

F A Q



FISCAL YEAR
2026-27

FREQUENTLY
ASKED QUESTIONS
ON
ANNUAL MEMBERSHIP SUBSCRIPTIONS

WHY THIS FAQ GUIDE?



QUICK
ANSWERS



CLEAR
INFORMATION



MEMBER
SUPPORT



SIMPLE
SOLUTIONS



Visit our website
www.icap.org.pk



For further assistance, please contact:
021-111-000-422
Extensions: 376, 410, 413, 417, 328, 316



annualmembershipfee@icap.org.pk
membershipfee@icap.org.pk

OUR CORE VALUES



INTEGRITY



EXCELLENCE



ACCOUNTABILITY



PUBLIC INTEREST

Frequently Asked Questions on Annual Membership Subscriptions

FAQ1. When is the membership subscription due?

Membership subscription payment becomes payable on **July 1st** each year. To avoid discontinuation of your membership (refer to **Directive 3.01**), full payment must be received by **September 30th**.

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

The Institute will send your fee invoice to your marked postal address and registered email address in July, followed by reminder emails. If you have not received your invoice, please contact us immediately at annualmembershipfee@icap.org.pk

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

The easiest and quickest way to pay is "online." For details on all available modes of payment, please see:

- [Mode of Fee Payment 2026-27](#)
- [Online Payment Portal](#)

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

You can view the schedule of charges for the year 2026-27 [here](#). You can also log in to your members' portal to see your specific dues.

FAQ5. Can my employer pay my subscription?

Yes, your employer can send a cheque in favor of the **Institute of Chartered Accountants of Pakistan**. Please ensure your membership number and full name are clearly mentioned so the Institute can trace your payment. Alternatively, you can pay yourself and claim reimbursement from your employer.

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

If you believe you have paid the wrong amount, please contact our support team as soon as possible with your invoice details and circumstances. You can call **021-99251640** or email annualmembershipfee@icap.org.pk. All related requests must be submitted to ICAP by **September 30th** in the current subscription year to avoid discontinuation of your membership.

FAQ7. Is making payment by IBFT allowed?

Yes, you can make a payment via IBFT. However, you must immediately share the details of the transaction (including your R-No and full name) by emailing annualmembershipfee@icap.org.pk so that your payment can be traced and adjusted against your annual fee.

FAQ8. I did not receive the fee invoice by email. What should I do?

Sometimes emails can end up in your spam or junk folder. Please mark ICAP emails as "not spam." If you wish to update your contact details (email, cell number, or postal address), log in to your members' account and update your particulars, or email membership@icap.org.pk

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

Your receipt will be available on your member portal within **2 working days** of your payment. If you are unable to find it, please contact us at annualmembershipfee@icap.org.pk

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

Maternity pay from your employer is considered earned income, so while this is in place, you may still need to pay the full membership fee. If you have resigned from your job and intend to obtain

Frequently Asked Questions on Annual Membership Subscriptions

a concession in the annual membership fee (as per proviso (iv) or (vi) of Bye-Law 10(1) of the Chartered Accountants Bye-Laws, 1983), the last date to apply is **no later than 30 days before the start of the financial year (i.e., May 31st)**. No applications will be accepted after this deadline.

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

Members who are on a career break (unemployed for more than one year and not engaged in any part-time remunerated activity) and intend to obtain a concession must submit an undertaking on the prescribed form. The deadline is **no later than 30 days before the start of the financial year (i.e., May 31st)**. No applications will be accepted after **May 31st** of each fiscal year.

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

Refer to **Directive 3.04**. Concession in annual subscription is granted for the same fiscal year in which the request is submitted and approved. **Every year you must submit a new undertaking** on the prescribed form to obtain a reduction. The deadline is **no later than 30 days before the start of the financial year (i.e., May 31st)**. No applications will be accepted after **May 31st** of each fiscal year.

