

**PART II**

**CHARTERED ACCOUNTANTS BYE-LAWS, 1983**

**AS AMENDED UP TO AUGUST, 2025**



# **CHARTERED ACCOUNTANTS BYE-LAWS, 1983**

## **CONTENTS**

<b>CHAPTER I</b>	<b>PARTICULARS</b>	<b>PAGE</b>
	<b>PRELIMINARY</b>	
<b>1.</b>	Short title and commencement	44
<b>2.</b>	Definitions	44
<b>2A</b>	Member in Practice	47
<b>3.</b>	Forms	47
<b>4.</b>	Notice to members	48
<b>CHAPTER II</b>	<b>MEMBERS OF THE INSTITUTE</b>	
<b>5.</b>	Register	49
<b>6.</b>	Admission of members	49
<b>7.</b>	Particulars to be supplied by members	49
<b>8.</b>	Certificate of Practice	49
<b>9.</b>	Certificate of Admission and Practice	50
<b>10.</b>	Fees	50
<b>CHAPTER III</b>	<b>ELECTIONS OF THE COUNCIL</b>	
<b>11.</b>	Date of election	52
<b>11A.</b>	Formation of Election Committee	53
<b>11B.</b>	Functions and roles of Election Committee	53
<b>11C.</b>	Notification of Election	55

<b>12.</b>	Members entitled to vote	56
<b>13.</b>	Qualifications of members to contest election	56
<b>14.</b>	Number of members to be elected	57
<b>15.</b>	List of voters	58
<b>16.</b>	Nominations	58
<b>17.</b>	Fee for election	58
<b>18.</b>	Scrutiny of nominations	59

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

	<b>PARTICULARS</b>	<b>PAGE</b>
<b>19.</b>	Preparation of list of valid nominations	60
<b>20.</b>	Withdrawal of candidature	60
<b>21.</b>	Intimation of final list of nominations to voters	60
<b>22.</b>	Death or cessation of membership of a candidate	61
<b>23.</b>	Uncontested election, etc.	61
<b>24.</b>	Admissible number of votes to a voter	61
<b>25.</b>	Mode of election	61
<b>26.</b>	Election stations	62
<b>27.</b>	Election Officer	62
<b>28.</b>	Secret chamber	62
<b>29.</b>	Ballot	62
<b>30.</b>	Presence of the candidates and their authorized representatives at the election stations	62
<b>31.</b>	Voting not by proxy	63
<b>32.</b>	Assistants to Election Officer	63
<b>33.</b>	Identification of voters permitted to vote in person	63
<b>34.</b>	Omitted	63
<b>35.</b>	Omitted	63

## **CHARTERED ACCOUNTANTS BYE-LAWS, 1983**

### **CONTENTS**

<b>36.</b>	Procedure of e-voting	63
<b>37.</b>	Omitted	64
<b>38.</b>	Omitted	64
<b>39.</b>	Omitted	64
<b>40.</b>	Omitted	64

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

	<b>PARTICULARS</b>	<b>PAGE</b>
<b>41.</b>	Omitted	64
<b>42.</b>	Appointment of time and place for the preparation of results	65
<b>43.</b>	Presence of candidates at the time of preparation of results	65
<b>44.</b>	Preparation of results	65
<b>45.</b>	Notification of results	65
<b>46.</b>	Election not to be invalid due to accidental omission, etc.	65
<b>47.</b>	Disciplinary action against a member in connection with conduct of election	66
<b>47A</b>	Canvassing by the candidate	68
<b>48.</b>	Election dispute	69
<b>CHAPTER IV</b>	<b>MEETINGS AND PROCEEDINGS OF THE COUNCIL</b>	
<b>49.</b>	Meetings of the Council	70
<b>50.</b>	Notice of meeting	70
<b>51.</b>	Special meetings	70
<b>52.</b>	Presiding over meetings	70

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

<b>53.</b>	Quorum at meetings	70
<b>54.</b>	Adjournment of meeting	71
<b>55.</b>	Procedure for transaction of business	71
<b>56.</b>	Passing of resolution at meetings	72
<b>57.</b>	Records of minutes	72
<b>58.</b>	Absence of members of the Council from Pakistan	72
	<b>PARTICULARS</b>	<b>PAGE</b>
<b>CHAPTER V</b>	<b>MEETINGS AND PROCEEDINGS OF THE INSTITUTE</b>	
<b>59.</b>	Annual meeting	73
<b>60.</b>	Special meetings	73
<b>61.</b>	Notice of meeting	73
<b>62.</b>	Notice of motion to be given	74
<b>63.</b>	Meetings to be presided by the President etc.	74
<b>64.</b>	Quorum at meetings	74
<b>65.</b>	Adjournment of meeting	74
<b>66.</b>	Voting at meetings and demand for poll	75

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

<b>67.</b>	Appointment of scrutineers	76
<b>68.</b>	Procedure when poll demanded	76
<b>69.</b>	Result of poll	76
<b>70.</b>	Demand for poll not to prevent other business	77
<b>71.</b>	Minutes of the meeting	77
<b>CHAPTER VI</b>	<b>STANDING AND OTHER COMMITTEES</b>	
<b>72.</b>	Committees of the Council	78
<b>73.</b>	Executive Committee	78
<b>74.</b>	Examination Committee	79
<b>75.</b>	Investigation Committee	80
<b>76.</b>	Chairman of the Standing Committees	81
<b>77.</b>	Term of office of members of the Committees	81
<b>78.</b>	Meetings of the Committees	81
<b>79.</b>	Notice of meeting	82

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

	<b>PARTICULARS</b>	<b>PAGE</b>
<b>80.</b>	Quorum, etc., at meetings	82
<b>81.</b>	Procedure for transaction of business	82
<b>82.</b>	Casting vote	83
<b>83.</b>	Secretary of the Committees or Board	83
<b>84.</b>	Minutes	83
<b>CHAPTERVII</b>	<b>REGIONAL COMMITTEES</b>	
<b>85.</b>	Regional Committees	84
<b>86.</b>	Admission and removal from Regional Register	84
<b>87.</b>	Resignation from the Regional Committee and casual vacancies	84
<b>88.</b>	Date of election	85
<b>89.</b>	Election to the Regional Committees	85
<b>90.</b>	Duties and functions of Regional Committees	85
<b>91.</b>	Office bearers in the Regional Committees	87
<b>92.</b>	Finance and accounts	87

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

<b>93.</b>	Meetings of Regional Committees	88
<b>94.</b>	Meetings of the members of the Regional Constituency	88
<b>95.</b>	Duration of the Regional Committee	89
<b>96.</b>	Dissolution of a Regional Committee	89
<b>CHAPTER VIII</b>	<b>STUDENTS</b>	
<b>97.</b>	Admission of students as trainees	90
<b>98.</b>	Probationary period	90

	<b>PARTICULARS</b>	<b>PAGE</b>
<b>99.</b>	Period of training and registration of training contract	90
<b>100.</b>	Provisions to be included in training contract	91
<b>101.</b>	Premium	91
<b>102.</b>	Criteria to train students	91

## CHARTERED ACCOUNTANTS BYE-LAWS, 1983

### CONTENTS

<b>103.</b>	Transfer and execution of fresh training contracts	92
<b>104.</b>	Maximum number of students to be trained by a training organization	93
<b>105.</b>	Permission to train additional students	93
<b>106.</b>	Students not to engage in other business	93
<b>107.</b>	Power to terminate the training of a student	95
<b>108.</b>	Registers to be maintained	96
<b>108A.</b>	Certified Business Accountant (CBA)	96
<b>CHAPTER IX</b>	<b>TRAINING AND EXAMINATION</b>	
<b>109.</b>	Conditions to become a member of the Institute	97
<b>110.</b>	Study courses & materials	98
<b>111.</b>	Time and places of examinations	98
<b>112.</b>	Registration of examinees	99

## **CHARTERED ACCOUNTANTS BYE-LAWS, 1983**

### **CONTENTS**

<b>113.</b>	Subject and syllabus of the examinations	99
<b>114.</b>	Application for admission to an examination	99
<b>115.</b>	Admission fee for examinations	99
<b>116.</b>	Refund of examination fee	99
<b>117.</b>	Examination results	100
<b>118.</b>	Failure of candidates at examinations	100

**CHARTERED ACCOUNTANTS BYE-LAWS,  
1983**

**CONTENS**

	<b>PARTICULARS</b>	<b>PAGE</b>
<b>119.</b>	Examination certificates	100
	<b>ENTRANCE EXAMINATION</b>	
<b>120.</b>	Omitted	101
	<b>PRE-REQUISITE COMPETENCIES AND CERTIFICATE IN ACCOUNTING AND FINANCE</b>	
<b>121.</b>	Enrolment in pre-requisite competencies	101
<b>122.</b>	Admission to examinations of certificate in Accounting and Finance	101
<b>122 A</b>	Direct Admission to examinations of certificate in Accounting and Finance	101
<b>123.</b>	Exemption Policy	102
	<b>FINAL OR PROFESSIONAL EXAMINATIONS</b>	
<b>124.</b>	Admission to Certified Finance and Accounting Professional	109
<b>124A.</b>	Admission to Strategic Case Study	109
<b>124B.</b>	Post-Qualification Specializations	109
<b>125</b>	Omitted	109

**CHARTERED ACCOUNTANTS BYE-LAWS,  
1983**

**CONTENTS**

<b>CHAPTER X</b>	<b>MISCELLANEOUS</b>	
<b>126.</b>	Finances	110
<b>127.</b>	Audit of accounts of the Institute	110
<b>128.</b>	Powers and duties of the President and Vice President or Vice Presidents	111
<b>129.</b>	Powers and duties of the Secretary	111
<b>129 A</b>	Power to issue directives	113
<b>130.</b>	Indemnity	113
<b>131.</b>	Constitution of students' associations	113
<b>132.</b>	Method of payment of fees	114
<b>133.</b>	Publication of list of members	114
<b>134.</b>	Custody and use of Common Seal	114
	<b>PARTICULARS</b>	<b>PAGE</b>
<b>135.</b>	Other Functions of chartered accountants in practice	114
<b>136.</b>	Location of the office of the Institute	114
<b>137.</b>	Power to remove difficulties	115
<b>138.</b>	Repeal of Chartered Accountants Bye-Laws, 1961	115



# CHARTERED ACCOUNTANTS BYE-LAWS, 1983\*

S.R.O.51(KE)/83

Karachi, the 1st November, 1983

In exercise of the powers conferred by sub-section (1) of section 27 of the Chartered Accountants Ordinance, 1961 (X of 1961), the Council of the Institute of Chartered Accountants of Pakistan, with the approval of the Federal Government makes the following bye-laws, the same having been previously published as required by subsection (3) of that section, namely: -

## CHAPTER I

### PRELIMINARY

1. **Short title and commencement.** - (1) These bye-laws may be called the Chartered Accountants Bye-Laws, 1983.

(2) They shall come into force at once.

2. **Definitions.** - (1) In these bye-laws, unless there is anything repugnant in the subject or context: -

\*\*\* (a) “associate degree” means a degree of fourteen years of education from any institution, recognized by Higher Education Commission;

\*\*\* (aa) “certificate of practice” means a certificate granted under these byelaws, entitling the holder to practice as a chartered accountant or Management Consultant;

\*<sup>1</sup> (b) “date of election” means the date of voting of an election; and

\*\* (ba) “electronic form” means medium of an electronic device connected via internet or any other source including electrical, digital, wireless or electromagnetic technology used for facilitating voters to cast their votes in such form;

(c) “form” means a form set out in the Schedule;

(d) “graduate” means a graduate of a University constituted by law in Pakistan, or a graduate of any other University recognized by the Council;

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\*<sup>1</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\* These bye-laws were published in part-II of the Gazette of Pakistan Extraordinary dated December 1, 1983.

\*\* SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2020.

\*\*\* SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022.

**\*\*(da)** “member responsible for students’ affairs” means the proprietor or a partner of a training organization in practice in Pakistan or a member of the

Institute being a partner or employee of an overseas firm or a member employed by a training organization outside practice, within or outside Pakistan, and nominated by these entities as responsible for students’ affairs including signing of contracts, coordinating with the Institute and the students and ensuring compliance with the training regulations and guidelines issued by the Institute;”

(e) “Ordinance” means the Chartered Accountants Ordinance, 1961 (X of 1961)

**\*\*(ea)** “overseas firm” means an accountancy firm registered outside Pakistan, which is recognized and regulated by the regulator of the country where the firm is registered and also recognized by the Institute, and has partners or employees that are member of the Institute who are engaged in professional practice under the laws for the time being in force in that country;”

(f) “President” means the President of the Institute;

(g) \*Omitted

(h) “principal place of business” means the place of business registered by a member of the Institute or, where more than one place of Business are registered, the place of business indicated by him as his principal place of business;

<sup>\*2</sup>(i) “registered address” means, in the case of a member in practice his professional address, which he has indicated as his principal place of business and in the case of a member not in practice, the residential address last notified by him to Institute;”

**\*\*\*\*(ia)** “relevant degree awarding institute” means a university or its affiliated institute recognized by the Higher Education Commission of Pakistan and which fulfills the criteria specified by the Council from time to time;

(j) “schedule” means the schedule annexed to these bye-laws; these bye-laws were published in part-II of the Gazette of Pakistan Extraordinary dated December 1, 1983.

