



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

Frequently Asked Questions on Annual Membership Subscriptions

FAQ1. When is the membership subscription due?

Membership subscription payment becomes payable on 1st of July each year. Subscriptions need to be paid in full by August 31st to avoid discontinuation of your membership (refer to Directive 3.01).

FAQ2. How can I get a proforma invoice for my subscription?

The Institute will send your fee invoice at your marked communication postal address and at your registered email address in the month of July followed by reminder emails. If you have missed the fee invoice, please contact at annualmembershipfee@icap.org.pk immediately.

FAQ3. What payment methods are available for paying my annual subscriptions?

The easiest and quickest way to pay is “online”. For details please see the mode of payments available at

<https://icap.org.pk/files/per/members/mode-of-fee-payment-2022-23.pdf>

and

<https://member.icap.org.pk/?url=%2Fonline-payment-members%2F>

FAQ4. How can I find out my dues for the year?

You can see the schedule of charges for the year 2022-23 [here](#), you can also see your dues by logging onto your members portal.

FAQ5. Can my employer pay my subscription?

Yes, your employer can send a cheque in favor of Institute of Chartered Accountants of Pakistan. Please ensure your membership number and full name is clearly mentioned by your employer so that the Institute can trace your payment for adjustment of your annual fee. Alternatively, you can make the payment yourself and claim for reimbursement from your employer.

FAQ6. I think I have paid the wrong subscription fee, what should I do?

If you think you have paid the wrong subscription amount, please contact our support team at earliest possible with your invoice details and circumstances on 021-99251640 or email annualmembershipfee@icap.org.pk. All related request must be submitted to ICAP by 31 August in the current subscription year in order to avoid discontinuation of your membership.

FAQ7. Is making payment by IBFT allowed?

You can make payment by IBFT but you must immediately share the details of the IBFT payment with us including your R-No, name by emailing at annualmembershipfee@icap.org.pk so that your payments can be traced easily for adjustments of your annual fee.

FAQ8. I did not get the email of the fee on my email?

Sometimes the emails can end up in spam or junk, make sure you mark the ICAP emails as not spam. In case you want to update your particulars such as email or cell or address log on to your members account and update your particulars, or email to membership@icap.org.pk

FAQ9. When can I get my fee receipt for my subscription?

Your receipt will appear on your portal in 2 working days. If you are unable to find your receipt, please contact us at annualmembershipfee@icap.org.pk

FAQ10. I will be on maternity leave shortly. What membership options are available to me?

Maternity pay from your employer is as earned income, so while this is in place you may still need to pay the full membership fee. If you have resigned from the job and intend to obtain concession in the annual membership fee as per proviso (iv) or (vi) of the Bye Law 10(1) of the Chartered Accountants Bye-Laws, 1983, the last date to apply for such is **not later than 30 days**, before the start of each financial year i.e. May 31 of each year. No applications will be accepted after the deadline has lapsed.

FAQ11. I am taking a career break. What membership options are available to me?

Members who are on a career break and remain unemployed for more than one year and are not engaged in any part-time remunerated activity) and intend to obtain concession in the annual membership fee as per proviso (iv) or (vi) of the Bye Law 10(1) of the Chartered Accountants Bye-Laws, 1983, must submit an undertaking on the prescribed form, **not later than 30 days**, before the start of each financial year i.e. May 31st of each year. **No application will be accepted after May 31st of each fiscal year.**

FAQ12. I was on a reduced rate last year but my subscription seems to have increased to the full rate.

Refer to the Directive 3.04, Concession in annual subscription is granted for the same fiscal year in which the request is submitted and approved. **Every year you need to submit an undertaking** on the prescribed form to obtain reduction in annual membership fee under directive 3.04 **not later than 30 days**, before the start of each financial year i.e. May 31st of each year. **No application will be accepted after May 31st of each fiscal year.**

FAQ13. I am currently unable to work due to illness. What membership options are available to me?

