

# The Institute of Chartered Accountants of India

Application Form for Registration to Common Proficiency Course (To be filled in CAPITAL LETTERS USING BLACK BALL PEN)



Please do not Staple

Affix recent passport size Photograph

Area for Official Stamp

**1. Name in full (As per SSC/ X certificates)**

First Name

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Middle Name

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Last Name

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Please fill the circle as applicable

2. Gender  Male  Female

3(a). Date of Birth ( DD-MM-YYYY)

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(b). Place of Birth \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

**4. (a) Mother's Name**

Ms.																						
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**4. (b) Father's Name**

Mr.																						
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**5. (a) Address For communication**

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City 

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State Code 

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 (Refer SI No 8 of Instructions for filling the form)

Pin 

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 Phone No. with STD Code 

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Country: 

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Email id

Mobile No.

5. (b) Permanent Address Same As Communication Address given in 5 (a) above  Yes  No

City  State Code

Pin



(Refer SI No 8 of Instructions for filling the form)

Country

Please fill the circle as applicable

6. (a)  Gen 6 (b) Special category  SC/ST  OBC  Differently abled

(Enclose proof thereof)

7. Nationality  Indian  Foreign National 8. Medium of study  English  Hindi

9. Details of Educational Qualifications: Starting from 10th standard

Examination	Board/ Authority	Year	Result		
			Marks/ Grade Obtained	Max Marks	Awaited/ Passed
X (Minimum qualification for registration)	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> / A B C D (PI tick the grade)	<input type="text"/>	<input type="radio"/> Passed
XII	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/> / A B C D (PI tick the grade)	<input type="text"/>	<input type="radio"/> Awaited <input type="radio"/> Passed
Degree* ..... (Name)	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Awaited <input type="radio"/> Passed
Diploma ..... (Name)	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Awaited <input type="radio"/> Passed

\* Graduates/ Post Graduates in Commerce who have secured 55% or above marks in aggregate or other than Commerce stream students who have secured 60% or above marks in aggregate are exempted from Common Proficiency Test (CPT). Such students have an option to join CA Course directly by filling separate Form under Direct Entry Scheme. For further details student may visit [www.icai.org](http://www.icai.org).

10. Annual income of parents  INR /  \$

11. In case an existing student of Foundation/ Professional Education (Course-I) wants to switch over to CPT, please provide your Unique Registration No.(i.e., WRO/SRO/NRO/ERO/CRO/FRO)

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- 12.
- |                       |   |                 |
|-----------------------|---|-----------------|
| <input type="radio"/> | (a) Indian Nationals residing in India                        | Rs. 6000/-(INR) |
| <input type="radio"/> | (b) Indian Nationals residing in SAARC Countries              | Rs. 6000/-(INR) |
| <input type="radio"/> | (c) Indian Nationals residing in a place other than (a) & (b) | US\$ 580        |
| <input type="radio"/> | (d) Foreign Nationals belonging to SAARC Countries            | Rs. 6000/-(INR) |
| <input type="radio"/> | (e) For those, other than (d) above                           | US\$ 580        |

13. Details of Course Fee for new registrants:

Registration Fee	Rs.6000/- for students stated in 12 (a), (b) & (d) and US\$ 580 for Students stated in 12 (c) & (e)
Subscription for Students' Journal	Rs. 200/- or US\$ 20 (for one year) (Optional but strongly recommended)
Subscription for Members' Journal	Rs. 400/- or US\$ 40 (for one year) (Optional)

Bank Draft / Pay Order No.  dated

Amount in Rs.  \$ if applicable

Indicate the Fee Breakup (Please fill the circles as applicable)

<input type="radio"/>	Registration Fee	<input type="radio"/>	Journal Fees	<input type="radio"/>	Prospectus Fees
<input type="radio"/>	Students' Journal Fee				(Rs 100/- or US\$ 10 if downloaded from www.icai.org)

For Rs./ \$ \_\_\_\_\_ (in words)

Drawn on Bank \_\_\_\_\_ Branch \_\_\_\_\_

Payment made online using credit card / debit card  Yes  No

If yes, acknowledgement No.

