

REPUBLIC OF CAMEROON  
Peace – Work – Fatherland

MINISTRY OF BASIC EDUCATION

GENERAL SECRETARIAT

DEPARTMENT OF EXAMS, COMPETITIVE  
EXAMINATIONS AND CERTIFICATION

SUB DEPARTMENT OF ORGANISATION OF EXAMS  
AND COMPETITIVE EXAMINATIONS

REPUBLIQUE DU CAMEROUN  
Paix –travail – Patrie

MINISTERE DE L'EDUCATION DE BASE

SECRATARIAT GENERAL

DIRECTION DES EXAMENS, DES CONCOURS  
ET DE LA CERTIFICATION

SOUS-DIRECTION DE L'ORGANISATION DES  
EXAMENS ET CONCOURS

**CIRCULAR N° 002/A/426 / MINEDUB/SG/DECC/SDOEXC OF 21 JAN 2020**  
**Fixing the Modalities for collection, conservation and management of Registration fees for the 2020 Session of Official Examinations**

**THE MINISTER OF BASIC EDUCATION**

**To**

- The Regional Delegates
- The Divisional Delegates
- The Sub Divisional Inspectors
- The Head Teachers of Complete Cycle Primary Schools

I have the honour to request you to scrupulously observe the following instructions in relation to the collection, conservation and management of Registration fees of candidates for the 2020 Session of official Examinations.

**I. Reminder of the registration fees for official Examinations organized by MINEDUB**

In application to the dispositions of order N° 8111/B1/1446/MINEDUB/MINESEC of 16<sup>th</sup> July 2019 to lay down the calendar of the 2019/2020 school year in the Republic of Cameroon in its article 34 sub 2 which stipulates among others that « the registration fees (of Exams) ... shall be those in force as at the 2019 session... ».

S/N	Official Examinations	Examination Registration fees	Fiscal stamp fees	Communal stamp fees	General Total
1	First School Leaving Certificate (FSLC)	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA
2	Certificat d'Etudes Primaires (CEP)	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA
3	Common Entrance Examination into Secondary General and Technical Education.	2500 FCFA	2000 FCFA	500 FCFA	5 000 FCFA



## II. Collection of Funds

The collection of registration fees of candidates for official Examinations organised by the Ministry of Basic Education shall be done at the level of the schools within the period running from Monday 2<sup>nd</sup> September 2019 to Friday 14<sup>th</sup> February 2020 at 15H 30 p.m. prompt.

This collection is ensured by Head Teachers of complete cycle primary schools and Head Teachers who are Chiefs of sub-centres. They are required to deposit the sums collected to the Sub-Divisional Inspector against a signed receipt.

The Sub Divisional Inspector of Basic Education progressively deposits the sum collected to the Divisional Delegate of Basic Education against a signed receipt.

The Divisional Delegates on their part progressively deposit the total sums collected into the public Treasury account "EXAMENS -MINEDUB". They transmit to the Regional Delegates two photocopies of the deposit receipt, as well as two copies of the deposit report sheet indicating for each official examination, the number of candidates, the rate and the total amount deposited.

## III. Preservation of funds collected

All the registration fees collected for official examinations are deposited in a unique account entitled "EXAMENS-MINEDUB – (Name of Region)" at the Public Treasury. The Regional Delegate renders an account to the Director of the Department of Exams, Competitive Examinations and Certification, as information to hierarchy. The balance of this account shall be reported after each deposit.

## IV. Management of funds collected

At the end of the reflection which is currently taking place in the Ministry of Basic Education with regards to the financing and management of official Examinations organized by this ministerial department, a correspondence from the Minister of Basic Education addressed to the various Heads of devolved services shall stipulate the modalities for the management of funds collected from candidates registrations fees for official examinations for the current 2020 session.

However, in the meantime, the funds collected shall be deposited or transferred according to the following proportions:

- One-third (1/3) of the total sum collected at the level of the region are personally deposited by the Regional Delegate to the Treasury account titled "EXAMENS-MINEDUB" code TGY 18 lodged at the MINEDUB-MINESEC special Treasury in Yaoundé, except that for Common Entrance Examination which remains in the account of the Regional Delegation.
- On a special basis, the Regional Delegates for the Centre, Littoral and the West regions transfer the total of their one-third (1/3) – DECC for First School Leaving Certificate (FSLC) and Common Entrance Examinations funds of their regions to the Regional Delegate for Basic Education for the North West for the printing of the FSLC and Common Entrance Examinations papers. A supplementary request may be made from these regions if need be, in order to pay the total cost of printing of the FSLC and Common Entrance Examinations papers in the North West. Copies of justification documents for the transfer of fund shall be deposited at the Department of Exams, Competitive Examinations and Certification alongside the receipt for the deposition of registration fees in the unique account entitled "EXAMENS-MINEDUB – (Name of Region)" and that for the payment of the one-third (1/3) DECC mentioned above.
- 20% of the remaining two-third (2/3) of the amount shall be used for the organization of official Examinations at the level of the Region, and

- 80% of the two-third (2/3) of the remaining amount shall be used for the organization of official Examinations at the level of the Divisional Delegations and Sub Divisional Inspectorates of Basic Education, except those of Common Entrance and FSLC Examinations which are deposited into the Regional Delegation Examination accounts.

**NB:** No registration/application file shall be accepted in the Ministry of Basic Education if it is not accompanied by a tangible evidence that the “one-third MINEDUB”, 20% of the two-third (2/3) –RDEB and 80% of the two-third (2/3)-DDBE have been deposited into the accounts of the state Treasury as cited above.

The Ministry of Basic Education may at any moment order control missions of these accounts

I invite you to strictly respect the dispositions of this circular.

#### **AMPLIFICATIONS:**

- MINETAT/SG/PR (ATCR)
- SG/PM
- MINSEP
- All DEPT/MINEDUB
- SENAT
- REPRESNT. PRIVATE EDUCATION
- RDBE/SDEXC
- DDBE
- SDIBE
- SCHOOLS
- CHRONO
- ARCHIVES

**THE MINISTER OF BASIC EDUCATION**

  


**Pr. Laurent Serge ETOUNDI NGOA**