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<sup>\*2</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

<sup>\*\*</sup> S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023.

**\*\*\*\***SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022

- (k) “seal” means the seal of the Institute;
- (l) “Secretary” means the Secretary of the Institute and includes a Deputy Secretary or an Assistant Secretary of the Institute, or any person acting as Secretary under direction of the Council;
- (m) “section” means a section of the Ordinance;

\*(ma) “specified degree awarding institute” means a university or its affiliated institute recognized by the Higher Education Commission of Pakistan and which fulfills the criteria specified by the Council from time to time;

(n) **\*deleted**

(o) “training” means training under training contract with a

**\*\*Training Organization entitled to train students under the Ordinance and these bye-laws:**

**\*\*\***(oa) “training organization” means a firm of chartered accountants or a member in practice or an overseas firm or an undertaking outside practice, within or outside Pakistan, as determined by the Council suitable to provide environment to students for gaining competence based practical experience prior to acquiring membership of the Institute;

\*(ob) “training regulations and guidelines” means training regulations and guidelines as approved by the Council;

(p) “Tribunal” means the Tribunal appointed under section 10 of the Ordinance;

<sup>\*3</sup> (pa) “Uninterrupted training” means the practical training period as specified by the Council, applicable to students who have completed CAF Examinations or were exempted from such examinations, during which students shall be prohibited from sitting in any examination and shall not be entitled to any study leaves; and;

(q) “Vice President” means the Vice-President of the Institute.

(2) Any reference in these bye-laws to members, associates, or fellows shall, unless the contrary intention appears, be construed as a reference to members, associates and fellows respectively of the Institute.

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<sup>\*3</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*S.R.O. 12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006.

(n) “student” means a person who is or has been a trainee under training contract with a principal, and has not successfully completed the examinations of the Institute, or who has been admitted to the Basic Accountancy Course.

\*\*S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\*\* S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023

**\*2A. Member in practice.** - (1) A member shall be deemed “to be in practice” when individually or in partnership with chartered accountants in practice, he in consideration received or to be received, -

- (i) engages himself in the practice of accountancy; or
  - (ii) offers to perform or performs services involving the auditing or verification of financial transactions, books, accounts, or records or the preparation, verification or certification of financial accounting and related statements or holds himself out to the public as an accountant; or
  - (iii) renders professional services or assistance in or about matters of principle or detail relating to accounting procedure or the recording, presentation or certification of financial facts or data; or
  - (iv) renders services in the field of management consultancy; or
  - (v) renders such services as, in the opinion of the Council, are or may be rendered by a chartered accountant in practice and the expression “to be in practice” with its grammatical variations and cognate expressions shall be construed accordingly; or
  - (vi) an associate or a fellow of the Institute who is a salaried employee of a chartered accountant in practice or a firm or a training organization of such chartered accountants shall, notwithstanding such employment, be deemed to be in practice for the limited purpose of training of students.
- (2) A member shall be entitled to practice as a chartered accountant or a management consultant on being granted a certificate of practice provided that for granting certificate of practice the Council may impose such conditions as it may deem fit.
- (3) Every such member in practice shall pay an annual fee for his certificate in such manner and in such amount as may be approved by the Council from time to time.
3. **Forms.** - The forms set out in the Schedules shall be used in matters which they purport to relate and all notes and directions contained in the forms shall be observed accordingly.

4. **Notice to members.** - (1) All notices required by the Ordinance and these bye-laws to be given or sent to members shall be sent under certificate of posting or by messenger to the registered address of each member and for proving that such notice has been given or sent it shall be sufficient to prove that notice was properly addressed and posted or delivered.
- (2) The non-receipt of any such notice shall not invalidate any such notice, meeting, resolution, proceeding or action in any meeting.

## CHAPTER II

### MEMBERS OF THE INSTITUTE

5. **Register.** - The register of members shall be maintained in Forms I and II specified in Schedule 'A'.
6. **Admission of members.** - (1) Every applicant for admission as an associate or a fellow shall satisfy the Council of his having fulfilled the conditions specified in the Ordinance and these bye-laws in such manner as the Council may require and shall produce for being enrolled as an associate or a fellow such documentary evidence about his eligibility for admission and removal of disqualification, if any, as the Council may deem necessary and the Council, on being so satisfied, shall admit him on payment of the fees prescribed in these bye-laws.
- (2) Every person before becoming a member shall undertake to be bound by the Ordinance, these bye-laws and the pronouncements issued by the Council from time to time.
7. **Particulars to be supplied by members.** - Every member shall inform the Secretary of any change in his registered address, or place or places of business or employment and shall also supply the Council with any other information relating to his practice or employment which the Council may reasonably require for carrying out the provisions of the Ordinance or these bye-laws.
8. **Certificate of practice.**- (1) A member may apply to the Council for \*a certificate to practice entitling him to practise as a chartered accountant or management consultant and the Council shall grant to him such a certificate on his establishing to its satisfaction in such manner as it may require that
- \*\*he has complied with the requirements as stipulated in bye law 109 and any other directive of the Council and that he will be in practice as a Chartered Accountant or Management Consultant as his main occupation.
- (2) The certificate shall be issued in the form prescribed by the Council and shall be valid until the thirtieth day of June next following.

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\*SRO 84 (KE)/94 dated 21.2.1994 published in Part-II, Extra-ordinary Gazette of Pakistan dated 07.05.1994.

\*\* SRO 2 (KE)/99 dated 10-2-1999 published in Part-II, Extra-ordinary Gazette of Pakistan dated 02.03.1999.

- (3) The validity of the certificate shall, on payment of the annual fees, \*and on fulfillment of the directives of the Council be extended from time to time by a renewal certificate to be issued by the Secretary in the form prescribed by the Council.
- (4) A member in practice, on ceasing to be in practice, shall-
  - (i) inform the Council immediately of the fact of his having done so, but in any case not later than one month from the date he ceases to practice; and
  - (ii) return the certificate of practice to the Secretary.
9. **Certificate of admission and practice.** - Upon a person being admitted as an associate or a fellow and being permitted to practice, he shall in each event be entitled to a certificate to that effect under seal.
10. **\*\*Fees.-** (1) Every member shall pay to the Institute such fee, as applicable to him, within such time and in such manner, as prescribed by the Council from time to time.

*Provided that-*

- i. half the amount of annual membership fee only shall be payable by a person admitted on or after the first January and before the first July in any year;
  - ii. an associate, on being admitted as a fellow during a year, shall pay for that year any additional fee necessary to increase his fees to the amount then applicable to him; except that where the said change takes place after the last day of December, one-half only of the said additional amount shall be payable;
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- i. \*a member attaining the age of sixty years and not holding a

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\*SRO 2 (KE)/99 dated 10-2-1999 published in Part-II, Extra-ordinary Gazette of Pakistan dated 02.03.1999.

\*SRO 5 (KE)/97 dated 12.10.1996 published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.02.1997.

\*\* SRO 23 (KE)/95 dated 19.01.1995 published in Part-II, Extra-ordinary Gazette of Pakistan dated 28.01.1995

\* SRO 25 (KE)/2014 dated 11.06.2014, published in Part-II of Extraordinary Gazette of Pakistan dated 20.06.2014.

certificate of practice and also not engaged in any full time remunerated business or professional activity may on payment of three thousand rupees become life member of the Institute. \*\*Status of concessional members appearing in record of the Institute as on the 30<sup>th</sup> June, 2019 who opted to avail the concessional fee payment of one hundred and twenty rupees per year shall automatically be converted to life members without having to pay any additional amount.

- ii. \*\* A member may apply to the Council as a special case for the waiver or concession of membership fee. Before granting such relief, the Council must satisfy itself that because of severe personal hardship, special circumstances exist to warrant granting of such waiver or concession in membership fee. The waiver or concession granted will be at the discretion of the Council and according to the circumstances which may include illness diagnosed as incurable, permanent or temporary incapacity and unable to work for a period.

Provided further that, the Council if deemed necessary may ask such member to surrender practicing certificate.

- iii. \*\*\*In case a member is unable to pay the fee within a time specified by the Council for this purpose, he shall be liable to pay such surcharge as late payment fee as may be determined by the Council.
- iv. \*\*\*\*a member who remains un-employed for more than one year and is not engaged in any part-time remunerated activity during that period may apply to the Institute for concession in the annual membership fee to the extent of seventy-five percent of the total membership fee dues. Such concession granted shall be for a period of one year.

(2) All annual fees shall be payable by the \*\*\*\*\*thirtieth day of September each year.

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\*\* SRO 12(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 02.05.2020

\*\* SRO 6 (KE)/2010 dated 04.01.2010, published in Part-II of Extraordinary Gazette of Pakistan dated 06.04.2010.

\*\*\* SRO 94 (KE)/2013 dated 19.11.2013, published in Part-II of Extraordinary Gazette of Pakistan dated 22.11.2013.

\*\*\*\* SRO 118 (KE)2015 dated 17.12.2015 published in Part-II of Extraordinary Gazette of Pakistan dated 29.10.2015

\*\*\*\*\* S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023

## CHAPTER III

### ELECTION OF THE COUNCIL

11. **Date of election.** - (1) The Council shall decide and notify to the members the date of election at least four months before such date.

(2) Omitted<sup>\*i</sup>

\*(2A) Omitted<sup>\*ii</sup>

\*(3) Omitted<sup>\*iii</sup>

(4) Omitted<sup>\*iv</sup>

(5) Omitted<sup>\*v</sup>

\*(6) Omitted<sup>\*vi</sup>

\*(7) Omitted<sup>\*vii</sup>

\*(8) Omitted<sup>\*viii</sup>

\*(9) Omitted<sup>\*ix</sup>

\*(10) Omitted<sup>\*x</sup>

\*(11) Omitted<sup>\*xi</sup>

\*(12) Omitted<sup>\*xii</sup>

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(<sup>\*i-xii</sup>) SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2020

**\*<sup>4</sup> 11A. Formation of Election Committee.** - The President shall, within a fortnight of the date of notification of the date of election by the Council, appoint four members who are not members of the Council to act as Election Committee.

**\*<sup>5</sup> 11B. Functions and roles of Election Committee.** - (1) The Election Committee shall request the President to allocate a dedicated team from the Secretariat or staff of the Institute which shall be responsible for carrying out election related work on election day and also for a specified duration before that day and the staff so allocated shall for the nominated days remain under direct control and supervision of the Election Committee.

(2) The Election Committee shall be responsible for reviewing and scrutinizing the nomination papers, candidate's profiles, and all other documents related to candidates, as well as conducting the election on the date of elections and the election committee shall have the power to-

(a) reject nomination papers of a candidate, who does not fulfill the requirement of bye-law 13; and

(b) disqualify any candidate, who provides false, misleading, or incorrect information.

(3) The Election Committee shall hold pre-election meeting with candidates to apprise them about arrangements for smooth conduct of elections and Election Committee shall ask candidates to sign an undertaking under sub-bye-law (11).

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<sup>\*4</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*5</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025

- (4) Power of acceptance or rejection or modification of candidate's profiles for uploading on the website of the Institute shall hereafter lie with the Election Committee, which may direct any such change to candidate's profile as it may deem appropriate and its decision in this regard shall be final.
- (5) The Election Committee shall have powers to issue such directions, or orders as may be necessary for the performance of its functions and duties, including an order doing complete justice in any matter pending before it and an order for securing the attendance of any person or discovery or production of any document.
- (6) On the request of an election officer, the Election Committee, in consultation with the President, may stop the voting at any stage of an election, if it is convinced that it shall not be able to ensure the conduct of the election justly and fairly.
- (7) In case of temporary stoppage of elections, the Election Committee, may extend the voting time in order to compensate for the time lost.
- (8) In case the elections are cancelled under sub-bye-law (6), the Election Committee shall order a fresh voting within a period of thirty days and shall, by notification, inform the members in that particular constituency or station the day for fresh voting along with the place and the hours during which such fresh voting shall be conducted.
- (9) The provisions to voting and its conduct as provided for in applicable laws, rules and bye-laws shall apply to such fresh voting as they would be applicable to original voting.

(10) The Election Officer shall keep order at an election station and may remove or cause to remove any person or member who misconducts himself at the election station or fails to obey any lawful orders of the Election Officer.

(11) The Election Committee shall get an undertaking signed by contesting candidates to the extent that they shall not violate for the purpose of election's applicable law, rules, bye-laws, instructions and procedures, and that they shall follow the code of conduct and good practices.