& date of transaction  DD-MM-YYYY

**Declaration**

I hereby declare that the information furnished herein above is true to the best of my knowledge.

Date  DD-MM-YYYY

Signature of applicant

Place

Name \_\_\_\_\_

**FOR OFFICE USE ONLY**

Checked and verified that the application for Common Proficiency Test Course is complete in all respects with supporting documents.

Study Material Collected:  Yes  No

If Yes,

In person from Regional Office Date   By Post Date

From Branch Office Date



Applied in the Region

Western  Southern  Eastern

Central  Northern

Dealing Assistant	Officer Incharge

**ACKNOWLEDGEMENT**  
(To be filled in by the Applicant)

4.

Sl.No. 



  
(to be assigned by office)

Received an application for registration for Common Proficiency Test Course along with Demand Draft/ Pay Order No.

for Rs. (in words)

drawn on (Bank)

from Mr./ Ms.

Date

Place



Signature, Name,  
Designation and Seal of  
Receiving Officer

**INSTRUCTIONS TO CANDIDATES**

1. DOCUMENTS TO BE ATTACHED
  - a) DD towards Registration fee and other charges.
  - b) A copy of Date of Birth and 10th Pass Mark Statement duly attested by a Chartered Accountant/ Gazetted Officer/ Head of the Institution.
  - c) If student is a foreigner, enclose proof of attested copy of nationality.
  - d) Attested copy of proof of special category.
2. Amount payable :
  - a) In respect of fresh candidate (including erstwhile Foundation/PE-I students) registering CPT course after passing 10th Standard – Rs.6000/- or US\$ 580 course fee + Rs. 200/- or US\$ 20 CA Students' Journal Subscription (optional but strongly recommended) + Rs. 400/- or US\$ 40 CA Members' Journal subscription (optional)
  - b) Rs. 100/- or US\$ 10 for Prospectus including application form.
3. Demand Draft / Pay Order of requisite amount to be drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi / Kanpur / Mumbai / Chennai / Kolkata in accordance with the postal address given in Column 5 (a) of the application and appropriate office of the Institute mentioned in the Point 7 below.
4. In case a student applies online, he/she should take a print out of the application, affix a photograph, sign the application and dispatch to the appropriate office of the Institute within 7 days from the date of online registration by speed or registered post.
5. Eligibility requirement for appearing in CPT Examination:

CPT registered student entitled to appear in Common Proficiency Test after he appeared in the Senior Secondary Examination(10+2 examination) conducted by an examining body constituted by law in India or an examination recognised by Central Government as equivalent thereto. \* Please refer Para 6 below.

Students have to complete 60 days from the date of registration and upto the first day of the month in which an examination takes place.

Students intending to appear in CPT examinations to be held in June and December must get themselves registered on or before 1st April and 1st October respectively.

A separate examination form has to be filled in.

A student has to follow the examination notification to be issued by the Examination Department of the ICAI on our website [www.icaai.org](http://www.icaai.org) and apply in the prescribed form and adhere to other terms and conditions.
6. 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. Gujrat Secondary & Higher Secondary Education
  9. Board of School Education.
  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 Vidyapeeth.
35. 5 (Five) passes at GCE 'O' level/GCSE/IGCSE in A/B/C Grades and two passes at GCE 'Advanced' 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 India shall be also eligible for admission to the Common Proficiency Test (CPT).
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+2) Examination as recognized by Central Government.

7. CA students can pursue Graduate/ Post Graduate course as well as MBA through distance learning programme from the Universities with whom the Institute has signed Memorandum of Understandings (MOUs). These Universities are IGNOU, Bharathiar University, University of Madras and Netaji Subhas Open University (NSOU). For further details, please visit Institute's website [www.icai.org](http://www.icai.org).

