



**INSTRUCTIONS FOR CHANGE IN NAME/FATHER'S NAME & ISSUANCE OF  
REVISED CERTIFICATE / GRADE SHEET / PASSING LETTER / PPT PASSING  
LETTER / EXEMPTION LETTER**

1. The form 'CIN' is required to be filled by candidates who are registered students and wish to change their name/father's name, including change in spellings, in ICAP's record.
2. Candidates must submit under-mentioned documents:
  - a. Copies of all academic documents as revised and revised CNIC, duly attested by a competent officer of ICAP.
  - b. Attested copy of gazette notification issued by the provincial government office.
  - c. Affidavit duly attested by the Oath Commissioner and clipping of newspaper advertisement, regarding change of name. (Format of affidavit is on Page 3).
  - d. All educational documents (PPT Passing/Exemption Letter, Grade Sheets, Passing Letters and Certificates) issued by ICAP, **in original**.
3. If the student authorizes any other person to apply or receive the document(s) he should submit an authority letter addressed to Director Examinations giving CNIC No. Name & relation of the authorized person. If the applicant gives no instructions, the documents will be dispatched through post at the communication address mentioned on the form.
4. Prescribed fee shall be deposited in any of the nominated branches of MCB Limited. Blue copy of Bank Credit Voucher (BCV) or a Demand Draft/Pay Order in favour of the Institute of Chartered Accountants of Pakistan shall be enclosed with the application.
5. Fee for issuing revised grade sheet and passing/exemption letters is Rs. 200/- per document and fee for issuing revised certificate is Rs. 1500/- per certificate.

**AFFIDAVIT FOR REVISED NAME/FATHER'S NAME ON ICAP EXEMPTION/PASSING LETTER,  
GRADE SHEET OR CERTIFICATE**

*(Fifty Rupees Stamp Paper)*

To,  
**Director Examinations,**  
The Institute of Chartered Accountants of Pakistan,  
Chartered Accountants Avenue, Clifton,  
Karachi.

I, \_\_\_\_\_ s/o OR d/o \_\_\_\_\_ make oath and say as follows:

1. I passed the Foundation Examination held by the Institute of Chartered Accountants of Pakistan in the month of \_\_\_\_\_ year \_\_\_\_ and a Certificate Reg. Serial No. \_\_\_\_\_ to that effect was awarded to me.
2. I passed the Intermediate Examination held by the Institute of Chartered Accountants of Pakistan in the month of \_\_\_\_\_ year \_\_\_\_ and a Certificate Reg. Serial No. \_\_\_\_\_ to that effect was awarded to me.
3. I passed the Professional Examination held by the Institute of Chartered Accountants of Pakistan in the month of \_\_\_\_\_ year \_\_\_\_ and a Certificate Reg. Serial No. \_\_\_\_\_ to that effect was awarded to me.
4. I have been granted exemption from \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ by the Institute of Chartered Accountants of Pakistan.
5. I passed the Pre-entry Proficiency test held by the Institute of Chartered Accountants of Pakistan in the month of \_\_\_\_\_ year\_\_\_\_, under Roll No.\_\_\_\_\_. A passing letter to that effect was awarded to me.
6. I hereby declare that I spell my name as “ ” s/o OR d/o “ ” and wish to have all my educational certificates with this spelling.
7. I am the legal person entitled to receive the corrected copies of the said Exemption/Passing Letters, Grade Sheets and Certificates personally.

**WITNESSES**

**DEPONENT**

1) Name: \_\_\_\_\_  
C.N.I.C. No. \_\_\_\_\_  
Signature: \_\_\_\_\_

(Name of Candidate)

2) Name: \_\_\_\_\_  
C.N.I.C. No. \_\_\_\_\_  
Signature: \_\_\_\_\_

(Signature of Candidate)

**Note:**

*Paragraphs and words, which are not applicable, should be deleted and should not form part of the actual affidavit.*