

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**

(Fifty Rupees Stamp Paper)

To,
Executive Director Examinations,
The Institute of Chartered Accountants of Pakistan,
Chartered Accountants Avenue, Clifton,
Karachi.

I, _____ s/o, d/o OR w/o _____ make oath and
say as follows:

1. I passed the _____ Examination held by the Institute of Chartered Accountants of Pakistan in the month of _____ year _____ and a Certificate Reg. Serial No. _____ to that effect was awarded to me.
2. *I have registered myself with the Institute of Chartered Accountants of Pakistan vide letter no. _____ dated _____.
3. *I have been granted exemption from _____ vide letter no. _____ dated _____ by the Institute of Chartered Accountants of Pakistan.
4. *I passed Pre-entry Proficiency test held by the Institute of Chartered Accountants of Pakistan in the month of _____ year _____, under Roll No. _____. A passing letter to that effect was awarded to me.
5. I have changed my name from “ ” s/o, d/o OR w/o “ ” to “ ” s/o, d/o OR w/o “ ”.
6. I hereby declare that I spell my name as “ ” s/o, d/o OR w/o “ ” and wish to have all my educational certificates with this spelling.
7. I am legally entitled to receive the corrected/revised document(s) as mentioned above.

WITNESSES

DEPONENT

1) Name: _____
CNIC No. _____
Signature: _____

(Name of Candidate)

2) Name: _____
CNIC No. _____
Signature: _____

(Signature of Candidate)

*** Note:**

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

**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 name)** to **(candidate's name) *s/o, d/o OR w/o (father's name)**. Please read and write my name **(candidate's name) *s/o, d/o OR w/o (father's name)**. CNIC No. _____ Address: _____ Contact No. _____

* Only relevant term should 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