INFORMATION SYSTEMS AUDIT (ISA) COURSE

Roll No. _____

(to be affixed by the office)

LATEST PHOTO ONLY

Candidate should affix self attested photograph which should be pasted in this space and not merely stapled.

APPLICATION FORM

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

Information Systems Audit Course Assessment Test June, 2014

(Please fill in the form carefully as per instructions enclosed.)

I. DEMAND DRAFT DETAILS

a) DATE DD / M M / YEAR

b) AMOUNT (Rupees)

c) DRAWEE BANK

d) DEMAND DRAFT NO.

e) PAYABLE AT N E W D E L H I

(Specimen Signature of the Candidate)

II. APPLICANT DETAILS (IN BLOCK LETTERS)

1) NAME (MR/MS) :
(as entered in the Register of Members. Attach a photocopy of the membership certificate)

2) FATHER'S NAME (Shri)
(as entered in the Register of Members)

3) CITY OF YOUR PROFESSIONAL ADDRESS
(for use in Pass Certificate)

4) MEMBERSHIP NO.

5) ISA REGISTRATION NO.

6) CENTRE OPTED City..... Zone
(Please refer para 6 of guidance notes) (if applicable)

7) YEAR & MONTH OF ELIGIBILITY CERTIFICATE MONTH / YEAR

8) ADDRESS (BLOCK LETTERS) :
(FOR SENDING ADMIT CARD, STATEMENT OF MARKS, ETC)

CITY PIN

STATE

9) PHONE NUMBER STD CODE NO.

10) E-MAIL ADDRESS

I request for permission to present myself for Information Systems Audit (ISA) Course Assessment Test to be held on 28th June, 2014 conducted by the Institute of Chartered Accountants of India. I solemnly affirm that the above facts and information are complete and correct to the best of my knowledge and belief. I also undertake to abide by the Chartered Accountants Regulations, 1988 framed by the Council and Instructions to be issued with the Admit Card for the guidance of candidates appearing in the Assessment Test. Further, I solemnly affirm that I am eligible to appear in the ensuing Assessment Test to be held on 28th June, 2014.

(Full Signature of Candidate)

Date.....

The Institute of Chartered Accountants of India

INFORMATION SYSTEMS AUDIT (ISA) COURSE ASSESSMENT TEST
June, 2014

(Under Regulation 204 of the Chartered Accountants Regulations, 1988)

Fee `1100/-** (inclusive of cost of Application form `100/-) **Last Date : 4th June, 2014

NOTES FOR INFORMATION AND GUIDANCE OF APPLICANTS

Candidates are advised to carefully read, understand and follow the instructions while filling in the Form and retain the same for future reference

(1)	**Date of Examination**	Saturday, 28th June, 2014
(2)	**Timings of Examination**	10.30 a.m. to 2.30 p.m. (IST)
(3)	**Examination Fee** **(Note :** Candidates are advised not to send any fee other than examination fee along with the Examination Application Form)	**`1100/- (Rupees One Thousand One Hundred Only) (**inclusive of cost of Application form `100/-)

(4)	**Mode of Payment of Fee**	• The Examination Fee should be paid only by way of Demand Draft which may be of any Scheduled Bank.
		• Drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" and should be payable at New Delhi only.
		• Candidates are advised to furnish the following details on the reverse of the Demand Draft in their own interest.
		  • Name
		  • ISA Registration No.
		  • Membership No.
		  • Centre Opted

(5)	**Syllabus**	Syllabus for ISA-AT shall be as already notified by the Committee on Information Technology

(6) **Examination Centres**

1. Agra	12. Chennai	23. Guwahati	34. Jodhpur	45. Mumbai-II**	56. Solapur
2. Ahmedabad	13. Coimbatore	24. Hisar	35. Kanpur	46. Nagpur	57. Surat
3. Aligarh	14. Cuttack	25. Hyderabad	36. Kolhapur	47. Nasik	58. Udaipur
4. Amravati	15. Delhi/New Delhi -I*	26. Indore	37. Kolkata	48. Patna	59. Vadodara
5. Aurangabad	16. Delhi/New Delhi-II*	27. Jabalpur	38. Kozhikode	49. Pune	60. Varanasi
6. Bangalore	17. Durgapur	28. Jaipur	39. Lucknow	50. Raipur	61. Vijayawada
7. Belgaum	18. Ernakulam	29. Jalandhar	40. Ludhiana	51. Rajamahendravaram	
8. Bhopal	19. Faridabad	30. Jalgaon	41. Mangalore	52. Rajkot	
9. Bhubaneswar	20. Gandhidham	31. Jammu	42. Meerut	53. Rohtak	
10. Bikaner	21. Ghaziabad	32. Jamnagar	43. Moradabad	54. Shimla	
11. Chandigarh	22. Goa	33. Jhansi	44. Mumbai-I**	55. Siliguri	

The Institute reserves its right to withdraw any centre and / or the Zone and / or transfer all or a part of the candidates of a zone to another zone at any stage without assigning any reason. Once a centre is opted for, no change is allowed under any circumstances unless the centre has been withdrawn. Some of the big cities (Mumbai and New Delhi) have been divided into zones, each zone covering certain areas. Each zone is treated as an examination centre and allotted with a code number. If no option of zone is given, zone-I will be taken as the option, by default.

