



**INSTRUCTIONS FOR ISSUANCE OF DUPLICATE CERTIFICATE AND SUBJECT(S) EXEMPTION LETTER**

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 a major Newspaper giving particulars of the document(s) lost. (*Format for announcement in newspaper for loss of original certificate and list of Newspapers which are acceptable are given on page 4*)
  - 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/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.
3. Fee for issuing duplicate Subject(s) Exemption Letter is **Rs. 420/-** (per document) and fee for issuing revised certificate is **Rs. 3,450/-** (per certificate).

**INSTRUCTIONS FOR ISSUANCE OF DUPLICATE PASSING LETTER/GRADE SHEET AND PPT  
EXEMPTION LETTER/REGISTRATION LETTER**

Application form should be submitted alongwith paid blue copy of Bank Credit Voucher (BCV) of **Rs. 420/-** or a Demand Draft/Pay Order in favour of the Institute of Chartered Accountants of Pakistan.

**FORMAT OF AFFIDAVIT FOR ISSUANCE OF DUPLICATE CERTIFICATE AND SUBJECT(S) EXEMPTION  
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 have been granted exemption from \_\_\_\_\_ vide letter no. \_\_\_\_\_ dated \_\_\_\_\_ by the Institute of Chartered Accountants of Pakistan.
3. 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.
4. I am legally entitled to receive the '**DUPLICATE**' copy of the said document(s).
5. I hereby undertake to surrender to the Institute, the lost document(s) as and when the same are found.

**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  
LOSS OF ORIGINAL CERTIFICATE/SUBJECT(S) EXEMPTION LETTER**

Original Chartered Accountancy C.A Foundation\*/ Assessment of Fundamental Competencies (AFC)\*/Intermediate\*/ Certificate in Accounting and Finance (CAF) \*/ Professional\*/Final\* Examination Certificate/Subject(s) Exemption letter\* issued to \_\_\_\_\_ s/o, d/o\_\_\_\_\_, **Roll No.** \_\_\_\_\_ has been lost. Any person who finds the above may kindly return it to Mr. /Ms. \_\_\_\_\_Address: \_\_\_\_\_Contact No. \_\_\_\_\_

\* Only relevant Examination should be mentioned

**Note:**

1. Spellings of Name of student/member and Father's name should be as per ICAP's certificate.
2. Submit original full page of the Newspaper in which the notice has been issued.
3. Delete whatever is not applicable.

**LIST OF NEWSPAPERS**

The following Newspapers may be used to publish advertisement for loss of certificate.

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