**\*<sup>6</sup>11C. Notification of election.** - (1) The Election Committee, not later than thirty days from the date of notification of the date of election, shall by notification call upon the members to elect members of the Council and shall specify therein a day—

- (a) at least twenty days after the issue of the notification, on or before which nomination of candidates is to be made;
  - (b) at least one day after the nomination day, for the scrutiny of nomination papers;
  - (c) at least ten days after the nomination day, on or before which candidature may be withdrawn;
  - (d) for counting of votes; and
  - (e) for the declaration of results.
- (2) In the notification issued under sub-bye-law (1), the Election Committee shall also specify the number of members to be elected to the Council from each zone of the regional constituency, as prescribed.”;

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<sup>6</sup>SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

12. **Members entitled to vote.** - Subject to the provisions of these bye-laws, a member whose name is borne on the Register on the date immediately preceding four months from the date of election shall be entitled to vote in the election from the respective zone of the regional constituency within whose territorial jurisdiction his <sup>\*7</sup>registered address falls on the said date:

Provided that his name has not been removed from the Register after publication of the list of voters:

<sup>\*8</sup>Provided further that the zone of the regional constituency of member whose registered address is outside Pakistan shall be determined on the basis of his residential address in Pakistan last notified by him to the Institute.

13. **Qualifications of members to <sup>\*9</sup>contest election.** - <sup>\*(1)</sup> Subject to the provisions of these bye-laws, a member of at least five years continuous standing with the Institute on the date of election, shall be eligible to <sup>\*10</sup>contest election to the Council from the respective zone of the regional constituency in which his name is included;

<sup>\*11</sup>Provided that a member shall only be eligible to contest the election from a respective zone of the regional constituency, if his last two years' registered address is of that zone. In case of a member whose registered address is outside Pakistan, his last residential address of Pakistan shall form the basis for determining the aforementioned condition.”; and

<sup>\*</sup> (2) **Omitted**<sup>\*12</sup>

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<sup>\*7</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*8</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*9</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*10</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*11</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*12</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*</sup> SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.

14. **Number of members to be elected.** - The number of members to be elected to the Council from each zone of the two regional constituencies shall be as under: -

<b>(a) SOUTHERN REGION:</b>		
(i) <b>Zone A:</b>	Comprising the province of Sindh	**8
(ii) <b>Zone B:</b>	Comprising the province of Baluchistan	1
<b>TOTAL</b>		<b>9</b>
<b>(b) NORTHERN REGION:</b>		
(i) <b>Zone A:</b>	Comprising the province of the Punjab including Federal Capital of Islamabad.	7* <sup>13</sup>
(ii) <b>Zone B:</b>	Comprising the North-West Frontier Province, Tribal Areas and Azad Kashmir.	1
<b>TOTAL</b>		<b>8*<sup>14</sup></b>

\*<sup>13</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>14</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*\* S.R.O.10(KE)/2009 dated 23.02.2009, published in the Part II of Extraordinary Gazette of Pakistan dated 24.02.2009

\*<sup>15</sup> Provided that out of the total number of members to be elected from Zone A of the Northern Region, one member shall be elected from the Federal Capital of Islamabad. Accordingly, the members contesting for such seat shall only be from the Federal Capital of Islamabad:

Provided further that the voters of the Federal Capital of Islamabad shall only be eligible to vote for the candidates who are contesting for the seat allocated to the Federal Capital of Islamabad.”

15. \*<sup>16</sup>**List of voters.** - At least three months before the date of election, the Election Committee shall notify to the members of each zone of a regional constituency a list of members entitled to vote in that zone, with their name and contact details:

Provided that, the contact details shall not be published of members who have not permitted to disclose their contact details in the member’s directory.

16. **Nominations.** - The nomination of a candidate shall be in the appropriate form duly signed by the candidate and by the proposer and the seconder both of whom shall be persons entitled to vote in the election of the zone of the regional constituency to which the candidate belongs and shall be forwarded by registered A.D. or hand delivery to the Election Committee so as to reach it not later than 4.00 p.m. on the nomination date:

\*Provided that a member shall not be allowed to propose or second candidates in excess of the number of his entitlement to cast vote at the Council and Regional Committee Elections.

17. **Fee for election.** - \*<sup>17</sup>(1) A candidate for election shall pay, a fee of five thousand rupees per nomination form by a demand draft payable to the Institute.  
(2) A candidate whose nomination is held to be invalid shall be entitled, on an application made by him in this behalf to the refund in full of the fee.

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\*<sup>15</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2020

\*<sup>16</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>17</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

18. **Scrutiny of nominations.** - (1) The Election Committee shall scrutinize the nomination papers of all the candidates and shall endorse on each nomination paper its decision whether it accepts or rejects the nomination.
- (2) The Election Committee shall record in brief the reasons for rejecting a nomination.
- (3) The Election Committee shall reject a nomination if it is satisfied that-
- (i) the candidate was ineligible to stand for election; or
  - (ii) the proposer or the seconder was not qualified to subscribe to the nomination paper; or
  - (iii) the signature of the candidate or the proposer or the seconder was not genuine; or
  - (iv) there has been a failure to comply with the provisions of bye- laws 16 or 17.

*Provided that: -*

- (i) the Election Committee shall not reject a nomination paper on the ground of a technical defect which is not of a substantial character; and
  - (ii) the rejection of a nomination paper by reason of any irregularity in respect of that nomination paper shall not invalidate the nomination of a candidate by any other valid nomination paper.
- (4) If a proposer or a seconder incurs any disability by reason of the operation of the provisions of the Ordinance or these bye-laws subsequent to the date of signing the nomination, it shall not invalidate the nomination paper.
- (5) In case where a nomination paper or more than one nomination papers were filed and one or more of each nomination papers of a candidate has or have been rejected, the Election Committee shall give notice of its decision together with a brief statement of its reasons therefor to the candidate concerned by registered post.

19. **Preparation of list of valid nominations.** - (1) The Election Committee shall, after the scrutiny of nomination papers, prepare a list of validly nominated candidates for each zone of the constituency and cause a copy of the list to be sent by registered post to each candidate from the zone within ten days of the nomination date.
- (2) The list shall contain full names in alphabetical order and the \*<sup>18</sup>registered addresses of validly nominated candidates for each zone of the constituency.
20. **Withdrawal of candidature.** - (1) Any validly nominated candidate may withdraw his candidature by notice in writing subscribed by him and delivered to the Election Committee before 4.00 p.m. of the withdrawal date.
- (2) The withdrawal of candidature shall be intimated by the Election Committee to the other candidates standing for election from the same zone of the constituency.
- (3) A candidate who has withdrawn his candidature in accordance with clause (1) shall be entitled to the refund in full of the fee paid by him under bye-law 17.
21. **Intimation of final list of nominations to voters.** - The Election Committee shall omit from the list of validly nominated candidates the name of candidates who have withdrawn their candidature and send the final list of such candidates, hereinafter referred to as contesting candidates, to all the candidates and voters of the respective zones by registered post at least one month before the date of election.

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\*<sup>18</sup>SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

22. **Death or cessation of membership of a candidate.** - (1) If a validly nominated candidate who has not withdrawn his candidature dies or otherwise ceases to be a member before the date of election, the election in that zone of the constituency shall be conducted among the remaining candidates.
- (2) The votes cast in favour of any such candidate shall be ignored for counting purposes.
23. **Uncontested election, etc.-** (1) Where after at the scrutiny under bye-law 18, or after the withdrawal under bye-law 20, the number of validly nominated candidates from any zone of the constituency remains equal or less than the number of members to be elected from that zone of the constituency or where the number of candidates from any zone of the constituency, becomes equal to or less than the number of members to be elected from that zone of the constituency, by reason of death or cessation of membership of one or more candidates before the date of election, such candidates shall be deemed to have been elected and the Election Committee shall declare such candidates to be elected from that zone.
- (2) Where the number of such candidates from a zone of the constituency is less than the number of members to be elected from that zone of the constituency, the members declared elected from that zone of the constituency shall nominate members of the Council from that zone of the constituency for the remaining seat or seats.
24. **Admissible number of votes to a voter.** - A voter shall have as many numbers of votes as the number of seats reserved for the zone of his constituency in which the voter resides\*<sup>19</sup>.
25. **\*<sup>20</sup>Mode of election.** - (1) The election shall be in electronic form and a voter shall cast his vote online through E-voting. A member shall have an option for E-voting in-person at an election station in Pakistan without giving any advance notice to the Election Committee.

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\*<sup>19</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>20</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

- (2) Notwithstanding anything contained in these bye-laws, the Election Committee shall have the power to take any decision to facilitate a voter entitled to cast his vote.
26. **\*\*Election stations.** - The Election Committee shall set up election stations in Pakistan at such places where more than fifty members reside.
27. **Election Officer.** - (1) The Election Committee shall appoint an Election Officer for each election station and may also appoint such other person as it may deem necessary to assist the Election Officer.
- (2) The Election Officer shall, in addition to performing the duties imposed upon him by these bye-laws, be in general charge of all arrangements at the election station and may issue order as to the manner in which persons shall be admitted to the election station and generally for the preservation of peace and order at or in the vicinity of the election station.
28. **Secret chamber.** - There shall be a secret chamber or chambers at each election station for casting votes by voters.
29. **\*<sup>21</sup>Ballot.** - The ballot shall contain an alphabetical list of the candidates validly nominated for a zone of the constituency and approved by the Election Committee.
30. **Presence of the Candidates and their authorized representatives at the election stations.** - (1) A contesting candidate shall be entitled to be present at the election station or stations in the respective zone.
- <sup>\*22</sup>(2) A contesting candidate may, before the commencement of the voting, appoint for each voting booth at an election station two agents, who shall be members of the Institute but only one of them shall be entitled to be present at a time on his behalf at that particular voting booth.
- <sup>\*23</sup>(3) No appointment of an agent shall be valid unless the candidate has issued a letter of authority to such agent and that letter shall contain the full name,

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\*\* SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2020

<sup>\*21</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*22</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*23</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

membership number, address of the agent, and the name of the voting booth of an election station at which he is authorized to be present.

31. **\*<sup>24</sup>Voting not by proxy.**- Voting shall be by e-voting and voter desiring to vote shall do so in the manner provided for under these laws. A voter shall not be allowed to exercise his voting rights through a proxy:

Provided that Election Officer, in his sole discretion, shall have the power to allow a person who is not a member to assist an eligible voter who needs to cast a vote in-person in an election station.

32. **Assistants to Election Officer.** - The Election officer may appoint such person as he thinks fit to assist him in carrying out his duties under these bye-laws.

33. **†Identification of voters permitted to vote in person.** - (1) **\*<sup>25</sup>Omitted**

- (2) **\*<sup>26</sup>The Election Officer or a person appointed by him shall satisfy himself in any manner as he may deem advisable as to the identity of a person claiming to be a voter before he is allowed to use the voting booth; and**

- (3) **If the Election Officer or a person appointed by him is not satisfied as to the identity of the person claiming to be a voter, he may refuse to allow such person to vote in the election.**

- (4) **\*<sup>27</sup>Omitted**

34. **\*<sup>28</sup>Omitted**

35. **\*<sup>29</sup>Omitted**

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<sup>\*24</sup>SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

† SRO 13(KE)/2020 dated 28.01.2020, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2020

<sup>\*25</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*26</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*27</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*28</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*29</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

36. **\*<sup>30</sup>Procedure of e-voting.** - (1) Voting shall be kept open on the dates announced by the Council for election from 5:00 p.m. on commencement date to 5:00 p.m. on closing date of election.
- (2) In-person voting at election stations shall be open from 9:00 a.m. to 05:00 p.m. on the closing date of election.
- (3) The Election Committee shall close the voting at the hour appointed under sub-bye-law (1) or any time extended by the Election Committee.
- (4) The Election Committee in its sole discretion shall have the power to permit in-person voting to the persons waiting to vote in an election station after the close of election.
- (5) The Election Committee, as soon as practicable after the close of the voting, in the presence of any candidates or their agents who may be present, prepare the result of voting, as well as the number of votes casted in favour of each candidate and shall prepare a statement thereof.
- (6) Any candidate or his agent may sign the statement if he so desires.
- (7) The Election Committee shall upload the statement on the website accessible to general public and also display the same before the persons present at the designated offices of the Institute.
- (8) The detailed guidelines on E-voting as agreed and accepted by the Election Committee and user name and password shall be provided to all voters ten days before the commencement date of election.”
37. **\*<sup>31</sup>Omitted**
38. **\*<sup>32</sup>Omitted**

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\*<sup>30</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>31</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>32</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

39. <sup>\*33</sup>**Omitted**
40. <sup>\*34</sup>**Omitted**
41. <sup>\*35</sup>**Omitted**
42. **Appointment of time and place for the <sup>\*36</sup>preparation of results.** - The Election Committee shall appoint time and place for the <sup>\*37</sup>preparation of results and shall also give notice of such time and place in writing to all the contesting candidates.
43. **Presence of candidates at the time of <sup>\*38</sup>preparation of results.** - Every contesting candidate shall be entitled to be present in person or to appoint a member as a representative to be present on his behalf at the time of the <sup>\*39</sup>preparation of results.
44. **<sup>\*40</sup>Preparation of results.** – (1) The Election Committee, as soon as practicable after the close of the voting, in the presence of any candidates or their agents who may be present, prepare the result of the election, as well as the number of votes casted in favour of each candidate and shall prepare a statement thereof.
- (2) Such number of candidates from any zone of the regional constituency as there are vacancies to be filled receiving the highest number of votes shall be declared elected but in the event of an equality of votes between two or more candidates, lots shall be drawn in the presence of the contesting candidates or their authorized representatives, if any, and the candidates in whose favour lot is drawn shall be declared elected.
45. **Notification of results.** - The names of all the candidates declared elected shall be officially notified by the Election Committee to the candidate and

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<sup>\*33</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*34</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*35</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*36</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*37</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*38</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*39</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*40</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

members of the Institute within three working days\*<sup>41</sup> of the date of election.

