

(Please read the instructions overleaf)



The Institute of Chartered Accountants of Pakistan

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

Candidate's Name: (space between the first and last name)

Grid for candidate name entry

ERN/CRN: _____

Roll No.: _____

Communication Address:

Three horizontal lines for communication address

Cell No. _____ Phone No. _____ Email: _____

Please tick the appropriate box:

Certificate(s)	Tick (√)
Foundation	
Intermediate	
AFC	
CAF	
CFAP	
Final (Qualified)	

Bank Credit Voucher No. _____ Rs. _____ Date: _____

Signature of the Candidate _____ Date: _____

FOR OFFICE USE ONLY

Verified by: _____

Approval Recommended: _____ Approved by: _____

INSTRUCTIONS FOR ISSUANCE OF DUPLICATE CERTIFICATE

1. Please ensure that the following documents are submitted along with the application form:
 - An affidavit stating the details of the lost document(s) and have it duly attested by an Oath Commissioner. You can find the format for the affidavit on page 3. **The affidavit should not be more than 3 months old.**
 - An original press clipping of an advertisement in a major newspaper. The advertisement should provide the particulars of the lost document(s). Please refer to page 4 for the specified format of the newspaper announcement and the list of newspaper that is acceptable for this purpose. **The advertisement in the newspaper should not be more than 3 months old.**
 - 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 you authorize someone else to apply or receive the certificate (s) on your behalf, submit an authority letter addressed to the Executive Director Examinations. The authority letter should include the CNIC (Computerized National Identity Card) number, name, and relation of the authorized person. In case you provide no specific instructions, the documents will be dispatched via post to the communication address mentioned on the application form.
3. The fee for issuing a duplicate certificate is **Rs. 4,800/-** per certificate. 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.

FORMAT OF AFFIDAVIT FOR ISSUANCE OF DUPLICATE 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 _____ take oath and submit the following:

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 made a careful search for the above document(s) which was/were in my possession but I have not been able to find the same, and I verily believe that the same has/have been lost or mislaid.
3. I am legally entitled to receive the '**DUPLICATE**' Certificate of the above mentioned examination.
4. I hereby undertake to surrender to the Institute, the lost document(s) as and when the same are found.

WITNESSES

DEPONENT

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

(Name of Candidate)

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

(Signature of Candidate)

* **Note:**
Words which are not applicable, should be deleted.

FORMAT FOR ANNOUNCEMENT IN NEWSPAPER FOR LOSS OF ORIGINAL CERTIFICATE

Original Chartered Accountancy C.A Foundation*/ Assessment of Fundamental Competencies (AFC)*/Intermediate*/ Certificate in Accounting and Finance (CAF) */ Professional*/Final*/Certified Finance and Accounting Professional (CFAP)* Examination Certificate issued to _____
s/o, d/o OR w/o _____, Roll No. /CRN- _____ has been lost. Any person who finds the above may kindly return it to Mr./Ms. _____
Address: _____ Contact No. _____

* Only relevant Examination and term should be mentioned

Note:

1. Spellings of Name of candidate and Father's name should be as per ICAP's record.
2. 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 loss of certificate.

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