8. The filled-in application be sent to the appropriate office of the Institute as stated below:

Students belonging to	Despatch address
Gujarat, Maharashtra, Goa and the Union Territories of Daman & Diu and Dadra & Nagar Haveli	Deputy Secretary, The Institute of Chartered Accountants of India, ICAI Bhawan, 27 Cuffe Parade, Colaba, Mumbai – 400 005. Tel.: 022- 39893989 email: wro@icai.org
Andhra Pradesh, Kerala, Karnataka, Tamil Nadu, Pondicherry and the Union Territory of Lakshadweep	Senior Deputy Director, The Institute of Chartered Accountants of India, ICAI Bhawan, 122, M.G. Road, Post Box No. 3314, Nungambakkam, Chennai – 600 034. Tel.: 044- 39893989 email: sro@icai.org
Assam, Meghalaya, Nagaland, Orissa, West Bengal, Manipur, Tripura, Sikkim, Arunachal Pradesh, Mizoram and the Union Territory of Andaman & Nicobar	Senior Deputy Secretary, The Institute of Chartered Accountants of India, ICAI Bhawan, 7, Anandilal Poddar Sarani, (Russell Street), Kolkata – 700 071. Tel.: 033- 39893989 email: ero@icai.org
Uttar Pradesh, Bihar, Madhya Pradesh, Rajasthan, Uttarakhand, Chhattisgarh & Jharkhand	Senior Deputy Director, The Institute of Chartered Accountants of India, ICAI Bhawan, Post Box No.314, 16/77-B Civil Lines, Kanpur – 208 001. Tel.: 0512- 3989398 email: cro@icai.org
Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and the Union Territory of Chandigarh	Joint Secretary, The Institute of Chartered Accountants of India, ICAI Bhawan, 52, 53, 54, Vishwas Nagar, Delhi – 110 032. Tel.: 011- 39893990 email: nro@icai.org

# INSTRUCTIONS FOR FILLING THE FORM

## PLEASE FOLLOW THE SIMPLE STEPS WHILE FILLING THE FORMS

1. Use the **BLACK BALL PEN** to fill the details and to sign the form.
2. Do not put any stray marks on Black Squares and Barcode.
3. Fill complete circles for the selected options else leave it blank if not applicable as shown in the example:

### EXAMPLE

#### Wrong Method

Sex  Male  Female  
 Special Category  Gen  SC/ST  Backward class  OBC  Disabled  Others

#### Right Method

Sex  Male  Female  
 Special Category  Gen  SC/ST  Backward class  OBC  Disabled  Others



4. Write clearly within the boxes, as indicated in the following example:

K	V	L	N	A	R	A	S	I	M	H	A	M	U	R	T	H	Y
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5. Do not over write.
6. Please write the date in DD-MM-YYYY format.
7. Do not bend/fold the form.
8. Please refer the table below for State Codes.

STATE/UT CODE	STATE/UT NAME
AN	ANDAMAN AND NICOBAR
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BIHAR
CH	CHANDIGARH
CG	CHHATISGARH
DN	DADRA AND NAGAR HAVELI
DD	DAMAN & DIU
ND	DELHI
GA	GOA
GJ	GUJARAT
HR	HARYANA
HP	HIMACHAL PRADESH
JK	JAMMU & KASHMIR
JH	JHARKHAND
KR	KARNATAKA
KL	KERALA

STATE/UT CODE	STATE/UT NAME
LK	LAKSHADEEP
MP	MADHYA PRADESH
MH	MAHARASHTRA
MN	MANIPUR
MG	MEGHALAYA
MZ	MIZORAM
NG	NAGALAND
OR	ORISSA
PN	PONDICHERRY
PB	PUNJAB
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMIL NADU
TR	TRIPURA
UP	UTTAR PRADESH
UT	UTTARAKHAND/UTTRANCHAL
WB	WEST BENGAL