



The Institute of
Chartered Accountants
of Pakistan

APPLICATION FORM

(for verification letters and attestation of documents to In-active members)

Student Centralized Registration Number: _____
(or old registration number)

Membership Number _____

Name : _____ Father's name : _____

Contact information (Landline) _____ (Mobile) _____ (Email) _____

Postal address: _____

SERVICES REQUIRED (See overleaf for documents / details to be attached with this application form)

S. No.	Service Description	Mark [✓] (If services required)	Quantity	Fee per Document (Rs.)	Total Fees (Rs.)
1.	Transcript			6,500	
2.	Attestation of Certificates, Result Cards, Exemption Letters or Verification Letters (Per Document)			11,00	
3.	Letter to Embassy (Per Letter)			4,500	
4.	Attested Syllabus			11,000	
5.	Letter of equivalence of previous examinations/Others letters			4,500	
6.	Medium of Instruction Letter			5,000	
7.	Dispatching charges of documents to outside Pakistan through courier			5,500	
	Total				

Please send/submit the completed form along with details /
documents (see overleaf) to:

Director Examinations,

The Institute of Chartered Accountants of Pakistan,
Chartered Accountants Avenue, Clifton, Karachi, Pakistan

Signature of the Applicant

Date of Application _____

Receiver Signature _____

DOCUMENTS / DETAILS TO BE ATTACHED WITH APPLICATION FORM

- 1. Transcript** (Issued within 7 working days after completion of all formalities)
 - Submission of proof of payment of fee.
 - If the applicant intends to obtain the transcript for evaluation/assessment by any assessment body/foreign university, all the requirements of the assessment body (including reference number) should be provided.

Notes:

- ICAP will take the applicant's name as per ICAP's records only.
- In case the documents have to be forwarded to assessment body/foreign university directly, the applicant should also provide
 - o the complete postal address and telephone number of assessment body/foreign university.
 - o proof of payment of courier charges amounting to Rs. 5500/- (for up to 0.5 kg).
- In case, an applicant requires attested transcript, he/she should mention in the application that whether he/she requires attestation on original or photocopied transcript. Further he/she requires to pay fee as per point 2 below for this attestation.

- 2. Attestation of certificates, result cards, exemption letters, transcripts or any other documents issued by the Examination Department** (Issued within 4 working days after completion of all formalities)

- Submission of proof of payment of fee.
- Original / Copy of the required document(s).

Notes:

- Color copy of the certificate will not be attested.
- Applicants should remove plastic coating from the certificate/result cards before submission to ICAP.

- 3. Letter to embassies** (Issued within 5 working days after completion of all formalities)

- Submission of proof of payment of fee.
- ***Both original and copy of the certificate or result cards are required for letter to embassy**
- Provide Name & address of the embassy to whom documents are to be filed.

Notes:

- ICAP will take the applicant's name as per ICAP's records only.
- If the applicant requires submission of any other ICAP issued document, this should be mentioned in the application form and also provide a proforma copy of that document along with Rs. 4500/- for each additional document.

- 4. Attested syllabus** (Issued within 7 working days after completion of all formalities)

- Last roll number and passing session must be mentioned in the application form.
- Submission of proof of payment of fee.

Note: Scanned copies of the attested syllabus will not be provided.

- 5. Letter of equivalence (Old scheme examination equivalence to new scheme and vice versa)**
(Issued within 4 working days after completion of all formalities)

- Submission of proof of payment of fee.

- 6. Medium of instruction letter** (Issued within 4 working days after completion of all formalities)

- Submission of proof of payment of fee.

- 7. Other letters as per the requirement of applicants** (Issued within 7 working days after completion of all formalities)

- Submission of proof of payment of fee.

General instructions:

- (I) The time frame of provision of services as mentioned against each service shall commence from the date of completion of all the formalities.
- (II) Proof of payment of fees may be in the form of any of the following:
 - A blue bank credit voucher, duly stamped at any of the designated bank branches of the Institute.
 - Demand draft / pay order in favor of the Institute of Chartered Accountants of Pakistan.
 - For payment through credit card at ICAP's website, provide online payment confirmation details.
- (III) If the applicant is required to send the sealed envelope to the assessment body / foreign university, in that case, ICAP will send the documents directly to the assessment body / foreign university.
- (IV) At the time of receiving of required documents, the applicants must present their original CNIC to the concerned officer.
- (V) Documents would be issued to applicants only. In case the documents require to be delivered/handed over to any other person, the applicant must submit an authorization letter/email to ICAP, in which receiver's CNIC number should be mentioned. In case of authorization through email, applicants must use their email address registered with the Examination Department. Authorized persons must bring their original CNIC; otherwise, documents will not be handed over.
- (VI) ICAP will not provide the scanned copies of the documents sent to the assessment bodies / universities directly.