



**CA**  
PAKISTAN

# How to become a Training Organization inside Practice (TOiP)



# INTRODUCTION

As per the Chartered Accountants Bye-Laws 1983 of CA Ordinance, 1961 a practicing CA Firm may apply to become Training Organization (TO) to train CA trainee students.

In this regard, Council issued Directive 1.03 Training Regulation & Guidelines to explain the detailed procedure of becoming a TO.

In order to facilitate, the Practicing CA Firm to register as a TO of ICAP, these guidelines have been prepared on the steps to become a TO.

## Process to become TO;

The requirement can be broken predominantly into four parts as given below:

- 01 Minimum Number of Audits Requirement
- 02 Members' Requirements
- 03 Registration Fees
- 04 Infrastructure Requirements

### 01 Minimum Number of Audits Requirement

	Initial entitlement of 5 Trainee Students Per Sole proprietor/Partner and Member employee	Full entitlement as Per bye-laws
Minimum Audits	10	25
Including Audit of Limited companies	5	15
Minimum paid up capital of Limited Companies being audited (aggregate)	Not applicable	PKR 15 million

**02**

## Members' Requirements

- I. It has nominated a CPD compliant Member, being sole proprietor/partner/full time employee, as Member Responsible for Student affairs (MRS);
- II. For full entitlement, it has nominated MRS who has minimum 3 years of post-qualification experience; and
- III. Any other condition as may be specified by the Council from time to time.

**03**

## Registration Fees

One-time registration fee of Rs. 41,700/- (to be paid at the time of submission of application)\*

\*Subject to revision

**04**

## Infrastructure Requirements

The authorization of a TO will be subject to the review of application documents and a Desktop Review Visit of office premises.

## Preferred features in a TO:

In addition to the afore mentioned four features, based on Institute's experience and observation, the following features are add-ons and preferred in a TO.

- 1. Location of Office:** TO office should ideally be located in a vicinity where public transport is easily available and preferably, in a commercial area.
- 2. Building Premises:** There should be sufficient parking space, climate-control system, sufficient and separate rest rooms for male and female staff, prayer area, sufficient lighting, security system (guards and CCTV) as well as backup power supply.
- 3. Furniture and Facilities:** The office furniture should be decent with enough seating capacity to accommodate trainees and client/staff. Additionally, there should be an office kitchenette with necessary equipment such as microwave, water dispenser, refrigerator and stove.
- 4. Laptops / Desktops:** In order to ensure effective and efficient training of trainees, the TO must provide separate desktops/laptops for each trainee. This is to ensure work engagement and timely submission of task in case of WFH(Work from Home).
- 5. Library:** The TO must have an updated physical or digital library related to IFRSs, IASs, ISAs and Income Tax and latest publications of ICAP including Monthly Newsletters, Training Programs/events and profession related periodicals.'

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