46. **\*<sup>42</sup>Election not to be invalid due to accidental omission, etc.** - No election shall be deemed to be invalid merely by reason of any accidental irregularity or informality in the conduct of the election including accidental omissions or any change in the election schedule necessitate on account of any circumstances beyond control.”;

47. **Disciplinary action against a member in connection with conduct of election.** - \*<sup>43</sup>(1) A member shall be liable for action, as specified by the

Council, to the Election Committee, except as provided under bye-law 47A, if, in connection with election to the Council, he is found to have taken part, directly or indirectly, either himself or through any person, in-

- (i) issuing manifesto circulars which is not in accordance with the directions of the Election Committee; or
- (ii) offering hospitality to voters, the nature of which could be perceived to be inappropriate were it to be publicly disclosed.

(2) A member shall be liable to disciplinary action if he adopts any or more of the following practices with regard to the election to the Council, namely:

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- (a) Bribery that is to say, any gift, offer or promise of any gifts or gratification to any person by a candidate or any other person, with his connivance, with the object, directly or indirectly; of
- (i) inducing a member to stand or not to stand as a candidate at an election or rewarding him for such an act or omission; or
- (ii) inducing a member to withdraw his candidature or rewarding such withdrawal; or

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\*<sup>41</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>42</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*<sup>43</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

- (iii) inducing a voter to vote or not to vote at an election, or rewarding for such an act or omission.

*Explanation:* - For the purpose of this clause, the term “gratification” is not restricted to pecuniary gratification or gratification estimable in money but it includes all forms of entertainment and reward.

- (b) Undue influence, that is to say, any direct or indirect interference or attempt to interfere on the part of a candidate or by any other person, with his connivance, with the free exercise of any electoral rights.
- (c) The publication by a candidate or by any other person, with his connivance, of any statement of fact which is false, and which he either believes to be false or does not believe to be true or in relation to the personal character or conduct of any candidate or in relation to the candidature or withdrawal of any candidate, being a statement reasonably calculated to prejudice the prospects of that candidate’s election.
- (d) The obtaining or procuring or betting, or attempting to obtain or procure by a candidate or by any other person, with his connivance, any assistance for the furtherance of the prospects of the candidates’ election from any person serving under the Government of Pakistan or the Government of any of the Provinces other than the giving of vote by such person, if he is a member entitled to vote.
- (e) The hiring or procuring, whether on payment or otherwise, of a vehicle by a candidate or by any other person, with his connivance, for the conveyance of voters.
- (f) The receipts by a member, or an agreement by a member, to receive any gratification-
  - (i) as an inducement or reward for standing or not standing as candidate; or
  - (ii) as an inducement or reward for withdrawing his candidature; or
  - (iii) as an inducement or reward for himself or any other person for voting or refraining from voting; or
  - (iv) as an inducement or reward for inducing or attempting to induce any voter to vote or refrain from voting; or

- (v) for inducing or attempting to induce any candidate to withdraw his candidature; or
- (g) contravention or misuse of any of the provisions of these bye-laws or making of any false statements knowing it to be false while complying with any of the provisions of these bye-laws.

67

**\*47A. \*<sup>44</sup> Canvassing by the Candidate.** - (1) The Institute may, at its discretion, organize a presentation of approximately ten minutes' duration to be made by each candidate before the members at least four weeks before the date of election. Separate presentations may be arranged by the Institute for Southern Region at Karachi, and for Northern Region at Lahore, Islamabad, \*\*Peshawar, Multan and Faisalabad.

\*\*\*[.....]

- (2) \*<sup>45</sup>In addition to the presentations as may be arranged by the Institute, each candidate shall be allowed to submit a write up to the Election Committee. The write up shall cover the manifesto, ideas and views of the candidate that he has about the activities and contributions of the Institute to the profession of chartered accountants. The Election Committee may require amendments in the write up to remove any content and promises that tantamount to an inducement to voters, particularly, to a segment of the voters.
- (3) The write up shall be placed on website of the Institute and the same shall also be circulated by the Institute in a special bulletin to be issued by it for such purpose.

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\*<sup>44</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\* S.R.O. 1(KE)/2005 dated 24.12.2004, published in the Extraordinary Gazette of Pakistan dated 04.01.2005.

\*\* S.R.O. 30(KE)/2013 dated May 29, 2013, published in the Extraordinary Gazette of Pakistan dated June 1, 2013.

\*\*\* Deleted the proviso "provided that the Institute shall not be bound to organize such presentations at any other location".

\*<sup>45</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

68

(4) Canvassing shall not be permissible except in the following limited manner, namely: -

\*<sup>46</sup>(b)a By in-person or virtual interaction with the members individually or in groups;

(b)b By telephonic contacts with the members; and

(b)c \*\*In any other manner approved by the Council.

48. **Election dispute.** - (1) On receipt of an application under sub-section (2) of section 10, the Council shall refer the matter to the Tribunal within thirty days of its receipt.

(2) At the time of giving its decision, the Tribunal may pass such order as to costs as it may consider appropriate.

(3) If the Tribunal is satisfied that the application made under sub- section (2) of section 10 is not founded on valid grounds, the Tribunal may while dismissing the application, award costs to the Council.

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<sup>46</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>\*\*</sup> S.R.O. 30(KE)/2013 dated 29.05.2013, published in the Extraordinary Gazette of Pakistan dated 01.06.2013.

## **CHAPTER IV**

### **MEETINGS AND PROCEEDING OF THE COUNCIL**

49. **Meetings of the Council.** - The first meeting of the Council shall be held within three months of the date of its being elected and thereafter the Council shall meet at least twice in twelve months at such time and place as the President may determine.
50. **Notice of meeting.** - Notice of the time and place of the meeting of the Council shall be sent to the registered address of every member of the Council not less than fourteen days before such meeting and such notice shall, so far as practicable, contain a statement of the business to be transacted at such meeting;
- Provided that in case of urgency a meeting may be summoned to meet within three days by the President who shall inform the members of the subject matter to be considered at the meeting and the reasons for which he considers the matter to be urgent.
51. **Special meetings.** - On a requisition in writing by at least twenty-five per cent of the members of the Council, the President shall call a special meeting within four weeks of the receipt of such requisition.
52. **Presiding over meetings.** - All meetings of the Council shall be presided over by the President and in his absence, by the Vice-President and, in the

absence of both the President and the Vice-President, by a person elected by the members of the Council present from among themselves.

53. **Quorum at meetings.** - Five members of the Council shall constitute a quorum for a meeting of the Council and if a quorum is not available within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future date and time as the President may appoint.

70

54. **Adjournment of meeting.** - Subject to the provision of these bye-laws, the person presiding over a meeting of the Council may, with the consent of the majority of the members of the Council present, adjourn the meeting from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting.

Provided that no notice and quorum shall be necessary for holding an adjourned meeting, unless it be so decided by the Council at the time of adjourning the meeting.

55. **Procedure for transaction of business.** - (1) The business of the Council shall ordinarily be transacted at a meeting of the Council:

Provided that the President, or a Vice-President may, in an appropriate case, circulate the papers among the members of the Council for deciding any question;

Provided further that if five members of the Council require that any question be decided at a meeting, the President or the Vice-President shall withdraw the papers from circulation and have the question determined at a meeting of the Council.

- (2) Where the papers relating to any question are circulated among the members of the Council, a period of not less than ten days, commencing from the date of the circulation of the papers, shall elapse before any decision is taken on the question:

Provided that a decision may be taken before the expiry of such period if the opinion of all the members of the Council is received earlier.

- (3) The decision shall be in accordance with the opinion in writing of the majority of the members.
- (4) A decision taken by circulation of papers shall be communicated to all the members of the Council.

71

56. **Passing of resolution at meetings.** - At all meetings of the Council and in the event of difference of opinion, the vote of the majority shall prevail unless otherwise required by the Ordinance or these bye-laws and in the event of equality of votes, the person presiding shall have a casting vote in addition to his own vote.

57. **Records of minutes.** - Proper minutes shall be kept of all proceedings of the meetings of the Council and shall contain every resolution passed and decision taken at the meeting and shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so

signed shall be sufficient evidence on the matters stated therein.

58. **Absence of members of the Council from Pakistan.** - (1) Before a member of the Council, other than a member who is in the service of the Government, leaves Pakistan for a period exceeding sixty days, -

- (i) he shall intimate the Council the date of his departure from, and the date of his expected return to, Pakistan.
- (ii) if he intends to be absent from Pakistan for a period of more than six months, he shall tender his resignation or apply to the Council for leave of absence and on receipt of such application the Council may at its discretion grant leave of absence, or if it considers necessary, treat the application as the member's resignation.

(2) If any member of the Council other than a member who is in the service of the Government, leaves Pakistan for a period exceeding sixty days without taking either of the courses mentioned in sub- clause (ii) of clause (1), the Council at its discretion may terminate his membership of the Council after giving him an opportunity of being heard.

## CHAPTER V

### MEETINGS AND PROCEEDINGS OF THE INSTITUTE

59. **Annual meeting.** - The annual meeting of the Institute for transacting the ordinary annual business of the Institute (namely the receipt and consideration of the annual report of the Council and the accounts of the Institute with the auditor's report thereon and the appointment of auditors) shall be held in Pakistan on such day and at such place as the Council may from time to time appoint:

Provided that a meeting shall be held in every calendar year and that not more than fifteen months shall have elapsed since the date of the previous annual meeting.

60. **Special meeting.** - The Council may whenever it thinks fit convene a special meeting of the Institute and shall do so within four weeks from the receipt by the Secretary of a requisition in writing signed by not less than twenty per cent of the members stating the object of the proposed meeting.
61. **Notice of meeting.** - (1) The Secretary shall, not less than fourteen days before any annual or special meeting of the Institute, send to each member a notice specifying the day hour and place of the meeting and the business to be transacted thereat.
- (2) In the case of annual meeting, the Secretary shall send to each member with such notice a copy of the annual report of the Council and a copy of the accounts of the Institute with the auditor's report thereon and

particulars of all motions to be brought before the meeting under bye-law 62.

73

- (3) The non-receipt by any member of such notice or of any of the aforesaid documents shall not invalidate the proceedings of any meeting.
- 62. **Notice of motion to be given.** - A member wishing to bring before the annual meeting any motion not relating to the ordinary annual business of the Institute may do so:

*Provided that:* -

- (i) notice in writing of the proposed motion, duly endorsed by five other members entitled to vote at the annual meeting, be sent or given to the Secretary and be received by him not later than ten days before the date of the annual meeting; and
  - (ii) the proposed motion relates to matters affecting the Institute or the accountancy profession.
- 63. **Meetings to be presided by the President, etc.** - All meetings of the Institute shall be presided over by the President and, in his absence, by the Vice-President and, in the absence of both the President and the Vice President, by a person elected by the members from amongst the members of the Council present, and in the absence of all of them, from amongst themselves.
  - 64. **Quorum at meetings.** - Ten members present in person shall constitute a quorum for a meeting of the Institute, and if a quorum is not available within half an hour from the time appointed for the meeting, the meeting shall stand adjourned to such future time and date as the President or in his absence the Vice-President may appoint:

Provided that no quorum shall be necessary for such adjourned meeting.

65. **Adjournment of meeting.** - Subject to the provisions of these bye-laws, the person presiding over the meeting of the Institute may, with the consent of majority of members present, adjourn the meeting from time to time and from place to place; but no business shall be transacted at any adjourned meeting other than the business left unfinished at the previous meeting:

74

Provided that no notice shall be necessary for holding an adjourned meeting unless it be so decided in the meeting at the time of adjournment.

66. **Voting at meetings and demand for poll.** - (1) Every resolution and amendment proposed and seconded at the meeting of the Institute shall be put to vote by the person presiding over the meeting and decided by show of hands and the person presiding shall declare the decision of the meeting.
- (2) In the event of an equality of votes, the person presiding shall have casting vote in addition to his own vote.



- (3) The declaration made by the person presiding under clause (1) shall be final:

Provided that not less than ten members present in person and entitled to vote at the meeting may demand in writing a poll of all members in respect of that decision.

67. **Appointment of Scrutineers.** - At every meeting of the Institute at which a poll is demanded the meeting shall appoint two members as Honorary Scrutineers.

68. **Procedure when poll demanded.** - (1) On a poll being demanded under bye-law 66, the person presiding shall forthwith, or as soon as reasonably practicable after the conclusion of the meeting at which the poll is demanded, state the resolution or amendment in form of proposition, which in his opinion, will be most suitable to ascertain the views of the members.

- (2) Upon the substance of such resolution or amendment and upon the manner of so stating the resolution or amendment the decision of the person presiding shall be final.

