

# Documentation Checklist for Members of the Institute of Chartered Accountants of Pakistan

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**Type of Agreement:** Memorandum of Understanding

**Effective date:** February 23, 2017

**Termination date:** February 23, 2022, subject to renewal

**Key features for members in good standing seeking the Canadian CPA designation:**

- Receive exemption from all prerequisites for admission to the PEP and from all PEP education modules.
- To prepare for success on the CFE, ICAP members are strongly recommended to complete Capstone 1 and Capstone 2, and gain core knowledge of:
  - Canadian tax
  - Canadian law
  - Canadian Accounting Standards for Private Entities
- Must successfully complete the Common Final Examination
- Are deemed to meet Canadian CPA experience requirements for certification if they have completed:
  - Two years of post-designation experience plus a recognized university degree, or
  - Five years of post-designation experience but no recognized university degree

The MOU applies to certification only. Public practice rights are determined by the provincial CPA body.

## Documentation required from ICAP applicant

	Acceptable documentation	Date received	Notes
<b>Proof of membership in good standing</b>	Completed <i>Request for Certification of Membership with the Institute of Chartered Accountants of Pakistan</i> letter		
<b>Proof of completion of ICAP qualification process</b>	Completed <i>Request for Certification of Membership with the Institute of Chartered Accountants of Pakistan</i> letter		MOU Agreement: <ul style="list-style-type: none"> <li>applies to all members who completed the education, examination and practical experience requirements of ICAP</li> <li>is not binding on members who achieved ICAP membership through some other agreement</li> </ul>
<b>Proof of recognized undergraduate degree</b>	Completed <i>Request for Certification of Membership with the Institute of Chartered Accountants of Pakistan</i> letter <b>OR</b> Confirmation letter from the University, to be submitted directly by the university to CPA Provincial Body <b>OR</b> Assessment by WES or another accredited Canadian assessment body		This is required only for applicants with fewer than five years of post-certification experience.  Note that all applicants who came in through the Federal Skilled Worker program since Jan. 2014 will have an independent assessment.
<b>Proof of post-designation experience</b>	Letter of confirmation from employer(s) stating: <ul style="list-style-type: none"> <li>Dates of employment</li> <li>Key responsibilities</li> <li>Contact information for verification purposes</li> </ul>		Applicants with recognized degrees are required to have a minimum two years post-certification experience. All other applicants must have a minimum of five years post-certification experience.  Applicants with less than the specified post-qualification experience will be subject to a review of their practical experience obtained pre- and post-qualification. All experience must have been gained as a member of the ICAP.
<b>Date accepted as CPA</b>			

	<b>Acceptable documentation</b>	<b>Date received</b>	<b>Notes</b>
<b>candidate</b>			