

# BACKGROUND MATERIAL

Volume- V

Manual of Members & Students

Orientation Programme for  
Members of Regional Councils &  
Managing Committee Members of Branches

2019



The Institute of Chartered Accountants of India  
(Set up by an Act of Parliament)

**Spearheading Professional Excellence**

For Restricted Circulation only

**Background Material  
Orientation Program for Members of  
Regional Councils & Managing Committee  
Members of Branches, 2019**

**(Volume - V)**

**Manuals of Members & Students**



**The Institute of Chartered Accountants of India**

[Set up by an Act of Parliament]

New Delhi

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The Background Material is a compilation of the relevant provisions of the Chartered Accountants Act 1949, and Chartered Accountants Regulations 1988 for the reference and to serve as a ready reckoner to the Members and Students and are illustrative in nature. It is advisable to refer to the relevant provisions as given in the Chartered Accountants Act 1949 and Regulations framed thereunder. The contents contained herein do not necessarily represent the views of the Council or any of its Committees.

Month & year of publication – March 2019

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# **Part A**

## **Manual of Members**



## **1. Enrolment as Member** (Sections 4 & 8 Regulation 4)

### **Eligibility Criteria**

The applicant should have:

- (A) (a) Completed the prescribed period of 3 years / 3 years and 6 months articulated training or 4 Years and 6 months audit training as applicable;
- (b) Passed the C.A. Final Examination Both Groups;
- (c) Undergone course on General Management and Communication skills. (Applicable to candidates passing of Both Groups of Final C.A. Examination held in May 2003 and thereafter.)
- (d) Should not possess any of the following disabilities:
  - (i) Not attained the age of 21 years.
  - (ii) Unsound mind and stands so adjudged by a Competent Court.
  - (iii) Undischarged insolvent.
  - (iv) Being discharged insolvent, has not obtained from the Court a certificate that his insolvency was caused by misfortune without any misconduct on his part.
  - (v) Convicted by a Competent Court, of an offence involving moral turpitude committed by him in his professional capacity unless pardoned or the Central Government has removed the disability.

### **Requirement**

- (1) Application in Form 2 signed and complete in all respect should be submitted to the Institute's concerned Decentralised Office. The name in the Form should appear as borne in Degree Certificate/ Higher Secondary School certificate in case of Foundation student/P.E.-I student. In case the applicant has changed his signature after completion of training, he is required to submit his new signature attested by a C.A. or a Gazetted Officer. In case of change in the name, must complete the formalities by submitting the documentary evidence, such as marriage invitation card or Gazette Notification etc.
- (2) The following fees should be accompanied with the application in Form 2 :

w.e.f. 1.4.2011

- |                                    |             |
|------------------------------------|-------------|
| (I) Entrance fee                   | Rs. 1,200/- |
| (ii) Associate Membership fee      | Rs. 800/-   |
| (iii) Certificate of Practice fee* | Rs. 2,000/- |

(If the candidate intends to hold COP)



- (iv) Contribution towards CABF (recommendatory) Rs. 2,500/-

\*Submission of Form 6 is not mandatory.

- (3) The fee has to be paid by way of account payee local cheque (pay at the place candidate belongs to or at which Decentralised Offices are situated) or by demand draft/ Pay Order, drawn in favour of 'The Secretary', The Institute of Chartered Accountants of India, New Delhi or the concerned Decentralised Office (if the candidate belongs to other cities).
- (4) The certified true copy (by a Chartered Accountant or Gazetted Officer) of the following documents are required to be attached:
- (i) Educational Qualifications.
  - (ii) Mark sheets of C.A. Final Examination.
  - (iii) Training Completion Certificate.
  - (iv) Certificate of participation of Course of General Management & Communication skills.
  - (v) High School/Higher Secondary School Certificate as proof of date of birth(if not submitted earlier)
- (5) In case the applicant had pursued other course(s) with prior permission of the Council, a copy of the permission letter issued by Institute may be submitted. However, if the prior permission of the Council was not obtained, the application in prescribed Form 112 complete in all respect alongwith observations and comments of both the applicant and the employer stating reasons for non compliance of Regulation 65 are required to be submitted along with condonation fee.
- (6) In case the applicant was engaged in other business /occupation, a copy of the permission letter issued by Institute may be given. However, if the prior permission of the Council was not obtained, the application in prescribed Form 112 complete in all respect alongwith observations and comments of both the applicant and the employer stating reasons for non-compliance of Regulation 65 are required to be given. The following documents required to be submitted;
- (a) Certified true copy of the partnership deed containing clear recital that the applicant had neither taken active part nor was a active partner.
  - (b) Affidavit of all the partners including the articulated /audit assistant that he had neither taken active part nor was required to take active part in the management of the business.
  - (c) No objection letter of the employer that the training of the article assistant was not interfered during the period of training due to above engagement. He/his firm was not the auditor of the partnership firm in which articulated assistant was engaged.
- (7) In case the applicant was engaged during period of articles training as a Director in a family business with prior permission of the Council, a copy of the permission letter issued by the Institute may be submitted. However, if the prior permission of the Council was not obtained,

he is required to apply for permission in the prescribed Form 112 complete in all respect alongwith observations and comments of both the applicant and the employer stating reasons for non compliance of Regulation 65.

He is required to submit the following documents :-

- (a) A copy of the Memorandum/ Articles of Association of the Company
- (b) Affidavit of the articulated assistant duly sworn in before Notary / First Class Magistrate that he has neither taken active part nor was entitled to take active part in the management of the business.
- (c) A copy of the resolution of the company that the articulated assistant was a Director of the company and had neither taken active part nor was entitled to take active part in the management of the business affairs of the company.
- (d) No objection letter of the employer that the training of the article assistant was not interfered during the period of training due to above engagement.
- (8) The candidate may apply for C.A. Benevolent Fund in prescribed Form which is available with Form 2. The life membership fee is Rs. 2,500/-. The amount of CABF is utilized for a noble cause viz; providing financial assistance to members and their families in distress and the contribution is exempted u/s 80(G) of the Income Tax Act.
- (9) The candidate may also apply for Member's Identity Card in the prescribed Form alongwith two passport size colour photographs so that the same is issued to him free of cost.
- (10) In case the applicant intends to hold Certificate of Practice and is also engaged in other occupation/business, the formalities mentioned in Chapter 3 (Engagement in other Business/Occupation) may be complied with by submitting an application in the prescribed Form.
- (11) The candidates falling under category 5, 6 & 7 are required to apply for condonation and pay condonation fee as applicable.

### **General**

- (I) The Decentralized Offices will issue an acknowledgment for the payment of fees remitted by an applicant for enrolment as a member.
- (ii) A candidate shall be enrolled as a member of the Institute from the date on which the prescribed fee, Form 2 complete in all respects and compliance of other requirements are fulfilled.
- (iii) On satisfactory compliance of requirements, letter of enrolment with Certificate of Practice (if applied for) will be issued by the concerned Decentralized Office.
- (iv) The script of membership/Certificate of practice will be issued to the newly enrolled member within a period of 3 months from the date of issue of enrolment letter and sent by Registered/Speed Post.
- (v) A copy of Members Hand book containing Chartered Accountants Act 1949, Chartered Accountants Regulation 1988, Professional Opportunities for Members - an Appraisal, Code of Ethics and Manual for members is issued to newly enrolled members free of cost.

(vi) Identity cards will be sent to the members within 2 months from the date of issue of letter of new enrolment provided there is no deficiency in the information provided in the application Form.

## **2. Grant of Certificate of Practice**

*(Section 6, Regulation 9)*

### **Eligibility**

- (1) As Associate/Fellow member of the Institute can apply for grant of Certificate of Practice in the prescribed Form '6' together with requisite fee
- (2) A member engaged in the categories of business/occupation as defined in Appendix (9) under Regulation 190A is eligible to apply for Certificate of Practice.

### **Requirements**

- (1) The member is required to apply for Certificate of Practice in Form 6. The Form complete in all respect and signed is required to be submitted.
- (2) An account payee Cheque (for local members only) /Demand Draft for Rs. 2000/- w.e.f. 1.4.2011 alongwith annual membership fee of the relevant year should be submitted.
- (3) If the member is engaged in other business/occupation, he is required to apply for permission of the Council, by submitting application in the prescribed Form.

**Note : it has been decided to issue the Script for Certificate of Practice bearing the photograph and signature of the member who have applied or on after 1<sup>st</sup> September, 2008. Members are requested to submit Form '6' affixing recent color photograph in the boxed provided in the Form.**

### **General**

- (1) An acknowledgment will be issued by the Decentralised Office on receipt of Form 6 and fees.
- (2) A letter granting Certificate of Practice will be issued by the concerned Decentralised Offices.
- (3) The date of grant of Certificate of Practice will be the date on which all the requirements are complied with. The Certificate of Practice is generally granted from the date of application in Form 6 provided the Demand Draft/Cheque is issued on or before the date of application and such application is received by the Institute's office within 10 days from the date of the application.
- (4) The permission for other engagement will be granted provided the engagement is permissible.
- (5) The script of Certificate of Practice will be issued to a member within 3 to 4 months time from the date of issue of letter granting COP and will be sent by Registered/Speed Post.

### **3. Engagement in other Business/Occupation** *(Regulation 190A)*

#### **Eligibility**

1. A member in practice is required to seek permission of the Council under Regulation 190A for engagement in any business or occupation other than the profession of accountancy. The member is required to submit an application in the prescribed Form. The permissible categories of engagements approved by the Council under Regulation 190(A), are available in Appendix No. 9 to the Chartered Accountants Regulations, 1988.
2. In case a member had obtained permission of the Council for other engagement, he is required to inform to the Institute the date of leaving, upon ceasing such employment within 30 days.
3. He may also seek permission for his new engagement by sending the application in the prescribed Form within 30 days.

#### **Requirements**

1. An application in the prescribed Form filled in and signed and complete in all respects by the member shall be submitted to the Institute's office within 30 days from the date of joining the employment.
2. In case the member is employed with a firm of Chartered Accountants, a letter of confirmation from the firm shall also be submitted.
3. The permission of joining/leaving should be communicated to the Institute's office within 30 days mentioning the exact date when he joined/ceased to be engaged in other occupation/engagement.

#### **Interest in Family Business**

A member of the Institute can acquire interest in family business in any of the following manner:

- (a) as a proprietor of a proprietary firm.
- (b) as a partner of partnership firm.
- (c) in the name and style of Hindu Undivided Family as its Karta or a member.

It would be necessary for the member to provide evidence that interest in the family business concern devolved on him as a result of inheritance/succession/partition of the family business. It is also necessary for the member to show that he was not actively engaged in carrying on the said business and that the family business concern in question was not created by him.

The member is required to submit an application and a declaration in the prescribed format.

#### **Director of a Company:**

A member in practice shall be permitted to be a Director (Director Simplicitor), Promoter/Promoter Director, Subscriber to the Memorandum and Articles of Association of any company including a Board Managed Company.

**(a) Director Simplicitor:**

- (i) the expression 'Director Simplicitor' shall be used for an ordinary/simple Director, who fulfills the following conditions :
  - (a) he is required to attend the Board meetings only.
  - (b) He will not be paid any remuneration except the sitting fees for attending the Board meetings; and
  - (c) He will be devoting his time for the company only to attend Board meetings and not for any other purpose.
- (ii) A member in practice is permitted generally to be a Director Simplicitor in any Company including a Board-Managed Company and as such he is not required to obtain any specific permission of the Council in this behalf irrespective of whether he and/or his relatives hold substantial interest in that Company.

**(b) Promoter/Promoter-Director:**

There is no bar for a member to be a Promoter/Signatory to the Memorandum and Articles of Association of any Company. There is also no bar for such a promoter/signatory to be a Director Simplicitor of that Company irrespective of whether the objects of the Company include areas which fall within the scope of the profession of Chartered Accountancy. Therefore members are not required to obtain specific permission of the Council in such cases. Appendix No. 9 to the Chartered Accountants Regulations, 1988, particularly item no. 3 of part B together with the definition of 'relative' and 'substantial interest' may be referred to. Permission for rendering of services to a company as a professional accountant in addition to being Director/Managing Director etc. requires special specific permission of the Executive Committee.

**Members in Part-time practice**

The Council at its 241<sup>st</sup> meeting decided that effective from 1.04.2005, any member in part-time practice (namely, holding certificate of practice and is also engaging himself in any other business and/or occupation) is not entitled to perform attest function, and that the resolution passed under Regulation 190A, which is currently in force be reviewed by the Executive Committee, in the light of the above decision.

The Council at its 242<sup>nd</sup> meeting noted the recommendations made to it by the Executive Committee in this regard and accordingly passed the following resolution as a part of and in continuation of the existing resolution under Regulation 190A.

IT IS FURTHER RESOLVED that the general and specific permission granted by the Council is subject to the condition that -

- i) any member engaged in any other business or occupation, in terms of general or specific permission granted as per Appendix No. (9) shall not be entitled to perform any attest function except in the following cases.
- (a) Authorship of books and articles
  - (b) Holding of Life Assurance Agency License for the limited purpose of getting renewal commission.
  - (c) Attending classes and appearing for any examination.
  - (d) Holding of public elective offices such as M.P., MLA & MLC.
  - (e) Honorary office-bearership of charitable, educational or other non-commercial organizations.
  - (f) Acting as Notary Public, Justice of the Peace, Special Executive Magistrate and the like.
  - (g) Part-time tutorship under the Coaching Organisation of the Institute.
  - (h) Valuation of papers, acting as paper-setter, head-examiner or a moderator for an examination.
  - (i) Editorship of professional journals - (not in employment)
  - (j) Acting as Surveyor and Loss Assessor under the Insurance Act, 1938 (not in employment).
  - (k) Acting as Recovery consultant in the Banking Sector (not in employment)
  - (I) Any coaching assignment organized by the Institute, its Regional Councils and Branches of Regional Councils.
  - (m) Engagement as Lecturer in an University, affiliated college, educational institution, coaching organization, private tutorship, provided the direct teaching hours devoted to such activities taken together do not exceed 25 hours a week.
  - (n) Engagement in any other business or occupation permitted by the Executive Committee from time to time.
- (ii) A member who is not entitled to perform attest function shall not be entitled to train articled/audit assistants
- (iii) The decision (of the Council) taken at its 223<sup>rd</sup> meeting held in February, 2002 prescribing the criteria for individual cases of articleship shall continue to be in operation, mutatis mutandis.

The Council in this connection also clarified that the Attest function for the purpose of this Resolution would cover services pertaining to audit, review, certification, agreed upon procedures, and compilation, as defined in the Framework of Statements on Standard Auditing Practices and Guidance Notes on Related Services published in the July, 2001 issue of the Institute's Journal.

#### **4. Admission as a Fellow Member**

*[Section 5(3) Regulation 5(3)]*

An associate member is eligible for admission as a fellow member if he satisfies the eligibility conditions laid down under Section 5(3) of the Chartered Accountants Act 1949 and Regulation 5(3) of the Chartered Accountants Regulations 1988.

##### **Eligibility**

An associate member will be admitted as a fellow member if he satisfies the following conditions:

- (a) Continuous practice within India for a period of not less than 5 years
- Or
- (b) He has been an associate member for a continuous period of not less than 5 years and has been in government service or is ordinarily holding or has held for a continuous period of not less than 5 years any one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and /or secretarial work in :
  - (i) an educational institution approved by the Council; or
  - (ii) a private or government, industrial, commercial or trading undertaking having a minimum paid-up capital of Rs. 25 lakhs or a minimum turnover of Rs.50 lakhs or a minimum paid-up capital of Rs. 10 lakhs and a minimum turnover of Rs.30 lakhs or a minimum total assets of Rs.50 lakhs;
  - (iii) employed under a statutory authority; or
  - (iv) employed under a local authority having within its jurisdiction a population of not less than 5 lakhs during each of the five years of his service.
- (c) Continuous service for a period of not less than 5 years as a full-time paid assistant under a practising Chartered Accountant or in a firm of such Chartered Accountants.

##### **Note:**

A member either partly in practice and partly in service, holding one or more posts mentioned above is also eligible for admission as fellow provided the total period of practice and/or service shall be continuous and be not less than 5 years.

However, Institute provides for condonation of break in continuity of service or practice for a period not exceeding one year provided the actual period of service and practice together is not less than 5 years.

In case of break in employment and practice the break in continuity in service or practice for a period not exceeding 1 year can be condoned by the competent authority.

The Members who are **not in practice** be admitted to Fellow Membership provided the member has been an Associate Member for a continuous period of five years and submits a self-declaration to the effect that he has been in Government service or is ordinarily holding or has held for a continuous period of not less than five years any one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law, **administration** and / or secretarial work in:-

- (i) an educational institution approved by the Council: or
- (ii) a private or government, industrial, commercial or trading undertaking having a minimum paid-up capital of Rs. 25 lakhs or a minimum turnover of Rs. 50 lakhs or a minimum paid-up capital of Rs. 10 lakhs and a minimum turnover of Rs. 30 lakhs or a minimum total assets of Rs. 50 lakhs.
- (iii) Employed under a statutory authority; or
- (iv) Employed under a local authority having within its jurisdiction a population of not less than 5 lakhs during each of the five years of his service.

There is no change in the eligibility requirements so far the Members in practice and full time paid assistants under practicing Chartered Accountants or firm of Chartered Accountants are concerned.

### **Requirements**

The member is required to comply with the following :-

- (a) Submit Form 3 or along with self declaration (in case of employment) complete in all respects. In case there is a change in signature of the member the attested new specimen signatures may also be submitted.
- (b) The details of fee payable is as under: - w.e.f. 1.4.2011
  - (i) Admission fee - Rs. 1800/-
  - (ii) Fellow Membership fee - Rs. 2200/-
  - (iii) Certificate of Practice fee (if intends to hold) - Rs. 2000/-
- (c) A member who has already paid the membership fee for the year as an associate is required to pay the balance membership fee if applied on or after 1.4.2011.
- (d) A member can apply for admission as a fellow member 30 days prior to the completion of 5 years of continuous practice or employment with requisite Forms and fee.
- (e) On satisfactory compliance of the above requirements, fellowship can be granted from the date of receipt of Form 3 and the requisite fee or from the date of completing 5 years continuous practice or employment whichever is later. If the application has been made in advance fellowship will be granted from the date of eligibility.
- (f) A letter of admission as a Fellow Member will be issued.



- (g) The script of fellow membership and Certificate of Practice (if sanctioned) will be sent by Registered/Speed Post within 3 to 4 months from the date of issue of fellowship letter.

## **5. Payment of Annual Fee** (Regulation 6)

1. The annual fee payable by a member becomes due and payable on 1<sup>st</sup> April of each year. The members are required to make payment of fee to the concerned Decentralised Office under whose territorial jurisdiction their professional address falls. The payment of the fee can be made by a local cheque or demand draft in favour of Secretary, Institute of Chartered Accountants of India. Fee can also be paid by using online payment facilities.

The fee may be sent to the concerned Decentralised Office of the Institute so as to reach on or before 30<sup>th</sup> September of the relevant year in order to avoid removal of the name and or cancellation of Certificate of Practice.

### **2. Schedule of Fee** w.e.f. 1.4.2011

(i) Associate Membership Fee	Rs. 800/-
(ii) Fellow Membership Fee	Rs. 2200/-
(iii) Certificate of Practice Fee	Rs. 2000/-

The Council has decided that members who are senior citizen and have attained the age of 65 years as on 1.4.2011 (**Age reduced from 65 to 60 years vide Notification No. 1-CA(7)146/2013 dated 28<sup>th</sup> March, 2013**) will be required to pay their annual membership fee as per follows :-

(i) Associate Membership Fee	Rs. 600/-
(ii) Fellow Membership Fee	Rs. 1600/-
(iii) Certificate of Practice Fee	Rs. 1500/-

### **Method of Remittance**

#### **a) Pay directly to the Institute's Office**

Fee can be remitted directly to the concerned Decentralized Office of the Institute. Members may send their fee as per above fee schedule through demand draft/local cheque favouring The Secretary, The Institute of Chartered Accountants of India, Payable at the concerned Regional Office of ICAI.

Members please note that payment of membership fee through Central Bank of India has been discontinued from 1<sup>st</sup> April 2006. Members are requested not to pay fees through Central Bank of India.

#### **b) ECS Facility**

Payment through Electronic Clearing System is also provided for which member may use mandate form and as per instructions printed overleaf. Currently this facility is available to the members having Bank Account with MICR cheque facility in the cities mentioned in the mandate form.

**Members are requested to use this facility by submitting the mandate form by 30<sup>th</sup> April of relevant year.**

**c) Payment Gateway**

Payment gateway solution was introduced facilitating members to remit the membership/COP fees online. Members are encouraged to use this facility for their convenience and comfort. For use of payment gateway, members are requested to pay annual membership fee online. Members are required to fill in the credit card details alongwith name of the cardholder on the payment gateway page for successful transaction online. For payment of membership fee online, please visit the Institute's website [www.icaai.org](http://www.icaai.org) or the link [www.icaai.org/memfee.html](http://www.icaai.org/memfee.html)

**d) Advance amount remittance**

Member may remit any amount at their discretion in advance alongwith the fee for the year 2011-2012. However the same would be kept in the credit of the member concerned as advance and would be adjusted against membership and/ or COP fee as and when the same becomes due and other dues, if any. In the event of any short fall in advance, due to revision/increase in fee(s), it is the responsibility of the member to remit the balance. The salient features of the scheme are also given below:

**Salient features of the Scheme for advance amount remittance by members**

- (a) Since rate of fee have been revised from 01<sup>st</sup> April 2011, Members are requested to remit as per new scale of fee. Members may remit any amount at their discretion in advance. However the same would be kept as advance in the credit of the member concerned and would be adjusted against membership and/ or COP fee as and when the same becomes due and other dues, if any. If membership fee paid in advance member may indicate the same in the fee circular sent by the Institute.
- (b) In case the amount lying to credit of the members' account falls short of subsequent year's fee requirement due to revision of fee, it would be the responsibility of the member to ensure that sufficient credit is maintained in his/her account and in case of shortfall the balance is remitted within the due date.
- (c) Advance amount remittance (which would be kept in the credit of the member concerned) is only a facility to members and would be adjusted against membership and/ or COP fee as and when the same becomes due and other dues, if any. It would in no manner mean that because of the amount remitted their membership is secured. In spite of the amount remitted continuance or otherwise of their membership would be subject to the provisions of the Chartered Accountants Act and the Regulations framed there under.
- (d) Refund of amount received would not be allowed under any circumstances except in case of removal of the name of a member from the Register of Members under the provisions of the Chartered Accountants Act, 1949 as amended by the Chartered Accountants (Amendment) Act, 2006 and the Chartered Accountants Regulations, 1988.

In the case of death, the fee for the year in which removal takes place would be deducted and the balance of the advance amount remitted, if any would be refunded to nominee(s)/legal heir(s) of the member concerned. In all other cases, the balance of advance amount, after such a deduction as aforesaid, if any would be kept to the credit of

the member concerned for adjustment towards annual membership fee payable at the time of restoration.

- (e) Interest on the amount remitted would not be payable at all.
- (f) In case of members residing abroad: -

Presently the airmail and seamail charges for CA Journal are Rs. 2100/- and Rs. 1100/- p.a. in case of members residing abroad. Payment of fee/air mail/sea mail charges for Journal should be made in Indian currency i.e. the draft/cheque drawn on the designated Indian branch for credit to the account of the Institute would have to be made out in rupees irrespective of the country/currency applicable to the member. However, where the fee has been sent in foreign currency, conversion of foreign currency would be at the rate applicable on the date when the Institute bankers give credit. It may be noted that the fee would be payable only by way of demand draft or cheques on bank branches at designated places in India (as local cheques).

They should clearly indicate and remit separately air mail/sea mail charges for dispatch of Journal, if they so require, for 3 years. The Institute would communicate to members abroad the approximate air mail/sea mail charges payable for 3 years based on the average increase taken place in air mail/sea mail charges during last 5 years. The idea is to enable such members to send sufficient amount in advance and the Institute to adjust the likely increase over the next 3 years

## **6. Removal of Name** *(Sections 8, 20 & 21)*

1. The name of a member is removed under the following circumstances:
  - (a) On receipt of a written request from the member provided the annual membership fee for the relevant year has been paid. In case the member desires to have his name removed from 1<sup>st</sup> April, and his request is received within 30<sup>th</sup> April of the relevant year, the name of the member will be removed even though annual membership fee has not been paid.
  - (b) Due to non-payment of annual fee latest by 30<sup>th</sup> September.
  - (c) On passing of an Order for removal of the name under Section 21 of the Chartered Accountants Act 1949.
  - (d) In the event of death of a member, on receipt of information and a copy of death certificate from his relatives or on receipt of information from surviving partners of the firm in which he was partner, or on receipt of letter from office bearer of Regional Council and/or its branches.
  - (e) On being found suffering from any disability specified under section 8 of the Act or who for any reason, has ceased to be entitled to have his name borne on the Register of Members.
  - (f) On contravention of provisions of Regulation 187 with regard to non-supply of information relating to Professional Address, after giving him an opportunity of being heard.

2. A letter of removal of name of the Member will be sent at his professional address.
3. A copy of extract of notification published in the Gazette of India will be sent.
4. In case of 1 (d) above, the letter will be sent to the legal heirs of the deceased member.

## **7. Restoration of Name** *(Regulation 19)*

### **Eligibility**

A member whose name has been removed from the Register of Members is eligible for restoration of name.

### **Requirements**

1. The application in Form 9 duly filled in and signed by the member alongwith the following fees.

In case the member has changed his signatures, the new signatures verified by a chartered accountant may also be provided.

- (a) Membership fee for the year in which the name was removed.
  - (b) Membership fee for the year in which restoration is sought.
  - (c) Restoration fee of Rs. 1200/- (w.e.f -1.4.2011 )
  - (d) Certificate of practice fee (if intends to hold).
2. The name of the member will be restored from the date of receipt of Form 9 together with requisite fee and compliance of all the requirements.
  3. (i) The name of a member can be restored with retrospective effect (i.e. from the date of removal) provided an application for restoration in Form 9 alongwith membership fee, Certificate of Practice fee (if intends to hold) and restoration fee is received within the relevant financial year i.e. latest by 31<sup>st</sup> March.  
  
(ii) In case of removal under the Orders of High Court, the restoration shall be effected in accordance with such order.
  4. (a) A letter restoring the name and Certificate of Practice (if granted) will be sent.  
  
(b) A copy of extracts of notification published in the Gazette of India will be sent.  
  
(c) In case of restoration of name from a prospective date, the script of the original Certificate of Practice will be sent if Certificate of Practice was also sanctioned.

## **8. Cancellation of Certificate of Practice**

*(Regulation 10)*

1. (i) The Certificate of Practice of a member will be cancelled on receipt of a written request from him under Regulation 10 (i) (iii) provided he has remitted the annual membership/ Certificate of Practice fee for the relevant year.  
  
(ii) In case the member desires to cancel Certificate of Practice from 1<sup>st</sup> April and the request is submitted within 30<sup>th</sup> April, the Certificate of Practice of the member will be cancelled even though he has not remitted the Certificate of Practice fees. However the member has to pay the annual membership fee within the specified time. i.e. before 30<sup>th</sup> September.
2. The other circumstances under which the Certificate of Practice shall be cancelled are as under:-
  - (a) When name of the member is removed.
  - (b) When the member has not paid the Certificate of Practice fee by 30th September of the relevant year.
  - (c) When the Council is satisfied, after giving an opportunity of being heard to the person concerned, that such certificate was issued on the basis of incorrect, misleading or false information, or by mistake or inadvertence.
  - (i) A member ceasing to practice, is required to issue service certificate in the prescribed Form 109/108/114 to all the articled/audit assistants undergoing training under him. He will cease to be a proprietor/partner of the firm/s.
  - (ii) If the Certificate of Practice is cancelled, the holder of such certificate shall surrender the original script of Certificate of Practice to the Secretary of the Institute within 15 days from the date of receipt of notice of such cancellation or from the date of the notification thereof in the Gazette of India. Surrender of Certificate of Practice to the Institute is a mandatory requirement.

A letter confirming the cancellation of Certificate of Practice will be issued to the Member.

## **9. Restoration of Certificate of Practice**

*(Regulation 11)*

### **Eligibility**

Member whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year and has paid the fee on or after 1<sup>st</sup> October is eligible for restoration of Certificate of Practice with retrospective effect provided Form 101 duly filled and signed has been received from him on or before 31<sup>st</sup> March of the relevant financial year.

### **Requirements**

- (a) An application in Form 101 duly filled in and signed along with Certificate of Practice fee for the relevant year.
- (b) Annual Membership fee has been paid on or before 30<sup>th</sup> September of the relevant year.

A letter restoring Certificate of Practice with retrospective effect will be issued only on compliance of the above. However, on restoration of certificate of practice, if member is sole proprietor/partner in a firm, he/she is required to file form 18 separately for revival of his/her CA firms.

## 10. Imparting Training to Articled/Audit Assistants

(Regulation 43, 51, 54A, 55, 57, 68 & 72)

### A. Who is eligible to train articled/audit assistants

- (1) An associate or a fellow member, who has been in practice continuously, whether in India, or elsewhere or an associate or a fellow who is employed as a paid assistant with a chartered accountant in practice or in a firm of such chartered accountants shall only be eligible to engage an articled assistant or assistants:

In the case of an associate or a fellow practising outside India, the Council may impose such additional terms and conditions as it may deem fit.

- (2) Effective from 17.8.2007 the entitlement of members in practice to train articled assistants is as follows :

Category	Period of continuous Practice	Entitlement of articled assistant or
(i)	An associate or fellow in continuous practice for a period upto 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	3
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	7
(iv)	An associate or fellow in continuous practice for any period from 10 years	10

- (3) The entitlement of (Paid Assistants) members who are in full time salaried employment under a chartered accountant in practice or a firm of such chartered accountants is as follows:

Category	Number of full time salaried employees - irrespective of whether associate or fellow	Entitlement of articled assistant or assistants
(i)	Upto 100	1 per employee

(ii)	Between 101 and 500	100 + 50% of the number of such employees above 100 (i.e., a maximum of 300)
(iii)	From 501 or more	300 + 20% of the number of such employees above 500

(4) Further conditions for entitlement:-

- (i) a full-time salaried employee shall be eligible to engage and train an articled assistant only if he has been in employment with the same employer for a continuous period of ~~three~~ years.
  - (ii) a member who ceases to be in practice or resigns his partnership or gives up salaried employment under a chartered accountant in practice or a firm of such chartered accountants and who, at the time of discontinuance of practice or paid employment, as the case may be, has one or more articled assistants serving under him, shall not be eligible to take any articled assistant, if he subsequently sets up practice or takes up salaried employment under a chartered accountant in practice or a firm of such chartered accountants, until such time as the articled assistant or assistants serving under him previously complete the period of articles intended to be served under him, had he not given up his practice or the salaried employment,
  - (iii) a member shall be entitled to engage and train an articled assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation. In ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered. The Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.
  - (iv) A member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under regulations 51 and 72, shall be deemed to have been in continuous practice for three years.
- (5) The entitlement of a member to train articled assistants under regulation 43 shall be subject to such decisions as may be made by the Council under regulation 67.

(6) **Engagement of Audit Assistant** (*Regulation 68*)

A member who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or partly before and partly after the commencement of the Act, shall  
be entitled to engage one audit Assistant.

(7) **Additional Vacancies** (*Under Regulation 57*)

- (a) The additional vacancies can be granted to a member in practice under the following circumstances;
  - (i) the Principal has ceased to practise.

- (ii) name of the Principal is removed from the Register of Members.
- (iii) the Principal has died.

In all the above cases request for grant of additional vacancy shall be made within 30 days to the Secretary. Within 30 days from the date of the letter of the Secretary granting permission, the particulars in form 103 shall be sent for registration. In the case of death of the principal the date of commencement of training under fresh articles shall be taken the date following the date of death of the principal.

(b) Additional Vacancy may also be granted for accommodating articled assistants serving period of excess leave. The benefit of additional vacancy in such cases is given only where it could not have been reasonably anticipated that the articled assistant would have to serve an extra period on account of excess leave taken.

#### **B. Guidelines for training of articled assistants outside India**

- i) A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.
- ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.
- iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.
- iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.  
(As per the said Regulation, professional address means: -
  - a. an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or
  - b. if a member is employed, the place of employment or at his option the place of his residence
  - c. the place of residence, if the member neither carried on the profession nor is employed.It may please be noted that an address in India is essential in any of the situation)
- v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.
- vi) The period of practical training shall be 3 years or 3 ½ years, as applicable, under a practising chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.



- vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking alongwith the application.
- viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.
- ix) The Principal shall send training reports as prescribed alongwith the service certificate to be issued in Form 109 & 108 as the case may be.
- x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.
- xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.
- xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -
  - a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
  - b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
  - c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
  - d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
  - e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations as follows:

**Regulation 60: Working hours of an Articled Assistant**

"Subject to such directions as may be issued by the Council, the working hours of an articled assistant shall be 35 hours per week to be regulated by the Principal from time to time".

**Regulation 65: Articled assistant not to engage in any other occupation**

"Without the previous permission of the Council, obtained on application made in the

\*approved form, no articled assistant shall, during the period of his service as an articled assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation."

**Regulation 66: Enquiries against articled assistant**

"(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articled assistant from his principal or any other person, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled assistant an opportunity of being heard, make any of the following orders, namely;-

i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or

ii. if the articled assistant is found guilty, reprimand the articled assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

(3) The articled assistant, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled assistant or audit assistant by any member".

**Regulation 67: Complaint against the Principal**

1) Where an articled assistant makes a complaint against his principal on a matter concerning his training as an articled assistant, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.

2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.

3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:

4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

**C. Practical Training under eligible members of Accountancy Institutions or Bodies outside India (Regulation 54-A)**

(1) A principal, with the consent of the articled assistant, may depute the latter for training for a period not exceeding six months to a member eligible to engage and train an articled clerk or articled assistant or apprentice, by whatever name called, under the bye-laws of an institution or body etc. set up in the respective countries under the relevant Statutes.

(2) For the purpose of regulation 50, such period of training shall be deemed to be service as an articled assistant.

(3) During such period of training the provisions of regulation 48 shall not apply.

(4) The principal shall include the particulars of such training in the report to the Council under regulation 64.

(5) No deed of Articles need be executed for such training nor any intimation need be sent to the Institute in this regard.】

**D. Members not to engage articled assistants under the bye-laws of any of the accountancy institutions or bodies outside India** (*Regulation 44*)

A member entitled to engage and train articled assistants, under regulation 43, shall not engage any other articled clerk, articled assistant or apprentice, by whatever name called, under the bye-laws of any other Institute or Society or Body:

PROVIDED that such a member may engage any person who has been registered as a student with any of the accountancy institutions or bodies whose training is recognized by the Council as being equivalent to the training prescribed for members of the Institute under clause (v) of sub-section (1) of section 4 of the Act.

**E. Change of status of Principal** (*Regulation 55*)

(1) Where a salaried employee of a chartered accountant in practice or a firm of such chartered accountants set up practice independently, the articled assistant or articled assistants engaged by him, as the case may be, shall continue to remain engaged with him from the date of setting up practice independently provided he is entitled to train the articled assistant or the articled assistants under regulation 43:

Provided that the President or the Vice-President of the Council may, in an appropriate case, direct that the articled assistant shall serve the chartered accountant in practice or the firm of such chartered accountants, as the case may be.

(2) Where the salaried employee aforesaid does not set up practice independently or he is not entitled to train the articled assistant or the articled assistants under regulation 43, the articled assistant or articled assistants, as the case may be, shall serve the chartered accountant in practice who has executed the deed of articles as required under sub-regulation (1) of regulation 46 as the second principal. The provision of sub-regulation (1) of regulation 46 shall not apply in such a case but a statement in the form approved by the Council shall be sent to the Secretary for registration so as to reach within thirty days of the change in the status of the principal or within such extended period as the Secretary may determine:

(3) In every case referred to in sub-regulation (1) or sub-regulation (2) no registration fee shall be payable by the articled assistant.

**F. Industrial Training** (*Regulation 51 & 72*)

An associate member who has been a member of the Institute for a continuous period of 3 years and employed in an approved financial, commercial or industrial organisation is eligible to train one industrial trainee. Similarly, a fellow member is eligible to train two industrial trainees at a time, whether such trainee be articled assistant or audit assistants.

**G. Certificate of Service to Articled / Audit Assistant** (*Regulation 51, 56, 61 & 75*)

The members training articled / Audit assistant Industrial Trainee are required to issue service certificate in the appropriate Forms viz. Form 105,108,109 and 114 in favour of articled/audit or industrial trainee as the case may be. The onus rests with the member in this regard.

In case the Principal has not forthwith issued the Certificate prescribed under Regulation 61, on completion or termination of articles, the articled assistant shall make a request in the form 119 or 120 (as the case may be) approved by the Council, within 15 days of such completion or termination, to the principal, under intimation to the Secretary by registered or speed post, for issue of such certificate of service and the principal shall in any case, issue the certificate of service within three months of such completion or termination:

Where no such certificate is received by the Secretary within fifteen days of expiration of the period specified above, the certificate shall be deemed to have been issued on the date specified by the articled assistant, and an intimation to that effect shall be sent to the principal.

**11. Issue of Duplicate Certificate**

*(Regulation 184)*

**Eligibility:**

A member can apply for issuance of duplicate of the original membership certificate or Certificate of Practice, in the following circumstances:-

- i. The original certificate/s have been lost.
- ii. The original certificate/s in possession are mutilated or in torn condition.
- iii. The original certificate/s have been damaged.
- iv. The original certificate/s issued by the Institute are lost in transit.

**Requirements:**

- (a) A written request for issuance of duplicate certificate/s.
- (b) An affidavit in the prescribed format, stating the specific reason and duly sworn-in before a notary/first class magistrate or before the Indian Consulate/Embassy if the members is abroad.
- (c) The duplicate certificate charges are Rs. 500/- (**w.e.f 01.08.2012**) per certificate. The sum is payable by cheque (in the case of local members) and by demand draft, in favour of The

Secretary, The Institute of Chartered Accountants of India, New Delhi or the Decentralised Office to which the member belongs.

It is clarified that an affidavit is not required to be executed if the original mutilated, torn or damaged certificate, is returned to the Institute.

In case, the Membership/COP Certificate gets mutilated or invisible and the same is returned to the ICAI then a fresh Certificate with the caption, "in lieu of original" will be issued to the member. On the other hand, if the mutilated or invisible certificate is not returned to the ICAI, a fresh certificate will be issued with the word 'duplicate' written on the same.

## **12. Change in the Name of Member**

The change in name in the records of the Institute will be noted under the following circumstances.

### **(a) In Case of Female Members**

- (i) Application for change in name, alongwith a copy of marriage invitation card, Or
- (ii) Attested copy of Marriage Registration Certificate  
Or
- (iii) An affidavit duly sworn in before a First Class Magistrate.

### **(b) In Case of other Members**

Attested copy of Gazette Notification or Original copy of advertisement in a leading Newspaper for change of name,

Or

Attested copy of affidavit, for the change in name, duly sworn in before a First Class Magistrate

In case of change in the name of a member, fresh certificate of membership and/or certificate of practice will be issued to him provided the original certificate/s issued is/are returned to the Institute. An \*(asterisk) mark will be put against the changed name of such member and a Note will be placed at the end of the certificate stating that this certificate has been issued in lieu of the original certificate arising out of the change in the name of the member from \_\_\_\_\_ to \_\_\_\_\_ w.e.f. \_\_\_\_\_.

## **13. Change in Professional Address**

*(Regulation 187 (4))*

A member is required to inform change in professional address to the Institute's office within 30 days from the date of the said change.

### **Requirements :**

- a) A written request signed by him is required to be submitted.

- b) In case the new professional address of the member falls in other region, the request should be submitted to the decentralised office of the previous region.

**Note :**

Members are requested to inform the email id and the phone number for fastest communication

It is clarified that request on e-mail can be considered provided intimation is sent separately under signature for noting of change in address. It is further clarified that the Journal of the Institute 'The Chartered Accountant' will be mailed to member at his new address after one month of the change.

The Institute will issue a letter of change in address to the member on satisfying the above requirements.

**14. Approval of Trade / Firm Name**  
(Regulation 190)

- (1) Members holding Certificate of Practice and intending to practice under a trade/firm name, are required to make application for approval of the trade/firm name in Form 117. The member can seek approval of the firm name while applying for membership of the Institute in Form 2.

**(2) Requirements:**

- (a) Form 117 complete in all respects and signed by the member or all the partners of the proposed firm, clearly mentioning the names (as entered in the Register of Members) and the membership number(s).
- (b) Form should be sent directly to Joint Secretary. M & C - MSS Section, The Institute of Chartered Accountants of India, ICAI Bhawan, Post Box No. 7100, Indraprastha Marg, New Delhi -110002.
- (3) In case of removal of name of a member from Register of members, action on Form 117 regarding approval of name will be taken only after his name is restored to the Register of Members.

**(4) Criteria For Approval of Trade/Firm Name**

- (a) A trade/firm name is restricted to the name/s of the proprietor / partners as it / they appear in the Register of members.
- (b) The only suffixes to be allowed in firm name are Either:- "& CO", "and CO", "& Company", " And Company OR :- "& Associates", " And Associates".
- (c) In case of partnership firm the firm name can be proposed by taking the first full name or the surname of the partners by using "&" or "AND"
- (d) **Surname or commonly known name:**

If a member wants to adopt / include / use the surname or any name by which a member is commonly known, but does not conform to the name or surname as it appears in the Register of Members, he is required to :

(i) Obtain certificates from two Gazetted Officers of the rank of Deputy Secretary or above with

Government of India/State Government Format of the certificate is given at page

86. OR

(ii) Get his name changed in the Register of Members. On receipt of the confirmation of change in name, member may send a copy of the confirmation letter alongwith Form 117.

**(e) By Adopting Family Member's Name:**

If the name of the member is a very common name and no combination is available for approval of firm name, he can apply for approval of a firm name by adopting the name of one of his family members. Member is required to declare the name (full name) of such family member e.g. father, mother, spouse, son or daughter, by an affidavit sworn in before a First Class Magistrate or Notary public. Format of the affidavit given at page

**(f) Practice In Own Name**

An associate and a fellow member holding Certificate of Practice is eligible to practice in his own name. He is not required to apply for approval. However intimation to that effect may be sent to the concerned Decentralised Office. Practising the profession of chartered accountancy in own name is subject to holding Certificate of Practice. The entry of personal name of the member is not published in the List of firms.

**Change In Firm Name**

In case an existing firm desires to change the name of the firm, the following conditions may be fulfilled:

- a) A written request for change in name of the firm is submitted alongwith Form 117.
- b) All the existing partners of the firm must sign the application in Form 117.
- c) In case of a proprietary firm a separate request alongwith Form 117 must be submitted.
- d) The change in firm name approval will be considered as per provision under Regulation 190.
- e) The approval of name will be considered in order of preference mentioned in Form 117.
- f) The new proposed name will be approved under the provisions of the Regulation 190.
- g) The application for approval of firm name in Form 117, proposing the new names should be sent to Joint Secretary, M&C MSS Section, The Institute of Chartered Accountants of India, Post Box 7100, Indraprastha Marg, New Delhi 110002.



On receipt of the approval letter of new name, proprietor/partners should submit the particulars in Form 18 to the concerned Decentralised Office duly filled in & signed by all the concerned partners/proprietor.

**The letter granting of approval of firm name will be sent at the address mentioned in Form 117.**

It is clarified that mere approval of a trade/firm name does not entitle the member/s to practice in the said name. It is further clarified that the validity of the approval letter is for a period of one month.

### **15. Limited Liability Partnerships (LLPs)**

Setting up of Limited Liability Partnerships (LLPs) is now permitted by the Institute and in terms of the Council decision dated 14 July 2011, an existing CA Firm may get converted into LLP. For the purpose of registration of LLP with ICAI under regulation 190 of the Chartered Accountants Regulations, 1988, the partners of the firm shall apply in ICAI Form No. '117' and the ICAI Form No. '18' along with copy of LLP name registration received from the Registrar of LLP and submit the same with the concerned Regional office of the ICAI. These Forms shall contain all details of the offices and other particulars as called for together with the signatures of all partners or authorized partner of the proposed LLP.

#### **Approval of name of LLP:**

**Please note that prior approval of name of LLP in Form 117 from Secretary, ICAI is required in case the proposed name of LLP includes the words 'Chartered Accountant' or 'Chartered Accountants' as the case may be and shall be allowed by the Registrar only if the Secretary, ICAI approves it.**

**Following Guidelines for conversion of CA Firms into LLPs have been approved by the Council for conversion of CA firms into LLPs and constitution of separate LLPs by the practicing Chartered Accountants have been finalized which are applicable for conversion of CA firms into LLPs or formation of new LLPs by the members in practice of the Institute subject to the provisions of the Limited Liability Partnership (LLP) Act, 2008 and Rules & Regulations framed there under:-**

#### **COUNCIL GUIDELINES FOR CONVERSION OF CA FIRMS INTO LLPs**

##### **(A) Conversion of CA firms into LLPs**

1. All existing CA firms who want to convert themselves into LLPs are required to follow the provisions of Chapter-X of the Limited Liability Partnership Act, 2008 read with Second Schedule to the said Act containing provisions of conversion from existing firms into LLP.
2. In terms of Rule 18(2) (xvi) of LLP Rules- 2009, if the proposed name of LLP includes the words 'Chartered Accountant' or chartered Accountants, as the case may be, as part of the proposed name, the same shall be referred to the Institute of Chartered Accountants of India (ICAI) by the Registrar of LLP and it shall be allowed by the Registrar only if the Secretary, ICAI approves it.



3. If the proposed name of LLP of CA firm resemble with any other non-CA entity as per the naming Guidelines under LLP Act and its Rules, the proposed name of LLP of CA firms may include the word 'Chartered Accountant' or 'Chartered Accountants', as the case may be in the name of the LLP itself and the Registrar, LLP may allow the same name, subject to compliance to Rule 18(2) (xvi) of LLP Rules as referred above.
4. For the purpose of registration of LLP with ICAI under regulation 190 of the Chartered Accountants Regulations, 1988, the partners of the firm shall apply in ICAI Form No. '117' and the ICAI Form No. '18' along with copy of name registration received from the Registrar of LLP and submit the same with the concerned Regional office of the ICAI. These Forms shall contain all details of the offices and other particulars as called for together with the signatures of all partners or authorized partner of the proposed LLP.
5. The names of the CA firms registered with the ICAI shall remain reserved for the partners as one of the options for LLP names subject to the provisions of LLP Act, Rules and Regulations framed there under.
6. The following guidelines relating to seniority and other criteria shall be followed for registration of LLP with ICAI.
  - (i) Where two similar or identical or nearly similar firm names (whether the partners of such firms are same or not) have been registered by ICAI, under the proposed LLP, only one such firm name shall be approved and remaining firm registered with ICAI, either desires to convert into LLP or not, a change in the firm name shall be required.
  - (ii) The name of the LLP may be like 'X & Co. LLP' or 'X & Associates LLP' and no other suffix shall be approved and registered by ICAI.
  - (iii) The newly converted CA LLPs registered with ICAI shall be allowed to work only in terms of Section 2(2) of the Chartered Accountants Act, 1949 and the object of LLP to be incorporated in Form-2 and Form 17 of the LLP rules, 2009 or in LLP agreement, shall be in the nature of Professional Services allowed under Section 2(2) of the Chartered Accountants Act, 1949. LLP shall be subject to the same regulations, as if they were in partnership firm. Mere conversion into LLP does not give any privileges, which were not earlier with the CA firms.
  - (iv) Inter-se seniority among the firms shall be given to LLP as per existing policy of ICAI. In other words, LLPs shall carry the same seniority, as the firm shall otherwise have under the existing policy of ICAI. In case of merger of 2 LLPs, same rules as applicable to firms merging shall apply.
  - (v) The non converted firms shall also remain on the same position of seniority in relation to converted LLPs as the converted LLPs shall have the same inter-se seniority as the firms had earlier to conversion.
7. These guidelines of conversion of CA firms into LLP shall also be applicable to the conversion of proprietary firm into LLP subject to the provisions of LLP Act, Rules and Regulations framed there under. The conversion of proprietary firm shall be by way of incorporation of new LLPs.
8. The registration number (with minimum 6 numbers) of LLP with ICAI, shall remain the same Firm Registration Number (FRN) allotted to the firm before the conversion by ICAI with the

Regional Code like 'W' for Western, 'E' for Eastern, 'S' for Southern, 'N' for Northern and 'C' for Central Region as under:-

*Region Code*

<b>FRN</b>	W	1	2	3	4	5	6
<b>FRN</b>	S	2	0	0	0	0	0
<b>FRN</b>	E	3	0	0	0	0	0
<b>FRN</b>	C	4	0	0	0	0	0
<b>FRN</b>	N	5	0	0	0	0	0

9. Introduction of LLP, shall not affect the existing regulations in force as regards the name allotment to chartered accountants firms.

10. In case there is a merger of a firm and conversion with LLP and vice-versa, seniority may be provided to the surviving entity as per policy as per Annexure 'A' attached herewith.

11. The provisions of CA Act, 1949, Chartered Accountants Regulations, 1988 and Code of Ethics issued by ICAI shall be applicable to all partners of the converted CA firms into LLP jointly and severally.

12. The following Guidelines are subject to the clarification from Ministry of Corporate Affairs (MCA), Govt. of India, New Delhi:

- (i) Wherever the existing partnership firm have been appointed as statutory auditor of any company after following the due procedure under the Companies Act, 1956 and the said firm with the same partners is converted/formed into LLP, then the same FRN will continue and the Board of Directors of the Company may take on record the conversion/formation of the CA firms into LLP and the new LLP shall be deemed to be an Auditor of the said company for the said financial year in terms of Section 58(4) of the LLP Act, 2008.
- (ii) Wherever more than one partnership firms with all the partners desire to convert/ form only one LLP, in that case the name and FRN may be selected of only one of such firms for the purpose of registration with ICAI and;
  - (i) The other such firms shall stand dissolved.
  - (ii) Seniority shall be decided as per applicable rules of ICAI.
  - (iii) The Board of Directors of all the Companies who have appointed all the erstwhile firms as auditors, may take a declaration from the said LLP with all the partners of all the erstwhile firms on record and the appointment of auditors of all the erstwhile firms made under the Companies Act, 1956, shall be deemed to be in the name of the said LLP.

**(B) Constitution of separate LLPs**

13 All members of ICAI in practice who want to constitute separate LLPs are required to follow the provisions of the Limited Liability Partnership Act, 2008 read with the Rules framed there under.

14 In terms of Rule 18(2) (xvi) of LLP Rules- 2009, if the proposed name of LLP includes the words 'Chartered Accountant' or chartered Accountants, as the case may be, as part of the proposed name, the same shall be referred to the ICAI by Registrar of LLP and it shall be allowed by the Registrar only if the Secretary, ICAI approves it.

15. For the purpose of registration of LLP with ICAI under regulation 190 of the Chartered Accountants Regulations, 1988, the partners of the firm shall apply in ICAI Form No. '117' and the ICAI Form No. '18' along with copy of name registration received from the Registrar of LLP and submit the same with the concerned Regional office of the ICAI. These Forms shall contain all details of the offices and other particulars as called for together with the signatures of all partners or authorized partner of the proposed LLP.
16. The following guidelines relating to seniority and other criteria shall be followed for registration of LLP with ICAI.
  - (i) Inter-se seniority among the firms shall be given to LLP as per existing policy of ICAI. In other words, LLPs shall carry the same seniority, as the firms shall otherwise have under the existing policy of ICAI. In case of merger of two LLPs, same rules, as applicable to firms merging, shall apply.
  - (ii) The name of the LLP may be like 'X & Co. LLP' or 'X & Associates LLP' and no other suffix shall be approved and registered by ICAI.
  - (iii) The newly constituted CA LLPs registered with ICAI shall be allowed to work only in terms of Section 2(2) of the Chartered Accountants Act, 1949 and the object of LLP to be incorporated in Form-2 and Form 17 of the LLP rules, 2009 or in LLP agreement, shall be in the nature of Professional Services allowed under Section 2(2) of the Chartered Accountants Act, 1949. LLP shall be subject to the same regulation, like the partnership firms. Mere conversion into LLP does not give any privileges, which were not earlier with the CA firms.
17. These guidelines of conversion of CA firms into LLP shall also be applicable to the conversion of proprietary firm into LLP subject to the provisions of LLP Act, Rules and Regulations framed there under. The conversion of proprietary firm shall be by way of incorporation of new LLPs.
18. The registration number (with minimum 6 numbers) of LLP with ICAI, shall be like the Firm Registration Number being allotted to the firms by ICAI with the Regional Code like 'W' for Western, 'E' for Eastern, 'S' for Southern, 'N' for Northern and 'C' for Central Region .
19. Introduction of LLP, shall not affect the existing regulations in force as regards Name allotment to chartered accountants firms.
20. The provisions of CA Act, 1949, Chartered Accountants Regulations, 1988 and Code of Ethics issued by ICAI shall be applicable to all partners of the LLP jointly and severally.
21. In case of any dispute in respect of these guidelines, the same shall be referred to the committee of the Institute and the decision of that committee shall be final and binding on the members of the Institute.
22. For the purpose of any clarification regarding the approval and registration of proposed LLP with the ICAI, the requests can be sent at the following address:-

The Secretary  
The Institute of Chartered Accountants of India  
P.B No: 7100, "ICAI Bhavan", Indraprastha Marg  
New Delhi – 110002

23. These Guidelines came into force w.e.f. 4<sup>th</sup> November, 2011.

### **Non Objection Certificate from ICAI**

ROC further requires NOC issued by ICAI for accepting request for approval and incorporation of LLP CA firms. NOC may be obtained from ICAI on demand by submitting a written request along with Form 117 to the Head office of ICAI, New Delhi.

## **16. Registration of Firm**

*(Regulation 190)*

- (1) Application for registration of the firm in Form 18 duly filled in and signed by the proprietor/all partners along with a copy of the approval letter received from the Head office of the Institute should be submitted to the concerned Decentralised Office under whose territorial jurisdiction the Head Office of the proposed firm falls, within one month of the date of issue of approval letter or commencement of practice, as the case may be.

The member/s is/are eligible to use the firm name only after the firm has been registered by the Institute.

### **(2) Requirements for Registration of Firm**

- (a) Submit application in Form 18 signed by the proprietor/ all partners within one month from the date of approval of firm name or commencement of practice as the case may be.

- (b) Attach copy of firm name approval letter.

### **Condonation of Breach of Regulation 190(4)**

In case Form 18 is not submitted to the Institute's office within the specified period of one month from the date of commencement of practice, under the trade/firm name, the firm is required to apply for condonation of breach of Regulation 190(4)/(7) and pay the levy fee for condonation and submit the required documents.

Condonation of delay in filing Form 18 for registration of firm name beyond 30 days

### **Period of delay/Corresponding fee to be charged**

upto 30 days	between 31-180 days	Beyond 181 days
beyond specified time	beyond specified time	of specified time
Rs. 100/-	Rs. 300/-	Rs. 1.000/-

The following documents may be submitted :-

1. A request for condonation of breach with specific reason for delay in submission of Form 18.

2. A certified true copy of the partnership deed.
3. In case Form 18 is submitted beyond the financial year and the last date for filing the tax returns, the certified true copy of income-tax return, statement of income and expenditure account and balance sheet of the firm certified by a practising chartered accountant may also be submitted.
4. A declaration in the prescribed format.

## 17. Registration of Limited Liability Partnerships (LLPs)

(1) Application for registration of the LLP in ICAI Form 18 duly filled and signed by authorized partner/ all partners of the proposed LLP along with copy of name registration letter (Incorporation certificate) received from the Registrar of LLP shall be submitted to the concerned Regional office of the ICAI under whose territorial jurisdiction the Head Office of the proposed LLP falls within one month of the date of incorporation of proposed LLP with Registrar of LLP.

### (2) Requirements for Registration of LLP

(a) Submit application in ICAI Form 18 along with Form 117 containing all details of the offices and other particulars (similar to LLP firm name approval issued by Registrar LLP) as called for together with the signatures of all partners or authorized partner of the proposed LLP.

(b) Attach a copy of incorporation certificate received from the Registrar of LLP.

### Condonation of Breach of Regulation 190(4)/ (7)

In case Form 18 is not submitted to the Institute's office within the specified period of one month from the date of registration of proposed LLP with Registrar of LLP, the LLP is required to apply for condonation of breach of Regulation 190(4)/(7) and pay the levy of fee for condonation and submit the required documents.

The fee for Condonation of delay in filing Form 18 for registration of LLP beyond 30 days shall be charged as hereunder

### Period of delay/ Corresponding fee to be charged

upto 30 days	between 31-180 days	Beyond 181 days
beyond specified time	beyond specified time	of specified time
Rs. 100/-	Rs. 300/-	Rs. 1,000/-

The following documents shall be submitted:-

1. A request for condonation of breach with specific reason for delay in submission of Form 18.
2. A certified true copy of the partnership deed of proposed LLP.

3. In case Form 18 is submitted beyond the financial year and the last date for filing the tax returns, the certified true copy of income-tax return, statement of income and expenditure account and balance sheet of LLP ~~certified~~ by a practising chartered accountant ~~shall also~~ be submitted.
4. A declaration in the prescribed format.

## **18. Maintenance of Branch Office**

*(Section 27, Regulation 189)*

### **(1) Branch Office**

The firm is required to inform the opening and closing of branch/es within 30 days from the date of opening and closure of the branch.

### **(2) Second Office**

A member who is incharge of a office of the firm can also be incharge of the second office of the firm provided:

- (a) the second office is located in the same premises in which the first office is located; or
- (b) the second office is located in the same city in which the first office is located; or
- (c) the second office is located within a distance of 50 kms. from the municipal limits of a city in which the first office is located.

A member is however required to inform the Institute and declare which of the two offices is his main office.

In case Form 18 is not submitted to the Institute's office within the specified period formalities for Condonation of Breach of Regulation 190 may be certified.

## **19. Change in Constitution of Firm**

*(Regulation 190)*

- (1) The details regarding change in particulars of the firm in Form 18 are required to be submitted to the Institute's office within 30 days from the date of such change.

### **(2) Requirements**

- (a) A letter informing changes in the firm alongwith Form 18 duly signed by all the partners with change in particulars is required to be submitted within one month from the date of change in the constitution.

- (b) In case of leaving of a partner a letter of consent of retirement signed by the retiring partner and Form 18 signed by the existing partner/s of the firm is required to be submitted. The firm should confirm the retirement of the partner.

- (c) In case of opening/closing of a firm, a letter informing the exact date of opening/closure must be submitted.
- (d) In case of a closure/dissolution of the firm a letter signed by all the partners confirming the closure/dissolution must be submitted.
- (e) In case of sole proprietary firms, closure/sole practising member's closure, an intimation by the member giving the exact date of closure must reach the Institutes office within one month.

### **Condonation of Breach of Regulation 190(7)**

- (1) In case there is delay in submitting Form 18 beyond one month, the firm shall submit an application for condonation of delay stating reasons alongwith copy of Partnership Deed/Profit & Loss A/C, Balance Sheet and copy of Income Tax Returns certified by a practising chartered accountant, a "Declaration" in the prescribed Format and condonation fees as applicable.
- (2) The Decentralised Office will issue a letter confirming the change in constitution to the Firm after condonation of delay by the competent authority.

#### **Announcement**

#### ***Raising of number of partners in CA Firm with reference to the provisions of Companies Act, 2013***

*The Council of the Institute has clarified that the earlier restriction of maximum of 20 partners permitted for firms under section 11 of the Companies act, 1956 is no more applicable to the firms as Section 464 of the Companies Act, 2013 has been notified w.e.f 01.04.2014 wherein sub-section (1) provides for a maximum number of partners permissible for business firms at 100 and sub-section (2) provides that nothing in sub section (1) shall apply to an association or partnership, if it is formed by professionals who are governed by special Acts.*

*Accordingly, as per proviso to the said section, Chartered Accountants firms are now allowed to be registered/reconstituted with more than 20 partners w.e.f 01.04.2014 under the Indian Partnership Act as in the case of a firm under the Limited Liability Partnership Act.*

*-sd-  
Joint Secretary  
M&C-MSS*

*Date: 26<sup>th</sup> August, 2014*

## **20. Change in Constitution of Limited Liability Partnerships (LLPs)**

In case there is any change in the constitution of LLP, the same shall be intimated to the Institute within 30 days from the date of noting of the change in constitution of LLP by the Registrar of LLP.

### **Requirements**

A letter informing changes in LLP alongwith Form 18 duly signed by all the partners with change in particulars and copy of letter issued by Registrar of LLP regarding change in constitution are required to be submitted within one month from the date of noting of the change in constitution of LLP by the Registrar of LLP.

### **Condonation of Breach of Regulation 190(7)**

In case there is delay in submitting Form 18 beyond one month, LLP shall submit an application for condonation of delay stating reason(s) alongwith copy of Partnership Deed/Profit & Loss A/C, Balance Sheet and copy of Income Tax Returns of LLP certified by a practising chartered accountant, a "Declaration" in the prescribed Format and condonation fees as applicable.

### **21. Sale/Transfer of Goodwill of A Firm**

Transfer of goodwill of the firms of Chartered Accountants are permitted by the Institute subject to fulfillment of the following procedure :-

1. An application in writing should be forwarded by a member, holding Certificate of Practice, intimating his intention to purchase goodwill.
2. The application should be made within one year from the date of death of the member.
3. The application should be sent alongwith the following details:
  - a) Death Certificate of the deceased member; and
  - b) (i) A draft sale deed for sale/transfer of goodwill entered into between the legal heir/s of the deceased and the members intending to purchase goodwill.  
(ii) The sale of goodwill deed must be very clear as to the amount of consideration and payment thereof in one or more installment(s) to be paid within a specified period. The consideration should not be contingent upon future profit.
4. Documents, such as, succession certificate or Will, legal heir certificate or an affidavit sworn by all legal heir/s stating that there is/are no other legal heir/s to the deceased member.
5. Legal heir, in this context, means spouse, child/children and parents.
6. If the agreement is entered into by one of the legal heirs, 'No Objection' from the other legal heirs, except those minor, are also required to be submitted. In case of minor, 'No Objection' is to be obtained from the guardian.
7. The member intending to purchase the goodwill should give an advertisement about intention to purchase such goodwill, and the advertisement should spell out that anyone having objection thereto should send the objection directly to the respective Decentralised Office (address of which shall be indicated in the advertisement). The intending purchaser should send a copy of the advertisement so published to the concerned Decentralised Office.
8. Within 30 days of the receipt of the approval for transfer of goodwill, the member purchasing the goodwill should file Form 18.

### **Submission of Particulars of Offices and Firms in Form no. 18 - Regarding**

It has been decided that in respect of the following changes in the firm, the particulars thereof in form no.

18 need not be called for from the firm :-



- i) Joining or Leaving of Paid Assistant
- ii) Opening or Closing of Branch Office(s)
- iii) Change in Incharge or the HO or Branch Offices(s)
- iv) Closure of Firms (to be signed by all the partners)
- v) Change in address of HO or Branch Office(s)

A written intimation signed by the member incharge firm or the authorized partner of the firm will suffice compliance of the requirement of the Regulation 190(7) provided the same is received within one month from the date such change have taken place. However, if the information is not received within one month from the date of such change, this will be treated as breach of Regulation 190(7) and levy fee for condonation of delay is required to be collected from the firm.

## 22. REVISED GUIDELINES OF NETWORK

### 1. Short Title & Commencement

- (i) These Guidelines may be called 'Guidelines for Networking.'
- (ii) These Guidelines shall come into force on the \_\_ day of \_\_\_\_, 20XX

### 2. Definitions.

- (i) In this guidelines, unless there is anything repugnant in the subject or context, --

**(a) Act** – "Act" means The Chartered Accountants Act, 1949.

**(b) Code of Ethics** – "Code of Ethics" means the Code of Ethics issued by the Institute and decisions of the Council in this regard.

**(c) Council** – "Council" means the Council of the Institute.

**(d) Firm** – "Firm" means a sole Practitioner / proprietor, partnership or any such entity of professional accountants as may be permitted by law.

**(e) Institute** – "Institute" means the Institute of Chartered Accountants of India.

**(f) Member** – "Member" means a Member of the Institute as defined in Section 2(x) of The Chartered Accountants Regulations, 1988.

**(g) Network** - A larger structure:

- (a) That is aimed at co-operation; and
- (b) That is clearly aimed at profit or cost sharing or shares common ownership, control or management, common quality control policies and procedures, common business strategy, the use of a common brand name, or a significant part of professional resources.

**(h) Network Firm** – "Network Firm" means a firm or Entity that belongs to a Network.

**(i) Regulations** – "Regulations" means Chartered Accountants Regulations, 1988.

### 3. Concept:

The Concept of Network is explained in appendix I, which forms an integral part of these guidelines.

### 4. Forms of the Network

**The different forms of Network can be as under:-**

- 4.1 A network can be constituted as a mutual entity which will act as a facilitator for the constituents of the Network. In such a case the Network itself will not carry out any professional practice.
- 4.2 A network can be constituted as a partnership firm subject to the condition that the total number of partners does not exceed twenty.
- 4.3 A network can be constituted as a Limited Liability Partnership subject to the provision of the Chartered Accountant Act and Rules and such other laws as may be applicable.
- 4.4 A network can be constituted as company subject to the guidelines prescribed by Institute for corporate form of practice and formation of management consultancy services company.
- 4.5 Network Firms shall consist of *sole Practitioner / proprietor, partnership or any such entity of professional accountants as may be permitted by the Act*
- 4.6 A firm is allowed to join only one network.
- 4.7 Firms having common partners shall join only one Network.

