

***NON OFFICIAL TRANSLATION***

*“Ratified by”*  
The President of the Republic of Armenia  
Robert Kocharyan  
30 August 2003

**GOVERNMENT OF THE REPUBLIC OF ARMENIA**

**DECISION**

No. 1048-N of 8 August 2003

**ON APPROVING THE PROCEDURE FOR QUALIFICATION OF ACCOUNTANTS IN THE  
REPUBLIC OF ARMENIA**

In accordance with Article 12(5) of the Law of the Republic of Armenia on Accounting, the Government of the Republic of Armenia decides to:

1. Approve the procedure for qualification of accountants, in accordance with the Annex.
2. Define that qualification certificates of accountants issued prior to the entry into force of this Decision shall remain in force until the date of expiry mentioned therein.
3. To the Minister of Finance and Economy of Armenia: approve, within three months after the entry into force of this Decision, the list of regulatory legal acts and/or the list of bibliography which the participants of examination may use in the course of examinations for qualification of accountants conducted in accordance with the procedure approved by this Decision.
4. The procedure approved by this Decision shall not extend to banks and credit organisations.
5. This Decision shall enter into force on the 15th day following the day of its official publication.

**Prime Minister of the Republic of Armenia**

**A. Margaryan**

27 August 2003

Yerevan

**Annex**  
**to the decision of the Government of the Republic**  
**of Armenia No. 1048-N of 8 August 2008**

**PROCEDURE**  
**FOR QUALIFICATION OF ACCOUNTANTS IN THE REPUBLIC OF ARMENIA**

1. This Procedure shall regulate the qualification process of accountants for the purpose of granting a right to sign financial statements of commercial undertakings subject to mandatory disclosure in cases prescribed by laws.

*(point 1 edited by No. 1695-N of 25 November 2004)*

2. Qualification of accountants shall be carried out based on the results of qualification examinations of persons having filed an application for obtaining a qualification of accountant (hereinafter referred to as “applicant”).

3. For the purpose of conducting qualification examinations of applicants (hereinafter referred to as “the examination”), a commission for qualification of accountants (hereinafter referred to as “the Commission”) shall be established by the Minister of Finance and Economy of the Republic of Armenia.

In order to perform activities related to the discharge of its duties, the Commission shall cooperate with the structural subdivision of the staff of the Ministry of Finance and Economy of the Republic of Armenia in charge of that duty (hereinafter referred to as “the relevant subdivision”).

4. Nationals of the Republic of Armenia, foreign nationals and stateless persons may participate in the examination, provided that they:

(a) are graduate economists, or

(b) have completed a higher education and have at least 18 months of professional experience, or

(c) have a secondary (complete) education or post secondary education (technical school, college, etc.) and three years of professional experience, or

(d) hold, at the date of filing the application, a position of chief accountant at an undertaking which is required to disclose its financial statements.

For the purpose of application of this Procedure, professional work shall be deemed to be accounting, finance, tax, audit related activities and economic activities, as well as occupations of methodologist, expert, supervisor, advisor, academic worker, instructor or specialist in the mentioned spheres.

5. For taking the examination, the applicant shall submit:

(a) application in the form approved by the Minister of Finance and Economy of the Republic of Armenia;

(b) a copy of diploma or certificate of education;

(c) an excerpt from the employment history or a copy thereof and/or a copy of the civil law contract and a statement verifying the performance of the contract;

(d) two photos, sized 3cm x 4cm;

(e) original copy of the document certifying the payment of the state fee (hereinafter referred to as “the fee payment receipt”).

6. Applications shall be processed by the relevant subdivision not later than within 15 calendar days after the submission of necessary documents. In case of failure to meet the requirements of this Procedure, the applicant shall be so informed in writing within the same period. Failure to submit the fee payment receipt at the time of filing the documents shall not serve as a ground for rejecting the application, provided that the applicant submits the fee payment receipt before the commencement of the examination.

7. Examinations shall be held on regular basis and in intervals determined by the decision of the Chairperson of the Commission or a member thereof authorised by the Chairperson (hereinafter referred to as “the Chairperson of the Commission”), which shall at least be once in two months, provided at least one application is filed. Applicants and members of the Commission shall be notified of the date, time and place of the examination at least seven days prior to the examination through a written notice given by the Chairperson of the Commission.

8. The applicant shall be allowed to sit the examination upon producing an identification document. An applicant who fails to produce an identification document or the fee payment receipt, as well as to show up at the examination shall be considered as not having attended it and shall not sit the examination of the given day.

9. The examination shall be in writing, in Armenian. Examination papers shall consist of two parts: tests (Section I) and problems (Section II).

Section I of examination papers shall include 35 questions (tests) relating to the Law of the Republic of Armenia on Accounting and to accounting standards, 10 questions relating to chart of accounts, 20 questions relating to taxes and other mandatory payments, and 10 questions relating to economic law and

audit; whereas Section II shall include two problems related to tax and other mandatory payments, two problems related to financial analysis, and two problems related to accounting (a total of 6 problems).

The list of questions (tests) included in the examination paper (questionnaire), as well as the syllabus, based on which problems to be included in the questionnaire will be drawn up, shall be approved by the order of the Minister of Finance and Economy of the Republic of Armenia and published in the bulletin of state agency regulatory acts.

