Form 'CIN' APPLICATION FOR CHANGE/CORRECTION IN NAME/FATHER'S NAME

(Please read the instructions overleaf)



S.No	
(FOR OFFICE USE ONLY)	

1" x 1"
Photograph
attested at the back
(to be stapled)

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Date: _____

Signature of the Candidate _____

INSTRUCTIONS FOR CHANGE IN NAME/FATHER'S NAME FOR ISSUANCE OF REVISED CERTIFICATE/GRADE SHEET/PASSING LETTER /PPT PASSING LETTER/EXEMPTION LETTER/REGISTRATION LETTER AND CARD

- 1. To change their name or father's name, including spelling corrections, in ICAP's record, candidates are required to fill out the 'CIN' form. Please follow the instructions below and submit the necessary documents:
 - Submit revised copies of all academic documents and a revised CNIC (Computerized National Identity Card). These documents should be duly attested by a competent officer of ICAP.
 - Provide an affidavit duly attested by an Oath Commissioner. You can find the format for the affidavit on Page 3. Additionally, include a relevant page of a newspaper advertisement regarding the change of name. Please refer to page 4 for the specified format of the newspaper announcement and the list of newspapers that are acceptable for this purpose. Both the affidavit and the advertisement in the newspaper should not be more than 3 months old.
 - Original letters, result cards, or certificates previously issued by ICAP. Only submit the documents that require correction or revision.
 - Paid copy of Bank Credit Voucher (BCV), online payment receipt, or a Demand Draft/Pay Order in favor of the Institute of Chartered Accountants of Pakistan.
- 2. If the candidate authorizes someone else to apply for or receive the documents on their behalf, they should submit an authority letter addressed to the Executive Director of Examinations. The authority letter should include the CNIC number, name, and relation of the authorized person. If no specific instructions are provided, the documents will be dispatched via post to the communication address mentioned on the form.
- 3. The fee for issuing a revised grade sheet, passing/exemption/registration letters is **Rs.** 1,400/- per document. The fee for issuing a revised certificate is **Rs.** 4,800/- per certificate. Lastly, the fee for a revised/corrected registration card is **Rs.** 375/-. This fee should be deposited in any branch of HBL Bank. Alternatively, you can choose to make the payment online or submit a Demand Draft/Pay Order made in favor of the Institute of Chartered Accountants of Pakistan.

AFFIDAVIT FOR REVISED NAME/FATHER'S NAME ON ICAP PPT EXEMPTION/REGISTRATION LETTER/ SUBJECT(S) EXEMPTION LETTER/PASSING LETTER/GRADE SHEET OR CERTIFICATE

T	(Fifty Rupees Stamp Paper)	
The Ins	ative Director Examinations, astitute of Chartered Accountants of Pakistan, ered Accountants Avenue, Clifton, hi.	
I,	s/o, d/o OR w/o	make oath and
say as	follows:	
1.	I passed the the Institute of Chartered Accountants of Pakistan in the month of year _ Reg. Serial No to that effect was awarded to me.	Examination held by and a Certificate
2.	*I have registered myself with the Institute of Chartered Accountants of no dated	Pakistan vide letter
3.	*I have been granted exemption from dated by the Instance Accountants of Pakistan.	vide letter no.
4.	*I passed Pre-entry Proficiency test held by the Institute of Chartered Accounta month of year, under Roll No A passing let awarded to me.	
5.	I have changed my name from " s/o, d/o OR w/o " " to " " s/o, d/o OR w	7/o " ".
6.	I hereby declare that I spell my name as " s/o, d/o OR w/o " and wish educational certificates with this spelling.	to have all my
7.	I am legally entitled to receive the corrected/revised document(s) as mentioned	above.
WITN	NESSES DEPONEN	VT
1)	Name:	
	CNIC No (Name of Cand	lidate)
	Signature:	
2)	Name: (Signature of Co	andidate)
	CNIC No	

* <u>Note:</u>

Paragraphs and words, which are not applicable, should be deleted.

Signature:

FORMAT FOR ANNOUNCEMENT IN NEWSPAPER FOR CORRECTED CERTIFICATE/DOCUMENT(S)

It is to notify that I have	corrected*/changed* spelling	of my name and father's name from						
(candidate's name) *s	/o, d/o OR w/o (father's nar	ne) to (candidate's name) *s/o, d/o O	R w/o					
(father's name). Plea	se read and write my name (c	andidate's name) *s/o, d/o OR w/o (fat	ther's					
name). CNIC No.	Address:	Contact No.						
* Only relevant term show	ld be mentioned							
-								
Note: Submit original full	page of the Newspaper in which	the notice has been issued.						
LIST OF NEWSPAPERS								

The following Newspapers may be used to publish advertisement for change/correction in student's name and father's name.

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