### 5. Approval of Name of Network amongst firms registered with Institute:

- 5.1 The Network may have distinct name which should be approved by the Institute. To distinguish a "Network" from a "firm" of Chartered Accountants, the words "& Affiliates" shall be used after the name of the network and the words "& Co." / "& Associates" shall not be used. The prescribed format of application for approval of Name for Network is at **Form 'A'** (enclosed). The names of the network may be as mentioned in Appendix II.
- 5.2 Provisions of Regulation 190 of the Chartered Accountants Regulations, 1988 shall be applicable to the name of Network. However, even if a name is approved and subsequently it is found that the same is undesirable then, the said name may be withdrawn at any time by the Institute. The Institute shall reject any undesirable name and the provisions in respect of names of companies as prescribed in the Companies Act, 1956 shall be applicable in spirit.
- 5.3 The Institute shall approve or reject the name of the Network and intimate the same to the Network at its address mentioned in Form 'A' within a period which shall not be later than 30 days from the date of receipt of the said Form.
- 5.4 Mere approval of the name of the Network shall not entitle the Network to carry on practice in its own name.

### 6. Registration of Network with entities in India

- 6.1 After the name of a Network is approved as per provision under Guideline 5, the Institute same shall reserve such name for a period of three (3) months from the date of approval.

- 6.2 The Network shall get itself registered with the Institute by applying in Form B within the period of 3 months, failing which the name assigned shall stand cancelled on the expiry of the said period.
- 6.3 Registration of Network with Institute is mandatory.
- 6.4 If different Indian firms are networked with a common Multinational Accounting Firm, they shall be considered as a part of network.

## **7. Listing of Network with entities outside India**

- 7.1 The duly authorized representative(s) of the Indian Member firm (s)/Member constituting the Network with entities outside India shall file a declaration with the Institute in **Form 'D'** for Listing of such Network within 30 days from the date of entering into the Network arrangement.
- 7.2 Proprietary/individual members, partnership firms as well as members in LLP or any such other entity of members as may be permitted by the Act, shall be permitted to join such network with entities outside India provided that the proprietary/individual members, partnership firms as well as members in LLP or any such other entity of members are allowed to join only one network and firms having common partners shall join only one such network.

## **8. Change in constitution of registered Network:**

In case of change in the constitution of registered Network on account of any entry into or exit from the Network, the network shall communicate the same to the Institute by filing **Form C'** within a period of thirty (30) days from the date of change in the constitution.

## **9. Ethical Compliance:**

Once the relationship of network arises, it will be necessary for such a network to comply with all applicable ethical requirements prescribed by the Institute from time to time in general and the following requirements in particular: -

- 9.1 If one firm of the network is the statutory auditor of an entity then the associate [including the networked firm(s)] or the said firm directly/indirectly shall not accept the internal audit or book-keeping or such other professional assignments which are prohibited for the statutory auditor firm.
- 9.2 The guidelines of ceiling on Non-audit fees is applicable in relation to a Network as follows: -
  - i) For a Network firm who is doing statutory audit (including its associate concern and/or firm(s) having common partnership), it shall be the same as mentioned in the said notification; and
  - ii) For other firms of the same Network collectively, it shall be 3 times of the fee payable for carrying out the statutory audit of the same undertaking/company.
- 9.3 In those cases where rotation of firms is prescribed by any regulatory authority, no member firm of the network can accept appointment as an auditor in place of any member firm of the network which is retiring.

9.4 The Network may advertise the Network to the extent permitted by the Advertisement Guidelines issued by Institute. The firms constituting the network are permitted to use the words "Network Firms" on their professional stationery.

9.5 The constituent member firms of a Network and the Network shall comply with all the Ethical Standards prescribed by the Council from time to time.

#### **10. Consent of Client:**

The effect of registration of network with Institute will be deemed to be a public notice of the network and therefore consent of client will be deemed to be obtained.

#### **11. Framework of Internal Byelaws of Network:**

**To streamline the networking, a network shall formulate operational bye-laws. Bye-laws may contain the following clauses on which the affiliates of the network may enter into a written agreement among themselves:**

- (i) Appointment of a Managing Committee, from among the managing partners of the member firms of the network and the terms and conditions under which it should function. The minimum and maximum number of members of the Managing Committee shall also be agreed upon.
- (ii) Administration of the network
- (iii) Contribution of membership fees to meet the cost of the administration of the network.
- (iv) Identifying a partner of any of the member firms of the network to be responsible for the assignment (engagement partner)
- (v) Dispute settlement procedures through arbitration and conciliation
- (vi) Development of training materials for members of the network
- (vii) Issue of News-letters for staff and clients
- (viii) Development of softwares for different types of assignments
- (ix) Development and maintenance of data bases relevant for different types of assignments
- (x) Library
- (xi) Appointment of a technical director to whom references can be made
- (xii) Determining the methodology for drawing resources from each member firm
- (xiii) Determining compensation to member firms for resources to be drawn from them
- (xiv) Peer review of the member firms

These clauses are illustrative.

#### **12. Repeal and Saving:**

The erstwhile "Rules/Guidelines of Network" issued by the Institute stands repealed from the date of commencement of these Guidelines.

**Provided that** notwithstanding such repeal, anything done or any action taken or purported to have been done or taken in respect of the erstwhile Rules/Guidelines prior to the date of applicability of these Guidelines shall be deemed to have been done or taken under the corresponding provisions of these Guidelines.

Appendix-I

(Referred to in para 3 of the Guidelines of Network and forms an integrated part of the Guidelines)

### **Concept**

*1.1 To enhance their ability to provide professional services, firms frequently form larger structures with other firms and entities. Whether these larger structures create a network depends on the particular facts and circumstances and does not depend on whether the firms and entities are legally separate and distinct. For example, a larger structure may be aimed only at facilitating the referral of work, which in itself does not meet the criteria necessary to constitute a network. Alternatively, a larger structure might be such that it is aimed at co-operation and the firms share a common brand name, a common system of quality control, or significant professional resources and consequently is deemed to be a network.*

*1.2 The judgment as to whether the larger structure is a network shall be made in light of whether a reasonable and informed third party would be likely to conclude, weighing all the specific facts and circumstances, that the entities are associated in such a way that a network exists. This judgment shall be applied consistently throughout the network.*

*1.3 Where the larger structure is aimed at co-operation and it is clearly aimed at profit or cost sharing among the entities within the structure, it is deemed to be a network. However, the sharing of immaterial costs does not in itself create a network. In addition, if the sharing of costs is limited only to those costs related to the development of audit methodologies, manuals, or training courses, this would not in itself create a network. Further, an association between a firm and an otherwise unrelated entity to jointly provide a service or develop a product does not in itself create a network.*

*1.4 Where the larger structure is aimed at cooperation and the entities within the structure share common ownership, control or management, it is deemed to be a network. This could be achieved by contract or other means.*

*1.5 Where the larger structure is aimed at co-operation and the entities within the structure share common quality control policies and procedures, it is deemed to be a network. For this purpose, common quality control policies and procedures are those designed, implemented and monitored across the larger structure.*

*1.6 Where the larger structure is aimed at co-operation and the entities within the structure share a common business strategy, it is deemed to be a network. Sharing a common business strategy involves an agreement by the entities to achieve common strategic objectives. An entity is not deemed to be a network firm merely because it co-operates with another entity solely to respond jointly to a request for a proposal for the provision.*

*1.7 Where the larger structure is aimed at co-operation and the entities within the structure share the use of a common brand name, it is deemed to be a network. A common brand name includes common initials or a common name. A firm is deemed to be using a common brand name if it includes, for example, the common brand name as part of, or along with, its firm name, when a partner of the firm signs an audit report.*

*1.8 Even though a firm does not belong to a network and does not use a common brand name as part of its firm name, it may give the appearance that it belongs to a network if it makes reference in its stationery or promotional materials to being a member of an association of firms. Accordingly, if care is not taken in how a firm describes such memberships, a perception may be created that the firm belongs to a network.*

1.9 Where the larger structure is aimed at co-operation and the entities within the structure share a significant part of professional resources, it is deemed to be a network. Professional resources include:

- Common systems that enable firms to exchange information such as client data, billing and time records;
- Partners and staff;
- Technical departments that consult on technical or industry specific issues, transactions or events for assurance engagements;
- Audit methodology or audit manuals; and
- Training courses and facilities.

1.10 The determination of whether the professional resources shared are significant, and therefore the firms are network firms, shall be made based on the relevant facts and circumstances. Where the shared resources are limited to common audit methodology or audit manuals, with no exchange of personnel or client or market information, it is unlikely that the shared resources would be significant. The same applies to a common training endeavor. Where, however, the shared resources involve the exchange of people or information, such as where staff are drawn from a shared pool, or a common technical department is created within the larger structure to provide participating firms with technical advice that the firms are required to follow, a reasonable and informed third party is more likely to conclude that the shared resources are significant.

#### Appendix-II

(Referred to in para 5.1 of the Guidelines of Network and forms an integrated part of the Guidelines)

Illustrative examples of names of Network: -

- a) If the Network is a Mutual Entity or Partnership Firm:  
AB & Affiliates
- b) If the Network is a LLP:  
AB Affiliates LLP
- c) If the Network is a Limited Company:  
AB Affiliates P. Ltd/Limited

### **23. RULES OF MERGER & DEMERGER**

**1. These rules are called Rules of Merger & Demerger of C.A. Firms registered with ICAI.**

**2. Concept of Merger & Demerger:**

- (i) The Partnership Act has not prescribed merger & demerger of partnerships. In the corporate world, merger and demerger have become universal practices for securing survival, growth, expansion and globalization of enterprise and achieving multitude of objectives. Merger is the fusion of two or more existing companies. On the other hand, demerger signifies a movement in the company just opposite to merger. 'Demerger' is also used to describe spinning off of an "undertaking" of a Corporate entity. The concept of 'Merger', 'Demerger' & 'Acquisition' are arising out of the 'Arrangement' under Sections 391-394 of the Companies Act, 1956. Merger and Demerger are natural corollary of globalization.

- (ii) To incorporate the spirit of Corporate World and to imbibe the consolidation creed, the Council used the term 'merger' and 'amalgamation' of CA firms. **The Council in its 198<sup>th</sup> Meeting held from 25<sup>th</sup> to 27<sup>th</sup> February, 1999 and in 223<sup>rd</sup> Meeting held from 2<sup>nd</sup> to 5<sup>th</sup> February, 2002 considered the Seniority and Mergers of the firm and** implications of the decisions, are enclosed in Tabular form.
- (iii) In order to have an orderly and sustainable growth of the CA firms, it is desirable that the coming together of the firms begins with networking and then matures to mergers. Networking will enable the firms to develop working relationships with each other. However, it is not to suggest that there cannot be mergers without networking.
- (iv) The mergers should be effected to develop core competencies and to render professional services of a larger range spread over bigger geographical area. A merged big entity will always be superior to a network arrangement.

### **3. Filing of Merger Agreement**

- i) To effectuate merger, a merger agreement in the prescribed format (enclosed) is to be filed with the Institute within 30 days from the date of the agreement. The re-constitution agreement/ partnership deed will be required to be filed with the Registrar of Firms.

### **4. General Guidelines:**

- (i) The Merged Firm will be entitled to practice in its old trade name, which existed at the time of merger. Upon the merger of the firms, the Institute will freeze the names of the merging firms and shall not allot the same names to any other firm. In the event of demerger, the same name will then be given to the demerging firm.
- (ii) The Constitution Certificate issued by the Institute to the demerged firm shall state the original date of establishment, the date of its merger and the date of the demerger. For the purpose of computing the seniority of the firm, the total period will be reckoned from the original date of establishment. The Institute will recommend to other regulatory bodies to consider the seniority of the demerged firm in the same manner. The recognition of the demerger for the empanelment purposes should be after one year of the demerger. This is to prevent any possible misuse of the facility of merger
- (iii) and demerger by any firm to circumvent the requirement of cooling period in the empanelment process.
- (iv) The merger has to precede the demerger. The merger agreement itself shall contain the terms and conditions for demerger. Therefore no concurrence/ acceptance will be required from the continuing partners. The merger agreement shall stipulate that in case of 75% or more of the continuing partners of one of the erstwhile firm(s) are willing to demerge then they can do so after giving due notice to the other partners.
- (v) In case of 75% or more of the continuing partners of one of the erstwhile merging firm have demerged after giving due notice to the other partners, then in such case, the merger shall come to an end and if the remaining erstwhile merging

firms/partners of the erstwhile merged firm decided to continue, then they should enter into a fresh **Merger/Partnership Agreement**.

- (vi) The demerger can be demanded within a period of 5 years from the date of merger.

## 24. Condonation of Breach of Regulations for Non filing of Forms within Specified Time

The Council has decided to levy fee for dealing with requests for condonation as per the following scale:

Sl. No.	Regulation	Period of Delay/corresponding fee to be charged		
		30 days Rs.	31-180 days Rs.	Beyond 181 days Rs.
1	46(2)/69(2) & 46(3)/69(3)- Condonation of delay in submitting Form 103/113	100	300	1000
2.	58-Condonation of delay in submitting Form 107	100	300	1000
3.	65/78- Condonation of breach-Delay in submission of Form 112 (for pursuing other course(s) of study and for engagement in other occupation/business)	100	300	1000
4	50, 61 (1), 71 &75- Condonation of delay in submission of Form No.108 & 114	100	300	1000
5.	11- Condonation of delay in submission of Form 101	100	300	1000
6.	19- Condonation of delay in submission of Form 9	100	300	1000
7	190 (4)- Condonation of delay in filing Form 18, for registration of firm name	100	300	1000
8.	190(7)- Condonation of delay in filing Form 18 notifying change in particulars of office/firms	100	300	1000

**Only fee paid within the relevant financial year but Form 101, not submitted alongwith the fee.**

**Only fee paid within the relevant financial year but Form 9, not submitted alongwith the fee.**



Form No.	Period of Delay	Decision	Documents to be submitted
<b>103</b>	Beyond 30 days	No documents is required to be	
	6 months and above	The documents are required to be called for and verified. The condonation will be on case to case basis and on merits. The Committee further decided that the delay in submission of form beyond 1 year will not be condoned	1. Original Deed of agreement executed in form '102' 2. Work Dairy/Attendance record 3. Stipend proof
<b>107</b>	Beyond 60 days upto 6 months	Documents are required to be called for and verified. The condonation will be on case to case basis and on merits. Beyond 6 months delay will not be condoned	1. Original agreement executed in form 107 supplementary deed 2. Work diary/Attendance record 3. Stipend proof
<b>108</b>	Upto 3 Years	No documents are required to be called for and verified.	
	3 years & above	Anyone of the documents is required to be called for and verified. The condonation will be on case to case basis and on merits.	Any of the following 1. Work Dairy 2. Stipend proof 3. Attendance record 4. Details of work done
18	Beyond 30 days upto 6 months Beyond 6 months and above	a) No documents is required to be called for and verified b) The documents are required to be called for and verified. The condonation will be on case to case basis and on merits. c) There shall be a cut off date for condonation of cases for empanelment purposes as on 1st January and the cases received beyond the cut off date will not be considered for condonation. The President was authorized to fix the cut off date.	1. Certified copy of original Partnership Deed 2. An approved format of the Self declaration signed by all the partners 3. Income Tax Return filled by firm alongwith Profit & Loss A/c, Balance Sheet of firm certified by a Chartered Accountant

The Council noted that form 109 does not come under condonation process and further decided that the existing procedure for condonation of delay in submission of forms 9,101, and 112 will continue to be in force.

**Regulation 65/78 - Condonation of breach of Regulations- Delay in submission of Form 112 (For pursuing other course(s) of study and for engagement in other occupation/ business)**

**(a) Pursuing other course of study:**

Form 112 certified by college/university as well as the principal

**(b) Engagement in other occupation:**

1. Certified true copy of the partnership deed containing clear recital that the articulated assistant is a sleeping partner.
2. If the original deed does not contain above, supplementary deed showing the articulated assistant as a sleeping partner should also be submitted.
3. Affidavit of all the partners including the articulated/audit assistant concerned that the articulated/ audit assistant is neither taking active part nor will he be entitled to take active part in the management of the business, nor will he be entitled to draw any remuneration.
4. Declaration of the principal of the articulated/assistant assistant that the latter is a sleeping partner and in case, any change in the status in the partnership comes to his attention, he shall inform the Institute.

The levy of fee comes into effect in respect of requests for condonation received on or after 1st April, 2002. It is clarified that each case of condonation received alongwith the fee, will be considered on its merits.

## **25. Practice in Corporate Form**

The Council at its 261 meeting held from 1st August to 3<sup>rd</sup> August, 2006 decided to allow members in practice to render Management Consultancy and other services in corporate form, subject to the guidelines issued by the Institute in this regard.

The Council decided to allow members in practice to hold the office of Managing Director, Whole-time Director or Manager of a body corporate within the meaning of the Companies Act, 1956 provided that the body corporate is engaged exclusively in rendering Management Consultancy and Other Services permitted by the Council in pursuant to Section 2(2)(iv) of the Chartered Accountants Act, 1949 and complies with the conditions(s) as specified by the Council from time to time in this regard.

The members can retain full time Certificate of Practice besides being the Managing Director, Whole-time Director or Manager of such Management Consultancy Company, there will be no restriction on the quantum of the equity holding of the members, either individually and/or along with the relatives, in such Company. Such members shall be regarded as being in full-time practice and therefore can continue to do attest function either in individual capacity or Proprietorship/Partnership firm. They are also entitled to train articulated/audit assistants.

The name of the Management Consultancy Company is required to be approved by the Institute and such Company has to be registered with the Institute. The guidelines alongwith the prescribed application forms for approval of name and registration, provisions of ethical compliance and other details have been issued and the same will come into force w.e.f. 1.10.2006

### **Guidelines For Practice in Corporate Form**

#### **Definition.**

#### **(i) Managing Director, Whole-time Director and Manager -**

The term "Managing Director", "Whole-time Director" and "Manager" shall have the same meaning as defined/understood in the Companies Act, 1956. For the purpose, the member in practice who is a Managing Director, Whole-time Director or Manager shall be full-time practitioner /proprietor/partner in a Chartered Accountants firm.

**Act** - Act means The Chartered Accountants Act, 1949.

**Regulations** - Regulations means the Chartered Accountants Regulations, 1988.

**Code of Ethics** - Code of Ethics means the Code of Ethics issued by the Institute and decisions of the Council in this regard.

**Institute** - Institute means the Institute of Chartered Accountants of India.

**Council** - Council means the Central Council of the Institute.

**Member** - Member means a Member in Practice. Member in Practice means a Member in Practice as defined in the Chartered Accountants Act, 1949 and its Regulations.

**Management Consultancy & Other Services** - Management Consultancy & Other Services or MCS

means 'Management Consultancy & Other Services' permitted by the Council in pursuance to Section 2(2)(iv) of the Chartered Accountants Act, 1949. The definition of the expression "Management

Consultancy & Other Services" as appears at page 8-10 of the Code of Ethics, 2005 edition is as under:

The expression "Management Consultancy & Other Services" shall not include the function of statutory or periodical audit, tax (both direct taxes and indirect taxes) representation or advice concerning tax matters

or acting as liquidator, trustee, executor, administrator, arbitrator or receiver, but shall include the following:

- (i) Financial management planning and financial policy determination.
- (ii) Capital structure planning and advice regarding raising finance.
- (iii) Working capital management.

- (iv) Preparing project reports and feasibility studies.
- (v) Preparing cash budget, cash flow statements, profitability statements, statements of sources and application of funds etc.
- (vi) Budgeting including capital budgets and revenue budgets.
- (vii) Inventory management, material handling and storage.
- (viii) Market research and demand studies
- (ix) Price-fixation and other management decision making.
- (x) Management accounting systems, cost control and value analysis.
- (xi) Control methods and management information and reporting.
- (xii) Personnel recruitment and selection.
- (xiii) Setting up executive incentive plans, wage incentive plans etc.
- (xiv) Management and operational audits.
- (xv) Valuation of shares and business and advice regarding amalgamation, merger and acquisition
- (xvi) Business Policy, corporate planning, organisation development, growth and diversification.
  - (xvii) Organisation structure and behaviour, development of human resources including design and conduct of training programmes, work study, job-description, job evaluation and evaluation of work loads.
- (xviii) Systems analysis and design, and computer related services including selection of hardware and development of software in all areas of services which can otherwise be rendered by a Chartered Accountant in practice and also to carry out any other professional services relating to EDP.
- (xix) Acting as advisor or consultant to an issue, including such matters as :-
  - (a) Drafting of prospectus and memorandum containing salient features of prospectus. Drafting and filing of listing agreement and completing formalities with Stock Exchanges, Registrar of Companies and SEBI.
  - (b) Preparation of publicity budget, advice regarding arrangements for selection of (i) ad-media, (ii) centres for holding conferences of brokers, investors, etc., (iii) bankers to issue, (iv) collection centres, (v) brokers to issue, (vi) underwriters and the underwriting arrangement, distribution of publicity and issue material including application form, prospectus and brochure and deciding on the quantum of issue material (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).

- (c) Advice regarding selection of various agencies connected with issue, namely Registrar to Issue, printers and advertising agencies.
- (d) Advice on the post issue activities, e.g., follow up steps which include listing of instruments and despatch of certificates and refunds, with the various agencies connected with the work.

**Explanation :** For removal of doubts, it is hereby clarified that the activities of broking, underwriting and portfolio management are not permitted.

- (xx) Investment counseling in respect of securities [as defined in the Securities Contracts (Regulation) Act, 1956 and other financial instruments.] (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxi) Acting as registrar to an issue and for transfer of shares/other securities. (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxii) Quality Audit.
- (xxiii) Environment Audit.
- (xxiv) Energy Audit
- (xxv) Acting as Recovery Consultant in the Banking Sector.
- (xxvi) Insurance Financial Advisory Services under the Insurance Regulatory & Development Authority Act, 1999, including Insurance Brokerage.

**Management Consultancy Company** - Management Consultancy Company means a Company which complies with the Guidelines for Practice in Corporate Form issued by the Institute.

**Relative** - Relative means "Relative" as defined in Appendix (9) of the Chartered Accountants Regulations, 1988, 2002 edition.

### **3. Name of the Management Consultancy Company :**

The Management Consultancy Company shall have a distinct name which shall be approved by the Institute. The prescribed format of application for approval of name for Management Consultancy Company is at **Form G**.

Standards prescribed in Regulation 190 of the Chartered Accountants Regulations, 1988 shall be applicable to the name of the Management Consultancy Company. However, even if a name is provided and subsequently it is found that the same is undesirable then, the said name can be withdrawn at any time by the Institute. The provisions in respect of name of companies as prescribed the Companies Act, 1956 shall be applicable in letter and spirit.

The name of Management Consultancy Company may indicate the area of 'Management Consultancy & Other Services' permitted by the Council from time to time.

The Management Consultancy Company shall neither be permitted to advertise nor to use logo.

**4. Registration :**

After approval of the name under Guidelines 3 and incorporation under the Companies Act, 1956, the Management Consultancy Company is required to be registered with the Institute in a prescribed **Form 'H'**.

**5. Ethical Compliance :**

Once the Management Consultancy Company is Registered with the Institute as per the Guidelines, it will be necessary for such a Company to comply with the following requirements:-

If the individual practitioner/sole-proprietorship firm/partnership firm is the statutory auditor of an entity then the Management Consultancy Company should not accept the internal audit or book-keeping or such other professional assignment which are prohibited for the statutory auditor firm.

The Notification No. 1-CA(7)/60/2002 dated 8<sup>th</sup> March, 2002 (at page no. 43) in respect of ceiling on Non-audit fees is applicable in relation to a Management Consultancy Company.

The Management Consultancy Company shall comply with clauses (6) & (7) of Part-1 of the First Schedule to the Chartered Accountants Act, 1949 and such other directives as may be issued by the Institute from time to time.

The Management Consultancy Company shall give an undertaking that it shall comply with clauses (6) & (7) of Part-I of the First Schedule to the Chartered Accountants Act, 1949 and such other directives as may be issued by the Institute from time to time.

**6. Object of Management Consultancy Company:**

The Management Consultancy Company shall engage itself only in Management Consultancy & Other Services. The Management Consultancy Company shall give an undertaking that it shall render only Management Consultancy & Other Services permitted by the council in pursuance to section 2(2)(iv) of the Chartered Accountants Act, 1949. The Object Clause should restrict itself only to the Management Consultancy & Other Services prescribed by the council pursuant to powers under Section 2(2)(iv) of the Chartered Accountants Act, 1949.

**7. Violation of Act:**

In case of alleged violation of the provisions of the Act, Regulations framed thereunder, guidelines/directions laid down by the Council from time to time and Code of Ethics issued by the Council, the individual practitioner/sole-proprietorship firm/partnership firm in general and the Managing Director/Whole-time Director/Manager of such company in particular, would be answerable.

**8. Applicability of Companies Act, 1956, and other laws.**

All the provisions of the Companies act 1956 and others laws that are applicable to a Company formed under the Companies Act, 1956 shall be applicable to the Management Consultancy Company. The Guidelines are in addition to the provisions contained in the Companies Act, 1956.

**9. Benefits available to members if the Guidelines framed are complied with :**

- i) The member can retain full time Certificate of Practice besides being the Managing Director/Whole-time Director/Manager of Management Consultancy Company.
- (ii) The member will be entitled to train articled/audit assistant(s).
- iii) There will be no restrictions on the quantum of the equity holding of the member, either individually and/or along with his relatives, in such a company.

**10. Transitory Provisions:**

Any member who wishes to become Managing Director / Whole-time Director/Manager of an existing Company, which is rendering Management Consultancy & Other Services, and wishes to take other benefit contained in the Guidelines, shall comply with the Guidelines for Practice in Corporate Form.

The Company is required to take approval of name and then apply for registration with the Institute.

If the Institute has reservation over the name of an existing Company that wishes to come under the provisions of these Guidelines, the Company shall be required to apply for change in name.

The Company is also required to change its object clause, if the same contains objects other than those provided in the Guidelines.

**Notification No.1 -CA(7)/60/2002**

8th March, 2002

**RELEVANT PROVISIONS TO MCS COMPANY**

1-CA(7)/60/2002: In exercise of the powers conferred by clause (ii) of Part II of the Second Schedule to the Chartered Accountants Act, 1949, the Council of the Institute of Chartered Accountants of India hereby specifies that a member of the Institute in practice shall be deemed to be guilty of professional misconduct, if he accepts the appointment as statutory auditor of Public Sector Undertaking(s)/ Government Company(ies)/listed Company(ies) and other Public Company(ies) having turnover of Rs.50 crores or more in a year and accepts any other work(s) or assignment(s) or service(s) in regard to the same Undertaking(s)/ Company(ies) on a remuneration which in total exceeds the fee payable for carrying out the statutory audit of the same Undertaking/company.

Provided that in case appointing authority (ies)/regulatory body (ies) specify (ies) more stringent condition(s)/restriction(s), the same shall apply instead of the conditions/restrictions specified in this Notification.



**Explanation:**

1. The above restrictions shall apply in respect of fees for other work(s) or service(s) or assignment(s) payable to the statutory auditors and their associate concern(s) put together;
2. For the above purpose,
  - (i) The term "other work(s)" or "service(s)" or "assignment(s)" shall include Management Consultancy and all other professional services permitted by the Council pursuant to Section 2(2)(iv) of the Chartered Accountants Act, 1949 but shall not include: -  
  
Audit under any other statute;  
  
Certification work required to be done by the statutory auditors; and any representation before an authority;
  - (ii) the term "associate concern" means any corporate body or partnership firm which renders the Management Consultancy and all other professional services permitted by the Council wherein the proprietor and/or partner(s) of the statutory auditor firm and/or their "relative(s)" is/are Director/s or partner/s and/or jointly or severally hold "substantial interest" in the said corporate body or partnership;
  - (iii) the terms "relative" and "substantial interest" shall have the same meaning as are assigned under Appendix (10) [now Appendix (9)] to the Chartered Accountants Regulations, 1988.
3. In regard to taking up other work(s) or service(s) or assignment(s) of the undertaking/company referred to above, it shall be open to such associate concern or corporate body to render such work(s) or service(s) or assignment(s) so long as aggregate remuneration for such other work(s) or service(s) or assignment(s) payable to the statutory auditor/s together with fees payable to its associate concern(s) or corporate body(ies) do/does not exceed the aggregate of fee payable for carrying out the statutory audit.
4. This notification is applicable for any appointment(s) on or after 1<sup>st</sup> April, 2002.

## **26. Post Qualification Courses**

The Institute is conducting Post Qualification/Certificate courses for members of the Institute. The details of the following courses are available on the Institute's website at Link [http://www.icai.org/new\\_post.html?post\\_id=3581](http://www.icai.org/new_post.html?post_id=3581)

### **Certificate Courses -**

- Certificate Course on Cooperatives
- Certificate Course on Not-for-Profit Organizations (NPOs)
- Certificate Course on Indirect Taxes
- Certificate Course on Enterprise Risk Management
- Certificate Course on Concurrent Audit of Banks
- Certificate Course on Internal Audit
- Certificate Course on Master in Business Finance



- Certificate Course on International Taxation
- Certificate Course on Forensic Accounting and Fraud Detection
- Certificate Course on International Financial Reporting Standards
- Certificate Course on Forex and Treasury Management
- Certificate Course on Derivatives
- Certificate Course on Valuation
- Certificate Course on Arbitration

#### **Post Qualification Courses –**

- Information Systems Audit (ISA)
- CPE Course on Computer Accounting and Auditing Techniques (CAAT)
- Diploma in Insurance and Risk Management (DIRM)
- Management Accountancy Course (MAC)/ Corporate Management Course (CMC)/ Tax Management Course (TMC)
- International Trade Laws & World Trade Organisation (ITL & WTO)
- ERP Courses on SAP FA & MA Module, Microsoft Dynamics NAV

### **27. Member Identity Card**

The Institute issues Identity Card to the members of the Institute. A member desirous to obtain Identity Card is required to apply for the same in the prescribed application form alongwith the procedure specified in the said application form.

#### **'Member Duplicate Identity Card**

A member who has lost/misplaced his identity card may obtain a duplicate identity card by submitting the request in the prescribed application form for issue of duplicate identity card. He is required to pay a sum of Rs. 100/- towards charges for the duplicate identity card.

### **28. Continuing Professional Education**

Continuing Professional Education is a mean by which members of the profession maintain, improve and broaden their knowledge, skills and develop qualities required for sustained growth. With a view to enabling its members to maintain the requisite professional competence and ensure high quality and standards in the professional services that they render, the ICAI has identified Continuing Professional Education (CPE) as a major area of focus for the members. Thus, the ICAI has been providing continued inputs to its members through seminars, lectures, workshops, technical literature, e-learning, web-based training etc. In the year 2003, the ICAI had issued in the Statement on Continuing Professional Education (amended in the year 2006 & 2011) prescribing the norms for undergoing CPE activities by the members and the mechanism to implement the same by POU's.

#### **CPE HOURS REQUIREMENTS FOR THE BLOCK PERIOD OF 3 YEARS (1-1-2014 TO 31-12-2016) TO BE COMPLIED WITH BY DIFFERENT CATEGORIES OF MEMBERS**

**A. All the members (aged less than 60 years) who are holding Certificate of Practice (except all those members who are residing abroad) are required to:**

- a) Complete at least 90 CPE credit hours in a rolling period of three-years.
- b) Complete minimum 20 CPE credit hours of structured learning in each calendar year.

C) Out of the 90 CPE Credit Hours as mentioned above, 30 CPE credit hours can be completed either through Structured or Unstructured learning (as per Member's choice)

**B. All the members (aged less than 60 years) who are not holding Certificate of Practice and all the members who are residing abroad (whether holding Certificate of Practice or not) are required to:**

- (a) Complete at least 45 CPE credit hours either structured or unstructured learning (as per Member's choice) in rolling period of three-years
- b) Complete minimum 10 CPE credit hours of either structured or unstructured learning (as per member's choice) in each calendar year.

**C. All the members (aged 60 years & above) who are holding Certificate of Practice, are required to:**

- a) Complete at least an aggregate of 70 CPE credit hours of either Structured or Unstructured Learning (as per member's choice) in a rolling period of three years
- b) Complete minimum of 10 CPE credit hours being an aggregate of either Structured or Unstructured Learning in the first calendar year i.e. 2014.
- c) Complete minimum of 20 CPE credit hours being an aggregate of either Structured or Unstructured Learning (as per member's choice) in the second and third calendar years i.e. 2015 & 2016

**D. The following class of members are exempted from CPE credit hours requirement:**

- a. All the members (aged 60 years and above) who are not holding Certificate of Practice.  
Judges of Supreme Court, High Court and Tribunal
- c. Members of Parliament/MLAs/MLCs
- d. Governors of States
- e. Centre and State Civil Services
- f. Entrepreneurs (owners of Business (manufacturing) organizations other than professional services)
- g. Judicial Officers

### **How to earn CPE Credit Hours**

**CPE Credit hours are divided into Structured Learning Activities (SLAs) and Unstructured Learning Activities (ULAs).**

- Structured Learning Activities

Members of the Institute can earn CPE hours under structured learning by attending the CPE Programmes on various technical topics related to profession being organized by our Programme Organising Units (POUs) i.e., Regional Councils, Branches, Study Circles & Study Chapters. Structured CPE hours can also be earned by attending CPE teleconferences being organized by CPE Committee and by under going, E-learning Modules and Certification Courses available at ICAI's website. For detailed structured learning activities, please visit <http://cpeicai.org/cpeadvisory%20Final%20structured%20learning.doc>

- Unstructured Learning Activities

Members can earn CPE hours credits by under going unstructured learning activities (ULA) as per their requirement. An Advisory issued on ULA is available on CPE website [www.cpeicai.org](http://www.cpeicai.org) under URL: **<http://cpeicai.org/cpeadvisory%20Final-Unstruc.pdf>** . This advisory includes the details about the unstructured learning activities and the ways in which these can be undertaken. According to this advisory, the members are required to submit a Self-declaration form once in a year before 31<sup>st</sup> May to avail the CPE hours credits for the activities undergone by them in the previous year. This form would have to be submitted to the concerned Decentralised Offices.

### **Services to the Members and POUs**

The CPE Portal ([Http://www.cpeicai.org](http://www.cpeicai.org)) has been developed to facilitate the members in keeping themselves updated with their CPE credit hours. Members can view status of CPE hours by logging into CPE Portal using their User ID and Password for verifying their CPE attendance on the left hand side of the screen under the head Members login, enter your 6 digits membership number (Prefix 0 if membership number is of 5 digits). Default password is cpe + 6 digits membership number (e.g., cpe123456).

For transparency in CPE programmes to increase the awareness in public about the various activities and major CPE events a Management Information System is introduced on the CPE Portal about City Wise list of the forthcoming CPE Programmes with contact details of the Programme Organising Units (POUs) for registration. The Portal also facilitates automatic generation of CPE certificates reducing the time cycle involved in issuance of the certificates.

### **Advantages of CPE Credits for Chartered Accountant in Practice and Employment**

#### **Backdrop**

After qualifying as a professional accountant further learning and development happens while the professional is in practice, in employment or in industry. But a Chartered Accountant, whether engaged in practice, industry, or employment requires to update professional knowledge, skills, values, ethics. This should be tailored appropriately in line with the professional activities of the individual. After completion of the prescribed syllabus in completing Chartered Accountancy course, practical experience, and GMCS training, the professional can also engage in informal learning activities such as coaching, observation, feedback and gain knowledge.

Chromaticity of the professional of chartered accountants is because of their knowledge and diversified working style. This is a high dignity and globally recognised profession as its not like other professions where there is no need to update the related knowledge after getting the degree; a chartered accountant should learn continuously even after getting the CA degree. Therefore, the Continuing Professional Education (CPE) Committee of ICAI has introduced a scheme for Continuing Learning Requirements to be quantified in term of CPE credit hours for the *rolling period* of three years starting from the calendar year 2008.

#### **What are objectives of CPE credits program:**

- ⇒ This helps to adopt good practices in maintaining professional competence.
- ⇒ Facilitates learning by Chartered Accountants;

## Types of CPE Credits

### 1. Structured learning mode

The structured learning program is being organized by the ICAI and its committees where credit of CPE hours are being set on some rules based on type of organized program, e.g. recent international conference; weekly, bi-weekly or monthly meetings in branches etc. The credit for this type of learning is being given automatically, if a CA is present in the organized program.

### 2. Unstructured learning mode

*Unstructured* learning program is divided in eight types of major activities:

- |                            |                                   |
|----------------------------|-----------------------------------|
| 1. Web Based               | 2. Self learning                  |
| 3. Home Study              | 4. Discussion on technical issues |
| 5. Acting as faculty       | 6. Teleconferencing program       |
| 7. Questionnaires/Journals | 8. Internal Training Program      |

The CPE Credit in this mode is available for any correspondence course; listening Audio CDs purchased from ICAI; Reading and Individual Home Study including reading articles in the CA Journal, reading technical, professional, financial or business literature; Group or bilateral discussion on technical/professional issues; working as a faculty member in any college, university or a management or national importance institution; internal training program organized by CA firm with more than 6 partners.

How to Ensure CPE is adhered to by Professionals:

- (a) **Membership-linked CPE:** CPE linked to eligibility of continued Membership of Institute of Chartered Accountants of India;
- (b) **Monitoring Mechanism:** This would ensure that the requisite hours of learning is undertaken by professional regularly thus ensuring continuous learning. Without learning and updation a Chartered Accountant would be redundant in no time.

## What are the benefits of CPE Scheme

- 1. **Continued Knowledge Growth:** The knowledge needed to function effectively as a professional accountant continues to grow. Professional accountants face increased expectations to display knowledge and skill. These pressures apply to professional accountants in both the private and public sectors. Continued development of professional competence and lifelong learning are critical if the professional accountant is to meet public expectations.
- 2. **Improved Value-added Service:** Undertaking CPE does not provide by itself a guarantee that all professional accountants will provide high-quality professional service at all times. This also requires ethical behavior, professional judgment, and an objective attitude. The Chartered Accountant should have a commitment and capacity to learn. Therefore, it is an important requirement in maintaining public confidence and trust.
- 3. **Learning:** The following represent examples of learning activities that could be undertaken as part of a planned program of CPE activity.
  - Participation in courses, conferences, seminars;
  - The seminars could be organised in relation to direct, indirect taxes, IFRS, GAAP reporting.

- Self-learning modules or organized on-the-job training;
- Published professional or academic writing;
- Participation and work on technical committees;
- Developing and/or delivering a course in an area related to Professional activities;
- Participation as a speaker in conferences, briefing sessions, or discussion groups;
- Writing technical articles, papers, books;
- Research, including reading professional literature or journals;
- Workplace learning; and
- The members should ensure a mix of all of the above in order to be effectively developed professionals.

### **The benefits of Mandatory CPE:**

(a) **Due Care & Competence:** All Chartered Accountants have an obligation of due care to their clients, employers, and relevant stakeholders, and are expected to demonstrate their ability to competently discharge this responsibility;

(b) **Public Accountability:** The Chartered accountants in all sectors are subject to public accountability and the maintenance of public trust;

(c) **Relied on by Stakeholders:** The shareholders, creditors, Government, public is likely to rely on the designation and professional standing of the professional accountant. Professional Chartered accountants carry a professional designation. Any lack of competence of an individual accountant has the potential to damage the reputation and standing of both the individual and the profession as a whole;

(d) **Relied on by Industry:** The employers recruiting professional Chartered accountants in any sector rely, to some extent, on the professional designation as proof of professional competence.

In setting the requirement for CPE, member bodies are encouraged to consider what is relevant and appropriate for professional accountants in circumstances such as stint outside India, and retirement.

**How to ensure compliance?** Linking the CPE credits to continued membership is pre-requisite to ensure compliance.

## **29. The Chartered Accountants Benevolent Fund**

### **Objective:**

The objective for which the fund is established is to provide financial assistance for maintenance, education or any other similar purpose to necessitous persons being :-

- (a) persons who are or have been members of the Institute, whether subscribers to the fund or not; or
- (b) wives and children of persons who are or have been members of the Institute, whether subscribers to the fund or not.
- (c) widows and children of deceased persons who have been members of the Institute whether subscribers to the fund or not.
- (d) relatives or others who were dependent for support on a person who has been a member of the Institute, whether subscribers to the fund or not; and who has died without leaving a widow or child.

**Procedure for becoming a member of the CABF :**

There are two categories of members :-

- (a) Life Member: A single payment of Rs. 2,500/- shall make a person eligible to be admitted as a life member of the fund. Thereafter he shall not be liable to pay any amount on account of subscription and shall be styled as a 'Life Member'.
- (b) Ordinary members : All other members shall be described as Ordinary Members and shall have to pay an annual subscription of Rs. 500/-.

Apart from this any member can subscribe for Voluntary Contribution. Contribution to CABF enjoys exemption under section 80-G of the Income Tax Act.

**Procedure for making payment:**

Members can pay membership subscription alongwith Form 2 or their annual membership fee to the respective regional offices. Alternatively it can be paid separately by local cheque/DD to H.O. or respective regional offices.

**Application format:**

The application for enrolment as a member of the Fund shall be made in the prescribed Form.

**Extent of assistance available:**

**Monthly assistance:**

Maximum monthly assistance available to a member or persons eligible to receive the assistance is upto Rs. 7500/-per month according to the circumstances of the use and renewable after one year. This is for maintenance of family of members/widow/relatives of deceased members.

Financial assistance will be given only to the members/ widows/relatives whose monthly family income is not more than Rs. 15000/-.

Ex-gratia financial assistance of amount as per Committee decision is provided to the legal heir of deceased member in case of accidental death/ unnatural death at the age below 55 years against claim. An appropriate amount is also given towards medical treatment under specified category.

**Procedure for availing assistance:**

Application for financial assistance should be made in prescribed format alongwith all relevant supporting documents mentioned thereon. Any Central Council Member or Chairman/Vice Chairman/Secretary of any Regional Council or Branch recommend the application thereof. In case of financial assistance towards cost of any expensive medical treatment/surgery of bill/estimates from Hospitals or medicine shop should be enclosed alongwith the application for treatment in a hospital the assistance can also be paid to the concerned hospital directly.

**Group Protection Insurance Scheme for Members :**

Group Protection Insurance Scheme of CABF is being provided for insurance coverage of members and spouse. The details of which is available on the Institute's website [www.ica.org](http://www.ica.org)

### 30. Issue of letter of Goodstanding

Certificate of Goodstanding is being issued to the Members for their immigration abroad/higher studies in overseas institutions as also for registration of membership with Foreign Accounting Bodies with whom there is MOU/MRAs with ICAI.

#### Requirements

A Member whose Membership status is active, can apply for issue of a letter of goodstanding either by email at [goodstanding@icai.in](mailto:goodstanding@icai.in) or a written request be sent to Headoffice of the Institute in the prescribed application form along with self declaration for issuance of Goodstanding Certificate (available on the Institute's website [www.icai.org](http://www.icai.org)) stating the purpose for issue of letter of goodstanding and the address at which the same is required provided there is no disciplinary case pending against him and member has completed required CPE hours, paid membership fee or his name is not otherwise removed. Such a letter is valid for a period of 6 months from the date of issue.

It is clarified there is no provision of issuance of letter of goodstanding to the Firms.

### 31. MRA/MOUs with Foreign Accounting Bodies

The Institute in the recent past has entered into Mutual Recognition Agreements (MRA)/ Memorandum of Understanding (MOU) with the following overseas accounting bodies: The details of which are available on the Institute's website at the link ([http://www.icai.org/post.html?post\\_id=5617](http://www.icai.org/post.html?post_id=5617))

- Memorandum of Understanding (MoU) with The Accounting and Auditing Standards Board of Bhutan
- Memorandum of Understanding (MoU) with The Vietnam Association of Certified Public accountants
- Memorandum of Understanding (MoU) with Association of International Accountants, UK
- Memorandum of Understanding (MoU) with The New Zealand Institute of Chartered Accountants(NZICA)
- Mutual Recognition Agreement with The Canadian Institute of Chartered Accountants (CICA)
- Memorandum Of Understanding With Higher Colleges Of Technology, Ministry Of Higher Education And Scientific Research, UAE
- Mutual Recognition Agreement between ICAI and CPA Ireland
- ICAI Signs Joint Declaration with The Bahrain Institute of Banking and Finance
- Memorandum of Understanding (MoU) with The Institute of Chartered Accountants in Australia



- Memorandum of Understanding (MoU) between ICAI and University of Djibouti on Africa Day Celebrations
- Memorandum of Understanding (MoU) between ICAI and College of Banking & Financial Studies (CBFS), Oman
- Mutual Recognition Agreement (MRA) with CPA Australia
- License Agreement with ISACA
- Memorandum of Understanding (MoU) with The Institute of Chartered Accountants in England and Wales

However membership under MRA will not entitle currently to hold Certificate of Practice of the Institute.

### **32. Enrolment of Overseas Citizen of India Professional Accountants (Regulation 53C)**

(1) An overseas citizen of India holding professional accountancy qualification shall be recognized as a member of the Institute on completion of such examination, training and other modules as listed out in Schedule 'B' to these regulations.

(2) The Certificate of Practice to such overseas citizen of India shall be granted on fulfillment of terms and conditions as listed out in Schedule 'B' to these regulations.

#### **"Schedule B"**

#### **Scheme for enrolment of Overseas Citizen of India Professional Accountants**

**1. Short title.-** (a) This scheme may be called the Scheme for enrolment of Overseas Citizen of India (hereinafter referred to as OCI) Professional Accountants.

(b) The scheme shall facilitate opening up of practise rights to overseas citizen of India Chartered Accountants and Certified Public Accountants applicants.

**2. Scheme of Education and Training.-** To become eligible for membership of the Institute an Overseas Citizen of India having chartered accountant or certified public accountant qualification shall be required to pass the following two levels of test and also comply with the other provisions of this Scheme, namely:-

**(i) First Level Test.- (a)** The applicants for this test shall be divided into two categories, namely, English and non-English language and the duration of the test and papers for each category of applicants shall be as per Table given herein below:-

**Table**

<b>Duration of test and Papers for those Overseas Citizens of India who have qualified respective Chartered Accountancy or Certified Public Accountancy</b>	<b>Duration of test and Papers for those Overseas Citizens of India who have qualified respective Chartered Accountancy or Certified Public Accountancy examination in English</b>
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<b>examination in a language other than English</b>	<b>language</b>
<p><b>Duration:</b></p> <p>The test shall be of five hours duration comprising of two sessions of three hours and two hours respectively with a break between two sessions</p>	<p><b>Duration:</b></p> <p>The test shall be of four hours duration comprising of two sessions of two hours respectively with a break between two sessions.</p>
<p><b>Papers:</b></p> <p>A candidate shall be examined in the following papers:-</p> <p><b>Session – 1 (Three Sections – 3 Hours)</b></p> <p style="text-align: right;"><b>[150 Marks]</b></p> <p>Section A: Fundamentals of Income Tax</p> <p style="text-align: right;">[50 marks]</p> <p>Section B: Mercantile Laws</p> <p style="text-align: right;">[50 marks]</p> <p>Section C: English</p> <p style="text-align: right;">[50 marks]</p> <p><b>Session – II – (Two Sections – 2 hours)</b></p> <p style="text-align: right;"><b>[ 100 marks]</b></p> <p>Section D: General Economics</p> <p style="text-align: right;">[50 marks]</p> <p>Section E: Quantitative Aptitude</p> <p style="text-align: right;">[50 marks]</p>	<p><b>Papers:</b></p> <p>A candidate shall be examined in the following papers:-</p> <p><b>Session – 1 ( Two Sections – 2 Hours)</b></p> <p style="text-align: right;"><b>[ 100 Marks ]</b></p> <p>Section A: Fundamentals of Income Tax</p> <p style="text-align: right;">[50 marks]</p> <p>Section B: Mercantile Laws</p> <p style="text-align: right;">[50 marks]</p> <p><b>Session – II – (Two Sections – 2 hours)</b></p> <p style="text-align: right;"><b>[ 100 marks ]</b></p> <p>Section D: General Economics</p> <p style="text-align: right;">[50 marks ]</p> <p>Section E: Quantitative Aptitude</p> <p style="text-align: right;">[50 marks]</p>

**(b) Marking Scheme .-** The test shall comprise of objective type questions with negative marking for choosing wrong options, in such manner as may be decided by the Council from time to time.

**(c) Time and Place of Examination .-** (1) The Examination shall be conducted only once in a year in the month as may be decided by the Council.

(2) There shall be minimum of fifty candidates and there shall be only one examination centre for whole country.

**(d) Passing requirements.** - A candidate shall be declared to have passed the First Level Test, if he secures at one sitting a minimum of forty per cent. marks in each subject and a minimum of fifty per cent. marks in aggregate of all the subjects.

**(e) Study Course and Information Technology Training.** - Before admission to Second Level of Test, a candidate shall be required to complete a nine months study course prior to the first day of the month in which examination is held and 100 hours Information Technology Training in such manner as may be decided by the Council from time to time:

Provided that a candidate who produces a certificate from his parent accounting body to the satisfaction of Board of Studies that he has undergone an equivalent course under the bye-laws of that parent body, shall be exempted from undergoing the 100 hours Information Technology Training.

**(ii) Second Level Test .** - This test shall be common for both the categories namely, English and non-English language candidates.

**(a) Admission to the Test .** - A candidate who has passed the First Level Test and has also complied with the requirement of sub-clause (e) of clause (i), shall be eligible for admission to the Second Level Test.

**(b) Duration of the Test.** - The Second Level Test shall be of three hours duration.

**(c) Papers.** - A candidate for Second Level Test shall be examined in the following three papers, namely:-

S.No.	Names of Papers	Marks	Duration
1.	Taxation (Direct and Indirect Taxes)	[60+40=100 Marks]	<b>3 Hours</b>
2.	Advance Auditing and Professional Ethics	[100 Marks]	<b>3 Hours</b>
3.	Corporate and Allied Laws	[100 Marks]	<b>3 Hours</b>

**(d) Passing requirements .** - A candidate shall be declared to have passed the Second Level Test, if he secures at one sitting a minimum of forty per cent. marks in each subject and a minimum of fifty per cent. marks in aggregate of all the three subjects.

**(e) Number of attempts .** - A candidate is required to appear and pass the Second Level Test in five attempts and no candidate who has appeared and exhausted five attempts shall be eligible for any further attempt.

**3. Fee for admission to the Course and Examination .** - A candidate for admission to First Level Course, Second Level Course and for Examinations conducted under this scheme shall pay such fee as may be fixed by the Council from time to time.

**4. Form for admission to the Scheme and Examination . -** A candidate for admission to the Courses and the Examination conducted under this scheme shall apply in the form as may be approved by the Council from time to time.

**5. Other requirements. -** Before applying for the membership of the Institute, an OCI applicant shall be required to comply with the following requirements, namely:-

**(a) Course on General Management and Communication Skills . -** A candidate shall be required to complete a fifteen days Course on General Management and Communications Skills in such manner as may be decided by the Council from time to time.

**(b) Practical training . -** A candidate shall be required to undergo practical training for a period ranging from six months to thirty six months as may be decided by the Council and in accordance with the provisions of Chapter IV of these regulations depending on the nature of training provided through the scheme of his parent accounting body:

Provided that a certified public accountants holding license to practice in his country shall be required to undergo practical training for a period ranging from eighteen months to thirty six months as may be decided by the Council depending on the nature of training provided through the scheme of his parent accounting body.

**6. Issuance of Certificate of Practice . -** An Overseas Citizen of India applicant shall be eligible for Certificate of Practice and such Certificate shall be granted to him only after he undergoes a screening test in nature of interactive session in such manner and within such time as may be specified by the Council from time to time.

**7. Exclusion List (Not Exhaustive). -** In regard to the qualifications not mentioned specifically above, either under the category of Chartered Accountants, Certified Public Accountants or exclusion list given below, the Institute shall consider such qualifications on case to case basis under the authority of the Council.

**Exclusion List (Not Exhaustive)**

- (1) Certified Management Accountants
- (2) Chartered Institute of Management Accountants' Professionals
- (3) Association of Chartered Certified Accountants' Professionals
- (4) Certified Auditors
- (5) Certified Accountants
- (6) Cost Accountants
- (7) Certified General Accountants' Professionals
- (8) Cost and Works Accountants
- (9) Cost and Management Accountants
- (10) Chartered Financial Analysts
- (11) Company Secretaries

**8. Other terms and conditions.-** The membership of the Institute of an overseas citizen of India shall be subject to the following further conditions, namely:-

- (i) the applicant shall be required to be a resident in India for one hundred and eighty two days in the financial year before being eligible for membership under this Scheme;

- (ii) the Overseas Citizen of India holder applicant, at the time of his application with the Institute of Chartered Accountants of India shall have and after getting membership with Institute continue to retain the membership with the parent accountancy body so as to have control on his professional or ethical conduct;
- (iii) an Overseas Citizen of India enrolled as a member of the Institute under this scheme shall not be eligible either to stand for election to the Council or Regional Council or to vote in these elections;
- (iv) an Overseas Citizen of India who has been awarded the Certificate of Practice shall be required to have a local partner in India for practice in India;
- (v) the firm of such Chartered Accountants shall be subject to be peer reviewed and shall obtain certificate of Peer Review from Institute in every two years;
- (vi) a candidate who has failed at any time in any of the examination conducted by the Institute before implementation of this scheme, shall not be eligible for registration under this scheme;
- (vii) the Overseas Citizen of India shall be subject to disciplinary mechanism of the Institute in terms of the provisions of the Act;
- (viii) the overseas citizens of India shall also be subject to code of ethics and other ethical requirements in terms of the Act, regulations and guidelines framed there under as well as in terms of other applicable laws of India for the time being in force;
- (ix) an Overseas Citizen of India who has been enrolled as a member under this Scheme and holding Certificate of Practice shall be required to comply with Continuing Professional Education credit hours requirements as per terms specified by the Council of the Institute from time to time.
- (x) any other requirement as and when specified by the Council of the Institute shall also be applicable to an Overseas Citizen of India member holding Certificate of Practice under the scheme;
- (xi) Overseas Citizen of India under the scheme needs to have a permanent address in India and a PAN Card issued by the Government of India;
- (xii) The Institute reserves to put in place a framework akin to KYC (Know your client) norms for intending Overseas Citizen of India applicants and such norms shall be made known to all the applicants in advance.

### **33. Forms for Members**

The forms for Members of the Institute are available on the Institute's website [www. icai.org](http://www.icai.org) at the link [http://www.icai.org/new\\_post.html?post\\_id=1564&c\\_id=89](http://www.icai.org/new_post.html?post_id=1564&c_id=89).

2	Enrolment as Member
3	Admission as a Fellow
	Form for Self Declaration for Admission of Associate Member as Fellow member
6	Certificate of Practice

9	Restoration of Name
101	Restoration of Certificate of Practice
117	Approval of Trade / Firm Name/LLP (in case proposed name of LLP includes the word Chartered Accountant or Chartered Accountants)
18	Registration of Trade / Firm Name/LLP
	Form of Application for Permission for full time / part time employment
	Permission for Engagement as Sleeping Partner in a family firm (Regulation 190 A)
	Format of Affidavit of issuance of duplicate certificate
	Format of Affidavit for declaring Family Members' name for Firm name approval
	Format of certificate for commonly known name to be obtained from two officers of the rank of Dy. Secy. and above to the Central Government / State Govt.
	Format of Affidavit - For Condonation of Breach of Regulation 190(4)/(7)
	Life Membership Application Form - CABF
	Format for Membership of CABF Group Term Insurance Scheme
	Application Form for Assistance/CABF
A	Approval of Name for Network of Firms
B	Registration of formal Network of Firms
C	Change in constitution of registered Network
D	Declaration to be filed for Network with entities outside India
E	Forms of Merger Agreement
F	Notice for Demerger
G	Application for approval of Management Consultancy Company
H	Declaration for Registration of Management Consultancy Company
	Application for Issuance of Identity Card to Members
	Issue of Duplicate Identity Card
	Self-Declaration Form to Avail CPE Hours Credit for Unstructured Learning Activities
	Form for Application for issuance of Goodstanding Certificate
	Self Declaration for issuance of Goodstanding Certificate
	Format for intimation for Joining /Resignation by a partner/paid assistant

### 34. List of Members and List of Firms

The list of members and List of Firms as on 1<sup>st</sup> day of April each year is available at the sale counters of ICAI, Head office and Regional offices for sale on payment at the following rates;

<b>List of Members</b>		
1	WRO	Rs.500/- per copy
2	SRO	Rs.500/- per copy
3	ERO	Rs.300/- per copy
4	CRO	Rs.400/- per copy
5	NRO	Rs.500/- per copy
6	All India	Rs.750/- per copy
	<b>List of Firms</b>	Rs.750/- per copy

## **35. Important Provisions of the Act & Regulations**

### **Chartered Accountants Act**

Section No.

4. Entry of names in the Register
5. Fellows and Associates
6. Certificate of Practice
7. Members to be known as Chartered Accountants
20. Removal from the Register
27. Maintenance of Branch Offices

## IMPORTANT PROVISIONS OF THE ACT & REGULATIONS

### CHARTERED ACCOUNTANTS ACT

#### 4. *Entry of names in the Register*

(1) Any of the following persons shall be entitled to have his name entered in the Register, namely :-

(i) any person who is a registered accountant or a holder of a restricted certificate at the commencement of this Act;

(ii) any person who has passed such examination and completed such training as may be prescribed for members of the Institute;

(iii) any person who has passed the examination for the Government Diploma in Accountancy or an examination recognised as equivalent thereto by the rules for the award of the Government Diploma in Accountancy before the commencement of this Act, and who, although not duly qualified to be registered as an accountant under the Auditor's Certificates Rules, 1932, fulfils such conditions as the Central Government may specify in this behalf;

(iv) any person who, at the commencement of this Act, is engaged in the practice of accountancy in any Part B State and who, although not possessing the requisite qualifications to be registered as an accountant under the Auditor's Certificates Rules, 1932, fulfils such conditions as the Central Government may specify in this behalf;

(v) any person who has passed such other examination and completed such other training without India as is recognised by the Central Government or the Council as being equivalent to the examination and training prescribed for members of the Institute:

**Provided** that in the case of any person who is not permanently residing in India, the Central Government or the Council, as the case may be, may impose such further conditions as it may deem fit;

(vi) any person domiciled in India who at the commencement of this Act is studying for any foreign examination and is at the same time undergoing training, whether within or without India, or, who, having passed such foreign examination, is at the commencement of this Act undergoing training, whether within or without India:

**Provided** that any such examination or training was recognised before the commencement of this Act for the purpose of conferring the right to be registered as an accountant under Auditor's Certificates Rules, 1932, and provided further that such person passes the examination or completes the training within five years after the commencement of this Act.

(2) Every person belonging to the class mentioned in clause (i) of sub-section (1) shall have his name entered in the Register without the payment of any entrance fee.



(3) Every person belonging to any of the classes mentioned in clauses (ii), (iii), (iv), (v) and (vi) of sub-section (1) shall have his name entered in the Register on application being made and granted in the prescribed manner and on payment of such fees, as may be determined, by notification, by the Council, which shall not exceed rupees three thousand:

**Provided** that the Council may, with the prior approval of the Central Government, determine the fee exceeding rupees three thousand, which shall not in any case exceed rupees six thousand.

(4) The Central Government shall take such steps as may be necessary for the purpose of having the names of all persons belonging to the class mentioned in clause (i) of sub-section (1) entered in the Register.

## **5. *Fellows and Associates***

(1) The members of the Institute shall be divided into two classes designated respectively as associates and fellows.

(2) Any person shall, on his name being entered in the Register, be deemed to have become an associate member of the Institute and be entitled to use the letters A.C.A. after his name to indicate that he is an associate member of the Institute of Chartered Accountants.

(3) A member, being an associate who has been in continuous practice in India for at least five years, whether before or after the commencement of this Act, or whether partly before and partly after the commencement of this Act, and a member who has been an associate for a continuous period of not less than five years and who possesses such qualifications as the Council may prescribe with a view to ensuring that he has experience equivalent to the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant shall, on payment of such fees, as may be determined, by notification, by the Council, which shall not exceed rupees five thousand and on application made and granted in the prescribed manner, be entered in the Register as a fellow of the Institute and shall be entitled to use the letters F.C.A. after his name to indicate that he is a fellow of the Institute of Chartered Accountants:

**Provided** that the Council may with the prior approval of the Central Government, determine the fee exceeding rupees five thousand, which shall not in any case exceed rupees ten thousand.

## **6. *Certificate of practice***

(1) No member of the Institute shall be entitled to practise whether in India or elsewhere unless he has obtained from the Council a certificate of practice:

**Provided** that nothing contained in this sub-section shall apply to any person who, immediately before the commencement of this Act, has been in practice as a registered accountant or a holder of a restricted certificate until one month has elapsed from the date of the first meeting of the Council.

(2) Every such member shall pay such annual fee for his certificate as may be determined, by notification, by the Council, which shall not exceed rupees three thousand, and such fee shall be payable on or before the 1st day of April in each year:

**Provided** that the Council may with the prior approval of the Central overnment, determine the fee exceeding rupees three thousand, which shall not in any case exceed rupees six thousand.

(3) The certificate of practice obtained under sub- section (1) may be cancelled by the Council under such circumstances as may be prescribed.

### ***7. Members to be known as Chartered Accountants***

Every member of the Institute in practice shall, and any other member may, use the designation of a chartered accountant and no member using such designation shall use any other description, whether in addition thereto or in substitution therefore:

**Provided** that nothing contained in this section shall be deemed to prohibit any such person from adding any other description or letters to his name, if entitled thereto, to indicate membership of such other Institute of accountancy, whether in India or elsewhere, as may be recognised in this behalf by the Council, or any other qualification that he may possess, or to prohibit a firm, all the partners of which are members of the Institute and in practice, from being known by its firm name as Chartered Accountants.

### ***20. Removal from the Register***

(1) The Council may remove from the Register the name of any member of the Institute—

(a) who is dead; or

(b) from whom a request has been received to that effect; or

(c) who has not paid any prescribed fee required to be paid by him; or

(d) who is found to have been subject at the time when his name was entered in the Register, or who at any time thereafter has become subject, to any of the disabilities mentioned in section 8, or who for any other reason has ceased to be entitled to have his name borne on the Register.

(2) The Council shall remove from the Register the name of any member in respect of whom an order has been passed under this Act removing him from membership of the Institute.

(3) If the name of any member has been removed from the Register under clause (c) of sub-section (1), on receipt of an application, his name may be entered again in the Register on payment of the arrears of annual fee and entrance fee along with such additional fee, as may be determined, by notification, by the Council which shall not exceed rupees two thousand:

**Provided** that the Council may with the prior approval of the Central Government, determine the fee exceeding rupees two thousand, which shall not in any case exceed rupees four thousand.

***27. Maintenance of branch offices***

(1) Where a chartered accountant in practice or a firm of such chartered accountants has more than one office in India, each one of such offices shall be in the separate charge of a member of the Institute:

**Provided** that the Council may in suitable cases exempt any chartered accountant in practice or a firm of such chartered accountants from the operation of this sub-section.

(2) Every chartered accountant in practice or a firm of such chartered accountants maintaining more than one office shall send to the Council a list of offices and the persons in charge thereof and shall keep the Council informed of any changes in relation thereto.

## **Chartered Accountants Regulations**

### **Regulations No**

- 3A List of Members
- 4. Qualification of members
- 5. Application for membership
- 6. Fees
- 7. Refund of fee
- 8. Certificate of membership
- 9. Certificate of practice
- 10. Cancellation of certificate of practice
- 11. Restoration of certificate of practice
- 18. Notification of removal
- 19. Restoration of membership
- 20. Notification of restoration
- 43. Engagement of articled assistants
- 44. Members not to engage in India articled assistants under the bye-laws of any other Institute or Society
- 48. Stipend to articled assistant
- 53C Enrolment of Overseas Citizen of India Professional Accountants
- 57. Fresh Articles
- 59. Leave to an articled assistant
- 60. Working hours of an articled assistant
- 61. Certificate of Service
- 64. Report to the Council
- 68. Engagement of audit assistants

- 182. Method of payment of fees
- 184. Issue of duplicate certificates
- 186. Members to supply information
- 187. Professional address
- 189. Council to be informed when a branch office is opened or closed
- 190. Register of offices and firms
- 190A. Chartered Accountant in practice not to engage in any other business or occupation
- 191. Part-time employment a chartered accountant in practice may accept.

## **Chartered Accountants Regulations**

### **2. Interpretation**

(x a) Overseas Citizen of India” means a person who is registered as Overseas Citizen of India under section 7A of the Citizenship Act, 1955 (57 of 1955).