***Delhi / New Delhi** is divided into two zones namely zone-I and Zone-II. The possible locations of the centres of the respective Zones will be:

Zone - I : South, Central, North & West Delhi areas

Zone - II : Trans Yamuna Area

****Mumbai** is divided into two zones namely Zone-I and Zone-II. The possible locations of the centres of the respective Zones will be:

Zone - I : Western Railway Line (i.e. Churchgate to Andheri and onwards)

Zone - II : Central Railway Line (i.e. VT to Thane and Kalyan)

(7)	**Last date for receipt of application at the Institute's Headquarters at New Delhi.**	**4th June, 2014** (Applications received after 4th June, 2014 will not be entertained under any circumstances. Therefore, candidates sending their application by post must send the same at least 3-4 days in advance of the last date and avoid sending it on the last date for receipt of application forms).

(8)	**How to apply and how the application form should reach the Institute?**	An application for admission to the ISA-AT is required to be submitted online by visiting http://isaat.icaiexam.icai.org and the sum of `1100/- (`1000/- as examination fees and ` 100/- towards cost of the examination form) has to be paid online using Master / Visa / Maestro Credit or Debit Card on or from 22nd May 2014 to 4th June, 2014 (last date for submission of application). Alternatively, the format of application form can be downloaded from the website of the Institute viz. www.icai.org and the fee by way of Demand Draft for `1100/- of any Scheduled Bank drawn in favour of "The Secretary, The Institute of Chartered Accountants of India", payable at New Delhi only has to be sent to the Joint Secratary (Exams), The Institute of Chartered Accountant of India, ICAI Bhawan, Indraprastha Marg, New Delhi-110002 so as to reach him on or before 4th June, 2014 (without folding) in an envelope superscribed with the words, "APPLICATION FOR ISA-AT, JUNE, 2014". The application received after **4th June, 2014** will not be entertained under any circumstances. ● Candidates are advised to retain the receipt issued by Post Office till the receipt of Admit Card. ● **Candidates are advised not to send the application through private courier.** ● Candidates should not submit / send the application form to regional / branch offices of the Institute.
(9)	**Eligibility Certificate**	● Candidates who are not in receipt of Eligibility Certificate are advised in their own interest to pursue their cases with the Secretary, Committee on Information Technology, The Institute of Chartered Accountants of India, "ICAI" Bhawan, A-29, Sector-62, Noida. ● Candidates may submit the Application Form, pending receipt of Eligibility Certificate by them, in case, they have otherwise fulfilled all required criteria. However, mere possession of Professional Training Certificate is not enough for becoming eligible to appear in the Assessment Test unless a formal Eligibility Certificate is issued by the Committee on Information Technology of the Institute consequent to passing of Eligibility Modular Tests.
(10)	**Admission to the ISA Course Assessment Test**	● No candidate shall be admitted to the ISA Course Assessment Test unless he / she has been enrolled as a Member of the Institute and has been issued the Eligibility Certificate by the Committee on Information Technology of the Institute.
(11)	**Issue of Admit Card**	**(a)** ● The admit cards for the ISA-AT will be hosted on the website http://isaat.icaiexam.icai.org by 19th June, 2014 and candidates are requested to down load the same from the above website. **(b)** ● In Case of any difficulty, Joint Secretary (Exams.), ICAI, ICAI Bhawan, C-1, Sector-1, Noida should be contacted on Fax No. 0120-3054841 and 3054843 or on e-mail isa_examhelpline@icai.in ● Helpline Desk telephone Nos. 0120-3054851, 3054852, 3054853, 3054854, 3054835, 3054836, 3054842, and 3989398
(12)	**Record of question paper Booklet and OMR Answer Sheet tendered at the Examination Centre.**	● The Superintendents of Examination Centres are being advised to issue receipt for the question paper Booklet and OMR answer sheet handed over through the Invigilator, in the Admit Card. ● Candidates are, therefore, advised to secure the signature of the Invigilator concerned while submitting their Question Paper Booklet and OMR answer sheet and retain the Admit Card with themselves as record of receipt, at least till the declaration of result. ● The Candidates should surrender the Question Paper Booklet and OMR answer sheet before they leave the exam hall.
(13)	**Requirement for passing the ISA Course Assessment Test**	● A candidate for the Information Systems Audit (ISA) Course Assessment Test shall be declared ordinarily to have passed the examination if he / she obtains a minimum of 75% of the scaled marks in aggregate in the ISA Course Assessment Test.

(14)	**Issue of Statement of Marks and Pass Certificate of Information Systems Audit (ISA) Course Assessment Test**	Statement of Marks will be issued to all the candidates who appeared in Assessment Test normally in two weeks time from the date of declaration of result, while pass certificates to the qualified candidates will be issued normally in three months time from the date of declaration of result.

(15)	**Check-list to ensure correctness of enclosures to the Application**	• Candidates are requested to ensure that the Application is filled in correctly giving all the required details and the following enclosures are annexed securely.
		  • Demand Draft for Rs. 1100/-
		  • Application Form (with photograph pasted on it)
		  • Copy of the membership Certificate / Identity Card etc.

(16)	**Verification of answer book**	After declaration of result, a candidate may, if he/she so desires, apply for verification of his/her answer book within one month from the date of declaration of result. The verification fee is Rs. 500/- .
(17)	**Refund of fee**	The fee once paid by a candidate shall not be refunded / adjusted under any circumstances except where a candidate applies to the Joint Secretary (Exams) for the transfer of fee to the next Assessment Test only, on the ground that he/she was prevented from attending the Assessment Test on account of circumstances beyond his/her control.
(18)	For any / all dispute (s) relating to the Information Systems Audit (ISA) Assessment Test conducted by the Institute of Chartered Accountants of India, the Courts at Delhi shall have exclusive jurisdiction.	

PLEASE NOTE :

a) Application should be complete in all respects, otherwise it is liable to be rejected.

b) In the event of furnishing any incorrect information / misrepresentation, the admission shall become invalid.

c) No correspondence in this regard shall be entertained.