- (3) The voting paper setting out the proposition so stated, together with an envelope and all necessary directions, shall, within fourteen days after the meeting, be issued by the Council to all members entitled to vote.

- (4) The members shall send the said voting papers duly completed to the Secretary sealed in the envelopes provided for such purposes so as to reach him on or before the twenty-first day after the day on which the said voting papers were sent to the members and the Secretary shall hand over the sealed envelopes to the Honorary Scrutineers.

69. **Result of poll.** - (1) The Honorary Scrutineers shall, within forty-eight hours from the last date fixed for the return of the voting papers, submit a report to the person presiding detailing: -

- (i) the result of the voting, and

- (ii) the votes rejected and the reasons for such rejection.

- (2) The person presiding shall send a copy of the report to each member as soon as practicable and in the event of equality of votes, he shall exercise

a casting vote in addition to his own vote, and convey to the members the manner in which his casting vote has been exercised.

- (3) The report of the Honorary Scrutineers as to the result of the voting, along with the casting vote, if any, shall be conclusive.

70. **Demand for poll not to prevent other business.** - The demand for a poll at a meeting shall not prevent the transaction of any business other than that on which the poll has been demanded or any business directly dependent thereon.

71. **Minutes of the meeting.** - (1) Proper minutes shall be kept of all proceedings of the meetings of the Institute and shall contain every resolution passed and decision taken at the meeting.

- (2) The minutes shall be signed by the person presiding over the meeting or the meeting held next thereafter, and the minutes so signed shall be sufficient evidence of matters stated therein.

## CHAPTER VI

### STANDING AND OTHER COMMITTEES

72. **Committees of the Council.** - (1) The Council shall constitute from amongst its members the following standing committees namely: -

- (i) The Executive Committee,
- (ii) The Examination Committee, and
- (iii) The Investigation Committee.

(2) The Council may also form such other committees and Boards\* from amongst its members, the members of the Institute and other persons as it deems necessary, for the purpose of carrying out the provisions of the Ordinance and these bye-laws, and any Committee or Board so formed, may with the sanction of the Council, co-opt such other members of the Institute or other persons, not exceeding two-third of the members of the Committee or Board, as the Committee or Board thinks fit, and any member so co-opted shall be entitled to exercise all the rights of a member of the Committee or Board.

73. **Executive Committee.** - (1) The Executive Committee shall consist of the President and Vice-President or Vice-presidents, ex-officio, and not less than three other members of the Council elected by the Council.

(2) The Executive Committee shall perform the following functions, namely: -

- (a) Maintenance of the office of the Institute and for this purpose the Executive Committee may employ, suspend, discharge or re-employ the necessary staff other than the Secretary on such terms and conditions as it may deem fit.

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\*S.R.O. 77(KE)/2005 dated 11.05.2005, published in part-II of Extraordinary Gazette of Pakistan dated 30.05.2005.

- (b) Maintenance of true and correct accounts of all receipts and payments on behalf of the Institute and the matters in respect of which such receipts and payments take place and of all the property, securities, debts, funds and liabilities of the Institute.
- (c) Maintenance of the Register, Register of \*training organizations, Register of Students and all other registers which are prescribed by the Ordinance or these bye-laws.
- (d) Custody of the property, assets and funds of the Institute.
- (e) Investment of the spare funds of the Institute in securities approved by the Council.
- (f) Disbursements from the funds on account of expenditure from the income or the capital in accordance with the estimates previously sanctioned by the Council:

Provided that in emergent cases expenditure in excess of the estimates may be incurred by the Committee but such excess expenditure shall be brought to the notice of the Council at its next meeting.

- (g) Admission of associates and fellows, removal and restoration of names of members, issue and cancellation of certificates of practice, permission to members to engage in management consultancy, issue of certificates of membership, publication of list of members and issue of journal and other publications of the Institute.
- (h) Any other function delegated to it by the Council:

Provided that the Council shall always have the power to review any decision of the Executive Committee in exercise of its aforesaid function.

74. **Examination Committee.** - (1) The Examination Committee shall consist of the President and the Vice-President or Vice Presidents, ex-officio, and not less than three other members of the Council elected by the Council.

(2) It shall perform the following functions, namely: -

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\*S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

- (a) remuneration of the examiners, assistant examiners, superintendents of the examinations and others and deal with other matter arising out of the holding of examinations.
- (b) According recognition to coaching institutions for preparation of candidates for the examinations of the Institute subject to such conditions, as it may deem fit.
- (c) Maintenance of proper standard of conduct at the examinations.
- (d) Providing of proper facilities, where the Committee may consider necessary, to the students to obtain coaching in the subjects in which they are to be examined by the Council.
- (e) All functions in relation to students, except as otherwise provided in these bye-laws.
- (f) Any other functions delegated to it by the Council.

Provided that the Council shall always have the power to review any decision of the Examination Committee in exercise of its aforesaid functions.

75. **Investigation Committee.** - (1) The Investigation Committee shall consist of, -

- (a) the President and the Vice-President \*[…], ex-officio;
- (b) \*four other members of the Council, elected by the Council; \*[…]

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\* SRO 56(KE)/2015 dated 16.04.2015 published in Part-II, Extra-ordinary Gazette of Pakistan 04.05.2015

- (c) \*one person, (not being a member of the Council) nominated by the Council who has exercised the powers of, or is or has been, a Judge of a High Court or who is or has been an advocate of a High Court and is qualified to be appointed as a Judge of a High Court; and
- (d) \*three independent persons, not being members of the Council, to be nominated by the Council from amongst the persons of eminence having experience in the field of law, economics, business finance or accountancy:

\*Provided that a member of the Investigation Committee under clauses (c) and (d) shall be nominated for a period of four years or till completion of tenure of the Council, whichever is earlier;

- (2) It shall perform the functions assigned to it under the Ordinance and such other functions as may be delegated to it by the Council.

76. **Chairman of the Standing Committees.** - The President shall be the Chairman of every Standing Committee and if, for any reason, he is prevented from attending to the affairs of a Committee, the Vice President and, in the absence of the Vice President, a member of the Committee elected by the members present shall act as Chairman of the Committee.

77. **Term of office of members of the Committees.** - A member of a Standing Committee shall hold office for one year from the date of his election and shall be eligible for re-election:

Provided that he is a member of the Council at the time of such election:

Provided further that notwithstanding the expiry of the tenure of his office, a member shall continue to hold his office till such time as a new member has been elected in his place.

78. **Meetings of the Committees.**- The President or Vice-President at any time may, and on requisition by any two members of a Committee or Board<sup>47</sup> shall, call a meeting of the Committee or \*\*Board.

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\* SRO 56(KE)/2015 dated 16.04.2015 published in Part-II, Extra-ordinary Gazette of Pakistan 04.05.2015

\*\*SRO 77(KE)/2005 dated 11.05.2005 published in Part-II, Extra-ordinary Gazette of Pakistan 30.05.2005

79. **Notice of meeting.** - Notice of the date, time and place of the meeting of every Committee or Board\* shall be sent to the registered address of every member of the Committee or Board not less than fourteen days before such meeting and such notice shall, so far as practicable, contain a statement of the business to be transacted at such meeting:

Provided that in case of urgency a meeting may be summoned to meet within three days by the President or Vice-President who shall inform the members of the Committee or Board\* of the subject matter to be considered at the meeting and the reasons for which he considers the matter to be urgent.

80. **Quorum, etc., at meetings.** - (1) Three members of a Committee or board present in person shall constitute a quorum for a meeting of the Committee or Board.<sup>††</sup>

(2) The procedure laid down for adjourned meetings for want of quorum in respect of the Council shall *mutatis mutandis* apply to such meetings of the Committees or Boards\*.

81. **Procedure for transaction of business.** - (1) The business of every Standing Committee shall ordinarily be transacted at a meeting of the Committee:

Provided that the President or a Vice-President may, in an appropriate case, circulate the papers among the members of the Committee for deciding any question:

Provided further that if three members of the Committee require that any question be decided at a meeting, the President or the Vice-President shall withdraw the papers from circulation and have the question determined at a meeting of the Committee.

(2) Where the papers relating to any question are circulated among the members of the Committee, a period of not less than ten days, commencing from the date of the circulation of the papers, shall elapse before any decision is taken on the question:

Provided that a decision may be taken before the expiry of such period if the opinion of all the members of the Committee is received earlier.

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\*S.R.O. 77(KE)/2005 dated 11.05.2005, published in Part-II of Extraordinary Gazette of Pakistan dated 30.05.2005.

- (3) A decision taken by circulation of papers shall be communicated to all the members of the Committee.
82. **Casting vote.** - All questions before a Committee or Board\* shall be decided by a majority of votes and in the event of equality of votes, the person presiding shall have a casting vote in addition to his own vote.
83. **Secretary of the Committees or Board.** - The Institute shall appoint a Secretary for each Committee or Board.
84. **Minutes.** - The Secretary shall maintain a record of all business transacted by the Committee or Board\*, whether by circulation of papers or at a meeting of the Committee or Board\*.

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\*S.R.O. 77(KE)/2005 dated 11.05.2005, published in Part-II of Extraordinary Gazette of Pakistan dated 30.05.2005.

## CHAPTER VII

### REGIONAL COMMITTEES

85. **Regional Committees.** - (1) There shall be a Regional Committee for every regional constituency.
- (2) Each Regional Committee shall consist of six elected members comprising five members from Zone A and one member from Zone B in both the regional constituencies.
- (3) The following shall be the territorial limits of the regional constituencies:
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- (i) Southern Region comprising the Province of Sind to be known as Zone 'A' and the Province of Baluchistan to be known as Zone 'B'.
- (ii) Northern Region comprising the Province of the Punjab including Federal Capital of Islamabad to be known as Zone 'A' and the North West Frontier Province, Tribal Areas and Azad Kashmir to be known as Zone 'B'.
86. **Admission and removal from Regional Register.** - (1) Each Regional Committee shall maintain a Regional Register in which shall be entered the names of all the members of the Institute in a Region.
- (2) If the name of a member is removed from the Register maintained by the Council, it shall stand removed from the Regional Register and if he is a member of the Regional Committee, he shall also cease to be such member.
87. **Resignation from the Regional Committee and casual vacancies.** - (1) Any member of the Regional Committee may at any time resign his membership by writing under his hand addressed to the Chairman of the Regional Committee concerned and the seat of such member shall become vacant when such resignation is accepted by the Regional Committee.
- (2) A member of the Regional Committee shall be deemed to have vacated his seat if he is declared by the Regional Committee to have been absent

without sufficient excuse from three consecutive meetings of the Regional Committee.

- (3) Any casual vacancy in the Regional Committee shall be filled by a fresh election and the person so elected shall hold office until the dissolution of the Regional Committee:

Provided that no election shall be held to fill a casual vacancy occurring within six months prior to the date of the expiry of the duration of the Regional Committee and such casual vacancy shall be filled by nomination by the Regional Committee with the approval of the Council.

- (4) No act or proceeding of the Regional Committee shall be invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of the Regional Committee.

88. **Date of election.** - The Council shall determine and notify the date of election to the Regional Committees.

89. **Election to the Regional Committees.** - (1) The Election to the Regional Committee shall be conducted by the Council or the Council may direct the Regional Committees to hold the election if it considers desirable to do so.

- (2) Subject to the other provisions of these bye-laws a member of not less than three years' continuous standing with the Institute on the date of election shall be eligible to stand for election to the Regional Committee from the zone of the constituency in which his name is included.

- (3) The provisions relating to elections to the Council in regard to the qualifications of members to vote, \*disciplinary action, presentations by candidates, the procedure for elections, the declaration and the notification of election results shall *mutatis mutandis* be applicable to the elections to the Regional Committees:

Provided that the Election Committee for the purpose of elections to the Regional Committee shall be appointed by the Council.

90. **Duties and functions of Regional Committees.** - (1) The Regional Committees shall at all times function subject to the control, supervision and direction of the Council.

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\* S.R.O. 1(KE)/2005 dated 24.12.2004, published in Part-II of Extraordinary Gazette of Pakistan dated 04.01.2005.

- (2) In particular and without prejudice to the generality of the foregoing provision, the duties of the Regional Committees shall be, -
- (a) to advise the Council on all matters referred to it by the Council and to offer such other help as may be required;
  - (b) to make representations to the Council in connection with matters of professional and business interest in the region and to offer suggestions for raising the standard and status of the profession and for improvement of the law applying to it;
  - (c) to supply necessary information to members or to the prospective students for training and examination;
  - (d) to recommend either on their own motion, or on a reference by the Council, names for inclusion in the panel of examiners;
  - (e) to arrange, if found practicable, for the coaching of candidates for the aforesaid examination in the various centres of the region and to maintain an up-to-date and well equipped library and reading-room for the use of the members and students;
  - (f) to run study circles with different sub-committees or branches or arrange for regular meetings of the members for discussion on topical subject affecting the accountancy profession;
  - (g) to maintain an Employment Register for securing suitable employment for chartered accountants and finding suitable chartered accountants for employers;
  - (h) to carry out such other functions as may be entrusted from time to time to the respective Regional Committees by the Council.
- (3) The Council may take such action and impose such sanctions against a Regional Committee as it deems fit if it is satisfied after giving proper hearing to the Regional Committee that the Regional Committee has not carried out any of its directives or has acted detrimentally to the interest of the Institute.