### **3A. list of members**

The list of members of the Institute as on the 1<sup>st</sup> day of April each year published, under sub-section (3) of section 19, may be sent to any member, on his request and on his making payment at the following rates,-

- |                      |                         |
|----------------------|-------------------------|
| (i) Western Region   | - Rupees 500/- per copy |
| (ii) Southern Region | - Rupees 500/- per copy |
| (iii) Eastern Region | - Rupees 300/- per copy |
| (iv) Central Region  | - Rupees 400/- per copy |
| (v) Northern Region  | - Rupees 500/- per copy |
| (vi) All India       | - Rupees 750/- per copy |

### **4. Qualification of members**

Subject to the provisions of sections 4 and 8 of the Act, a person shall be entitled to have his name entered in the Register if he, -

(a) has completed the practical training as provided in these regulations and passed the final examination as specified in Schedule `B'; or

(b) has completed the practical training as provided in these regulations, completed such course(s) and passed the final examination as per the syllabus as may be specified by the Council; or

(c) possesses qualifications recognized by the Council as equivalent to the practical training and examinations referred to in clause (a) or (b) above.

**5. Application for membership**

(1) (a) A person who desires to have his name entered in the Register shall submit to the Secretary an application, in the appropriate Form, together with documentary evidence about his eligibility for membership and such fee as may be determined by the Council under sub-section (3) of section 4.

(b) An associate who desires to be admitted as a fellow shall submit to the Secretary an application, in the appropriate Form, together with documentary evidence, if any required, about his eligibility for admission as a fellow, and such fee as may be determined by the Council under sub-section (3) of section 5:

Provided that an associate on being admitted as a fellow in the course of the year shall pay, for that year, only the differential amount.

(2) The applicant shall furnish such further information as the Council may, from time to time, require.

(3) For the purposes of sub-section (3) of Section 5, an associate shall be deemed to have acquired the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant, if he:—

(i) being in government service or being employed in an educational institution approved by the Council or being employed in a private or government, industrial, commercial or trading undertaking, is ordinarily holding or has ordinarily held for a continuous period of not less than 5 years, any one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and or secretarial work;

(ii) being employed under a statutory authority, is ordinarily holding or has ordinarily held for a continuous period of not less than five years, any one or more posts carrying duties mentioned in clause (i) above;

(iii) being employed under a local authority, is ordinarily holding or has ordinarily held for a continuous period of not less than five years, any one or more posts carrying duties mentioned in clause (i) above provided the local authority has within its jurisdiction a population of not less than five lakhs of persons during each of the five years of his service;

(iv) has served for a continuous period of not less than five years as a full-time paid assistant under a chartered accountant:

PROVIDED that the Council may, in its discretion, consider any other experience not specifically mentioned in clauses (i), (ii), (iii), or (iv) as equivalent to the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant.

*Explanation I* — A member shall be deemed to have acquired the experience normally acquired as a result of continuous practice for a period of five years as a chartered accountant:

(a) if he has served continuously for a period of not less than five years in any one or more posts mentioned in clauses (i), (ii), (iii), or (iv) above; or

(b) if he has partly been in practice and partly served in any one or more posts mentioned in clauses (i),(ii), (iii), or (iv) above, so that the total period of practice and or service shall be continuous and benot less than five years:

PROVIDED that the Council may condone a break in continuity of service or practice of a period not exceeding one year, so however, that the actual period of service or practice shall not be less than the period of 5 years

*Explanation II* — For the purpose of clause (i) above, the private or government industrial, commercial or trading undertaking shall have at all material times (a) a minimum paid- up capital of twenty five lakhs of rupees or (b) a minimum turnover of fifty lakhs of rupees or (c) a minimum paid-up capital of ten lakhs of rupees and a minimum turnover of thirty lakhs of rupees or (d) a minimum total asset of fifty lakhs of rupees.

## **6. Fees**

(1) (a) The annual membership fee shall become due on the first day of April in each year.

(b) Every member shall pay such annual membership fee as may be determined by the Council under sub-section (4) of section 19.

(2) (a) The annual fee for certificate of practice shall become due on the first day of April in each year.

(b) Every member in practice shall pay such annual certificate of practice fee, as may be determined by the Council under sub-section (2) of section 6.

(3) A member seeking restoration of his membership shall pay, such additional fee, as may be determined by the Council under sub-section (3) of section 20.

## **7. Refund of fee**

A person whose application for admission as a member or as associate or fellow member to the membership of the Institute referred to in Regulation 5 or whose application for a certificate of practice referred in Regulation 9 is not accepted by the Council, shall be entitled to a refund of the fee paid by him.

## **8. Certificate of membership**

If the application made under Regulation 5 is accepted by the Council, the applicant's name shall be entered in the Register and a certificate of membership in the appropriate Form shall be issued.

## **9. Certificate of practice**

(1) A member may apply to the Council for a certificate entitling him to practise as a chartered accountant.

(2) An application for the grant of certificate of practice shall be made in the appropriate Form and shall be accompanied by the annual certificate fee and the annual membership fee unless the same has already been paid in accordance with Regulation 6.

(3) The certificate issued in the appropriate Form shall be valid until it is cancelled under the provisions of these Regulations.

(4) Notwithstanding anything contained in this regulation, a certificate of practice held by a member on 31st March, 1975 shall be deemed to have been issued under this regulation and shall continue to be valid until it is cancelled.

(5) On his ceasing to be in practice, a member shall inform the Council as soon as may be but in any case not later than one month from the day he ceases to practise.

**10. *Cancellation of a certificate of practice***

(1) A certificate of practice issued under sub-section (1) of section 6 shall be liable for cancellation, if -

(i) the name of the holder of the certificate is removed from the Register under sub-sections (1) and (2) of section 20; or

(ii) the Council is satisfied, after giving an opportunity of being heard to the person concerned, that such certificate was issued on the basis of incorrect, misleading or false information, or by mistake or inadvertence; or

(iii) a member has ceased to practise; or

(iv) a member has not paid annual fee for certificate of practice till 30<sup>th</sup> day of September of the relevant year.

(2) The cancellation of a certificate shall be effective:-

(a) in a case falling under clause (i) of sub-regulation (1), on the date on which and during the period for which the name of the holder of the certificate was removed from the Register;

(b) in a case falling under clause (iv) of sub-regulation (1), from the 15<sup>th</sup> day following the date of issue of notice by the Secretary on or after the 1st day of October; and

(c) in any other case from such date and for such period, as may be decided by the Council.

(3) Where a certificate is cancelled, the date from which the certificate shall stand cancelled shall be communicated to the member and shall also be notified in the Gazette of India.



(4) Where a certificate of practice is cancelled, the holder of such certificate shall surrender the certificate to the Secretary within 15 days from the date of receipt of notice of such cancellation or from the date of the notification thereof in the Gazette of India, whichever is later, under sub-regulation (3).

#### **11. Restoration of certificate of practice**

The Council may, on an application made in the approved Form and on payment of such fee, as may be determined by the Council under sub-section (3) of section 20, restore the certificate of practice with effect from the date on which it was cancelled, to a member whose certificate has been cancelled due to non-payment of the annual fee for the certificate of practice and whose application, complete in all respects, together with the fee, is received by the Secretary before the expiry of the relevant year.

#### **18. Notification of removal**

The removal of a member's name from the Register shall be notified in the Gazette of India and shall also be communicated in writing to him.

#### **19. Restoration to membership**

(1) The Council may, on an application in the appropriate Form, received in this behalf from a member whose name has been removed from the Register under clause (c) of sub-section (1) of section 20, restore his name, if he is otherwise eligible to such membership, on his paying the arrears of annual membership fee, entrance fee and additional fee determined by the Council under the Act.

(2) The restoration under sub-regulation (1) shall be with effect from the date on which the application and fee are received: Provided that where such an application for restoration, complete in all respects, is received within the same year in which the name was removed, the Council may restore the name on his paying the annual membership fee due for that year, entrance fee and the additional fee for restoration, with effect from the date on which it was removed from the Register:

Provided further that the restoration of a member's name which was removed under the orders of the Board of Discipline or the Disciplinary Committee or the Appellate Authority or the High Court shall be effected only in accordance with such orders.]

#### **20. Notification of restoration**

The restoration of a member's name to the Register shall be notified in the Gazette of India and shall also be communicated in writing to him.

#### **<sup>1</sup>[43. Engagement of Articled Assistants**

(1) Subject to the provisions of these Regulations and subject to such terms and conditions, as the Council may deem fit to impose in this behalf, the members designated as an associate or a fellow, who has been in practice continuously, whether in India or elsewhere or an

associate or a fellow, who is deemed to be in practice within the meaning of Explanation to sub-section (2) of section 2 of the Act, shall only be eligible to engage an articulated assistant or assistants:

PROVIDED that in the case of an associate or a fellow practising outside India, the Council may impose such additional terms and conditions as it may deem fit.

(2) An associate or a fellow, covered by sub-regulation (1), shall be entitled to train such number of articulated assistant or assistants, under such terms and conditions, as are specified in Tables I and II given hereinafter:

**TABLE-I**

*(Applicable to members practising the profession of chartered accountants in his individual name or as proprietor or as partner)*

Category	Period of continuous practice	Entitlement of articulated assistant or assistants
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	3
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	7
(iv)	An associate or fellow in continuous practice for any period from 10 years	10

**TABLE-II**

*(Applicable to members who are in full time salaried employment under a chartered accountant in practice or a firm of such chartered accountants)*

Category	Number of full-time salaried employees – irrespective of whether associate or fellow	Entitlement of articulated assistant or assistants
(i)	Up to 100	1 per employee
(ii)	Between 101 and 500	100+50% of the number of such employees above 100 (i.e., maximum of 300)
(iii)	From 501 or more	300+20% of the number of such employees above 500

(2A) A member in full time employment with a firm of chartered accountants shall be entitled to train one articled assistant provided he has been in employment with the same firm for a continuous period of three years.

(3) The entitlement to engage and train articled assistant or articled assistants under this regulation shall be subject to following conditions:-

(i) Omitted

(ii) a member who ceases to be in practice or resigns his partnership or gives up salaried employment under a chartered accountant in practice or a firm of such chartered accountants and who, at the time of discontinuance of practice or paid employment, as the case may be, has one or more articled assistants serving under him, shall not be eligible to take any articled assistant, if he subsequently sets up practice or takes up salaried employment under a chartered accountant in practice or a firm of such chartered accountants, until such time as the articled assistant or assistants serving under him previously complete the period of articles intended to be served under him, had he not given up his practice or the salaried employment.

(iii) a member shall be entitled to engage and train an articled assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and for the purposes of this sub-regulation, in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered:

PROVIDED that the Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.

*Explanation* — For the purpose of this sub-regulation, a member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under regulations 51 and 72, shall be deemed to have been in continuous practice for three years.

(4) The entitlement of a member to train articled assistants under this regulation shall be subject to such decisions as may be made by the Council under regulation 67.

**44. *Members not to engage articled assistants under the bye-laws of any of the accountancy institutions or bodies outside India***

A member entitled to engage and train articled assistants, under regulation 43, shall not engage any other articled clerk, articled assistant or apprentice, by whatever name called, under the bye-laws of any other Institute or Society or Body:

PROVIDED that such a member may engage any person who has been registered as a student with any of the accountancy institutions or bodies whose training is recognized by the Council as being equivalent to the training prescribed for members of the Institute under clause (v) of sub-section (1) of section 4 of the Act.

**48. *Stipend to articled assistants***

**7**[(1) Every principal engaging and training articled assistant or assistants, under regulation 43, shall pay every month to such assistant a minimum monthly stipend, at the rates specified in the Table below:

**Table**

Classification of the normal place of service of the articled assistant	During the first year of training	During the second year of training	During the remaining period of training
(1)	(2)	(3)	(4)
(i) Cities/towns having a population of twenty lakhs and above.	Rs.1000/-	Rs.1250/-	Rs.1500/-
(ii) Cities/towns having a population of four lakhs and above but less than twenty lakhs.	Rs.750/-	Rs.1000/-	Rs.1250/-
(iii) Cities/towns having a population of less than four lakhs.	Rs.500/-	Rs.750/-	Rs.1000/-

*Explanation 1* – For the purposes of this regulation, no stipend shall be payable for any excess leave taken.

*Explanation 2* – For the purposes of determining the rates at which stipend is payable under this regulation, the period of articled training of the student under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

*Explanation 3* – For the purposes of this regulation, the figures of population shall be taken as per the last published Census Report of India.

(2) The stipend under this regulation shall be paid by the principal to the articled assistant either (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled assistant; or (b) by depositing the amount every month in an account opened by the articled assistant in his own name with a branch of the bank to be specified by the principal.

### **53C. Enrolment of Overseas Citizen of India Professional Accountants,-**

(1) An overseas citizen of India holding professional accountancy qualification shall be recognized as a member of the Institute on completion of such examination, training and other modules as listed out in Schedule `B' to these regulations.

(2) The Certificate of Practice to such overseas citizen of India shall be granted on fulfillment of terms and conditions as listed out in Schedule `B' to these regulations.

### **57. Fresh Articles**

(1) Where an articled assistant is not able to complete the term of the articles by reason of the fact that (a) the principal has ceased to practise; or (b) the name of the principal has been

removed from the Register; or (c) the principal has died; or (d) the articles are terminated under sub-regulation (1) of Regulation 56, he may enter into fresh articles for the remainder term of his service with another member entitled to engage and train one or more articulated assistants:

PROVIDED that the Secretary may, in an appropriate case covered by category (a), (b) or (c) above, permit the articulated assistant to be trained as an additional articulated assistant by a member entitled to engage and train one or more articulated assistants notwithstanding anything contained in Regulation 43.

(2) Where an articulated assistant is not able to complete the term of articles for any other valid reason, he may with the permission of the President or the Vice-President, as the Council may decide from time to time, enter into fresh articles for the remainder of the term of service with another member entitled to engage and train one or more articulated assistants:

PROVIDED that the President or the Vice-President, as the

Council may decide from time to time, may, in any appropriate case, permit the articulated assistant to be trained as an additional articulated assistant by a member entitled to engage and train one or more articulated assistants notwithstanding anything contained in Regulation 43.

(3) *Omitted*

(4) In every case referred to in sub-regulation (1) or sub-regulation (2) above, the provisions of regulation 46 shall apply 'mutatis mutandis' except that no fee shall be payable by the articulated assistant:

PROVIDED that in such cases, the request for permission to be taken as additional articulated assistant under another principal is sent, so as to reach the Secretary within thirty days and the statement in Form approved by the Council is sent so as to reach the Secretary within thirty days from the date of the letter of the Secretary granting such permission:

PROVIDED FURTHER that in a case covered under category (c) of sub-regulation (1), the date of commencement of training under fresh articles shall be taken as the date following the date of the death of the principal.

### **59. Leave to an Articled Assistant**

(1) An articulated assistant shall earn leave at the rate of one-sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to a maximum of 180 days.

(2) An articulated assistant who has served as an audit assistant before the commencement of his articles shall, in addition to the leave earned under this regulation, be entitled to leave equal to one-half of the leave earned and not availed of as an audit assistant, subject to a maximum of three months.

(3) Leave due shall ordinarily be granted if reasonable notice has been given to the principal by the articulated assistant.

(4) For the purposes of preparing for an examination of the Institute, the articulated assistant shall be granted by the principal leave for three months or to the extent due, whichever is less, provided an application for the leave has been made at least fifteen days in advance.

(5) Leave not earned may also be granted by the principal subject to the condition that the total leave to be taken by the articulated assistant shall not exceed one-seventh of the total period of his actual service, together with the leave due under sub-regulation (2).

(6) Notwithstanding anything contained in the foregoing sub-regulations, the principal shall allow the articulated assistant to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training not exceeding sixty days in a year, as period actually served under articles.

(7) For the purpose of this regulation, the days (including intervening holidays) on which an articulated assistant appears for any examination under these Regulations or attends a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served under articles

*Explanation* — (1) For the removal of doubts, it is clarified that attendance by an articulated assistant with the consent of the principal, at a conference, including Course on Information Technology Training, and Course on General Management and Communication Skills or seminar organised by the Institute including a regional council or a students' association or a branch of a regional council for the benefit of assistants, shall be treated as period actually served under articles.

(2) An articulated assistant who has secured admission in a course at an academy of accounting conducted by the Institute shall be relieved by the principal, without termination of articles, for attending the academy, provided he has given notice of not less than two months of his intention to join the academy.

## **60. Working hours of an Articled Assistant**

The minimum working hours of an articulated assistant shall be 35 hours per week (excluding lunch break) which shall be regulated by the Principal from time to time, subject to such directions and guidelines, as may be issued by the Council.

## **61. Certificate of Service**

(1) The principal shall, on completion of the service of an articulated assistant, forthwith issue a certificate in respect of the service, rendered under him in the form approved by the Council and forward a copy thereof, duly signed by both the principal and the articulated assistant to the Secretary.

(2) In the event of discontinuance or termination of the service of an articulated assistant before the expiry of the full period of service, the principal shall issue to the articulated assistant, a certificate in the form approved by the Council and forward forthwith a copy thereof duly signed by the principal and the articulated assistant, to the Secretary. A printed copy of such form shall be obtained on request from the Secretary and shall bear the stamp of the Institute and date of its issue and shall be valid only for sixty days thereafter.

(3) Where the principal is unable to obtain the signatures of articulated assistant within thirty days of completion of the service, he may forward the certificate to the Secretary duly signed by

himself, without the requisite signatures of the articulated assistant, within forty five days of the completion of the service and send two copies thereof to the last known address of the articulated assistant by registered post.

(4) The articulated assistant shall, upon receipt of the certificate referred to in sub-regulation (3), sign one copy thereof and forward the same to the Secretary forthwith.

## **B. AUDIT ASSISTANTS**

### **68. Engagement of Audit Assistants**

(1) A member who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or partly before and partly after the commencement of the Act, shall be entitled to engage one audit assistant.

(2) A member shall be entitled to engage or train an audit assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered.

(3) The Council may, subject to such terms and conditions as it may deem fit, relax the provisions of sub-regulation (1) or sub-regulation (2) in any particular case.

(4) The entitlement of a member to train an audit assistant under this regulation shall be subject to such orders as may be passed by the Council under Regulation 80.

(5) A member shall be entitled to engage a person as an audit assistant only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit assistant is situated:-

(a) cities with a population of one million and above	Rs.1500/- per month
(b) cities/towns having population of less than one million	Rs.1000/- per month

*Explanation* - For the purpose of this sub-regulation, the figures of population shall be taken as per the last published Census Report of India.

(6) A member registering under these Regulations, the service of the person referred to under sub-regulation (5) of this regulation shall pay minimum monthly remuneration at the rates specified in sub-regulation (5) of this regulation, to the assistant during the period he is in service with him in accordance with these Regulations.

### **182. Method of payment of fees**

All fees specified in these Regulations shall be paid to the Secretary in such manner as the Council may direct.

### **184. Issue of duplicate certificates**

(1) Where a holder of a certificate granted by the Council has lost it, the Council may, on an application made in this behalf, duly supported by an affidavit of the applicant to the effect that he was in possession of such a certificate and had lost it, issue a duplicate,

(a) in case of a certificate of membership or a certificate of practice as an associate or fellow on payment of a fee of five hundred rupees; and

(b) In case of any other certificate issued under these regulations, on payment of a fee of two hundred rupees

(2) Where any certificate granted by the Council is damaged, the Council may, on an application made in this behalf, issue a duplicate on receipt of the fee prescribed above and on return of the damaged certificate.

#### ***186. Members to supply information***

(1) For the purpose of the publication of the list of members, the Council may require members to supply such information as it considers relevant.

(2) The Council may also require members to supply such additional information as may be required for statistical purposes.

#### ***187. Professional address***

(1) Every member in practice shall have a professional address in India in his own charge or in charge of another member.

(2) In the case of a member who is an employee of a chartered accountant or a firm of such chartered accountants and is not holding a certificate of practice, the professional address of the employer shall be deemed to be his professional address.

(3) Except in the case of a person enrolled under the proviso to Section 4(1)(v), a member not in practice may specify a place which shall be deemed to be his professional address for the purpose of Section 21 and these Regulations.

(4) The postal address of the professional address shall be intimated to the Council at the time of making the application for membership and any change in the professional address or the postal address shall be communicated to the Council within 30 days of the change.

(5) The Council may remove the name of a member from the Register who has contravened the provisions of this regulation after giving him an opportunity of being heard.

#### ***189. Council to be informed when a branch office is opened or closed***

A chartered accountant in practice or a firm of such chartered accountants shall inform the Council within one month of the opening or closing of a branch office.

#### ***190. Register of offices and firms***



(1) A chartered accountant in practice or a firm of such chartered accountants shall, before commencement of practice in a trade name or firm name, apply to the Council in the form\* approved by the Council for approval to use a trade or a firm name:

PROVIDED that a chartered accountant in practice who wishes to practise in his own name need not apply for approval as aforesaid.

(2) (i) A trade/firm name shall be restricted to the name/s of the proprietor/ partners or a name which is already in use.

(ii) A trade/firm name may include the name/s of the member/s as it/ they may appear in the Register of Members in the following manner:—

(a) the full Surname of the member/s; or

(b) the full first name of the member/s; or

(c) the combination of the first name, middle name, the initials and/ or the Surname of the member/s, or any expansion thereof; or

(d) the initials of the first name and the full Surname of the member/s; or

(e) the initials of his full name; or

(f) the full name including the Surname of the member/s; or

(g) such distinguishing part of the name/s as is indicative of the manner in which he/they is/are commonly known; or

(h) the combination of names and/or surnames of one or more partners of the firm; or

(i) permitting the use as a firm/trade name a part of the name of the proprietor or one or more partners.

(j) A trade/firm name shall not be allowed where a member seeks to use a part of his surname.

(k) The only suffixes to be allowed in a trade/firm name shall be "& Co." and "& Associates" or their equivalents. Suffixes like "& Partners", "& Fellows", "& others" etc. shall not be allowed.

(l) A trade/firm name which bears the name of a god/goddess/deity and which has no relationship with the name of member/s as above, shall not be allowed.

(m) Descriptive trade/firm names shall not be allowed.

(n) Trade/firm names which smack of publicity shall not be allowed.

*Explanation I* — The name or surname of the member should normally conform to the name or surname as they appear in the Register of Members. If the member is also known by any other

name or Surname, this may be allowed to be used on production of an affidavit or other evidence to the satisfaction of the Secretary.

*Explanation II* — After various permutations and combinations under the above clause

(ii) have been exhausted and the member is not able to get approval of firm/trade name in accordance with the same he may be permitted to adopt or coin a firm/trade name out of the names of his/her family members, provided that such name was not already registered by some other members. The term "family" for this purpose means husband, wife, father, mother, son and daughter.

(3) The Council may, at its discretion, refuse to approve a particular trade or firm name (i) if the same or similar or nearly similar name is already used by a chartered accountant in practice or a firm of such chartered accountants and has been entered in the register of offices and firms; or (ii) if that name, in the opinion of the Council, is undesirable.

(4) The chartered accountant in practice or a firm of such chartered accountants shall within one month of the approval of the trade or firm name, or commencement of practice as the case may be, supply to the Council in the appropriate Form\* particulars regarding his office or the firm as the case may be.

(5) With effect from such date as the Council may decide the particulars regarding offices or firms shall also be furnished by a Chartered Accountant in practice or a firm of such Chartered Accountants whose particulars are already entered in the Register of Firms in the appropriate Form as revised by the said Amendment/Regulations.

(6) The Council shall maintain a register of offices and firms and shall register therein the particulars referred to in sub-regulation (4):

PROVIDED that the Council may refuse to register a trade or firm name which has not been approved under sub-regulation (2).

(7) Every time there is a change in the particulars referred to in sub-regulation (4), the member or the firm, as the case may be, shall within one month communicate it to the Council.

(8) Where the same trade or firm name has been registered in the past in the register of offices and firms in the case of two or more members or firms, the Council may direct the member or the firm, as the case may be, other than one whose name was registered first in the register of offices and firms, to alter the name in such manner as the Council may consider proper and inform the Council of such alteration within six months of the issue of the direction.

(9) (i) No member shall practise under a trade or firm name which has not been approved under sub-regulation (2).

(ii) No member shall practise under a trade or firm name in respect of which a direction has been issued under sub-regulation (8) after the expiry of six months from the date of issue of the direction.

(10) Nothing contained in this regulation shall apply to firms of chartered accountants in practice

- (i) with identical names, if at least one of the partners of the firm is common; or
  - (ii) with similar or nearly similar names if they are based on the names of any one or more partners of the firm.
- (11) The Executive Committee may, in its discretion, condone the delay in filing the particulars under sub-regulation (4) or sub-regulation (7) in appropriate cases.

**190A. Chartered Accountant in practice not to engage in any other business or occupation**

A chartered accountant in practice shall not engage in any business or occupation other than the profession of accountancy, except with the permission granted in accordance with a resolution of the Council.

**191. Part time employments a Chartered Accountant in practice may accept**

Notwithstanding anything contained in Regulation 190A but subject to the control of the Council, a chartered accountant in practice may act as a liquidator, trustee, executor, administrator, arbitrator, receiver, adviser or representative for costing, financial or taxation matter, or may take up an appointment that may be made by the Central Government or a State Government or a court of law or any other legal authority or may act as a Secretary in his professional capacity, provided his employment is not on a salary-cum-full-time basis.

**Appendix No. 9**

**Permission Granted Generally**

- (A) Members of the Institute in practice be generally permitted to engage in the following categories\* in individual cases:
- (1) Employment under Chartered Accountants in practice or firms of such Chartered Accountants.
  - (2) Private tutorship.
  - (3) Authorship of Books and articles.
  - (4) Holding of Life Insurance Agency Licence for the limited purpose of getting renewal commission.
  - (5) Attending classes and appearing for any examination.
  - (6) Holding of public elective offices such as M.P., M.L.A. & M.L.C.
  - (7) Honorary office-bearership of charitable, educational or other non-commercial organisations.
  - (8) Acting as Notary Public, Justice of the Peace, Special Executive Magistrate and the like.

- (9) Part-time tutorship under the Coaching Organisation of the Institute.
- (10) Valuation of papers, acting as-paper-setter, head-examiner or moderator for any examination.
- (11) Editorship of professional journals.
- (12) Acting as Surveyor and Loss Assessor under the Insurance Act, 1938.
- (13) Acting as Recovery Consultant in the Banking Sector.

**Permission to be Granted specifically**

(B) Members of the Institute in practice may engage in the following categories of business or occupations, after obtaining the specific and prior approval of the Council in each case:

- (1) Full-time or part-time employment in business concerns provided that the member and/or his relatives do not hold substantial interest in such concerns.
- (2) Full-time or part-time employment in non-business concerns.
- (3) Office of Managing Director or a whole-time Director of a body corporate within the meaning of the Companies Act, 1956, provided that the member and/or his relatives do not hold substantial interest in such a concern.
- (4) Interest in family business concern or concerns in which interest has been acquired as a result of relationship and in the management of which no active part is taken.
- (5) Interest in agricultural and allied activities carried on with the help, if required, of hired labour.
- (6) Interest in an educational institution.
- (7) Part-time or full-time lectureship for courses other than those relating to the Institute's examination conducted under the auspices of the Institute or the Regional Councils or their branches.
- (8) Part-time or full-time tutorship under any educational institution other than the Coaching Organisation of the Institute.
- (9) Editorship of journals other than professional journals.
- (10) Any other business or occupation for which the Executive Committee considers that permission may be granted.

Further, resolved that the Council may refuse permission in individual cases though covered under any of the above categories.

It was also decided that for the purpose of the above resolution:-

- (i) the expression "relative", in relation to a member means the husband, wife brother or sister or any lineal ascendant or descendant of that member; and
- (ii) a member shall be deemed to have a "substantial interest" in a concern -
  - (i) in a case where the concern is a company, if its shares (not being shares entitled to a fixed rate of dividend whether with or without a further right to participate in profits) carrying not less than twenty per cent of voting power at any time, during the relevant years are owned beneficially by such member or by any one or more of the following persons or partly by such member and partly by one or more of the following persons
    - (a) One or more relatives of the member;
    - (b) Any concerns in which any of the persons referred to above has a substantial interest;
  - (ii) in the case of any other concern, if such member is entitled or the other persons referred to above or such member and one or more of the other persons referred to above are entitled in the aggregate, at any time during the relevant years to not less than twenty per cent of the profit of such concern.

***Explanation:***

- (a) The relevant years in the context of clause (4) of Part I of the First Schedule to the Chartered Accountants Act, 1949 read with Appendix (17) mean the year/period which the report/certificate relates and the year/period during which the said report/certificate is signed.
- (b) The relevant years in the context of clause (11) of Part I of the First Schedule to the Chartered Accountants Act, 1949 read with Appendix (10) mean the year/period in which not less than 20% of voting power/20% share of profits were owned beneficially.

Attention of the members is also invited to para 3 of the above Resolution relating to the holding of office of a managing director or a whole time director in a company. In such cases, a member can accept the office of a managing director or a whole-time director only after obtaining the specific and prior approval of the Council. Attention of the members is also invited to the provisions of Section 2(26) of the

**Resolution Passed By the Council under Regulation 190A**

AS A PART OF AND IN CONTINUATION OF THE EXISTING REGULATION [UNDER REGULATION 190A, WHICH APPEARS AS APPENDIX NO. (9) TO THE CHARTERED ACCOUNTANTS REGULATIONS 1988 (2002 EDITION)]

"IT IS FURTHER RESOLVED that the general and specific permission granted by the Council is subject to the condition that -

- i. any member engaged in any other business or occupation, in terms of general or specific permission granted as per Appendix No. (9) given above shall not be entitled to perform any attest function. However, a member engaging in any of the following area(s),

in terms of the specific or general permission so granted, shall be entitled to perform attest function:

- a. Authorship of books and articles
  - b. Holding of Life Insurance Agency Licence for the limited purpose of getting renewal commission.
  - c. Attending classes and appearing for any examination.
  - d. Holding of public elective offices such as M.P, M.L.A. & M.L.C.
  - e. Honorary office-bearership of charitable, educational or other non-commercial organisations.
  - f. Acting as Notary Public, Justice of the Peace, Special Executive Magistrate and the like.'
  - g. Part-time tutorship under the Coaching Organisation of the Institute.
  - h. Valuation of papers, acting as paper-setter, head-examiner or a moderator for any examination.
  - i. Editorship of professional journals - (not in employment)
  - j. Acting as surveyor and Loss Assessor under the Insurance Act, 1938 - (not in employment).
  - k. Acting as Recovery consultant in the Banking Sector - (not in employment).
  - I. Any coaching assignment organized by the Institute, its Regional Councils and Branches of Regional councils.
  - m. Engagement as Lecturer in an University, affiliated college, educational institution, coaching organisation, private tutorship, provided the direct teaching hours devoted to such activities taken together do not exceed 25 hours a week.
  - n. Engagement in any other business or occupation permitted by the Executive Committee from time to time.
- ii. A member who is not entitled to perform attest function shall not be entitled to train articulated assistants.
  - iii. The decision (of the Council) taken at its 223<sup>rd</sup> meeting held in February, 2002 prescribing the criteria for individual cases of articleship shall continue to be in operation, mutatis mutandis."

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## **ADDENDUM-I**





## 24. Condonation of Breach of Regulations for Non filing of Forms within Specified Time

The Council has decided to levy fee for dealing with requests for condonation as per the following scale:

Sl. No.	Regulation	Period of Delay/corresponding fee to be charged		
		30 days	31-180 days	Beyond 181 days
1	46(2)/69(2) & 46(3)/69(3)- Condonation of delay in submitting Form 103/113	500	1000	2000
2.	58-Condonation of delay in submitting Form 107	500	1000	2000
3.	65/78- Condonation of breach-Delay in submission of Form 112 (for pursuing other course(s) of study and for engagement in <del>other occupation/business</del> )	500	1000	2000
4	50, 61 (1), 71 &75- Condonation of delay in submission of Form No.108 & 114	500	1000	2000
5.	11- Condonation of delay in submission of Form 101	590	1180	2360
6.	19- Condonation of delay in submission of Form 9	590	1180	2360
7	190 (4)- Condonation of delay in filing Form 18, for registration of firm name	590	1180	2360
8.	190(7)- Condonation of delay in filing Form 18 notifying change in particulars of office/firms	590	1180	2360

***Only fee paid within the relevant financial year but Form 101, not submitted alongwith the fee.***

***Only fee paid within the relevant financial year but Form 9, not submitted alongwith the fee.***

## **29. The Chartered Accountants Benevolent Fund**

### **Objective:**

The objective for which the fund is established is to provide financial assistance for maintenance, education or any other similar purpose to necessitous persons being :-

- (a) persons who are or have been members of the Institute, whether subscribers to the fund or not; or
- (b) wives and children of persons who are or have been members of the Institute, whether subscribers to the fund or not.
- (c) widows and children of deceased persons who have been members of the Institute whether subscribers to the fund or not.
- (d) relatives or others who were dependent for support on a person who has been a member of the Institute, whether subscribers to the fund or not; and who has died without leaving a widow or child.

### **Procedure for becoming a member of the CABF :**

- (a) Life Member: A single payment of Rs. 5000/- shall make a person eligible to be admitted as a life member of the fund. Thereafter he shall not be liable to pay any amount on account of subscription and shall be styled as a 'Life Member'.
- (b) Ordinary members : All other members shall be described as Ordinary Members and shall have to pay an annual subscription of Rs. 1000/-.

Apart from this any member can subscribe for Voluntary Contribution. Contribution to CABF enjoys exemption under section 80-G of the Income Tax Act.

### **Procedure for making payment:**

Members can pay membership subscription alongwith Form 2 or their annual membership fee to the respective regional offices. Alternatively it can be paid separately by local cheque/DD to H.O. or respective regional offices.

### **Application format:**

The application for enrolment as a member of the Fund shall be made in the prescribed Form.

**Extent of assistance available:**

**Monthly assistance:**

Maximum monthly assistance available to a member or persons eligible to receive the assistance is upto Rs. 7500/-per month according to the circumstances of the use and renewable after one year. This is for maintenance of family of members/widow/relatives of deceased members.

Financial assistance will be given only to the members/ widows/relatives whose monthly family income is not more than Rs. 25000/-.

Ex-gratia financial assistance of amount as per Committee decision is provided to the legal heir of deceased member in case of accidental death/ unnatural death at the age below 55 years against claim. An appropriate amount is also given towards medical treatment under specified category.

**Procedure for availing assistance:**

Application for financial assistance should be made in prescribed format alongwith all relevant supporting documents mentioned thereon. Any Central Council Member or Chairman/Vice Chairman/Secretary of any Regional Council or Branch recommend the application thereof. In case of financial assistance towards cost of any expensive medical treatment/surgery of bill/estimates from Hospitals or medicine shop should be enclosed alongwith the application for treatment in a hospital the assistance can also be paid to the concerned hospital directly.

**48. Stipend to articulated assistants**

<sup>7</sup>[(1) Every principal engaging and training articulated assistant or assistants, under regulation 43, shall pay every month to such assistant a minimum monthly stipend, at the rates specified in the Table below:

**Table**

Classification of the normal place of service of the articulated assistant	During the first year of training	During the second year of training	During the remaining period of
(1)	(2)	(3)	(4)
(i) Cities/towns having a population of twenty	Rs.2000/-	Rs.2500/-	Rs.3000/-
(ii) Cities/towns having a population of four lakhs and above but less than twenty	Rs.1500/-	Rs.2000/-	Rs.2500/-
(iii) Cities/towns having a population of less than	Rs.1000/-	Rs.1500/-	Rs.2000/-

(2) The following fees should be accompanied with the application in Form 2 :

	Fees (Inclusive 18% GST)
(I) Entrance fee	Rs. 2360/-
(ii) Associate Membership fee	Rs. 1770/-
(iii) Certificate of Practice fee* (If the candidate intends to hold COP)	Rs. 3540/-
(iv) CABF Life Membership Fees	Rs. 5000

### Requirements

The member is required to comply with the following :-

- (a) Submit Form 3 or along with self declaration (in case of employment) complete in all respects. In case there is a change in signature of the member the attested new specimen signatures may also be submitted.

- (b) The details of fee payable is as under: -

Fees (Inclusive 18% GST)

(i) Admission fee - Rs. 2950/-

(ii) Fellow Membership fee - Rs. 3540/-

(iii) Certificate of Practice fee (if intends to hold) - Rs. 4720/-

- (c) A member who has already paid the membership fee for the year as an associate is required to pay the balance membership fee of fellow.

## 5. Payment of Annual Fee

*(Regulation 6)*

1. The annual fee payable by a member becomes due and payable on 1<sup>st</sup> April of each year. The members are required to make payment of fee to the concerned Decentralised Office under whose territorial jurisdiction their professional address falls. The payment of the fee can be made by a local cheque or demand draft in favour of Secretary, Institute of Chartered Accountants of India. Fee can also be paid by using online payment facilities.

The fee may be sent to the concerned Decentralised Office of the Institute so as to reach on or before 30<sup>th</sup> September of the relevant year in order to avoid removal of the name and or cancellation of Certificate of Practice.

### 2. **Schedule of Fee**

		Fees (Inclusive 18% GST)
(i)	Associate Membership Fee	Rs. 1770/-
(ii)	Fellow Membership Fee	Rs. 3540/-
(iii)	Certificate of Practice Fee(Associate)	Rs. 3540/-
(Fellow)		Rs. 4720/-



A member who has attained the age of 60 years and above as on the 1<sup>st</sup> day of April of the relevant year, but not holding the certificate of practice shall pay such annual membership fee at the rates specified below:

- |      |                          |            |
|------|--------------------------|------------|
| (i)  | Associate Membership Fee | Rs. 1298/- |
| (ii) | Fellow Membership Fee    | Rs. 2714/- |

**a) Pay directly to the Institute's Office**

Fee can be remitted directly to the concerned Decentralized Office of the Institute. Members may send their fee as per above fee schedule through demand draft/local cheque favouring The Secretary, The Institute of Chartered Accountants of India, Payable at the concerned Regional Office of ICAI.

**b) Payment Gateway**

Payment gateway solution was introduced facilitating members to remit the membership/COP fees online. Members are encouraged to use this facility for their convenience and comfort. For use of payment gateway, members are requested to pay annual membership fee online. Members are required to fill in the credit card details alongwith name of the cardholder on the payment gateway page for successful transaction online.

**Salient features of the Scheme for advance amount remittance by members**

- (a) Members can pay advance fee in exact amount for three years (1 + 2 years) alongwith 18% of GST.
- (b) Refund of amount received would not be allowed under any circumstances except in case of removal of the name of a member from the Register of Members under the provisions of the Chartered Accountants Act, 1949 as amended by the Chartered Accountants (Amendment) Act, 2006 and the Chartered Accountants Regulations, 1988.

In the case of death, the fee for the year in which removal takes place would be deducted and the balance of the advance amount remitted, if any would be refunded to nominee(s)/legal heir(s) of the member concerned. In all other cases, the balance of advance amount, after such a deduction as aforesaid, if any would be kept to the credit of the member concerned for adjustment towards annual membership fee payable at the time of restoration.

- (c) Interest on the amount remitted would not be payable at all.
- (d) In case of members residing abroad: -

Presently the airmail and seamail charges for CA Journal are Rs. 2100/- and Rs. 1100/- p.a. in case of members residing abroad. Payment of fee/air mail/sea mail charges for Journal should be made in Indian currency i.e. the draft/cheque drawn on the designated Indian branch for credit to the account of the Institute would have to be made out in rupees irrespective of the country/currency applicable to the member.

However, where the fee has been sent in foreign currency, conversion of foreign currency would be at the rate applicable on the date when the Institute bankers give credit. It may be noted that the fee would be payable only by way of demand draft or cheques on bank branches at designated places in India (as local cheques).

They should clearly indicate and remit separately air mail/sea mail charges for dispatch of Journal, if they so require, for 3 years. The Institute would communicate to members abroad the approximate air mail/sea mail charges payable for 3 years based on the average increase taken place in air mail/sea mail charges during last 5 years. The idea is to enable such members to send sufficient amount in advance and the Institute to adjust the likely increase over the next 3 years

## **7. Restoration of Name**

*(Regulation 19)*

### **Eligibility**

A member whose name has been removed from the Register of Members is eligible for restoration of name.

### **Requirements**

1. The application in Form 9 duly filled in and signed by the member alongwith the following fees.

In case the member has changed his signatures, the new signatures verified by a chartered accountant may also be provided.

(a) Membership fee for the year in which the name was removed.

(b) Membership fee for the year in which restoration is sought.

(c) Fee inclusive GST of 18% for Restoration of name in the Register of Members payable under sub-regulation (3) of Regulation 6-

- |   |            |
|---|------------|
| i) Within 3 years of removal                    | Rs. 1416/- |
| ii) After 3 years of removal but before 5 years | Rs 3540/-  |
| iii) After 5 years of removal                   | Rs. 4720/- |

(d) Certificate of practice fee (if intends to hold).

Condonation of delay in filing Form 18 for registration of firm name beyond 30 days

**Period of delay/Corresponding fee inclusive 18% GST to be charged**

upto 30 days	between 31-180 days	Beyond 181 days
beyond specified time	beyond specified time	of specified time
Rs. 590/-	Rs. 1180/-	Rs. 2360/-

### **Condonation of Breach of Regulation 190(4)/ (7)**

In case Form 18 is not submitted to the Institute's office within the specified period of one month from the date of registration of proposed LLP with Registrar of LLP, the LLP is required to apply for condonation of breach of Regulation 190(4)/(7) and pay the levy of fee for condonation and submit the required documents.

The fee for Condonation of delay in filing Form 18 for registration of LLP beyond 30 days shall be charged as hereunder

#### **Period of delay/Corresponding fee inclusive 18% GST to be charged**

upto 30 days	between 31-180 days	Beyond 181 days
beyond specified time	beyond specified time	of specified time
Rs. 590/-	Rs. 1180/-	Rs. 2360/-

**PART - B**  
**MANUAL FOR STUDENTS**



## MANUAL FOR STUDENTS

**Kindly refer the addendum for relevent updation of manual**

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## **1. Chartered Accountancy Course**

The Chartered Accountancy Course was introduced in 1949 with the enactment of the Chartered Accountants Act, 1949. The Institute of Chartered Accountants of India (hereinafter referred to as the 'Institute') was set up in 1949 as a statutory body to regulate the profession of Chartered Accountancy. The Institute is governed by the Council in accordance with provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988 made thereunder.

ICAI is one of the unique organizations with its activities, encompassing education, training, examination, disciplinary mechanism, peer review, continuing professional development, government accounting, standard setting and alike. ICAI conducts examinations, grants membership and regulates the profession ICAI is truly partner in National Building. Responsibility of conducting the Chartered Accountancy Course also vests with the Institute. The Chartered Accountancy Course comprises of an integrated theoretical education and practical training with an objective of equipping a student with knowledge, ability, skills, and other qualities required of a professional accountant. On successful completion of the course, the student is entitled to apply for membership of the Institute and is entitled to use the professional description of Chartered Accountant.

The Institute of Chartered Accountants of India periodically reviews its scheme of Education and Training to remain in tandem with developments in the field of education and other changes at the national and global levels. Evolving business also demands newer skills from the accounting professionals. Accordingly a new scheme of education and training has been designed and implemented.

## **2. Entry Routes to Chartered Accountancy Course**

There are two entry routes to Chartered Accountancy Course. Candidates can pursue Chartered Accountancy Course either through qualifying Common Proficiency Test (CPT) route or through Direct Entry Scheme introduced w.e.f 1<sup>st</sup> August 2012.

### **(i) Common Proficiency Test (CPT) Route**

Students who wish to pursue Chartered Accountancy Course after 10+2 examination are required to enter the course through qualifying Common Proficiency Test (CPT). Such students can register for the Common Proficiency Course (CPC) after passing 10<sup>th</sup> examination and can appear in the CPT either on appearing or passing 10+2 examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto. Students who wish to pursue the next step in the course are required to qualify CPT as well as 10+2 or its equivalent examination.

### **(ii) Direct Entry Scheme Route (CPT (Exempted) Category)**

Students who wish to pursue Chartered Accountancy Course can enter into the course through Direct Entry Scheme without qualifying Common Proficiency Test (CPT). For this course, the undermentioned candidates are exempted from qualifying Common Proficiency Test (CPT) vide notification no.1-CA (7)/145/2012 dated August 1, 2012;

(i) Graduates or Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University) by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Taxes Laws), Costing, Business Administration or Management Accounting; or similar to the title of these papers with different nomenclatures\* or

***\*Treatment to be given to papers with different nomenclatures and marks spread over the entire duration of graduation/ post graduation course for the purpose of admission to the CA Course under Direct Entry Scheme***

*The Council in order to mitigate the hardship being faced by certain category of students in registration to Intermediate (IPC) Course under Direct Entry Scheme, decided to pass the following Resolution under Regulation 205 of the Chartered Accountants Regulations, 1988.*

*"Resolved that –*

*By virtue of powers vested under Regulation 205 of the Chartered Accountants Regulations, 1988, the Council of the Institute of Chartered Accountants of India hereby orders that the set of candidates who are fulfilling the following eligibility requirements but were facing hardship in seeking admission to the Intermediate (IPC) Course under Direct Entry Scheme under Regulation 25D (1A)(i) of the above-stated Regulations be now enabled to seek admission/registration as under:-*

*Graduate or post graduate in commerce having secured in aggregate a minimum of fifty-five per cent of the total marks or its equivalent grade in the examination conducted by any recognized University (including Open University) by studying any three papers carrying a minimum of 50 marks in a semester/ year and cumulatively 100 marks or more marks over the entire duration of the concerned course out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting or similar to the title of these papers with different nomenclatures. The Board of Studies was authorized to approve the subjects, University-wise, as and when the issue of nomenclature arises. The Council also decided that in terms of the above resolution passed, students who have commenced their practical training but their registrations to the Intermediate (IPC) Course could not be processed/regularised due to the restrictions in Clause (i) of Regulation 25D (1A) of Chartered Accountants Regulations, 1988 be processed for registration/admission to the Intermediate (IPC) Course under the Direct Entry Scheme with retrospective effect i.e. from the date of their commencement of practical training, provided the registration and other related papers together with prescribed fee had been received in the office on or after 1<sup>st</sup> August, 2012 and such students are also continuing their articles."*

(ii) Graduates or Post Graduates other than those falling under Commerce stream mentioned above having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University) or

(iii) Candidates who have passed the Intermediate level examination or its equivalent examination by whatever name called conducted by The Institute of Cost Accountants of India or by The Institute of Company Secretaries of India or

(iv) **Provisional Registration:** Candidates who are pursuing the Final year of Graduation Course shall be eligible for provisional registration to the Intermediate (Integrated Professional Competence) Course. Such candidates would be required to submit satisfactory proof of having passed the graduation examination with the specified percentage of marks within six months, from the date of appearance in the final year graduation examination (i.e. from the day of commencement of the examination). During the period of provisional registration, a candidate can undergo and complete Information Technology Training (ITT) and Orientation Course.

It is clarified that in their case, the practical training shall commence only on becoming a Graduate with specified percentage of marks. Such candidates shall be eligible for appearing in the Intermediate (Integrated Professional Competence) Examination on completion of nine months of practical training.

If such candidates fail to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees, as the case may be, paid by him shall not be refunded/ adjusted and no credit shall also be given for the theoretical education undergone.

### **3. Different Stages in Chartered Accountancy Course**

There are different stages in Chartered Accountancy Course:

- Common Proficiency Course (CPC)/Common Proficiency Test (CPT)
- Intermediate (Integrated Professional Competence) Course/Accounting Technician Course (ATC)
- Final Course

#### **Common Proficiency Course (CPC)/Common Proficiency Test (CPT)**

Common Proficiency Test is an entry level test for Chartered Accountancy Course which is held twice in a year in June and December. Student can register for the Common proficiency Course after passing class 10<sup>th</sup> examination and can appear in the CPT either on appearing or passing senior secondary (10+2) examination conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the State Government as equivalent thereto. Students after registration to the course are required to complete specified period (i.e. 60 days) from the date of registration to as on the first day of the month in which examination is to be held, i.e., students registered on or before 1st April/1st October will be eligible to appear in June/ December examination, as the case may be.

Students who are Graduates/ Post Graduates with prescribed percentage marks or its equivalent grade in the examination conducted by any recognized University (including Open University) or Intermediate level examination passed students of The Institute of Cost

Accountants of India or The Institute of Company are exempted from passing CPT. Such students on fulfilling the requirements can register directly to Intermediate (IPC) course.

Common Proficiency Test is an entry level test for Chartered Accountancy Course which is designed in the pattern of entry level test of Engineering, Medical and other Professional courses. It is a 4-hour duration test comprising of two sessions of 2 hours each with a break between two sessions. The test comprises of objective type questions with the negative marking for choosing wrong options.

### **Intermediate (Integrated Professional Competence) Course**

The study course for the Chartered Accountancy candidates is known as Intermediate (Integrated Professional Competence) Course which is next step after CPT examination wherein only working knowledge of core and allied subjects to accountancy profession is covered.

In order to develop a strong theoretical base, students of Intermediate (IPC) Course, who have registered through CPT route or Intermediate level examination passed students of The Institute of Cost Accountants of India or The Institute of Company Secretaries of India, are required to undergo eight months study course before appearing for the first time in the Intermediate (IPC) Examination. Since proper understanding of the modern world necessitates knowledge of present day technology and skills, students are imparted 100 hours Information Technology Training (ITT) and have to undergo 35 hours Orientation Programme before joining for the practical training. Such students can join practical training practical training only after passing Group I/ Both Groups of Intermediate (IPC) course. Simply passing Group II of Intermediate (IPC) course is not sufficient.

Students who are Graduates/ Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total or its equivalent by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting or other than those falling under Commerce stream having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognized University (including Open University) are eligible for straight away registration to Intermediate (IPC) course and undergo Orientation Course and ITT. They can register for practical training after completing Orientation Course and ITT and need not wait for clearing Intermediate (IPC) examination Group I/ Both Groups They are eligible to appear in the Intermediate (IPC) Examination after completion of nine months of practical training (including study course for a period of eight months which shall commence from the date of registration to the Course).

Students who are pursuing the Final year Graduation Course can also register for the Intermediate (Integrated Professional Competence) Course on provisional basis and such students, registration would be regularised and they can commence articulated training only on submission of satisfactory proof of having passed the Graduation examination with the specified percentage of marks within six months from the date of appearance in the final year graduation examination. During the provisional registration period, a student can undergo and



complete Information Technology Training (ITT) and Orientation Course. If such student fails to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees, as the case may be, paid by him shall not be refunded/ adjusted and no credit shall be given for the theoretical education undergone.

This course is composed of three levels viz. Group I, Accounting Technician (optional) and Group-II. A candidate may opt for enrolment to Group I or Group I and Accounting Technician or Accounting Technician and /or Group II or Group I and Group II or for all the levels referred to above. Intermediate (IPC) Course is comprised of six subjects and seven papers of 100 marks each. It is complemented by Orientation Programme, 100 hours Information Technology Training, before joining for the practical training and GMCS-I, GMCS-II and Advance Course on Information Technology Training (ITT) during three years of practical training. This balanced approach helps the students to appreciate the underlying practical applications of the theoretical education scheme.

### **Accounting Technician Course (ATC) - Optional**

A student who has passed Common Proficiency Test (CPT) and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto can register for Accounting Technician Course (ATC) either exclusively or with the option of Intermediate (IPC) Course.

A candidate who opts exclusively for Accounting Technician Course and register to the course, required to undergo a study course of eight months, 35 hours Orientation Programme and 100 hours ITT before appearing in Accounting Technician Examination (ATE). Group I of Intermediate (IPC) Course is equivalent to ATC. After passing Accounting Technician Examination (ATE), he will also be required to complete 12 months of work experience, as per the guidelines of the Council and on production of a certificate to this effect; he will be issued Accounting Technician Certificate.

Registered students of erstwhile Intermediate/ Professional (Education – II) Course/ Intermediate (Professional Competence) Course who does not wish to pursue full fledged Chartered Accountancy Course can opt for the Accounting Technician Course. Intermediate (IPC) Course students who do not wish to pursue complete Chartered Accountancy course also can opt for the Accounting Technician Course and exit the course by becoming an 'Accounting Technician'. Such students required to pass Group I level examination of the Intermediate (IPC) Examination after undergoing 100 hours ITT and complete 12 months work experience or complete prescribed period of practical training so as to become eligible to obtain 'Accounting Technician Certificate'.

The Institute, in order to provide honourable exit route to a student who has passed both groups of erstwhile Intermediate/ Professional Education – II Examination/ Intermediate (Professional Competence) Examination/ Intermediate (Integrated Professional Competence) Examination but does not wish to continue CA Final Course may exit the CA course by obtaining 'Accounting Technician Certificate'. Such student can also continue his CA Final course even after obtaining Accounting Technician Certificate without any restriction and become a member of the Institute.



it is clarified that students who have registered for Intermediate (IPC) Course alongwith ATC shall be required to complete either 12 months work experience or prescribed period of articulated training before applying for 'Accounting Technician Certificate'. Further, it is clarified that partial completion of articulated training period cannot be treated as completion of 12 months work experience nor based on that 'Accounting Technician Certificate' shall be issued.

Accounting Technicians cater to the needs of mid-level accounting profession and support the requirement of CAs in Industry & Service sectors. Those Accounting Technicians who get work experience in Industry under the guidance of employee chartered accountants would subsequently be absorbed in Industries and those Accounting Technicians who get work experience under a practicing chartered accountant would get exposure in the tax matter and subsequently become Tax Consultants.

### **Final Course**

The last leg of the Chartered Accountancy Course is Final Course in which advanced application of knowledge of core and allied subjects is being inculcated. It has been designed to impart knowledge in financial reporting, auditing and professional ethics, taxation, corporate laws, system control, strategic finance and advanced management accountancy. Final Course is comprised of eight subjects and eight papers of 100 marks each.

#### **4. Common Proficiency Course (CPC)/ Common Proficiency Test (CPT)**

Common Proficiency Test is an entry level test for Chartered Accountancy Course which is held twice in a year in June and December. Student after passing class 10<sup>th</sup> examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto. Students can appear in the CPT after appearing in the senior secondary (10+2) examination conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the State Government as equivalent thereto. Students after registration to the course are required to complete specified period (i.e. 60 days) from the date of registration to as on the first day of the month in which examination is to be held, i.e., students registered on or before 1st April/1st October will be eligible to appear in June/ December examination, as the case may be.

Students who are Graduates/ Post Graduates with prescribed percentage marks or its equivalent grade in the examination conducted by any recognized University (including Open University) or Intermediate level examination passed students of The Institute of Cost Accountants of India or The Institute of Company are exempted from passing CPT. Such students on fulfilling the requirements can register directly to Intermediate (IPC) course. Secretaries of India are exempted from passing CPT. Such students on fulfilling the requirements can register directly to Intermediate (IPC) course.

### **Registration for Common Proficiency Course**

#### ***(Regulation 25C)***

A candidate shall be registered for Common Proficiency Course when:

- He has passed the Class 10 examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto or
- A candidate who was earlier registered for Foundation Course/Professional Education (Course-I) under these regulations shall be entitled for registration to Common Proficiency Course subject to such conditions as may be specified by the Council.

### **(a) Requirements**

1. Prospectus for the course can be obtained from the Institute on payment of Rs. 100/- (US \$ 10/- in case of foreign students) or by post by sending a draft of Rs. 100/- and postal charges of Rs. 25/- in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi. The same can also be obtained from the Regional offices and its Branches.

2. CPC Registration Form is to be submitted to Regional Offices or its Branches in consonance with the address of the student along with the following documents;

*(i) Demand Draft towards registration fee drawn in favour of "The Secretary, the Institute of Chartered Accountants of India" payable at New Delhi/ Mumbai/ Chennai/ Kolkata/Kanpur.*

*(ii) Proof of Date of Birth: Class 10<sup>th</sup> admit card and 10<sup>th</sup> pass marks sheet/ 10<sup>th</sup> pass certificate indicating Date of Birth, duly attested by a Chartered Accountant/ Gazetted Officer/ Head of the Institute.*

*(iii) Attested copy of 12<sup>th</sup> pass or its equivalent qualification as recognized by the Central or State Government, if passed.*

*(iv) Attested Proof of Nationality, if student is foreigner*

*(v) Attested Proof of special category certificate i.e SC/ST, OBC and in case of differently abled, certificate(s) issued by the Govt. Hospital duly attested by any of the following authorized persons:*

*(i) DCOs Heads/Regional Heads/ Officer-in-charge of the Branch.*

*(ii) Principal under whom such student is registered for Articleship.*

*(iii) Central Council Member/Regional Council Member/Managing Committee Member of the Branch.*

### **CPC REGISTRATION FEE:**

<b>Sl. No.</b>	<b>Details of Fee</b>	<b>Rs.</b>	<b>For foreign Students US\$</b>
1	Cost of CPC Prospectus (Prospectus will be supplied to the student subsequently)	100	10
2	CPC Registration fee	6,000	580

3	Subscription for Students' Journal (for one year) <b>(Optional but strongly recommended)</b>	200	20
3	Subscription for Members' Journal (for one year) <b>(Optional)</b>	400	40
<b>TOTAL</b>		<b>6,700</b>	<b>650</b>

**(b) Online Registration:**

Registration for the Common Proficiency Course can also be done online by visiting Institute's website ([www.icaai.org](http://www.icaai.org)) and remitting fee by way of debit/credit card or through Certified Registration Centre\*.

***\*Certified Registration Centre for facilitating Students Services***

*A Scheme has been introduced for opening of Certified Registration Centre at the office of chartered accountants firms/practicing members in order to provide online registration facility in CPC.*

*Certified Registration Centre will provide, free of cost, assistance to the candidates in CPC registration by verifying the eligibility requirement, relevant particulars & documents as per the prescribed checklist as well as uploading the particulars in online CPC application form and making online payment of fee through payment gateway as well. On successful uploading of the particulars and online payment, an acknowledgement number will be auto generated for reference. Thereafter, print out of the online CPC application form affixing the photograph of the candidate along with the duly certified hard copies of the supporting documents need to be sent to the concerned Regional Office of the Institute. The eligible candidates will be granted registration in Common Proficiency Course provided all papers are received within the prescribed time and found complete in all respect.*

*Candidates may also have a choice to apply online in the above manner through Internet Café.*

***Facility for Generation of Online CPC Registration Letter for students registered with the Southern Regional Office-Chennai***

*The test project initiative aims to provide a web-based facility for the students to generate their computer generated registration letter with the features as follows:*

- 1. Registration Letter generation based on the Demand Draft number submitted with the CPC Registration Form.*
- 2. Registration Letter generation based on the online acknowledgment number (ACKC) assigned while online CPC Registration process.*
- 3. The student can generate the letter by using the one time transaction password (OTP) received on his registered/given mobile number.*
- 4. Registration letter generation can be done for a limited number of times only for the*

*Common Proficiency Course.*

*The web link is <http://students.icaai.org/registrationletter-cpt>. Students are requested to use this letter generation facility prudently and ensure that their credentials are not shared or misused.*

**(c) Cut-off date for registration to Common Proficiency Course (CPC) to become eligible for appearing in Common Proficiency Test (CPT) to be held in June/ December every year.**

All candidates who register for Common Proficiency Course (CPC) in the ICAI on or before 1st April/ 1st October of the year would be eligible to appear in the Common Proficiency Test (CPT) to be held in June /December respectively. In case, the last date for registration happens to be a Gazetted Holiday/ National Holiday/ Bank Holiday/ Sunday, the next working day will be deemed to be the last date for registration for Common Proficiency Course (CPC).

Students are, therefore, advised to ensure that the registration papers complete in all respects, are submitted to the respective Decentralized Office or its authorised Branches of the Institute within the cut-off dates as stated above, so as to become eligible to appear for Common Proficiency Test (CPT) to be held in the following June/ December month respectively.

**(d) Registration and Study Material**

- (1) On receipt of application and requisite fee, if submitted in person, the study material would be issued across the counter or otherwise will be sent by Registered post.
- (2) After registration to the Common Proficiency Course, Registration number will be communicated to the student subsequently.

**(e) Reading Material**

The Board of Studies provides a comprehensive reading material including large question bank. In addition, Vol.I & Vol.II of Model Test Papers are also available which contains large number of questions respectively.

**(f) Oral Coaching facility at accredited Institutions**

The Board of Studies imparts theoretical instruction through distance education mode to the students of the Common Proficiency Course. A wide array of modern methods is also used for imparting theoretical education which include;

- CDs in e-book form on various topics of CPC,
- Lectures through Web TV, e-learning etc and
- Guidance through [guidance@icaai.org](mailto:guidance@icaai.org)

In addition, the Board of Studies organizes classroom lectures through its Regional Councils and Branches as well as accredited institutions. A list of accredited institutions which are presently imparting oral coaching for CPT is available at link

<http://220.227.161.86/11876accreditation.pdf> of Institute website [www.icaai.org](http://www.icaai.org).

## **(ii) e-Learning- Common Proficiency Course (CPC)**

### **(a) Common Proficiency Course (CPC) e-Learning on Students Learning Management System**

The Board of Studies is pleased to announce the availability of e-Learning facility for Common Proficiency Course (CPC) on the Students Learning Management System (LMS) (<http://StudentsLMS.icaai.org>), with an objective to provide quality self learning facility. This initiative aims to provide quality education for learning, re-learning and revising anytime and anywhere in an affordable manner.

The e-Learning facility for Common Proficiency Course is available in bilingual mode – Hindi and English. Students of the Common Proficiency Course of the Institute interested in pursuing the e-Learning course can register themselves on the Students LMS at the following URL and start using this facility: <http://StudentsLMS.icaai.org>

### **(b) Online Mentoring/Mobile enabled e-Learning for CA Course on Cloud Campus**

The ICAI Cloud Campus enables students can learn anytime and from anywhere using e-Learning, Audio Lectures, Video Lectures and on line Mentoring. Students can even learn through Mobile Enabled e-Learning facility on the Students Learning Management System (LMS) at <http://StudentsLMS.icaai.org> on smart phones/ mobiles/ tablets. Online Mentoring is one of the major value added features on the Cloud Campus.

The Board of Studies has also released e-Learning DVD's for CPT offering Chapter Wise Study Material, Practice Manual, e-Lecture, Podcast (MP3 Audio), PowerPoint Presentation (Short Notes) and Self Assessment Quiz. Students can copy the contents of these DVD's into the SD/ Memory Card of their Mobile Phone/ Tablet and view using Mozilla Firefox. Students can learn anytime/ anywhere without the need for Internet, waiting for content to download and costs thereto.

Students are advised to make register on the ICAI Cloud Campus for the Online Mentoring Sessions and provide specific questions/queries that they need to be discussed and benefit from this online facility. Links to access such webcast are also available on the <http://cloudcampus.icaai.org> under online mentoring.

### **(c) e-Learning Module on General Economics Subject**

The Board of Studies of the Institute is introducing another value added service for the benefit of Students - e-Learning lectures on CPT General Economics. The Chapter-wise e-Learning Lessons and their Self Assessment Quizzes are available under the respective links.

It is pertinent to mention that e-Learning modules with audio explanations tend to be quite large in size and may take some time to download and start working, particularly in peak hours in case of users having low bandwidth. The details are available at the link [http://www.icaai.org/new\\_post.html?post\\_id=8483&c\\_id=340](http://www.icaai.org/new_post.html?post_id=8483&c_id=340).

Each Online Quiz would generate 12 questions randomly to be answered in 15 minutes, and

provide the score achieved, after the quiz, as a part of your learning process. It will also provide an analysis of the answers submitted by you vis-à-vis the correct answers.

Views and suggestions are welcomed for improvement and feedback on this module by e-mail to [BOS.CPT.Eco@icai.org](mailto:BOS.CPT.Eco@icai.org).

#### **(d) e- Learning DVDs available for Common Proficiency Course**

The Board of Studies, the academic wing of the Institute, had made available online e-Learning facility on the Students Learning Management System (LMS) at <http://studentslms.icai.org> last year to enable students to learn at their convenience anytime and anywhere. The Students LMS provides a dashboard of e-Lectures available, attempted and completed, to track the learning and development by the Students. The LMS also has a Self Assessment Quiz Chapter and Subject wise, to enable students to make a self-assessment of their preparation. There has been a very encouraging response and acceptance for this initiative with a steady growth by the day. The Board of Studies is pleased to inform availability of the following five DVDs that aim to enable Students to learn at their convenience anytime and anywhere without the need for Internet, waiting for files to download and costs thereto:

These DVDs are a compilation of (1) e-Lectures, (2) Podcasts (MP3), (3) Study Material, (4) Practice Manual, (5) PDF of PowerPoint Presentations and (6) Self Assessment Quiz that have been organized Chapter Wise for the respective papers of CPC, as available on Students LMS at the time of creation of these DVDs. These e-Learning DVDs are available for sale @ Rs.100/- each at Institute Sale Counters in Regional/ Branch Offices. The e-Learning facility aims to supplement the Study Material, Practice Manual and other content provided to the students. While these DVDs have been designed to work on Multimedia Desktop Computer and Laptop, they have been developed as a responsive site that may also work on recent Mobile Phones and Tablets (Android 4+, IOS), when copied on the Memory/ SD Card.

