

INSTRUCTIONS

1. **Photocopies** of the following documents and **three photographs** duly attested by a **competent officer of the Institute, Gazetted Officer** or **any member of ICAP** with his / her signature & official stamp. **The ICAP member should also indicate his/her registration number** and date should accompany the application:

i. Educational document on the basis of which candidate is appearing i.e. Marks Sheet / Certificate of Intermediate or Graduation. If the candidate is appearing on result-awaiting basis, he / she shall submit First Year's Marks Sheet and Second Year's Admit Card / Roll no. Slip; A-Level candidates will submit Statement of Entry.

Note: Candidates who pass PPT on result-awaiting basis, their registration with the Institute of Chartered Accountants of Pakistan will be subject to submission of final Marks Sheet of Intermediate / Graduation with minimum 45% marks on overall basis & for A-Level minimum of two passes.

ii. If the document as submitted above does not contain the scanned photograph of the student, he/she will be required to submit copy of any one of the following documents to prove his/her identity:

a. NIC, Domicile, Passport or Driving License.

b. Any Degree, Certificate, Marks Sheet, Statement of Entry or Admit Card / Roll No. Slip containing a photograph of the student, issued by a recognized University or Board of Education.

iii. Paid Original Blue Bank Credit Voucher or Demand Draft or Pay Order in the name of Institute of Chartered Accountants of Pakistan of the prescribed fee. (*Attestation is not required*)

iv. Unconditional equivalence certificate from Inter Board Committee of Chairmen (IBCC) or Higher Education Commission of Pakistan (HEC) for those who are applying on the basis of foreign qualification.

2. Completed form alongwith the documents should be forwarded to the Director Examinations, The Institute of Chartered Accountants of Pakistan, Chartered Accountants Avenue, Clifton, Karachi or to the Institute's Offices at Lahore, Islamabad, Faisalabad, Multan or Peshawar.

3. No application shall be accepted after the last date of submission of form.

4. Test centre once declared can only be changed if request is received by Examination Department Twelve (12) days before test date.

5. Admit Card will be dispatched on the communication address mentioned on the PPT Form ten days before the test date.

6. If a student does not receive his / her Admit Card 5 days before the Test, he / she should contact ICAP Karachi immediately or the center supervisor on the test date atleast 30 minutes before the Test.

7. Test fee once paid **will not be refunded / adjusted** provided the application for refund / adjustment of fee is received **till the last date** of submission of PPT form with normal fee.

Educational Qualification:

Examination Passed	Board/University/Institution	Year of Passing	Marks %	Grade / Division
O-Level / S.S.C.				
A-Level / H.S.S.C. or equivalent				
B.A., B.Sc., B.Com. B.B.A. etc.				

DECLARATION

I _____ S/o, D/o _____
do hereby declare that the above information is true to the best of my knowledge and belief and that any misstatement on my part will disqualify / debar me from all ICAP tests / examinations.

Signature of the applicant:

Signature of the applicant:

(For Verification & Scanning)

Note: Candidates are required to sign in BOTH boxes and Signature should not exceed the box.

Date: _____