91. **Office bearers in the Regional Committees.** - (1) Each Regional Committee shall elect at its first meeting, to be held within \*three months of its formation, a Chairman and a Secretary for that Committee from amongst its members\*:

Provided that a Regional Committee shall not hold its first meeting before the first meeting of the Council.

- (2) The Chairman and the Secretary shall hold office for a period of one year from the date on which they are elected but so as not to extend beyond their term of office as a member of the Regional Committee and, subject to their being a member of the Regional Committee at the relevant time, they shall be eligible for re- election.
- (3) The Chairman of the Regional Committee shall be the Chief Executive of the Regional Committee.

92. **Finance and accounts.** - (1) Each Regional Committee shall be financed by such fees as the Council may fix and direct to be paid to the Regional Committee and such aid as the Council thinks fit to grant but no Regional Committee shall borrow or obtain credit without the previous sanction of the Council.

- (2) The funds of the Regional Committee shall be utilized for such purposes as may from time to time be sanctioned by the Regional Committee:

Provided that no such funds shall be applied either directly or indirectly for payment to the members of the Regional Committee except for reimbursing them for any expenses incurred by them in connection with the business of the Regional Committee.

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\* S.R.O. 91(KE)/2000 dated 29.5.2000, published in Part-II of Extraordinary Gazette of Pakistan dated 30.06.2000.

- (3) \*The Secretary of the Regional Committee shall be responsible for maintenance of its accounts which shall be audited by a member  
\*\*in practice or a firm of Chartered Accountants appointed as auditor of the Institute from the respective Regional Constituency; and
- (4) A copy of the audited accounts and report, as adopted at the annual general meeting, shall be sent to the Council not later than one month from the date of that meeting.
93. **Meetings of Regional Committees.** - The meetings of Regional Committees shall be held and conducted in the manner prescribed for the meetings of the Council and all provisions applying to meetings of the Council shall *mutatis mutandis* apply to the meetings of the Regional Committee:

Provided that the quorum at a meeting of a Regional Committee shall be three members present in person.

94. **Meetings of the members of the Regional Constituency.** - The meetings of the members of the regional constituencies shall be held and conducted in the manner prescribed for the meetings of the Institute and all provisions applying to the meetings of the Institute shall *mutatis mutandis* apply to the meetings of the regional constituency.

*Provided that-*

- (i) the quorum at a meeting of the regional constituency shall be five members present in person;
- (ii) the demand for a poll at any meeting shall have to be made in writing by at least five members present in person or by proxy and entitled to vote at that meeting.

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\* SRO 56(KE)/2015 dated 16.04.2015, published in Part-II of Extraordinary Gazette of Pakistan dated 04.05.2015

\*\* S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023.

95. **Duration of the Regional Committee.** - Unless earlier dissolved under bye-law 96, the duration of the Regional Committee elected shall be four years from the date of the first meeting of the Committee:

Provided that, notwithstanding the expiration of the duration of the Committee, it shall continue to exercise its functions until a new Committee is elected in accordance with the provisions of these bye-laws:

Provided further that the Council may, if in its opinion circumstances so warrant, extend or shorten the life of a Regional Committee by a notification in this behalf:

Provided further that the duration of the Committee in office at the time these bye-laws come into force shall be three years from the date of the first meeting of the Committee.

96. **Dissolution of a Regional Committee.** - (1) A Regional Committee shall stand dissolved if, -

- (i) the members of the regional constituency in a general meeting pass a resolution for its dissolution by a majority of three-fourth of its members; or
  - (ii) the Council, after giving proper hearing to the Regional Committee decides to dissolve the Regional Committee.
- (2) On the dissolution of a Regional Committee, all its property, assets and funds shall vest in the Council until such time as the new Regional Committee is elected and inducted into office.

## CHAPTER VIII

### STUDENTS

97. **Admission of students as trainees.** – A \*training organization shall, before accepting a student for training satisfy \*\*that such student:

- (i) is not less than EIGHTEEN years of age on the date of commencement of his training;
- (ii) \*\*\*Omitted
- (iii) \*has passed or obtained exemption from all examinations up to \*\*\*certificate in Accounting and Finance Stage or equivalent thereof of the Institute; or
- (iv) \*Omitted
- (v) \*\*\*is a graduate in second Division or equivalent.
- (vi) \*\*\*Omitted
- (vii) \*\*\*Omitted

98. **Probationary period.** - (1) A training organization\* shall keep a student on probation for a period of two months and if the student completes the probation period successfully, he will be registered as a student.

(2) The probation period served under clause (1) shall be treated towards the total period of studentship required to be completed under these bye-laws.

99. **Period of training and registration of training contract.-** (1) Every student shall be required to undergo a specified period of training \*\*\*as may be determined by the Council from time to time.

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\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\* S.R.O.12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006.

\*\*\* S.R.O.25(KE)/2014 dated 11.06.2014, published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.06.2014.

\*S.R.O. 78(KE)/2005 dated 12.05.2005 published in the Part-II of Extraordinary Gazette of Pakistan dated 31.05.2005.

\*\* S.R.O.12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006

- (2) The training contract of every student shall, within three months of the commencement of the probation of the student and within one month after execution thereof (or within such longer period as the Council may, in its discretion, allow in any particular case), be lodged with the Institute to be registered, together with a copy of the training contract for retention by the Institute and with such evidence as to age and qualifications as may be required and such registration fee as may be \*\*determined by the Council in this behalf shall be paid to the Institute.
- (3) Unless otherwise exempted, a student shall not be admitted, to the \*<sup>48</sup> Final Examination unless the provisions of these bye-laws respecting registration, and any decision of the Council respecting attendance of a training class or completion of correspondence course, have been duly complied with.

100. **Provisions to be included in training contract.** - The Council may from time to time prescribe provisions which shall be included in training contract and the training contracts executed after date of such prescription shall include the said provisions and no training contract not containing the said provision shall be registered by the Institute:

Provided that the Council may, in its discretion, and on the application of the parties to the training contract, waive the inclusion of some or all of the said provisions and register the training contract notwithstanding that some or all of the said provisions are not included therein.

101. **Premium.** - No premium shall be charged from a student by his \*training organization while registering his training contract.

102. **\*\*Criteria to train students.** - No \*\*\* member, firm of Chartered Accountants or training organization shall be authorised to train students in training specified under the Ordinance and these Bye-Laws unless authorized as a training organization and meets the criteria as laid down

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\*<sup>48</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025

\*\* S.R.O. 78(KE)/2005 dated 12.05.2005 published in the Part-II of Extraordinary Gazette of Pakistan dated 31.05.2005.

\*\*\* S.R.O.12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006.

by the Council in Training Regulations and Guidelines and on payment of such fees as may be determined by the Council:

Provided that the permission to train students shall stand withdrawn if the training organization fails to comply with the laid down criteria.

(2) \*Omitted

103. **Transfer and execution of fresh training contracts.** - (1) Training contracts may, by agreement between the parties thereto and subject to the permission of the Council, be transferred to another \*training organization entitled to train a student and shall be subject to the provisions of bye-law 99 regarding registration and the payment of fee, and the training contract of such student shall be filed with the Institute within one month of the date of transfer.

\* (2) If a training organization ceases to exist or ceases to be an approved training organization due to any reason, the students under the training in such training organization shall enter into a fresh contract with any other approved training organization in the manner specified by the Council.

(2A) \*Omitted

(3) Where there is a dispute between the \*student and the \*training organization regarding the transfer of the studentship, the aggrieved student may apply to the Council for permission to transfer the studentship to another \*training organization.

(4) The Council may, after giving the student and the \*training organization an opportunity of being heard, permit the student to have him transferred to another \*training organization subject to such conditions as it may deem necessary:

Provided that the Council may appoint a sub-committee to decide this matter after giving the student and the \*member responsible for \*\*students affairs, a hearing in this behalf.

(5) On such permission, the training of the student shall be transferred to another \*\*\*training organization, subject to the provisions of bye-law 99 regarding registration and payment of fees and such other conditions as the Council may deem fit.

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\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\* S.R.O.88(KE)/2016 dated 05.04.2016, published in Part-II, Extra-ordinary Gazette of Pakistan dated 09.05.2016

\*\*\* S.R.O.12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006

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**104. Maximum number of students to be trained by a \*training organization. – \*\* (1) Omitted**

\*(2) Each training organization \*\*\*in practice shall be authorized to engage up to a maximum of \*\* fifteen\*<sup>49</sup> students per partner:

\*\*Provided that if a partner is also a fellow member of the Institute, he may train five additional students.

\*\*\*<sup>50</sup>(2A) Each training organization outside practice shall be authorized to engage up to a maximum of five students per member employed fulltime:

Provided that if the training organization is in public sector, it shall be authorized to engage up to a maximum of twenty students in aggregate.

\*\*(3) In case a member is a partner in more than one training \*\*\*organizations in practice, his entitlement of students shall be divided amongst such training organizations according to his advice or, in the absence of any such advice, shall be divided equally amongst such training organizations after rounding off the fractional entitlements appropriately; and

\*\*(4) The Council may in special circumstances, allow training of students in excess of the entitlements computed in clauses (2), \*\*\* (2A) and (3) and in bye-law 105.

**105. \*\*Permission to train additional students. -** A training organization \*\*\*in practice may, in addition to number of students permitted under bye-law 104, engage ten extra students for each member employed on full- time basis in its service.

**106. \*Students not to engage in other business. - (1)** A student shall throughout his term of training serve in his training organization on his training organization's business and he shall not, during such term of training, practice as a public accountant or engage in any other business or occupation:

Provided that a student may, with the consent of his training organization, -

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<sup>49</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*S.R.O.12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006

\*\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\*\* S.R.O.88(KE)/2016 dated 05.04.2016, published in Part-II, Extra-ordinary Gazette of Pakistan dated 09.05.2016

<sup>50</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

- ‡‡(i) have leave of absence, for examination preparation and any other purpose for an aggregate duration over the training period as specified in the Table below, namely: -

TABLE

<b>S. No.</b>	<b>Period of training</b>	<b>Aggregate period of leave</b>
(1)	(2)	(3)
1	3 years	115 days
2	3.5 years	130 days
3	4 years	150 days

- (ii) spend a period not exceeding twelve months in all in such industrial commercial or other suitable organization as the Council may approve and subject to such conditions and control as the Council may impose or exercise.

Provided further that in suitable cases the Council may sanction to a student leave in excess of prescribed limit on the condition that he shall be required to undergo training in lieu of the excess leave as sanctioned by the Council:

\*<sup>51</sup>Provided also that-

- (a) students who register themselves in three years training period after passing four papers of CFAP examinations or two years of CAF whichever is earlier, shall be entitled to sixty days of leave:
- (b) students who register themselves in the uninterrupted training shall be entitled to forty days of leave.

‡‡S.R.O. 65(KE)/2018 dated 13.08.2018, published in Part-II, Extra-ordinary Gazette of Pakistan dated 16.08.2018.

<sup>51</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

- (2) Every training organization shall on completion, discontinuation or termination \*\*of the training of a student send a report forthwith to that effect to the Secretary.
107. **Power to terminate the training of a student.-** \*\* (1) \*\*\* A training organization may terminate the training of a student if he is guilty of misconduct, misbehaviour or breach of any of the provisions laid down in the training contract or fails to progress satisfactorily as per Training Regulations.
- (2) A student aggrieved by the termination of his training under clause (1) may, within thirty days of such termination, prefer an appeal to the Council.
- (3) On receiving appeal under clause (2), the Council shall refer it for report to any one of its members.
- (4) The member to whom an appeal is referred shall, after giving the parties an opportunity of being heard, submit a report together with his recommendation to the Council.

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\*\* S.R.O. 12(KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006.

\*\*\* S.R.O. 21(KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

- (5) The decision of the Council taken after considering the recommendation of the member shall be final and binding on both parties.

108. **Registers to be maintained.** - \* The Council shall maintain a Register of training organizations and a Register of students in which the names of training organizations and the students shall, respectively, be entered.

**\*\*108A. \*<sup>52</sup>Certified Business Accountant (CBA).**— (1) CAF passed students who have completed their training at approved training organizations and have fulfilled all other requirements as specified by the Council shall be eligible to designate themselves as Certified Business Accountants (CBAs) of the Institute.

- (2) The CBAs shall not have their name entered in the Register of members:

Provided that the rights, privileges, obligations and responsibilities of such CBAs shall be laid down by the Council from time to time.

- (3) Upon fulfillment of all the criteria laid down by the Institute for becoming a member, such CBA may become a member of the Institute as provided for in Bye-Law 109.

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\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\* S.R.O. 88 (KE)/2016 dated 05.04.2016, published in Part-II, Extra-ordinary Gazette of Pakistan dated 09.05.2016.