#### **(e) Self-Assessment Quiz for Common Proficiency Course (CPC)**

The Board of Studies has launched Online Self-Assessment Quiz for the Common Proficiency Course to enable students make a self assessment of their preparation for the forthcoming examination in the following three formats:

<b>Self Assessment Quiz Type</b>	<b>Details</b>
<b><u><a href="#">All Subjects Online Self Assessment Quiz</a></u></b>	<ul style="list-style-type: none"> <li>• This Online Quiz enables Students make a Self Assessment of their preparation for All Subjects together, as in the actual examination but lesser duration and number of questions.</li> <li>• This Quiz consists of 50 questions to be answered in one hour with a passing requirement of 50%.</li> </ul>
<b><u><a href="#">Subject Wise Self Assessment Quiz</a></u></b>	<ul style="list-style-type: none"> <li>• This Online Quiz enables Students make a Self Assessment of their preparation of each of the subjects (viz., Fundamentals of Accounting, Mercantile Laws, General Economics and Quantitative Aptitude) of the Common Proficiency Course.</li> <li>• This Quiz consists of 25 questions to be answered in 30 Minutes with</li> </ul>

	a passing requirement of 50%.
<b><u>Chapter Wise Self Assessment Quiz</u></b>	<ul style="list-style-type: none"> <li>• This Online Quiz enables Students make a Self Assessment of their preparation of each of the subjects (viz., Fundamentals of Accounting, Mercantile Laws, General Economics and Quantitative Aptitude) of the Common Proficiency Course.</li> <li>• This Quiz consists of 12 questions to be answered 15 minutes with a passing requirement of 50%.</li> </ul>

It is pertinent to note that (a) Each of the aforementioned quizzes shall generate a new random Question Paper every time a student accesses it; and that (b) there are multiple quizzes available for each of the quizzes to facilitate faster access. Links to access the three sets of quizzes are available below and students can go to respective sections by clicking on the links on the table above. The duration of quizzes has been kept short to enable students to conveniently make their self assessment. Views and suggestions to improve this facility are invited by e-mail to [CPT.SAQuiz@icai.org](mailto:CPT.SAQuiz@icai.org).

#### **(f) Availability of Twin DVD Set of Common Proficiency Course e-Learning & Video Lectures**

The Board of Studies of the Institute in its earnest endeavor to leverage technology for the benefit of students is pleased to announce the availability of a twin DVD pack for the Common Proficiency Course consisting of:

##### **CPC Video Lectures DVD**

##### **CPC e-Learning DVD**

**CPC Video Lectures DVD** (Dual Layer - 8.5 GB) is a compilation of Webcast on "How to Prepare for CA Exams" and webcasts on how to qualify and excel in the respective four subjects of Common Proficiency Course. This DVD can be viewed on Dual Layer DVD Player; and Desktop Computer/ Laptop.

**CPC e-Learning DVD ROM** (Dual Layer - 8.5 GB) is a compilation of e-Lectures, Podcasts (MP3), Study Materials; PDF of PowerPoint Presentations and Self Assessment Quiz that have been organized Chapter Wise for the four subjects of CPC, as available at the time of creation of this DVD. This DVD has been designed to work on Multimedia Desktop Computer and Laptop.

**CPC e-Learning on Mobile Phones and Tablets:** An earnest endeavor has been made to harness emerging technologies on mobile phones and tablets (including HTML5) to present the CPC e-Learning DVD as a responsive site that may also work on recent Mobile Phones and Tablets (Android 4+), when copied on the Memory/ SD Card. Students need to open the index.html file using Mozilla Firefox Internet Browser on their mobile phone/ tablet. Students can also view the e-Lectures through Pen Drive attached to their tablet.

Considering evolving nature of mobile/ tablet technologies, HTML5 and e-Learning on mobile devices, the e-lectures, PDF of PowerPoint Presentations and Podcasts (MP3) may or may not work on specific devices considering different platforms (Android/ iOS, BB, Windows), versions thereto and essential differences in the mobile phones and tablets. Students need to take the



Self Assessment Quiz on Desktop Computer/ Laptop considering screen size limitations on mobile phones and tablets.

The twin DVD set would be available for sale @ Rs.100/- per set.

### **(g) Availability of Student Resources Course, paper and Chapter Wise/Video on Demand (VoD) Lectures for Common Proficiency Course**

The Board of Studies has taken initiative to collate and present all the content relevant for the students from the Institute's website and Student e-Learning LMS under one umbrella in a very clear and easily accessible manner by providing content course-wise, paperwise and chapter-wise on the Students Home Page. The BoS Knowledge Portal as already available, has been reorganized to show link which contain all the relevant resources for Common Proficiency Course.

To access the aforementioned Students Home Page, please type the link: <http://students.icaai.org> on your Internet browser. Common Proficiency Course students can select the first link on "Common Proficiency Test (CPT)" to get all pertinent details of the Common Proficiency Course.

### **Video on Demand (VoD)- Lectures**

The Board of Studies has made available Video Lectures on "How to Qualify and Excel in CA Exams", Strategy to Qualify and Excel in respective subjects of the Common Proficiency Course (CPC) on <http://icaity.com> . These lectures have been captured in interactive webcast. Details of VoD webcasts are available on the Students Home page (<http://students.icaai.org>) under Announcement for Students for Common Proficiency Course (CPC)

### **(h) Webcasts for Students: Common Proficiency Course**

The Board of Studies organizes Live Webcasts as a part of ICAI Cloud Campus with to objective to take learning and development to the doorsteps of students through a uniform platform across the country. The live interactive Webcasts aim to mentor Students on the success strategies to succeed in their forthcoming examinations. Live webcasts are also organized on strategy to qualify and excel in respective subjects of Common Proficiency Course (CPC). In addition, live webcasts are also organized on Accounting Standards and specific topics of select subjects, where syllabus has changed or students are finding difficulties. The Students can ask questions/ queries during the Live Webcasts and most of them also get answered subject to time and other constraints.

The schedule of forthcoming webcasts and links to access available Video on Demand (VoD) of webcasts are available on the ICAI Cloud Campus (<http://cloudcampus.icaai.org>) and that get updated from time to time.

Students may view recorded webcasts, the Online e-Learning facility available on Students Learning Management System at <http://studentslms.icaai.org> and Video Lectures on Cloud Campus, to learn anytime and from anywhere.

### **(iii) Conducting of Mock Tests for CPC students**



With a view to further encourage the students to evaluate their preparation for the examination, the Board of Studies prepares CPT Mock Test Papers from time to time for CPC students to assess their preparation for the main examination. All Regional Councils and Branches conduct CPT Mock Tests under examination conditions for the benefit of CPC students.

### **Common Proficiency Test (CPT)**

Common Proficiency Test is an entry level test for Chartered Accountancy Course which is held twice in a year in June and December. It comprises of four subjects i.e Accounting, Mercantile Laws, General Economics and Quantitative Aptitude with an objective to test the basic knowledge in these subject areas. This test is of 200 marks. This test is divided into two sessions of two hours with a break between. CPT is an objective type test with negative marking.

#### **(iv) Admission to Common Proficiency Test**

##### ***(Regulation 25D)***

A candidate shall be admitted to Common Proficiency Test only if

- he is registered with the Board of Studies of the Institute and
- has passed or appeared in the Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination\* recognized by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses and
- has complied with such requirements as may be specified by the Council from time to time (i.e a period of 60 days has elapsed from the date of registration to the course, on the first day of the month in which the examination is to be held i.e students registered on or before 1<sup>st</sup> April/1<sup>st</sup> October will be eligible to appear in the following June/December examination).

##### ***\*List of Examinations treated as equivalent to Senior Secondary Examination:***

1. *Board of Intermediate Education, Andhra Pradesh*
2. *Assam Higher Secondary Education Council*
3. *Bihar School Examination Board*
4. *Central Board of Secondary Education (CBSE)*
5. *Chhatisgarh Board of Secondary Education*
6. *Council for Indian School Certificate Examination (CISCE)*
7. *Goa Board of secondary and Higher Secondary Education*
8. *Gujarat Secondary & Higher Secondary Education*
9. *Board of School Education, Haryana*
10. *H.P Board of School Education*
11. *J&K State Board of School Education*
12. *Jharkhand Academic Council*
13. *Government of Karnataka Department of Pre-University Education*
14. *Kerala Board of Higher Secondary Education*
15. *Maharashtra State Board of Secondary & Higher Secondary Education*

16. *Board of Secondary Education, Madhya Pradesh*
17. *Council of Higher Secondary Education, Manipur*
18. *Meghalaya Board of School Education*
19. *Mizoram Board of School Education*
20. *Nagaland Board of School Education*
21. *Council of Higher Secondary Education, Orissa*
22. *Punjab School Education Board*
23. *Board of Secondary Education, Rajasthan*
24. *Tamil Nadu State Board of School Examinations*
25. *Tripura Board of Secondary Education*
26. *U.P Board of High School and Intermediate Education*
27. *Board of School Education, Uttarakhand*
28. *West Bengal Council of Higher Secondary Education*
29. *Chhatisgarh State Open School*
30. *M.P State Open School*
31. *National Institute of Open Schooling*
32. *Rajasthan State Open School*
33. *The West Bengal Council of Ravindra Open Schooling*
34. *Banasthali Vidyapith*

35. *5 (Five) passes at GCE 'O' level/GCSE/IGCSE in A/B/C Grades and two passes at GCE 'Ad-vanced' level examination of the approved British Examining Bodies is recognized by the Association of Indian Universities as equivalent to +2 stage qualification of an Indian Body.*

36. *Students who have completed two years of higher education including Diploma course after passing 10th class, conducted either by Central/State Government(s) and on passing such a course have either been admitted to first year of graduation course or have passed the graduation course conducted by any University, including open Universities, established by law in Indian shall be also eligible for admission to the Common Proficiency Course.\*\**

37. *10+2 Examination of any other recognized Board/University not covered above but recognized by Association of Indian Universities (AIU) as equivalent to Senior Secondary (10+12) Examination as recognized by Central Government.*

#### ***\*\*Extended List of recognized Senior Secondary (10+2) for admission to Chartered Accountancy Course***

*With a view to mitigate the hardships being faced by certain categories of students/candidates, who have not passed 10+2 examination per se, but have completed such higher education/courses/examinations conducted by recognised authority/University etc. after having passed 10th class examination, as are specified by the Council, the Council of the Institute has resolved as under:-*

*"Resolved that by virtue of powers vested under Regulation 205 of the Chartered Accountants Regulations, 1988, the Council of the Institute hereby orders that candidates who have not passed 10 + 2 examination but have completed 2 years of higher education say, a Diploma*

*Course after passing 10th class, conducted by Central/State Government(s) or qualifications as recognized by the recognizing authority and later based on passing such a Course have either been admitted to first year of a graduation course or have passed the graduation course conducted by any University, including Open Universities, established by law in India be also considered eligible for admission to the Common Proficiency Test with effect from the date of implementation of the Common Proficiency Course”.*

*Accordingly, students/candidates who have successfully completed any of the above mentioned courses/examinations specified by the Council are eligible for admission to the Chartered Accountancy Course, i.e., Intermediate (Integrated Professional Competence) Course, provided they have also passed the Common Proficiency Test (CPT) held on or after 13th September, 2006.*

#### **(iv) Requirements for passing the Common Proficiency Test**

##### ***(Regulation 36A)***

A candidate for the Common Proficiency Test shall ordinarily be declared to have passed the test if he obtains at one sitting a minimum of thirty per cent. marks in each section and a minimum of fifty per cent. marks in the aggregate of all the sections, subject to the principle of negative marking, in such manner as may be determined by the Council, from time to time.

*Explanation- For the removal of doubts, it is hereby declared that the provisions of this regulation shall apply to a Common Proficiency Test held on or after the commencement of the Chartered Accountants (Amendment) Regulations, 2012.*

A candidate has to mandatorily appear in both the sections. If a candidate chooses to appear in a section (i.e morning session) and remain absent in the second session (i.e afternoon session) or vice –versa, such a candidate shall be deemed to be absent in both the sessions and his result shall not be processed/declared (i.e cancelled).

#### **5. Intermediate (Integrated Professional Competence) Course**

A student who has passed Common Proficiency Test (CPT) and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto and student who is Graduates/ Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total or its equivalent by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting or other than those falling under Commerce stream having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognized University (including Open University) and Candidates who have passed the Intermediate level examination conducted by The Institute of Cost Accountants of India or by The Institute of Company Secretaries of India are exempted from qualifying Common Proficiency Test (CPT) vide Notification No. 1-CA(7)/145/2012 dated August 1, 2012 can join the Intermediate (IPC)

Course.

**(i) Enrollment for Intermediate (Integrated Professional Competence) Course**

***(Regulation 28D)***

Intermediate (IPC) Course is composed of three levels viz. Group I, Accounting Technician (optional) and Group-II. A candidate may opt for enrolment to Group I or Group I and Accounting Technician or Accounting Technician and /or Group II or Group I and Group II or for all the levels referred to above. Intermediate (IPC) Course is comprised of six subjects and seven papers of 100 marks each.

**(a) Eligibility for enrollment:**

A candidate shall be eligible for enrollment to any of the level of the Intermediate (Integrated Professional Competence) Course who:

(1) has passed the Common Proficiency Test held under these regulations and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses; or

(2) has been exempted from passing Common Proficiency Test under regulation 25D i.e (i) Graduates or Post Graduates in Commerce having secured in aggregate a minimum of 55% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University) by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting; or

(ii) Graduates or Post Graduates other than those falling under Commerce stream mentioned above having secured in aggregate a minimum of 60% of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University); or

(iii) Candidates who have passed the Intermediate level examination or its equivalent examination by whatever name called conducted by the Institute of Cost Accountants of India or by the Institute of Company Secretaries of India; or

(iv) Candidates who are pursuing the Final year of Graduation Course shall be eligible for provisional registration to the Intermediate (Integrated Professional Competence) Course. Such candidates would be required to submit satisfactory proof of having passed the graduation examination with the specified percentage of marks within six months, from the date of appearance in the final year graduation examination (i.e. from the day of commencement of the examination). During the period of provisional registration, a candidate can undergo and complete Information Technology Training (ITT) and Orientation Course.

It is clarified that in their case, the practical training shall commence only on becoming a Graduate with specified percentage of marks. Such candidates shall be eligible for appearing in the Intermediate (Integrated Professional Competence) Examination on completion of nine months of practical training.

If such candidates fail to produce the proof within the aforesaid period, his provisional registration shall stand cancelled and the registration and other fees, as the case may be, paid by him shall not be refunded/ adjusted and no credit shall also be given for the theoretical education undergone; or

(3) A candidate who has passed Entrance Examination/Foundation Examination or Professional Education (Examination-I) under these regulations shall be eligible for enrollment to Intermediate(IPC) Course subject to conditions as may be specified by the Council or

(4) A candidate who was already registered for erstwhile Intermediate Examination or Professional Education (Course-II) or Intermediate (Professional Competence) Examination shall be eligible for enrollment/conversion to Intermediate (Integrated Professional Competence) Course subject to such conditions as may be specified by the Council.

### **(b) Registration Procedure:**

The students are required to:

a) Buy a prospectus for Intermediate (Integrated Professional Competence) Course available at the sale counters of decentralized offices & branches on payment of Rs.100/- (US \$ 10/- in case of foreign students) or by post by sending a draft of Rs. 100/- and postal charges of Rs. 25/- in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi.

b) Submit filled in registration Form for Intermediate (Integrated Professional Competence) Course or Accounting Technician Course along with the requisition fee and following documents to the concerned Regional office;

- *Demand Draft/Pay order towards Intermediate (IPC) Course registration fee.*
- *Attested copy of mark statement of 12<sup>th</sup> pass examination or an examination recognised by the Central Government or the State Government as equivalent thereto*
- *Copy of Graduation/Post Graduation pass marks statement/ICSI/ICWAI Intermediate pass mark statement for Direct Entry to Intermediate (IPC) Course*
- *Copy of Entrance/Foundation/PE-II/CPT Pass marks statement, if applicable.*
- *Copy of registration letter if student earlier registered for erstwhile Intermediate/PE-II/Intermediate (Professional Competence) Course, if applicable.*

**Note:** *Students are advised not to wait for CPT marks statements to be received from Examination division for registration to Intermediate (IPC) Course but proceed for Intermediate (IPC) Course registration with a copy of downloaded CPT mark statement. As soon as the original CPT marks statement is received, an attested copy of the same is to be submitted to the Regional office without fail for procedural compliance.*

### ***Discontinuance of Professional Education (Examination – II)***

*Students registered for the Professional Education – II Course (PE-II) are hereby informed that the said course has been discontinued by the Institute of Chartered Accountants of India with the culmination of the May, 2010 examination.*

*Those students of erstwhile CA Intermediate/ PE-II course, who have not yet passed /are not able to clear the PE-II examination held in May, 2010 are advised to register themselves for the Intermediate (Integrated Professional Competence) Course by following the prescribed procedure as given below for switchover from CA Intermediate/ PE-II course to Intermediate (IPC) Course. Detailed procedure to be completed in this regard can also be obtained from the respective Decentralized Offices where the CA Intermediate/ PE-II Course students are registered.*

*Students, who pass PE-II examination held in May, 2010 are eligible for registration of three years of articulated training immediately provided they have successfully completed the course on Compulsory Computer Training (CCT) or Information Technology Training (ITT). Such students shall be eligible to appear in the Final Examination during the last 12 months of their articulated training. Students who have not appeared in Professional Education (Examination-II) held in May, 2010 may switch over to Intermediate (IPC) Course at any time. This announcement will be effective from July 29, 2010 and onwards.*

***Detailed procedure and switchover fee structure for converting from erstwhile CA Intermediate/ Professional Education (Course – II) to Intermediate (Integrated Professional Competence) Course –***

*All students who have been registered for the Intermediate/ Professional Education (Course-II) under Regulation 28A of the Chartered Accountants Regulations, 1988 are hereby informed that last Professional Education (Examination – II) has been discontinued with the culmination of the May, 2010 examination. Students who wish to pursue the chartered accountancy course are required to switchover to Intermediate (Integrated Professional Competence) Course by submitting the following to the respective Regional Offices from where previous registration was done, for conversion to Intermediate (IPC) Course:*

*1. Fill and submit the prescribed form for shifting from Intermediate/ Professional Education (Course – II) to Intermediate (Integrated Professional Competence) Course. Form for switchover supplied alongwith Intermediate (IPC) Course Prospectus or can be downloaded from [www.icaai.org](http://www.icaai.org) >Students > Course Registration Form > Professional Education [PE-II] – Intermediate (IPC) Course Conversion Form.*

*2. Pay the prescribed fee as shown below alongwith the filled in form. The Demand Draft is to be drawn in favour of "The Secretary, The Institute of Chartered Accountants of India, payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi", as the case may be.*

*A. PE-II Students who have completed 250 hours Compulsory Computer Training (CCT) or 100 hours Information Technology Training (ITT)*

<b>Sl.No</b>	<b>Details of fees</b>	<b>Amount (Rs.)</b>
1	Cost of Study Material of Intermediate (IPC) Course- Both Groups (As against sale price as on date of Rs. 3250/-)	1,500
2	Registration fee for Orientation Programme	1,000

*Note: Students who wish to join for Accounting Technician Course (ATC) have to pay additional fee of Rs. 1,000/- for ATC registration.*



*B. PE-II Students who have NOT completed 250 hours Compulsory Computer Training (CCT) or 100 hours Information Technology Training (ITT)*

<b>Sl.No</b>	<b>Details of fees</b>	<b>Amount(Rs.)</b>
1	Cost of Study Material of Intermediate (IPC) Course- Both Groups (As against sale price as on date of Rs.3250/-)	1,500
2	Registration fee for Orientation Programme	1,000
3	Registration fee for 100 hours Information Technology Training (ITT)	2,000

*Note: Students who wish to join for Accounting Technician Course (ATC) have to pay additional fee of Rs. 1,000/- for ATC registration.*

*In addition, the course fee for 100 hours Information Technology Training (ITT) is Rs.4,000/- and for Orientation Programme is Rs.3,000/- payable separately at the time of registration for the respectively at the time of registration for the respective courses.*

*3. Enclose a copy of the Intermediate/ Professional Education (Course-II) registration letter received from the concerned Regional Office, for ready reference.*

*4. Enclose a copy of having undergone Compulsory Computer Training (CCT)/ Information Technology Training (ITT) certificate, if completed, for ready reference.*

*5. Enclose a copy of commencement of Articled/ Audit Training certificate/ completion of Articled/ Audit Training certificate received from the Institute, if applicable.*

*6. Students who have passed one of the groups under CA Intermediate (under para 2A of Schedule 'B')/ Professional Education (Examination – II) will get paper wise exemption (NOT group wise exemption) in the Intermediate (Integrated Professional Competence) Examination.*

*Those students who have passed one of the groups earlier, as above, will have to register for both groups of Intermediate (IPC) Course and have to appear and pass under 'Unit Scheme' of Intermediate (IPC) Examination.*

*Students who have got exemption by securing 60% and above marks will get exemption in the corresponding paper/s for the unexpired period in Intermediate (IPC) Examination. Full details are also available in Intermediate (IPC) Course Prospectus and in Intermediate (IPC) Examination application form.*

*All such students to provide a copy of marks statement received from the Examination division as proof of having passed one of the groups in CA Intermediate (under para 2A of Schedule 'B')/ Professional Education (Examination – II).*

*7. Attested copy of marks statement of qualifications obtained between registration to CA Intermediate/ Professional Education (Examination-II) and switchover to Intermediate (Integrated Professional Competence) Course, if any.*

8. All students registered for the Professional Education (Course-II) under Regulation 28A of the Chartered Accountants Regulations, 1988 either through graduation route or Entrance/Foundation/ Professional Education (Examination – I) route should switch over to Intermediate (IPC) Course.

9. As per the Announcement dated February 5, 2010, students who switchovers or have switched over from CA Intermediate/ Professional Education (Course– II) to Intermediate (Integrated Professional Competence) Course and have completed minimum period of nine months from the date of registration in Professional Education (Course – II) are exempted from undergoing nine months study course period in Intermediate (Integrated Professional Competence) Course.

10. However, students who switchover from CA Intermediate/ Professional Education (Course– II) to Intermediate (Integrated Professional Competence) Course should successfully complete 35 hours Orientation Programme and also 100 hours Information Technology Training, if required, before the commencement of relevant Intermediate (Integrated Professional Competence) Examination.

### **Discontinuation of Professional Competence Examination (PCE) registration**

As notified in the 'Implementation Schedule' on the Institute website, students who are pursuing Professional Competence Course (PCC) are hereby informed that the Professional Competence Examination (PCE) will be discontinued on culmination of November, 2012 examination. PCC students who wish to continue their studies in Chartered Accountancy Course, are required to switchover to Intermediate (Integrated Professional Competence) Course immediately by fulfilling the following procedure:

#### **1. Conversion Fee to be paid alongwith the Conversion Form:**

<b>Particulars of fee</b>	<b>Fee (Rs.)</b>	<b>Fee (\$)</b>
<b>Conversion Fee for Both Groups (including Study Material)</b>	<b>500</b>	<b>30</b>
<b>ATC (Optional ) Fee</b>	<b>1000</b>	<b>60</b>

Above fee is to be paid by way of Demand Draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India, payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi", as the case may be alongwith the Conversion Form as available at [www.icai.org](http://www.icai.org) > Students > Course Registration Form > Conversion Form from PCC to Intermediate (IPC) Course.

Fee Payable for undergoing IT Training, if not completed earlier, to the concerned Regional Office/ Branch where the Training is to be undergone:



IT Training Course Fee	4000	250
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**Further details and procedure to be followed for converting from Professional Competence Course (PCC) to Intermediate (IPC) Course:**

All students who have been registered for the Professional Competence Course under Regulation 28C of the Chartered Accountants Regulations, 1988 are hereby informed that Professional Competence Examination (PCE) will be discontinued with the culmination of the November, 2012 examination. Students who wish to pursue the Chartered Accountancy Course are required to switchover to Intermediate (IPC) Course immediately by submitting the following to the respective Regional Offices from where practical training registration was done earlier, for conversion to Intermediate (IPC) Course:

1. Fill and submit the prescribed form alongwith Conversion Fee as specified above for shifting from Professional Competence Course (PCC) to Intermediate (IPC) Course. Form for switchover to Intermediate (IPC) Course can be downloaded from the following link: [http://220.227.161.86/14650IPCC\\_Conversion\\_Form.pdf](http://220.227.161.86/14650IPCC_Conversion_Form.pdf) or from [www.icai.org](http://www.icai.org) > Students > Course Registration Form > Conversion Form from PCC to Intermediate (IPC) Course.

2. Enclose a copy of certificate issued by the ICAI having undergone Compulsory Computer Training (CCT)/ Information Technology Training (ITT), if already completed, for ready reference.

3. Enclose a copy of Articled/ Audit Training Registration/ Completion Certificate issued by the Institute.

**2. Eligibility Requirement to appear in Intermediate (IPC) Examination after conversion:** Professional Competence Course (PCC) students would be eligible to appear in the Intermediate (IPC) Examination on fulfilling the following requirements:

(a) Undergo 100 hours Information Technology Training (ITT), if not completed earlier;

(b) Completion of nine months practical training (which include concurrent study course for a period of eight months) - students who are not fulfilling the above requirement (i.e. has served less than 9 months of articled training), shall be required to re-register for practical training and complete nine months so as to become eligible for appearing in the Intermediate (IPC) Examination;

**It is clarified that students who are converting from PCC to Intermediate (IPC) Course are required to undergo articled training for a period of three and half years (3½);**

(c) Orientation Course is exempted for PCC students converting to Intermediate (IPC) Course.

**3. Validity of Exemption and Validity of One of Groups Passed in Professional Competence Examination (PCE):**

(a) Students who have passed one of the groups under Professional Competence Examination (PCE) will get paper wise exemption (**NOT group wise exemption**) in the Intermediate

*(IPC) Examination. Those students, who have passed one of the groups earlier, will have to register for both groups of Intermediate (IPC) Course and have to appear and pass under 'Unit Scheme' of Intermediate (IPC) Examination.*

### **(c) Registration and Study Material**

(1) On receipt of filled in form and the requisite fee, the concerned decentralized office will issue study materials for Group-I and Group-II of Intermediate (IPC) Course/ATC across the counter, if submitted in person or otherwise will be sent by Registered post.

(2) After registration to the Intermediate (IPC) Course, the decentralized office will issue registration letter.

### **(d) Reading Material**

The Board of Studies provides various Reading Material i.e Revision Test Papers (RTP), Subject wise Compilations of Suggested Answers of past ten years, Subject wise Practice Manual, Power Point Presentations, Podcasts, Supplementary Study Paper, Mock Test papers, Question papers which contains large number of questions along with solutions respectively, a booklet i.e How to face CA Examinations which would help the students to face the examination with confidence.

### **(e) Oral Coaching facility at accredited Institutions**

The Board of Studies imparts theoretical instruction through distance education mode to the students of the Intermediate (IPC) Course/ATC. A wide array of modern methods is also used for imparting theoretical education which include;

- CDs in e-book form on various topics of Intermediate (IPC) Course/ATC
- Lectures through Web TV, e-learning etc
- Guidance through [guidance@icai.org](mailto:guidance@icai.org)

In addition, the Board of Studies organizes classroom lectures through its Regional Councils and Branches as well as accredited institutions. A list of accredited institutions which are presently imparting oral coaching for Intermediate (Integrated Professional Competence) Course is available at the link [http://220.227.161.86/21133accre\\_institutions12033.pdf](http://220.227.161.86/21133accre_institutions12033.pdf) of the Institute's website [www.icai.org](http://www.icai.org).

Two different coaching modules are designed for conducting oral coaching classes for Intermediate (IPC) Course:

Module I	Crash Course Module	Crash Course comprising of 100 days	3 hours per day	Total teaching hours: 300
Module II	Regular Course Module	Regular course comprising of 175 days	2 hours per day	Total teaching hours: 350

Fees to be charges for different modules will be fixed by the accredited institutions.

## **(ii) e-Learning- Intermediate (IPC) Course**

### **(a) Intermediate (IPC) Course e-Learning on Students Learning Management System**

The Board of Studies is pleased to announce the availability of e-Learning facility Intermediate (IPC) Course on the Students Learning Management System (LMS) (<http://StudentsLMS.icaai.org>), with an objective to provide quality self learning facility. This initiative aims to provide quality education for learning, re-learning and revising anytime and anywhere in an affordable manner. The salient features of this initiative are as follows:

- Anytime/ Anywhere Online Learning
- Foundation for understanding concepts and self study of study Materials
- Examination Oriented Training
- Online Self-Assessment Quiz
- Quality Lectures contributed by leading Faculty Members
- Uniform training across the country
- Monitoring/ Tracking of Learning

The Intermediate (IPC) Course e-Learning is expected to be enhanced from current 120+ hours to 200+ hours shortly.

Students of the PCC/ IPCC/ Intermediate (IPC) Course of the Institute interested in pursuing the e-Learning course can register themselves on the Students LMS at the following URL and they would be sent an e-Mail providing them the Redeem Code to start accessing this facility:

<http://StudentsLMS.icaai.org>

### **(b) Mobile enabled e-Learning for CA Course on Cloud Campus**

The e-Learning facility on Students Learning Management System (LMS) at <http://StudentsLMS.icaai.org> is now Mobile Enabled - Students can view the e-Lectures on smart phones/ mobiles/ tablets. Online Mentoring is one of the major value added features on the Cloud Campus.

The Board of Studies has also released e-Learning DVD's for Intermediate (IPC) (Group-I and Group-II) offering Chapter Wise Study Material, Practice Manual, e-Lecture, Podcast (MP3 Audio), PowerPoint Presentation (Short Notes) and Self Assessment Quiz. Students can copy the contents of these DVD's into the SD/ Memory Card of their Mobile Phone/ Tablet and view using Mozilla Firefox. Students can learn anytime/ anywhere without the need for Internet, waiting for content to download and costs thereto.

Students are advised to make register on the ICAI Cloud Campus for the Online Mentoring Sessions and provide specific questions/queries that they need to be discussed and benefit from this online facility. Links to access such webcast are also available on the

<http://cloudcampus.icaai.org> under online mentoring.

### **(c) e- learning DVDs available for Intermediate (IPC) Course**

The Board of Studies, the academic wing of the Institute, had made available online e-Learning facility on the Students Learning Management System (LMS) at <http://studentslms.icaai.org> last year to enable students to learn at their convenience anytime and anywhere. The Students LMS provides a dashboard of e-Lectures available, attempted and completed, to track the learning and development by the Students. The LMS also has a Self Assessment Quiz Chapter and Subject wise, to enable students to make a self-assessment of their preparation. There has been a very encouraging response and acceptance for this initiative with a steady growth by the day. The Board of Studies is pleased to inform availability of the following five DVDs that aim to enable Students to learn at their convenience anytime and anywhere without the need for Internet, waiting for files to download and costs thereto:

These DVDs are a compilation of (1) e-Lectures, (2) Podcasts (MP3), (3) Study Material, (4) Practice Manual, (5) PDF of PowerPoint Presentations and (6) Self Assessment Quiz that have been organized Chapter Wise for the respective papers of Intermediate (IPC) Course, as available on Students LMS at the time of creation of these DVDs. These e-Learning DVDs are available for sale @ Rs.100/- each at Institute Sale Counters in Regional/ Branch Offices. The e-Learning facility aims to supplement the Study Material, Practice Manual and other content provided to the students. While these DVDs have been designed to work on Multimedia Desktop Computer and Laptop, they have been developed as a responsive site that may also work on recent Mobile Phones and Tablets (Android 4+, IOS), when copied on the Memory/ SD Card.

### **(d) Availability of Student Resources Course, paper and Chapter Wise/Video on Demand (VoD) Lectures for Intermediate (Integrated Professional Competence) Course**

The Board of Studies has taken initiative to collate and present all the content relevant for the students from the Institute's website and Student e-Learning LMS under one umbrella in a very clear and easily accessible manner by providing content course-wise, paperwise and chapter-wise on the Students Home Page. The BoS Knowledge Portal as already available, has been reorganized to show link which contain all the relevant resources for Intermediate (Integrated Professional Competence) Course.

To access the aforementioned Students Home Page, please type the link: <http://students.icaai.org> on your Internet browser. Intermediate (IPC) Course students can select the second link on "Intermediate (Integrated Professional Competence) Course" to get all pertinent details of the Intermediate (IPC) Course.

### **Video on Demand (VoD)- Lectures**

The Board of Studies has made available Video Lectures on "How to Qualify and Excel in CA Exams", Strategy to Qualify and Excel in respective subjects of the Intermediate (IPC) Course on <http://icaaitv.com> . These lectures have been captures in interactive webcast. Details of VoD webcasts are available on the Students Home page (<http://students.icaai.org>) under Announcement for Students for Intermediate (IPC) Course.

### **(e) Webcasts for Students: Intermediate (Integrated Professional Competence) Course**

The Board of Studies organizes Live Webcasts as a part of ICAI Cloud Campus with to objective to take learning and development to the doorsteps of students through a uniform platform across the country. The live interactive Webcasts aim to mentor Students on the success strategies to succeed in their forthcoming examinations. Live webcasts are also organized on strategy to qualify and excel in respective subjects of Intermediate (IPC) Course. In addition, live webcasts are also organized on Accounting Standards and specific topics of select subjects, where syllabus has changed or students are finding difficulties. The Students can ask questions/ queries during the Live Webcasts and most of them also get answered subject to time and other constraints.

The schedule of forthcoming webcasts and links to access available Video on Demand (VoD) of webcasts are available on the ICAI Cloud Campus (<http://cloudcampus.icai.org>) and that get updated from time to time.

Students may view recorded webcasts, the Online e-Learning facility available on Students Learning Management System at <http://studentslms.icai.org> and Video Lectures on Cloud Campus, to learn anytime and from anywhere.

### **(iii) Conducting of Mock Tests for Intermediate (IPC) Course students**

With a view to further encourage the students to evaluate their preparation for the examination, the Board of Studies prepares Mock Test Papers for Intermediate (IPC) Course students to assess their preparation for the main examination. All Regional Councils and Branches have been advised to conduct Mock Tests under examination conditions and 'Special Counselling Sessions' for the benefit of Intermediate (IPC) Course students.

Students may contact the respective Regional Councils/Branch(es) to ascertain the exact date(s) and venue for the Mock Tests and 'Special Counselling Sessions' so as take advantage of the same which will help them to assess their preparation for the main examinations.

### **(iv) Accounting Technician Course (ATC)**

A student who has passed Common Proficiency Test (CPT) and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto can register for Accounting Technician Course (ATC) either exclusively or with the option of Intermediate (IPC) Course.

A candidate may opt exclusively for Accounting Technician Course. A candidate who does not wish to complete erstwhile Intermediate/PE-II/ Intermediate (Professional Competence) Course can also opt for the ATC.

Such a candidate has to undergo:

- A study course of eight months,
- 35 hours Orientation Programme

- 100 hours ITT before appearing in Accounting Technician Examination (ATE)

Group I of Intermediate (IPC) Course is equivalent to ATC. After passing ATE, he will also be required to complete 12 months of work experience as per the guidelines of the Council and on production of a certificate to this effect, he will be issued Accounting Technician Certificate.

**(a) Guidelines for Imparting Accounting Technician Training-Work Experience**

1. A candidate who has passed Group-I of the Intermediate (IPC) Examination/ATE is eligible for registration to Accounting Technician work experience.

2. **In case of member employed** in an industrial/commercial/financial/service/ not for profit organization or company;

(a) A member who is employed in an industrial/commercial/financial/ service/not for profit organization or company duly approved by the Institute would be eligible to impart Accounting Technician Training to the eligible candidates.

(b) Criteria for the selection of industrial/commercial/financial/service/ not for profit organization or company

Minimum paid up capital Rs. 50 Lakhs; or

Minimum fixed assets Rs. 1 Crore; or

Turnover Rs. 10 crores: or

Gross receipts (in the case of not for profit organization- they should be registered under a Statute) – Rs. 2 Crores.

(c ) Eligibility for members of the ICAI:

<b>Experience of the members in years</b>	<b>No of Vacancies</b>
ACA with less than three years	1
ACA with three years and above	2
FCA with less than five years	5
FCA with five years and above	10

(d) The period of the Accounting Technician work experience shall be one year.

(e) The working hours for Accounting Technician Trainee shall be in accordance with the working hours of the organization in which he undergoes training.

**3. In Case of member in practice**

a) A member in practice would also be eligible to impart Accounting Technician Training to the eligible candidates.

- b) The period of training shall be one year.
- c) The Accounting Technician Trainee will be eligible for such stipend as fixed by the member.
- d) The working hours for the Accounting Technician Trainee shall be 35 hours per week to be regulated by the Principal in accordance with the guidelines to be issued by the Council from time to time.

4. On completion of the training period, the principal/organization is required to issue a certificate in respect of the training.

**(b) E-Learning: Availability of Student Resources Course, paper and Chapter Wise for Accounting Technician Course (ATC)**

The Board of Studies has taken initiative to collate and present all the content relevant for the students from the Institute's website and Student e-Learning LMS under one umbrella in a very clear and easily accessible manner by providing content course-wise, paperwise and chapter-wise on the Students Home Page. The BoS Knowledge Portal as already available has been reorganized to show link which contain all the relevant resources for Accounting Technician Course (ATC).

To access the aforementioned Students Home Page, please type the link: <http://students.icai.org> on your Internet browser. ATC Course students can select the third link on "Accounting Technician Course (ATC)" to get all pertinent details of the Accounting Technician Course (ATC).

**(c) Requirements for passing the Accounting Technician Examination (ATE) (Regulation 37C(3))**

A candidate who has appeared in Accounting Technician Examination (ATE) shall be declared to have passed the examination, if he-

(i) Secures at one sitting a minimum of 40 percent marks in each paper of the group and minimum of 50 percent marks in the aggregate of all the papers of that group;

(ii) (a) Completes the Orientation Programme for 35 hours in such manner and within such time as may be specified by the Council from time to time and

(b) Completes the practical work experience in accounting and related fields for a period not less than twelve months in such manner as may be specified by the Council from time to time.

***Grant of Accounting Technician Level Certificate under the Intermediate (Integrated Professional Competence) Course***

*The Institute of Chartered Accountants of India (ICAI) vide its notification dated 2<sup>nd</sup> December, 2008 published in the Gazette of India (Extraordinary) dated 3<sup>rd</sup> December, 2008 has brought into force a new Scheme of Education and Training. The proviso to sub-regulation (3) of*



*Regulation 37C of the Chartered Accountants Regulations, 1988 which among others, brought into force w.e.f. 3<sup>rd</sup> December, 2008 provides for grant of Accounting Technician Level Certificate to specified categories of students of the Chartered Accountancy Course. The categories of students who would consequently become eligible for grant of the said Certificate are as follows: -*

*Candidates who have passed the erstwhile Intermediate or First Examination / Professional Education (Examination II)/ Intermediate (Professional Competence) Examination/ Intermediate (Integrated Professional Competence) Examination in entirety/ exempted from passing the first Examination under the Chartered Accountants Regulations, 1988 and had also completed the prescribed period of articulated training including excess leave, if applicable.*

*In order to be eligible for the grant of the Accounting Technician Level Certificate, an eligible candidate as aforementioned is, in the first instance, required to prefer an application in the **format** available at the ICAI website. Eligible candidates are therefore advised to send in their application duly filled in and signed to the respective regional offices of the Institute. On receipt of the application, further action will be initiated and thereafter the candidates will be kept informed.*

**(iv) Admission to Intermediate (Integrated Professional Competence) Examination**

***(Regulation 28E)***

***Renaming of the Integrated Professional Competence Examination (IPCE)***

*In terms of Notification No/1-CA(7)/145/2012 dated 1st August 2012, "Integrated Professional Competence Examination(IPCE)", stands renamed as "Intermediate (IPC) Examination" and would be known accordingly, with effect from May 2013 examination onwards.*

**A candidate shall be admitted to Intermediate (Integrated Professional Competence) Examination only if;**

- (1) he is enrolled for the relevant level(s) of the Intermediate (Integrated Professional Competence) Course and
- (2) he produces a certificate to the effect that he has undergone a study course for a period not less than eight months as may be specified by the Council for the relevant level(s) as on the first day of the month in which the examination is held, in the manner as may be specified by the Council from time to time and
- (3) he has completed a course on Information Technology Training or Computer Training Programme for such period and in such manner and within such time as may be specified by the Council from time to time or
- (4) A candidate who has been exempted from passing Common Proficiency Test as specified in sub-regulation (1A) of regulation 25D and enrolled for the Intermediate (Integrated Professional Competence) Course shall be eligible to appear in the examination



on completion of nine months of practical training under regulation 50 i.e (i) Graduates or Post Graduates in commerce or in non commerce stream with specified percentage of marks, who register under Direct Entry Scheme.

### **Eligibility:**

A student after completing 9 months of study course from the date of Intermediate (Integrated Professional Competence) Course registration is eligible to appear in the examination (i.e registered on or before first day of March will be eligible to appear in either or both groups in November Examination of the same calendar year and similarly registered before first day of September will be eligible for May Examination of immediate next year).

Further a student who is graduate or post graduate with specified percentage of marks after completing nine months of practical training (including study course for a period of 8 months from the date of Intermediate (Integrated Professional Competence) Course registration is eligible to appear in the examination (i. registered on or before first day of February will be eligible to appear in either or both groups in November Examination of the same calendar year and similarly registered before first day of August will be eligible for May Examination of immediate next year)

*In order to give overall information to the students who have registered for the Intermediate (Integrated Professional Competence) Course under Direct Entry Scheme and their eligibility to commence practical training and eligibility to appearing in the Intermediate (Integrated Professional Competence) Examination is shown in the consolidated statement for the information of stake holders:*

<i><b>Requirements for Registration to the Course and requirements for commencement of practical training</b></i>	<i><b>Students applied for registration to the Intermediate (IPC) Course from 1<sup>st</sup> August, 2012 and upto 30<sup>th</sup> September, 2012</b></i>	<i><b>Students applied for registration to the Intermediate (IPC) Course on or after 1<sup>st</sup> October, 2012 and upto 1<sup>st</sup> February, 2013</b></i>	<i><b>Students who register for the Intermediate (IPC) Course on or after 2<sup>nd</sup> February, 2013</b></i>
<i><b>Completion of Orientation Programme (OP)</b></i>	<i>As a onetime dispensation complete OP by 31<sup>st</sup> March, 2013, during practical training period.</i>	<i>Complete OP before commencement of practical training</i>	<i>Enroll for OP immediately after submission of registration form for the Intermediate (IPC) Course and complete OP before commencement of practical training</i>
<i><b>Completion of Information Technology</b></i>	<i>As a onetime dispensation complete ITT by 31<sup>st</sup> March,</i>	<i>Relaxed to complete ITT by 31<sup>st</sup> May, 2013 during</i>	<i>Enroll for ITT immediately after submission of</i>

<b>Training (ITT)</b>	<i>2013, during practical training period.</i>	<i>practical training period.</i>	<i>registration form for the Intermediate (IPC) Course and complete ITT before commencement of practical training</i>
<b>Completion of prescribed period of practical training</b>	<i>As a onetime dispensation complete 7 months practical training as on 1<sup>st</sup> May, 2013.</i>	<i>Complete 9 months practical training as on 1<sup>st</sup> November, 2013.</i>	<i>Complete 9 months practical training as on 1<sup>st</sup> day of the month in which examination is to be held.</i>
<b>Examination Eligibility</b>	<i>Students registered for the course and commenced practical training on or before 30<sup>th</sup> September, 2012 are eligible to appear in the Intermediate (IPC) Examination to be held in <b>May, 2013</b> subject to completion of aforesaid requirements.</i>	<i>Students registered for the course and commenced practical training on or after 1<sup>st</sup> October, 2012 and upto 1<sup>st</sup> February, 2013 after completion of OP are eligible to appear in the Intermediate (IPC) Examination to be held in <b>November, 2013</b> subject to completion aforesaid requirements.</i>	<i>Students registered for the course on or after 2<sup>nd</sup> February, 2013 are eligible to appear in the Intermediate (IPC) Examination to be held from <b>May, 2014 onwards.</b></i>

***Relaxation in the eligibility criteria of completion of nine months of Practical Training to appear in Intermediate (IPC) Examination for students registered for Intermediate (IPC) under CPT Route and converted to Direct Entry Scheme (22.07.2015)***

*In order to mitigate the hardships being faced by the students who have originally registered for Intermediate (IPC) Course under CPT Route and shifted to Direct Entry Scheme, the Council on consideration decided to relax the criteria of completion of nine months of Practical Training for appearing in the Intermediate (IPC) Examinations and passed the resolution under Regulation 205 of the Chartered Accountants Regulations, 1988 as under:*

*"Resolved that by virtue of powers vested under Regulation 205 of the Chartered Accountants*

*Regulations, 1988, the Council of the Institute hereby orders that such students who originally registered for Intermediate (IPC) Course through CPT Route and appeared in Intermediate (IPC) Examination (s) but unable to pass the said examination (s) and later on after graduation shifted to direct entry scheme, be exempt for the eligibility criteria of completion of 9 months of Practical Training (which include study course for a period of eight months concurrently commences from the date of registration to the Course) for appearing in Intermediate (IPC) Examinations.*

*Further, such students having secured exemption in any of the paper(s) of Intermediate (IPC), be given the benefit of availing the exemption by appearing in immediately next three following examinations excluding the examination which he could not avail of due to shifting to direct entry scheme.”*

### ***FAQs on the applicability of above Announcement***

***Ques. To which set of students, the above announcement would be applicable?***

***Ans.:*** *The above announcement is released for CPT route students who have registered and appeared in the Intermediate (IPC) Exam but did not qualify both the Groups or either of the Group and later on converted into Direct Entry Scheme (DES) after fulfilling the criteria, will be relaxed from completion of nine months of Practical Training for appearing in the Intermediate (IPC) Examination.*

***Ques. Whether a CPT Route student after passing Group-II of Intermediate (IPC) Examination is eligible for relaxation in completion of nine months of Practical Training for appearing in Group-I of Intermediate (IPC) Examination after converting into Direct Entry Scheme?***

***Ans.:*** *Yes, he can also avail the benefit of the announcement. It may be mentioned that such students have to start their practical training for availing the relaxation of completion of nine months of Practical Training before appearing in Intermediate (IPC) Examination.*

***Ques. What is the procedure for availing the benefit arising out of the Announcement?***

***Ans.:*** *(i) An eligible student with valid registration needs to convert into Direct Entry Scheme. At the time of conversion, a self declaration is to be enclosed stating that the student has already appeared in Intermediate (IPC) Examination(s) through CPT Route but could not qualify the same.*

*(ii) Such student, after completion of ITT and Orientation Programme, should commence their Practical Training on or before 31st Oct. / 30th Apr. for being eligible to appear in the Nov. / May Intermediate (IPC) Examinations respectively.*

***Ques. How to fill the Intermediate (IPC) Examination Form for availing the above relaxation?***

***Ans.:*** *For the time being the eligible students are advised to tick at the option available at Point No. 10 of the Examination form to avail the benefit.*

**v) Requirements for passing Intermediate (Integrated Professional Competence) Examination**

*(Regulation 37C)*

A candidate has to secure at one sitting a minimum of 40 percent marks, in each paper of each of the Groups/Unit and a minimum of 50 percent marks in aggregate of all the papers of each of the Groups/Unit or both the Groups taken together.

**6. Final Course**

After passing Intermediate (Integrated Professional Competence) Examination, a student should register with the Board of Studies in the prescribed form along with the prescribed fees and collect Study materials of the Final Course and prepare for the final examination.

**(i) Admission to Final Examination**

*(Regulation 29C)*

**(A) A candidate shall be admitted to the Final Examination who;**

(i) has passed Intermediate (Integrated Professional Competence) Examination in its entirety, held under these regulations;

(ii) completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or has been serving the last six months of practical training under regulation 50 on the first day of the month in which the examination is held:

(iii) he produces a certificate to the effect that he has undergone a study course for such period, as on the first day of the month in which examination is held, in such manner as may be decided by the Council from time to time; and

(iv) completed the Advanced Course on Information Technology Training under these regulations for such period and in such manner as may be decided by the Council, from time to time.

**(B) A candidate shall be admitted to Final examination who:**

(i) has passed Professional Education (Examination-II) under the syllabus as decided by the Council under sub-regulation (5) of regulation 28B and

(ii) has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or

(iii) has been serving the last twelve months of practical training including excess leave, if any, on the first day of the month in which the examination is held and

(iv) has completed the said study course and also Advanced Course on Information Technology Training.

**(C) A candidate shall be admitted to Final examination who:**

- (i) has either passed the Professional Competence Examination/ Integrated Professional Competence Examination/Intermediate Examination under these Regulations or under the Chartered Accountants Regulations, 1964 or the Intermediate or the first examination under the under Chartered Accountants Regulations, 1949 or was exempted from passing the first examination under those regulations and
- (ii) has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or
- (iii) has been serving the last six months of practical training including excess leave if any on the first day of the month in which the examination is held and
- (iv) has completed the aforesaid study course and Advanced Course on Information Technology Training

***Eligibility to appear in Final Examination- November, 2010 Examination and onwards***

*The Council at its 297th meeting held in August, 2010 decided to simplify eligibility requirements for Final Examination to mitigate the hardship being faced by the students of various streams i.e. Intermediate/ PE-II /PCC /IPCC students and passed the resolution under Regulation 205 of the Chartered Accountants Regulations, 1988 as under:*

*"Resolved that –*

*By virtue of powers vested under Regulation 205 of the Chartered Accountants Regulations, 1988, the Council of the Institute of Chartered Accountants of India hereby orders that the eligibility requirement(s), inter alia, for admission to the Final Examination held under Regulation 31(i), (ii) and (iii) in respect of the following categories of candidates shall be, completion of practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held (i.e., 31<sup>st</sup> October, 2010 for the November, 2010 examination) or has been serving the last twelve months of practical training, including excess leave, if any, on the first day of the month in which the examination is held (i.e. 1st November, 2010 for the November, 2010 examination):-*(i) *a candidate registered initially as a student of the Professional Education (Course II) and having passed the Professional Education(Course II) examination registered as a student of Final Course. (ii) a candidate registered initially as a student of Professional Education (Course II) and subsequently, converted to Professional Competence Course (PCC) and thereafter, registered as a student of Final Course. (iii) a candidate initially registered as a student of Professional Education (Course II), subsequently converted to Professional Competence Course (PCC) and later shifted to Integrated Professional Competence Course (IPCC) and thereafter registered as a student of Final Course. (iv) a candidate initially registered as a*

*student of Professional Education (Course II) and subsequently, converted to Integrated Professional Competence Course and thereafter registered as a student of Final Course. In other words, what is required for seeking admission to the Final Examination scheduled to be held in November, 2010 and thereafter is that a candidate should have initially registered as a student of the Professional Education (Course II), irrespective of whether subsequently converted to the Professional Competence Course (PCC) or Integrated Professional Competence Course (IPCC) or to Professional Competence Course and thereafter to Integrated Professional Competence Course (IPCC) or not.*

*Also Resolved that –*

*The minimum eligibility requirement(s) for appearing in the Final Examination scheduled to be held in November, 2010 and thereafter, in respect of a candidate registered as a student of the Professional Competence Course(PCC) shall be completion of the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held (i.e. 31st October, 2010 for the November, 2010 examination) or has been serving the last six months of practical training, including excess leave, if any, on the first day of the month in which the examination is held (i.e. 1st November, 2010 for the November, 2010 examination)."*

**(ii) Detailed eligibility criteria for different streams to appear in Final Examination are as follows; (applicable w.e.f Nov 2010 & onwards examination)**

<b>Sl. No.</b>	<b>Category of Students</b>	<b>Eligibility Criteria to appear in the Final Examination</b>
1	Students who have registered and passed Intermediate Examination and registered for Final Course.  <b>(prescribed Articled training period 3 years)</b>	Completed or completing prescribed period of articled training i.e. 3 years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;  <b>Or</b>  Serving last 6 months (including excess leave, if any) of articled training as on the first day of the month in which examination is held.
2 (A)	Students who have registered and passed Professional Education	Completed or completing prescribed period of articled training i.e. 3 years (including



	<p>(Examination-II) and registered for Final Course.</p> <p><b>(prescribed Articled training period 3 years)</b></p>	<p>excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p> <p><b>Or</b></p> <p>Serving last 12 months (including excess leave, if any) of articled training as on the first day of the month in which examination is held.</p>
2 (B)	<p>Students who have initially registered in Professional Education (Course –II) and then switched over to Professional Competence Course and registered for Final Course.</p> <p><b>(prescribed Articled training period 3½ years)</b></p>	<p>Completed or completing prescribed period of articled training i.e. 3½ years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p> <p><b>Or</b></p> <p>Serving last 12 months (including excess leave, if any) of articled training as on the first day of the month in which examination is held</p>
2(C)	<p>Students who have initially registered in Professional Education (course –II) and then switched over to Professional Competence Course and then to Intermediate (Integrated Professional Competence) Course and registered for Final Course.</p> <p><b>(prescribed Articled training</b></p>	<p>Completed or completing prescribed period of articled training i.e. 3½ years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p> <p><b>Or</b></p> <p>Serving last 12 months (including excess</p>

	<b>period 3½ years)</b>	leave, if any) of articulated training as on the first day of the month in which examination is held.
2(D)	<p>Students who have initially registration in Professional Education (Course-II) and then switched over to Intermediate (Integrated Professional Competence) Course and registration for Final Course.</p> <p><b>(prescribed Articled training period 3 years)</b></p>	<p>Completed or completing prescribed period of articulated training i.e. 3 years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p> <p><b>Or</b></p> <p>Serving last 12 months (including excess leave, if any) of articulated training as on the first day of the month in which examination is held</p>
3(A)	<p>Students who have registration and passed Professional Competence Course and registered for Final Course</p> <p><b>(prescribed Articled training period 3½ years)</b></p>	<p>Completed or completing prescribed period of articulated training i.e. 3½ years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p> <p><b>Or</b></p> <p>Serving last 6 months (including excess leave, if any) of articulated training as on the first day of the month in which examination is held.</p>
3(B)	<p>Students who have registered initially in Professional Competence Course and then switched over to Intermediate (Integrated Professional Competence) Course and registered for Final Course</p>	<p>Completed or completing prescribed period of articulated training i.e. 3½ years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;</p>



	<b>(prescribed Articled training period 3 ½ years)</b>	<b>Or</b>  Serving last 6 months (including excess leave, if any) of articled training as on the first day of the month in which examination is held.
4	Students who have registered and passed Intermediate (Integrated Professional Competence) Course and registered for Final Course.  <b>(prescribed Articled training period 3 years)</b>	Completed or completing prescribed period of articled training i.e. 3 years (including excess leave, if any) on or before the last day of the month preceding the month in which the examination is held;  <b>Or</b>  Serving last 6 months (including excess leave, if any) of articled training as on the first day of the month in which examination is held.

### **(iii) e-Learning- Final Course**

#### **(a) e-Learning Course for Final Course on Students LMS**

The Board of Studies is pleased to announce the availability of e-Learning facility Final Course on the Students Learning Management System (LMS) (<http://StudentsLMS.icaai.org>), with an objective to provide quality self learning facility. This initiative aims to provide quality education for learning, re-learning and revising anytime and anywhere in an affordable manner. The salient features of this initiative are as follows:

- Anytime/ Anywhere Online Learning
- Foundation for understanding concepts and self study of study Materials
- Examination Oriented Training
- Online Self-Assessment Quiz
- Quality Lectures contributed by leading Faculty Members
- Uniform training across the country
- Monitoring/ Tracking of Learning

The Final Course e-Learning is expected to be enhanced from current 90+ hours to 400+ hours shortly and aims to cover all the subjects in a comprehensive manner by highly experienced faculty members across the country.

Students of the Final Course of the Institute interested in pursuing the e-Learning course can register themselves on the Students LMS at the following URL and they would be sent an e-Mail providing them the Redeem Code to start accessing this facility:  
<http://StudentsLMS.icaai.org>

### **(b) Mobile enabled e-Learning for CA Course on Cloud Campus**

The e-Learning facility on Students Learning Management System (LMS) at <http://StudentsLMS.icaai.org> is now Mobile Enabled - Students can view the e-Lectures on smart phones/ mobiles/ tablets. Online Mentoring is one of the major value added features on the Cloud Campus.

The Board of Studies has also released e-Learning DVD's for Final (Group-I and Group-II) offering Chapter Wise Study Material, Practice Manual, e-Lecture, Podcast (MP3 Audio), PowerPoint Presentation (Short Notes) and Self Assessment Quiz. Students can copy the contents of these DVD's into the SD/ Memory Card of their Mobile Phone/ Tablet and view using Mozilla Firefox. Students can learn anytime/ anywhere without the need for Internet, waiting for content to download and costs thereto.

Students are advised to make register on the ICAI Cloud Campus for the Online Mentoring Sessions and provide specific questions/queries that they need to be discussed and benefit from this online facility. Links to access such webcast are also available on the <http://cloudcampus.icaai.org> under online mentoring.

### **(c) e- learning DVDs available for Final Course**

The Board of Studies, the academic wing of the Institute, had made available online e-Learning facility on the Students Learning Management System (LMS) at <http://studentslms.icaai.org> last year to enable students to learn at their convenience anytime and anywhere. The Students LMS provides a dashboard of e-Lectures available, attempted and completed, to track the learning and development by the Students. The LMS also has a Self Assessment Quiz Chapter and Subject wise, to enable students to make a self-assessment of their preparation. There has been a very encouraging response and acceptance for this initiative with a steady growth by the day. The Board of Studies is pleased to inform availability of the following five DVDs that aim to enable Students to learn at their convenience anytime and anywhere without the need for Internet, waiting for files to download and costs thereto:

These DVDs are a compilation of (1) e-Lectures, (2) Podcasts (MP3), (3) Study Material, (4) Practice Manual, (5) PDF of PowerPoint Presentations and (6) Self Assessment Quiz that have been organized Chapter Wise for the respective papers of Final Course, as available on Students LMS at the time of creation of these DVDs. These e-Learning DVDs are available for sale @ Rs.100/- each at Institute Sale Counters in Regional/ Branch Offices. The e-Learning facility aims to supplement the Study Material, Practice Manual and other content provided to the students. While these DVDs have been designed to work on Multimedia Desktop Computer and Laptop, they have been developed as a responsive site that may also work on recent Mobile Phones and Tablets (Android 4+, IOS), when copied on the Memory/ SD Card.

### **(d) Availability of Student Resources Course, paper and Chapter Wise/Video on Demand (VoD)- Lectures for Final Course**

The Board of Studies has taken initiative to collate and present all the content relevant for the students from the Institute's website and Student e-Learning LMS under one umbrella in a very clear and easily accessible manner by providing content course-wise, paperwise and chapter-wise on the Students Home Page. The BoS Knowledge Portal as already available has been reorganized to show link which contain all the relevant resources for Final Course.

To access the aforementioned Students Home Page, please type the link: <http://students.icai.org> on your Internet browser. Final Course students can select the fourth link on "Final Course" to get all pertinent details of the Final Course.

### **Video on Demand (VoD) - Lectures**

The Board of Studies has made available Video Lectures on "How to Qualify and Excel in CA Exams", Strategy to Qualify and Excel in respective subjects of the Final Course on <http://icaity.com>. These lectures have been captured in interactive webcast. Details of VoD webcasts are available on the Students Home page (<http://students.icai.org>) under Announcement for Students for Final Course.

### **(e) Webcasts for Students: Final Course**

The Board of Studies organizes Live Webcasts as a part of ICAI Cloud Campus with to objective to take learning and development to the doorsteps of students through a uniform platform across the country. The live interactive Webcasts aim to mentor Students on the success strategies to succeed in their forthcoming examinations. Live webcasts are also organized on strategy to qualify and excel in respective subjects of Final Course. In addition, live webcasts are also organized on Accounting Standards and specific topics of select subjects, where syllabus has changed or students are finding difficulties. The Students can ask questions/quarries during the Live Webcasts and most of them also get answered subject to time and other constraints.

The schedule of forthcoming webcasts and links to access available Video on Demand (VoD) of webcasts are available on the ICAI Cloud Campus (<http://cloudcampus.icai.org>) and that get updated from time to time.

Students may view recorded webcasts, the Online e-Learning facility available on Students Learning Management System at <http://studentslms.icai.org> and Video Lectures on Cloud Campus, to learn anytime and from anywhere.

### **(iv) Conducting of Mock Tests for Final Course students**

With a view to further encourage the students to evaluate their preparation for the examination, the Board of Studies prepares Mock Test Papers for Final Course students to assess their preparation for the main examination. All Regional Councils and Branches have been advised to conduct Mock Tests under examination conditions and 'Special Counselling Sessions' for the benefit of Final Course students.

Students may contact the respective Regional Councils/Branch(es) to ascertain the exact date(s) and venue for the Mock Tests and 'Special Counselling Sessions' so as take advantage of the same which will help them to assess their preparation for the main examinations.

## **(v) Reading Material**

The Board of Studies provides various Reading Material i.e Revision Test Papers (RTP), Subject wise Compilations of Suggested Answers of past ten years, Subject wise Practice Manual, Power Point Presentations, Podcasts, Supplementary Study Paper, Mock Test papers, Question papers which contains large number of questions along with solutions respectively, a booklet i.e How to face CA Examinations which would help the students to face the examination with confidence.

## **(v) Requirements for passing the Final Examination**

### ***(Regulation 38C)***

A candidate has to secure at one sitting a minimum of 40 percent marks, in each paper of each of the Groups/Unit and a minimum of 50 percent marks in aggregate of all the papers of each of the Groups/Unit or both the Groups taken together.

## **7. Revalidation Scheme for registration at various levels of CA Course**

The Council of the Institute of the Chartered Accountants of India has decided a Scheme for Re-validation of registration after expiry of its scheduled time period enabling students to continue the respective CA Course they are registered in.

The scheme is effective from 1st January, 2013 and details are given as under:-

### **1.Common Proficiency Course (CPC):**

- Initial registration for Common Proficiency Course (CPC) is valid for 3 years.
- Fee for revalidation is Rs.300/- for a period of 3 years.

### **2.Intermediate (Integrated Professional Competence) Course :**

- Initial registration for Intermediate (IPC) Course is valid for 4 years
- Fee for revalidation is Rs.400/- for a period of 4 years.

### **3.Final Course:**

- Initial registration for Final Course is valid for 5 years.
- Fee for revalidation is Rs.500/- for a period of 5 years

Students of respective CA Course can revalidate their registration under above scheme. Only such students having valid registration will be allowed to apply and appear at CPT, Intermediate (IPC) and Final Examination, as the case may be.

Accordingly students who could not complete their course in entirety or their registration is going to be over on or before December 31, 2013 for Common Proficiency Course (CPC), Intermediate (IPC) Course or Final Course are required to revalidate their registration without paying revalidation fee till 31st December, 2013 by filing the prescribed Application Form to their respective Regional Office of ICAI.

From 1st January, 2014 such students shall have to pay the above revalidation fee submitting

Application Form for revalidation of their registration in their respective courses.

No Revalidation Fee is required if application form is submitted till 31st December, 2013.

The application form for revalidation available on the Institute's website [www.icai.org](http://www.icai.org) is given below;

Registration No. \_\_\_\_\_

(Course currently undergoing)

**Application for revalidation of Registration**

1. Name of the Candidate:

2. Current Address:

*e-mail Id:*

*Mobile Phone No.:*

3. Registration No.: WRO/ SRO/ ERO/ CRO/ NRO/ FRO \_\_\_\_\_

4. Course undergoing currently:

5. Date of Registration to the current course:

6. Date of expiry of the current course registration:

(CPT registration valid for 3 years from the date of registration, Intermediate (IPC) Course registration valid of 4 years from the date

registration and Final course registration is valid for 5 years from the date of initial registration)

7. Payment of Revalidation Fee Rs. \_\_\_\_\_ (in words

\_\_\_\_\_

\_\_\_\_\_)

(Revalidation fee to be paid in the form of Demand Draft – Drawn in favour of "The Secretary, The Institute of

Chartered Accountants of India, payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi/ New Delhi as the case

may be.)

Demand Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Bank

\_\_\_\_\_

Signature of Student

8. Filled in applications to be sent to the respective Regional Office

## **8 . Engagement of Articled Assistants**

### ***(Regulation 43)***

(1) An associate or a fellow member who has been in practice continuously, whether in India, or elsewhere or an associate or a fellow who is employed as a paid assistant with a chartered accountant in practice or in a firm of chartered accountants shall only be eligible to engage an articled assistant(s).

In the case of an associate or a fellow practicing outside India, the Council may impose such additional terms and conditions as it may deem fit.

(2) Effective from 17.08.2007, the entitlement of members practicing the profession of chartered accountants in his individual name or as proprietor or as partner to train articled assistants is as follows;

<b>Category</b>	<b>Period of continuous Practice</b>	<b>Entitlement of articled assistant or assistants</b>
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	3
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	7
(iv)	An associate or fellow in continuous practice for any period from 10 years	10

(5) The entitlement of (Paid assistants) members who are in full time salaried employment under a chartered accountant in practice or a firm of such chartered accountants is as follows;

<b>Category</b>	<b>Number of full-time salaried employees irrespective of whether associate or fellow</b>	<b>Entitlement of articled assistant or assistants</b>
(i)	Up to 100	1 per employee
(ii)	Between 101 and 500	100+50% of the number of such employees above 100 (i.e. maximum of 300)

(iii)	From 501 or more	300+20% of the number of such employees above 500
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(4) Further conditions for entitlement:

(1) A member in full time employment with a firm of chartered accountants shall be entitled to train one articled assistant provided he has been in employment with the same firm for a continuous period of three years.

