidates.*

Taxation (TX) - CYP

PERSONAL DETAILS

Title (Please select)	☒ Mr ☐ Mrs ☐ Miss ☐ Ms
Name *	
Surname *	
ID Number *	
Name GR (if applicable)	
Surname GR (if applicable)	
Tel. *	
Mob. *	
Email *	
Address *	
City *	
Post Code *	
Professional Body *	
Prof. Body Reg. Number *	

EXAM CENTER

Please select the exam center you wish to attend: ☒ Nicosia ☐ Limassol

The total amount to be paid is 200.00

[Proceed to payment](#)

Example Screen E6

STEP 7

You will now be prompted to read and consent to information regarding “Personal Data Processing in the process of Aptitude Tests Exams”. Click on required boxes to indicate consent and then “OK”.

Terms of Use and Privacy Policy of ICPAC

DECLARATION
 By applying to take the Aptitude Test(s), I acknowledge and confirm that I am aware that ICPAC shall process my personal data, as those are defined in the General Data Protection Regulation (GDPR) and other applicable legislation. I also acknowledge ICPAC's Privacy Policy and confirm that I have read and understand its provisions in relation to this processing. I understand that such personal data may include my name and surname, date of birth, telephone and email information, my personal and / or professional address, my employer, payment information (such as a credit card), etc., as well as the results of my exams. I have been informed that ICPAC shall use my personal data to a to evaluate my eligibility to take the examinations, organise and administer the examinations, as well as to inform me and other authorised 3rd parties where applicable (for example the Association of Chartered Certified Accountants (ACCA)) of those results. I understand that the specific processing is required by legislative and regulatory obligations of ICPAC and / or public or other bodies it represents.

☐ I agree

CONSENT
 I have also been informed that based on ICPAC's legal and regulatory obligations, ICPAC shall also process special categories of data as defined in the GDPR, such as a copy of my identity card or passport, my nationality and a police-certified Criminal Record. I am aware that I may choose not to provide my consent for this processing, and have been informed that in case I so choose my application may not be able to be processed. I am also aware that I may withdraw my consent, without affecting the legality of the processing that may have occurred prior to such withdrawal. Based on these considerations, I provide my explicit consent for this specific processing.

☐ I agree

QUERIES & COMPLAINTS
 ICPAC is committed to acknowledge, consider and respond to all queries and

OK
Άκυρο

Example Screen E7

STEP 8

You will then be redirected to JCC Payment Portal to proceed with your payment, following completion of your card details.



If the transaction is approved, a purchase for **200.00 EUR** will appear in your bank statement under the name **WWW.ICPAC.ORG.CY**

VISA



maestro

Card Number : 0

Expiry Date (Month / Year) :

CVV2/CSC : ?

SUBMIT

[Cancel and return to Merchant's website](#)



ID Check



PAYMENT
SYSTEMS

Example Screen E8

STEP 9

After completing the payment process, you will receive an automatically generated payment confirmation email indicating the details below.

It is noted that your formal Examination Docket will be forwarded to you via email approximately 2 weeks prior to the actual exam date.

The registration process has been completed successfully

Thank you for your registration to the Aptitude Test Exam.

You will receive an automatically generated email confirming your registration to the email address provided.

Reference number: 5000051. A purchase with the description "www.icpac.org.cy" will appear to your bank statement.

Example Screen E9

**For any queries, please contact us at
aptitude.exams@icpac.org.cy**