

Guidelines for filing online registration, exemption and examination form

General

1. In order to facilitate candidates in submission of registration, exemption and examination forms while ensuring their safety and well-being, physical submission of registration, exemption and examination forms has been discontinued.
2. The form will be best viewed in Google Chrome or Mozilla Firefox browsers.
3. Some features of the form may not function as intended on mobile phone/tablet's browser. It is therefore advised to please use a laptop or desktop system to fill out and submit the online registration and/or exemption and/or examination form.
4. Candidates must have a valid and active personal email address and an active mobile phone number. Their email addresses and mobile phone numbers will be verified during the registration process.
5. Candidates may use mobile phone of their parents/guardian as well; however, these should be readily accessible to them.
6. Candidates will initially be registered at ICAP's website with their Computerized National Identity Card (CNIC), National Identity Card for Overseas Pakistanis (NICOP) or Passport (other than Pakistani nationals). However, this would be a temporary ID and would be replaced with a permanent ID (i.e. your CRN) as soon as their application is approved.
7. This is beta version of online registration form and therefore some of its functions/features sometimes may not work as intended. Please report all such instances to examinations@icap.org.pk to help us improve its functionality.

Filing the form – new registration

1. There are three parts of the form:
 - a. In the first part, candidates are required to enter their personal mandatory information such as name, CNIC, contact details etc.
 - b. In the second part, they are required to input their academic and professional detail, if applicable. This must include their base qualification which is the basis of their registration with ICAP.
 - c. AFC stage examination paper(s) are also available on second part while filling the registration detail. Candidates may submit their form while marking the AFC papers & center in which they wish to appear. Examination papers will only be visible during examination form submission date.
 - d. The third part of the form is applicable for those candidates who want to seek exemption from ICAP's paper(s). This part assesses their eligibility for any possible exemption. They need to input information(s) related to their qualification on which they are applying for exemption.
2. While filling out various fields, please note that:
 - a. enter name and father's name as per base qualification documents.
 - b. date of birth is required to be input in dd/mm/yyyy format.
 - c. CNIC/NICOP number is to be entered without hyphen or spaces.

- d. mobile number is to be entered in international format without leading zeros e.g., 923001234567.
 - e. address must be filled in at least two lines.
 - f. either use tab key or make use of mouse to move to the next field.
3. The system automatically calculates applicable fee based on candidate's eligibility for registration and/or exemption and selected examination papers, if any.
4. Candidates are advised to keep soft copy of their latest photograph with light blue background with them.
5. In order to avoid any inconvenience in submission of form, please keep size of each document to be uploaded less than 1.0 MB.
6. Photograph should be in JPEG format while rest of the documents should be in PDF format.

Filing the exemption or examination form – already registered candidates

1. For already registered candidates link for online exemption form is available in candidates' secured area at ICAP's website.
2. On clicking the link, the form will return with pre-filled personal information of the candidate.
3. Candidates would be required to input information related to the qualification on which they are applying for exemption.
4. The system automatically calculates applicable fee based on candidate's eligibility for exemption.
5. For already registered candidates, examination form is available in candidates' secured area at ICAP website. Separate guidelines for submission of examination form are available at ICAP's website

Important instructions for candidates seeking exemptions

1. Candidates who are seeking exemption from paper(s) of AFC / CAF on the basis of HSSC or equivalent qualification / A-Level under the prescribed rules, are advised to refer under-mentioned link to know whether they are eligible to apply for the said exemption(s).

<https://www.icap.org.pk/files/per/students/edu-training/pdf/ExemptionSummary-30May2019.pdf>

2. Candidates who are seeking exemption from paper(s) of AFC / CAF on the basis of graduation / post-graduation or equivalent qualification are advised to refer under-mentioned link to know whether they are eligible to apply for the said exemption(s).

<https://www.icap.org.pk/files/per/students/edu-training/pdf/GraduatesPostGraduatesExemptions.pdf>

3. Candidates who are seeking exemption from paper(s) of AFC / CAF on the basis of professional qualifications i.e. ACCA / CIMA / ICMAP / PIPFA are advised to refer under-mentioned link to know what exemption(s) they can apply for after passing all the examinations of the said qualification(s) under the rules.

<https://www.icap.org.pk/files/per/students/edu-training/pdf/ProfessionalExemptions.pdf>

4. ACCA qualified candidates are required to contact ACCA authorities on email info@accaglobal.com or nationaloffice.in@accaglobal.com and request them to send confirmation of their passing status

of all examinations of ACCA along with their examination history details to ICAP directly at examinations@icap.org.pk.