10. Examination papers shall be compiled on the day of examination, using computer software, on the basis of random choice, at the presence of at least three members of the Commission, and in seven versions. For this purpose, members of the Commission shall be invited one hour before the examination, and three of them shall be selected through draw to participate in the preparation of examination papers. Out of the seven prepared versions, three shall be randomly selected, copied and distributed to the participants of examination.

11. The examination shall be open to the public.

12. Before the commencement of examination, the Chairperson or the Secretary of the Commission shall introduce the examination procedure to the participants and the consequences of the breach thereof. The examination shall be deemed to commence upon distribution of examination papers to all participants.

13. The duration of examination shall be four hours, upon expiry of which participants must submit the examination papers and the answer papers to the Chairperson of the Commission. Answers to the questions and solutions of problems shall be written on encoded papers (covered by opaque film) provided by the Commission. The codes shall be revealed only upon summarising the examination results.

14. After the entry into force of this Procedure:

(a) during examinations held within a three months period thereafter, the participant shall be prohibited to communicate with other participants, use computers, means of telecommunication, legal acts and other documents, professional literature and cribs sheets;

(b) during examinations held starting from the fourth month thereafter, the participant shall be allowed to use, regulatory legal acts and/or literature included in the list approved by the Minister of Finance and Economy of the Republic of Armenia, but shall be prohibited to communicate with other participants, use computers, means of telecommunication and crib sheets.

In case of breach of any of the requirements of sub-points (a) and (b) of this point and upon the decision of at least 50 percent of the members of the Commission, the participant shall be requested to leave the examination room (minutes thereof shall be drawn up, a copy of which may be given to the participant upon his/her request).

The participant may, in the course of the examination, leave the examination room upon the permission of the Chairperson of the Commission; moreover, in case the participant leaves the examination room, on the condition he/she returns and continues taking the examination, he/she shall be escorted by one of the Commission members for the purpose of preventing any violation of the requirements of this point.

15. The highest score of examination results shall be 170 points. A correct answer to each question (test) shall score two points, except for the ten questions on chart of accounts, where each correct answer shall score one point; whereas correct solution of each problem shall score five points.

Wrong answers in the tests section shall be deemed the marking of an incorrect answer, marking more than one answer, changing (correcting) the marked answer, as well as not marking any answer.

***(Point 15 supplemented by No. 1695-N of 25 November 2004)***

16. Based on the results of examination, a participant shall be considered as qualified where he/she:

(a) has scored at least 85 points (pass mark) as a result of taking the examination under conditions specified by point 14(a) of this Procedure, which shall include at least 16 points scored in questions on taxes and mandatory payments, at least 8 points in questions on economic law and audit, and at least 12 points in problem solving;

(b) has scored at least 136 points (pass mark) in taking the examination under conditions specified by point 14(b) of this Procedure, which shall include at least 28 points scored in questions on taxes and mandatory payments, at least 14 points in questions on economic law and audit, and at least 15 points in problem solving.

17. The Commission shall, within two business days following the examination and based on the total score of the participant, adopt a decision on considering or not considering the participant as qualified, taking into account the requirements of point 16 of this Procedure. The participants shall be considered as qualified on the day following the day of adoption of the decision by the Commission.

18. Participants qualified based on the decision of the Commission shall be issued a certificate of a qualified accountant (hereinafter referred to as “the certificate”), the form of which shall be approved by the Minister of Finance and Economy of the Republic of Armenia.

The Certificate shall be issued by the Secretary of the Commission within ten days after the day of adoption of the decision on qualification.

19. The certificate shall be issued for a term of five years.

20. In case the applicant submits inaccurate information to the Commission, he/she shall not be permitted to participate in the examination; meanwhile, where such facts are revealed by members of the Commission or staff of the relevant subdivision following the granting of the certificate, the latter shall be

obliged to inform the Commission thereon in writing, which may, within a period of ten days, decide on repealing the certificate where the facts would have resulted in prohibiting the applicant to sit the examination in case these facts were known to the Commission at the time of filing the application.

21. An applicant not qualified in the result of examination, or having failed to attend when called to sit the examination, may re-sit the examination in accordance with the conditions defined by this Procedure.

22. The participant may appeal the results of examination before the Commission within 15 days after the announcement (publication) of the results of examination, as well as before the Minister of Finance and Economy of the Republic of Armenia - within 30 days, or through judicial procedure.

23. In case of loss (losing, destruction, etc.) of certificate, a qualified accountant may make an announcement thereon through mass media and apply to the Commission for receiving a copy of the lost certificate. Where a certificate becomes unfit for use, the qualified accountant shall, for receiving a copy thereof, submit together with the application the certificate rendered unfit for use to the Commission. In place of the certificate lost or rendered unfit for use, the qualified accountant shall be issued a new certificate, marked "Copy", within five days after submission of documents specified in this point, as well as of the receipt verifying the payment of the amount of state fee prescribed by law.

*(Point 23 edited by No. 1695-N of 25 November 2004)*

24. The relevant subdivision shall keep a register of applications and issued certificates, making an entry containing the first name, last name, place of residence and serial number and number of the applicant's passport, registration number of application, a note on the fact of receiving or not receiving qualification, the date and number of the relevant Commission decision, as well as the date and number of issuing the qualification certificate.

**Minister - Chief of Staff**

**of the Government of the Republic of Armenia**

**M. Topuzyan**