



The Institute of Chartered Accountants of Pakistan

S. No. \_\_\_\_\_  
(For office use)

CRN- \_\_\_\_\_  
(For office use)

1" x 1"  
Recent passport size photograph attested at the back (to be stapled)

(Please carefully read the instructions on page 3 before filling up this form)

1. Please tick (✓) the purpose of filling this form as this form is useful for registration / seeking exemptions from subject(s) and for both the purposes.

(i) Registration as Training on Probation  (ii) Registration as Student only  (iii) Exemption from Subject(s) only  (iv) Registration as Student and Exemption from subject(s)

2. Name: \_\_\_\_\_  
(In capital letters and as per the document on the basis of which you are applying)

3. Father's Name: \_\_\_\_\_  
(In capital letters and as per the document on the basis of which you are applying)

4. Date of Birth: / /  5. CNIC #:  -  -   
Day Month Year 6. Nationality:

Communication Address				Permanent Address			
City:		Phone #:		City:		Phone #:	
Cell #:		-		Cell #:		-	
Email Address:				Email Address:			

8. Examination on the basis of which registration and/or exemption has been requested:

Applying for:	Examination Passed	Board / University / Institution	Passing Year	Roll / Reg. #
Registration				
Exemption(s)				

**IMPORTANT NOTE:** It is mandatory to submit CNIC/Juvenile Card/Form B issued by NADRA and Matric/O-Level Certificate/Marks Sheet (must contain school name). If the base document (document on the basis of which registration and/or exemption has been requested) and Form B do not contain your scanned photograph, it is mandatory to submit atleast one document containing your scanned photograph, which may include CNIC, Passport, Domicile, Driving License, Degree, Certificate, Marks Sheet or Admit Card/Roll No. Slip. Further, the name and father's name mentioned on the photo document must be as per the base document.

FOR OFFICE USE ONLY			
Deficiency (if any): _____ S/C <input type="checkbox"/> F/C <input type="checkbox"/> B/C <input type="checkbox"/> S/B <input type="checkbox"/> F/B <input type="checkbox"/> B/B <input type="checkbox"/>			
Registration and/or Exemption Fee: Rs. _____.			
<b>Documents examined and applicant found eligible for REGISTRATION / EXEMPTION from subject(s) / Both as mentioned below:</b>			
Form received by (Name, Sign & Date)	Entered	Verified	Manager Examinations
Director Examinations		Director Education & Training	

9. If you are already registered with ICAP, mention your CRN here. CRN-\_\_\_\_\_.

10. RAET / RASS where Admitted: \_\_\_\_\_ or 10. Training Organization: \_\_\_\_\_  
 (If applicable) \_\_\_\_\_ 10.a. Date of Commencement: \_\_\_\_\_

11. How did you know about CA profession?  
 Parents/Teachers/Friends  Newspaper  Internet  Counseling Session  Education Expo  
 Any Other \_\_\_\_\_

12. Qualification:

Examinations Passed	Name of Institution (School/College/University)	Science/ Commerce/ Arts/ Others	Board / University	Passing Year	Division / Grade	Total Marks	Marks Obtained
SSC/O-Level							
HSSC/A-Level/ Equivalent							
Graduation/ Equivalent							
Masters/Equivalent							
Others							

13. **Exemption Requested From:**

<b>AFC-1</b> Functional English	<input type="checkbox"/>	<b>CAF-4</b> Business Management & Beh. Studies	<input type="checkbox"/>
<b>AFC-2</b> Business Communication	<input type="checkbox"/>	<b>CAF-5</b> Financial Accounting & Reporting - I	<input type="checkbox"/>
<b>AFC-3</b> Quantitative Methods	<input type="checkbox"/>	<b>CAF-6</b> Principles of Taxation	<input type="checkbox"/>
<b>AFC-4</b> Intro. to Information Technology	<input type="checkbox"/>	<b>CAF-7</b> Financial Accounting & Reporting - II	<input type="checkbox"/>
<b>CAF-1</b> Introduction to Accounting	<input type="checkbox"/>	<b>CAF-8</b> Cost and Management Accounting	<input type="checkbox"/>
<b>CAF-2</b> Introduction to Economics & Finance	<input type="checkbox"/>	<b>CAF-9</b> Audit and Assurance	<input type="checkbox"/>
<b>CAF-3</b> Business Law	<input type="checkbox"/>	<b>PCSC-1</b> Presentation & Comm. Skills Course - 1	<input type="checkbox"/>
<b>CFAP</b>	<input type="checkbox"/>	<b>MSA 1-2</b>	<input type="checkbox"/>

14. Obtain the following undertaking from your RAET if you intend to get credits of advance registration fee paid:

We hereby confirm that the following study packs have been provided to Mr./Miss \_\_\_\_\_.  
 We therefore authorize the Institute to allow credits of Rs. \_\_\_\_\_ against advanced registration fee paid by us:

S.No.	Books issued (Please tick Yes / No)	Yes / No
1	AFC-1 Functional English	Yes / No
2	AFC-2 Business Communication	Yes / No
3	AFC-3 Quantitative Methods	Yes / No
4	AFC-4 Introduction to Information Technology	Yes / No

\_\_\_\_\_  
**Authorized Signature & Seal of the RAET**

15. I hereby declare that the above information given by me is complete, true and correct to the best of my knowledge and belief. I understand that any wrong information on my part will disqualify me from Registration / Exemption / both. I hereby undertake to abide by the rules and regulations framed by the Institute from time to time.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**

