

INSTRUCTIONS

1. **To be submitted at all times:**
 - i. **Two latest photographs** of the candidate duly attested at the back & mentioning their name & CRN.
 - ii. Blue copy of the paid Bank Credit Voucher/Bank Draft/Pay Order for payment of examination fee and annual examinee registration fee.
2. **To be submitted for the first attempt only or if not submitted earlier:**
 - i. It is **mandatory** for the candidates undergoing training to submit the Original copy of the certificate of service and fitness for appearing **in** CFAP examination as registered trainee student on the prescribed form "O" from the Principal at the time of submitting Examination Application Form.
 - ii. For candidates who have completed training under the C.A. Bye-laws 1983 are required to submit the attested photocopy of the certificate of completion of training as registered trainee student on the prescribed form "S" from the Principal.
 - iii. It is mandatory to submit an **Undertaking** (attached) if you wish to opt for Certified Finance and Accounting Professional (CFAP) and Multi Subject Assessments (MSA).
3. The application duly completed alongwith prescribed fee should be submitted or dispatched under Registered AD cover so as to reach the Director Examinations, The Institute of Chartered Accountants of Pakistan, Chartered Accountants Avenue, Clifton, Karachi or ICAP Regional Offices, before the last date of submission of form.
4. Examination fee once paid **will not be refunded / adjusted** provided the application for refund / adjustment of fee is received **before the last date** of submission of examination application form **with normal fee**.
5. Admit Card will be dispatched on the communication address mentioned on the Examination Application Form eight days before the examination date.
6. If a student does not receive his / her admit card six days before the examination he / she can download it from student login area at ICAP website.
7. The students are advised to read and strictly follow the instructions issued alongwith the admit card and those mentioned on the answer script. **Failure to follow the instructions may lead to disciplinary action under ICAP rules.**
8. **Further instructions to the candidates appearing from Dubai/Riyadh/Jeddah centres have been placed on ICAP website.**

IMPORTANT:

- ⇒ **Application form will be summarily rejected if not filled appropriately / Deficiency in Fee / not signed by the candidate.**
- ⇒ **Admit card will not be issued if arrears of Annual Examinee Registration Fee in respect of all previous years are not paid.**

I have read and understood the above-mentioned instructions.

Signature of Candidate: _____ **Date:** _____

Note: Winter 2017 examination form to be submitted from September 11, 2017 to October 9, 2017 with normal Fee.

Fee Schedule

FOR PAKISTAN

1 Paper----- Rs. 7,400/-
For each additional paper----- Rs. 2,900/-
MSA (One paper only) ----- Rs. 10,500/-
MSA (Two papers) ----- Rs. 15,800/-
Annual Subscription Fee ----- Rs. 1150/-

FOR DUBAI & SAUDI ARABIA

1 Paper ----- AED 1000/- -----SR 1020/-
For each additional paper --- AED 125/- -----SR 130/-
MSA (One paper only) ----- AED 1375/- ----- SR 1400/-
MSA (Two papers) ----- AED 1570/- ----- SR 1600/-
Annual Subscription Fee----- AED 60/- -----SR 60/-

All students whose training commenced before January 1, 2015 and wish to opt for CFAP + MSA examinations are required to submit the following undertaking.

To: The Director Examinations

Subject: Undertaking to opt CFAP & MSA Examinations

Date:

UNDERTAKING

I _____ Son / Daughter of _____ bearing CRN _____ hereby agree

to exercise my option to appear in the examinations of Certified Finance and Accounting Professional (CFAP) and

Multi Subject Assessments (MSA) in accordance with terms and conditions contained in the Education Scheme

2013.

Signature