

INSTRUCTIONS FOR DUPLICATE CERTIFICATE, GRADE SHEET & PASSING/EXEMPTION LETTER

For PPT Passing Letter, Exemption Letter (other than PPT) and Certificates:

1. The following documents should be submitted alongwith the application form:
 - Affidavit duly attested by an Oath Commissioner. (*Format of affidavit is on page 3*)
 - Original press clipping of an advertisement in major English as well as Urdu Newspaper giving particulars of the document(s) lost.
 - Paid Blue copy of Bank Credit Voucher (BCV) or a Demand Draft/Pay Order in favour of the Institute of Chartered Accountants of Pakistan.
2. 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.
3. Fee for issuing duplicate grade sheet and passing/exemption letters is Rs. 200/- per document and fee for issuing revised certificate is Rs. 2000/- per certificate.

For Passing Letter, PPT Exemption Letter and Grade Sheet:

1. Application form should be submitted alongwith paid blue copy of Bank Credit Voucher (BCV) of Rs. 200/- or a Demand Draft/Pay Order in favour of the Institute of Chartered Accountants of Pakistan.

FORMAT OF AFFIDAVIT FOR DUPLICATE CERTIFICATE, EXEMPTION LETTER (other than PPT) & PPT PASSING LETTER

(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 _____ take oath and submit the following:

1. I passed the _____ 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 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.
3. I was awarded exemption from _____ Examinations by the Institute of Chartered Accountants of Pakistan vide letter no. _____, dated _____.
4. I have made a careful search for the above document(s) which was/were in my possession but I have not been able to find the same, and I verily believe that the same has/have been lost or mislaid.
5. I am legally entitled to receive the '**DUPLICATE**' copy of the said document(s).
6. I hereby undertake to surrender to the Institute, the lost document(s) as and when the same are found.

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.

FORMAT FOR ANNOUNCEMENT IN NEWSPAPER FOR DUPLICATE CERTIFICATE

Original Chartered Accountancy C.A Foundation*/Intermediate*/ Final* Examinations Certificate under the name of _____ **S/o** _____, **Roll No.** _____ has been lost. Any person who finds the above may kindly return it to Mr. _____ Address: _____
Contact No. _____

* Only relevant Examination should be mentioned

Note: The spelling of Name and Father's name should be as per ICAP's certificate.