Members with permanent or temporary incapacity to work full-time, can apply for reduction in annual membership fee under directive 3.04 **not later than 30 days**, before the start of each financial year i.e. 31st of May each year. **No application will be accepted after May 31st of each fiscal year.**

FAQ14. Am I eligible for life membership?

You can be eligible for life membership provided you have reached the age of 60, are fully retired and not holding a certificate of practice and also not engaged in any full time remunerated business or professional activity have ceased and that a practicing certificate, **if held** has been surrendered to Secretary ICAP, may on payment of three thousand rupees become life member of the Institute as per Bye-Law 10(iii).

FAQ15. I am eligible for life membership after due date of annual subscription, do I need to pay full fee of that fiscal year?

Yes, you need to pay full annual subscription for that fiscal year. After due date when you attain the age of 60 and meet the conditions as stipulated in Bye-Law 10 (iii), you will apply for life membership of the Institute by paying one-time fee along with prescribed application form.

FAQ16. I received full annual subscription invoice but I am eligible for life membership before August 31st.

In that case, please note you need to apply for Life Membership before August 31st and you do not need to pay full fee.

FAQ17. How do I apply for life membership?

You are required to submit Prescribed application form, Copy of CNIC and pay one-time fee Rs. 3000/- and submit it to the head office membership department or email us at membership@icap.org.pk

FAQ18. Will I receive a refund for my life membership fee if I return to work?

There is no refund policy for the fee of life membership fee.

FAQ19. What if I miss the dead line for annual subscription?

Refer to Directive 3.03, if you are unable to clear the annual subscription by the deadline prescribed your membership will be removed on account of non-payment. Once you are removed as the member of the Institute cannot use the title of Chartered Accountant against his/her name and in case of practicing member you will be ineligible to practice on ceasing to be a member of the Institute. Further, period of non-continuation in membership is excluded for the purpose of determining FCA eligibility criteria.

FAQ20. How would I know my membership is removed?

The Institute will send you an email for removal of your membership on account of nonpayment at your registered email address with us.

FAQ21. If I have paid my annual membership subscription fee but not the practice fee before deadline, will I still be removed?

If you have paid your annual subscription before the deadline, then you will not be removed as member of the Institute but due to non-payment of practice fee for the year, your name will be removed from the List of Practicing Members. You will be required to return your Original Certificate of Practice to comply with the requirements of Clause 4 (ii) of Bye-Law 8 of Chartered Accountants Bye-Laws, 1983 (“Byelaws”). Consequently, you are not entitled to represent yourself as a practicing Chartered Accountant, and hence, are restricted from offering or performing any services or committing any actions provided in Section 2 of the Ordinance and Clause 2A(1) of the Byelaws, till the issuance of certificate of practice.

FAQ22. How can I restore my membership?

In order to restore the membership, you have to pay the readmission fee of Rs.6000 along with annual membership fees for the number of years membership was removed. For details, please email at restoration.membership@icap.org.pk or 021-99251640 or 021 -111-000-422 Ext 328 regarding restoration of your membership. You may also like to refer to Section 19 (2) of CA Ordinance 1961 copied below:

Provided that he shall have paid before such restoration the admission fee for the year during which his name is restored, and if his name has been removed under clause (b) or clause (c) of sub-section (1), all arrears on account of annual membership fee subject to maximum of five years of annual membership fee according to the scale applicable to him.

FAQ23. Can I temporarily suspend my ICAP membership?

There is no provision in CA Laws regarding temporarily suspension of membership.

You cannot suspend your membership temporarily, however, as per Section 19 (1) (b) of CA Ordinance, 1961 a member can apply for resignation as an alternative by sending us an email at membership@icap.org.pk should you choose to come back then you will have to follow the restoration process mentioned above.

FAQ24. How do I contact for further queries?

You may write to us at annualmembershipfee@icap.org.pk or membershipfee@icap.org.pk in case you are a practicing member.

We are just a call away at numbers 021- 99251640, 021-111-000-422 Extension 376, 410, 413, 417, 328, 316.

FAQ25. Who can I escalate my issue to?

In case you need further discussion, you may email to the HOD at zehra.hassan@icap.org.pk or call in at 021-35869318.