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

Members with permanent or temporary incapacity to work full-time can apply for a reduction in the annual membership fee under **Directive 3.04**. The application must be submitted **no later than 30 days before the start of the financial year (i.e., May 31st)**. No applications will be accepted after **May 31st** of each fiscal year.

FAQ14. Am I eligible for life membership?

You are eligible for life membership if you meet all the following criteria:

- Have reached the age of **60**.
- Are fully retired and not holding a Certificate of Practice.
- Are not engaged in any full-time remunerated business or professional activity.
- Have surrendered your Practicing Certificate (if held) to the Secretary ICAP.

Upon meeting these conditions, you may become a life member by paying a one-time fee of **Rs. 3,000** as per **Bye-Law 10(iii)**.

FAQ15. I become eligible for life membership after the due date for annual subscription. Do I need to pay the full fee for that fiscal year?

Yes, you must pay the full annual subscription for that fiscal year. Once you have paid and subsequently attain the age of 60 (and meet all other conditions), you may then apply for life membership by paying the one-time fee and submitting the prescribed application form.

FAQ16. I received a full annual subscription invoice, but I will be eligible for life membership before September 30th.

In that case, you need to apply for life membership **before September 30th**. If your application is approved, you will not need to pay the full annual fee.

FAQ17. How do I apply for life membership?

You are required to submit the prescribed application form, a copy of your CNIC, and the one-time fee of **Rs. 3,000** to the Head Office Membership Department. You can also email these documents to membership@icap.org.pk

Frequently Asked Questions on Annual Membership Subscriptions

FAQ18. Will I receive a refund for my life membership fee if I return to work?
No, there is no refund policy for the life membership fee.

FAQ19. What happens if I miss the deadline for the annual subscription?
Refer to **Directive 3.03**. If you do not clear your annual subscription by the deadline, your membership will be removed on account of non-payment. Once removed:

- You cannot use the title of "Chartered Accountant."
- Practicing members will be ineligible to practice.
- The period of non-continuation will be excluded for the purpose of determining FCA eligibility criteria.

FAQ20. How will I know if my membership has been removed?
The Institute will send an email notification of removal due to non-payment to your registered email address.

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

No, you will not be removed as a member of the Institute. However, due to non-payment of the practice fee, your name will be removed from the **List of Practicing Members**. You will be required to **return your Original Certificate of Practice** to comply with **Clause 4 (ii) of Bye-Law 8** of the Chartered Accountants Bye-Laws, 1983. Consequently, you are not entitled to represent yourself as a practicing Chartered Accountant and are restricted from performing any services as defined in Section 2 of the Ordinance and Clause 2A(1) of the Byelaws until a new Certificate of Practice is issued.

FAQ22. How can I restore my membership?

To restore your membership, you must pay a readmission fee of **Rs. 7,700** along with the annual membership fees for the number of years your membership was removed (subject to a maximum of five years). For details, please email restoration.membership@icap.org.pk or call **021-99251640 / 021-111-000-422 (Ext 328)**. Please refer to **Section 19 (2) of the CA Ordinance, 1961**.

FAQ23. Can I temporarily suspend my ICAP membership?

No, there is no provision in the CA Laws for temporarily suspending membership. As an alternative, as per **Section 19 (1) (b) of the CA Ordinance, 1961**, a member can apply for resignation by emailing membership@icap.org.pk. If you choose to rejoin later, you will have to follow the restoration process mentioned above.

FAQ24. How do I contact for further queries?

You may write to us at:

- annualmembershipfee@icap.org.pk (for general members)
- membershipfee@icap.org.pk (for practicing members)

You can also call us at **021-99251640** or **021-111-000-422** (Extensions: 328, 376, 410, 413, 417, 455, 475, 316).

FAQ25. Who can I escalate my issue to?

If you require further discussion, you may email the Head of Department (HOD) at zehra.hassan@icap.org.pk or call **021-35869318**.