



The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

'ICAI Bhawan'

Website: www.sirc-icai.org;

STUDENT LIBRARY FORM FOR ENROLMENT FOR STUDENT

I request you to admit me as a student member of the Institute's Library and I shall agree and abide by its rules mentioned overleaf. Other details are given below:-

PAYMENT MODE (Online): The online payment of Rs 1000/- as security deposit has been made using the Name in (Block Letters) __

1. Office Address _____

2. Residential Address _____

3. Permanent Address _____

4. Telephone No. Residence _____ office _____

E-mail _____ Mobile No. _____

5. Student Registration No. _____

6. Date of Registration/Commencement/Completion of Training _____

7. Specimen Signature _____

Date _____

yours faithfully

(Signature)

(FOR OFFICE USE ONLY)

1. Verified that Shri _____ is a registered student of ICAI with Registration No. _____ of the Institute.

2. His Registration as IPCC/Articled/Audit Clerkship/Articleship completed on _____ he may be permitted to borrow books from the library.

Valid up to _____

(Library I/C)

Received the Borrower's & Reader's Ticket.

RENEWAL- 1

RENEWAL- 2

RENEWAL- 3

(Signature)

Conditions for Loan

1. Any Student who is registered with ICAI as IPCC/PCC/Final student, can avail the borrowing/reference facilities by depositing a Security of Rs. 1000/- for the period of three years and renewable again for three years till he/she clears final exam. Refund should be claimed within one year of expiry of Library Ticket, failing which amount will be forfeited to the Institute.
2. Each Student shall be allowed to borrow only one book at a time for a period of **Two weeks**. The book may be re-issued for a further period of two weeks provided (a) renewal application is made to the Librarian two days in advance and (b) no member has applied for the same book (c) during non-examination period.
3. Books shall not in any case be, retained by the borrower for more than four weeks from date it was first issued.
4. Journals, Reports, Encyclopedias, Dictionaries, Handbooks, Pamphlets. Books in constant use Institute's publication, E-resources and such other books as are marked: NOT IN LOAN: & REFERENCE: will not be lent out and need to be returned back same day by 5pm.
5. Books on loan can be recalled any time.
6. No personal belongings are allowed inside the library including electronic items.
7. Each student shall make his/her own arrangements for the carriage of books to and from the library and shall be responsible for the care and return of the books to the Library. In case a book is lost by him/her, he/she will be required to replace it or pay such replacement value to the library as will be fixed by the Secretary. If it is a particular volume of a set, the student concerned shall be liable to replace the whole set.
8. Each student shall satisfy himself/herself before leaving the library that the book is in a good condition and if not, the matter should be brought to the notice of the Librarian then and there. The Student will otherwise be held responsible for the replacement of the book by a new copy. Students are requested not to write upon anything inside/outside the books.
9. Loss/ Damage of Borrowers/Reader Ticket should be reported to the Librarian immediately in writing along with a F.I.R. Duplicate Ticket will be issued after one month of intimation and on payment of Rs.100/-.
10. A fine of Rs.2/- will be charged per day if the book is not returned on the due date. Books taken on reference basis should be returned by 5PM of the same day otherwise a fine of Rs. 10/- per day will be charged. If the book is still not returned, the library security deposit will be forfeited and the student will be debarred from the membership of the library. The cost of the book minus the security deposit forfeited will be recovered from the student concerned.
11. The Librarian has been authorized to refuse the loan of books to students who do not comply with the rules stated above or persistently retain the books beyond the loan period.

NOTE: - Please Deposit This Application Form Alongwith : ONE PASSPORT SIZE RECENT COLOUR PHOTOGRAPH; PHOTOCOPY OF RECEIPT OF PAYMENT OF SECURITY DEPOSIT AND REGISTRATION LETTER (PHOTOCOPY) OF: IPCC/INTER/FINAL/ARTICLESHIP REGISTRATION/TRAINING COMPLETION CERTIFICATE WHICHEVER IS APPLICABLE AT THE TIME OF SUBMISSION OF THE APPLICATION FORM.

(Signature)