(2) A member who ceases to be in practice or resigns his partnership or gives up salaried employment under a chartered accountant in practice or a firm of such chartered accountants and who, at the time of discontinuance of practice or paid employment, as the case may be, has one or more articled assistants serving under him, shall not be eligible to take any articled assistant, if he subsequently sets up practice or takes up salaried employment under a chartered accountant in practice or a firm of such chartered accountants, until such time as the articled assistant or assistants serving under him previously complete the period of articles intended to be served under him, had he not given up his practice or the salaried employment.

(3) A member shall be entitled to engage and train an articled assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and for the purposes of this sub- regulation, in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered. The Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.

(4) A member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under regulations 51 and 72, shall be deemed to have been in continuous practice for three years.

(5) The entitlement of a member to train articled assistants under regulation 43 shall be subject to such decisions as may be made by the Council under Regulation 67.

## **9. Engagement of Audit Assistants**

### ***(Regulation 68)***

(1) A member who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or partly before and partly after the commencement of the Act, shall be entitled to engage one audit assistant.

(2) A member shall be entitled to engage or train an audit assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered.

(3) The entitlement of a member to train an audit assistant under this regulation shall be subject to such orders as may be passed by the Council under Regulation 80.

(4) A member shall be entitled to engage a person as an audit assistant only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a monthly

remuneration at the rates specified below, depending upon where the normal place of service of the audit assistant is situated:-

(a) cities with a population of one million and above	Rs. 1500/- per month
(b) cities/towns having a population of less than one million	Rs. 1000/- per month.

(6) A member registering under these Regulations, the service of the person referred to under sub-regulation (5) of this regulation shall pay minimum monthly remuneration at the rates specified in sub-regulation (5) of this regulation, to the assistant during the period he is in service with him in accordance with these Regulations.

**10. Members not to engage articled assistants under the bye-laws of any of the Accountancy Institutions or Bodies outside India**

***(Regulation 44)***

A member entitled to engage and train articled assistants, under regulation 43, shall not engage any other articled clerk, articled assistant or apprentice, by whatever name called, under the bye-laws of any other Institute or Society or Body unless the person concerned has been registered as a student with any of the accountancy institutions or bodies whose training is recognized by the Council as being equivalent to the training prescribed for members of the Institute under clause (v) of sub-section (1) of section 4 of the Chartered Accountants Act, 1949.

**11. Admission to Articleship**

***(Regulation 45)***

**(A) A candidate shall be eligible for registration as an articled assistant for a period of three years who:**

(i) has passed Professional Education (Examination-II) or has passed Group-I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination or has been exempted from passing Common Proficiency Test i.e Graduates or Post Graduates in commerce or non commerce stream with specified percentage of marks who register under Direct Entry Scheme and

(ii) has successfully completed Computer training programme or Information Technology Training as may be specified from time to time by the Council and in the manner so specified and

(iii) has completed the Orientation Course for such period and in such manner and within such time as may be decided by the Council from time to time.

**(B) A candidate shall be eligible for admission to articleship until the commencement of enrollment to Intermediate (Integrated Professional**



**Competence) Course or till such time as the Council may decide.**

- has passed Common Proficiency Test held under these regulations and also 10+2 examination conducted by an examining body constituted by a law in India or an examination recognized by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses or
- has passed the Entrance Examination or Foundation Examination or Professional Education (Examination-I) under these regulations.

(C) A candidate who was registered as an articled assistant before the commencement of the enrolment to Intermediate (Integrated Professional Competence) Course shall be eligible to continue and complete the remaining period of practical training as per the deed of the articled already executed under these regulations irrespective of any break in the continuity of training.

(D) A candidate who has passed Professional Education (Examination-II) at the time of commencement of enrolment to Intermediate (Integrated Professional Competence) Course may join three years articleship up to such time as may be specified by the Council.

**(c ) Requirements**

- (1) The student must ensure that his employer is having necessary vacancy.
- (2) The student should submit Form 103 duly filled and signed and complete in all respect along with:
  - Certified copy of marksheet PE-II Examination/Group I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination/certified copy of Graduation/Post Graduation pass mark sheet whichever is applicable.
  - Certified Proof of successful completion of CCT/ITT and Orientation Course.
- (3) Requisite fees by way of Demand draft.

The candidates are required to submit Form 103 duly filled and signed and complete in all respect along with the aforesaid documents to the concerned Regional Office of the Institute within a period of 30 days of the commencement of articles.

**Note:** In case Form No. 103 is not submitted within 30 days of joining the articleship, the procedure laid down for condonation of delay in non-submitted on form will apply.

**(d) The students who have initially registered for Professional Education (Course-II) and passed one of the groups in professional Education (Examination-II) can commence their articled training on successful completion of Information Technology Training (ITT).**

Having regard to the hardship faced by the students of Professional Education (Course-II), the Council of the Institute of Chartered Accountants of India has decided to allow Professional Education (Course -II) students who have passed one of the groups in Professional Education (Examination – II) to commence their articled training under a eligible member of the Institute in terms of Regulation 45 (1) (b) (i) of the Chartered Accountants Regulations, 1988.

In view of the above, students of the following category of PE-II students can register and

commence their articled training on switching over to Intermediate (Integrated Professional Competence) Course subject to completion of Compulsory Computer Training (CCT) or Information Technology Training (ITT) as under.

<b>Stream</b>		<b>Eligibility conditions to commence/ rejoin articled training</b>
Registered in Professional Education (Course-II) either through graduate route or other wise and passed one of the groups in Professional Education (Examination-II)	1.	Passed one of the groups in Professional Education (Examination-II)
	2.	Completed Compulsory Computer Training (CCT) or Information Technology Training (ITT) and
	3.	Convert from PE-II to Intermediate (IPC) Course
Registered in Professional Education (Course-II) and then converted to Professional Competence Course And thereafter to Intermediate(Integrated Professional Competence) Course	1.	Initially registered in PE-II course
	2.	Converted from PE-II to PCC
	3.	Switched over from PCC to Intermediate(IPC) Course
	4.	Terminated their articled training on conversion to Intermediate (IPC) Course
	5.	Passed one of the group in Professional Education (Examination-II) and
	6.	Completed Compulsory Computer Training (CCT) or Information Technology Training (ITT)

**Note:**

(a) Articled registration fee is Rs. 2000/- to be paid while commencing articled training to the concerned Regional Office by way of Demand Draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi as the case may be.

(b) If student who was not completed Compulsory Computer Training (CCT), has to register for Information Technology Training (ITT). Registration fee for ITT registration is Rs. 2000/- is to be paid to the concerned Regional Office by way Demand Draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi as the case may be.

(c) Students have to pay separate fee of Rs. 4,000/- for undergoing ITT classes to the concerned Regional ITT centres or to the concerned ITT Branches.

*Students who have passed one of the groups in Professional Education (Examination – II) will get paper wise exemption (NOT Group wise Exemption) in Intermediate (Integrated Professional Competence) Examination and have to appear and pass remaining papers in Intermediate (IPC) Examination under 'Unit Scheme'.*

## **12. Registration of Audit assistants**

### ***(Regulation 69)***

A candidate shall be eligible for registration as an audit assistant for a period of three years who:

- (i) is not less than 17 years of age on the date of commencement of audit service; and
- (ii) has passed the Professional Education (Examination-II) or Group I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination held under these regulations or has been exempted from passing the Common Proficiency Test as specified under sub-regulation (1A) of regulation 25D; and
- (iii) has successfully completed computer training programme or Information Technology Training for such period, in such manner and within such time as may be decided by the Council from time to time.
- (iv) has completed the Orientation Course for such period and in such manner and within such time as may be specified by the Council from time to time.

Every Audit assistant other than one who has passed the Government Diploma in Accountancy Examination or an Examination recognized as equivalent thereto by the rules for the award of Government Diploma in Accountancy shall undergo theoretical education imparted by the Institute. He shall apply in the Form 113 approved by the Council, pay such registration fee as an audit assistant and such tuition fee as may be fixed by the Council.

### **Requirements**

The student is required to:

(1) Submit an application in Form 113 duly complete in all respects alongwith the requisite documents and registration fee within 30 days from the date of commencement of training. A set of Form 113 can be obtained from the Institute free of cost. In case of delay in submission of the Form, the conditions for condonation of delay will apply.

(2) The student must ensure that his employer is having necessary vacancy.

(3) The student should submit Form 113 along with:

- Certified copy of marksheet PE-II Examination/Group I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination/certified copy of Graduation/Post Graduation pass mark sheet whichever is applicable.
- Certified Proof of successful completion of CCT/ITT and Orientation Course.
- Certified true copy of Secondary/High School Certificate as proof of date of Birth

- (3) Requisite fees by way of Demand draft.

### **13. Stipend/Remuneration to articled/audit assistants**

#### **(Regulation 48 & 68)**

##### **(a) Stipend to Articled Assistant**

An articled assistant is entitled to receive a minimum stipend as per the rates as per the rates specified under the Chartered Accountants Regulations, 1988 (**effective w.e.f 23.01.2015**). The current minimum rates of monthly stipend payable depending on the situation of the normal place of service of the articled assistant are as follows:

<b>Classification of the normal place of service of the articled assistant</b>	<b>During the first year of training</b>	<b>During the second year of training</b>	<b>During the remaining period of training</b>
(i) Cities/towns having a population of twenty lakhs and above.	Rs.2000/-	Rs.2500/-	Rs.3000/-
(ii) Cities/towns having a population of four lakhs and above but less than twenty lakhs.	Rs.1500/-	Rs.2000/-	Rs.2500/-
(iii) Cities/towns having a population of less than four lakhs.	Rs.1000/-	Rs.1500/-	Rs.2000/-

- Stipend will be determined on the basis of population as per the last published Census Report.
- The amount of stipend will be determined on the basis of place of business of the principal.
- An articled assistant shall not be eligible for payment of stipend for the excess leave taken by him under his principal.
- The stipend shall be paid by the principal to the articled assistant either by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled assistant or by depositing the amount every month in an account opened by the articled assistant in his own name with a branch of the bank to be specified by the principal.

For the purpose of determining the rates at which stipend is payable under this regulation, the period of articled training of the student under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

##### **(b) Remuneration to Audit Assistant**

An audit assistant is entitled to receive a minimum monthly remuneration as per the rates

specified under the Chartered Accountants Regulations, 1988. The current minimum monthly remuneration is as follows:

Cities with a population of one million and above	Rs.1500/-per month
Cities/Towns having a population of less than one million	Rs.1000/- per month

Stipend will be determined on the basis of population as per the last published Census Report.

The amount of remuneration be determined on the basis of normal place of service of the audit assistant is situated.

#### **14. Period of practical training for an articled assistant**

##### ***(Regulation 50)***

(1) An articled assistant shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from the appropriate person entitled to issue such a certificate to the effect that he -

(i) has served as an articled assistant for a period of three and half years; or

(ii) has served partly as an articled assistant and partly as an audit assistant for a total period as specified in clause (i) above for which purpose complete eight months of service as an audit assistant shall be reckoned as six months of training as an articled assistant, any fraction of a period of less than 8 months as an audit assistant being ignored:

(2) A candidate who was registered as an articled assistant before the commencement of the Common Proficiency Test shall be eligible to continue and complete the remaining period of practical training as per the deed of articles executed under these regulations irrespective of any break in the continuity of training:

(3) A candidate who has passed Professional Education (Examination-II) under these regulations at the time of commencement of the Common Proficiency Test may join three year articleship up to such time as may be specified by the Council.

(4) A candidate who was exempted from passing the Professional Education (Examination-I) under proviso to sub-regulation (1) of regulation 25B and is registered as a candidate for the Professional Education (Course-II) shall be eligible to join three year articleship, up to such time as may be specified by the Council, subject to his appearing and passing Professional Education (Examination-II), till such time it is held or thereafter, Intermediate (Professional Competence) Examination held under these regulations and completing the specified course on computer training programme or Information Technology Training.

(5) A candidate enrolled for the Intermediate (Integrated Professional Competence) Course shall be eligible to three years of articles training on his passing the Group (5) I level or Accounting Technician level of the Intermediate (Integrated Professional Competence)

Examination.

(6) A candidate who is a graduate or post graduate and has been exempted from passing the Common Proficiency Test shall be eligible to three years of articles training on his registration to the Intermediate (Integrated Professional Competence) Course.

Articled trainees shall be required to upload the details of work performed by them in the web based e-dairy system as per the decision of the Council.

## **15. Period of practical training for an audit assistant/Conversion from Audit Assistant to Articled Assistant**

*(Regulation 71)*

### **(a) Period of practical training for an audit assistant**

(i) An audit assistant shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from the appropriate person entitled to issue such a certificate to the effect that he:-

(i) has served as an audit assistant for a period of fifty-six months; or

(ii) has served partly as an audit assistant and partly as an articled assistant for a total period as specified in clause (i) above for which purpose complete six months of service as an articled assistant shall be reckoned as eight months of service as an assistant, any fraction of a period of less than six months as an articled assistant being ignored:

(2) An audit assistant who commenced his practical training before the 1st day of July, 1956 shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from an appropriate person as provided in paragraph 11 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations:

(3) An audit assistant who commenced his practical training on or after the 1st day of July, 1956 but before 1st day of October, 1973 shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from an appropriate person as provided in paragraph 12 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations.

### **(b) Conversion from Audit Assistant to Articled Assistants**

- In the event of conversion from audit service to articled service the student is required to submit the registration papers in Form 103 within 30 days from the date of commencement of articleship. Eight months of service as an audit assistant shall be reckoned as six months service as an articled assistant.

- A service certificate in Form 114 alongwith training report as specified in the Training

Guide.

- Before submitting the papers to respective Regional office, the principal should ensure that he has a regular vacancy under him.
- For condonation of delay in submission of Form 103.

### **16. Practical Training- Working Hours**

Regulation 60 stipulates that the minimum working hours of an articulated assistant shall be 35 hours per week (excluding lunch break) to be regulated by the principal from time to time "Subject to such directions and guidelines as may be issued by the Council from time to time. The guidelines issued by the Council at 274<sup>th</sup> meeting held from 20<sup>th</sup> -22<sup>nd</sup> December, 2007 regarding working hours of the articulated assistants at present in force are as follows;-

- i. The working hours for the articulated assistants shall be 35 hours in a week excluding the lunch break and normally an articulated assistant be required to work during the normal working hours fixed for articulated assistants.
- ii. The office hours of the Principal for providing article training to the articulated assistants shall not be generally before 9.00 A.M. or after 7.00 P.M.  
  
The normal working hours for the articulated assistants shall not start after 11.00 A.M. or end before 5.00 P.M.
- iii. The working hours for the articulated assistants should not exceed 35 hours in a week excluding the lunch break and normally an articulated assistant be required to work during the normal working hours fixed for articulated assistants.
- iv. In case of the exigencies of work with the Principal, an articulated assistant may be required to work beyond his/her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances. Further, where the articulated assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he/she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.
- v. The facility of allowing flexible office hours stands withdrawn.

**Note:** During the working hours, the articulated assistant is not permitted to attend college/other institutions for pursuing any course including graduation. Accordingly, college timings of such course should not be such (after taking into account the time required to commute) which clashes with the normal working hours of the article training.

### **17. PERMISSION TO STUDY OTHER COURSES**

#### ***(Regulations 65 & 78)***

Under Regulations 65 & 78 of the Chartered Accountants Regulations, 1988 an articulated/ audit assistant cannot take up any other course of study or training, whether academic or professional, or cannot engage in any business or occupation without prior permission of the Council, provided the concerned course is not in the negative list indicated by the Council from



time to time. Student can pursue at a time one course including graduation course simultaneously with CA course with the prior permission of the Council.

The students are advised to join graduation course either through Universities with whom the ICAI has entered into Memorandum of Understanding (MOU) either through IGNOU/NSOU/Bharathiar University/University of Madras or through correspondence course or through colleges whose timing do not clash with the timing of practical training with an intimation to the Institute but shall not be permitted to join any other course until the graduation course is completed.

The students joining special distance education programme of degree course of IGNOU/NSOU/Bharathiar University/University of Madras are exempted from studying the subjects which are the part of curriculum of Intermediate (IPC) Course.

For obtaining permission from the Institute, an articled/audit assistant is required to submit application in Form 112 duly complete in all respects and recommended by the Principal and the College Authorities, if the course is regular one. Form 112 indicating college timings etc shall be counter signed by the concerned principal of the college with the seal and stamp of the college and also indicating the telephone number and full address of the college.

During the working hours, the articled assistant is not permitted to attend college/other Institutions for pursuing any course including graduation. Accordingly college timings of such course should not be such (after taking into account the time required to commute) which clashes with the normal working hours of articled training.

To ensure that the working hours do not clash with the graduation or any other course, if any, pursued by the articled assistant, each articled assistant registered on or after 1<sup>st</sup> April, 2008 shall now be required to obtain specific permission from the ICAI for pursuing graduation or other course as permitted under the Chartered Accountants Regulations by submitting Form No.112, within one month from the date of joining the college or course to the ICAI.

### **(a) Requirements**

Before joining any course, student must go through the foregoing chapter in order to ensure observance of office timing of the principal and compliance of minimum 35 working hours in week.

- (1) Form 112 to be submitted with the recommendation of the Principal.
- (2) Attendance at the course must be outside the normal working hours of the Principal
- (3) Only one additional course is permitted at a time. (Including Graduation course)

**Note:** In case Form No. 112 is not submitted within 30 days of joining the course, the procedure laid down for condonation of delay in non-submitted of form will apply. Please refer chapter 40.

For pursuing any other course of study (other than graduation course) the previous permission of the Council shall be obtained by the articled/ audit assistant in accordance with Regulations 65 &78.



## **(b) Permission for second course**

Permission for second course will be considered only after receipt of documentary proof of either on completion or discontinuation of the course for which permission has been granted earlier.

Students/articled assistants who are not adhering to the requirements of the aforesaid Regulations while pursuing another course alongwith articleship and who are declaring such a fact while applying for enrolment as a Member of the Institute and seek condonation for Breach of Regulation 65/78 for having not taken the permission at the appropriate time viewed seriously. It has been insisted that students/articled assistants should pursue only one course alongwith articleship, even that be a graduation course and seek permission of the Council by filing of Form 112 duly certified by the Principal i.e. Chartered Accountant and the Principal of the College concerned within 30 days of taking admission. It may be hereby, clarified that during such period, even for pursuing graduation, necessary permission shall have to be obtained.

It has been further noted that the additional course(s) has / have been pursued by the students / articled assistants in violation of the provisions of Regulation 65 / 78 and directed that all requests be dealt with, in terms of the guidelines, provided herein below *(modified by the Executive Committee at its 549<sup>th</sup> meeting held on 15.07.2015)*:

<b>Situation</b>	<b>Solution</b>
One course at a time as a private or distance mode/ Correspondence student alongwith Articleship	Condone the breach of Regulation 65 and enroll after <b>one month</b> from the date of the receipt of Form 2 or when compliance is made, whichever is later.
Two courses at a time as a private or distance mode/ Correspondence student along with Articleship	Condone the breach of Regulation 65 and enroll after <b>six months</b> from the date of the receipt of Form 2 or when compliance is made, whichever is later.
One course at a time as a regular day time (morning/evening) student with Articleship (with no overlapping of office and teaching hours)	Condone the breach of Regulation 65 and enroll after <b>one month</b> from the date of the receipt of Form 2 or when compliance is made, whichever is later.
One or more courses at a time as a regular day time student along with Articleship (where overlapping between office and teaching hours)	Condone the breach of Regulation 65 and enroll after <b>six months</b> from the date of the receipt of Form 2 or when compliance is made, whichever is later.

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Further, the Executive Committee of the Institute, while reviewing certain instances of breach of Regulation 65 / relevant decision of the council, taken a serious view of the matter and decided to impose severe consequences by delaying grant of membership for substantial period as deemed fit corresponding to quantum of overlapping period between office timings of the principal and attendances at the classes. It has also been decided that the conduct of members / employers concerned would also be simultaneously examined and appropriate action initiated against them whenever required.

## **18. Permission for Other Engagements**

### ***(Regulations 65&78)***

An articulated/audit assistant cannot engage himself in any business or occupation without the prior permission of the Council. He/she is required to submit an application in Form 112 duly recommended by the Principal to obtain prior Permission of the Council to be engaged in any business or occupation.

#### **Permitted Engagements**

- (a) teaching up to 9 hours a week
- (b) Directorship in a Family Company
- (c) Sleeping Partner in a Family Business

The above are, subject to the following guidelines prescribed by the Council:

#### **(a) For Teaching**

- (I) The engagement should be either before or after normal office hours of the Principal.
- (II) The Institution wherein he is to be engaged should be in the same town/city wherein he undertakes training.
- (III) An application should be made mentioning the office hours and the timings of the lectures on each day of the week alongwith:

A certificate from the Principal to the effect that such engagement does not interfere his training as an articulated/audit assistant under him.

A certificate regarding the time required to be spent/to be devoted per week by the articulated/audit assistant from the concerned authorities for the engagement.

- (IV) Permission is not granted where the number of hours prescribed is exceeded.

#### **Requirements**

- (1) Apply in Form 112 duly recommended by the Principal

Attach certificate issued by the Principal of the College(where he intends to teach)

(2) The stating and ending timing of the classes taken by the articulated/audit assistant. The total hours to be devoted

- daily basis
- Weekly basis

(3) Attach certificate from the Principal clearly stating that the engagement of the articulated/audit assistant in other occupation as "Teacher" does not interfere with his training as an articulated/ audit assistant.

### **(b) For Director**

The Company in which the articulated/audit assistant proposes to be appointed as a Director should be a Family Company i.e. a majority of the capital of the company is held by the members of the family of the articulated/audit assistant.

(I) The company should have been in existence before the assistant had entered into articulated/audit service.

(II) Neither the principal nor the firm in which he is engaged as an articulated/audit assistant is a partner or an auditor of the company.

(III) The assistant should not be entitled to receive any allowance apart from the sitting fee for attending the Directors meeting.

(IV) The assistant should give undertaking on a non-judicial stamp paper duly sworn in before a Magistrate that he would not take any active part in the business of the company apart from attending the Directors meeting.

(V) The other Directors should confirm that such an undertaking would not interfere with the normal functioning of the company.

### **Requirements:**

Apply in form 112 duly recommended by the Principal alongwith:

- Attested true copy of Memorandum and Articles of Association of the company
- Undertaking by the articulated/audit assistant duly sworn in before a Magistrate/Notary Public
- Declaration by the Principal of the articulated/audit assistant.

### **( C ) For Sleeping Partners**

(i) An articulated/audit assistant should not be deemed to be engaged in any business or occupation within the meaning of Regulation 65/78, if he is merely a sleeping partner in a family business concern. There should be no objection to an articulated/audit assistant being a sleeping partner in one or more business concerns, if there is a recital in the partnership deed that he is a sleeping partner which will constitute prima-facie evidence.

(ii) Permission can be given, if (1) the partnership deed contains a recital that is a sleeping partner; (2) all the partners including the articulated/audit assistant furnish affidavit that the assistant is neither taking active part nor will be entitled to take active part in the management of the business and (3) a declaration is given by the principal of the articulated/audit assistant that the latter is a sleeping partner

and in case any change in his status in the partnership comes to his attention, he shall inform the Institute.

**Requirements:**

The student concerned is required to:

- (1) apply in Form duly recommended by the Principal
- (2) attach true copy of Partnership Deed (attested)
- (3) submit affidavit by all the partners of the business firm duly sworn in before the Magistrate or notary Public.
- (4) Submit affidavit by the articulated/audit assistant duly sworn in before the Magistrate.

A letter granting permission to engage in other occupation i. e Teaching, as Sleeping Partner or Director in family business concern/Limited company will be issued to the principal /Articled/Audit assistant.

The student may inform regarding disassociation from other occupation so as to revoke permission. In case form is not submitted within 30 days of joining the other occupation, the procedure laid down for condonation of delay in submission of form apply.

## **19. Secondment of articulated assistants**

### ***(Regulation 54)***

Regulation 54 specifically provides for secondment of articles with a view to provide the articulated assistant the opportunity of gaining practical experience in areas where the principal may not be in a position to provide the same. The Regulation also provides as under:

1. A Principal may, with the consent of the articulated assistant, second from time to time the articulated assistant to other member or members with a view to provide the articulated assistant the opportunity of gaining practical experience in different areas.
2. The articulated assistant shall be seconded only to member who is entitled to train one or more articulated assistant in his own right or to a member in industry who is entitled to train one or more industrial trainees.
3. The member to whom the articulated assistant is seconded will not be entitled to train more than two such assistant on secondment at a time.
4. The maximum period of secondment shall be one year, which may be served with a single eligible member. Secondment can be permitted with more than one such member provide the minimum period of secondment shall be four months and the aggregate period served on secondment with such members shall not exceed one year.
5. Where an articulated assistant is seconded to a member is industry the total period spent in industry by the articulated assistant including the period of industrial training under Chartered Accountants Regulations, shall not exceed one year.
6. During the period of secondment, the member with whom the articulated assistant is seconded shall pay the stipend as provided under Chartered Accountants Regulations.
7. The member with whom the articulated assistant is seconded shall be responsible for imparting training during secondment. He shall maintain records of practical training undergone by the

articled assistant during secondment and forward the same to the principal on completion of period of secondment. The principal shall include required particulars in the report to the Council under regulation 64.

8. A statement in the form approved by the Council shall be sent to the Secretary for records within thirty days from the date of commencement of training on secondment.

## **20. Practical Training Under Eligible Members Of Accountancy Institutions Or Bodies Outside India**

### ***(Regulation 54A)***

(1) A principal, with the consent of the articled assistant, may depute the latter for training for a period not exceeding six months to a member eligible to engage and train an articled clerk or articled assistant or apprentice, by whatever name called, under the bye-laws of an institution or body etc. set up in the respective countries under the relevant statutes.

(2) For the purpose of regulation 50 (related to period of practical training for an articled assistant) such period of training shall be deemed to be service as an articled assistant.

(3) During such period of training the provisions of Regulation 48 (related to stipend) shall not apply.

(4) The principal is required to include the particulars of such training in the report to the Council under Regulation 64.

(5) There is no need for execution of deed of Articles for such training or for any intimation to the Institute in this regard.

## **21. Revised Guidelines for Training of articled assistants outside India**

i. A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

ii. Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

iii. Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

*Provided that every Chartered Accountant from ICAI who is registered as an auditor and obtained a license and registration number from the appropriate competent authority abroad to establish a professional firm and carry out the attest function and who meets the international/local experience and expertise criteria laid down by the law shall be eligible to train articled assistants as under:*

<b>Category</b>	<b>Period of continuous Practice</b>	<b>Entitlement of articled assistant or assistants</b>
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	2
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	4
(iv)	An associate or fellow in continuous practice for any period from 10 years	5

*It would also be essential for such member abroad to produce the copy of License and certificate of registration issued by the competent authority abroad to him as individual member and to the professional firm with whom he is affiliated to the Institute with current validity at the time of registration of articleship.*

*Further where an Indian Chartered Accountant is working as paid assistant in a firm where there is no Indian CA as a partner such paid assistant shall not be entitled to train any articled assistant*

iv. The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means:-

- a. an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or
- b. if a member is employed, the place of employment or at his option the place of his residence
- c. the place of residence, if the member neither carried on the profession nor is employed.

(It may please be noted that an address in India is essential in any of the situation)

*v. Since there is full time employment visa instead of Trainee Visa for students who wish to register their articleship with chartered accountants abroad according to the immigration laws of Gulf Cooperation Council (GCC) Countries, so such employees shall be treated at par with the articled assistants registered in India.*

*It would be essential for such articled assistants abroad to produce the copy of such visa and immigration details along with a copy of passport at the time of registration of articleship. The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.*

vi. The period of practical training shall be 3 years or 3 ½ years, as applicable, under a practicing chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

vii. The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking alongwith the application.

viii. The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

ix. The Principal shall send training reports as prescribed alongwith the service certificate to be issued in Form 109 & 108 as the case may be.

x. The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

xi. The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

xii. Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder:-

a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.

b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.

e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work



beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articulated assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations as follows: -

#### **Regulation 60: Working hours of an Articled Assistant**

"Subject to such directions as may be issued by the Council, the working hours of an articulated assistant shall be 35 hours per week to be regulated by the Principal from time to time".

#### **Regulation 65: Articled assistant not to engage in any other occupation**

"Without the previous permission of the Council, obtained on application made in the \*approved form, no articulated assistant shall, during the period of his service as an articulated assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation."

#### **Regulation 66: Enquiries against articulated assistant**

"(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articulated assistant from his principal or any other person, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articulated assistant an opportunity of being heard, make any of the following orders, namely;-

i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articulated assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or

ii. if the articulated assistant is found guilty, reprimand the articulated assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

(3) The articulated assistant, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articulated assistant or audit assistant by any member".

#### **Regulation 67: Complaint against the Principal**

1) Where an articulated assistant makes a complaint against his principal on a matter concerning his training as an articulated assistant, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.



- 2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.
- 3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:
- 4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

## **22. Change of Status of Principal (Regulation 55)**

- (I) Where a salaried employee of a chartered accountant in practice or a firm of such chartered accountants, sets up practice independently, the articled assistant (s) engaged by him shall continue to remain engaged with him from the date of setting up practice independently provided he is entitled to train articled assistant(s) under Regulation 43.
- (II) In case the salaried employee does not set up practice independently or is not entitled to train articled assistant (s) under Regulation 43, the articled assistant (s) engaged by him shall serve the chartered accountants in practice who has executed the deed of articles as required under Regulation 46(1) as the second principal. The provision of sub regulation (1) of Regulation 46 shall not apply in such a case. In such a case the statement in the form 118 approved by the Council shall be sent to the Secretary for registration within 30 days from the date of change in the status of the principal or within such extended time as the Secretary may determine.

**Note:** *Form 118 will be submitted only in case of leaving by the paid assistant from the CA firm not in case of leaving/resignation by the partner. In such case, Form 109 and Form 103 are not required to be submitted for noting of termination and re-registration of articleship.*

## **23. Termination/Assignment of Articles (Regulations 56 & 61)**

Every articled assistant is required to serve the full period of articled training under the same principal under whom he has been registered in order to complete the practical training. However the articles so engaged, by agreement between the articled assistant and his principal be terminated under such exceptional circumstances or conditions as may be decided by the Council which is as follows:

- I. Transfer /termination of articles is permitted without any restriction during the first year of articles.*
- II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: -*
  - 1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).*
  - 2. Transfer of parent(s) to another city.*
  - 3. Misconduct involving moral turpitude.*
  - 4. Other justifiable circumstances / reasons: -*
    - (i) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on*

*submission of requisite proof of the act warranting transfer/termination of articleship): -*

*a. Industrial Training (Regulation 51)*

*b. Secondment of articles (Regulation 54)*

*c. Conversion from PCC to IPCC (for termination of articles only. Re-registration of articles to be allowed only after passing Group-I of IPCC)*

*d. Death of Principal [Regulation 57(1)(c)]*

*e. Ceasing of practice by the Principal [Regulation 57(1)(a)]*

*f. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]*

*(ii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).*

*(iii) Irregular payment or non payment of stipend with reference to Regulation 67.*

*(iv) Articled assistant desires to serve balance period of training outside India.*

*(v) Shifting by the Principal to another city involving distance more than 50 kms.*

*The articled assistants are required to get the consent of the Institute before getting Form 109 signed by the Principal in their own interest.*

*The request, on any one or more of the aforesaid grounds, of an articled assistant on a plain paper alongwith the recommendation/ consent of the Principal for transfer / termination of articleship accompanied by evidence/proof (self-attested by the articled assistant) to the satisfaction of the Institute be made.*

*Request for transfer not accompanied by consent of Principal shall not be accepted.*

*In case of dispute between principal and articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases.*

The principal shall on termination/discontinuance of the service of an articled assistant before the expiry of the full period of service, forthwith issue a certificate in respect of the service rendered under him, in the prescribed Form 109. A copy of the certificate duly filled in and signed by both the principal and the articled assistant shall be submitted to the concerned Regional Office within 30 days of the termination of service.

If in the event of discontinuance or termination of the service of an articled assistant before the expiry of the full period of service, the principal has not forthwith issued the certificate of service in Form 109, the articled assistant shall make a request in the Form 120 approved by the Council with 15 days of such termination to the principal under intimation to the Secretary by registered or speed post for issue of such certificate of service and the principal shall in any case, issue the certificate of service within three months of such completion.

If no such certificate is received by the Secretary within 15 days of the expiration of the above specified period, the certificate shall be deemed to have been issued on the date specified by

the articulated assistant and an intimation to that effect shall be sent to the principal.

**Requirements:**

1. During the first year of articleship, the articulated assistant may directly submit Form 109 duly signed by him and his principal.
2. After first year of articleship, the articulated assistant is required to submit an application stating the ground for termination of articleship as mentioned above along with the consent of the principal and supporting documents to the concerned Regional office of ICAI. After receipt of approval letter for termination of articleship from the Institute, the articulated assistant is required to obtain a service certificate in form No. 109 from his principal and submit to the concerned regional office of ICAI for noting of termination of articleship.
3. The certificate is required to be submitted immediately on termination of articles alongwith the practical training report as specified in the Training Guide.
4. In case of death of the Principal, the articulated assistant is required to submit a service certificate in the prescribed form No. 110 or 111. The certificate in Form 110 is required to issued by the legal Representative. In case of the partnership firm the certificate in Form No.111 is required to be issued the Surviving Partner.

**24. Termination of Audit Service  
(Regulation 75)**

There is no provision for termination of audit service under a principal. However criteria for termination of audit service under exceptional circumstances and conditions are same as in the case of termination of articles.

- (1) The audit assistant is required to obtain a service certificate in Form 114.
- (2) The certificate is required to be submitted immediately on termination of audit service alongwith the practical training report as specified in the Training Guide.
- (3) In case of death of the Principal, the articulated assistant is required to submit a service certificate in the prescribed Form 115 or 116. The certificate in Form 115 is required to issued by the legal Representative. In case of the partnership firm the certificate in Form 116 is required to be issued the Surviving Partner.

**25. Re-Registration of Articles  
(Regulations 46(6), 57)**

On termination of articles prior to completion of 3 years or 3 ½ years as the case may be, a student is required to re-register himself with another Principal for the remaining period of the practical training.

**Requirements:**

1. In the event of re-registration, the student is required to submit the re-registration papers i.e. form 103 so as to reach to the Institute's office within 30 days from date of commencement of articulated training.
2. A service certificate in form No. 109 alongwith training report as specified in the Training Guide.
3. The deed of articles is required to be executed in form No. 102 on a non-judicial stamp paper of the value applicable in the City/State where the principal is practicing. The original deed has to be retained by the Principal and a copy with the student.

4. where the student/ principal is not able to submit the papers within 30 days and the delay in submission of the papers needs to be condoned by the Council, they are required to comply with the requirements for condonation detailed in Chapter 42.

- No registration fee is payable on re-registration except the payment of written as 2<sup>nd</sup> installment of tuition fee wherever applicable.
- In case the articled assistant has availed of any leave in excess of his entitlement he should serve such excess leave period after completion of 3/3 ½ years of articleship either under the same Principal as supplementary articles or under another principal.
- In the event of circumstances specified in sub-Regulation (1) and (2) of Regulation 57, the request for permission to be taken as additional articled assistant under another principal shall be sent to Secretary within 30 days. The form 103 for re-registration shall be sent so as to reach Secretary within 30 days from the date of letter of Secretary granting such permission.
- In the event of death of principal, the date of commencement of training under another principal shall be taken as the date following the date of the death of the principal.

## **26. Fresh Articles/Additional Vacancies**

### ***(Regulation 57)***

(1) The additional vacancies can be granted to a member in practice under the following circumstances;

- a) The principal has ceased to practice or
- b) Name of the principal is removed from the Register of Members or
- c) The principal has died or
- d) The articled are terminated under sub regulation (1) of Regulation 56 or sub Regulation (2) of Regulation 57

In all the above cases, request for grant of additional vacancy shall be made within 30 days to the Secretary. Within 30 days from the date of the letter of the Secretary granting permission, the statement in the Form 103 approved by the Council shall be sent for registration. In case of death of the principal, the date of commencement of training under fresh articled shall be taken the date following the date of death of the principal.

(2) Additional vacancy may also be granted for accommodating articled assistants serving the period of excess leave. The benefit of additional vacancy in such cases is given only where it could not have been reasonably anticipated that the articled assistant would have to serve an extra period on account of excess leave taken.

## **27. Supplementary Articles**

### ***(Regulation 58)***

Leave taken in excess of entitlement under Regulation 59 shall be treated as excess leave. The articled assistant is required to undergo articles for further training equivalent to the

period of excess leave taken by him during the period of three/three and half years of training.

Period of excess leave of articles can be served with the same principal by executing Supplementary Deed in Form 107 or under a new Principal by executing fresh deed of articles and submitting Form 103 for re-registration of articles as Per Regulation 46.

### **Conditions:**

1. If with the same Principal and in continuation of previous training without any break:
    - a) Submit Form 108 for the previous period of Practical Training along with training report as specified in the Training Guide.
    - b) Execute a supplementary deed of articles for the period equivalent to the excess leave period in Form 107 or a Non Judicial Stamp Paper or affix Special Adhesive Stamp of appropriate value.
    - c) The deed of supplementary articles must be submitted in original along with a copy so as to reach the Institute's office within 60 days from the date of commencement of training.
  2. If with a new principal follow the procedure prescribed for Re-registration i.e execute fresh deed of articles and submit Form 103 within 30 days of the commencement of fresh articles.
- Note:** The same procedure applies if there is a break in continuity of practical training even with the same principal.
3. The delay in submission of Form 107 or Form 103 may be condoned on compliance of requirements prescribed for condonation as detailed in Chapter 42.

### **28. Industrial Training (Regulations 51&72)**

The articles/audit assistant have an option to undergo training in a financial, commercial or industrial undertakings whose minimum fixed assets of Rs. 1 crore; or minimum total turnover of Rs. 10 crores or minimum paid up share capital of Rs. 50 lakhs or such other Institution or Organization as may be approved by the Council from time to time during the last year or prescribed of practical training. This is with a view to give them an exposure to the entire gamut of the activities of such undertaking in a phased and systematic manner. However, for matters of discipline and leave and stipend the apprentice shall abide by the Rules and Regulations of the employer.

#### **Eligibility to Join Industrial Training**

(a) After having passed both Groups of the Intermediate Examination/PE-II Examination/Intermediate (Professional Competence) Examination/Intermediate (Integrated professional Competence) Examination.

(b) During the last year of practical training.

**Period of Industrial training:** The Period of Industrial Training may range between nine months and twelve months during the last year of the prescribed period of practical training.

#### **Who Can Impart Industrial Training**

- An associate who has been a member for a continuous period of at least three years can train one industrial trainee at a time.
- A Fellow member can train two industrial trainees at a time whether such trainees be audit assistants or articles assistants.

- Industrial training can be received only under a member of the Institute and under the organizations approved by the Institute.

**Conditions :**

(a) Student must inform his intention to undertake industrial training to his Principal atleast three months before the date on which training is to commence.

(b) Obtain Form 109 or 114 (as the case may be) form the present Principal alongwith training report as specified in the training Guide.

(c) Execute Apprenticeship deed in form 104 on a non-judicial stamp paper or affix 'Special adhesive Stamp as per rates applicable in respective City/States in duplicate and submit the same so as to reach the Institute's office within 30 days form the date of commencement of such training, through the Organization where industrial Training is to be taken.

(d) An audit assistant who has passed the Intermediate /PE-II/ Intermediate (Professional Competence) Examination/Intermediate (IPC) Examination and serving the last year of service may also opt for Industrial Training. He should fulfill all requirements as mentioned above as in the case of articulated assistant he is also required to submit form 104 duly executed as well as form No. 114.

**General**

1. List of Financial/Commercial/Industrial undertaking, eligible under regulation 51 & 72 to impart industrial training is available on the Institute's website [www.icaai.org](http://www.icaai.org) at link [http://10.0.1.29/post.html?post\\_id=823](http://10.0.1.29/post.html?post_id=823)

2. The requests for vacancy of industrial trainees as and when received form the financial commercial/industrial organization are displayed on the notice Board of the decentralized offices of the Institute.

3. If an articulated assistant wants to join any Financial /Commercial/Industrial Organization (eligible under Regulation 51) which is not approved by the institute, the request form such Organization alongwith latest copy of Annual report, names of the members who have completed there years continuous membership and stipend payable to the trainees may be forwarded for inclusion of the name of the organization in the list of eligible organizations/undertakings for imparting industrial training. Thereafter Form 104 shall be submitted for registration as an industrial trainee in the organization concerned.

**Scope for Industrial Training in Govt. Organizations:** Under approval of the Ministry of Corporate Affairs, the Serious Fraud Investigation office of MCA, Government of India, New Delhi has provided opportunity for Industrial Training to the eligible article assistants of ICAI. The salient features of Industrial Training Programme offered by SFIO are given below:

- Internship will be available throughout the year depending upon vacancy.
- Duration of the training would be for a period ranging between nine months to twelve months.
- Training allowance of Rs.7000/- per month would be paid during the course of training.
- Program will be at the headquarters of SFIO, Paryavaran Bhawan 2<sup>nd</sup> Floor B Wing, CGO complex, New Delhi.
- Applications should be routed through the Institute.

All interested articulated assistants are invited to submit Form 104 for registration of Industrial Training to the concerned Regional office of ICAI.

## **29.Recognition of Service with Armed Forces**

***(Regulation 52 & 73)***

For the purposes of Regulation 50 & 71, service with Armed Forces rendered by an articled/audit assistant for a period not exceeding one/two year(s) shall be deemed to be service as an articled/audit assistant.

**30. Leave to an Articled/Audit Assistant**

***(Regulation 59 & 74)***

During the period of training, an articled/audit assistant is entitled for leave earned at the rate of one-sixth of the actual period served, excluding from such period, the period for which he has been on leave subject to a maximum of 180/240 days.

An articled assistant who has served as an audit assistant before the commencement of his articles shall, in addition to the leave earned under this regulation, be entitled to leave equal to one-half of the leave earned and not availed of as an audit assistant, subject to a maximum of three months.

**Following conditions may be noted:**

Reasonable notice is required to be given by the articled/audit assistant to the Principal.

(1) For the purposes of preparing for an examination of the Institute, the articled assistant shall be granted by the principal leave for three months or to the extent due, whichever is less, provided an application for the leave has been made at least fifteen days in advance.

(2) Leave not earned may also be granted by the principal subject to the condition that the total leave to be taken by the articled/audit assistant shall not exceed one-seventh of the total period of his actual service, together with the leave due under sub-regulation (2).

(3) The principal shall allow the articled assistant to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training not exceeding sixty days in a year, as period actually served under articles.

(4) The days (including intervening holidays) on which an articled assistant appears for any examination under these Regulations or attend a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served under articles.

(3) Leave of absence may ordinarily be granted to an audit assistant only for a period aggregating to not more than one-seventh of the period actually served, till the time the leave is availed of.

(5) For the removal of doubts, it is clarified that attendance by an articled assistant with the consent of the principal, at a conference, including Course on Information Technology Training, and Course on General Management and Communication Skills or seminar organised by the Institute including a regional council or a students' association or a branch of a regional council for the benefit of articled/audit assistants, shall be treated as period actually served under articles.



(6) An articled assistant who has secured admission in a course at an academy of accounting conducted by the Institute shall be relieved by the principal, without termination of articles, for attending the academy, provided he has given notice of not less than two months of his intention to join the academy.

**Note:** *The Council has clarified that if an articled/audit assistant appears for one group, all intervening break for any reason, from the day of commencement of CA examination till the day of last examination of the concerned group and similarly, if an articled/audit assistant appears for both groups then all intervening break for any reason from the day of commencement of CA Examination and completion of both groups of the examination be treated as part of the training and the articled/audit assistants be deemed to be on duty accordingly.*

*Accordingly, all intervening holidays or break due to any reason, falling in between the day of commencement of CA Examination till its completion as above explained will be treated as part of the training i.e the articled assistants be deemed to be on duty.*

### **31. Completion of Training (Regulation 61, 62, 72 & 76)**

The Principal shall on completion of the service of an articled assistant, forthwith issue a certificate in respect of the service rendered under him, in the prescribed Form 108 in case of articles, in Form 105 in case of Industrial Training and in Form 114 in case of audit service. A copy of certificate duly filled in and signed by both the Principal and the articled assistant shall be submitted to the concerned Regional Office within 30 days of the completion of service.

If on completion of the articles, the principal has not forthwith issued the certificate of service in Form 108, the articled assistant shall make a request in the Form 119 approved by the Council with 15 days of such completion to the principal under intimation to the Secretary by registered or speed post for issue of such certificate of service and the principal shall in any case, issue the certificate of service within three months of such completion.

If no such certificate is received by the Secretary within 15 days of the expiration of the above specified period, the certificate shall be deemed to have been issued on the date specified by the articled assistant and an intimation to that effect shall be sent to the principal.

#### **Requirements**

- (1) The articled/audit assistant has completed prescribed period of training.
- (2) The service certificate should be issued for a maximum period of three/three & half years or the period registered under the concerned principal.
- (3) 2<sup>nd</sup> installment of tuition fees where payable, has been paid.
- (4) Submit Form 108 duly filled in & signed by principal and articled assistant with the Report of Practical Training as specified in the Training Guide. In case of death of employer, Form 110/111 be issued by the Legal representative or Surviving partner as the case may be , along with the report if practical training.
- (5) In case of Industrial Training, submit Form 105 with Report of Industrial Training.
- (6) In case of audit assistant, submit Form 114 with Report of Practical Training. In case of death of employer, the audit assistant may obtain Form 115/116 to be issued by the Legal representative or Surviving partner as the case may be , along with the report if practical training.
- (7) The service certificate should be signed by the principal only under whom the articled/audit assistant/Industrial Trainee was registered.



(8) The number of days of leave must be clearly mentioned, Only such leave which the articulated assistant has availed under the concerned principal during the registered period has to be given.

(9) Mode of payment of stipend must be mentioned.

A letter confirming the completion of articulated/audit service will be issued to the principal and the articulated/audit assistant. For condonation of delay in non submission of Form 108/114/105.

### **32. Change in the name of Articled/Audit Assistants**

#### **In case of Female students, change in name after marriage**

Request for change in name along with the marriage invitation card or attested copy of Marriage Registration Certificate.

Or

An affidavit regarding change in name duly sworn in before a first class magistrate.

#### **In Other cases**

Attested copy of Gazette Notification or original copy of advertisement in the leading newspaper for change of name.

Or

Attested copy of affidavit for the change in name, duly sworn in before a first class magistrate.

### **33. Differently abled students**

Differently abled Students are those who are suffering from permanent disability of 50% or above.

The following shall be regarded as disability:-

a. Blindness – “Blindness” refers to a condition where a person suffers from any of the following conditions, namely: total absence of sight; visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses;

or

limitation of the field of vision subtending an angle of 20 degree or worse.

b. Low vision – “Low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

c. Leprosy cured – “Leprosy cured” means any person who has been cured of leprosy but is suffering from loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity; manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity; extreme physical deformity as well as advanced age which prevents him from undertaking any gainful occupation, and the expression “leprosy cured” shall be constructed accordingly.

d. Hearing impairment – “Hearing impairment” means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

e. Locomotors disability – “Locomotors disability” means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

f. Permanent and total loss of voice.

g. Any other physical disability which is not covered above, but permanently suffering from 50% or above, as the case may be, submit an application for consideration on case to case basis.

A disabled student has to submit a certificate of suffering from disability, certified by a physician / surgeon / oculist working in a Government hospital, as the case may be.

***Waiver of fees from Differently abled/physically handicapped students***

*As per the decisions taken by the Council at its 222nd & 224th Meetings held in January, 2002 and July, 2004 respectively, the following fee concessions were being granted to the physically handicapped students suffering from permanent disability of 50% and above, based on the certificate enclosed with application forms:*

- (i) Tuition fee in respect of Intermediate (IPC) and Final Courses.*
- (ii) Articles registration fee.*
- (iii) GMCS Course*
- (iv) Orientation Programme.*
- (v) ITT Course.*

*Further, as per the procedure being followed, such candidates are required to deposit the necessary fee alongwith the registration form in respect of above Courses/Programmes and the office, after scrutiny of each case, after satisfying that the concerned student has been suffering from permanent disability of 50% and above, based on the certificate(s) enclosed with the application form(s), refunds the entire fee to such students later.*

*The Committee at its 531<sup>st</sup> meeting held on 12<sup>th</sup> May, 2014 has decided do away with collection of registration fee from students suffering from permanent disability of 50% and above, at the time of submission of application forms for registration to the following courses/programmes.*

- (i) Tuition fee in respect of Intermediate (IPC) and Final Courses.*
- (ii) Articles registration fee.*
- (iii) GMCS Course*
- (iv) Orientation Programme.*
- (v) ITT Course.*

*However, such students shall be required to enclose the copy(ies) of the certificate(s) issued by the Govt. Hospital duly attested by any of the following authorized persons:*

- (iv) DCOs Heads/Regional Heads/ Officer-in-charge of the Branch.*

(v) *Principal under whom such student is registered for Articleship.*

(vi) *Central Council Member/Regional Council Member/Managing Committee Member of the Branch.*

*Further, while scrutinizing the application form(s), if it was found that he/she was not eligible for exemption of registration fee, such student shall be required to pay the requisite registration fee(s) within one month of the date of communication to be sent to him/her and that their date of registration in the course/programme shall be considered only from the date of receipt of the requisite fee(s) in the Institute.*

### **34. Fee Concessions/Refund of Fees**

There is provision of fee concessions/exemption for different categories of students.

#### **(I) Fee Concession /Exemption for Differently abled students**

##### ***1. Exemption from payment of full registration fees at the time of registration to Intermediate (IPC) Course (except Students' Activity Fee of Rs.1000/-) and Final Course***

Differently abled students are eligible for exemption from payment of full registration fees at the time of registration to Intermediate (IPC) Course (except Students' Activity Fee of Rs.1000/-) and Final Course.

##### ***2. Exemption from payment of Information Technology Training (ITT) Course fee***

Differently abled students are exempted from payment of Information Technology Training (ITT) registration fee of Rs. 2000/- and Course fee of Rs.4000/- for undergoing course. But such students are required to self study and pass two test papers of 100 hours ITT specially designed for the purpose.

##### ***3. Exemption from attending Orientation Programme and course fee***

Differently abled students are exempted from attending Orientation Programme and payment of registration fee of Rs. 1000/- and course fee of Rs. 3000/- for undergoing course but required to register for the CA Course.

##### ***4. Exemption from payment of GMCS fee***

Differently abled students are exempted from payment of fees of Rs. 4000/- for undergoing the courses on GMCS. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a study period of 15 days from the date of registration and after thoroughly studying the Background material.

##### ***5. Fee concession/Exemption for Children of Military and Para military Forces***

The children of military and para-military forces who are studying chartered accountancy course and who have lost either of their parents in action are exempted from payment of tuition and registration fees. This concession of fees will be made available on production of necessary documents.

## ***6. Fee concession/Exemption for Meritorious Students***

First three rank holders of CPT will be granted full exemption from the payment of registration and tuition fees at the time of registration for Intermediate (IPC) course including registration fee for 100 Hours Information Technology Training. Such fee exemption will be continued at the time of registration for Final Course provided the student passes both groups in Intermediate (IPC) Examination in the first attempt.

In other words, the first three rank holders of CPT need not to pay the final fee if they pass the Intermediate (IPC) Examination in the first attempt.

### **(II) Refund of Fees**

#### **[Fee Refund for IPCC, Intermediate IPCC or FINAL course registration fee payments only]**

Refund of fees is processed for fee paid by the students under the following categories

1. Non Eligible candidates
2. Physically Handicapped candidates
3. Rank Holders

#### **Fee Refund Amount**

1. In case of Study material collected by the student Rs 2000/- is deducted from the fee paid.
2. In case Study material not issued then Rs 500/- is deducted as processing fee from the fee paid.

## **35. Course on Information Technology Training**

***(Regulation 51B, 51C, 72B & 72C)***

### **(i) 100 Hours ITT**

Under the present scheme of education and training, an updated version of the computer training programme relevant for the professional practice has been designed. A candidate has to undergo 100 hours ITT before commencing his practical training. An ATC student has however, to complete his 100 hours ITT before appearing for the ATE.

The training programme is for a period of 20/25 days@ 5/4 hours per day. The training components would focus on application software relevant for

- Accounting and auditing
- Electronic Spread Sheet
- Database Management system
- Web Technology

- System Security and Maintenance

### **Requirements for undergoing ITT for existing students**

- Existing students of erstwhile Intermediate/Professional Education (Course-II)/Professional Competence Course who have not undergone 250 hours Compulsory Computer Training/100 Hours ITT may complete before joining/re-joining practical training.
- Students of PE-II/PCC who have already completed 250/100 hours ITT and wish to join Intermediate (IPC) Course are not required to undergo 100 hours ITT.
- Students who have already registered themselves for Professional Competence Course and intend to switch over to Intermediate (IPC) course need not pay registration fee of Rs.2000/- for the 100 hours ITT as it was charged alongwith registration, tuition fee and other fees at the time of admission to PCC and registration of articles/audit training.

A student can join any of the accredited Regional office/Branch IT Centre for undergoing this training. The details of accredited Regional Office/Branch IT Centres are hosted on the website at [http://220.227.161.86/20315itt100hrs\\_centrelist.pdf](http://220.227.161.86/20315itt100hrs_centrelist.pdf)

### **Fees payable for undergoing ITT to accredited regional office/branch of the ICAI**

A student has to pay a fee of Rs.4000/- to the accredited Regional office/Branch/Chapters/ IT Centres of the ICAI selected by the student where he intends to undergo 100 hours ITT.

### **Certification**

The training completion certificate as well as passing certificate is issued directly by the concerned Accredited Branch of the ICAI. The nomenclature of the course is "C.A.Student Information Technology Training".

### **(ii) Advance Course on Information Technology Training**

Students who register for practical training on or after 1<sup>st</sup> August 2012 are required to undergo 100 hours of an Advance Course on Information Technology Training during the third year of practical training.

#### ***Launch of 100 Hours Advanced ITT Course***

*As per Regulation 29(c)(iv) of the Chartered Accountants Regulation 1988, students who have registered for Practical Training on or after August 1st, 2012 were required to complete Advanced IT Training before admission to the Final Examination. Having regard to infrastructure and other facilities, the Council of the Institute decided to defer the implementation date of Regulation 29(c)(iv) from August 1st, 2012 to February 1st, 2013. Accordingly, 100 Hours Advanced ITT course will now be applicable to those students who have registered for Practical Training on or after February 1st, 2013 but before appearing in the Final Examination in terms of Regulation 29(c)(iv) of the Chartered Accountants Regulations, 1988. Hence all such students who commenced their articleship on or after February 1, 2013 and are eligible to appear in November, 2015 Examination are advised to complete the Advanced ITT well in advance before appearing in the Final Examination so as*

*to avoid any hardship at a later date.*

*The fee for the Advanced ITT has been fixed at Rs. 5,000 per student which shall be charged by the concerned branch. The duration of the batches will be 4/6 hours per day. As per the Regulations, the time spent by the students for undergoing 100 Hours of Advanced ITT will be treated as a part of the training as period actually served under articles.*

*The students are advised to enquire the concerned Decentralised Office or the branch of the ICAI for registration to batches of 100 Hours Advanced ITT Course.*

**Director, Board of Studies**

***Relaxation in the requirement of completing Advanced Course on Information Technology Training (02.07.2015)***

*For admission to the Final Examination, one of the requirements under Regulation 29C of the Chartered Accountants Regulations, 1988, for students registered for practical training on or after 1st February, 2013 is to complete the Advanced Course on Information Technology Training. It was brought to the notice of the Council that a number of students who are otherwise eligible for appearing in the Final Examination effective from November, 2015, are not able to complete the said Course because of certain reasons beyond their control. In order to remove the hardship faced by such students, the Council of the Institute by virtue of powers vested in it under Regulation 205 of the Chartered Accountants Regulations, 1988 has relaxed the said requirement by permitting such students to complete the said Course even after appearing in the Final Examination but before enrolling as a member of the Institute.*

*In view of above relaxation given by the Council, the students registered for practical training on or after 1st February, 2013 and are otherwise eligible for appearing in the Final Examination effective from November, 2015 onwards can now undergo the Advanced Course on Information Technology Training even after appearing in the Final Examination but before enrolling as a member of the Institute*

**(iii) Exemption from undergoing 100 hours ITT and payment of fee for Differently abled students**

Differently abled students are exempted from payment of Information Technology Training (ITT) registration fee of Rs. 2000/- and Course fee of Rs.4000/- for undergoing course. But such students are required to self study and pass two test papers of 100 hours ITT specially designed for the purpose.

**36. Orientation Programme**

The candidates registered for Intermediate (IPC) Course are required to complete Orientation Programme in order to be eligible to commence practical training on passing either Group I or Both Groups of Intermediate (IPC) Examination. Candidates of ATC are, however required to complete the Orientation programme in order to appear the first time in Accounting

Technician Examination (ATE).

### **(i) 35 Hours Orientation Programme**

The candidates registered for Intermediate (Integrated Professional Competence) Course /Accounting Technician Course are required to complete the Orientation Course of 35 hours duration before joining of articleship. The topics dealt under the programme are:

- Personality Development
- Communication Skills
- Office Procedures
- Business Environment
- General Commercial Knowledge

The Orientation Programme is carried out through Regional Councils, Branches and Chapters of the ICAI which would charge a separate fee of Rs. 3000/-.

### **(ii) Exemption from undergoing Orientation Programme and payment of fees for Differently abled students**

Differently abled students are exempted from undergoing Orientation Programme and registration fee of Rs. 1000/- & course fee of Rs. 3000/- for undergoing course but required to register for the CA Course.

### **(iii) Relaxation from undergoing Orientation Programme and extension of completion date of ITT under Intermediate (IPC) Course**

Following relaxation/extension in completion of Orientation Programme and Information Technology Training (ITT) in respect of different streams as given below;

<b>Sl. No.</b>	<b>Category of Students</b>	<b>Eight months study period in Intermediate (IPC) Course</b>	<b>Information Technology Training (ITT) in Intermediate (IPC) Course</b>	<b>Orientation Programme in Intermediate (IPC) Course</b>
<b>1</b>	Students who have registered for the erstwhile Intermediate Course and Completed their articulated Training	<b>Exempted</b> on the basis of Having completed minimum period of nine months from the	Produce ITT completion certificate at the time of registration for Final	<b>Exempted</b>



		and converts To Intermediate (IPC) Course	date of registration For Intermediate Course	Course	
2	A	Students who have registered for erstwhile Intermediate and then appeared in Professional Education (Examination - II) and then converted to Intermediate (IPC) Course	<b>Exempted</b> on the basis of Having completed minimum period of nine months from the date of registration for erstwhile Intermediate/ Professional Education (Course – II) <b>or</b> completed eight months study course period in Intermediate (IPC) Course	Produce ITT completion certificate at the time of registration for practical training (CCT completed earlier is valid in Intermediate (IPC) Course also)	<b>Exempted</b>
	B	Students who have initially registered for the Professional Education (Course – II) and then switched over/ switching Over to Intermediate (IPC) Course	<b>Exempted</b> on the basis of Having completed minimum period of nine months either from the date of registration in Professional Education (Course – II) <b>or</b> completed eight months study course period in Intermediate(IPC) Course	Produce ITT completion certificate at the time of joining for practical training <b>or</b> if the practical training continuing/ completed produce ITT completion certificate at the time of registration for Final Course (CCT completed earlier is valid in Intermediate (IPC) Course also)	<b>Exempted</b>
		Students who have	<b>Exempted</b> on the	Produce ITT	



	C	initially Registered for the Professional Education (Course – II) and then Switched over to Professional Competence Course (PCC) and then to Intermediate (IPC) Course	basis of having completed minimum period of nine months either from the date of registration. In Professional Education (Course – II) <b>or</b> completion of nine months after joining the Professional Competence Course <b>or</b> completed eight months study course period in Intermediate (IPC) Course	completion certificate at the time of rejoining for balance period of practical training <b>or</b> if the practical training continuing, produce ITT completion certificate at the time of registration for Final Course (CCT completed earlier is valid in Intermediate (IPC) Course also)	<b>Exempted</b>
<b>3</b>		Students who have registered initially for Professional Competence Course and then switched Over to Intermediate (IPC) Course Students registered For Intermediate (IPC) Course	<b>Exempted</b> on the basis of having completed nine months after joining the Professional Competence Course <b>or</b> completed eight months study course period in Intermediate (IPC) Course	Produce ITT completion certificate at the time of rejoining for balance period of practical training <b>or</b> if the practical training continued, produce ITT completion certificate at the time of registration for Final Course	<b>Exempted</b>
<b>4</b>		Students registered for Intermediate (IPC) Course	Graduates/Post Graduates with prescribed percentage marks required undergo nine months practical training and study course of eight months concurrently from the date of registration to the course.	Complete ITT before registering for practical Training	Complete Orientation Programme before registering for practical training

		CPT route students or Intermediate level examination passed students of the Institute of Cost Accountants of India or the Institute of Company Secretaries of India must complete eight months study course period as on the first day of the month in which examination is held		
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Erstwhile Intermediate/PE-II students shall have to pay Rs.1500/- towards cost of study material for Intermediate (IPC) Course, by way of demand draft drawn in favour of the Secretary, The Institute of Chartered Accountants of India, payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi as the case may be.

**Note:**

1. Students who wish to join for Accounting Technician Course (ATC) have to add Rs.1000/- towards ATC registration.
2. Registration fee for Information Technology Training (ITT) is Rs. 2000/-. A separate fee of Rs.4000/- has to be paid for undergoing ITT classes.

***Extension of time period to complete Information Technology Training (ITT) and Orientation Course (OP) by students registered under Direct Entry Scheme between 01.08.2012 and 31.01.2013 - Intermediate (Integrated Professional Competence) Course***

*It has been brought to the notice of the Council that some students registered under Direct Entry Scheme between 01.08.2012 and 31.01.2013 for the Intermediate (Integrated Professional Competence) Course could not comply with regulatory requirements relating to Information Technology Training (ITT) and Orientation Course (OP).*

*With a view to mitigate the hardship of such students (namely those registered between 01.08.2012 and 31.01.2013 under Direct Entry Scheme), the Council as a special case has decided to extend the last date for completion of ITT / OP up to 31.12.2014 for them.*

*Such students are therefore required to complete ITT and Orientation Course latest by 31.12.2014 positively and submit relevant certificate/s to the concerned Regional Office of ICAI in order to regularize their registration in the course*

### **37. Course on General Management and Communication Skills**

#### ***(Regulation 51A & 72A)***

The General Management and Communication Skills (GMCS) was introduced in the year 2002 to equip the entrants to the profession with interpersonal and management skills and provide exposure to the contemporary issues in the ever changing socio-economic scenario. This course has been designed to develop effective communication and conversational skills, to inculcate business acumen and improve public relation skills of the students. The inputs on Strategic Decision Making, Articulation Skills, data Analysis and Research Methodology, Group Discussion and Preparation of Project Report etc are essential to successfully face the challenges the professional environment.

#### **(i) GMCS-I & GMCS-II Courses**

The articled/audit assistant before applying for membership of the Institute, is requested to complete course on General Management and Communication Skills as specified by the Council.

The General Management and Communication Skills (GMCS) Course, presently being organized for 15 day for the CA students shall be attended twice during the period of articled training as under:

GMCS-I (15 days)- during 1<sup>st</sup> year of articled training

GMCS-II (15 days)- after completion of 18 months of training but before completion of articled training.

GMCS-I & II Programme will be implemented in respect of those students, who will be registered for articled training on or after 1<sup>st</sup> May 2012. Rs.4000/- per participant is to be charged for each course of GMCS as well as GMCS-I as per existing guidelines

#### **(ii) Exemption from payment of fees to differently abled students for undergoing General Management and Communication Skill Courses**

Differently abled students are exempted from payment of fees of Rs. 4000/- for undergoing the courses on GMCS. Such students can either opt to (i) attend all the classes or (ii) appear in two test papers of 3 hours each after a study period of 15 days from the date of registration and after thoroughly studying the Background material.

#### **(iii) Four Weeks Residential Programme on Professional Skills Development**

##### **Objective of the Course**

The programme aims to help the Chartered Accountancy students and newly qualified Chartered Accountants in imbibing the professional skills required for effective functioning in business organizations and the profession. The Programme focuses on development of communication skills, technical skills, personal qualities, interpersonal and teamwork skills, problem solving skills and leadership skills.

## **Salient Features of the Programme**

- Emphasis of Soft Skills, Communication Skills and Personality Development
- Exemption from payment of fees to Top 10 Rank Holders
- Part of Articleship Training
- No need for separate GMCS/GMCS-II
- Special session on Group Discussion & Interview
- Preparation of Project and Presentation Skills
- Building Team Spirit

## **Eligibility**

All students who have passed Chartered Accountancy Intermediate (IPC) /Intermediate (Professional Competence)/PE-II Examination and pursuing last year of articled training or completed articled training and recently qualified chartered accountants are invited to join the course.

## **Part of Practical Training**

Under explanation (2) of Regulation 59(7) of the Chartered Accountants Regulations, 1988 participation in the Residential Programme on Professional Skills Development will be considered equivalent to undergoing articled training. Thus the period during which the training is undergone will be considered as an integral part of practical training.

## **Exemption from Second 15 days GMCS Course**

Students of this programme would not be required to undergo GMCS-II course separately. A student, who pays fees for the GMCS-II course and subsequently gets selected for the next batch of Professional Skills Development Programme, may claim the refund of fee paid for GMCS-II Course from the region/branch where such fee had been paid.