Required Documents

1. Candidate must have scanned copies of required documents with them as uploading of such documents would be required for completion of their registration/exemption process.
2. Scanned copies of syllabus (PDF format only) 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/master qualification from non-SDAI universities under the prescribed rules. Four year graduates from SDAI are required to get their syllabus attested from the authorized personnel of their universities only.
3. Candidates who intend to get credits of advance registration fee paid against AFC study packs to their respective RAETs, they are advised to obtain an undertaking on prescribed format from their RAET and mark check on study packs boxes accordingly in qualification area of online registration form and attach clear scanned copy of the undertaking in PDF format. Format of undertaking is available at the following link:

<https://www.icap.org.pk/files/per/students/exam/forms/Undertaking-of-study-packs.pdf>

Payment of Fees

1. Candidate may submit the prescribed fee through any of the following means:
 - Credit/debit card supported by Visa or Mastercard network.
 - Online generated Bank Credit Voucher (BCV) acceptable in any branch of Faysal Bank Limited (FBL).
2. Please note that:
 - at present credit/debit cards on the network of UnionPay International are not acceptable.
 - As a proactive measure for customers' safety, most of the banks in Pakistan keep the credit/debit cards of their customers blocked for online transactions. However, such cards could be activated for limited time as and when needed by calling at the helpline of relevant bank. Candidates are therefore advised to please ensure that their credit/debit card is activated for online transactions and they have sufficient credit limit/funds available in their credit card/bank account prior to attempting submission of fees through it.
3. Those candidates who do not possess credit/debit cards are advised to generate FBL BCV and follow the following procedure:
 - The online generated BCV will display candidate's CNIC/CRN, expiry date of BCV and total amount of fee which he/she would be required to submit in bank.
 - Once the BCV is generated, candidate needs to submit the fee through it in any branch of FBL.
 - The BCV will become invalid after its expiry date. Candidate would need to generate a new BCV in case expiry date of existing BCV has passed.

- In case of any inconvenience during submission of the BCV in FBL, candidates may contact FBL support (Mr. Nabeel) at +92 321 2029447 or ICAP's examination help desk through examinations@icap.org.pk OR +92 345 2130686 during office hours.
4. Please note that payment made through any other means such as easy paisa, online bank transfer, pay order, demand draft, cheque etc. is not acceptable.
 5. Please note that submission of fee does not guarantee approval of candidate's registration and/or exemption and/or examination application. Approval of candidate's application is dependent on successful verification of their stated information and submitted documents.
 6. Registration and/or exemption fee paid will not be refunded after approval of registration and/or exemption application.

Candidate's application status

1. Initially, after completion of candidates' online application for registration and submission of the prescribed fees, their application status will be set as 'processing'.
2. On receipt of prescribed fee, a system generated confirmation email, confirming candidate's provisional registration, will be sent at candidate's email address mentioned on the registration form.
3. However, if any deficiency/discrepancy is found in the documents submitted by candidates, Examination Department will inform them accordingly and their registration process would be delayed unless the deficiency/ discrepancy is cleared.
4. It will take 2 to 3 working days in processing of new registration cases. Candidates are advised to be patient during this period. Candidates may, however, check their application status by visiting ICAP's website from time to time.
5. In case of exemption applications, processing time depends upon verification of candidates' credentials from their base qualification educational/awarding body.
6. For further queries candidates may contact us at examinations@icap.org.pk

After approval of registration application

1. Candidates application status will be changed to 'approved' as soon as their application for registration is completely processed and each candidate is issued a unique Centralised Registration Number (CRN).
2. Candidates will be informed about approval of their registration application and their CRN through SMS on their mobile number registered with ICAP.
3. Candidates' login ID will be created for the students' secured area at ICAP's website. They would be able to access the secured area using their CRN.
4. Candidates' registration confirmation letter will be uploaded in their secured area.
5. In case if candidates have simultaneously applied for AFC examination, their admit cards would be uploaded in students' secured area 10 days before the commencement of the examination.
6. With the creation of candidates' CRN based ID, their CNIC based temporary ID will be deactivated.
7. Candidates are advised to always keep their CRN based ID and password confidential as their examination results would be accessible through these credentials.

After approval of exemption application – already registered candidates

1. Candidates' exemption application status will be changed to 'approved' as soon as their application for exemption is processed successfully; however, if applied exemption is not approved, the application status will be changed to 'not approved'.
2. Candidates will be informed about approval of their application through SMS on their mobile number registered with ICAP.
3. Candidates' exemption approval letter will be uploaded in their secured area shortly after the processing of their exemption application.

Cut off dates for exemption forms

1. Applications for exemption for AFC examinations i.e. Spring, Summer, Autumn and Winter sessions must be submitted on or before **31st January, 30th April, 31st July** and **31st October** respectively.
2. Applications for exemption for CAF examinations i.e. Spring and Autumn sessions must be submitted on or before **30th November** and **31st May** respectively.

Simultaneous submission of registration and examination forms

1. Facility to simultaneous submission of registration and examination forms is available for AFC examination only and is not available for CAF examination.
2. Candidates' registration form will be processed within 3 working days of its submission and CRN will be issued to them.
3. Candidates eligible for CAF examination can submit their online examination forms as soon as their CRN are issued. Keeping 3 working days processing time in view, such candidates are advised to submit their registration form at least three days before the last date of examination form submission.

Note: By submitting online registration form, each candidate declares that the information submitted by him/her is complete, true and correct to the best of his/her knowledge and belief. Further, any false information/fake documentation on his/her part will disqualify him/her from Registration and/or Exemption process. Moreover, each candidate also undertakes to abide by the rules and regulations framed by the Institute from time to time.