

September 14, 2020

Guidelines for Distribution of CAF, CFAP and MSA Study Material

Due to the ongoing pandemic of COVID 19, the Institute of Chartered Accountants of Pakistan has taken the following measures for distribution of study material, keeping in mind the safety of its students and staff:

Online Delivery of Study Material

The process to request online delivery of study material is as follows:

- The online requisition form for study material is available at student login area.
- On inputting log in details, personal information of student will be retrieved by the system. The student only needs to fill in the shipment address.
- Eligible students of CAF, CFAP and MSA may request for the required study material by clicking in the check box before each subject name.
- A student can only obtain study material for a maximum of five subjects.
- The students shall be provided a unique request id and expected delivery time against the requisition form.
- The cost of courier charges will be borne by the students.
- The courier charges for each set of CAF and CFAP/MSA Study material will be Rs. 130 and Rs. 270 respectively.
- The delivery of study material is expected to take atleast 10 working days due to lock down situation.

Payment of delivery charges

1. Student shall be required to pay the prescribed charges for online delivery of study material through online Credit Card/Debit Card supported by Visa or MasterCard network only.
2. Those students who do not have credit/debit cards will have option to commit payment and pay along with their exam fee.

In-Person Collection of Study Material

The facility is available in all ICAP offices with the limited distribution of study material, depending upon quantum of requests.

The process for in-person collection of study material is as follows:

- Online Requisition form for study material is available at student login area.
- On inputting log in details, personal information of student will be retrieved by the system. The student only needs to fill in the communication address.
- Eligible students of CAF, CFAP and MSA may request for the required study material by clicking in the check box before each subject name.
- A student can only obtain study material for a maximum of five subjects.
- The students shall be provided a unique request id along with date and time, against requisition form, for collection of study material from main gate of respective ICAP offices.
- Students must bring their original ICAP registration card/CNIC and Request ID while visiting the Institute for collection of study material.
- Time for collection of study material depends upon the quantum of requests received.
- Students shall be required to wear mask and gloves when they come for collection of study material. Students with any symptoms of fever, cough and cold are strictly advised to stay at home.

We hope that the students will strictly follow the above procedures and cooperate with ICAP staff for their safety.

Stay Safe!