## **Venue**

Four Weeks Residential Programme is organised at Centre of Excellence, The ICAI, ICAI Bhawan, Plot No. 10 & 11, Nanakramguda, Financial District, Gachibowli, Hyderabad-500019, Andhra Pradesh and National Institute of Financial Management, Faridabad. Contact Details- 040-65356676, [Email-coehyd@icai.org](mailto:Email-coehyd@icai.org) and 0120-3045935/949/919, Email- [psd@icai.in](mailto:psd@icai.in)

## **Duration and Course Fee**

Duration of the Programme is 4 weeks.

At Centre of Excellence, Hyderabad: Course fee is Rs. 40000/- per participant.

At National Institute of Financial Management: Course fee is Rs.45000/- per participant

The course fee includes tuition fee, course material, wi-fi facility, boarding, lodging, local fields visits etc. Applicants may register by paying 20% of the fees and balance is to be paid before stating of the course. The payment may be made through Credit card or Net banking facility using online payment portal or an account payee demand draft in favour of the Secretary, The ICAI payable at New Delhi. In any circumstances post dated payment will not be accepted.

***Extension of time to complete GMCS-I Course by the students registered for articleship training on or after 1st May, 2012 (01.01.2016)***

*It has been decided to grant extension to students, who were registered for practical training on or after 1st May, 2012 and completed one year of their practical training but not completed the GMCS-I course are required to complete GMCS-I Course latest by 31<sup>st</sup> December, 2016.*

*The above students are advised to register at the portal [www.icaionlineregistration.org](http://www.icaionlineregistration.org) or contact the nearest Regional Council/Branch for registration in GMCS-I Course and complete the same at the earliest but not later than 31<sup>st</sup> December, 2016.*

***Students registered for Articleship Training on or before 30th April, 2012 to undergo GMCS-II Course instead of GMCS Course***

*As per the Council's decision, students who registered for Practical Training on or before April 30, 2012 were required to undergo General Management Communication Skills (GMCS) Course before applying for membership of the ICAI as per Regulation 51A/72A of the Chartered Accountants Regulations, 1988.*

*With a view to make the GMCS more effective, the Council at its 331st Meeting decided to discontinue the existing GMCS course with effect from 1st April, 2014 and directed that students registered for Practical Training on or before April 30, 2012 shall be required to undergo GMCS –II course only instead of existing GMCS course before applying for membership of the ICAI as per Regulation 51A/72A of the Chartered Accountants Regulations, 1988.*

*In this connection, above students are advised to register at the portal [www.icaionlineregistration.org](http://www.icaionlineregistration.org) or contact the nearest Regional Council/Branch for registration in GMCS-II Course.*

***Completion of GMCS-II for the students who are registered for Practical Training on or after 1st May, 2012 (22.07.2015)***

*It was brought to the notice of the Council that students who are registered for Practical Training on or after 1st May, 2012 are facing hardship to undergo GMCS-II since they are required to do the same during 19-36 months of Practical Training.*

*Accordingly, in order to remove the hardship being faced by the students, the Council has decided as under-*

*Students who are registered for Practical Training on or after 1st May, 2012 are required to complete GMCS-II before applying for membership of the Institute.*

**38. Online Registration Portal for GMCS, ITT and Orientation Programme on All**

## India Basis

The Board of Studies and ITT Section of Directorate have jointly developed an Online Registration Portal for GMCS Courses, ITT and Orientation Programme to be organized on All India Basis. The Portal provides online facility for Students' Registration, Faculty Registration, Batch Launching, Faculty Feedback, Batch Allocation, Certificate and Report generation by POUs etc. In order to acquaint students regarding the functionalities of online Portal, the Institute has developed a comprehensive USER MANUAL explaining step-by step process for the use of Online Portal and to provide guidance to the end users i.e Students. the same is hosted on the home page of the Cloud Campus at the [www.cloudcampus.icaai.org->http://www.icaionlineregistration.org/index.html](http://www.cloudcampus.icaai.org->http://www.icaionlineregistration.org/index.html).

Students are advised to register on the link mentioned above to undergo the Courses on ITT, OP and GMCS. For any concerns/suggestions/inputs related to the operations of the Portal, the same may be sent at: for GMCS Courses: [helpdeskgmcs@icaai.in](mailto:helpdeskgmcs@icaai.in) ; For OP: [helpdeskop@icaai.in](mailto:helpdeskop@icaai.in) ; For ITT Courses: [helpdeskitt@icaai.in](mailto:helpdeskitt@icaai.in)

### 39. Scholarship Schemes

The Institute grants liberally merit based, need based and merit cum need based scholarships. The details of different scholarships and the process of selections or Recipients are briefly given below.

#### **(i) Financial Assistance from Chartered Accountants Students Benevolent Fund (CASBF)**

For the welfare of students registered with the Institute, a trust in the name of Chartered Accountants Students Benevolent Fund has been set up with the aims and objects to give financial benefits such as;

- Financial aid
- Welfare measures including medical aid
- To establish hostels
- Grant fellowship or scholarships for higher studies or research in accountancy.

Auditing and/or allied areas

- Establishing training and computer centers
- Providing insurance coverage and such other acts/functions which are not for commercial gain or profit motive.

The Chartered Accountants Students Benevolent Fund grants financial assistance to students (who are currently undergoing articled training in accordance with The Chartered Accountants Regulations, 1988 and are poor, needy but meritorious) requiring financial assistance to pursue the Chartered Accountancy course @ Rs. 1000/- p.m. for one year to be paid in lump sum subject to filing of application for the same.

**The eligibility criteria for obtaining financial assistance from CASBF are as under:**

i) Passed 10 + 2 examination with a minimum of 70 percent marks and also Passed Common Proficiency Test of ICAI in the first attempt

or

Passed B.Com Examination of a recognized University with a minimum of 60% marks.

ii) Currently undergoing articulated training as per CA Regulations.

iii) Annual income of parents from all sources be not more than Rs. 1.50 lakh.

Students who are needy, poor but meritorious and are fulfilling the above criteria may apply for financial assistance from the Chartered Accountants Students Benevolent Fund. Students may send their request in the prescribed form, duly filled in to the Member Secretary, Chartered Accountants Students Benevolent Fund, ICAI, ICAI Bhawan, Indraprastha Marg, New Delhi-110002. The form can be downloaded from website of the Institute [www.icai.org](http://www.icai.org).

**(ii) Scholarships from S Vaidyanath Iyer Memorial Fund (SVAMF)**

**Objectives**

The Objectives with which the fund is established to commemorate the name of the late S. Vaidyanath Aiyar, a former President of the Institute by raising contribution on a voluntary basis from the members of the Institute for the following purposes:-

(a) providing an annual award to one or more members of the Institute who has made an outstanding contribution in the field of Accountancy or in an allied field;

(b) providing financial assistance to poor and deserving articulated/and/or audit clerks for payment of coaching Board and Examination fees;

(c) payment of honoraria for delivering Research Memorial Lectures or for contributing a series of articles in the journal of the Institute.

(d) financing a research project by payment of expenses of a research worker engaged in research in advanced aspects of accounting or auditing either independently or in collaboration with a University, Research Foundation or Chamber of Commerce.

**Details of Benefits available**

Presently scholarships are given to poor and deserving articulated/audit clerks for pursuing their education. Scholarships are given for a period of one year @Rs.1000/- per month. Apart from this, S. Vaidyanath Aiyar Memorial Lectures are organized by Regional councils and Branches thereof. Honoraria for these lectures are reimbursed by the Fund to the Regional Councils.

The S. Vaidyanath Aiyar Memorial Fund awards scholarships to 100 students (who are currently undergoing articulated training in accordance with The Chartered Accountants Regulations, 1988 and are poor, needy but meritorious) requiring scholarship to pursue the Chartered Accountancy course @ Rs. 1000/- p.m. for one year to be paid in lump sum subject to filing of application for the same.



**The eligibility criteria for obtaining scholarship from SVAMF are as under:**

i) Passed 10 + 2 examination with a minimum of 70 percent marks and also Passed Common Proficiency Test of ICAI in the first attempt

or

Passed B.Com Examination of a recognized University with a minimum of 60% marks.

ii) Currently undergoing articulated training as per CA Regulations.

iii) Annual income of parents from all sources must be less than Rs. 1.50 lakh.

Students who are needy, poor but meritorious and are fulfilling the above criteria may apply for scholarship from the S. Vaidyanath Aiyar Memorial Fund. Students may send their request in the prescribed form, duly filled in to the Member Secretary, S. Vaidyanath Aiyar Memorial Fund, ICAI, ICAI Bhawan, Indraprastha Marg, New Delhi-110002. The form can be downloaded from website of the Institute [www.icaai.org](http://www.icaai.org).

The Managing Committee of S. Vaidyanath Aiyar Memorial Fund will consider each of such cases on merit basis and decide at their discretion the amount to be granted from S. Vaidyanath Aiyar Memorial Fund.

**(iii) Scholarships by Board of Studies**

The Board of Studies awards various scholarships to students, namely, Merit, Merit-cum-Need based and Need-based and Weaker Sections twice a year i.e in the month of April and October. The announcements are released in the Student's Journal-"The Chartered Accountant Student" inviting applications from poor and deserving articulated/audit assistants for awarding the scholarships in March & September issues and also hosted on the website of the Institute. The students are required to apply in the prescribed Scholarship application form along with attested copies of Mark sheets and income certificate of parents/guardians.

The details of scholarship and the criteria applied for selection of applicants are as under:

<b>Sr. No.</b>	<b>Scholarship Name</b>	<b>No. of Scholarships (in a year)</b>	<b>Amount (p.m.)</b>	<b>Eligibility Criteria</b>
1	<b>Merit</b>	As per eligibility criteria	Rs. 1500/- in case of Intermediate (IPC) Course Students/  Rs. 2000/- in case of Final Students	Awarded to meritorious students as a token of appreciation whose names appear at Sl. No. 1-10 of Merit lists of CPT/ Intermediate (IPC) Exam. In case the Rank at Sl. No.10 continues to Sl. No. 11 or 12 or so on, then all such rank holders securing the same marks in a particular rank shall be covered. Such students are not required to apply.
2.	<b>Merit-cum-</b>	30	Rs.1500/-	Rank holders of CPT/



	<b>Need</b>			Intermediate (IPC) Exam (other than covered under Merit category at Sr. No.1 above) provided their parents /guardians total annual income does not exceed Rs.1,50,000/-
3.	<b>Need Based and Weaker Sections</b>	100 for Intermediate (IPC) Course students	Rs.1250/-	Students of Intermediate (IPC)/Final Course provided their parents/guardians total annual income does not exceed Rs. 1,00,000/-
		150 for Final Course students As per eligibility criteria	Rs. 1250/-	The children undergoing Intermediate (IPC) or Final Course of the deceased members of ICAI where financial assistance is provided to spouses of the deceased members from the Chartered Accountants Benevolent Fund (CABF) shall also be eligible for scholarship.
4	Sri Dhanraj Kanhaiyalal Dudheria Scholarships	4	Rs.1250/-	Students of Intermediate (IPC)/Final Course from Karnataka State under Need Based & weaker Sections criteria
5	R.K Khanna Memorial Scholarships	2	Rs.1250/-	Students of Intermediate (IPC)/Final Course under Need Based & Weaker Sections criteria
6	J.S Lodha Scholarships	2	Rs.1250/-	Students of Intermediate (IPC)/Final Course under Need Based & Weaker Sections criteria
7	Out of Joint Corpus formed by donors	2	Rs.1250/-	Students of Intermediate (IPC)/Final Course under Need Based & Weaker Sections criteria

Merit Scholarships under Serial No.1 are automatically awarded to the eligible students hence they are not required to apply.

With regard to scholarships from Sl.No 2 to 7, applications are invited for grant of scholarships to be paid from April/October 1 onwards to the selected candidates.

The detailed guidelines along with the requisite applications forms are available on the Institute's website ([www.icaai.org](http://www.icaai.org)) (link: [http://icaai.org/post.html?post\\_id=6486](http://icaai.org/post.html?post_id=6486)).

#### **Notes:**

- Applicants shall be registered students of Intermediate (IPC) or Final Course.

- In case of Intermediate (IPC) students, scholarships shall be paid for a maximum period of 18 months.
- In case of Final students, scholarship shall be paid for a maximum period of 30 months or balance period of their articleship, whichever is less.
- An additional amount of Rs. 100/- p.m. will be paid to SC/ ST/ OBC students, under Need-based and Weaker Sections Category. They shall have to enclose a certificate/ documentary proof duly attested by a gazetted officer or a member of the Institute.
- One scholarship under the Need-Based and Weaker Section Category is reserved for a Physically Challenged student.

Duly completed and signed Application Forms in the prescribed formats (Form No. 3 & Form No. 4) should reach to the Additional Secretary, Board of Studies, The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, Sector-62, NOIDA-201309 before the last date i.e 31<sup>st</sup> March for April term and 30<sup>th</sup> September for October Term as announced in Student's Journal.

In case of any clarification, please contact the Board of Studies, ICAI Bhawan, A-29, Sector-62, Noida-201309, Tel. No. 0120-3045930/931; email: [bosnoida@icai.in](mailto:bosnoida@icai.in), [ajay.kumar@icai.in](mailto:ajay.kumar@icai.in)

#### **40. On Line Articles Placement Portal for selection of Articled Assistants by CA Firms**

The Board of Studies of the ICAI has been providing Optional online Placement Facility for selection of Articled Assistants by CA Firms/Individual Chartered Accountants in practice through its Articles Placement Portal on pan India basis. It provides a platform to the firms of Chartered Accountants/ Individual Chartered Accountants in practice having vacancies for articled assistants to shortlist eligible students for selection of articled assistants, and call them for interview at their offices, as per date and time convenient to them. The eligible candidates who have passed Group-I or both Groups of the Intermediate (Integrated Professional Competence) Course or have been admitted under the Direct Entry Scheme and are willing to join articled training can register themselves on the portal. The services to the Online Placement Portal are available free of charge for both CA Firms/ Individual Chartered Accountants in practice and students and they can register themselves online through the Articles Placement Portal at <http://bosapp.icai.org>.

The services on the Portal would be available for two months, twice a year from the date of registration at the Portal by the CA firms/Individual Chartered Accountants in practice/students,. However, the same can be extended on individual requests. The candidates shortlisted by CA firms/ Individual Chartered Accountants in practice would be informed by e-mails through the Portal, to appear for interview at their respective Offices, at the designated date and time.

#### **Guidelines for CA Students:**

- CA students who have qualified Intermediate (Integrated Professional Competence) Course Group-I or both Groups or have been admitted under the Direct Entry Scheme and are eligible for undergoing articled training can apply for registration through Portal.

- The participating firms would short list the candidates registered on the Portal as per their requirement and call the candidates for interviews/interactions as per date and time convenient to them at their offices.
- If the date and/or time given by the CA firm is clashing with date and/or time of other CA firm(s), the candidate concerned is required to intimate the other firm(s) about the clash of date and time and request the firm(s) to change the same as per mutual convenience.
- Candidates appearing for the interviews are required to carry proof of their identity along with a copy of the mark-sheet(s) relating to Intermediate (Intermediate Professional Competence ) Course Group I or both Groups or Graduation/Post Graduation, duly attested by a Chartered Accountant or a Gazetted Officer.
- Each student who would be given letter by the CA firm for pursuing articled training is required to give acceptance to the firm within 7 days' time.
- In case the consent as per consent form is given by the Article to the firm this will be irrevocable from both sides and student will not be registered by ICAI under any other CA firm without the consent of the firm who were originally given the consent.
- After giving consent to the CA firm, he shall be required to indicate about his selection at the appropriate place on the Portal so that he should not be invited for further interviews by the CA firms.
- Students are advised to follow the proper Dress Code as prescribed by the Institute while appearing for interviews/interactions.

### **Disclaimer**

Please note that The Institute of Chartered Accountants of India will be acting as a facilitator only and shall not be responsible in case of non-placement / non-selection of candidates.

In case of any clarification, student may contact the Board of Studies, ICAI Bhawan, A-29, Sector-62, Noida-201309, Tel. No. 0120-3045930/931/988; email: [bosapp@icai.org](mailto:bosapp@icai.org).

## **41. Education Loan**

### **(i) Education Loan for CA Course**

With a view to facilitate the students pursuing the Chartered Accountancy Course, the ICAI has made tie up with the following Banks under the "Join Educational Loan Scheme" to provide the Education Loan to its aspiring students to meet out the Course fees etc.

<b>Bank</b>	<b>Website</b>
IDBI Bank	<a href="http://www.idbi.com">www.idbi.com</a>
Bank of Maharashtra	<a href="http://www.bankofmaharashtra.in">www.bankofmaharashtra.in</a>
Corporation Bank	<a href="http://www.corpbank.co.in">www.corpbank.co.in</a>
Oriental Bank of Commerce	<a href="http://www.obc.india.co.in">www.obc.india.co.in</a>

The Highlights of the Scheme is available at ICAI website link  
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[http://www.icai.org/new\\_post.html?post\\_id=9876](http://www.icai.org/new_post.html?post_id=9876)

## **(ii) Education Loan Scheme for Students pursuing CA Course & Concessional Loan to Girl Students**

The ICAI has recently entered into Memorandum of Understanding (MoU) with Bhartiya Mahila Bank Limited (BMB) having its corporate office at 9th Floor, IFCI Tower, 61, Nehru Place, New Delhi-110 019 (website: [www.bmb.co.in](http://www.bmb.co.in)) for financing CA students through its Education Loan Scheme "BMB Saraswati (CA) Loan" for pursuing CA Course. For encouraging girl students to join this prestigious course, the Bank provides a concession of 1% in the prevailing interest rates to Girl Students.

The Highlights of the Scheme alongwith Application Form are available at the ICAI website link [http://www.icai.org/post.html?post\\_id=10304](http://www.icai.org/post.html?post_id=10304) Students who intend to avail of this facility may download the Application Form and send to the Bank. The Bank shall consider the proposal on merits of each case as per guidelines and the decision of the Bank shall be final.

For any assistance from ICAI, the Board of Studies may be contacted at 0120-3045930/931 or [bosnoida@icai.in](mailto:bosnoida@icai.in).

### **42. Condonation of Delay in submission of Various Forms**

The delay in submission of various forms relating to registration of articles/audit service (Regulation 46 & 69) supplementary deed of articles (Regulation 58), permission to pursue other course/other engagement or occupation (regulation 65), completion of articles/audit service (Regulation 61,62,75,76) etc may be condoned subject to compliance and payment of condonation fee as detailed below;

<b>Sl.No</b>	<b>Description</b>	<b>Period of delay</b>	<b>Documents to be submitted</b>
1	Submission of Form 103 for registration of articles (Regulation 46(2) & (3))	Beyond 30 days and upto one year	(1) Original deed of articles executed in Form 102 (2) Work diary/attendance record (3) Stipend Proof
2	Submission of Form 107 for registration of supplementary articles (Regulation 50)	Beyond 60 days and upto 6 months	(1) Original agreement executed in Form 107 supplementary deed (2) Work diary/attendance record (3) Stipend proof
3	Submission of Form 108 for completion of articles (Regulation 61)	Beyond 30 days and upto 3 years	No documents are required to be called and verified

		Beyond 3 years	Anyone of the following  (1) Work Diary (2) Stipend Proof (3) Attendance Record (4) Details of work done
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### **Permission to engage in other occupation/other course of studies**

Form 112 duly filled and signed by the Principal, articled/audit assistant and the concerned authority alongwith a request for condonation of delay stating reasons therefore together with levy fee while submitting Form 112 in case of engagement in other occupation the documents mentioned in the respective Chapter 42 may also be submitted.

### **Schedule of Levy fee for condonation of delay**

<b>Period of delay</b>	<b>Corresponding fees to be paid</b>
30 days beyond specified period	Rs.100/-
31-180 days beyond specified period	Rs.300/-
After 181 days beyond the specified period	Rs.1000/-

## **43. Examination**

### **(i) Examination Forms**

#### **(a) CPT Examination Forms**

At present, CPT exams are being held twice a year in the month of June and December in about 164 cities in the country besides at Abu Dhabi, Dubai and Kathmandu.

#### **Availability of CPT Examination Forms**

- CPT Examination forms are made available on cash payment of Rs.1500/- per application form (Rs.500/- towards examination fee and Rs. 1000/- towards cost of application form and information brochure) in respect of CPT Examination candidates in the first week of April and October in case of June and December examination respectively in all DCOs and Branches of ICAI as well as at Head Quarters. The dates are subject to change. However the complete schedule is published well in advance in the leading Newspapers. The same is also

published in the Chartered Accountant Journal and the CA Student Journal and also hosted on the website of the Institute [www.icaai.org](http://www.icaai.org).

- The Examination Form can be filled online by visiting <http://icaiaexam.icaai.org> and remit the examination fee of Rs.500/- online by using either Visa or Master Credit/Debit Card. There is no fee for filing online examination form. In other words, one can not only save the cost of examination form of Rs.1000/- but also the botheration of visiting the Bank for getting demand draft.

### **Fee payable for CPT Examination**

<b>CPT Examination</b>	
India	Rs. 1500/- (Rs. 500/- towards examination fee and Rs. 1000/-* towards cost of application form and information brochure)
Overseas Centres (Abu Dhabi, Dubai)	US \$ 160 (US \$ 150 towards examination fee and US \$ 10 towards cost of application form and information brochure) or its equivalent Indian Currency
Kathmandu (Nepal) Centre	INR 1,850/- (INR 850/- towards examination fee and INR 1000/- towards the cost of application and information brochure) or its equivalent foreign currency

**Note: \*Cost of application and information brochure of Rs.1000/- shall not be charged if the CPT Examination Form is filled online.**

### **Submission of CPT Examination Forms**

- Generally three weeks time is given to the candidates to submit filled in application forms. Application may be sent to the Additional Secretary (Examinations) at New Delhi within 21 days only. Since the cost of Information brochure containing CPT application form includes the examination fee, no separate fee is required to be remitted at the time of submitting the filled in application form.
- Applications received after the prescribed period of 21 days shall not be entertained under any circumstances as there is no provision for acceptance of CPT application forms with late fee.
- Applications duly filled in will be received by hand delivery at the offices of Institute at New Delhi and at the Decentralised Offices of the Institute at Mumbai, Chennai, Kolkata, Kanpur, Delhi, Ahmedabad, Bangalore, Hyderabad, Jaipur and Pune upto the prescribed period. Candidates residing in these cities are advised to take advantage of this facility.

### **Option to answer papers in Hindi:**

Candidates of CPT will be allowed to opt for Hindi medium for Question Paper Booklet for answering the questions.

### **(b) Intermediate (IPC) Course and Final Course Examination Forms**

The examinations for Intermediate (IPC) course and Final Course held twice a year in the month of May and November in about 165 cities in the country besides at Abu Dhabi, Dubai, Kathmandu and Muscat.

### **Availability of the Examination Forms**

- Examination Forms are made available on cash payment of Rs.1000/- per application form in respect of Intermediate (Integrated Professional Competence) and Final Examination candidates in the first week of February and August in case of May and November examination respectively in all DCOs and Branches of ICAI as well as at Head Quarters. The dates are subject to change. However the complete schedule is published well in advance in the leading Newspapers. The same is also published in the Chartered Accountant Journal and the CA Student Journal and also hosted on the website of the Institute [www.icaai.org](http://www.icaai.org).
- The Examination Form can be filled online by visiting <http://icaiaexam.icaai.org> and remit the prescribed examination fee online by using either Visa or Master Credit/Debit Card. There is no fee for filing online examination form i.e Rs.1000/- for Intermediate (Integrated Professional Competence) & Final candidates for the cost of application form shall not be charged if applications are filled in online.

### **Submission of Forms**

- Generally three weeks time is given to the candidates to submit filled in forms. Application together with the prescribed fee by Demand draft of any scheduled Bank may be sent to the Additional Secretary (Examinations) at New Delhi within 21 days.
- However the applications will also be received direct by Delhi Head Office after 21 days and upto the extended period with late fee of Rs. 500/-. However the candidates can continue to fill in application forms online upto the extended period but during which period, late fee of Rs. 500/- will have to be paid by them as well.
- Applications received after the extended period shall not be entertained under any circumstances.
- Applications for the student's examination only duly filled in will also be received by hand delivery at the office of Institute at New Delhi and at the Decentralised Offices of the Institute at Mumbai, Chennai, Kolkata, Kanpur, Delhi, Ahmedabad, Bangalore, Hyderabad, Jaipur and Pune upto the extended period. Candidates residing in these cities are advised to take advantage of this facility.

### **Fee Payable for Examination**

Payment of fee for the examination should be made by Demand Draft only. Demand Draft may be made of any scheduled bank and should be drawn in favour of the Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi only.

Fee payable for various Examinations is given below:

<b>Intermediate (Integrated Professional Competence) Examination</b>	
For Both the Groups and Unit-9	Rs.1,900/-
For one of the Groups and Unit 1to 8	Rs.1,200/-



Overseas Centres (Dubai, Abu Dhabi, Muscat)	US \$ 420 or its equivalent Indian Currency (irrespective of whether a candidate appears in a group or in both the groups or in a unit)
Kathmandu (Nepal) Centre	INR 2,700/- or its equivalent Indian Currency (irrespective of whether a candidate appears in a group or in both the groups or in a unit)
<b>Final Examination</b>	
For Both the Groups	Rs.2,700/-
For One of the Groups	Rs.1,500/-
Overseas Centres(Dubai, Abu Dhabi, Muscat)	US \$ 480 or its equivalent Indian Currency (irrespective of whether a candidate appears in a group or in both the groups or in a unit)
Kathmandu (Nepal) Centre	INR 3,600/- or its equivalent relevant foreign Currency (irrespective of whether a candidate appears in a group or in both the groups or in a unit)

### **Option to answer papers in Hindi:**

Candidates of Intermediate (IPC) and Final Examinations will be allowed to opt for Hindi medium for answering papers.

### **ANNOUNCEMENT**

*For attention of students and candidates for Institute's examinations*

#### ***Submission of fictitious/forged documents by students and candidates for Institute's examinations – attestation by members thereof***

*The Institute has observed certain instances where students and candidates for Institute's examinations have submitted fictitious/ forged documents to the Institute duly attested by members. While the Executive Committee of the Institute has decided that a general advisory be issued to the members cautioning them to be careful while attesting the documents, lest they might attract the provisions of disciplinary mechanism. It has also been decided that such students/ candidates be debarred from pursuing the Chartered Accountancy course permanently and be not registered in any stream of the Course and further that the course fee deposited by such students/ candidates be forfeited.*

*All Students and candidates for Institute's examinations are, therefore, cautioned to be careful while submitting documents to the Institute in order to avoid any unpleasant situation thereafter.*

*V. Sagar*



Date: 14<sup>th</sup> October, 2015

**Announcement**

**2nd February 2015**

**On-line facility for seeking change of Centre/Group/Medium for appearing in CA examinations**

*It is found that some candidates while filling the examination application form (either online or physical ) do not exercise reasonable care and commit errors and seek change of Centre/Group/Medium, on account of errors committed by them in their examination application forms, after submission.*

*With a view to provide an opportunity to the candidates to correct such errors made by them while submitting their examination application forms, it has been decided to put in place an on- line facility to view and correct errors if any, committed by them while submitting the examination application form, in the fields of Centre/Group/Medium, (i.e. for seeking change of Centre/Group/Medium), with effect from May 2015 examinations.*

**Salient features of the facility are as follows:**

- 1. Manual applications seeking change of Centre/Group/Medium will not be entertained.*
- 2. The on-line window for seeking change of Centre/Group/Medium will made available at <http://icaiaexam.icaai.org>*
- 3. This online facility will be available to the candidates who have submitted their examination application forms online as well as to those who submitted physical examination forms, i.e. OMR forms.*
- 4. This online facility will be available to the candidates, in two separate sessions. The first opportunity (called "Correction Window") will be free of cost and the second opportunity ( called "Corrections with fee-Window") will be for a fee of Rs 1000/- .*
- 5. Candidates will be able to check the status of their request for change of Centre/Group/Medium from the above-mentioned website.*

**Details are as follows:**

**I. Free on-line facility for seeking change of Centre/Group/Medium:**

- 1. Details contained in the examination application forms ( Both online as well as physical) submitted by the candidates will be hosted on website <http://icaiaexam.icaai.org>, normally about one week after the last date for submission of examination application forms*

*with late fee.*

*2. This "Correction Window" will be open for a week.*

*3. A candidate while applying for change of Centre/Group/Medium through the online facility as mentioned above, will be required to input the following details, as filled in by him, in his examination application form*

*☐ Bar Code number/control number printed on his examination application form; ☐ PIN ( i.e. the four digit number of his choice which he had filled in his examination application form); and ☐ Registration Number*

*4. Candidates (those who submitted their examination application forms online as well those who submitted physical, i.e OMR examination application forms) will be permitted to correct errors if any, including Centre/Group/Medium opted, etc., in the data hosted, when the "Correction Window" is open.*

*5. Candidates will also be permitted to change the Group opted, i.e., from single Group to both Groups and the Centre opted, i.e., from an Indian Centre to Overseas Centre and pay the differential examination fee online through the payment gateway, through the "Correction Window".*

*6. A change may include change of Centre/Group/Medium either jointly or severally.*

*7. This facility is available free of cost.*

*8. The candidate will be required to upload scanned copy of a handwritten/typed application for change of Centre/Group/Medium duly signed by him.*

*9. Upon submission of the request, the candidate will get a Successful Submission confirmation on the screen. It is made clear here that successful submission of request does not mean that the request has been approved.*

*10. Admit cards will be issued to the candidates who apply through this "Correction Window", after incorporating the changes sought.*

## ***II. On-line facility for seeking change of Centre/Group/Medium for a fee of Rs 1000/-***

*1. Those who are desirous of seeking change of Centre/Group/Medium, after the closure of the "Correction Window" will be permitted to apply for the same, online, through this window. This window will open from 12th April and 12th October for CA Final and Intermediate (IPC) examinations held in May and November respectively and on 25st May and 25th November for Common Proficiency Test held in June and December respectively.*

*2. This "Corrections with Fee-Window" will close one week before the commencement of the relevant examination.*

*3. The facility will be available for a fee of Rs 1000/- for either one or more changes requested. Fee for seeking one or more changes, i.e. change of Centre coupled with change*

of Medium or Group as the case may be, will be Rs 1000/- only. i.e. if a candidate seeks Center and Medium change, he will still be required to pay Rs 1000/- only and not Rs 1000/- for each change separately. The fee will be required to be paid online, either through debit/credit card.

4. Candidates will also be permitted to change the Group opted, i.e., from single Group to both Groups and the Centre opted, i.e., from an Indian Centre to Overseas Centre and pay the differential examination fee plus the fee of Rs 1000/- as mentioned above, online, through the payment gateway.

5. Requests for change of Centre/Group/Medium received subsequent to the closure of the "Corrections with Fee-Window", i.e., during the period of 7 days immediately preceding the commencement of examination, shall not be entertained under any circumstances.

6. A candidate while applying for change of Centre/Group/Medium through the online facility as mentioned above, will be required to input the following details:

☐ Bar Code number/control number printed on his examination application form; ☐ PIN ( i.e. the four digit number of his choice which he had filled in his examination application form); and ☐ Roll Number

7. The candidate will be required to upload scanned copy of a handwritten/typed application for change of Centre/Group/Medium duly signed by him.

8. Applications for changes sought shall be permitted only once. Once a candidate submits his option for a change, he cannot go back to his earlier choice or seek another change.

9. Upon submission of the request, the candidate will get a Successful Submission confirmation on the screen. It is made clear here that successful submission of request does not mean that the request has been approved. Upon approval of the request, details of the changes effected will be hosted on the same website and candidates can check the same.

10. The candidates and the new centers where they are shifted, as per the request of candidate, will be advised of the change by way of a letter.

11. No fresh Admit Card will be issued to the candidates. Candidates will be required to appear in the examination, with the Admit Card already issued/downloaded from website and a copy of the approval letter sent to them or printed from the website.

### **III. Norms governing the change of Centre/Group/Medium, through the "Corrections with Fee-Window"**

1. Change of Centre will be permitted subject to administrative exigencies and cannot be claimed as a matter of right.

2. Change of examination centre from one city to another city will generally be considered.

3. In the case of multi zone cities, it will be the endeavour of the Institute to allot the

*candidates to examination centres ( i.e. schools/colleges) in the zones which they have opted in the examination application form. However, Institute shall be at liberty to shift the candidates to centres ( i.e schools/colleges) in a zone other than the zone opted, in the same city, in case of shortage of accommodation in the zone opted for or on account of any other administrative exigencies.*

*4. Change of centre from one zone to another zone, within the same city shall not be permitted.*

*5. Change from one examination centre (i.e. school/college) to another examination centre ( i.e. school/college) within the same zone, in a city, shall not be permitted.*

*6. Change of Group will generally be considered.*

*7. Change of Medium will be permitted subject to availability of the medium sought at the particular centre( i.e. school/college) where the candidate is originally allotted. If the medium sought is not available at the centre( i.e. school/college) where the candidate is initially allotted, the candidate may be shifted to another centre( i.e. school/college) in the same city/zone where the medium sought is available.*

*8. Institute shall not be responsible/ liable in respect of any hardship and/or consequential loss/damages that may be suffered by a candidate, in case he applies for the same, during the period of 7 days immediately preceding the commencement of examination and his request is not entertained.*

*9. The fee of Rs 1000/- received for change of Centre/Group/Medium will not be refunded, except in those cases where the request cannot be considered on account of administrative reasons. Refund of such fee of Rs 1000/-, if applicable, will be made, 15 days after the last date of the examination.*

*The above arrangement will be effective for submission of examination application forms relating to May 2015 examination onwards.*

*Candidates are advised to take note of the above provisions carefully and take advantage of the on-line facility being made available appropriately.*

*For any clarifications in this regard, candidate may write to*

*Final Candidates: final\_examhelpline@icai.in Intermediate (IPC) candidates : intermediate\_examhelpline@icai.in CPT candidates : cpt\_exam@icai.in*

*Examination Department*

### **(c) Issuance of Admit Card**

Three weeks prior to the scheduled date of commencement of examination in the admit card to all the candidates found eligible to appear in the examination is issued.

Candidates can visit [www.icai.nic.in](http://www.icai.nic.in) to download their admit card by keying in their registration number around 5<sup>th</sup> April in respect of May Examinations and 5<sup>th</sup> October in respect of

November examinations. The downloaded admit card though will contain the photograph and specimen signature of the candidate and the same is valid for admission to the examination centre/hall.

Candidates who do not received admit card for any reason, should contact the Helpline Desk of Examination Division of the Institute at Delhi/Noida on 0120-3054851. 3054852, 3054853 or email to [exam@icai.org](mailto:exam@icai.org)

On scrutiny of the form, candidates whose eligibility to appear in the examination is found doubtful, the candidates concerned will be informed three weeks in advance for necessary compliance.

#### **(d) Result**

The result of the examination is published/displayed:

- Also at the Headoffice of the Institute, Decentralised Offices and at designated examination centers notified by the Institute.
- On Internet at [www.careresults.nic.in](http://www.careresults.nic.in) and one can also have his result by way of email by pre-registering at the [www.careresults.nic.in](http://www.careresults.nic.in)
- Facility of getting result through SMS is also available.

#### **(e) Issue of CPT Result Card**

Each student who appeared in the CPT examination is issued a result card, normally within 2 weeks of declaration of result. No Pass certificate is issued. Candidates securing 70 percent and above are considered to have been passed with distinction and the fact is stated in the result card.

It is clarified that there is no provision for improvement of result of CPT examination.

#### **(f) Hosting of Common Proficiency Test Result Cards**

Result cards are sent to the candidates by post, in the normal course, soon after declaration of results.

CPT result cards will also be hosted on <http://icai.nic.in/cptresultcard> with effect from December 2012 CPT onwards, additionally, i.e. they will be hosted on the website, in addition to dispatching the physical result cards by post.

Candidates can print their result cards, from the said site from 1st February 2013 onwards.

In order to print the CPT result cards from the website, candidates will have to input their

- a) Roll number or Student Registration number and
- b) Personal Identification Number (PIN), i.e. the four digit number of the candidate's choice, entered by him/her in his examination application form.

PIN is mandatory for printing the CPT result cards from the site.

The first three characters in the student registration number are alphabets and the balance seven are numerals. Hence, while entering the student registration number, do not type "O" (alphabet "O") in the place of "0" (zero) or vice versa. For example, while typing WRO 0123456, do not enter WR0 0123456 or WRO 0123456.

The result cards hosted on the website, will inter alia contain the photographs and signatures of the candidates.

Result cards printed from the website will be valid for admission to the next level of the Chartered Accountancy course.

In the case of candidates who had not furnished their photographs and signatures to the Institute at the time of submission of examination forms or when called for, their result card printed from the website would not contain then same.

Result cards not containing the photographs and signatures of the candidates are not valid. In case of any dispute, the decision of the Institute will be final.

For any further assistance in this regard, student may write to [cpt\\_exam@icai.in](mailto:cpt_exam@icai.in) or call our Help Desk at 0120 3054 851, 852, 853, 835.

#### **(g) Issue of Statement of marks and Pass Certificate of Intermediate (IPC) and Final Examination**

Each student who appeared in the Intermediate (IPC) and Final Examination is issued a statement of marks, normally within 2 weeks of declaration of result. Candidates securing 70 percent and above marks in both groups at one sitting are considered to have been passed with distinction and the fact is stated in the pass certificate. Students who pass both groups at one sitting or group-wise at different settings are issued pass certificates with 4 weeks. In addition to the above, the statement of marks in respect of Intermediate (IPC)/Final examination are also hosted at <http://icai.nic.in>.

Candidates can now view, download and print them from <http://icai.nic.in> using their Registration No. or Roll No. along with PIN (Personal Identification Number) indicated by them in their Examination Application Forms.

#### **(h) Merit List of CPT, Intermediate (IPC) Examination and Final Examination**

(1) For CPT Examination: In terms of decision taken by the Examination Committee, declaration of ranks in respect of Common Proficiency Test (CPT), has been discontinued with effect from CPT held in December, 2015 onwards. (Earlier Merit List was drawn upto 30<sup>th</sup> Rank)

(2) For Intermediate (Integrated Professional Competence) Examination and Final Examination: Merit List is drawn upto 50<sup>th</sup> Rank.

For Intermediate (Integrated Professional Competence) Examination: A Candidate to be eligible for inclusion in the rank list must have appeared in both the Groups together in one sitting, without any exemption carry forward marks and must have secured a minimum of 60% marks in aggregate.

For Final Examination: A Candidate to be eligible for inclusion in the rank list must have appeared in both the Groups together in one sitting, without any exemption carry forward marks and must have secured a minimum of 55% marks in aggregate.

**(i) Rules relating to grant of exemption**

A candidate who is present at one sitting in all the papers comprised in a Group of an examination and secures a minimum of 60 percent marks in a paper is granted exemption from appearing in that paper for the next three immediate examinations and exempted marks are taken into account for the purpose of reckoning the aggregate marks. A candidate is not entitled for any more exemption in any paper of that Group until the exemption in the paper already granted is valid.

**(ii) Procedure for verification of Answer Books of Chartered Accountants-Final, Intermediate (Integrated Professional Competence) Examination/ATE/Intermediate (Integrated Professional Competence) Examination Units/CPT**

An examinee of CA exams can apply for verification of his/her answer books, either physically in his/her own handwriting, or on-line from <http://icaiaexam.icaai.org> within a month from the date of declaration of results. The process of verification of marks covers the following:

Checking:

- Whether the answer book(s) compilation is complete
- Whether any question or part thereof has remained unvalued
- Whether there is any totaling error in any question or total marks on the cover page
- Whether there is any discrepancy between the marks for each question and or/part thereof and marks for each question indicated on the cover page of the answer book
- Whether the handwriting of the examinee in all the answer books is the same.

The application for verification of marks must be in the handwriting of the examinee. If the examinee had appeared in Hindi medium, his/her application should be in Hindi. Typewritten applications will not be entertained.

There is no standard format as such for such application. However, the application should clearly indicate the following details and should be duly signed by the examinee.

- Student Name
- Student Registration No
- Exam-CPT/Intermediate(IPC) Examination/Final
- Month and year of the exam
- Roll No
- Paper(s)/subjects to be verified



- Address for communication

Examinees are advised to note that there is no provision for re-evaluation of answer books.

Verification fee is as follows:

- For Final, Intermediate (Integrated Professional Competence) Examination, /ATE, Intermediate (Integrated Professional Competence) /ATE-units: Rs 100/- per paper subject to a maximum of Rs 400/- for all the papers of a group/both groups.
- For CPT: Rs 200/-

For Post qualification courses ISA, DIRM, ITL&WTO, MAC/TMC/CMC: Rs 500/-

The fees is payable by way of a demand draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi. In case an examinee is applying online, he/she can pay the verification fee on-line, either by debit/credit card, Master/Visa. The verification fees is the same, whether the application is physical or on-line. In the case of on-line applications, a scanned copy of the handwritten request for verification is also to be uploaded. However, there is no need to send the print-out of the on-line verification application by post.

An application by an examinee seeking inspection of his/her evaluated answer books and/or certified copies thereof is independent of and distinct from an application made by him/her for verification of marks under the existing Regulation 39(4) of the Chartered Accountants Regulations, 1988.

An application for inspection/certified copies is not treated as a verification application.

An examinee can apply for both verification as well as inspection/copies of his/her evaluated answer books by following the prescribed procedure. Such examinees are advised not to send both the applications together in the same envelope. They should be sent in separate envelopes, by speed post/registered post only, superscribing the name of the exam, i.e Final or Intermediate (IPC) Examination the case may be, on the envelope. Applications should not be sent by courier/ordinary post.

The verification process is meticulously drawn up exercise and it therefore takes time which may run to about 6-8 weeks from the date of receipt of the application.

The application along with the demand draft should be sent at the following address so as to reach us within a period of one month from the date of the declaration of results.

The Additional Secretary (Exams), The Institute of chartered Accountants of India, ICAI Bhawan Indraprastha Marg New Delhi 110 002

In case of change in marks pursuant to verification, the verification fee is refunded to the examinee automatically. There is no need to make a separate claim for refund. In case, he/she had also applied for the next exam, pending the outcome of the verification and the outcome of verification, leads to his passing the earlier exam, the examination fees paid by him/her for the next exam will also be refunded. The outcome of the verification of all those who had applied (whether through on-line mode or physical mode) will be hosted on the website



<http://icaiaexam.icaai.org> and a written communication will also be sent to the concerned examinees individually.

The examinees are advised to check the said website from time to time regarding the outcome. They can also send an email at the following email IDs, as per the exam: CPT examinees [cpt\\_exam@icaai.in](mailto:cpt_exam@icaai.in) PCE examinees [pce\\_examhelpline@icaai.in](mailto:pce_examhelpline@icaai.in), IPCE examinees [ipce\\_examhelpline@icaai.in](mailto:ipce_examhelpline@icaai.in), Final examinees [final\\_examhelpline@icaai.in](mailto:final_examhelpline@icaai.in)

### **(iii) Procedure for seeking inspection/certified copies of evaluated answer books to the concerned examinees**

#### **Guidelines:**

1. An examinee may seek inspection/certified copies of answer books, in the format prescribed hereinafter, within 30 days from the date of declaration of respective result(s), with the applicable fee. They may also apply online at <http://icaiaexam.icaai.org> and pay the applicable fee online.

There is no provision for submission of such requests with late fee. Applications received later than 30 days from the date of declaration of results will not be entertained under any circumstances.

2. The fee is Rs 500/- per paper for Final, Intermediate(IPC)/ATE/Unit, CPT and post qualification courses.

3. Before providing certified copies/inspection of evaluated answer books to the examinees, verification of answer books, within the scope of Regulation 39(4), will be carried out, by the office, *suo motu*, in respect of all applications for inspection and/or certified copy of evaluated answer book(s).

Verification under Regulation 39(4) covers the following aspects:

☐ Whether any question or part thereof has remained unvalued

☐ Whether there is any totaling error in any question or total marks on the cover page

☐ Whether there is any discrepancy between the stepwise marks, total marks for each question indicated on the cover page. However, it may be noted that re-evaluation of answers is not permissible under Regulation 39(4).

4. Consequent upon supply of certified copies/inspection of evaluated answer books, discrepancy if any, within the scope of verification as envisaged in Regulation 39(4) is noticed by the examinees, the examinees shall have the option to bring it to the notice of the office, within one month from the date of dispatch of certified copies/inspection of evaluated answer books.

5. Inspection/supply of evaluated answer books will be provided, generally, within 30 days from the date of receipt of the application by ICAI, complete in all respects including signed Declaration and requisite fee.

6. In the case of a request for supply of certified copies of evaluated answer books relating to Common Proficiency Test (CPT) and ISA(AT), only photocopy of the relevant OMR answer sheet will be provided. The relevant question paper or the key will not be provided.

7. Inspection/certified copies of evaluated answer books of the examinees would be provided to the concerned examinee only and to no other person, under any circumstances.

### **Procedure**

8. Physical applications, should be in the handwriting of the candidate himself/herself.

9. Physically/visually/mentally challenged examinees who had been permitted by ICAI to engage the services of a scribe/writer for writing the examination, shall submit the application seeking inspection of the relevant evaluated answer books, in the handwriting of the same scribe/writer.

10. If the examinee had appeared in Hindi medium, his/her application should be in Hindi.

11. Typewritten applications will not be entertained.

12. The application should be duly signed by the examinee.

13. The examinee shall also furnish a declaration in the format prescribed.

14. The hand written application accompanied by the applicable fee and a copy of the admit card should be sent at the following address:-

The Additional Secretary (Examination)

The Institute of Chartered Accountants of India

ICAI Bhawan

Indraprastha Marg

New Delhi 110 002

15. The application should be sent by registered post or by speed post only and not by any private courier or ordinary post, at the above address. Examinees are advised to retain a copy of the receipt issued by the postal authorities while sending their application as evidence of having despatched their application.

16. Applications incomplete in any respect and/or with illegible entries or without the applicable fee or the prescribed "Declaration" shall be liable to be rejected.

17. The fees is payable by way of a demand draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi and sent along with the application for inspection/certified copies of evaluated answer books. Examinees are advised to write their name and roll number on the reverse of the demand draft.

18. ICAI shall host the data of applications (both online and physical) received from the examinees seeking inspection/certified copies of answer books, at <http://icaiaexam.icaai.org>.

Applicants can check the status of their applications from the said website.

19. Under no circumstances, inspection/certified copies of answer books will be given to those examinees whose results have been withheld/cancelled/have not been declared for any reason whatsoever. Similarly no access to answer books will be allowed to examinees against whom unfair means cases are reported/under consideration.

20. ICAI reserves the right to decline the request of any examinee for inspection/certified copies of evaluated answer books, in case it has reason to believe that the request has been made with a malicious intention to discredit the examination system of the Institute.

21. If the examinee is found guilty of any misuse of the inspection/certified copies of the evaluated answer books, he/she shall be liable for award of punishment, such as debarment from appearing at further examination(s) or other action as may be deemed fit by the Examination Committee/Council of the Institute in this regard.

22. The decision of the Examination Committee/Council of the Institute in this regard will be final.

23. For any/all dispute(s) relating to examinations conducted by the Institute, including on the abovementioned matters, the Courts at New Delhi shall have exclusive jurisdiction.

24. Contact details:

E-mail IDs, as per the exam:

[cpt\\_exam@icai.in](mailto:cpt_exam@icai.in)

[intermediate\\_examhelpline@icai.in](mailto:intermediate_examhelpline@icai.in)

[final\\_examhelpline@icai.in](mailto:final_examhelpline@icai.in)

[dms\\_examhelpline@icai.in](mailto:dms_examhelpline@icai.in) (For post qualification courses)

Help Desk: 0120 3054 851, 852, 853, 835

CPT : 0120 3054 805, 806

Intermediate(IPC) Exam : 0120 3894 810, 832

Final : 0120 3054 808, 809

Post qualification courses : 0120 3054 836

Fax 0120-3054841/843

### **Points relevant for inspection of evaluated answer books only**

25. The examinee will be advised in writing, the date and time at which he/she can inspect his/her evaluated answer books. They will be required to come for inspection at the appointed date and time only and request for change of date/time will generally not be permitted.

26. ICAI shall also host the details of the roll numbers of the examinees who have been called

for inspection of the evaluated answer books on its website <http://icaiaexam.icaai.org> on a regular basis for the information of the examinees.

27. Inspection of answer books will be given only to the examinees , at their own cost, and not to their parents, guardians, or any other person representing the examinee, in this behalf. At the time of physical inspection, only the examinee will be permitted to inspect and no one else will be permitted to accompany him/her.

28. Physically challenged examinees ( including those who are visually challenged and those challenged by cerebral palsy etc) and have been allowed the facility of a writer for the examination in question, will have the option to bring along the same person, who acted as his/her writer, for inspection of his/her answer books, at their own cost.

29. Inspection of evaluated answer books will be given only at the ICAI's office at NOIDA, at the following address, on working days at the appointed date and time. Inspection of the answer books shall not be allowed at any other location of the Institute's offices.

The Institute of Chartered Accountants of India

ICAI Bhawan

A-29, Sector 62,

Dist. Gautam Buddh Nagar (U.P)

NOIDA 201309

30. The examinee will be required to produce his/her admit card or his student identity card or any other photo identity card duly certified by a Chartered Accountant, at the time of inspection of answer books as a proof of his identity.

31. The examinee will not be allowed to carry mobile phone, camera or any other electronic gadget or any paper or pen at the time of inspection.

32. However, the examinee will be permitted to carry the relevant question paper and also note down question-wise marks secured by him/her, on a sheet of paper with pencil supplied by the Institute.

33. No queries relating to the examination, evaluation, or any other thing that may arise from the inspection of the answer books or otherwise, by the examinees, will be entertained during the process of inspection.

34. The examinees are required to sign a register in acknowledgement of having availed of the inspection of evaluated answer books.

35. Inspection of a set of evaluated answer books will be permitted only once.

**Points relevant for providing certified copies of evaluated answer books only:**

36. Certified copies of the same set of evaluated answer books will be provided only once.

37. ICAI shall provide certified copies of evaluated answer books ( in single copy only).
38. ICAI shall host the dispatch status of applications for certified copies of answer books (both online and physical) at <http://icaiaexam.icaai.org> . Applicants can check whether the certified copies sought by them, have been dispatched from the said website.
39. On receipt of certified copies of the evaluated answer books, the examinee shall be the sole custodian of it and under any circumstances the examinee shall not part with the custody/possession of the same and also shall not use the same for any other purpose/s, including reference to experts/media etc.
40. The certified copies so obtained by the examinee shall be for his/her exclusive use. Neither the said examinee nor any other person can use the said copy to dispute or challenge the quality of assessment or quantum of marks assigned to the answers therein.

### ***Supply of Certified Copies of Evaluated Answer Books in Soft Form***

*Currently, certified photo copies of evaluated answer books are being provided to the examinees who apply for the same, in accordance with a scheme formulated for the purpose.*

*With a view to ensure faster delivery of certified copies to the applicants, it has now been decided to make available scanned copies of evaluated answer books to examinees who apply for the same, through a website, in soft form, as against the current practice of dispatching physical photocopies. Physical copies of the answer books shall not be dispatched to the applicants, henceforth.*

*This new initiative will commence from the Intermediate (IPC) and Final examination held in November 2013.*

*Answer books sought by an applicant ( both through online as well as physical applications) will be scanned and the scanned images will be hosted on a website and the applicant will be sent an email, at the email address provided by him, in his request, informing him the URL link of the website where they are hosted and the user ID and password required for accessing the same.*

*Applicants can enter the site where the answer books are hosted only through the URL in the email sent to them.*

*They can view and take print out of the scanned copies of the answer books sought by them, at their convenience, but not later than 10 days from the date of hosting.*

*Students can continue to check the status of their applications at <http://icaiaexam.icaai.org> as usual. (Candidates may please note that scanned copies of answer books will not be hosted on <http://icaiaexam.icaai.org> )*

*For any assistance in this regard, applicants may get in touch with the Exam Dept. on the following e-mail IDs*

*For Final students: [final\\_abc@icaai.in](mailto:final_abc@icaai.in) and For Intermediate (IPC) students: [inter4@icaai.in](mailto:inter4@icaai.in)*

**Application format for seeking certified copies/inspection of evaluated answer books**

**(Necessarily in examinee's own handwriting)**

Date:

The Additional Secretary (Exams)

The Institute of Chartered Accountants of India

ICAI Bhawan

Indraprastha Marg

New Delhi 110 002

Dear Sir

I hereby apply for the following:

Name of the candidate:

Contact no : Land line: STD Code: No. Mobile:

E-mail address :

Address for correspondence:

Student Registration No :

Examination : CPT/Intermediate (IPC)/ATE/Units/Final/ISAAT/

IRM/ITL&WTO/MAC/CMC/TMC

Month Year Roll No

Particulars of answer books, of which, you wish to seek (select any one only)

Certified Copies Inspection

Paper

NO

Name of the subject

Details of Fees paid :DD No : ..... Date: .....

Drawn on : ..... For Rs. ....

**Declaration:**

I hereby declare and affirm that the details mentioned above relate to me only and are true to the best of my knowledge and belief.

I hereby declare that I have read and understood the terms and conditions of the scheme framed by the ICAI regarding providing inspection/certified copies of evaluated answer

books and that I shall abide by them in letter and spirit. I am seeking inspection/certified copies of my evaluated answer books for my own academic guidance and shall not use them, for any other purpose. I understand that the certified copies so obtained by me shall be for my exclusive use. I shall be the sole custodian of the copies of the evaluated answer books as and when they are made available to me by the Institute and I shall not under any circumstances part with the custody/possession of the same and shall not use the same for any other purpose/s.

Date: Signature of candidate

Place: Name:.....

Regn NO.....

Exam .....

Roll No.....

Address: .....

City: .....

Pincode: .....

**(iv) GUIDELINES AND PROCEDURE TO BE FOLLOWED FOR GRANT OF WRITER/COMPENSATORY TIME TO DIFFERENTLY ABLED - PHYSICALLY AND/OR VISUALLY – CANDIDATES/EMPANELMENT OF WRITERS FOR CA EXAMINATIONS**

1. I. Guidelines that may be followed in respect of candidates with permanent physical/visual/neurological disability of 50% or more irrespective of whether the candidates can or can not write the examinations themselves (e.g. Cases of blindness/amputation of upper limbs/cerebral palsy etc.)

**CONCESSION(S) ALLOWED:**

- (a) Writer to be allowed.
  - (b) Compensatory time of one and half an hour be permitted for Main Examination and one hour for each session in CPT
2. II. Guidelines that may be followed in respect of candidates with permanent physical/visual/neurological disability of less than 50% irrespective of whether the candidates can or cannot write the examinations themselves (e.g. Cases of blindness/amputation of upper limbs/cerebral palsy etc.)

#### CONCESSION(S) ALLOWED:

- (a) Writer to be allowed.
  - (b) Compensatory time of one hour be permitted for main Examination and half an hour for each session in CPT
3. In case of writer's cramp, learning disability, hearing disability (dyslexia) and blood cancer involving blood transfusion, the concession allowed is compensatory time of one hour and/or writer for main examinations and half an hour and/or writer for Common Proficiency Test(CPT). In such cases the candidate has to submit a copy of concession extended by other examination bodies, in earlier exams written by him/her, like 10th Standard or 12th Standard, graduation, etc. This concession will be extended subject to verification of documentary evidence including medical (i.e disability) certificate. Cases of injuries or disablement of temporary nature such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist etc. are not entitled for availing the facility of writer/ compensatory time.

#### Empanelment of Writers for Chartered Accountants Examination

The concessions extended by the ICAI to differently abled candidates in CA Examinations, inter alia include a) compensatory time and/or b) writer (scribe).

ICAI invites applications from eligible persons who are studying in recognized schools, colleges and other educational institutions and are willing to assist the differently abled candidates in the CA Examinations by acting as writer for empanelment as Writers in the following cities:

Delhi, Mumbai, Chennai, Kolkata, Kanpur, Jaipur, Ahmedabad, Pune, Bengaluru, Hyderabad Chandigarh, Bhubaneswar, Guwahati, Indore and Ludhiana

A writer will be eligible for an honorarium of Rs. 500/- per paper/two sessions of CPT .

Those who are desirous of empanelling themselves may send their handwritten application in the prescribed format to Deputy Secretary, Exam.

#### Detailed guidelines/procedures pertaining to engagement of writer for those who are eligible to engage a writer:

- a. Differently abled - physically and/or visually - candidates who are eligible to engage writer will be required to engage writer as per qualification as specified below:

Examination	Qualification of writer
CPT	10th class/Matriculation passed
Final/Intermediate [IPC]	Under Graduate students.  (Neither registered students of CA/CWA/CS course nor passed Final examination and nor a member of the ICAI,

- b. No one associated in any manner with academic tutoring and preparation of examinations



for CA, CWA, CS, M.B.A, B.E. and LLB programmes be involved as a writer.

- c. The examinees who have been issued with a Permanent Concession Card/permission letter providing the facility of writer should send an application to the Examination Department of the Institute stating that he/she wishes to avail the facility of writer in the examination together with details such as name, registration number, group opted, medium opted, centre/zone opted, etc. immediately after submission of application form for admission to examination, which should reach the office not later than 10th October/10th April of the year in which November/May examinations are held respectively.
- d. The Institute will maintain a panel of writers in select cities, to begin with - Delhi, Mumbai, Chennai, Kolkata, Kanpur, Jaipur, Ahmedabad, Pune, Bangalore, Hyderabad, Chandigarh, Bhubaneswar, Guwahati, Indore and Ludhiana. The places in respect of which the above panel is maintained will be updated from time to time and hosted on the website of the Institute[[www.icaai.org](http://www.icaai.org)]. An examinee who has opted for an examination centre in these cities, can avail a writer from the said panel. Hence, examinees are advised to visit the website in their own interest for regular updates.
- e. At all other places where examination centres are set up, or where the number of empanelled writers at the above given places falls short of the requirement, the concerned examinees will be required to arrange writer at their own end, subject to the compliance with the related requirements.
- f. While there shall be no restriction on change of writer, such a change shall be allowed on making an application by the concerned examinee to the Centre Superintendent and subject to compliance with related requirements. In such a case the Centre Superintendent will hand over a copy of the guidelines in force to the differently abled candidate and the writer.
- g. It shall be incumbent upon the candidate and/or the writer engaged by him/her at his/her own end and/or provided to him/her from out of the above Panel to submit in advance to the Centre Superintendent a related 'Declaration' with regard to the qualification etc. of the Writer.

Such a 'Declaration' shall be required to be submitted in respect of the writer first engaged/provided as well as for the writer(s) subsequently permitted by the Centre Superintendent. If the declaration so submitted is incorrect/false, ICAI is empowered to take any action it deems fit in such a case.

Certified copies of the educational qualification of the writer (other than drawn from the panel of the Institute) should be submitted to the centre superintendent together with the declaration.

- h. The writer [irrespective of whether provided from out of the aforesaid Panel and/or engaged by the concerned examinee at his/her own end] will be paid Rs. 500/- (Rupees five hundred only) per paper/two sessions of Common Proficiency Test (CPT) by the Institute subject to submission of a related bill by the writer, duly counter-signed by the

concerned examinee as well as by the Centre Superintendent. Such a bill be submitted to the Centre superintendent on the same day of the examination who will, in turn, forward the same to the Institute, after the conclusion of the examinations.

- i. Where, on a related application received, an examinee is provided with the writer from out of the aforesaid Panel, he/she may, if so desired, meet the said writer well in advance before the commencement of the examinations to familiarize themselves with each other and do satisfy about the ability of the writer to write in the examination. However, where an examinee arranges a writer at his/her own end, he shall be required to provide a copy of these guidelines

to the said writer with a view that the latter is well conversant with the related requirements.

- j. The writer's task is to only to write the examinations as per directions of the examinee, verbatim, and that the writer shall not paraphrase, translate, add emphasis, embellish the written text in any way, or engage in any type of communication with the examinee concerning the interpretation of question paper content. In other words, the writer shall only transcribe what is dictated to him by the examinee.
  - k. Any violation of these guidelines will tantamount to attempt to/resort to unfair means, and thus result in initiation of disciplinary action, which may include withholding of or the cancellation of the result or debarring from appearing in examinations or cancellation of registration/articles.
  - l. The Centre Superintendent shall have the authority not to allow a particular person to act as writer, if he is satisfied that such a person does not fulfill the criteria for being a writer.
5. The Superintendent shall arrange a suitable room for differently abled Candidates. For Differently abled – physically and/or visually-candidates who are eligible to get one hour compensatory time with writer facility, they will be provided a separate room for writing the examinations, preferably on the ground floor.

**PROCEDURE/DETAILS FOR GRANT OF COMPENSATORY TIME/WRITER'S HELP IN CASE A CANDIDATE APPLIES FOR THE FIRST TIME i.e. WHERE A CANDIDATE HAS NOT ALREADY BEEN ISSUED PERMANENT CONCESSION CARD ISSUED BY THE INSTITUTE.**

1.	Application in candidate's own hand writing. In respect of candidates, who cannot write, their representatives may write on behalf of the candidate (stating the relationship with him/her) and forward the application. Those who require the facility of writer should clearly mention the same in the application.
2.	Certified true copy of the certificate issued by Doctor of not less than the level of Civil Surgeon of Government Hospital to the effect that the disability is of permanent nature

	and specifying clearly the nature and extent of permanent disability.
3.	Certified true copies of the permission, if any, granted by the State Higher Secondary Board/University in candidate's 10+2 or degree examinations in which he/she had appeared.
4.	Attested (by a member of the Institute or a Gazetted officer) full size (Post Card), latest photograph indicating name of the candidate on the photograph itself.
5.	Two copies of colour passport size photos (4.5x3.5 cm) taken within last 3 months, for concession card.
6.	Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.
7.	The application for issue of Permanent Concession Card should <u>not</u> be sent along with the examination application form.
8.	The candidates can send their request for issue of concession card preferably at the time of applying for admission to examination. However, such request should be sent to the office prior to 10 <sup>th</sup> October/10 <sup>th</sup> April for November/May examination respectively.
9.	<p>The handwritten application/request letter with enclosures as mentioned at 2 to 6 above may be sent separately to:</p> <p style="text-align: center;">The Additional Secretary (Exams.) 'ICAI BHAWAN' The Institute of Chartered Accountants of India Indraprastha Marg, New Delhi – 110 002</p>
10.	The Permanent Concession Card will be valid for a period of five years from the date of issue of such card or the candidate passing Final Examination whichever happens earlier. On expiry of such period the concession card will have to be returned to the Institute.
11.	Any misuse of the Permanent Concession Card shall tantamount to adoption of unfair means within the meaning of Regulation 41 of the Chartered Accountants Regulations, 1988.
12.	CPT candidates who are issued with a Permanent Concession Card, on passing CPT and registering for Intermediate (IPC) course may forward the card to the Institute for updation.
13.	For details of Guidelines for provision of compensatory time, writer etc., please visit <a href="http://www.icai.org">www.icai.org</a>

## **Procedure for Granting of Facility of Writer's Help/Extra Time to Physically/Visually Challenged Candidates in the Chartered Accountants Examinations**

Physically/Visually Challenged candidates appearing in the Chartered Accountants Examinations requiring writer's help/extra time are requested to adopt the following procedure:

- To send an application in candidate's own hand writing if he can write. In respect of candidates who can not write, their representatives may write and forward the application.
- To enclose a certified true copy of the certificate issued by the Doctor of not less than the level of Civil Surgeon of Government Hospital to the effect that the disability is of permanent nature and specifying clearly the nature and extent of Permanent disability (in terms of %age).
- To enclose certified true copies of the permission, if any, granted by the State Higher Secondary Board/University in candidate's 10th, 10+2 or degree examinations in which he/she had appeared.
- To enclose an attested full size latest photograph indicating name of the candidate on the photograph itself.
- Any other document in support of request for grant of the facility of a writer and/or extra time as aforementioned.

It is clarified that cases of injuries or disablement of temporary nature such as fracture of the right or left arm, forearm or dislocation of a shoulder, elbow or wrist or any other illness etc. are not entitled for extending the facility of writer/extra time.

Kindly note that one /one and a half hour (for Intermediate (Integrated Professional Competence) Examination and Final Examination), half/one hour (for CPT paper-pencil mode) extra time and/or writer's help will be granted depending on the nature and extent of Permanent disability and in accordance with the guidelines prescribed by the Institute in this regard.

The request for extra time/writer's help should be sent as a separate request and not be enclosed to the examination application form. The request should be sent preferably with the details of registration no. and complete postal address of the candidate.

The candidate will be informed about the grant of extra time/writer's help by way of separate communication normally about 15 days prior to the commencement of examination.

The request along with the requisite documents must be sent to: Additional Secretary, the Institute of Chartered Accountants of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110002

<b>Application form for issue of Permanent Concession Card/seeking concessions/relaxations in CA examinations (to be submitted by candidates with permanent disability)</b>
---

1. Name :.....

(As in the letter of registration to the CA course, issued by ICAI)

2. Registration number :.....

3. Stage of CA Course : CPT/Intermediate (IPC)/Final

4. Postal Address : .....

.....

.....

.....

