



The Institute of
Chartered Accountants
of Pakistan

CA
PAKISTAN

Guidelines for submission of PRC Assessment Form



111-000-422



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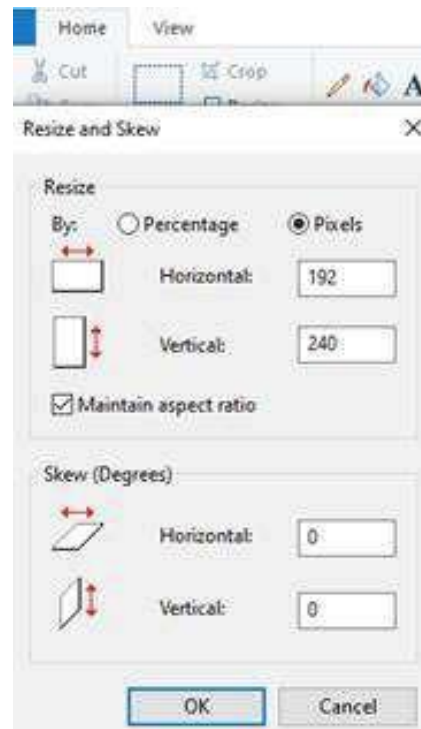
I. GENERAL

- (a) Link of **“PRC Assessment Form”** is available in your secured area at ICAP’s website.
- (b) Upon clicking on the **“Apply now”** button given under the above-mentioned link, **“PRC Assessment Form”** will appear before you. This form comprises of various parts. Step-by-step details of the same are described in the below mentioned section of this guideline.
- (c) While moving from one field to another in the form, either use tab key or make use of mouse to move to the next field.
- (d) You can apply one paper only at a time. If you want to appear in multiple papers within a same month, you will have to apply separately for each paper.

II. PERSONAL INFORMATION

- (a) The form fetches and displays your personal information from record. Please review your contact and bank details to ensure that they are current and correct. You can make changes in these fields if required. Please do not write **“same as above”** or **“N/A”** in the address fields.
- (b) Upload your latest scanned photograph and image of your signature in this part of the form. Please note that if you are applying for more than one paper, these images will be required to upload only once. You are advised to follow the given below instructions while uploading your photograph and signature:
 - i. Open your picture in MS PAINT
 - ii. On the **Home tab**, in the Image group, click **Resize**.

- iii. In the Resize and Skew dialog box, select the **Maintain aspect ratio** check box so that the resized image will have the same aspect ratio as the original picture.
- iv. By default, Percentage is selected in the Resize option. Please select Pixels, before resizing the picture and then enter desired width in the Horizontal box or new height in the Vertical box. Please note that you may select both horizontal and vertical pixels between 190 and 250.



- v. Save the resize picture as JPG by clicking **File >> Save as >> File type**
- vi. Type a new file name in the File name box, and then click **Save**.

- (c) After completion of this part of the form, you can proceed to the second part of the form by clicking the **'Submit'** button.

III. SELECTION OF PAPER

- (a) Click on the **"Apply"** button against the name of paper you wish to appear.
- (b) Following drop-down list options will appear:
 - i. **Mode of Assessment:** Select your desired mode of assessment. Currently, it shows 'Center based' only.
 - ii. **Center (City):** Select your desired center (city) from the list
- (c) On selecting the desired 'Centre', following drop-down list options will appear:
 - i. **Paper date:** Select your desired date of assessment from the list
 - ii. **Lab name:** Select your desired lab from the list
- (d) Then, select **'Yes'** or **'No'** option in response to "Have you studied this paper from RAET?". If you select 'Yes', then you would be required to select **'RAET City'** and **'RAET Name'** from the drop-down lists.
- (e) Then, click **'Submit'** button which will be activated after you have provided all the above information. On clicking the Submit button, you would be directed towards the payment of assessment fee.

IV. PAYMENT OF FEES

- (a) You can make payment either through debit/credit card or through cash by generating Faysal Bank Limited's Bank Credit Voucher (BCV).
- (b) If you select '**Debit/ Credit Card**' option, you will be directed to another window where you would be required to click '**Pay Now**' option given under the head '**Fee Payment**'.
- (c) Upon clicking the '**Pay Now**' option, you will be directed to a new window where you would be required to enter detail of your debit/credit card.
- (d) Please click on '**Fee Status**' button once you paid the assessment Fee.
- (e) You may amend/change '**Pay type**' and '**Edit Paper/Center Details**' before making payment.
- (f) Your registration for the assessment is complete upon successful payment through debit/credit card.
- (g) If you select to pay fees through Faysal Bank's BCV then click on '**Print fee voucher**' under the head '**Fee Voucher Generation**'.
- (h) The online generated BCV will display your CEN/CRN, expiry date of BCV and total amount of fee which you will be required to submit in the bank. The BCV will become invalid after its expiry date. You will need to generate a new BCV in case expiry date of existing BCV has passed or you have made any change(s) in your PRC form.
- (i) If you are appearing in multiple papers, you will need to submit fee for each paper separately.
- (j) In case of any inconvenience faced during submission of the BCV in FBL, you may contact:
 - i. FBL support staff on phone numbers 021-32795453, 32795400, 32799476 during banking hours; or

- ii. ICAP's examination help desk at 021-99251634, 021-111-000-422 (Ext: 368, 369) during office hours i.e. 8:30 am to 5:30 pm.
- (k) Your online assessment form status will remain '**Pending**' against each paper(s) unless you pay the required assessment fee. The status will be changed to 'Approved' after receiving of confirmation of submission of fee from the bank. Please note that:
 - i. in case of fee submission through credit/debit card, fee status is verified instantly and form submission status is changed to 'Approved' immediately.
 - ii. in case of fee submission through FBL, it takes around 2 hours. Therefore, it is advised to please be patient during this period. If status does not change to 'Approved' within two hours after submission of fee, please contact ICAP examination help desk through phone [021-99251634, 021-111-000-422 (Ext: 368, 369)] or email (examinations@icap.org.pk) during office hours i.e. from 8:30 am to 5:30 pm.

Post submission guideline regarding your online assessment form

1. Approved status means your online form has been successfully submitted. However, if any deficiency / discrepancy is found in the documents submitted by you, Examination Department will inform you accordingly and may hold your admit card unless the deficiency / discrepancy is cleared.
2. Your admit card will be uploaded in the students' secured area three to four days prior to the commencement of PRC assessment.
3. Please always keep your CEN/CRN based ID and password confidential as your examination results would be accessible through these credentials.