<sup>52</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

## CHAPTER IX

### TRAINING AND EXAMINATION

109. **Conditions to become a member of the Institute.** - (1) A person shall not be eligible for enrolment on the Register unless. -

- (i) he has passed all the prescribed examinations of the Institute or has been granted exemption from such examinations \*and has completed the specified training period; or
- (ii) he has passed the \*examinations and has completed the specified training from such accounting bodies outside Pakistan the examinations and training of which have been recognized equivalent to the examinations and training prescribed under these bye-laws:

Provided that if such member desires to start practice as a Chartered Accountant or Management Consultant, he shall pass the papers of \*\*\*\*tax planning and practices and advanced corporate laws and practices \*\* [.....]:

Provided further that the condition in the above proviso shall not apply to a person who has either started or completed article-ship or training contract outside Pakistan before these bye-laws came into force:

\*Provided also that if a person referred to in sub-clause (i) and (ii) of clause (1) desires to start practice as Chartered Accountant or Management Consultant, he shall do so if his training comprises at least two years training with training organization in practice or has undergone further training with training organization in practice so as to complete the aggregate training of two years with training organizations in practice.

- (2) A person referred to in sub-clause (i) of clause (1) shall produce a certificate from a \*\*\*training organization in such form as the Council may direct that he has completed the requisite period of training.

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\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

\*\* S.R.O. 25(KE)/2014 dated 11.06.2014, published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.06.2014.

\*\*\* S.R.O. 12 (KE)/2006 dated 27.01.2006, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.02.2006.

\*\*\*\*SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022.

- (3) A person referred to in sub-clause (ii) of clause (1) shall produce a certificate in such form as the Council may require that he has completed training under articles or a training contract outside Pakistan with a member of the respective institute for such period as is prescribed under its regulations as prerequisite to become its member:

Provided that a person who has completed a part of the training outside Pakistan under articles or a training contract with a recognized Institute shall be required to complete only the balance of period of training in Pakistan to make the total period as prescribed under clause 2.

- (4) The Council may in suitable cases condone a break in the training of a student in order to keep continuity in training.
- (5) \*In addition to the fulfillment of the requirements contained in clauses (1), (2), and (3) the Council may, by directives issued from time to time, prescribe additional requirements and criteria to be fulfilled and met by the applicants for grant of certificates of practice and renewals of certificates of practice.

110. **Study courses and materials.** - (1) The Council may prescribe study material or correspondence course and may require students to attend the tutorial courses.

- (2) Unless otherwise exempted, a student shall not be admitted to any examination of the Institute unless he attends and completes the prescribed tutorial course and has obtained the requisite study material or completed the correspondence course.
- (3) The Education and Training Committee may, with the approval of the Council, exempt a person from complying with all or any of the conditions specified in sub-clause (2).

111. **Time and places of examinations.** - (1) All examinations shall be held \*\*[...] at such time as the Examination Committee may from time to time direct and at such place or places as it shall from time to time appoint.

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\* S.R.O. 21 (KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.  
§§ S.R.O. 25(KE)/2014 dated 11.06.2014, published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.06.2014

- (2) The dates and places of the examinations and other particulars shall be notified in the official gazette at least one month before the dates of the examinations.

112. **Registration of examinees.** - Any person desiring to appear in an examination of the Institute shall get his name registered with the Institute on payment of such annual fee as may be determined by the Council prescribed from time to time in this behalf.

113. **Subject and syllabus of the examinations.** - The examinations shall be conducted in the subject and syllabus specified in schedule B or as may be determined by the Council from time to time:

Provided that the subject and syllabus of the examinations shall be effective from the date and in the manner as may be notified by the Council in the official Gazette.

114. **Application for admission to an examination.** - (1) Applications for admission to an examination shall be in such form as may be prescribed by the Council, a copy of which may be obtained from the Institute or the Regional Committees or from such other agencies as may be specified by the Council.

- (2) Every application under clause (1) together with such documentary evidence as may be required and the prescribed fee shall be sent so as to reach the Institute in accordance with the direction given by it in the matter.

115. **Admission fee for examinations.** - Every candidate for admission to an examination conducted by the Institute shall pay such fees as may be prescribed by the Council from time to time.

116. **Refund of examination fee.** - The fee paid by a candidate who has been admitted to an examination shall not be refunded:

Provided that where a candidate applies to the Examination Committee for refund of fee before the last date to apply for admission to an examination on the ground that he is prevented from attending an examination on account of circumstances beyond his control, the Examination Committee may refund the fee paid by such candidate.

117. **Examination results.** - (1) The Examination Committee shall consider the reports of the examiners and moderators on each examination and may accept them or reject them or may accept them subject to any modification or alteration which may seem desirable.
- (2) The Examination Committee shall then report to the Council the result of each examination and upon the approval and adoption by the Council of the report of the Examination Committee; a list of successful candidates shall be published in the official Gazette.
- (3) Every candidate shall also be individually informed of his result.
- (4) \*Notwithstanding anything contained herein before a provisional result of examination may be provided to a candidate upon completion of computer based examinations.
118. **Failure of candidates at examinations.** - (1) \*\*Omitted
- (2) A candidate shall retain a pass in a paper(s) or part(s) of a paper(s) under the \*[...] scheme of examinations as the Council may determine from time to time.
- (3) \*\*A candidate shall be allowed a certain maximum number of attempts and time limit for qualifying any examination of the Institute. The number of attempts and time limit shall be as specified by the Council.
119. **Examination Certificates.** - Every candidate passing or obtaining exemption from any examination of the Institute shall be furnished with a certificate to that effect, in the form to be specified by the Council and such certificate shall be signed by the President and the Secretary.

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\* S.R.O. 25(KE)/2014 dated 11.06.2014, published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.06.2014.

\*\* S.R.O. 21(KE)/2010 dated 11.02.2010, published in Part-II, Extra-ordinary Gazette of Pakistan dated 26.02.2010.

## ENTRANCE EXAMINATION

120. \*Omitted

### \*\*\* PRE-REQUISITE COMPETENCIES AND CERTIFICATE IN ACCOUNTING AND FINANCE

\*\*\* 121. **Enrolment in pre-requisite competencies.**- (1) Eligibility for enrolment for assessment of pre-requisite competencies shall be higher secondary school certificate (HSSC) or equivalent examinations with minimum sixty percent aggregate marks or A-level with three passes with aggregate minimum sixty percent equivalence:

Provided that candidate with HSSC or equivalent examinations with percentage lower than sixty percent but not lower than fifty percent or A-level with aggregate equivalence lower than sixty percent but not lower than fifty percent shall be enrolled in assessment for pre-requisite competencies on passing qualifying assessment test.

(2) \*<sup>53</sup>Omitted

(3) Qualifying assessment test results shall be valid for enrolment in the assessment of pre-requisite competencies for the maximum period of twelve months from the date of passing qualifying assessment test (QAT).

\*\*\*122. **Admission to examinations of certificate in Accounting and Finance.**- Eligibility for admission to certificate in Accounting and Finance shall be clearing or exemption from the assessment of pre-requisite competencies subject to exemption policy as laid down in bye-law 123 or eligibility for direct admission under bye-law 122A.

\*\*\*122A **Direct admission to examinations of certificate in Accounting and Finance.**-Notwithstanding anything contained in bye-laws 121 and 122, a candidate who is undertaking a degree program with minimum sixteen years of education \*<sup>54</sup>or has passed the relevant Associate Degree Program from any local or foreign institution recognized by Higher Education Commission shall not be assessed for pre-requisite competencies and shall be eligible to be admitted to certificate in Accounting and Finance.

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\*\* S.R.O. 25(KE)/2014 dated 11.06.2014, published in Part-II, Extra-ordinary Gazette of Pakistan dated 20.06.2014.

\*\*\*SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022.

<sup>53</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>54</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*\*\*123. **Exemption policy.**- (1) The Council may, in accordance with the requirements of this bye-law, consider request for exemption from any one or more papers of examinations.

(2) Subject to the criteria prescribed in sub-bye-law (3), the Candidates, who –

(i) hold minimum four years' degree from specified degree awarding institutes shall be exempted from examinations of certificate in accounting and finance;

(ii) \*<sup>55</sup> hold minimum four years' relevant degree from relevant degree awarding institutes shall be exempted from examinations of the following papers of Certificate in Accounting and Finance, namely:-

(a) CAF 1 Financial Accounting and Reporting;

(b) CAF 3 Data, System and Risk;

(c) CAF 4 Business Law Dynamics;

(d) CAF 6 Corporate Reporting; and

(e) CAF 7 Business Insights and Analysis;

(iii)\*<sup>56</sup> hold minimum four years' degree from any local or foreign institution, recognized by the Higher Education Commission, shall pass the following courses, which shall be called Graduate Conversion Courses, in lieu of CAF Examinations, namely:-

(a) GCC 1. Business Concept and Environment;

(b) GCC 2. Taxation Principles and Compliance (CAF 2);

(c) GCC 3. Management Accounting (CAF 5);

(d) GCC 4. Corporate Reporting (CAF 6); and

(e) GCC 5. Audit and Assurance Essentials (CAF 8):

Provided a student who holds four-year relevant degree from any local or foreign institution, recognized by Higher Education Commission holding a ranking, as specified by the Council, shall be exempted from GCC 1 paper Business Concept and Environment.

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<sup>55</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>56</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

\*\*\*SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022.

- (iv) hold degree of minimum sixteen years of education from any foreign institution, recognized by Higher Education Commission and recognized by the Council for the purpose of this sub-bye-law shall be exempted from pre-requisite competencies and certificate in accounting and finance stage;
- (v)\*<sup>57</sup> hold degree of minimum sixteen years of education from any local institution, recognized by Higher Education Commission and recognized by the Council for the purpose of this sub-bye-law shall be exempted from pre-requisite competencies and Certificate in Accounting and Finance stage: –

Provided that such candidates shall not be eligible to claim exemptions from the papers of Certificate in Accounting and Finance stage, namely:

- (a) CAF 2 Taxation Principles and Compliance;
- (b) CAF 5 Management Accounting; and
- (c) CAF 8 Audit and Assurance Essentials.
- (3) Criteria for exemption from certificate in accounting and finance required to be fulfilled, under sub-bye-law (2) clause (i), (ii),\*<sup>58</sup>, (iv) and (v) of sub-bylaw (2), shall be–
- (i) the syllabus contents and learning outcomes of the subject match at least seventy percent with that of the prescribed syllabus and learning outcomes provided under this scheme or are of more advanced level; and
- (ii) the candidate has secured minimum sixty percent marks or equivalent grades in the subject from which exemption is sought.
- (4) Subject to the second proviso of sub-bye-law (2) of bye-law 121, candidates holding a \*<sup>59</sup>non-relevant associate degree, HSSC, A Level or other equivalent qualification shall be eligible to claim exemptions in the following, namely:–

**TABLE**

<b>SNo (1)</b>	<b>Qualification (2)</b>	<b>Exemptions (3)</b>	<b>Criteria (4)</b>
(i)	* <sup>60</sup> Non-relevant Associate degree	all papers of pre- requisite	(a) having obtained minimum sixty percent marks or equivalent

<sup>57</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>58</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>59</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>60</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

		competencies.	<p>grade in aggregate;</p> <p>(b) having obtained minimum seventy-five percent marks or equivalent grade in relevant subject from which exemption is being sought; and</p> <p>(c) that the syllabus contents and learning outcomes of the subject match at least seventy percent with that of the syllabus and learning outcomes provided in this scheme or are of more advanced level.</p>
ii)	HSSC or other equivalent qualification	(a) all papers of pre-requisite competencies.	<p>(a) having obtained minimum seventy percent marks or equivalent grade in aggregate;</p> <p>(b) having obtained minimum seventy-five percent marks or equivalent grade in relevant subject from which the exemption is being sought; and</p> <p>(c) that the syllabus contents and learning outcomes of the subject match at least seventy percent with that of the prescribed syllabus and learning outcomes provided in this scheme or are of more advanced level.</p>

(iii)	A level and equivalent qualification	all papers of pre requisite competencies.	<p>(a) having obtained minimum two B grades;</p> <p>(b) having obtained minimum B grade in relevant subject from which the exemption is being sought; and</p> <p>(c) that the syllabus contents and learning outcomes of the subject match at least seventy percent with that of the prescribed syllabus and learning outcomes provided in this scheme or are of more advanced level.</p>
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- (5) Exemptions from professional qualifications shall be provided as follows:–

**TABLE**

<b>S. No (1)</b>	<b>Qualification (2)</b>	<b>Exemptions (3)</b>
(i)	candidates who have passed all examinations of Association of Chartered Certified Accountants of United Kingdom.	<p>(i) papers of pre-requisite competencies, namely:–</p> <p>(a) PRC 1 Fundamentals of Accounting;</p> <p>(b) PRC 2 Quantitative Analysis for Business;</p> <p>(c) PRC 3 Business and Economic Insights.</p> <p>(ii) Papers of Certificate in Accounting and Finance, namely:–</p> <p>(a) CAF 1 Financial Accounting and Reporting;</p> <p>(b) CAF 5 Management Accounting;</p> <p>(c) CAF 6 Corporate Reporting; and</p> <p>(d) CAF 8 Audit and Assurance Essentials:</p> <p>Provided that the exemption from Audit and Assurance Essentials shall be granted where Advanced Audit and Assurance paper is passed.</p>

