

Registration Form

Application for student registration

Closing Dates

If taking July examinations: you must register by 15th April of the same year.

If taking January Examinations: you must register by October 15th of the same year.

To ensure your application is processed quickly please follow these instructions carefully:

1. Complete all sections (A-I) in this registration form.
2. Attach two colour signed passport photographs.
3. Attach correct fees.
4. Attach transcripts, national identity card or leaving certificate where applicable.
5. Attach copy of CNIC / Passport

Standard Fees for all Applicants

	Local Pakistani Students	Overseas Students
• Registration Fee	Rs. 31,500	Rs. 33,500
• Exemption/Exam Fee	Rs. 68,400	Rs. 81,000
• ADPA Certificate	Rs. 5,000	Rs. 5,000
• PGDPA Certificate	Rs. 5,000	Rs. 5,000
• Annual Subscription	Rs. 2,500	Rs. 2,500
• Membership Fee	Rs. 10,000	Rs. 17,500
Total	Rs. 122,400	Rs. 144,500

Non-Pakistani Students

• Registration Fee	US \$ 200
• Exemption/Exam Fee	US \$ 540
• ADPA Fee	US \$ 75
• PGDPA Fee	US \$ 75
• Annual Subscription	US \$ 50
• Membership Fee	US \$ 300

Exemption Fees

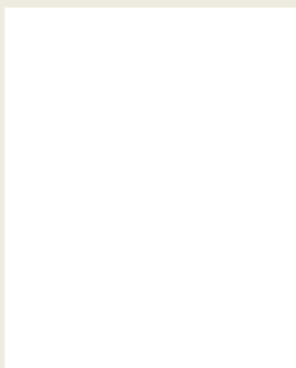
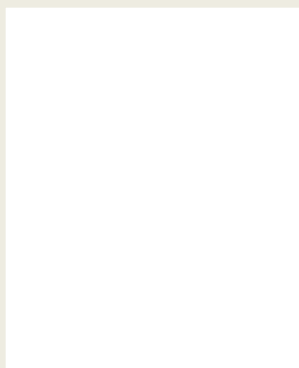
	Pakistani Students	Overseas Students	Non-Pakistani Students
Module 1 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30
Module 2 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30
Module 3 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30
Module 4 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30
Module 5 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30
Module 6 (per subject)	Rs. 3,800	Rs. 4,500	US \$ 30

Once the Institute has accepted you as a registered student, all fees paid are non-refundable. If your application is rejected your fees will be returned. Upon registration all students must pay the annual subscription and pay for all exemptions awarded where applicable.

Disclaimer:

ICPAP does not take responsibility for any illegal/misdeeds actions of its employees, and is not any manner liable to indemnify loss caused to any member, student or third person. However, ICPAP reserves the right to be indemnified by the illegal actions of any student member or third person.

Attach two colour signed photos below



For Office Use Only

Registration Number SRN- _____

Ref. By: _____

Fees _____

Transcript _____

Information _____

Other _____

(BLOCK CAPITALS)

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[illegible][illegible]

A valid email address is mandatory. The Institute will send important student information to this email address periodically. The email address will not be passed to 3rd parties and will not be used for non-Institute purposes.

(BLOCK CAPITALS)

Date Awarded:

Examination:

Subject: _____

Level: _____

Grade: _____

Master's Degree, Honours Degree, Ordinary Bachelors Degree, Diploma, Higher Certificate, Certificate or Professional Qualification

Date Awarded

[illegible]

Section C: Employment (BLOCK CAPITALS)

Are you currently in employment (please ✓ tick the appropriate box) ☐ Yes ☐ No

Company Name:

Address:

Business Telephone Number:

Employment Category (please tick the appropriate box)

☐ Manufacturing ☐ Tourism ☐ Construction ☐ Professional ☐ Retail/Distribution ☐ Transport ☐ Service

☐ Financial State ☐ Organisation/Local Authority ☐ Public Practice ☐ Unemployed Full ☐ Time Student

Main Business of Organisation:

Current Position Held:

Date Employment Commenced:

Name Of Supervisor or Manager:

Section D: Entry Routes Into Student Membership

I wish to apply for student membership of the CPA on the basis of:
(please select Route 1, 2 or 3 by ticking the appropriate box)

- ☐ **Route 1**
Previous qualification where full exemptions are awarded by CPA.
- ☐ **Route 2**
Mature Student
Previous qualification where partial exemptions are awarded by CPA.
- ☐ **Route 3**
Fresh, Non-Commerce Graduates

Please see www.cpa.com.pk for further details.