5. Date of birth :.....

6. Phone No. (Landline with STD Code) .....

7. Mobile phone no. ....

8. E-mail address :.....

9. Nature of disability :.....

10. Whether the disability is permanent or temporary\* : .....

11. Percentage of disability : .....

12. Name of the hospital which issued permanent disability certificate :

.....

13. Concession/relaxation sought : Extra time Writer Bot Both

(Please tick what is applicable)

14. Bank account details

Name of the

Bank

Name of

Branch

Account No Savings/

Current

IFSC Code

Number

**Declaration by the candidate**

I declare that the information provided by me as above is true. I am eligible for the concession claimed as above, in terms of the Guidelines of ICAI in this regard. I understand that in case the information as provided as above is found to be incorrect, at a later date, I would be liable for action by ICAI for adoption of unfair means, as per the Chartered Accountant Regulations, 1988.

Date

Place

Signature of the Candidate

\*Note: Cases of temporary injury/accident/fracture of hands/limbs etc are not covered under permanent disability norms and not eligible for any concession/relaxation. For more details refer to the announcement hosted on the student>examination section of [www.icai.org](http://www.icai.org)

**FOR OFFICE USE**

Name of the candidate : .....

Registration Number : .....

Is the medical certificate issued by a Doctor of not less than the level of Civil Surgeon of Government Hospital: .....

Reference No of the certificate : .....

Nature of disability : .....

Is the disability : Permanent / Temporary

Percentage of disability : .....

Concessions approved

a) Extra time : .....

b) Assistance of writer : .....

c) Both : .....

Date: Signature of the approving authority

### **Documents to be enclosed by the candidate**

☐ Letter of registration to the course

☐ Certified copy of permanent disability Certificate issued by the Medical Board of a state/Central Govt. Hospital, duly attested

☐ Passport size photographs (2 copies)

☐ Post cards size photograph duly attested by a Chartered Accountant/Gazetted officer/Principal of a School/College

☐ Copy(ies) of similar concession granted, in the past, by any School Board/University

☐ The application along with the enclosures should be sent to The Additional Secretary (Exams), ICAI Bhawan, Indraprastha Marg, New Delhi 110 002, separately by Speed Post and should not be enclosed/sent together in the examination form envelope

### **(v) Procedure for issue of Duplicate Statement of Marks**

A candidate is required to provide a request duly signed for issue of duplicate mark sheet/s. Emails are not entertained for issue of duplicate mark sheet/s.

Candidates are required to furnish the following details / documents along with their request:

- Copy/ies of mark sheet/s for which duplicate mark sheet/s is/are required (if available), which will help us to process request speedily. In case, not in a position to send copy/ies of Mark sheet/s, please furnish correct Articles Registration Number, Month & Year of appearance and Roll Number for which duplicate mark sheet/s is/are required.
- A fee of Rs.100/- (Rupees one hundred only) per duplicate mark sheet should be remitted through Demand Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi - 110002. In case, mark statement is not received within reasonable time (say 6 weeks of the declaration of result) then request for duplicate mark statement within two months of the declaration of result may be sent and fee of Rs. 100/- is not required to be paid.
- Complete postal address for correspondence, telephone number, fax number, etc.

If complete and correct details are furnished like copy of mark statement or correct articles registration number, Month & Year of appearance and roll number, the duplicate mark sheets are issued normally within twenty days of receipt of request complete in all respects.

### **FOR CORRECTION IN NAME**

In case, if any mistake is found in name in the mark sheets sent by the Institute, kindly send original mark sheet for correction in name together with supportive document i.e. copy of Student Registration letter issued by the respective Decentralised Office of the Institute. It may be noted that the name of a candidate will be shown in the same manner as it appears in Foundation/PE I or PE II / Articles Registration Letter issued by the concerned Decentralised Office of the Institute.

## **(vi) PROCEDURE FOR OBTAINING DUPLICATE PASS/RANK CERTIFICATE**

A candidate is required to provide a request duly signed for issue of duplicate Pass/Rank Certificate. E-mails are not entertained for issue of duplicate Pass/Rank Certificate.

You are required to furnish the following details / documents with your request:

- Copy/ies of Pass Certificate or Rank Certificate, for which duplicate Pass Certificate/s or Rank Certificate is/are required. In case, not in a position to send copy/ies of Pass Certificate, or Rank Certificate, please furnish the correct Articles Registration Number, Month & Year of appearance and Roll Number for which duplicate Pass Certificate or Rank Certificate is required.
- A fee of Rs.200/- (Rupees Two hundred only) per duplicate Pass Certificate or Rank Certificate should be remitted through Demand Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi - 110 002.
- An affidavit on a non-judicial stamp paper of the value of Rs.10/- (or value as applicable in the state where the candidate resides) duly attested by an Oath Commissioner or Notary Public or a First Class Magistrate to the effect that you were in possession of such a Pass Certificate or Rank Certificate and lost it and undertake to return the duplicate Pass Certificate or Rank Certificate if the original Pass Certificate or Rank Certificate is traced/received by you in future and indemnify the ICAI for any loss etc. that ICAI may suffer if the duplicate certificate is issued by ICAI.
- Complete postal address for correspondence, telephone number, email address, fax number, etc.

If complete and correct details are furnished like a copy of Pass / Rank Certificate or correct articles registration number, Month & Year of appearance and roll number, the duplicate Pass / Rank Certificates are issued normally within twenty days of receipt of your request complete in all respects.

## **FOR CORRECTION IN NAME**

In case, if any mistake is found in your name in the Pass / Rank Certificate sent by the Institute, kindly send your original Pass / Rank Certificate for correction in name together with supportive document i.e. copy of Student Registration letter issued by the respective Decentralised Office of the Institute. It may be noted that the name of a candidate will be shown in the same manner as it appears in Foundation /PE I or PE II / Articles Registration letter issued by the concerned Decentralised Office of the Institute.

## **(vii) PROCEDURE FOR OBTAINING TRANSCRIPTS**

A candidate is required to provide a request duly signed by you for issue of Transcripts E-mails are not entertained for issue of Transcripts.

The following details / documents are required to be furnished along with request:

- A fee of Rs. 500/- (Rupees five hundred only) for one set of transcript/s (for any one or all examinations viz Entrance/Foundation/PE-I/CPT, Intermediate/PE-II/Intermediate



(Professional Competence) Examination/Intermediate(IPC) Examination and Final) remitted through Demand Draft or Pay Order in favour of The Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi.

- Self attested copies of Entrance / Foundation / PE- I /CPT/ Intermediate / PE-II/ Intermediate (Professional Competence) Examination/Intermediate (IPC) Examination and Final examination mark sheet/s (both front and reverse side) of all Examinations ( i.e. for all your appearances including those where the result of any one or both groups was not PASS).
- Correct Articles Registration number.
- Self attested copies of Rank Certificate issued, if any.
- Self attested copy of Associate Membership Certificate / Fellow Membership Certificate.
- Proof for having paid the current year Membership fee clearly indicating your membership number to enable us to issue the "COVER SHEET" ( Which is a part of Transcript containing Membership Number, brief description of C. A. Course, Passing Criteria, etc).
- Copy/ies of Prospectus or communication received from Professional Body/ Management / Educational Institution/s as applicable, requiring you to submit transcripts of Chartered Accountants Examinations.
- Prescribed Form for transcript duly filled in by the candidate, along with the envelope/s received from Foreign University/ies / Management Institution/s, if any.
- Copy of the Appointment Letter issued by the Foreign Body as applicable.

The name will be taken as per our records only. The transcripts are issued normally within ten days from the date of receipt of request, complete in all respects.

All these requests along with the requisite fees / documents may please be sent to: Additional Secretary (Exams) , The Institute of Chartered Accountants of India , Post Box No. 7112, Indraprastha Marg, New Delhi - 110002, Email-Id:- [dms\\_examhelpline@icai.in](mailto:dms_examhelpline@icai.in), Tel. Ph.:- 0120-3054836, 3054842

**(viii) Provision of 15-minutes reading time to the candidates of Chartered Accountants Examinations (Effective from May-2011 CA Examinations)**

The Council of the Institute, based on the recommendation of the Examination Committee has decided to allow **15-minute reading time** to the candidates in the Chartered Accountants Examinations before the scheduled commencement of the examinations i.e, if the examination commences from 2.00 PM, then the candidates will be given Question Papers at 1.45 PM.

This reading time will not be available for CPT and all post qualification Courses Examinations

The objective of providing question paper 15 minutes before the scheduled time is to:

- (i) Enable the candidates to read the question paper thoroughly (without encroaching on the

- examination duration) and  
(ii) Chalk out the strategy to answer the questions.

Candidates are required to note the following in this regard:

(1) The candidates will not be allowed to leave the Examination Hall under any circumstances from 1.45 PM to 3.00 PM.

(2) The candidates shall be allowed to enter the hall from 1.30 PM upto 2.30 PM only.

Any breach of the above requirements would be treated as adopting Unfair Means by the students concerned and applicable disciplinary action would be taken on such erring students.

#### **(ix) Companies/Agencies Seeking Verification of Chartered Accountants Qualification to Remit Fee**

In terms of the decision of the Finance Committee of the Institute taken at its 23rd meeting on the recommendations of the Examination Committee, it was decided to charge a sum of Rs.500/- per person as the education verification fee from the companies/agencies seeking such verification of qualification effective from 23rd May, 2012. The fee is payable by way of a demand draft drawn in favour of the Secretary, The Institute of Chartered Accountants of India and payable at New Delhi.

However, the Departments/Ministries of the Central Government, State Governments, PSUs etc. are not required to remit the said education verification fee. Further, it is also clarified that such fee is not to be charged from the concerned members and students of the Institute.

In view of the above, the Companies/Agencies seeking such educational verification may send a request letter duly signed by the competent authority of their organisation alongwith requisite fee (wherever applicable) as stated above alongwith copies of the Marks Sheets/Passing Certificates/Rank Certificates pertaining to Chartered Accountants Examinations required to be verified by the Institute to the Additional Secretary (Exams), The Institute of Chartered Accountants of India, 'ICAI Bhawan', Indraprastha Marg, New Delhi - 110002.

#### **(x) Stringent Action against Adoption of Unfair Means**

Cases of adoption/attempt to adopt unfair means are reported in respect of the examinations

held every time. In respect of the CA Examination, many cases of infringement/violation of Instructions to Examinees, which tantamount to adoption of unfair means, are reported. The nature of infringement/violation in these cases, inter alia includes the following:

1. Writing/jotting on the question paper [other than Roll Number at the specified place]
2. Writing in the answer book or additional book of, e.g Roll Number [other than at the specified space]/Registration Number, Name, Mobile Number, unwarranted Remarks, irrelevant notes etc.
3. Possession of material inside the examination hall/room/washroom, e.g writing/copying material/books/notes/writing on desk/writing on writing pad/geometric box/admit card (relevant for the day of the examination or otherwise), mobile phone [in switched off mode or otherwise], I Pod etc.
4. Seeking sympathy/making appeal, e.g. parent or relative passed away, met with accident/was hospitalized/award marks/minimum required marks, inducement to examiner /writing irrelevant/unrelated remarks etc.
5. Writing/making in the answer book or additional answer book distinguishing marks- e.g religious symbols, Prayers, Om, Swastika, 786 etc.
6. Other, e.g not handing over the answer book at the conclusion of the specified time, taking away the answer book, misbehaving with the examination functionaries, use of different inks/highlighter, availing of the services of an eligible person as a writer by differently abled candidates.

Such cases are considered by the Examination Committee in accordance with the provisions of Regulation 41, read with Regulation 176, of the Chartered Accountants Regulations, 1988. The decision taken by the Committee includes cancellation of result and debarment from appearing in the examination in future.

In view of the above, students are advised to read the Instructions to Examinees supplied with the admit card. Even, where the admit card is downloaded from website, Instructions to Examinees also be downloaded without fail. Hence, students may acquaint themselves with the instructions to avoid falling within the ambit of the unfair means leading to avoidable difficulties.

#### **44. Applicability Of Guidelines Laid Down By Hon'ble Supreme Court In The Cases Of Vishakha & Ors. Vs. State Of Rajasthan & Ors. And Dr. Medha Kotwal Lele & Ors. Vs. Union Of India & Ors. For Prevention And Dealing With The Sexual Harassment At The Educational Institutions/Work Places Etc.**

Attention of members and firms of Chartered Accountants registered with the ICAI is hereby drawn to the specific guidelines laid down by the Hon'ble Supreme Court of India (in the cases viz., Vishakha & Ors. vs. State of Rajasthan & Ors. and Dr. Medha Kotwal Lele & Ors. vs. Union of India & Ors. decided by judgment dated 13th August, 1997 and 19th October, 2012 respectively) on prevention and dealing with sexual harassment at the educational institutions/work places etc.

In terms of the said relevant judgement, followed by the enactment of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the guidelines so formed shall be applicable to organizations/ bodies/ associations/ institutions and persons registered/affiliated with ICAI including, the office of ICAI its organs at different levels/ locations and offices of members and firms registered with it. Accordingly, all concerned are required to follow the aforesaid guidelines in letter and spirit.

For further details, about the judgement and text of The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, please visit the website - [www.icai.org](http://www.icai.org).

- Judgment in the matter of Medha Kotwal and Ors Vs. Union of India & Ors.
- Vishakha & Ors Vs. State of Rajasthan & Ors
- The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

#### **45. Special Schemes for Graduation and Post-Graduation Courses – MoUs**

**The Institute in the recent past has entered into Memorandum of Understanding (MOU) with the following Universities, the details of which are available at the link [http://www.icai.org/new\\_post.html?post\\_id=5721&c\\_id=315](http://www.icai.org/new_post.html?post_id=5721&c_id=315) ;**

- [ICAI-IGNOU MOU](#)
- [BU-ICAI Joint Education Programme](#)
- [ICAI-University of Madras Joint Education Programme](#)

#### **46. Code of Conduct for the Students of Chartered Accountancy Course**

##### **Preamble:**

The Council of the Institute of Chartered Accountants of India hereby lays down the Code of Conduct to maintain decorum and discipline amongst the students of the Chartered Accountancy Course. While dealing with the members of the Institute and other public in general, it is expedient to ensure the Code of Conduct for students undergoing practical training under the Chartered Accountancy Course including students registered for Common Proficiency Course (CPC), Intermediate (IPC) Course (IIPCC)/Final Course and even those students who have completed practical training.

Regulation 66 of the Chartered Accountants Regulations, 1988 makes an explicit mention that the Code of Conduct is applicable to the Students undergoing practical training under the Chartered Accountancy Course and deals with relevant procedure to be followed in case of breach of the same.

##### **Interpretations: In this code of Conduct, unless otherwise stated,**

- (i) “Act” means The Chartered Accountants Act, 1949 (XXXVIII of 1949) as amended from time to

time.

- (ii) "Regulations" means regulations made under the Chartered Accountants Act, 1949.
- (iii) "Institute" means the Institute of Chartered Accountants of India (ICAI) constituted under the Chartered Accountants Act; 1949.
- (iv) "Council" means Council of the Institute.
- (v) "Board/Board of Studies (BoS)" is a non-standing Committee of the Council under Section 17 (2) of the Chartered Accountancy Act, 1949.
- (vi) "Executive Committee" is the standing Committee of the Council formed under Section 17 (1) of the Act.
- (vii) "Examination Committee" is the standing Committee formed under Section 17 (1) of the Act.
- (viii) "Principal" or "Employer" means a member entitled to train Articled Assistants and Audit Assistants under the Chartered Accountants Regulations, 1988
- (ix) "Articled assistant" means an articled assistant as referred to in clause (j) of sub-section (2) of Section 30 of the Act engaged under articles by a member entitled to train articled assistants under the Regulations;
- (x) "Audit assistant" means an assistant engaged in audit service by a member entitled to train audit assistants under the Regulations;
- (xi) "Accredited Institution" means institution authorised by Board of Studies for the purpose of organising classes for Chartered Accountancy students as per guidelines issued from time to time.

## **1. GENERAL**

1.1 Students who are registered as articled / audit assistants under the provisions of the Chartered Accountants Act, 1949 / Regulations framed thereunder (hereinafter referred to as "trainees" or "articled / audit trainees") should conduct themselves in accordance with the guidelines provided hereunder whilst undergoing practical training under the Chartered Accountants Regulations, 1988.

1.2. The Code of Conduct shall also be applicable to all students including CPTC and IIPCC as also students pursuing Final course who have completed their articled training shall be held liable in case they mis-handle/damage any assets/property/infrastructure of ICAI or in its authorized Centre(s)/Venue(s) also shall be bound by the various provisions under the proposed Code of Conduct. Further such person(s) shall also be required to maintain decency and decorum while attending programmes like seminars, conferences, mock tests, GMCS, OP, ITT, advance ITT or any other course/program etc. organized by the Institute or its regional councils/branches.

## **2. CONDUCT OF ARTICLED/AUDIT ASSISTANT**

An Articled/Audit Assistant shall comply with the following principles of code of conduct:

2.1 The articled/audit assistant shall, at all times, diligently and faithfully serve the Principal

in the practice of profession of Accountancy.

2.2 The articled/audit assistant shall follow the covenants contained in the Deed of Articles and the provisions of Act and Regulations as may be applicable, from time to time.

2.3 The articled/audit assistant shall be responsible for the quality and correctness of the work done by him in the course of practical training, either in the office of the Principal or in the offices of any of the clients of the Principal.

2.4 The articled/audit assistant shall not at any time during the continuation of his articleship destroy, cancel, obliterate, spoil, embezzle, spend, take away with him copies of books, papers, plans, documents, monies, stamps, hardware, software or chattels whether belonging to the Employer or his personal representative(s) or assignees or partner(s) or clients which came into his hands or, custody or possession or allow any other person to use the same without the prior approval of his employer.

2.5 The articled/audit assistant should at all times observe discipline and follow guidelines, rules and regulations set out by his employer and not act in any manner that will bring disrepute to his/her employer or the profession in General.

2.6 The articled/audit assistant shall obey and follow all lawful and reasonable instructions of his Employer and shall not depart or absent himself/herself from the training of the Employer at any time during the said term without the prior consent of his employer or his partners but shall at all times during the said term conduct himself/herself with honesty and propriety.

2.7 The articled/audit assistant shall behave in a responsible manner as a prospective member of the profession, with his colleagues, staff members in his Employer's office, Employer's clients and their representatives, Institute's officials and employees and judicial, quasi-judicial and other authorities, wherever he represents his/her employer.

2.8 The articled/audit assistant shall conduct himself/herself in a manner which shall show he/she is endowed with impeccable character and help him/her to uphold ethical principles and professional Code of Ethics.

2.9 The articled/audit assistant shall not obtain any monetary help or assistance or any form of gratification directly or indirectly from the clients of the Principal, their officials or representatives.

2.10 Students while undergoing Articled Training shall adhere to the formal Dress Code as per the local culture and tradition. Students while undergoing Orientation Programme, General Management and Communication Skills (GMCS) course, Information Technology Training (ITT) , Advanced Course on ITT Programmes should maintain discipline and decorum apart from adhering to dress code.(Advisory Dress Code: Male Students: Full Sleeves Shirts and Trousers; Female Students: Sarees/ Salwar Kurta/ Suit. While appearing before the appellate authority, they may also wear tie / suit and a tie)

### **3. CONFIDENTIALITY**

3.1 A Student shall keep all the information acquired during the course of his/her articleship about his Principal and his partners and clients confidential and shall not divulge any

information acquired during the course of his training, to anybody without formal authorisation from his/her employer

#### **4. OFFICE TIMINGS**

4.1 The articled/audit assistant shall always scrupulously attend the office of employer or his clients as per the prescribed timings of his/her employer.

4.2 The articled/audit assistant shall ensure that he/she works for a minimum of 35 working hours in a week and follow strictly the normal working hours applicable to him/her as decided by the Employer. This period does not include lunch break and time spent on travelling to and from place of work. Students are required to adhere to the directions issued by the Council from time to time regarding the working Hours while undergoing the Practical training.

4.3 The articled/audit assistants are hereby advised to undergo practical training very seriously in a conscientious manner and ensure that they do not involve themselves in any other activity including attending classes so that the quality of practical training is not compromised under any circumstances.

#### **5. LEAVE**

5.1 The articled/audit assistant will not remain absent from office without taking leave of absence from the Employer. The student will make sure that he takes leave only after prior sanction by the Employer except in case of emergency which should be duly supported by reasonable explanation/ documentary evidence.

5.2 The articled/audit assistant shall always give reasonable notice to his/her Employer of his/her intention to take leave and the leave will be governed by the provisions of Regulation 59 or Regulation 74 as the case may be.

5.3 Whenever the articled/audit assistant asks for leave for the purpose of preparing for examination of the Institute, he/she shall be granted leave for three months or to the extent of leave due, whichever is less, provided an application for leave has been made at least 15 days in advance.

5.4 The articled/audit assistant shall make sure that the total leave taken by him/her during the period of articleship does not exceed one-sixth of the total period of actual service, together with leave due under Regulation 59(2)/Regulation 74(2).

5.5 The articled/audit assistant shall apply to the employer for such leave for the purpose of tests or examinations or any other purpose as may be required. However, the entitlement of leave shall not exceed the leave to his/her credit as per the Chartered Accountants Regulations, 1988. The employer may grant leave not earned subject to the provisions of Regulation 59(5)/ Regulation 74(5) at the rate of one seventh of the total period of his actual service.

5.6. A student who has taken leave in excess of the period of leave to which he/she is entitled under Regulation 59 shall be required to serve for a further period equivalent to the excess leave taken by him/her, in accordance with Regulation 58.



## **6. RECORDS MAINTENANCE**

6.1 The articulated/audit assistant shall maintain such records, documents and papers as may be prescribed by the Institute and his/her employer from time to time.

6.2 Diaries and Time Sheets: The articulated/audit assistant shall maintain diaries up to date in connection with the work done, in the form prescribed by the Institute/employer, from time to time.

## **7. THEORETICAL EDUCATION AND OTHER PROGRAMMES**

7.1. Students shall abide by all the rules of the Board of Studies, as may be in force from time to time during the period they undergo for theoretical education.

7.2 Students attending classes organized by accredited institutions should satisfactorily comply with the requirements governing such classes and the tests conducted thereunder.

7.3 Students shall behave in an orderly manner in the examination hall and shall not resort to or attempt to resort to unfair or illegal means for the purpose of passing an examination. They should scrupulously follow instructions issued by the Examination Department of the Institute in this regard

7.4 Before applying for membership of the Institute, or during the period of practical training, the Articled/audit assistant shall also attend the course on General Management and Communication Skills, Advanced Course on ITT and such other course as may be prescribed by the Council from time to time and in the manner so specified.

## **8. SEMINARS/CONFERENCES, ETC.**

8.1. Students are advised to attend seminars / meetings /workshops / conferences, CPE Seminars, meetings of study groups, organised by the Institute directly or through the Regional Councils/Branches, whenever they get an opportunity to do so, and record the details of the same in the diary maintained by them.

8.2. Whenever an articulated/audit assistant wants to attend a conference, course or seminar organised by the Institute / Regional Council/ Branch of Regional Council or a Students' Association and desires that the period of such attendance be treated as period actually served under articles/audit service, he/she will get prior consent of his/her Employer for the same.

## **9. PERMISSION FOR OTHER ENGAGEMENTS**

9.1 The articulated/audit trainee shall not undertake any other course of study or training, whether academic or professional, or engage in any business or occupation without obtaining the prior permission of the Council on application made in the prescribed form (Form No. 112) as specified in Regulation 65/ Regulation 78. Such permitted engagements or occupation may include teaching for the specified hours, directorship in a company, incorporated under the Companies Act, partnership in a family business, subject to the Regulations and Guidelines as may be prescribed by the Council/Board of Studies from time to time.

## **10. STIPEND**



10.1 A student is entitled to receive a minimum monthly stipend as per the rates specified under the Chartered Accountants Regulations, 1988, from time to time. The student shall, therefore, open an account with any Bank for facilitating receipt of such stipend from his Employer.

## **11. TRANSFER OF ARTICLESHIP**

11.1 Transfer of Articleship should be as per the Regulations. And Guidelines prescribed by the Council from time to time.

11.2 In case of dispute between Principal and articled assistant, the matter shall be settled amicably between articled assistant and the Principal concerned. The Institute shall not interfere in such cases.

## **12. MISCONDUCT**

12.1 Non-adherence to any of the above guidelines issued herein and the Act or Regulations would be construed as Misconduct and lead to action against the articled/audit assistant in accordance with Regulation 66/ 79 of the Regulations.

12.2 Where a complaint or information of any misconduct or breach of any of the guidelines contained in this Code of Conduct or provisions of the Regulations, Act or any of the covenants of the Deed of articles is received against any student from his/her Employer or any other person, the same shall be investigated as per Regulation 66/ Regulation 79 of the Chartered Accountants Regulations, 1988 and suitable action(s) shall be taken.

## **13. CONSEQUENCES OF MISCONDUCT**

13.1 The Executive Committee may, on a consideration of the report of the investigation and after giving the articled/audit assistant an opportunity to be heard, may:

- i if the Executive Committee finds that the articled / audit assistant is not guilty of any misconduct or breach of Regulation or breach of any of the covenants contained in the articles, direct that the papers be filed and the complaint dismissed, or
- ii if the articled/audit assistant is found guilty, reprimand the articled / audit assistant or cancel the registration of articles / audit service, or direct that any period already served under such articles / audit service, shall not be reckoned as service for the purpose of the period of practical training as specified in Regulation 50 / Regulation 71, or take such other appropriate action as it may deem fit, pending the consideration of the investigation report and the final decision.

Provided, in appropriate cases, the Executive Committee, after giving an opportunity of being heard to the articled/audit assistant, may pass an interim order including suspension of the articleship training or cancellation of the audit service or such action as it may deem fit, pending the consideration of the investigation report and final decision.

13.2 The articled/audit assistant, the registration of whose articled or audit service has been cancelled under the regulations, shall not, except with the permission of the Executive Committee, be retained or taken as an articled/ audit assistant by any member of the Institute.

The necessary information shall be uploaded on the website of the Institute for information to all the stakeholders.

13.3 The Executive Committee may, on a consideration of the matter involving misconduct of students pursuing the Chartered Accountancy Course, take appropriate action, if found guilty, reprimand or cancel the registration, as deemed fit under the circumstances.

#### **47. Chartered Accountancy Course Registration Forms**

The Chartered Accountancy Registration Forms are available on the Institute's website [www.icaai.org](http://www.icaai.org) at the link [http://www.icaai.org/new\\_post.html?post\\_id=721&c\\_id=120](http://www.icaai.org/new_post.html?post_id=721&c_id=120)

	Application Form for registration to Common Proficiency Course (CPC)
	Intermediate (IPC) Course Registration Form
	Application Form for admission to Intermediate (IPC) Course under Direct Entry Scheme
	Online Application Form for admission to Intermediate (IPC) Course under Direct Entry Scheme (Not applicable to students who have passed CPT and now applying for Intermediate (IPC) Course)
	Conversion from PCC to Intermediate (IPC) Course
	Application Form for Information Technology Training (ITT)
	Intermediate (IPC) Course conversion Form (Form for PCC students to convert Intermediate (IPC) Course)
	Intermediate (IPC) Course conversion Form (Form for Intermediate/PE-II students to convert to Intermediate (IPC) Course)
	ATC/Intermediate (IPC) Course- Registration
	Application for Grant of Accounting Technician Certificate (ATC)
	Application Form for enrollment as a Student for Final Course
<b>102</b>	Deed of Articles
<b>103</b>	Articles Registration Form
<b>104</b>	Articleship Deed for Industrial Training
<b>105</b>	Service certificate for Industrial Training
<b>106</b>	Assignment of Articles
<b>107</b>	Deed of Supplementary Articles - To complete Excess Leave

<b>108</b>	Service Certificate for Articleship
<b>109</b>	Termination of Articled Service <ul style="list-style-type: none"> <li>• by mutual consent</li> <li>• in the case of death of employee</li> </ul>
<b>110</b>	Termination of Articles - To be issued by Legal Representative
<b>111</b>	Termination of Articles – To be issued by a surviving partner
<b>112</b>	Application for permission to study other course / engagement in business
<b>113</b>	Particulars of the Audit Assistant to be submitted for registration
<b>114</b>	Service Certificate of audit service in the case of death of employer
<b>115</b>	Service Certificate in case of death of employer - To be issued by the legal representative
<b>116</b>	Service Certificate - In case of Death - To be issued by a surviving partner
<b>118</b>	Form for intimation of change of status of Principal.
<b>119</b>	Form for request by the Articled Assistant to his Principal for issuance of Service Certificate in event of Completion of articles
<b>120</b>	Form for request by the Articled Assistant to his principal for issuance of Service Certificate in event of Termination of articles
--	Form for intimation of Secondment of articles
--	Application for inclusion of name of the organisation abroad for imparting Industrial Training to CA Students
--	Application for inclusion of name of the organisation for imparting Industrial Training to CA Students
--	Format of undertaking & affidavit

Printed copies of these forms are available in all offices of the Institute which should be used. Same can be downloaded from the ICAI website as well.

#### **48. Chartered Accountancy Course Fee Structure**

The fee structure for Chartered Accountancy Course is given below:

##### **I. Common Proficiency Course (CPC) REGISTRATION FEE:**

<b>Sl. No.</b>	<b>Details of Fee</b>	<b>Rs.</b>	<b>For foreign</b>
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			<b>Students US\$</b>
1	Cost of CPC Prospectus (Prospectus will be supplied to the student subsequently)	100	10
2	CPc Registration fee	6,000	580
3	Subscription for Students' Journal (for one year) ( <b>Optional but strongly recommended</b> )	200	20
3	Subscription for Members' Journal (for one year) ( <b>Optional</b> )	400	40
<b>TOTAL</b>		<b>6,700</b>	<b>650</b>

**Enclosures to Common Proficiency Course (CPC) Registration form:**

(1) Demand Draft towards registration fee.

(2) Proof of Date of Birth: Class 10<sup>th</sup> admit card and 10<sup>th</sup> pass marks sheet/ 10<sup>th</sup> pass certificate indicating Date of Birth, duly attested by a Chartered Accountant/ Gazetted Officer/ Head of the Institute.

(3) Attested copy of 12<sup>th</sup> pass or its equivalent qualification as recognized by the Central Government, if passed.

(4) Proof of Nationality, if student is foreigner.

(5) Proof of special category certificate i.e. SC/ST, OBC and in case of differently abled, certificate(s) issued by the Govt. Hospital duly attested by any of the following authorized persons:

- i. DCOs Heads/Regional Heads/ Officer-in-charge of the Branch.
- ii. Principal under whom such student is registered for Articleship.
- iii. Central Council Member/Regional Council Member/Managing Committee Member of the Branch

CPC Registration form is to be submitted to the Branches or Regional Office in consonance with the address of the student.

**II. a. INTERMEDIATE (INTEGRATED PROFESSIONAL COMPETENCE) COURSE REGISTRATION FEE:**

**CPT Route:** Fees to be charged from the students registering for Intermediate (Integrated Professional Competence) Course / Accounting Technician Course (ATC) – students who have passed CPT/ Professional Education – I/ Foundation / Entrance Examination and 10+2

examination; and

**Fee structure for Direct Entry Scheme:** Fees to be charged from the students registering for Intermediate (Integrated Professional Competence) Course/ Accounting Technician Course (ATC) on the basis of securing prescribed percentage of marks in Graduation/ Post Graduation\* or on provisional basis or on the basis of passing Intermediate level examination of the Institute of Cost Accountants of India/ the Institute of Company Secretaries of India.

Registration Options/ Various charges	1		2		3		4		5		6	
	Both Groups of Intermediate (IPC) Course (Without articles)	Both Groups of Intermediate (IPC) Course (With articles)	Both Groups of Intermediate (IPC) Course & ATC (Without articles)	Both Groups of Intermediate (IPC) Course & ATC (With articles)	Group I of Intermediate (IPC) Course	Group I of Intermediate (IPC) Course	Group II of Intermediate (IPC) Course (Without articles)	Group II of Intermediate (IPC) Course (With articles)	Group II of Intermediate (IPC) Course (Without articles)	Group II of Intermediate (IPC) Course (With articles)	Accounting Technician Course	Accounting Technician Course
Registration fee for ATC	Rs. -	US\$ -	Rs. 1,000	US\$ -	Rs. %	US\$ %	Rs. %	US\$ %	Rs. -	US\$ -	Rs. 4,000 @@	US\$ -
Registration fee @%	5,000		5,000		4,000		4,000		4,000		-	
Registration fee for Orientation Programme	1,000		1,000		1,000		1,000@		-		1,000	
Registration fee for 100 hours ITT	2,000		2,000		2,000		2,000@		-		2,000	
Registration fee for one year work experience	-		**	**	**	**	**	**	-		2,000	
Students' Activities Fee	1,000*		1,000*		1,000*		1,000*		1,000*		1,000*	
Students' Association Fee	-		-		-		-		1,000		-	
Registration fee as articulated assistant	-		-		-		-		1,000		-	
TOTAL FEES	9,000	550	10,000	600	8,000	500	8,000	500	7,000	400	10,000	600

\* To be charged only once at the time of initial registration.

\*\* Students who opt for ATC along with both groups of Intermediate (IPC) Course / Group I of Intermediate (IPC) Course / Group II of Intermediate (IPC) Course have to pay Rs. 2,000/- or US\$60 towards Registration fee for one year work experience.

% Students who wish to register for ATC along with Group I of Intermediate (IPC) Course has to pay Rs. 1,000/- towards ATC registration. No separate reading materials will be issued for ATC. Foreign students have to pay US\$ 60 in addition to the prescribed fee given above.

%% Students who wish to register for ATC along with Group II of Intermediate (IPC) Course has to pay Rs. 2,000/- (Rs.1,000/- towards ATC registration fee and Rs. 1,000/- towards supply of reading material). Separate reading material will be issued for ATC. Foreign students have to pay US\$ 60 in addition to the prescribed fee given above.

@ Candidates who wish to register ONLY for Orientation ITT of Intermediate (IPC) Course has to pay Rs. 2,000/- (Rs. 1,000/- towards Registration fee for Orientation

**b. Transition Scheme Fee Structure under Direct Entry Scheme for Existing registered students of CPT/ Intermediate (IPC) Course** (formerly known as Integrated Professional Competence Course (IPCC)):

Registration Options/  Various charges	Existing CPT Students who are						Existing IPCC Students who are						For existing CPT and IPCC students	
	Graduates/ Post Graduates with prescribed percentage of Marks - Required to Register for Both Groups (With Articles)		Intermediate level Examination passed students of The Institute of Cost Accountants of India/ The Institute of Company Secretaries of India				Graduates/ Post Graduates with prescribed percentage of Marks - Required to Register for Both Groups, if not registered earlier (With Articles)				Registered in Group II of IPCC and passed Group II of IPCE (With articles)		Accounting Technician Course	
	Both Groups	Both Group	Both Groups		1 <sup>st</sup> Group		1 <sup>st</sup> Group		2 <sup>nd</sup> Group		1 <sup>st</sup> Group			
	Rs.	US\$	Rs.	US\$	Rs.	US\$	Rs.	US\$	Rs.	US\$	Rs.	US\$	Rs.	US\$
Conversion Fee	500	700 + 60 (Optional)	500	580 + 60 (Optional) + 120 Payable while joining for Articled Training	500	530 + 60 (Optional) + 120 Payable while joining for Articled Training	500	580 + 60 (Optional)	500	520 + 60 (Optional)	500	580 + 60 (Optional)	500	650
Registration Fee for Both Group	9,000		9,000		--		--		--		--			
Registration Fee for 1 <sup>st</sup> Group / 2 <sup>nd</sup> Group	--		--		8,000		7,000		6,000		7,000		--	
Articled Registration Fee, payable for joining the Articled Training/ Work Experience under ATC	2,000		2,000 *		2,000 *		2,000		2,000		2,000		2,000	
Accounting Technician Course (Optional)	1,000		1,000		1,000		1,000		1,000		1,000		8,000	
Payable for undergoing the Courses :														
Orientation Course Fee**	3,000	Payable Separately While registering for the course	3,000	Payable Separately While registering for the course	3,000	Payable Separately While registering for the course	3,000	Payable Separately While registering for the course	3,000	Payable Separately While registering for the course	3,000	Payable Separately While registering for the course	3,000	Payable separately
IT Training Course Fee**	4,000		4,000		4,000		4,000		4,000		4,000		4,000	

\* Articled Registration fee shall be payable while joining for the Articled Training.

\*\* Students shall be required to pay Orientation Course Fee and IT Training Course fee **separately** while registering for the courses to the concerned Regional/ Branch office, where student is intended to undergo these courses.

**c. Fees to be charged from the students registering for Intermediate (Integrated Professional Competence) Course / Accounting Technician Course (ATC) but who are already registered for erstwhile Intermediate Course or Professional Education (Course-II) or Professional Competence Course:**

	Courses from which student wishes to convert to Intermediate (IPC) Course	
A	<p>Intermediate (Articles completed/partially completed)*</p> <p>*As per announcement dated 16<sup>th</sup> August, 2012 – Direct admission to the Chartered Accountancy Course - Exemption from passing Common Proficiency Test (CPT) to certain category of students.</p>	<p>Erstwhile Intermediate/ PE-II/ PCC Students shall have to pay Rs. 500/- as Conversion Fee (inclusive of Study Material) while converting to Intermediate (Integrated Professional Competence) Course , by way of Demand Draft drawn in favour of "The Secretary, The Institute of Chartered Accountants of India, payable at Mumbai, Chennai, Kolkata, Kanpur or Delhi", as the case may be.</p> <p>Note:</p> <p>1) Students who wish to join for Accounting Technician Course (ATC) have to add Rs. 1,000/- towards ATC registration.</p> <p>2) Registration fee for Information Technology Training (ITT) is Rs. 2,000/-. A separate fee of Rs. 4,000/- has to be paid for undergoing ITT classes.</p> <ul style="list-style-type: none"> <li>Students who are residing abroad and converting from Intermediate/ PE-II to Intermediate (IPC) Course have to pay US\$ 150 as conversion fee.</li> <li>Students who wish to join for Accounting Technician Course (ATC) have to add US\$ 60 towards ATC registration.</li> </ul>
B	<p>Professional Education (Course – II) (Without articles)*</p> <p>*As per announcement dated 16<sup>th</sup> August, 2012 – Direct admission to the Chartered Accountancy Course - Exemption from passing Common Proficiency Test (CPT) to certain category of students.</p>	
C	<p>Professional Education (Course – II) (With articles)*</p> <p>*As per announcement dated 16<sup>th</sup> August, 2012 – Direct admission to the Chartered Accountancy Course - Exemption from passing Common Proficiency Test (CPT) to certain category of students.</p>	
D	<p>Professional Competence Course *</p> <p>*As per announcement dated 16<sup>th</sup> August, 2012 – Direct admission to</p>	



	the Chartered Accountancy Course - Exemption from passing Common Proficiency Test (CPT) to certain category of students.	
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**Note:**

- Students who are converting from erstwhile Intermediate/ PE-II/ PCC to Intermediate (IPC) Course are exempted from undergoing Orientation Programme as per announcement dated 6<sup>th</sup> August, 2010.
- No separate study material will be issued to ATC opted students.
- Students not completed prescribed period of articleship will be required to pay Rs. 2000/- as registration fee for one year work experience.

**III. FINAL REGISTRATION FEE:**

Sl. No.	Details of Fee	Rs.	For foreign Students US\$
1	Admission to Final (New) Course	With Articles 9,000	
		Registration Fee with Board of Studies 500	
		Students' Association Fee <u>500</u>	
	Registration Fee with Board of Studies and Students'	TOTAL 10,000	750
		=====	=====
	Association Fee are payable, if not paid earlier	Without Articles 8,500*	600
		*For those who have completed articleship or undergoing articleship.	
2	Admission to Final (New) Course – Intermediate (IPC) Course route	10,000** ** + 2,000 towards article registration fee, if not paid earlier	750** ** + 50 towards article registration fee, if not paid earlier.

**ICAI Course Fee structure as on date**

Course and fees	Amount Rs.	Exam Fee
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Common Proficiency Course (CPC) Registration Fee	6,000	500 (on-line application)
Intermediate (IPC) Course (Both Group) Registration Fee	9,000	1,600
Articled Training Registration Fee	2,000	--
Final Course Registration Fee	10,000	2,250
100 Hours Information Technology Training (ITT)	4,000	--
35 Hours Orientation Programme	3,000	--
Students those who register for Articled Training on or after 1 <sup>st</sup> May, 2012 shall be required to undergo Two General Management and Communication Skills (GMCS) course of 15 days each. First GMCS Course shall be undergone during the 1 <sup>st</sup> year of articled training and Second GMCS Course shall be undergone after completion of 18 months of training but before completion of articled training.	4,000 (GMCS-I)  4,000 (GMCS-II)	--
Total	42,000	4,350
GRAND TOTAL		46,350

#### Schedule of fee for examination related services CA Examinations

Sr No	Service	Fees
<b>1</b>	<b>Cost of examination application form</b>	
1(a)	Cost of OMR(physical) examination form	Rs 1000/- for Intermediate and Final examination Rs 1,500/- for CPT ( inclusive of Rs 500/- of examination fees)
1(b)	Cost of online exam forms available at <a href="http://icaiaexam.icaai.org">http://icaiaexam.icaai.org</a>	Nil
<b>2</b>	<b>Examination fees</b>	
2(a)	Final Examination fees(without late fees) for both physical and online modes	a) Rs 1,500/- for appearing in one of the Groups b) Rs 2,700/- for appearing in both the groups c) For those opting for overseas centres (other than Kathmandu): USD 480/-for appearing in either one or both the groups

		d) For those opting for Kathmandu centre: INR 3,600/-for appearing in either one or both groups
2(b)	Intermediate(IPC) Examination fees (without late fees) for both physical and online modes	<p>a) Rs 1,200/- for appearing in one of the Groups or in any of the Units from Unit 1 to Unit 8</p> <p>b) Rs 1,900/- for appearing in both the groups or in Unit 9.</p> <p>c) For those opting for overseas centres (other than Kathmandu): USD 420/-for appearing in either one or both the groups or in a Unit</p> <p>d) For those opting for Kathmandu centre: INR 2,700/-for appearing in either one or both groups or in a Unit</p>
2 ( c )	Late fee for submission of examination forms beyond the prescribed last date	Rs 600/- (USD 10/-) for submission of examination forms beyond the prescribed last date but before the extended last date for submission with late fee. This is applicable for Final and Intermediate (IPC) Exam only and not for CPT.
2(d)	CPT examination fees	<p>a) OMR (Physical) forms: Rs 1,500/- (Including cost of the form of Rs 1000/-)</p> <p>b) On-line forms: Rs 500/- ( cost of exam forms is Nil)</p> <p>c) For those opting for overseas centres (other than Kathmandu): USD 160/- (including cost of exam application form of USD10/-)</p> <p>d) For those opting for Kathmandu centre: INR 1,850/- (including the cost of exam application form of Rs 1000/-).</p>
2(e)	<b>Late fee for submission of CPT examination forms beyond the prescribed last date</b>	<b>There is no provision for submission of CPT examination forms with late fee.</b>
3	<b>Fee for verification of marks</b>	

3(a)	Fee for verification of marks (For Final and Intermediate (IPC))	<p>Rs100/- per paper subject to a maximum of Rs 400/- for both the groups. The application is to be submitted within a month from the date of declaration of result. Request for verification of marks/answer books can be submitted</p> <p>(a) online at <a href="http://icaiaexam.icaai.org">http://icaiaexam.icaai.org</a> and the fee can be paid online by debit/credit card or</p> <p>(b) by way of a handwritten request accompanied by a demand draft for the applicable fee</p>
3(b)	Fee for verification of CPT (OMR) answer sheets	Rs 200/- with a handwritten request letter. The application is to be submitted within a month from the date of declaration of result.
3(c)	<b>Late fee for submission of application for verification of marks</b>	<b>There is no provision for submission of application for verification of marks with late fee.</b>
4	<p>Fee for supply of certified copies/inspection of evaluated answer books(For May 2013 Intermediate (IPC) examination and thereafter and for Final and CPT from November/December 2013 and thereafter)</p>	<p>Rs. 500/- per paper, for applications received within 30 days from the date of declaration of respective result. <b>No provision for submission of request with late fee.</b> The application is to be submitted within a month from the date of declaration of result. Request for inspection or supply of certified copies of evaluated answer books can be submitted</p> <p>(a) online at <a href="http://icaiaexam.icaai.org">http://icaiaexam.icaai.org</a> and the fee can be paid online by debit/credit card or</p> <p>(b) by way of a handwritten request accompanied by a demand draft for the applicable fee.</p> <p><i>(For Final May 2013 and CPT June 2013 examination, the fees was Rs 500/- per paper, for applications received within 75 days from the date of declaration of respective result. Rs 750/- per paper for applications received from the 76th day upto 90 days from the date of declaration of respective result.)</i></p>

5	Fee for issue of duplicate mark sheet	Rs 100/- per mark sheet. For details visit students>examination section of the website <a href="http://www.icaai.org">www.icaai.org</a> .
6	Fee for issue of duplicate pass certificate	Rs 200/- per pass certificate + affidavit. For details visit students>examination section of the website <a href="http://www.icaai.org">www.icaai.org</a> .
7	Fee for issue of transcripts	Rs 500/- per one set of transcript. For details visit students>examination section of the website <a href="http://www.icaai.org">www.icaai.org</a> .
8(a)	Fee for verification of educational qualifications, sought by Govt. /public sector organisations	Nil
8(b)	Fee for verification of educational qualifications, sought by others	Rs. 500/- per candidate. For details visit students>examination section of the website <a href="http://www.icaai.org">www.icaai.org</a>

**Notes:**

1. All fees is to be paid, only by way of a Demand Draft, drawn in the name of the "The Secretary, Institute of Chartered Accountants of India" payable at New Delhi. Examination fees, verification fees, fee for supply/inspection of certified copies of evaluated answer books can also be paid online through payment gateway at <http://icaiaexam.icaai.org> by using debit/credit card.
2. For more details/procedure, please refer to the Announcements contained in the link on students>examination and/or the Frequently Asked Questions on the subject hosted elsewhere on this website.

**49. New dedicated Chapter helpdesk for queries related to members/students based abroad**

The Institute of Chartered Accountants of India is committed to provide the best services to its members. Considering the same, the International Affairs Committee of the Institute has reactivated its logistic framework through a dedicated email [foreigndesk@icaai.in](mailto:foreigndesk@icaai.in) at ICAI HO level, to coordinate and communicate effectively the concerns/inputs/Queries of different ICAI chapters and members who are situated abroad.

This email id can be used as one stop point for any queries/suggestions of the Members/Students by the ICAI Chapters and members based abroad.

Secretariat, International Affairs Committee, The Institute of Chartered accountants of India,  
Post Box No – 7100, Indraprastha Marg, New Delhi – 110 002 Ph: + 91 11 3011 0487.

## **50. Important Provisions of the Chartered Accountants Regulations, 1988**

### ***25A. Registration for Professional Education (Course-I)***

(1) No candidate shall be registered for the Professional Education (Course-I) unless he has passed the Senior Secondary Examination (10 + 2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the Council as equivalent thereto:

PROVIDED that no registration for the Professional Education (Course-I) shall be made after the commencement of registration of Common Proficiency Test under regulation 25C.

(2) Notwithstanding anything contained in sub-regulation (1), a candidate who has appeared in the final Senior Secondary Examination or an examination recognised by the Central Government as equivalent thereto may be provisionally registered for the Professional Education (Course-I) by the Board of Studies of the Institute:

PROVIDED that the provisional registration of such candidate shall be confirmed only after satisfactory proof of having passed the examination referred to in this sub-regulation, has been furnished by him to the Board of Studies of the Institute within a period of six months from the date of provisional registration:

PROVIDED FURTHER that if such candidate fails to produce such proof within the aforesaid period of six months his provisional registration shall be cancelled and the registration fee or the tuition fee paid by him shall not be refunded and for the purpose of these regulations no credit shall be given for the theoretical education undergone and eligibility tests passed.

(3) A candidate shall pay such fee, as may be fixed by the Council from time to time, along with his application in the Form approved by the Council, for registration to the Professional Education (Course-I).

### ***25B. Admission to the Professional Education (Examination-I), Fees and***

### ***Syllabus.***

(1) No candidate shall be admitted to the Professional Education (Examination-I) unless he produces a certificate to the effect that he is registered with the Board of Studies of the Institute and has complied with the requirements of the theoretical education scheme, as may be specified by the Council from time to time:

PROVIDED that a graduate within the meaning of clause (ix)(b) of regulation 2 shall be exempted from passing the Professional Education (Examination-I), if such person is a -

- (i) commerce graduate having passed the graduation examination with accountancy, auditing and mercantile law or commercial law as full examination papers, securing in the aggregate a minimum of 50% of the total marks in the examination; or
- (ii) non-commerce graduate having passed the graduation examination with mathematics as one of the subjects securing in the aggregate a minimum of 60% of the total marks in the examination; or
- (iii) commerce graduate having passed the graduation examination without accountancy, auditing and mercantile law or commercial law as full examination papers and non-commerce graduate having passed the graduation examination with subjects other than mathematics as one of the subjects securing in the aggregate a minimum of 55% of the total marks in the examination:

PROVIDED FURTHER that a candidate who has passed the final examination conducted by the Institute of Cost and Works Accountants of India or by the Institute of Company Secretaries of India, set up under the Cost and Works Accountants Act, 1959 (23 of 1959) or the Company Secretaries Act, 1980 (56 of 1980) respectively shall also be exempted from passing the Professional Education (Examination-I).

*Explanation* — For the purpose of this regulation -

- (i) "full examination paper" means a paper carrying not less than 50 marks;

- (ii) for the purpose of calculating the percentage of marks, the marks secured in subjects in which a person is required by the regulations of the university or the examining body concerned to obtain only pass marks and for which no special credit is given for higher marks, shall be ignored;
- (iii) in the case of non-commerce graduates with mathematics as one of the subjects, if the marks allotted to the subject of mathematics, involving one or more papers in the syllabus for the concerned course are less than 10 per cent of the total marks in the examination shall be deemed to be graduate with subject other than mathematics as one of the subjects, and shall be covered under regulation 25B(I)(iii); and
- (iv) any fraction of half or more shall be rounded up to the next whole number.

(2) Notwithstanding anything contained in sub-regulation (1) above, a candidate, who fails to pass the Professional Education (Examination-I) in five consecutive attempts from the examination in which he is eligible to appear, shall not be admitted to the said examination.

PROVIDED that a candidate, who has exhausted his/her five consecutive attempts in the Professional Education (Examination-I), shall be eligible to be admitted to the said examination for five additional attempts in any of the examinations held on or before the 31<sup>st</sup> December, 2007.

*Explanation* — For the purpose of this regulation, any attempt not availed of after becoming eligible to appear in the examination shall be reckoned as an attempt for calculating the five consecutive attempts.

(3) A candidate for the Professional Education (Examination-I) shall pay such fees as may be fixed by the Council from time to time.

(4) A candidate for the Professional Education (Examination-I) shall be examined in the subjects as may be specified by the Council from time to time.

(5) Notwithstanding anything contained in these regulations, the Council may at any time after the commencement of registration for the Common Proficiency Test discontinue holding Professional Education (Examination-I) under these regulations and require the candidates to pass Common Proficiency Test as per the syllabus as may be specified by the



Council from time to time.

### **25C. Registration for Common Proficiency Course**

(1) No candidate shall be registered for Common Proficiency Course unless he has passed the Class 10 examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government as equivalent thereto:

PROVIDED that a candidate who was earlier registered for Foundation Course/ Professional Education (Course-I) under these regulations shall be entitled for registration to Common Proficiency Course subject to such conditions as may be specified by the Council.

(2) A candidate shall pay such fees, as may be fixed by the Council, which shall in any case not exceed rupees fifteen thousand, along with his application in the Form approved by the Council, for registration to the Common Proficiency Course.

### **25D. Admission to Common Proficiency Test, Fee and Syllabus**

(1) No candidate shall be admitted to Common Proficiency Test unless he is registered with the Board of Studies of the Institute and has appeared in the Senior Secondary Examination (10+2) examination conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses and has complied with such requirements as may be specified by the Council from time to time.

(1A) Any graduate or post graduate referred to in sub-clause (ix) of regulation 2 shall be exempted from passing the Common Proficiency Test under this regulation if such person is a-

(i) graduate or post graduate in commerce having secured in aggregate a minimum of fifty-five per cent. of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University) by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management (including Financial Management), Taxation (including Direct Tax Laws and Indirect Tax Laws), Costing, Business Administration or Management Accounting; or

(ii) graduate or post graduate other than those referred to in clause (i), having secured in aggregate a minimum of sixty per cent. of the total marks or its equivalent grade in the examination conducted by any recognised University (including Open University).

(1B) Any candidate who has passed the Intermediate examination conducted by the Institute of Cost Accountants of India set up under the Cost and Works Accountants Act, 1959 (23 of 1959) or by the Institute of Company Secretaries of India set up under the Company Secretaries Act, 1980 (56 of 1980) shall also be exempted from passing the Common Proficiency Test under this regulation.

*Explanation.-* For the purposes of sub-regulations (1A) and (1B),-

(i) for calculating the percentage of marks, the marks secured in subjects in which a person is required by the University (including open University) to obtain only pass marks and for

which no special credit is given for higher marks, shall be ignored; and

(ii) any fraction of half or more shall be rounded up to the next whole number.

(2) A candidate for the Common Proficiency Test shall pay such fees, as may be fixed by the Council, which shall in any case not exceed rupees ten thousand.

(3) A candidate for the Common Proficiency Test shall be examined in the syllabus as may be specified by the Council from time to time.

### ***28A. Registration for Professional Education (Course-II)***

(1) No candidate shall be registered for the Professional Education (Course-II) unless he has passed the Professional Education (Examination-I) or is exempted from the said examination under these Regulations:

PROVIDED that a candidate who has passed the Entrance or Foundation Examination under the Chartered Accountants Regulations, 1988, shall be eligible to register himself for the Professional Education (Course-II).

(2) Notwithstanding anything contained in sub- regulation (1), a candidate falling in any of the following categories shall also be provisionally registered for the Professional Education (Course-II) by the Board of Studies of the Institute:

(i) A candidate who has appeared in the Professional Education (Examination-I) under these regulations; or the final examinations of the Institute of Cost and Works Accountants of India or the Institute of Company Secretaries of India;

(ii) A candidate who has passed the second year graduation examination giving a declaration to the effect that being eligible to appear in the final year graduation examination within six months from the date of provisional registration intends to appear in the said final year graduation examination within the aforesaid period of six months.

(3) The provisional registration of such candidate shall be confirmed only on submission of proof of having passed the Professional Education (Examination-I); or the Final Examination conducted by the Institute of Cost and Works Accountants of India or by the Institute of Company Secretaries of India or graduation examination with the minimum marks as specified in the first proviso to Regulation 25B(1) to the coaching organisation within a period of three months in the case of a candidate falling under clause (i) and within six months in the case of a candidate falling under clause (ii) of sub-regulation (2) from the date of appearing in final graduation examination:

PROVIDED that if such a candidate fails to produce such proof within the aforesaid period of three months or six months, as the case may be, his provisional registration shall be cancelled and the registration fee or the tuition fee paid by him shall not be refunded and for the purpose of these Regulations no credit shall be given for the theoretical education undergone and eligibility tests passed.

(4) A candidate shall pay such fee, as may be fixed by the Council from time to time, along with his application in the Form approved by the Council, for admission to the Professional

Education (Course-II).

(5) Notwithstanding anything contained in these regulations, the Council may at any time after the introduction of Professional Competence Course, discontinue registration for the Professional Education (Course-II).

***28B. Admission to the Professional Education (Examination-II), Fees and Syllabus***

(1) No candidate shall be admitted to the Professional Education (Examination-II) unless he produces a certificate to the effect that he is registered with the Board of Studies of the Institute and has complied with the requirements of the theoretical education scheme as may be specified by the Council from time to time.

(2) Notwithstanding anything contained in sub-regulation (1), a candidate who has completed the practical training either partly or fully before the commencement of these Regulations but has not passed the Intermediate examination under the syllabus given in para 2A of Schedule 'B' to these Regulations shall, instead be required to pass Professional Education (Examination-II) and for the purpose of these Regulations, the eligibility test earlier passed by him, if any, shall remain valid:

PROVIDED that such candidate shall be entitled to continue and complete the practical training under these Regulations.

(3) Notwithstanding anything contained in sub-regulations (1) and (2), a candidate who fails to pass the Professional Education (Examination-II) in five consecutive attempts from the examination in which he is eligible to appear, shall not be admitted to the said examination.

PROVIDED that a candidate, who has exhausted his/her five consecutive attempts in the Professional Education (Examination-II), shall be eligible to be admitted to the said examination for five additional attempts in any of the examinations held on or before the 31st December, 2007.

*Explanation* - For the purpose of this regulation, any attempt not availed of after becoming eligible to appear in the examination shall be reckoned as an attempt for calculating the five consecutive attempts.

(4) A candidate for the Professional Education (Examination-II) shall pay such fees as may be fixed by the Council from time to time.

(5) A candidate for the Professional Education (Examination-II) shall be examined in the subjects as may be specified by the Council from time to time.

(6) Notwithstanding anything contained in these regulations, the Council may at any time after the introduction of Professional Competence Course discontinue holding Professional Education (Examination-II) under these regulations and require the candidates to pass the Professional Competence Examination as per the syllabus as may be specified by the Council from time to time.

***28C. Admission to Intermediate (Professional Competence) Examination***

(1) No candidate shall be admitted to Intermediate (Professional Competence) Examination unless -

(a) he has passed Common Proficiency Test held under these regulations and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognized by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses; and

(b) he has served for not less than fifteen months as an articled assistant or as an audit assistant or partly as an articled assistant and partly as an audit assistant, three months prior to the first day of the month in which examination is held and has been so continuing on the first day of the said month; and

(c) he has completed a course on Information Technology Training for such period and in such manner and within such time as may be specified by the Council from time to time:

PROVIDED that a candidate who has passed Foundation Examination/ Professional Education (Examination-I) and successfully completed the Computer Training programme or Information Technology Training under these regulations shall be admitted to the said examination subject to compliance of clause (b) above:

PROVIDED FURTHER that a candidate who was exempted from passing the Professional Education (Examination-I) under proviso to sub-regulation (1) of regulation 25B and is registered as a candidate for the Professional Education (Course-II) shall be admitted, after discontinuance of the Professional Education (Examination-II), to the said examination, subject to his being otherwise eligible to appear in the Professional Education (Examination-II) and he fulfils the condition laid down under clause (b).

(2) A candidate for the Intermediate (Professional Competence) Examination shall pay such fees, as may be fixed by the Council, which shall not exceed rupees ten thousand in any case.

(3) A candidate for to Intermediate (Professional Competence) Examination shall be examined in the syllabus as may be specified by the Council from time to time.

***28D. Enrolment for Intermediate (Integrated Professional Competence) Course and Fees***

(1) The study course for the chartered accountancy candidates shall be named as Intermediate (Integrated Professional Competence) Course, which shall be composed of three levels viz. Group I, Accounting Technician (optional) and Group II. A candidate may opt for enrolment to Group I or Group I and Accounting Technician or Accounting Technician and/or Group II or Group I and Group II or for all the levels referred to above in this regulation.

(2) No candidate shall be eligible for enrolment to any of the level of the Intermediate (Integrated Professional Competence) Course, unless he –

(a) has passed the Common Proficiency Test held under these regulations and Senior Secondary Examination (10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses; or

(b) has been exempted from passing Common Proficiency Test under regulation 25D;

PROVIDED that a candidate who has passed Entrance Examination or Foundation Examination or Professional Education (Examination-I) under these regulations shall be eligible for enrolment to Intermediate (Integrated Professional Competence) Course subject to such conditions as may be specified by the Council:

PROVIDED FURTHER that a candidate who was already registered for erstwhile Intermediate Examination as per syllabus under paragraph 2 or 2A of Schedule B or of Professional Education (Course-II) under sub-regulation (1) of regulation 28A or Intermediate (Professional Competence) Examination under regulation 28C of these regulations shall be eligible for enrolment/conversion to Intermediate (Integrated Professional Competence) Course subject to such conditions as may be specified by the Council.

“(2A) Notwithstanding anything contained in sub-regulation (2), a candidate who is pursuing the final year of graduation course shall be provisionally registered to the Intermediate (Integrated Professional Competence) Course which shall be confirmed only on submission of satisfactory proof of having passed the graduation examination with the minimum marks as provided in sub-regulation (1A) of regulation 25D within such period not exceeding six months as may be decided by the Council, from the date of appearance in the final year graduation examination:

Provided that if such candidate fails to produce the proof within the aforesaid period, his provisional registration shall be cancelled and the registration fee or the tuition fee, as the case may be, paid by him shall not be refunded and for the purpose of these regulations no credit shall be given for the theoretical education undergone.”

(3) A candidate shall pay such fees for enrolment to Intermediate (Integrated Professional Competence) Course as may be fixed by the Council which shall not exceed rupees twelve thousand along with his application in the Form as may be approved by the Council.

***28E. Admission to Intermediate (Integrated Professional Competence) Examination, Fees and Syllabus***

*[Applicable to candidates appearing in Intermediate (Integrated Professional Competence) Examination under the syllabus as may be specified by the Council under sub-regulation (3) of this regulation.]*

(1) No candidate shall be admitted to Intermediate (Integrated Professional Competence) Examination unless:-

(a) he is enrolled for the relevant level(s) of the Intermediate (Integrated Professional Competence) Course; and

(b) he produces a certificate to the effect that he has undergone a study course, for a period not less than eight months, as may be specified by the Council for the relevant level(s), as on the first day of the month in which the examination is held, in the manner as may be specified by the Council from time to time; and

Provided that a candidate who has been exempted from passing Common Proficiency Test

Examination between the passing of the Intermediate Examination and the first appearance at the Final Examination; and

(ii) in the case of a candidate who appears in the Final Examination after completion of the period of his practical training, there need be no time interval between the passing of the Intermediate Examination and the first appearance at the Final Examination.

### **29A. Admission to the Final Examination**

*[Applicable to candidates appearing in Final examination under the syllabus as may be specified by the Council [under regulation 31(i)]]*

(1) No candidate shall be admitted to the Final examination unless:-

(i) he has passed the Professional Education (Examination-II) under these regulations; and

(ii) he has completed the practical training as is required for admission as a member or is serving the last twelve months of practical training on the first day of the month in which the examination is scheduled to be held; and

(iii) he produces a certificate from the Board of Studies of the Institute, to the effect that he has complied with the requirements of the theoretical education scheme as may be specified by the Council from time to time:

PROVIDED the requirement of theoretical education scheme shall not be applicable to a candidate who was admitted to the final examination held prior to the commencement of the final examination under the syllabus specified by the Council.

*Explanation* — In computing the aforesaid period of twelve months, leave taken in excess of 138 days in the case of an articled assistant and 184 days in the case of an audit assistant shall be regarded as the period required to be served under articled or audit service, as the case may be.

(2) Notwithstanding anything contained in sub- regulation (1) a candidate who has either passed the Intermediate examination under these regulations or the Chartered Accountants Regulations, 1964, or the Intermediate or the First examination under the Chartered Accountants Regulations, 1949 or was exempted from passing the first examination under that regulations shall also be admitted to the final examination provided he has completed the practical training as is required for admission as a member or has been serving the last six months of practical training including excess leave if any, on the first day of the month in which the examination is scheduled to be held.

*Explanation* — In computing the aforesaid period of six months, leave taken in excess of 138 days in the case of an articled assistant and 184 days in the case of an audit assistant shall be regarded as the period required to be served under articled or audit service, as the case may be.

### **29B. Admission to the Final examination**



*[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council under regulation 31(ii)]*

(1) No candidate shall be admitted to the Final Examination unless he has passed the Professional Competence Examination or the Intermediate (Professional Competence) Examination held under these regulations and has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held.

(2) Notwithstanding anything contained in sub-regulation (1), a candidate who has passed the Professional Education (Examination-II) or the Professional Competence Examination or the Intermediate (Professional Competence) Examination from out of the category of candidates covered under second proviso to sub-regulation (1) of regulation 28C or the Intermediate Examination under these regulations or the Intermediate Examination under the Chartered Accountants Regulations, 1964 or the Intermediate or the First Examination under the Chartered Accountants Regulations, 1949 (enforced at the relevant time) or was exempted from passing the First Examination under those regulations shall be admitted to the Final examination provided he has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or has been serving the last six months of practical training.

### **29C. Admission to Final Examination**

*[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council under regulation 31(i), (ii) and (iii)]*

(1) No candidate shall be admitted to the Final Examination unless he has passed:-

(i) the Intermediate (Professional Competence) Examination in its entirety, held under these regulations;

(ii) completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or has been serving the last six months of practical training under regulation 50 on the first day of the month in which the examination is held;

(iii) he produces a certificate to the effect that he has undergone a study course for such period, as on the first day of the month in which examination is held, in such manner as may be decided by the Council from time to time; and

(iv) completed the Advanced Course on Information Technology Training under these regulations for such period and in such manner as may be decided by the Council, from time to time."

"Provided that a candidate who has passed Professional Education (Examination-II) under the syllabus as decided by the Council under sub-regulation (5) of regulation 28B and has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or has been serving the last twelve months of practical training including excess leave, if any, on the first

day of the month in which the examination is held and has completed the said study course and also Advanced Course on Information Technology Training, shall be admitted to the Final Examination.”