(ii)	candidates who have passed all examinations of Chartered Institute of Management Accountants of United Kingdom.	<ul style="list-style-type: none"> <li>(i) all papers of pre-requisite competencies;</li> <li>(ii) papers of Certificate in Accounting and Finance, namely:- <ul style="list-style-type: none"> <li>(a) CAF 1 Financial Accounting and Reporting;</li> <li>(b) CAF 4 Business Law Dynamics;</li> <li>(c) CAF 5 Management Accounting;</li> <li>(d) CAF 6 Corporate Reporting; and</li> <li>(e) CAF 7 Business Insights and Analysis.</li> </ul> </li> </ul>
(iii)	candidates who have passed all examinations of the Institute of Cost and Management Accountants of Pakistan.	<ul style="list-style-type: none"> <li>(i) all papers of pre-requisite competencies; and</li> <li>(ii) all papers of Certificate in Accounting and Finance.</li> </ul>
(iv)	candidates who have passed all examinations of Pakistan Institute of Public Finance Accountants.	<ul style="list-style-type: none"> <li>(i) all papers of pre-requisite competencies;</li> <li>(ii) papers of Certificate in Accounting and Finance, namely:- <ul style="list-style-type: none"> <li>(a) CAF 4 Business Law Dynamics.</li> </ul> </li> </ul>
(v)	candidates who have passed all examinations of any other relevant professional body.	exemptions shall be provided from papers of pre-requisite competencies and Certificate in Accounting and Finance on a case-to-case basis.”;

- (6) A candidate shall be eligible to claim exemption on the basis of different qualifications that the candidate holds.
- (7) The reference to passing of examination in this bye-law means attempting and passing, the examinations of relevant qualification and does not include obtaining exemption from such examinations:

Provided that subject to the conditions imposed by the Council, this clause shall not apply to candidates who have gained professional qualifications mentioned at serial number (iii) and (iv) of sub-bye-law (5) of this bye-law after obtaining some exemptions from examinations of the said professional bodies.

## FINAL OR PROFESSIONAL EXAMINATIONS

### \*124. \*\*\*<sup>61</sup>**Admission to Certified Finance and Accounting Professional.-**

(1) Students shall be eligible to be admitted to examinations of Certified Finance and Accounting Professional on-

- (i) passing or obtaining exemptions from, all papers of Certificate in Accounting and Finance; and
- (ii) enrolling for the training period listed on table provided in clause (1) of bye-law 106, in which case, completing at least twelve months of training as a student on the first day of the month in which the examination is to be held; or
- (iii) enrolling in the three years' training option, in which case the students may appear in all examinations of CFAP before commencement of training. On commencement of training, the remaining examinations of CFAP and Strategic Case Study shall be taken on completion of twelve months of training prescribed under the bye-laws on or before the first day of the month in which the examination is to be held; or
- (iv) enrolling for uninterrupted training, in which case, after completing the full training period under the bye-laws on or before the first day of the month in which the examination is to be held:

(2) Students shall be required to comply with any other conditions as may be specified by the Council from time to time.

124A. \*\*<sup>62</sup>**Admission to Strategic Case Study.-** Admission to Strategic Case Study paper shall be subject to having passed all the papers of CFAP or one paper remaining to pass.

124B. \*<sup>63</sup>**Post-Qualification Specializations.-** The Council may offer an advanced level of knowledge and competencies in certain disciplines as post-qualification specializations to its members to provide them with skill sets required for their career growth and professional excellence in these fields.”; and

### 125. Omitted\*<sup>64</sup>

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\* S.R.O. 92 (KE)/2015 dated 14.07. 2015, published in Part II, Extra-ordinary Gazette of Pakistan dated 08.09.2015

\*\*SRO 758(I)/2022 dated 01.06.2022, published in Part-II of Extraordinary Gazette of Pakistan dated 03.06.2022.

<sup>61</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>62</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>63</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

<sup>64</sup> SRO 1473(I)/2025 dated 09.08.2025, published in Part II of Extraordinary Gazette of Pakistan dated 09.08.2025.

## CHAPTER X

### MISCELLANEOUS

126. **Finances.** - (1) All moneys received by the Institute shall be paid into an account of the Institute at its bankers and cheques drawn upon its bankers shall be signed by two members of the Council or by a member of the Council and the Secretary or the persons entitled to sign cheques shall have been named by a resolution of the Council.
- (2) The funds of the Institute shall be employed for such purposes as may from time to time be sanctioned by the Council and all funds not needed immediately for the ordinary purposes of the Institute may be invested by the Council in any government security or securities or in any other security or securities approved by the Federal Government.
- (3) The Council may from time to time borrow from a scheduled bank or from the Federal Government any money required for meeting its liabilities on capital account or for the purpose of meeting current liabilities pending the receipt of income.
- (4) The Council shall keep proper accounts of all income and expenditure and have the annual account duly audited.
- (5) A copy of the audited accounts and the report of the Council for that year shall be forwarded to the Federal Government as soon as practicable after its adoption at the annual meeting of the Institute.
127. **Audit of accounts of the Institute.** - \*(1) The members at each annual meeting shall appoint one member in practice \*\*or a firm of Chartered Accountants from each Regional Constituency as auditor of the Institute including Regional Committees at such remuneration, if any, as may be determined in the meeting; and
- (2) \*\*In case of appointment of a member in practice, no member of the Council or any of the Regional Committees, or a member who is in partnership with such a member, shall be eligible for appointment as an auditor. In case of appointment of a chartered accountant firm, no firm shall be appointed as an auditor of the Institute whose partner(s) are serving as members of the Council or any of the Regional Committees.

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\* SRO 56(KE)/2015 dated 16.04.2015, published in Part-II, Extra-ordinary Gazette of Pakistan dated 04.05.2015.

\*\* S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023.

- (3) In the event of any vacancy, occurring in the office of auditor between two annual meetings or in the event of a vacancy not being filled at an annual meeting, the said vacancy may be filled by the Council at a meeting summoned with notice of the object:

Provided that during such vacancy the continuing auditor may act alone.

- (4) The auditors shall hold office until the next annual meeting but shall be eligible for re-appointment.
- (5) The auditors shall be nominated by two members of the Institute and such nomination shall be signed by the members nominating and by the candidate, and must reach the office of the Institute at least ten days before the annual meeting.
- (6) The auditors who are in office shall be deemed to be nominated at each annual meeting unless they have intimated in writing to the Secretary their desire not to be re-elected.
- (7) Notice shall be given to members and especially to the retiring auditors of the names of all other persons \*and the firms of Chartered Accountants nominated for appointment.

128. **Powers and duties of the President and Vice-President or Vice-Presidents.** - (1) The President shall exercise such powers and perform such duties as are contained in the provisions of the Ordinance and these byelaws and as may be delegated by the Council or entrusted by the Standing Committees from time to time.

- (2) The President or a Vice-President may direct any business to be brought before the Council or the Standing Committees for consideration.
- (3) If the Office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office the Vice-President or one of the Vice-Presidents shall act in his place and shall exercise the powers and perform the duties of the President.

129. **Powers and duties of the Secretary.** - (1) Subject to the provisions of the Ordinance and these bye-laws and under the general supervision of the President, the Council and the Standing Committees concerned, the

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\* S.R.O. 1823(I)/2023 dated 05.12.2023, published in Part-II, Extra-ordinary Gazette of Pakistan dated 19.12.2023.

Secretary shall be in-charge and administrative head of the office of the Institute.

(2) In particular and without prejudice to the generality of the foregoing power, the powers and duties of the Secretary shall include:

- (i) the management of the office of the Institute and attending to all correspondence and other matters relating to it;
- (ii) enrolment of associates, admission as fellows, removal from the membership owing to death, restoration of membership, issuing notifications therefor and the signing of notifications on behalf of the Council;
- (iii) sanctioning and renewing of certificates of practice for associates and fellows and cancelling of certificates of practice at the request of members;
- (iv) maintenance of all the Registers, documents and forms as required by the Ordinance and these bye-laws;
- (v) the management of all the property of the Institute;
- (vi) incurring revenue and capital expenditure within the limits sanctioned by the Council or the Standing Committees, receive moneys due to the Institute and issue receipts therefor, pay staff salaries and allowances, maintain or cause to be maintained proper accounts and deliver the books of accounts and information to the Institute's auditors appointed by the Council for the purpose of audit of the accounts of the Institute;
- (vii) exercising of disciplinary control over the staff except dismissal which should have the sanction of the President;
- (viii) admitting candidates to the examinations held under these byelaws and making all necessary arrangements for the conduct of examinations;
- (ix) refunding or transferring of fees received in accordance with these bye-laws for the examinations, enrolment, issue of certificates of practice and allied matters;
- (x) registering and noting of suspensions, cancellations and terminations of studentship;
- (xi) appointing solicitors or advocates and filling papers, swearing affidavits and subscribing to plaints, writs and other documents for court purpose;
- (xii) taking all steps necessary for proper conduct of elections; and
- (xiii) performing such other duties and functions as are incidental and ancillary to, and may be required for the performance of, the above duties and exercising such other power as may be delegated by the President, the Council or the Committees from time to time.

129A. **\*Power to issue directives.** - The Council or any Standing Committee constituted under bye-law 72, may issue directives, from time to time, to the members and students on professional matters.

130. **Indemnity.** - (1) The members of the Council, officers and auditors shall be indemnified by the Institute from all losses and expenses incurred by them in the discharge of their respective duties, except such as happen from their own respective willful default or in the case of an auditor from his own negligence or willful default or that of the partner or employee of such auditor.

(2) No member of the Council, officer or auditor shall be liable for default of any other member or members of the Council, officers or auditors, or for signing any receipt or document, or for any act of conformity, or for any loss or expense happening to the Institute, unless the same happens from his own willful default, or in the case of an auditor from his own negligence or willful default or that of any partner or employee of such auditor.

131. **Constitution of students' associations.** - (1) The Council may constitute a students' association in each Regional constituency as and when it deems fit and may frame rules laying down the conditions, functions and duties of such associations and such rules shall be notified in the official Gazette:

Provided that a students' association constituted under the Chartered Accountants Bye-Laws, 1961, shall be construed to have been constituted under these bye-laws.

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\* SRO 22(KE)/2004 dated 31.12.2003, published in Part-II, Extra-ordinary Gazette of Pakistan dated 16.01.2004

- (2) Any person who is admitted as a student shall become a member of the students' association of his Region on payment of such fees, as may be prescribed, with his application for registration of his training contract.
  - (3) The amount so collected shall be transferred to the respective students' association and the Council may, in addition, give such financial grants to the students' associations as may be decided by it from time to time.
  - (4) No student shall become a member of, or associate himself, with, any other students' association, by whatever name called, parallel to the one constituted under these bye-laws.
132. **Method of payment of fees.** - All fees prescribed under these bye-laws, shall be paid to the Institute in such manner as the Council may direct.
133. **Publication of list of members.** - (1) The Council shall publish the list of members required under sub-section (3) of section 18 in any manner it thinks fit and may distinguish between the associates and fellows in practice and between the associates and fellows not in practice.
- (2) Such publication shall be supplied to members and other gratuitously or at such price as the Council may from time to time determine.
134. **Custody and use of Common Seal.** - (1) The Common Seal shall be kept in such custody as the Council may from time to time determine.
- (2) The Common Seal shall not be affixed to any instrument except by order of the Council and every such instrument shall be signed by the President or two members of the Council and by the Secretary.
135. **Other functions of chartered accountants in practice.**- Without prejudice to the discretion vested in the Council in this behalf, a chartered accountant in practice may act as a liquidator, trustee, executor, administrator, arbitrator, receiver, advisor or a representative for costing, financial, company law and taxation matters or may take up an appointment that may be made by Federal Government or Provincial Government and Courts of law or any other Authority established under any law, or may act as Secretary in his professional capacity not being a whole-time salaried employee.
136. **Location of the office of the Institute.** - The head-quarters of the Institute shall be located at Karachi or such other place as the Council may decide.

137. **Power to remove difficulties.** - (1) If any difficulty arises in giving effect to the provisions of these bye-laws, the Council may, by general or special order, do anything not inconsistent with these provisions which appear to it to be necessary or expedient for the purpose of removing the difficulty.
- (2) In particular and without prejudice to the generality of the foregoing power, any such order, may provide for continuing in force such provisions of the Chartered Accountants Bye Laws, 1961, or such other provisions as conferred any right or privilege or as imposed any obligation or liability.
138. **Repeal of Chartered Accountants Bye-laws, 1961.** - (1) The Chartered Accountants Bye-Laws, 1961, are hereby repealed.
- (2) Notwithstanding the repeal of the Chartered Accountants Bye- Laws, 1961, any appointment, notification, order, election, examination, result of an examinations, service as an articled or audit clerk, made, issued, held, declared, rendered or any other thing done under the repealed bye-laws, shall, so far as it is not inconsistent with the provisions, of the bye-laws, be deemed to have been made, issued, held, declared, rendered or done under the provisions of these bye-laws unless and until it is superseded by action taken in accordance with these bye-laws.