Section E: Application for Exemptions

If you are a holder of a recognised Masters Degree, Honours Degree, Ordinary Bachelors Degree, Diploma, Higher Certificate, Certificate or other Professional Qualification you may be granted exemptions under Institute guidelines. Please contact the Institute before completing this section for further information on YOUR exemptions. **Never start a CPA program of study without verification of exemptions in writing from the Institute's Executive Council.**

I hereby apply for exemptions from the following examination(s) of the Institute or part thereof: (Please tick appropriate box)

MODULE-1 FUNDAMENTALS

- ☐ 1 Business English and Communication
- ☐ 2 Economic Analysis and Business Environment
- ☐ 3 Quantitative Methods and Techniques

MODULE-2 KNOWLEDGE

- ☐ 1 Financial Accounting
- ☐ 2 Cost and Management Accounting
- ☐ 3 Financial Management

MODULE-3 ESSENTIALS

- ☐ 1 Mercantile Law
- ☐ 2 Audit and Assurance
- ☐ 3 Information Technology Management, Audit & Control

MODULE-4 SKILLS

- ☐ 1 Taxation Laws
- ☐ 2 Business Analysis and Decision Making
- ☐ 3 Financial and Corporate Reporting

MODULE-5 PROFESSIONAL

- ☐ 1 Corporate Law and Governance
- ☐ 2 Advanced Performance Management
- ☐ 3 Advanced Management Accounting

MODULE-6 SPECIALIZATION

- ☐ 1 Advanced Taxation
- ☐ 2 Advanced Auditing and Assurance
- ☐ 3 Advanced Financial Management

OR

- ☐ 1 Forensic Accounting
- ☐ 2 Fraud Investigation and Audit
- ☐ 3 Anti Money Laundering Measures and Business Ethics

OR

- ☐ 1 Capital Market and Financial Planning
- ☐ 2 Advanced Risk Management
- ☐ 3 Retail and Consumer Banking Operations

OR

- ☐ 1 Human Resource Accounting and Auditing
- ☐ 2 Human Resource Management
- ☐ 3 Human Resource Planning and Development

Section F: Why You Decided to Join CPA Program

Which one of the following influenced you the most to join the CPA Program (Please tick one box below)

- ☐ Member of the ICPAP
- ☐ Lecturer/Course Tutor
- ☐ Employer
- ☐ Class Visit Institute Representative
- ☐ CPA Literature
- ☐ ICPAP Coordinator
- ☐ Advertising On Newspapers
- ☐ Social Networks /ICPAP Website
- ☐ Career Guidance Teacher
- ☐ Other CPA Students
- ☐ Other

Section H: Declaration

I hereby apply for Student Membership of the Certified Public Accountants. I warrant if admitted, that as long as I remain a Student Member of the Institute, I will observe all the Articles, Bye-laws, Rules and Regulations of the Institute (www.icpap.com.pk). I warrant that I truthfully and fully answered all questions in this Student Registration Form. I understand that in addition to passing the examinations, when applying for admission to membership of the Institute, I must have at least three years relevant supervised training/experience. I understand that until such time as my application for membership has been accepted, I am not entitled to use the designatory letters ACPA of ICPAP or refer myself as being qualified. I enclose all documents required and have completed the attached. Once the Institute has accepted as a registered student, all fees paid are non-refundable. I also undertake that if any information supplied is found to be incorrect, my registration may be cancelled.

Signature: _____

Date: _____

Section G: Recommendation

This section must be signed by either a member of the Institute, an employer, a course tutor or a person of professional standing (CPA Member, qualified accountant, solicitor, garda, etc.)

I _____
hereby recommend

as a student of the Institute. To the best of my knowledge and belief, the information provided in Sections A, B and C is correct.

Signature: _____

Date: _____

Professional Qualification: _____

Position Held: _____

Business Address: _____

Tel Number: _____

Email: _____

Remarks _____

Section I: Payment

In respect of the registration fee, annual subscription fee and if applicable exemptions fees.

- ☐ Cash ☐ Direct Deposit ☐ Online Transfer ☐ Amount _____

Trans. Ref. Number: _____

Name of Bank/Exchange _____

City _____

Country _____

Signature: _____

Date: _____

Now that you have completed the registration form please check that all the required information is present and correct.

Checklist

- ☐ All relevant details on the registration form are complete
- ☐ Documentary evidence of qualifications/Leaving Certificate
- ☐ National Identity Card/Passport
- ☐ Correct fees
- ☐ Two colour signed photographs
- ☐ Recommendation is signed and dated
- ☐ Declaration is signed and dated.

ONCE ACCEPTED AS A REGISTERED STUDENT OF THE CPA PROGRAM YOU WILL RECEIVE:

- Student Registration Letter
- Confirmation of exemptions (if applicable)
- Training Requirements and Competence Development
- CPA syllabus of examinations, including examinable material
- Document and recommended reading list

Institute of Certified Public Accountants of Pakistan

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