(2) Notwithstanding anything contained in sub- regulation (1) above, a candidate who has passed the Professional Competence Examination from out of the category of candidates covered under second proviso to sub-regulation (1) of regulation 28C or Integrated Professional Competence Examination or Intermediate (Integrated Professional Competence) Examination under the syllabus as may be specified by the Council under sub-regulation (3) of regulation 28E or the Intermediate Examination under these Regulations or Intermediate Examination under the Chartered Accountants Regulations, 1964 or the Intermediate or the first examination under the Chartered Accountants Regulations, 1949, or was exempted from passing the first examination under those regulations shall be admitted to the Final examination provided he has completed the practical training as is required for admission as a member on or before the last day of the month preceding the month in which the examination is held or has been serving the last six months of practical training including excess leave, if any on the first day of the month in which the examination is held and has completed the aforesaid study course and Advanced Course on Information Technology Training.

*Explanation* — In computing the aforesaid period of six or twelve months, leave taken in excess of one-sixth of the actual period served subject to a maximum of days, as may be determined by the Council, shall be regarded as the period required to be served under articulated or audit service, as the case may be.

### ***30. Admission fee for the Final Examination***

A candidate for admission to all the groups or only one group of the Final examination shall pay such fee as may be fixed by the Council from time to time.

### ***31. Syllabus for the Final Examination***

A candidate for the final examination shall be examined, -

- (i) as per the syllabus specified by the Council after introduction of Professional Education (Course-II); or
- (ii) as per the syllabus specified by the Council from time to time after introduction of Intermediate (Professional Competence) Examination.
- (iii) as per the syllabus specified by the Council from time to time after commencement of enrolment to Intermediate (Integrated Professional Competence) Course.

### ***32. Application for Admission to an Examination***

An application for admission to an examination shall be made in the form approved by the Council, a copy of which may be obtained from the Secretary, and, together with the fee fixed for the examination, shall be sent so as to reach the Secretary in accordance with the directions given by the Council.



### ***33. Right to refuse admission to Examination***

(1) The Examination Committee or a person authorised by it in this behalf may, for any sufficient reason to be recorded, refuse to admit a candidate to an examination or admit him to an examination subject to such conditions as it or he may consider to be reasonable in the circumstances of the case or may for any sufficient reason to be recorded, refuse a candidate admission to an examination hall or expel him from an examination hall, after he has been admitted to it in the usual course.

(2) Any order passed by the Examination Committee or the person authorised by it, may be reviewed by the Examination Committee.

### ***34. Refund of Fees***

The fee paid by a candidate who has been admitted to an examination, shall not be refunded under any circumstances.

### ***35. Candidates to be supplied with admission tickets***

An admission ticket stating the place, dates and times at which the candidate may present himself for an examination shall be sent to each candidate to the address given by him in his application not less than twenty-one days before the commencement of the examination.

### ***36. Requirement for passing the Foundation and the Professional Education (Examination-I)***

(1) A candidate for the Foundation Examination shall ordinarily be declared to have passed the examination if he obtains at one sitting minimum of 40 per cent marks in each paper and a minimum of 50 per cent of the total marks of all the papers.

(2) A candidate for the Professional Education (Examination-I) shall ordinarily be declared to have passed the examination if he obtains at one sitting a minimum of 40 per cent marks in each paper and a minimum of 50 per cent of the total marks of all the papers.

### ***36A. Requirement for Passing the Common Proficiency Test***

A candidate for the Common Proficiency Test shall ordinarily be declared to have passed the test if he obtains at one sitting a minimum of thirty per cent. marks in each section and a minimum of fifty per cent. marks in the aggregate of all the sections, subject to the principle of negative marking, in such manner as may be determined by the Council, from time to time.

*Explanation,-* For the removal of doubt, it is hereby declared that the provisions of this regulation shall apply to a Common Proficiency Test held on or after the commencement of the Chartered Accountants (Amendment) Regulations, 2012.

### ***37A. Requirements for passing the Professional Education (Examination-II)***

(1) A candidate shall ordinarily be declared to have passed the Professional Education (Examination-II) if he passes in both the groups. He may, either appear in both the groups simultaneously or in one group in one examination and in the other group at any subsequent

examination.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he –

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and a minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one attempt a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups of the Intermediate examination held under Schedule 'B' or Schedule 'BB' to the Chartered Accountants Regulations, 1964 or under paragraph 2 of Schedule 'B' to the Chartered Accountants Regulations, 1988 and has subsequently appeared or required to appear as unit candidate under para 2A of Schedule 'B' to that regulations, but has not passed the respective unit, shall be entitled to appear in their respective unit till the commencement of the examination as per syllabus specified by the Council. Thereafter, the entitlement to appear as a 'unit' candidate shall cease and such candidates shall be required to appear in all the papers of both the groups to pass the Professional Education (Examination-II) as per syllabus as may be specified by the Council, if they wish to pursue the course.

*Explanation* — The expression 'unit' referred to above is a set of papers in which a candidate who has passed in any one but not in both the groups of Intermediate examination prior to the commencement of examination under the syllabus specified in para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988, is required to appear and pass.

(5) The Council may, frame guidelines for granting exemption in a group or paper(s) to a candidate who has passed one of the groups under para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or under any other syllabus subsequently specified by the Council, in the new syllabus specified by it. Such candidates shall be required to secure a minimum of 40 per cent marks in a paper and a minimum of 50 percent marks in the aggregate of such paper/group to pass the examination:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government.

(6) The Council may, frame guidelines to continue to grant exemption in a paper(s) to a candidate, granted earlier under the erstwhile syllabus for the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper/s in which he had secured exemption if the corresponding paper exists in the new syllabus as may be specified by the Council and will be appearing in the corresponding paper for the paper in which he had failed and shall be declared to have passed the examination if he secures at one sitting a minimum

of 40 per cent marks in the corresponding paper for the paper in which he had failed and a minimum of 50 per cent marks in the aggregate of all the papers of the groups including the marks of the paper in which he had earlier been granted exemption by the Council:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government:

PROVIDED FURTHER that a candidate who had appeared as a unit candidate under syllabus as given in para 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and had earlier been granted exemption by the Council, shall be entitled to avail the unexpired chance(s) of the exemption till the commencement of the examination under the syllabus as may be specified by the Council. If such a candidate fails to pass the unit to which he belongs, before the commencement of the examination as per syllabus specified by the Council, the unavailed chance(s) of exemption shall thereafter automatically lapse consequent upon the discontinuation of the unit scheme of examination.

(7) Notwithstanding anything contained in sub-regulations (1) to (6), a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 percent marks and shall be declared to have passed in that group if he secures at one sitting a minimum of 40 percent marks in each of such papers and a minimum of 50 percent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above if he was present in all the papers of that group and has already exhausted earlier exemption, if any, granted to him in that group.

### ***37B. Requirements for Passing the Intermediate (Professional Competence) Examination***

(1) A candidate may appear in both the groups simultaneously or in one group in one examination and in the remaining group at any subsequent examination and shall ordinarily be declared to have passed the Intermediate (Professional Competence) Examination if he passes in both the groups.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he -

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups either of the Professional Education (Examination-II) under the syllabus as specified by the Council under sub-regulation (5) of regulation 28B effective from October 2001, the Examination for which commenced from November, 2002 or of the Intermediate Examination as per syllabus under paragraph 2A of Schedule 'B' to the Chartered Accountants Regulations, 1988 shall be eligible for exemption in that particular group and shall be required to appear and pass in the remaining group in order to pass the Intermediate (Professional Competence) Examination.

(5) The Council may frame guidelines to continue to award exemption in a paper(s) to a candidate, granted earlier under the syllabus as specified under sub-regulation (5) of regulation 28B for the unexpired chance or chances of the exemption in the corresponding paper or paper(s) for the paper or papers in which he had secured exemption if the corresponding paper(s) exists in the new syllabus as may be specified by the Council. On appearing in the examination of the corresponding paper(s) for the papers in which he had failed, he shall be declared to have passed the examination if he secures at one sitting a minimum of 40 percent marks in the corresponding paper(s) for the paper(s) in which he had failed earlier and a minimum of 50 per cent marks in the aggregate of all the papers of the group including the marks of the paper(s) in which he had earlier been granted exemption by the Council.

(6) Notwithstanding anything contained in sub-regulations (1) to (5), a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 per cent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 per cent marks. He shall be declared to have passed in that group if he secures at one sitting a minimum of 40 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 per cent marks in the earlier examination referred to above. He shall not be eligible for any further exemption in the remaining paper(s) of that group until he has exhausted the exemption already granted to him in that group.

### **37C. Requirements for passing Intermediate (Integrated Professional Competence) Examination**

*[Applicable to candidates appearing in Intermediate (Integrated Professional Competence) Examination under the syllabus as may be specified by the Council under sub-regulation (3) of regulation 28E]*

(1) A candidate may appear in Group I or Group II level(s), separately or simultaneously or in a Unit comprising of a set of papers of Group-I and/or Group-II.

(2) A candidate, other than a candidate who has opted for Accounting Technician level, shall ordinarily be declared to have passed the Intermediate (Integrated Professional Competence) Examination, if he –

(a) Omitted

(b) passes in both Group I and Group II levels.

(3) A candidate, who has opted for the Accounting Technician level, shall be declared to have passed in that level, if he -

(a) passes in Group I level;

(b) completes the Orientation Course for such period and in such manner and within such time as may be specified by the Council from time to time; and

(c) completes the practical work experience in accounting and related fields for a period not less than twelve months in such manner as may be specified by the Council from time to time.

PROVIDED that a candidate, who has passed either the Intermediate (Professional Competence) Examination under the syllabus as per the sub-regulation (3) of Regulation 28C or Professional (Education-II) under the syllabus as per sub-regulation (5) of Regulation 28B of these regulations or Intermediate Examination under these regulations or the Chartered Accountants Regulations, 1964 or Intermediate or the first examination under the Chartered Accountants Regulations, 1949 or was exempted from passing the first examination under that regulation and has completed the prescribed period of practical training as was required for admission as a member, shall be eligible for grant of Accounting Technician Certificate on making an application to this effect and on compliance with such other conditions as may be specified by the Council from time to time.

(4) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he –

(a) secures at one sitting a minimum of 40 per cent. marks in each paper of each of the groups, viz., Group I and Group II levels, and minimum of 50 per cent. marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 per cent. marks in each paper of both the groups, viz., Group I and Group II levels, and a minimum of 50 per cent. marks in the aggregate of all the papers of both the groups taken together.

(5) A candidate shall be declared to have passed in Group-I level or Group II level or unit, as the case may be, if he secures at one sitting a minimum of 40 percent marks in each paper of the group/unit and a minimum of 50 percent marks in the aggregate of all the papers of that group/unit.

(6) A candidate, who has passed in any one but not in both the groups either of the Intermediate( Professional Competence) Examination under the syllabus as specified by the Council under sub- regulation (3) of the regulation 28C or Professional Education (Examination-II) under the syllabus as specified by the Council under sub-regulation (5) of regulation 28B effective from October, 2001, the examination for which commenced from November, 2002 or of the Intermediate Examination as per syllabus under paragraph 2A of Schedule `B' to the Chartered Accountants Regulations, 1988, shall be eligible for exemption in the corresponding paper or papers, if the corresponding paper(s) exists in the new syllabus as may be specified by the Council.

(7) The Council may frame guidelines to continue to award exemption in a paper or papers to

a candidate, granted earlier in the Professional Education (Examination-II) under the syllabus as specified by the Council under the syllabus as specified by sub-regulation (5) of regulation 28B or in the Intermediate (Professional Competence) Examination under the syllabus as specified by sub-regulation (3) of regulation 28C for the unexpired chance or chances of the exemption in the corresponding paper or papers, as may be specified by the Council, in which he has secured exemption if the corresponding paper exists or papers exists in the new syllabus as may be specified by the Council. On appearing in the examination of the corresponding paper or papers in which he had failed, he shall be declared to have passed the examination if he secures at one sitting a minimum of 40 percent marks in the corresponding paper or papers in which he had failed earlier and a minimum of 50 percent marks in the aggregate of all the papers of the group including the marks of the paper or papers in which he had earlier been granted exemption by the Council.

(8) Notwithstanding anything contained in sub-regulations (1) to (5) above, a candidate who has appeared in all the papers comprised in a group/unit and fails in one or more papers comprised in a group but secures a minimum of 60 per cent. of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 percent marks. He shall be declared to have passed in that group/unit if he secures at one sitting a minimum of 40 percent marks in each of such papers and a minimum of 50 percent of the total marks of all papers of that group/unit including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above. He shall not be eligible for any further exemption in the remaining paper(s) of that group/unit until he has exhausted the exemption already granted to him in that group/unit.

### ***38A. Requirements for passing the Final Examination***

*[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council under regulation 31(i)]*

(1) A candidate shall ordinarily be declared to have passed the Final Examination if he passes in both the groups. He may, either appear in both the groups simultaneously or in one group in one examination and in the other group at any subsequent examination.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he -

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and a minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.



(4) A candidate who has passed in any one but not in all the groups of the Final examination held under Schedule 'B' to the Chartered Accountants Regulations, 1964 or under Schedule 'BB' to that regulations (prior to 1st January, 1985 under three groups system) and has subsequently appeared or required to appear as unit candidate under para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988, but has not passed the respective unit, shall be entitled to appear in the respective unit till the commencement of the examination as per syllabus as may be specified by the Council. Thereafter, the entitlement to appear as a 'unit' candidate shall cease and such candidates shall be required to appear in all the papers of both the groups to pass the Final Examination as per syllabus as may be specified by the Council, if they wish to pursue the course.

*Explanation* — The expression 'unit' referred to above is a set of papers in which a candidate who has passed in any one or more but not in all the groups of Final examination prior to the commencement of examinations under the syllabus specified in para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988, is required to appear and pass.

(5) The Council may, frame guidelines for granting exemption in a group or paper(s) to a candidate who has passed one of the groups under para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or under any other syllabus subsequently specified by the Council, in the new syllabus specified by it. Such candidates shall be required to secure a minimum of 40 percent marks in a paper and a minimum of 50 percent marks in the aggregate of such paper/group to pass the examination:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government.

(6) The Council may, frame guidelines to continue to grant exemption in a paper(s) to a candidate, granted earlier under the erstwhile syllabus for the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper/s in which he had secured exemption if the corresponding paper exists in the new syllabus as may be specified by the Council and will be appearing in the corresponding paper for the paper in which he had failed and shall be declared to have passed the examination if he secures at one sitting a minimum of 40 percent marks in the corresponding paper for the paper in which he had failed and a minimum of 50 percent marks in the aggregate of all the papers of the groups including the marks of the paper in which he had earlier been granted exemption by the Council:

PROVIDED that any subsequent changes in the said guidelines shall have prior approval of the Central Government:

PROVIDED FURTHER that a candidate who had appeared as a unit candidate under syllabus as given in para 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 and had earlier been granted exemption by the Council, shall be entitled to avail the unexpired chance(s) of the exemption till the commencement of the examination under the syllabus as may be specified by the Council. If such a candidate fails to pass the unit to which he belongs, before the commencement of the examination as per syllabus specified by the Council, the unavailed chance(s) of exemption shall thereafter automatically lapse consequent upon the discontinuation of the unit scheme of examination.

(7) Notwithstanding anything contained in sub-regulations (1) to (6), a candidate who fails in

one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he had secured less than 60 percent marks and shall be declared to have passed in that group if he secures at one attempt a minimum of 40 percent marks in each of such paper or papers and a minimum of 50 percent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above, if he was present in all the papers of that group and has already exhausted earlier exemption, if any, granted to him in that group.

### ***38B. Requirements for Passing the Final Examination***

*[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council under regulation 31(ii)]*

(1) A candidate may, appear in both the groups simultaneously or in one group in one examination and in the remaining group at any subsequent examination and shall ordinarily be declared to have passed the Final Examination if he passes in both the groups.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he –

(i) secures at one sitting a minimum of 40 per cent marks in each paper of each of the groups and minimum of 50 per cent marks in the aggregate of all the papers of each of the groups; or

(ii) secures at one sitting a minimum of 40 per cent marks in each paper of both the groups and a minimum of 50 per cent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 per cent marks in each paper of the group and a minimum of 50 per cent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups of the Final Examination either under the syllabus as specified by the Council under clause (i) of regulation 31 effective from October, 2001, the examination, for which commenced from November, 2002 or of the Final Examination as per syllabus under paragraph 3 or 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or paragraph 3 of Schedule 'BB' to the Chartered Accountants Regulations, 1964 (two groups scheme after January 1, 1985) enforced at the relevant time shall be eligible for exemption in that particular group and shall be required to appear and pass in the remaining group in order to pass the Final Examination.

(5) The Council may frame guidelines to continue to award exemption in a paper(s) to a candidate, granted earlier under the syllabus as specified under clause (i) of regulation 31 for the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper or papers in which he had secured exemption if the corresponding paper exists in the new syllabus as may be specified by the Council. On appearing in the examination of the corresponding paper(s) for the paper(s) in which he had failed, he shall be declared to have



passed the examination if he secures at one sitting a minimum of 40 percent marks in the corresponding paper(s) for the paper(s) in which he had failed earlier and a minimum of 50 percent marks in the aggregate of all the papers of the group including the marks of the paper(s) in which he had earlier been granted exemption by the Council.

(6) Notwithstanding anything contained in sub-regulations (1) to (5) above, a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 per cent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 per cent marks. He shall be declared to have passed in that group if he secures at one sitting a minimum of 40 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 per cent marks in the earlier examination referred to above. He shall not be eligible for any further exemption in the remaining papers of that group until he had exhausted the exemption already granted to him in that group.

### ***38C. Requirements for Passing the Final Examination***

*[Applicable to candidates appearing in Final Examination under the syllabus as may be specified by the Council under regulation 31(ii) and (iii)]*

(1) A candidate may appear in both the groups simultaneously or in one group in one examination and the remaining group at any subsequent examination and shall ordinarily be declared to have passed the Final Examination if he passes in both the groups.

(2) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he –

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together.

(3) A candidate shall be declared to have passed in a group if he secures at one sitting a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(4) A candidate who has passed in any one but not in both the groups of the Final Examination under the syllabus as specified by the Council under items (i) and (ii) of regulation 31 or of the Final Examination as per syllabus under paragraph 3 or 3A of Schedule 'B' to the Chartered Accountants Regulations, 1988 or paragraph 3 of Schedule 'BB' to the Chartered Accountants Regulations, 1964 (two groups scheme after January 1, 1985) enforced at the relevant time shall be eligible for exemption in that particular group and shall be required to appear and pass in the remaining group in order to pass the Final Examination.

(5) The Council may frame guidelines to continue to award exemption in a paper or papers to a candidate, granted earlier under the syllabus as specified under items (i) and (ii) of regulation 31 for the unexpired chance or chances of the exemption in the corresponding paper or papers for the paper or papers in which he had secured exemption, if the corresponding paper or papers exists in the new syllabus of the Final Examination as may be specified by the Council. On appearing in the examination of the corresponding papers or papers for the paper or papers in which he had failed, he shall be declared to have passed the examination if he secures at one sitting a minimum of 40 percent in the corresponding paper or papers for the paper or papers in which he had failed earlier and a minimum of 50 percent marks in the aggregate of all the papers of the group including the marks of the paper or papers in which he had earlier been granted exemption by the Council.

(6) Notwithstanding anything contained in sub- regulations (1) to (5) above, a candidate who has appeared in all the papers comprised in a group and fails in one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 percent marks. He shall be declared to have passed in that group if he secures at one sitting a minimum of 40 per cent marks in each of such papers and a minimum of 50 per cent of the total marks of all papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above. He shall not be eligible for any further exemption in the remaining paper(s) of that group until he has exhausted the exemption already granted to him in that group.

### ***39. Examination results***

(1) (a) A list of candidates declared successful at each examination shall be published.

(b) The names of candidates obtaining distinction in the examination shall be indicated in the list.

(c) Every candidate shall be individually informed of his result.

(2) The Council may, in its discretion, revise the marks obtained by all candidates or a section of candidates in any particular paper or papers or in the aggregate in such manner as may be considered necessary, for maintaining the standards of pass percentage provided in these Regulations.

*Explanation* — The term “section” used in this sub- regulation refers to the category of the candidates whose answer papers are valued by an examiner and such other category of candidates as may be specified by the Council.

(3) A candidate who passes at one sitting an examination with seventy per cent of the total marks for all the papers for that examination shall be considered to have passed the examination with distinction.

*Explanation* — For the purpose of reckoning the seventy per cent marks mentioned in this sub-regulation, any fractions of half or more shall be rounded upto the next whole number.

(4) (i) Information as to whether a candidate's answers in any particular paper or papers of any examination have been examined and marked shall be supplied to the candidate on his submitting within a month of the declaration of the result of the said examination, an application, accompanied by a fee as may be fixed by the Council which shall not exceed rupees five hundred in any case.

(ii) The fee shall be only for verifying whether the candidate's answers in any particular paper or papers have been examined and marked, and not for the re-examination of the answers.

(iii) The marks obtained by a candidate in individual questions or in sections of a paper shall not be supplied.

(iv) If as a result of such verification, it is discovered that there has been either an omission to examine or mark any answer or answers or there has been a mistake in the totaling of the marks, the fee for verification shall be refunded in full to the candidate.

(5) Every candidate shall be furnished free with a statement of marks obtained by him in the papers in which he has appeared in the examination:

PROVIDED that if a request for a duplicate statement of marks secured by a candidate at any examination is received after the expiry of two months from the date of the declaration of the result of the examination, the statement shall be furnished on payment of a fee as may be fixed by the Council which shall not exceed rupees one hundred in any case.

(6) Notwithstanding that a candidate has obtained the minimum number of marks for passing an examination, the Examination Committee may, after giving an opportunity to the candidate of being heard, for reasons to be recorded in writing, refuse to declare him to have passed the examination.

(7) In any case where it is found that the result of an examination has been affected by error, malpractice, fraud, improper conduct or other matter, of whatever nature, the Council shall have the power to amend such result, in such manner as shall be in accordance with the true position and to make such declaration as the Council shall consider necessary in that behalf:

PROVIDED that no such amendment shall be made which adversely affects a candidate, without giving him an opportunity of being heard:

PROVIDED FURTHER that in the event of an error not arising out of any act or default of a candidate, proceedings for amendment adversely affecting the candidate shall not be initiated after the expiry of a period of one month from the date of the declaration of result.

#### ***40. Examination Certificates***

A candidate passing the Professional Education (Examination-II), Intermediate (Professional Competence) Examination, Intermediate (Integrated Professional Competence) Examination, Accounting Technician level, or Final examination shall be granted a certificate to that effect in the Form approved by the Council.

#### ***41. Disciplinary action in connection with examination***

If a candidate is reported to have behaved in a disorderly manner in or near an examination hall or is reported to have resorted to or attempted to have resorted to unfair means for the purpose of passing an examination, the Examination Committee may, on receipt of a report to that effect and after such investigation as it may deem necessary, take such disciplinary action as it may think fit, provided that an opportunity shall be given to the candidate of being heard before an order adverse to him is passed.

*Explanation* - Disciplinary action may include the cancellation of any examination result, or the cancellation of articles or both in relation to the candidate.

### **43. Engagement of Articled Assistants**

(1) Subject to the provisions of these Regulations and subject to such terms and conditions, as the Council may deem fit to impose in this behalf, the members designated as an associate or a fellow, who has been in practice continuously, whether in India or elsewhere or an associate or a fellow, who is deemed to be in practice within the meaning of Explanation to sub-section (2) of section 2 of the Act, shall only be eligible to engage an articled assistant or assistants:

PROVIDED that in the case of an associate or a fellow practising outside India, the Council may impose such additional terms and conditions as it may deem fit.

(2) An associate or a fellow, covered by sub-regulation (1), shall be entitled to train such number of articled assistant or assistants, under such terms and conditions, as are specified in Tables I and II given hereinafter:

**TABLE-I**

*(Applicable to members practising the profession of chartered accountants in his individual name or as proprietor or as partner)*

<b>Category</b>	<b>Period of continuous practice</b>	<b>Entitlement of articled assistant or assistants</b>
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	3
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	7
(iv)	An associate or fellow in continuous practice for any period from 10 years	10

**TABLE-II**

*(Applicable to members who are in full time salaried employment under a chartered*

*accountant in practice or a firm of such chartered accountants)*

<b>Category</b>	<b>Number of full-time salaried employees – irrespective of whether associate or fellow</b>	<b>Entitlement of articled assistant or assistants</b>
(i)	Up to 100	1 per employee
(ii)	Between 101 and 500	100+50% of the number of such employees above 100 (i.e., maximum of 300)
(iii)	From 501 or more	300+20% of the number of such employees above 500

(2A) A member in full time employment with a firm of chartered accountants shall be entitled to train one articled assistant provided he has been in employment with the same firm for a continuous period of three years.

(3) The entitlement to engage and train articled assistant or articled assistants under this regulation shall be subject to following conditions:-

(i) Omitted

(ii) a member who ceases to be in practice or resigns his partnership or gives up salaried employment under a chartered accountant in practice or a firm of such chartered accountants and who, at the time of discontinuance of practice or paid employment, as the case may be, has one or more articled assistants serving under him, shall not be eligible to take any articled assistant, if he subsequently sets up practice or takes up salaried employment under a chartered accountant in practice or a firm of such chartered accountants, until such time as the articled assistant or assistants serving under him previously complete the period of articles intended to be served under him, had he not given up his practice or the salaried employment.

(iii) a member shall be entitled to engage and train an articled assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and for the purposes of this sub- regulation, in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered:

PROVIDED that the Council may, in its discretion, condone any break in the continuity of practice, for a period not exceeding 182 days in the aggregate.

*Explanation* — For the purpose of this sub-regulation, a member who sets up practice, with practice as his main occupation, after having been in employment for a minimum period of six years in one or more financial, commercial or industrial undertakings approved under regulations 51 and 72, shall be deemed to have been in continuous practice for three years.

(4) The entitlement of a member to train articled assistants under this regulation shall be subject to such decisions as may be made by the Council under regulation 67.

***44. Members not to engage articled assistants under the bye-laws of any of the accountancy institutions or bodies outside India***

A member entitled to engage and train articled assistants, under regulation 43, shall not engage any other articled clerk, articled assistant or apprentice, by whatever name called, under the bye-laws of any other Institute or Society or Body:

PROVIDED that such a member may engage any person who has been registered as a student with any of the accountancy institutions or bodies whose training is recognized by the Council as being equivalent to the training prescribed for members of the Institute under clause (v) of sub-section (1) of section 4 of the Act.

***45. Admission to Articleship***

(1) A member engaging articled assistants shall before accepting a person as an articled assistant satisfy himself that –

(a) he is entitled to train articled assistants under regulation 43, and his professional practice or that of his employer, if he is an employee of chartered accountant in practice or a firm of such chartered accountants, is suitable for the purpose of training articled assistants; and

(b) such a person –

(i) has passed the Professional Education (Examination-II) or has passed Group I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination held under these regulations or has been exempted from passing Common Proficiency Test under sub-regulation (1A) of regulation 25D; and

(ii) has successfully completed computer training programme or Information Technology Training as may be specified from time to time by the Council and in the manner so specified and

(iii) has completed the Orientation Course for such period and in such manner and within such time as may be specified by the Council from time to time."

(2) Notwithstanding anything contained in sub-regulation (1) above, a candidate who has passed Common Proficiency Test held under these regulations and also 10+2 examination conducted by an examining body constituted by a law in India or an examination recognised by the Central Government or the State Government as equivalent thereto for the purposes of admission to graduation courses; or has passed the Entrance Examination or Foundation Examination or Professional Education (Examination-I) under these regulations shall be eligible for admission to articleship until the commencement of the enrolment to Intermediate (Integrated Professional Competence) Course or till such time as the Council may decide:

PROVIDED that a candidate who was registered as an articled assistant before the commencement of the enrolment to Intermediate (Integrated Professional Competence) Course shall be eligible to continue and complete the remaining period of practical training as

per the deed of articles already executed under these regulations irrespective of any break in the continuity of training:

PROVIDED FURTHER that a candidate who has passed Professional Education (Examination-II) at the time of commencement of enrolment to Intermediate (Integrated Professional Competence) Course may join three years articleship up to such time as may be specified by the Council.

#### ***46. Registration of articled assistants***

(1) The articles shall be executed in the form approved by the Council.

(2) A statement in the form approved by the Council together with documentary evidence of compliance with Regulation 45, shall be sent to the Secretary for registration so as to reach him within thirty days of the commencement of articles.

(3) If the statement mentioned in sub-regulation (2) above is not received within the time specified, the Secretary may condone the delay where the member proves to his satisfaction that he was prevented from sending the statement in time, if he received the same from the member within fifteen days after the expiry of the period so specified, failing which the Secretary shall treat the date of commencement of service as the 31<sup>st</sup> day prior to its receipt by him. If the date of commencement of service is changed by the Secretary, he shall communicate such change to the member who shall make appropriate change in the articles.

(4) Every articled assistant shall undergo theoretical education as imparted by the Institute. He shall apply in the form approved by the Council; pay such registration fee as an articled assistant and such tuition fee as may be fixed by the Council, which shall not exceed rupees twenty five thousand in any case taken together. The tuition fee may either be paid in lump sum or in such instalments and at such intervals, as may be specified by the Council.

(5) *Deleted.*

(6) Every deed of articles executed under this regulation shall cover the full period of articled training prescribed under these Regulations or the full balance period, where such articles had been terminated before the expiry of their full term.

(7) The Council shall have the power to relax any of the requirements of this regulation in respect of persons enrolled as articled assistants/audit assistants prior to the date on which these Regulations come into force.

(8) The Council may, after giving the applicant an opportunity of being heard, refuse to register the articles.

#### ***47. Premium from articled assistants***

No amount shall be charged from, or be payable by, an articled assistant or any other person on his behalf, directly or indirectly, whether by way of premium or as loan or deposit or in any other form in connection with his engagement as an articled assistant.



#### ***48. Stipend to articled assistants***

(1) Every principal engaging and training articled assistant or assistants, under regulation 43, shall pay every month to such assistant a minimum monthly stipend, at the rates specified in the Table below:

**Table**

<b>Classification of the normal place of service of the articled assistant</b>	<b>During the first year of training</b>	<b>During the second year of training</b>	<b>During the remaining period of training</b>
(1)	(2)	(3)	(4)
(i) Cities/towns having a population of twenty lakhs and above.	Rs.2000/-	Rs.2500/-	Rs.3000/-
(ii) Cities/towns having a population of four lakhs and above but less than twenty lakhs.	Rs.1500/-	Rs.2000/-	Rs.2500/-
(iii) Cities/towns having a population of less than four lakhs.	Rs.1000/-	Rs.1500/-	Rs.2000/-

*Explanation 1* – For the purposes of this regulation, no stipend shall be payable for any excess leave taken.

*Explanation 2* – For the purposes of determining the rates at which stipend is payable under this regulation, the period of articled training of the student under any previous principal or principals (not being any such period prior to 1st July, 1973) shall also be taken into account.

*Explanation 3* – For the purposes of this regulation, the figures of population shall be taken as per the last published Census Report of India.

(2) The stipend under this regulation shall be paid by the principal to the articled assistant either (a) by a crossed account payee cheque every month against a stamped receipt to be obtained from the articled assistant; or (b) by depositing the amount every month in an account opened by the articled assistant in his own name with a branch of the bank to be specified by the principal.

#### ***49. Register of articled assistants***

A register of articled assistants shall be maintained by the Council.

#### ***50. Period of practical training for an articled assistant***



An articled assistant shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from the appropriate person entitled to issue such a certificate to the effect that he -

(i) has served as an articled assistant for a period of three and half years; or

(ii) has served partly as an articled assistant and partly as an audit assistant for a total period as specified in clause (i) above for which purpose complete eight months of service as an audit assistant shall be reckoned as six months of training as an articled assistant, any fraction of a period of less than 8 months as an audit assistant being ignored:

PROVIDED that a candidate who was registered as an articled assistant before the commencement of the Common Proficiency Test shall be eligible to continue and complete the remaining period of practical training as per the deed of articles executed under these regulations irrespective of any break in the continuity of training:

PROVIDED FURTHER that a candidate who has passed Professional Education (Examination-II) under these regulations at the time of commencement of the Common Proficiency Test may join three year articleship up to such time as may be specified by the Council.

PROVIDED ALSO that a candidate who was exempted from passing the Professional Education (Examination-I) under proviso to sub-regulation (1) of regulation 25B and is registered as a candidate for the Professional Education (Course-II) shall be eligible to join three year articleship, up to such time as may be specified by the Council, subject to his appearing and passing Professional Education (Examination-II), till such time it is held or thereafter, Intermediate (Professional Competence) Examination held under these regulations and completing the specified course on computer training programme or Information Technology Training.

Provided also that a candidate enrolled for the Intermediate (Integrated Professional Competence) Course shall be eligible to three years of articles training on his passing the Group I level or Accounting Technician level of the Intermediate (Integrated Professional Competence) Examination:

Provided also that a candidate who is a graduate or post graduate and has been exempted from passing the Common Proficiency Test shall be eligible to three years of articles training on his registration to the Intermediate (Integrated Professional Competence) Course.

### ***51. Industrial Training***

(1) An articled assistant who has passed the Intermediate (Professional Competence) Examination or Professional Education (Examination-II) or Intermediate examination under these regulations may, at his discretion, serve as an industrial trainee for the period specified in sub-regulation (2) in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid-up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time:

PROVIDED that the articled assistant has intimated to his principal his intention to take such

industrial training at least three months before the date on which such training is to commence.

(2) The period of industrial training may range between nine months and twelve months during the last year of the prescribed period of practical training.

(3) The industrial training shall be received under a member of the Institute. An Associate who has been a member for a continuous period of at least three years shall be entitled to train one industrial trainee at a time and a fellow shall be entitled to train two industrial trainees at a time, whether such trainees be articled assistants or audit assistants.

(4) An agreement of training shall be entered into in the form approved by the Council.

(5) On satisfactory completion of the industrial training, the member training the industrial trainee, shall forthwith issue to the trainee a certificate in the form approved by the Council in respect of the training undergone under him and forward a copy thereof to the Secretary.

(6) The period of industrial training referred to under this regulation, shall be treated as service under articles for all purposes of these Regulations, provided the certificate referred to in sub-regulation (5) is produced.

#### ***51A. Course on General Management and Communication Skills and period thereof***

Before applying for membership of the Institute, an articled assistant shall complete a course on General Management and Communication Skills or any other course for such period as may be specified by the Council which shall not be less than seven days and not more than 30 days and in such manner and within such time as may be specified by the Council from time to time.

#### ***51B. Course on Information Technology Training***

A candidate shall undergo a course on Information Technology Training for such period as may be specified by the Council which shall not be less than one hundred hours and not more than five hundred hours and in such manner and within such time as may be specified by the Council from time to time.

#### ***51C. Advanced Course on Information Technology Training. -***

A candidate shall undergo an Advanced Course on Information Technology Training as may be determined by the Council which shall not be less than one hundred hours and not more than five hundred hours and in such manner and within such time as may be determined by the Council from time to time.

#### ***52. Recognition of Service with Armed Forces***

For the purposes of Regulation 50, service with Armed Forces rendered by an articled assistant for a period not exceeding one year shall be deemed to be service as an articled assistant.

#### ***54. Secondment of articled assistants***

(1) A principal may, with the consent of the articled assistant, second from time to time the articled assistant to other member or members with a view to provide the articled assistant the opportunity of gaining practical experience in areas where the principal may not be in a position to provide the same.

(2) The articled assistant shall be seconded only to a member who is entitled to train one or more articled assistants in his own right or to a member in industry who is entitled to train one or more industrial trainees.

(3) The member to whom the articled assistant is seconded will not be entitled to train more than two such assistants on secondment at a time.

(4)(a) The maximum period of secondment shall be one year which may be served with a single eligible member.

(b) The Council may permit secondment with more than one such member provided the minimum period of secondment shall be four months and the aggregate period served on secondment with such members shall not exceed one year.

(5) Where an articled assistant is seconded to a member in industry, the total period spent in industry by the articled assistant, including the period of industrial training under these regulations, shall not exceed one year.

(6) During the period of secondment, the member with whom the articled assistant is seconded shall pay the stipend as provided under these regulations.

(7) The member with whom the articled assistant is seconded shall be responsible for imparting training during secondment. He shall maintain records of practical training undergone by the articled assistant during secondment and forward the same to the principal on completion of period of secondment. The principal shall include required particulars in the report to the Council under regulation 64.

(8) A statement in the form approved by the Council shall be sent to the Secretary for records within thirty days from the date of commencement of training on secondment.】

***54A. Practical Training under eligible members of Accountancy Institutions or Bodies outside India***

(1) A principal, with the consent of the articled assistant, may depute the latter for training for a period not exceeding six months to a member eligible to engage and train an articled clerk or articled assistant or apprentice, by whatever name called, under the bye-laws of an institution or body etc. set up in the respective countries under the relevant Statutes.

(2) For the purpose of regulation 50, such period of training shall be deemed to be service as an articled assistant.

(3) During such period of training the provisions of regulation 48 shall not apply.

(4) The principal shall include the particulars of such training in the report to the Council under regulation 64.

(5) No deed of Articles need be executed for such training nor any intimation need be sent to the Institute in this regard.

### ***55. Change of status of Principal***

(1) Where a salaried employee of a chartered accountant in practice or a firm of such chartered accountants set up practice independently, the articled assistant or articled assistants engaged by him, as the case may be, shall continue to remain engaged with him from the date of setting up practice independently provided he is entitled to train the articled assistant or the articled assistants under regulation 43:

Provided that the President or the Vice-President of the Council may, in an appropriate case, direct that the articled assistant shall serve the chartered accountant in practice or the firm of such chartered accountants, as the case may be.

(2) Where the salaried employee aforesaid does not set up practice independently or he is not entitled to train the articled assistant or the articled assistants under regulation 43, the articled assistant or articled assistants, as the case may be, shall serve the chartered accountant in practice who has executed the deed of articles as required under sub-regulation (1) of regulation 46 as the second principal. The provision of sub-regulation (1) of regulation 46 shall not apply in such a case but a statement in the form approved by the Council shall be sent to the Secretary for registration so as to reach within thirty days of the change in the status of the principal or within such extended period as the Secretary may determine:

(3) In every case referred to in sub-regulation (1) or sub-regulation (2) no registration fee shall be payable by the articled assistant.

### ***56. Termination or assignment of articles***

(1) Every articled assistant executing the deed of articles for the full period of articled training prescribed under these regulations, shall be required to complete such articles only with the member, who has engaged him:

PROVIDED that the articles so engaged may, by agreement between the articled assistant and his principal, be terminated under such exceptional circumstances or conditions, as may be decided by the Council:

PROVIDED FURTHER that in case the Principal has not forthwith issued the Certificate prescribed under Regulation 61, on completion or termination of articles, the articled assistant shall make a request in the form approved by the Council, within 15 days of such completion or termination, to the principal, under intimation to the Secretary by registered or speed post, for issue of such certificate of service and the principal shall in any case, issue the certificate of service within three months of such completion or termination:

PROVIDED ALSO that in cases where no such certificate is received by the Secretary within fifteen days of expiration of the period specified above, the certificate shall be deemed to have been issued on the date specified by the articled assistant, and an intimation to that effect shall be sent to the principal.

(2) Where articles are terminated by agreement under sub-regulation (1), the same may be

assigned to another principal entitled to train articled assistants under Regulation 43. Such assignment shall be in the form approved by the Council.

(3) The provisions of Regulation 46 shall apply 'mutatis mutandis' except that no registration fee shall be payable by the articled assistant.

### ***57. Fresh Articles***

(1) Where an articled assistant is not able to complete the term of the articles by reason of the fact that (a) the principal has ceased to practise; or (b) the name of the principal has been removed from the Register; or (c) the principal has died; or (d) the articles are terminated under sub-regulation (1) of Regulation 56, he may enter into fresh articles for the remainder term of his service with another member entitled to engage and train one or more articled assistants:

PROVIDED that the Secretary may, in an appropriate case covered by category (a), (b) or (c) above, permit the articled assistant to be trained as an additional articled assistant by a member entitled to engage and train one or more articled assistants notwithstanding anything contained in Regulation 43.

(2) Where an articled assistant is not able to complete the term of articles for any other valid reason, he may with the permission of the President or the Vice-President, as the Council may decide from time to time, enter into fresh articles for the remainder of the term of service with another member entitled to engage and train one or more articled assistants:

PROVIDED that the President or the Vice-President, as the Council may decide from time to time, may, in any appropriate case, permit the articled assistant to be trained as an additional articled assistant by a member entitled to engage and train one or more articled assistants notwithstanding anything contained in Regulation 43.

(3) *Omitted*

(4) In every case referred to in sub-regulation (1) or sub-regulation (2) above, the provisions of regulation 46 shall apply 'mutatis mutandis' except that no fee shall be payable by the articled assistant:

PROVIDED that in such cases, the request for permission to be taken as additional articled assistant under another principal is sent, so as to reach the Secretary within thirty days and the statement in Form approved by the Council is sent so as to reach the Secretary within thirty days from the date of the letter of the Secretary granting such permission:

PROVIDED FURTHER that in a case covered under category (c) of sub-regulation (1), the date of commencement of training under fresh articles shall be taken as the date following the date of the death of the principal.

### ***58. Supplementary Articles***

(1) An articled assistant who has taken leave in excess of the period of leave to which he is entitled under Regulation 59 shall be required to serve for a further period equivalent to the excess leave taken by him.

(2) If the period of the excess leave taken is sought to be served under the principal with whom such articulated assistant last served his articles, a supplementary deed of articles in the form approved by the Council shall be executed in continuation of the previous articles.

(3) The supplementary deed, duly stamped, shall be sent to the Secretary for registration so as to reach him within 60 days of the expiry of the previous articles. No fee shall be charged for the registration of such supplementary deed of articles:

PROVIDED that the Executive Committee may condone the delay in sending the supplementary deed in appropriate cases.

(4) If the articulated assistant chooses to serve under any other member entitled to engage articulated assistants under Regulation 43, the provisions of Regulation 46 shall apply 'mutatis mutandis' except that no fee shall be charged for registration of articles under the said regulation.

### ***59. Leave to an Articled Assistant***

(1) An articulated assistant shall earn leave at the rate of one-sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to a maximum of 180 days.

(2) An articulated assistant who has served as an audit assistant before the commencement of his articles shall, in addition to the leave earned under this regulation, be entitled to leave equal to one-half of the leave earned and not availed of as an audit assistant, subject to a maximum of three months.

(3) Leave due shall ordinarily be granted if reasonable notice has been given to the principal by the articulated assistant.

(4) For the purposes of preparing for an examination of the Institute, the articulated assistant shall be granted by the principal leave for three months or to the extent due, whichever is less, provided an application for the leave has been made at least fifteen days in advance.

(5) Leave not earned may also be granted by the principal subject to the condition that the total leave to be taken by the articulated assistant shall not exceed one-seventh of the total period of his actual service, together with the leave due under sub-regulation (2).

(6) Notwithstanding anything contained in the foregoing sub-regulations, the principal shall allow the articulated assistant to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training not exceeding sixty days in a year, as period actually served under articles.

(7) For the purpose of this regulation, the days (including intervening holidays) on which an articulated assistant appears for any examination under these Regulations or attends a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served under articles.

*Explanation* — (1) For the removal of doubts, it is clarified that attendance by an articulated assistant with the consent of the principal, at a conference, including Course on Information

Technology Training, and Course on General Management and Communication Skills or seminar organised by the Institute including a regional council or a students' association or a branch of a regional council for the benefit of assistants, shall be treated as period actually served under articles.

(2) An articled assistant who has secured admission in a course at an academy of accounting conducted by the Institute shall be relieved by the principal, without termination of articles, for attending the academy, provided he has given notice of not less than two months of his intention to join the academy.

#### ***60. Working hours of an Articled Assistant***

The minimum working hours of an articled assistant shall be 35 hours per week (excluding lunch break) which shall be regulated by the Principal from time to time, subject to such directions and guidelines, as may be issued by the Council.

#### ***61. Certificate of Service***

(1) The principal shall, on completion of the service of an articled assistant, forthwith issue a certificate in respect of the service, rendered under him in the form approved by the Council and forward a copy thereof, duly signed by both the principal and the articled assistant to the Secretary.

(2) In the event of discontinuance or termination of the service of an articled assistant before the expiry of the full period of service, the principal shall issue to the articled assistant, a certificate in the form approved by the Council and forward forthwith a copy thereof duly signed by the principal and the articled assistant, to the Secretary. A printed copy of such form shall be obtained on request from the Secretary and shall bear the stamp of the Institute and date of its issue and shall be valid only for sixty days thereafter.

(3) Where the principal is unable to obtain the signatures of articled assistant within thirty days of completion of the service, he may forward the certificate to the Secretary duly signed by himself, without the requisite signatures of the articled assistant, within forty five days of the completion of the service and send two copies thereof to the last known address of the articled assistant by registered post.

(4) The articled assistant shall, upon receipt of the certificate referred to in sub-regulation (3), sign one copy thereof and forward the same to the Secretary forthwith.

#### ***62. Certificate of service on the death of principal***

Where the principal dies, his legal representative or where, at the time of his death, he was carrying on practice with another member, the surviving partner, shall within thirty days from the death of the principal, issue to the articled assistant a certificate in the form approved by the Council, in respect of the service rendered and forward a copy thereof to the Secretary.

#### ***63. Proof of training in the absence of a certificate***

In the case of a person who is unable to produce, for a valid reason, a certificate in the form approved by the Council, from an appropriate person, the Council may require such proof as



it may determine that the former person has served as an articled assistant for the period required by Regulation 50.

#### ***64. Report to the Council***

(1) The principal imparting training to articled assistants shall ensure that the training imparted is of such an order that the quality and standing of the profession are maintained as well as enhanced. For that purpose, he shall maintain a record about the progress and nature of training imparted by him to the articled assistant, in such form and manner, as may be determined by the Council.

(2) The principal shall submit the records of training maintained as and when required by the Council. In the event of the death of the principal his legal representative or the surviving partner shall submit the records, as and when required by the Council.

#### ***65. Articled assistant not to engage in any other occupation***

Without the previous permission of the Council, obtained on application made in the approved form, no articled assistant shall, during the period of his service as an articled assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation.

#### ***66. Enquiries against articled assistant***

(1) Where a complaint or information of any misconduct or breach of regulation 65 or breach of the Code of Conduct applicable to articled assistants or breach of any of the covenants contained in the articles is received against an articled assistant from his principal or any other person, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made.

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled assistant an opportunity of being heard, make any of the following orders, namely:-

(i) direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or

(ii) if the articled assistant is found guilty, reprimand the articled assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

(3) The articled assistant, the registration of whose articles has been cancelled under this regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled assistant or audit assistant by any member.

*Explanation* — For the purpose of this Regulation the articled assistant includes a person who at the relevant time was registered as such.



### ***67. Complaint against the Principal***

(1) Where an articled assistant makes a complaint against his principal on a matter concerning his training as an articled assistant, the President or the Vice-President as the Executive Committee may decide from time to time may cause an investigation to be made and submit a report to the Executive Committee.

(2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.

(3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:

PROVIDED that no order withdrawing the entitlement of the principal to train one or more articled assistants shall be passed without giving him an opportunity of being heard.

*Explanation* — An order passed by the Council under this regulation shall be without prejudice to any action that the Council may take against the principal under Section 21.

(4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

*Explanation* — For the purpose of this regulation, the articled assistant includes a person who at the relevant time was registered as such.

### ***68. Engagement of Audit Assistants***

(1) A member who has been in continuous practice for not less than three years, either before or after the commencement of the Act, or partly before and partly after the commencement of the Act, shall be entitled to engage one audit assistant.

(2) A member shall be entitled to engage or train an audit assistant only if he is in practice and such practice, in the opinion of the Council, is his main occupation and in ascertaining the number of years for which a member was in continuous practice, only the number of years in respect of which the member's practice was his main occupation shall be considered.

(3) The Council may, subject to such terms and conditions as it may deem fit, relax the provisions of sub-regulation (1) or sub-regulation (2) in any particular case.

(4) The entitlement of a member to train an audit assistant under this regulation shall be subject to such orders as may be passed by the Council under Regulation 80.

(5) A member shall be entitled to engage a person as an audit assistant only if such person had been in service as a salaried employee for a minimum period of one year either under him or in the firm of chartered accountants in practice wherein he is a partner, on a monthly remuneration at the rates specified below, depending upon where the normal place of service of the audit assistant is situated:-

- |   |                       |
|---|-----------------------|
| (a) cities with a population of one million and above                                   | Rs. 1500/- per Month  |
| (b) cities/towns having a population of less than a population of less than one Million | Rs. 1000/- per month. |

Explanation- For the purpose of this sub-regulation, the figures of population shall be taken as per the last published Census Report of India.

(6) A member registering under these Regulations, the service of the person referred to under sub-regulation (5) of this regulation shall pay minimum monthly remuneration at the rates specified in sub-regulation (5) of this regulation, to the assistant during the period he is in service with him in accordance with these Regulations.

### ***69. Registration of Audit Assistants***

(1) A member in practice before applying for registration of the service of an audit assistant shall satisfy himself that:-

(a) his professional practice (either in his individual name or in a trade name or as a partner of the firm) is suitable for the purpose of engaging audit assistants; and

(b) such a person -

- (i) is not less than 17 years of age on the date of commencement of audit service; and
- (ii) has passed the Professional Education (Examination-II) or Group I level or Accounting Technician level of Intermediate (Integrated Professional Competence) Examination held under these regulations or has been exempted from passing the Common Proficiency Test as specified under sub-regulation (1A) of regulation 25D; and
- (iii) has successfully completed computer training programme or Information Technology Training for such period, in such manner and within such time as may be decided by the Council from time to time; and
- (iv) has completed the Orientation Course for such period and in such manner and within such time as may be specified by the Council from time to time.

(2) A statement in the form approved by the Council, together with documentary evidence of compliance with the requirements of this regulation, shall be sent to the Secretary for registration of the audit service so as to reach him within thirty days of the commencement of audit service.

(3) If the statement mentioned in sub-regulation (2) above, is not received within the time specified, the Secretary may condone the delay where the member proves to his satisfaction that he was prevented from sending the statement in time, if he receives the same from the member within fifteen days after the expiry of the period so specified, failing which the Secretary shall treat the date of commencement of service as the 31<sup>st</sup> day prior to its receipt by him. If the date of commencement, of service is changed by the Secretary, he shall communicate such change to the member.

(4) Every audit assistant other than one who has passed the Government Diploma in Accountancy Examination or an Examination recognised as equivalent thereto by the rules for the award of Government Diploma in Accountancy, shall undergo theoretical education

imparted by the Institute. He shall apply in the form approved by the Council, pay such registration fee as an audit assistant and such tuition fee as may be fixed by the Council which shall not exceed rupees twenty five thousand in any case taken together. The tuition fee may either be paid in a lump sum or in such instalments and at such intervals as may be fixed by the Council.

(5) *Omitted*

(6) The Council shall have the power to relax any of the requirements of this regulation in respect of persons enrolled as audit assistants/articled assistants prior to the date on which these Regulations came into force.

(7) The Council may, after giving to the applicant an opportunity of being heard, refuse to register the service as an audit assistant.

### ***70. Register of Audit Assistants***

A register of audit assistants shall be maintained by the Council.

### ***71. Period of practical training for an audit assistant***

An audit assistant shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from the appropriate person entitled to issue such a certificate to the effect that he:-

(i) has served as an audit assistant for a period of fifty-six months; or

(ii) has served partly as an audit assistant and partly as an articled assistant for a total period as specified in clause (i) above for which purpose complete six months of service as an articled assistant shall be reckoned as eight months of service as an assistant, any fraction of a period of less than six months as an articled assistant being ignored:

PROVIDED that an audit assistant who commenced his practical training before the 1st day of July, 1956 shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from an appropriate person as provided in paragraph 11 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations:

PROVIDED FURTHER that an audit assistant who commenced his practical training on or after the 1st day of July, 1956 but before 1st day of October, 1973 shall not be eligible for the membership of the Institute unless he produces a certificate in the form approved by the Council from an appropriate person as provided in paragraph 12 of Schedule 'B' of the Chartered Accountants Regulations, 1964, as in force at the commencement of these Regulations.

### ***72. Industrial Training***

(1) An audit assistant who has passed the Intermediate (Professional Competence) Examination or Professional Education (Examination-II) or the Intermediate Examination under these regulations may, at his discretion, serve as an industrial trainee for the period

specified in sub-regulation (2) in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid-up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time:

PROVIDED that the audit assistant has intimated to his employer his intention to take such industrial training at least three months before the date on which such training is to commence.

(2) The period of industrial training may range between nine months and twelve months during the last year of the prescribed period of practical training.

(3) The industrial training shall be received under a member of the Institute. An associate who has been a member for a continuous period of at least three years shall be entitled to train one industrial trainee at a time and a fellow shall be entitled to train two industrial trainees at a time, whether such trainees be audit assistants or articled assistants.

(4) An agreement of training shall be entered into in the form approved by the Council.

(5) On satisfactory completion of the Industrial training or termination of such training before its completion, the member training the industrial trainee shall forthwith issue to the trainee a certificate in the form approved by the Council in respect of the training undergone under him and forward a copy thereof to the Secretary.

(6) The period of industrial training, referred to under this regulation, shall be treated as service as audit assistant for all purposes of these Regulations, provided the certificate referred to in sub-regulation (5) is produced.

#### ***72A. Course on General Management and Communication Skills and period thereof***

Before applying for membership of the Institute, an audit assistant shall successfully complete a course on General Management and Communication Skills or any other course for such period as may be specified by the Council which shall not be less than seven days and not more than 30 days and in such manner and within such time as may be specified by the Council from time to time.

#### ***72B. Training Course on Information Technology***

A candidate shall undergo a course on Information Technology Training in such manner and within such a time and for such period as may be specified by the Council which shall not be less than one hundred hours and not more than five hundred hours.

#### ***72C. Advanced Course on Information Technology Training***

A candidate shall undergo an Advanced Course on Information Technology Training as may be determined by the Council which shall not be less than one hundred hours and not more than five hundred hours and in such manner and within such time as may be determined by the Council from time to time.

#### ***73. Recognition of service with Armed Forces***

For the purposes of Regulation 71, service with Armed Forces rendered by an audit assistant for a period not exceeding two years, shall be deemed to be service as an audit assistant.

#### ***74. Leave to an Audit Assistant***

(1) An audit assistant may be allowed such leave of absence as he earns in accordance with his terms of employment but such leave shall not exceed one-sixth of the period, for which he has served excluding from such period, the period for which he has been on leave subject to maximum of 240 days.

(2) An audit assistant who has served as an articled assistant before the commencement of his audit service shall, in addition to the leave earned under this regulation, be entitled to leave earned and not availed of by him as an articled assistant, subject to a maximum of three months.

(3) Leave of absence may ordinarily be granted to an audit assistant only for a period aggregating to not more than one-seventh of the period actually served, till the time the leave is availed of.

(4) For the purpose of preparing for an examination of the Institute, the audit assistant shall be granted by the employer leave for three months or to the extent due, whichever is less, provided an application for leave has been made at least fifteen days in advance.

(5) Leave not earned may also be granted by the employer subject to the condition that the total leave to be taken by the audit assistant shall not exceed one-seventh of the total period of his actual service, together with leave due under sub- regulation (2).

(6) Notwithstanding anything contained in the foregoing sub-regulations, the employer shall allow the audit assistant to receive training in the Territorial Army, the Home Guards or any similar organisation approved by the Council and shall treat the period of such training, not exceeding sixty days in a year, as period actually served as an audit assistant.

(7) For the purpose of this regulation, the days (including intervening holidays) on which an audit assistant appears for any examination under these Regulations or attends a course of academy of accounting conducted by the Institute and recognised by the Council in this behalf, shall not be treated as leave but would be treated as period actually served as an audit assistant.

*Explanation* — For the removal of doubts, it is clarified that attendance by an audit assistant, with the consent of the principal, at a conference, including Course on Information Technology Training, and Course on General Management and Communication Skills or seminar organised by the Institute including a regional council or a students' association or a branch of a regional council for the benefit of students, shall be treated as period actually served as an audit assistant.

#### ***75. Certificate of Service***

(1) The employer shall, on completion of the service of an audit assistant, forthwith issue a certificate in respect of the service rendered under him in the form approved by the Council and forward a copy thereof, duly signed by both the employer and the audit assistant, to the

Secretary.

*Explanation* — For the purpose of this regulation, the audit service shall be terminated on the audit assistant opting for industrial training.

(2) Where the employer is unable to obtain the signatures of the audit assistant within thirty days of completion of the service, he may forward the certificate to the Secretary, duly signed by himself without the requisite signatures of the audit assistant, within forty-five days of the completion of the service and send two copies thereof to the last known address of the audit assistant by registered post.

(3) The audit assistant shall, upon receipt of the certificate referred to in sub-regulation (2), sign one copy thereof and forward the same to the Secretary forthwith.

#### ***76. Certificate of Service on the Death of the Employer***

Where the employer dies, his legal representative or where, at the time of his death, he was carrying on practice with another member the surviving partner, shall within thirty days from the death of the employer, issue to the audit assistant a certificate in the form approved by the Council in respect of the service rendered and forward a copy thereof to the Secretary.

#### ***77. Proof of training in the absence of a certificate***

In the case of a person who is unable to produce, for a valid reason, a certificate in the form approved by the Council from an appropriate person, the Council may require such proof as it may determine that the former person has served as an audit assistant for the period required by Regulation 71.

#### ***78. Audit Assistant not to engage in any other Occupation***

Without the previous permission of the Council obtained on application made in the approved form no audit assistant during the period of his service as an audit assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation.

#### ***79. Enquiries against Audit Assistants***

(1) Where a complaint or information of any misconduct or breach of regulation 78 or breach of the Code of Conduct applicable to audit assistants is received against an audit assistant from his employer or any other person the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made.

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the audit assistant an opportunity of being heard, make any of the following orders, namely:—

(i) direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the audit assistant is not guilty of any misconduct or a breach of Regulation 78; or

(ii) if the audit assistant is found guilty, reprimand the audit assistant or cancel the registration

of audit service or direct that any period already served as an audit assistant shall not be reckoned as service, for the purpose of the period of practical training specified in Regulation 71.

(3) The audit assistant, the registration of whose audit service has been cancelled under this regulation, shall not, except with the permission of the Executive Committee, be retained or taken as an audit assistant, or an articled assistant by any member.

*Explanation* — For the purpose of this regulation, an audit assistant includes a person who at the relevant time was registered as such.

### ***80. Complaint against the Employer***

(1) Where an audit assistant makes a complaint against his employer on a matter concerning his training as an audit assistant, the President or the Vice President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.

(2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.

(3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the employer to train audit assistants either permanently or for a specified period:

PROVIDED that no order withdrawing the entitlement of the employer to train audit assistants shall be passed without giving him an opportunity of being heard.

*Explanation* — An order passed by the Council under this regulation shall be without prejudice to any action that the Council may take against the employer under Section 21.

(4) The President or the Vice-President as the Executive Committee may decide from time to time may, pending an investigation of the complaint, either terminate or suspend the audit service and allow the audit assistant to be accepted as additional audit assistant by a member, not with standing anything contained in Regulation 68.

*Explanation* — For the purpose of this regulation, an audit assistant includes a person who at the relevant time was registered as such.

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## **ADDENDUM-II**





### **23. Termination/Assignment of Articles (Regulations 56 & 61)**

Every articled assistant is required to serve the full period of articled training under the same principal under whom he has been registered in order to complete the practical training. However the articles so engaged, by agreement between the articled assistant and his principal be terminated under such exceptional circumstances or conditions as may be decided by the Council which is as follows:

I. Transfer /termination of articles is permitted without any restriction during the first year of articles.

II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: -

1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).

2. Transfer of parent(s) to another city.

3. Misconduct involving moral turpitude.

4. Other justifiable circumstances / reasons: -

(i) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on submission of requisite proof of the act warranting transfer/termination of articleship): -

a. Industrial Training (Regulation 51)

b. Secondment of articles (Regulation 54)

c. Death of Principal [Regulation 57(1)(c)]

d. Ceasing of practice by the Principal [Regulation 57(1)(a)]

e. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]

*(ii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).*

*(iii) Irregular payment or non payment of stipend with reference to Regulation 67.*

*(iv) Articled assistant desires to serve balance period of training outside India.*

*(v) Shifting by the Principal to another city involving distance more than 50 kms.*

### **RE-REGISTRATION OF ARTICLES (REGULATION 46(6), 57)**

➤ No registration fee is payable on re-registration of articles.

### **31. Completion of Training** **(Regulation 61, 62, 72 & 76)**

The Principal shall on completion of the service of an articulated assistant, forthwith issue a certificate in respect of the service rendered under him, in the prescribed Form 108 in case of articles, in Form 105 in case of Industrial Training and in Form 114 in case of audit service. A copy of certificate duly filled in and signed by both the Principal and the articulated assistant shall be submitted to the concerned Regional Office within 30 days of the completion of service.

If on completion of the articles, the principal has not forthwith issued the certificate of service in Form 108, the articulated assistant shall make a request in the Form 119 approved by the Council within 15 days of such completion to the principal under intimation to the Secretary by registered or speed post for issue of such certificate of service and the principal shall in any case, issue the certificate of service within three months of such completion.

If no such certificate is received by the Secretary within 15 days of the expiration of the above specified period, the certificate shall be deemed to have been issued on the date specified by the articulated assistant and an intimation to that effect shall be sent to the principal.

#### **Requirements**

- (1) The articulated/audit assistant has completed prescribed period of training.
- (2) The service certificate should be issued for a maximum period of three/three & half years or the period registered under the concerned principal.
- (3) Submit Form 108 duly filled in & signed by principal and articulated assistant with the Report of Practical Training as specified in the Training Guide. In case of death of employer, Form 110/111 be issued by the Legal representative or Surviving partner as the case may be , along with the report if practical training.
- (4) In case of Industrial Training, submit Form 105 with Report of Industrial Training.
- (5) In case of audit assistant, submit Form 114 with Report of Practical Training. In case of death of employer, the audit assistant may obtain Form 115/116 to be issued by the Legal representative or Surviving partner as the case may be , along with the report if practical training.
- (6) The service certificate should be signed by the principal only under whom the articulated/audit assistant/Industrial Trainee was registered.
- (7) The number of days of leave must be clearly mentioned, Only such leave which the articulated assistant has availed under the concerned principal during the registered period has to be given.
- (8) Mode of payment of stipend must be mentioned.

A letter confirming the completion of articulated/audit service will be issued to the principal and the articulated/audit assistant. For condonation of delay in non submission of Form 108/114/105.

### **39. Scholarship Schemes**

The Institute grants liberally merit based, need based and merit cum need based scholarships. The details of different scholarships and the process of selections or Recipients are briefly given below.

#### **(i) Financial Assistance from Chartered Accountants Students Benevolent Fund (CASBF)**

For the welfare of students registered with the Institute, a trust in the name of Chartered Accountants Students Benevolent Fund has been set up with the aims and objects to give financial benefits such as;

- Financial aid
- Welfare measures including medical aid
- To establish hostels
- Grant fellowship or scholarships for higher studies or research in accountancy.

Auditing and/or allied areas

- Establishing training and computer centers
- Providing insurance coverage and such other acts/functions which are not for commercial gain or profit motive.

The Chartered Accountants Students Benevolent Fund grants financial assistance to students (who are currently undergoing articled training in accordance with The Chartered Accountants Regulations, 1988 and are poor, needy but meritorious) requiring financial assistance to pursue the Chartered Accountancy course for one year to be paid in lump sum subject to filing of application for the same.

The eligibility criteria for obtaining financial assistance from CASBF will be given in announcement and hosted on website as and when announced.

#### **(ii) Scholarships from S Vaidyanath Iyer Memorial Fund (SVAMF)**

##### **Objectives**

The Objectives with which the fund is established to commemorate the name of the late S. Vaidyanath Aiyar, a former President of the Institute by raising contribution on a voluntary basis from the members of the Institute for the following purposes:-

(a) providing an annual award to one or more members of the Institute who has made an outstanding contribution in the field of Accountancy or in an allied field;

(b) providing financial assistance to poor and deserving articulated/and/or audit clerks for payment of coaching Board and Examination fees;

(c) payment of honoraria for delivering Research Memorial Lectures or for contributing a series of articles in the journal of the Institute.

(d) financing a research project by payment of expenses of a research worker engaged in research in advanced aspects of accounting or auditing either independently or in collaboration with a University, Research Foundation or Chamber of Commerce.

**Schedule of Levy fee for condonation of delay**

<b>Period of delay</b>	<b>Corresponding fees to be paid</b>
<b>30 days beyond specified period</b>	<b>Rs.500/-</b>
<b>31-180 days beyond specified period</b>	<b>Rs.1000/-</b>
<b>After 181 days beyond the specified period</b>	<b>Rs.2000/-</b>

- No registration fee is payable on re-registration of articles.

## Note

[illegible]

[illegible]

[illegible]



[illegible]



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# World Congress of Accountants 2022

Mumbai, India



॥ LEADING ENLIGHTENMENT ♦ POSSIBILITIES INFINITE ॥



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

ICAI Bhawan, P.B. No.7100, Indraprastha Marg, New Delhi - 110 002

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