

**INSTRUCTIONS FOR CHANGE IN NAME/FATHER'S NAME FOR ISSUANCE OF REVISED CERTIFICATE/
GRADE SHEET/PASSING LETTER /PPT PASSING LETTER/EXEMPTION/REGISTRATION 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. Affidavit duly attested by the Oath Commissioner (*Format of affidavit is on Page 3*) and relevant page of newspaper advertisement, regarding change of name (*Format for announcement in newspaper for change/correction in student's name and father's name and list of Newspapers which are acceptable are given on page 4*)
 - c. All educational documents (PPT Passing/Exemption/Registration 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/she 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 Faysal Bank. 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/registration letters is **Rs. 950/-** per document and fee for issuing revised certificate is **Rs. 3,450/-** (per certificate).

**AFFIDAVIT FOR REVISED NAME/FATHER'S NAME ON ICAP PPT EXEMPTION/REGISTRATION LETTER/
SUBJECT(S) EXEMPTION LETTER/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 C.A Foundation/Assessment of Fundamental Competencies (AFC) 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 C.A Intermediate/ Certificate in Accounting and Finance (CAF) 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 C.A Professional/Final 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 registered myself with the Institute of Chartered Accountants of Pakistan vide letter no. _____ dated _____.
5. *I have been granted exemption from _____ vide letter no. _____ dated _____ by the Institute of Chartered Accountants of Pakistan.
6. *I passed 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.
7. I have changed my name from “ ” s/o OR d/o “ ” to “ ” s/o OR d/o “ ”.
8. 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.
9. 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: _____
CNIC No. _____
Signature: _____

(Name of Candidate)

2) Name: _____
CNIC 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
CORRECTED CERTIFICATE/DOCUMENT(S)**

It is to notify that I have corrected*/changed* spelling of my name and father's name from (**student's name**) s/o*, d/o* (**father's name**) to (**student's name**) s/o, d/o (**father's name**). Please read and write my name (**student's name**) S/o, D/o (**father's name**).

CNIC No. _____ Address: _____ Contact No. _____

* Only relevant term should be mentioned

Note: *Submit original full page of the Newspaper in which the notice has been issued.*

LIST OF NEWSPAPERS

The following Newspapers may be used to publish advertisement for change/correction in student's name and father's name.

1. Dawn
2. The News
3. The Nation
4. Business Recorder