# INSTRUCTIONS

**Please read the instructions carefully before completing this form:**

1. This form is valid for registration / seeking exemption from subject(s) and for both.
2. Do not leave any field blank. Write 'N-A' where not applicable.
3. Attach clearly legible copies of following documents and three recent passport size photographs on the relevant boxes duly attested by a Competent Officer of ICAP / any Member of the Institute with his / her signature and official stamp. **The ICAP member should also indicate his / her registration number.**
  - i. Document on the basis of which **registration and/or exemption has been requested.**
  - ii. Unconditional Equivalence Certificate from Inter Board Committee of Chairmen (IBCC) or Higher Education Commission of Pakistan (HEC) for applicants who are applying on the basis of foreign qualification.
  - iii. It is mandatory to submit CNIC/Juvenile Card/Form B issued by NADRA and Matric/O-Level Certificate/Marks Sheet (must contain school name). If the base document (document on the basis of which registration and/or exemption has been requested) and Form B do not contain scanned photograph, he / she will be required to submit a copy of any one of the following documents:
    - a. CNIC, Passport, Domicile 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
  - iv. Paid original Blue Bank Credit Voucher or Demand Draft or Pay Order in favour of the Institute of Chartered Accountants of Pakistan for the Registration and/or Exemption fee. (*Attestation is not required*)
  - v. Copy of syllabus duly attested on each page by the Principal / Registrar / Controller Examinations of relevant College / Institute / University in case exemption from any paper of AFC / CAF is requested on the basis of HSSC/A-Level/2 year graduation/4 year graduation from non-SDAI under the prescribed rules. Four year graduates from SDAI are required to get their syllabus attested from the authorized personnel of their universities only.  
Candidates who are seeking exemption from paper(s) of AFC / CAF on the basis of HSSC or equivalent/A-Level under the prescribed rules, are advised to refer under-mentioned link to confirm whether they are eligible or not for the said exemption(s).  
<http://www.icap.org.pk/students/examination/exemption-summary/>
4. **Applications for registration must be filed on or before the last date of submission of examination forms of AFC and CAF stage examinations.**
5. **Applications for exemption for AFC examinations i.e. Spring, Summer, Autumn and Winter sessions must be filed on or before 31<sup>st</sup> January, 30<sup>th</sup> April, 31<sup>st</sup> July and 31<sup>st</sup> October respectively.**
6. **Applications for exemption for CAF examinations i.e. Spring and Autumn sessions must be filed on or before 30<sup>th</sup> November and 31<sup>st</sup> May respectively.**
7. ACCA qualified candidates are required to contact ACCA authorities on email [info@accaglobal.com](mailto:info@accaglobal.com) or [nationaloffice.in@accaglobal.com](mailto:nationaloffice.in@accaglobal.com) and request them to send confirmation of the applicant's passing status of all examinations of ACCA to ICAP directly at [examinations@icap.org.pk](mailto:examinations@icap.org.pk).
8. Completed form along with the documents should be forwarded to the Director Examinations, The Institute of Chartered Accountants of Pakistan at Karachi or to the Institute's Offices at Abbottabad, Faisalabad, Gujranwala, Hyderabad, Islamabad, Lahore, Mirpur-AJK, Multan, Peshawar, Quetta or Sukkur.
9. **Fee will not be refunded after registration / approval of exemption / both by the Council of the Institute of Chartered Accountants of Pakistan.**

1" x 1" Recent passport size photograph attested at the back (to be stapled)
--

### For Registration Card

Please attach two recent photographs in the given boxes.

1" x 1" Recent passport size photograph attested at the back (to be stapled)
--

### Office Copy (in case of receipt at any ICAP office)

Candidate's Name \_\_\_\_\_ S/o, D/o \_\_\_\_\_

Received by \_\_\_\_\_ Date of Receipt \_\_\_\_\_

(ICAP Officer's Name & Signature)



### Candidate's Copy (in case of receipt at any ICAP office)

Candidate's Name \_\_\_\_\_ S/o, D/o \_\_\_\_\_

Received by \_\_\_\_\_ Date of Receipt \_\_\_\_\_

(ICAP Officer's Name & Signature)

## Fee Detail

<u>REGISTRATION FEE</u>		Rupees
<b>Registration as Student only</b>		<b>14,900</b>
<b>Registration as Training on Probation</b>		<b>19,300</b>
<u>EXEMPTION FEE</u>		
<b>Assessment of Fundamental Competencies (AFC) – Per Paper</b>		<b>3,300</b>
<b>Certificate in Accounting and Finance (CAF) – Per Paper</b>		<b>4,000</b>
<b>Certified Finance and Accounting Professional (CFAP) – Per Paper</b>		<b>6,200</b>
<b>Presentation and Communication Skills Course - 1 (PCSC-1)</b>		<b>1,600</b>
<b>For PIPFA qualified candidates</b>		<b>25,200</b>
<b>For ICMAP qualified candidates</b>		<b>49,200</b>
<b>For CIMA qualified candidates</b>		<b>41,200</b>
<b>For ACCA qualified candidates</b>	<b>Exemption from Six papers</b>	<b>22,600</b>
	<b>Exemption from Seven papers</b>	<b>26,600</b>
	<b>Exemption from Eight papers</b>	<b>30,600</b>
<b>For ICAEW / ICAI / ICAS / ICAA / CICA qualified candidates</b>		<b>86,400</b>

## ICAP Offices

For ICAP offices' addresses, please visit ICAP's website link i.e. <http://www.icap.org.pk/icap/contact-us/>.