ICAI Global Career E-KIT UAE

Moving Towards New Frontiers

The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)

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Important Notes

- This E-Kit is prepared with a view to furnish you with the important information that a member may want to know when he arrives in the UAE to take up an employment or set up his professional firm. The contents should be construed as the regulations or laws that are in force in the country.

- Similarly, as the socio economic parameters keep changing in this vibrant economy and the information included in this E-Kit is based on the current factors as on 1 May 2014, the reader is requested to discuss the facts with the concerned authorities to understand the changes if any, that may have taken place since the date of publishing this booklet.

- The information contained in the document is for internal circulation and meant for ICAI members also to give them an overview of the activities of the Chapter and to facilitate and guide the members.

- Each country has a distinct visa requirement and for all professional and business engagements, the visa has to be sponsored from the sponsoring authority.

- This document does not promote UAE either for practice/ employment. The users of the information need to update the requirements before taking any decision in this regard. The benchmark of success of individual members may differ between individual members depending upon the skills, aptitude and professional dexterity.

ICAI Motto

Ya esa suptesu jagarti kamam kamam Puruso nirmimanah |
Tadeva sukram tad brahma tadevamrtamucyate |
Tasminlokah sritah sarve tadu natyeti Kascan | etad vai tat ||

(That person who is awake in those that sleep, shaping desire after desire, that, indeed, is the pure.
That is Brahman, that, indeed, is called the immortal. In it all the
worlds rest and no one ever goes beyond it.
This, verily, is that, kamam kamam : desire after desire, really objects of desire.
Even dream objects like objects of waking consciousness are due to the Supreme Person.
Even dream consciousness is a proof of the existence of the self.
No one ever goes beyond it : cf. Eckhart : 'On reaching God all progress ends.')

Source : Kathopanishad

Our Vision

World's leading accounting body, a regulator and developer of trusted and independent professionals with world class competencies in accounting, assurance, taxation, finance and business advisory services.

Our Mission

ICAI will leverage technology and infrastructure and partner with its stakeholders to:

- Impart world class education, training and professional development opportunities to create global professionals.
- Develop an independent and transparent regulatory mechanism that keeps pace with the changing times

The ICAI - An Overview

The Institute of Chartered Accountants of India (ICAI) is a statutory body established by the Chartered Accountants Act, 1949 for the regulation of the profession of Chartered Accountants in India. The ICAI has achieved recognition as the premier accounting body in India and today it is the second largest accounting body in the world.

ICAI Presence

Headquarters	:	New Delhi
Regional Offices	:	5 (Mumbai, Chennai, Kolkata, Kanpur, New Delhi)
Branch Offices	:	147 branches spread all over the country
Overseas	:	23 chapters and an overseas office in Dubai

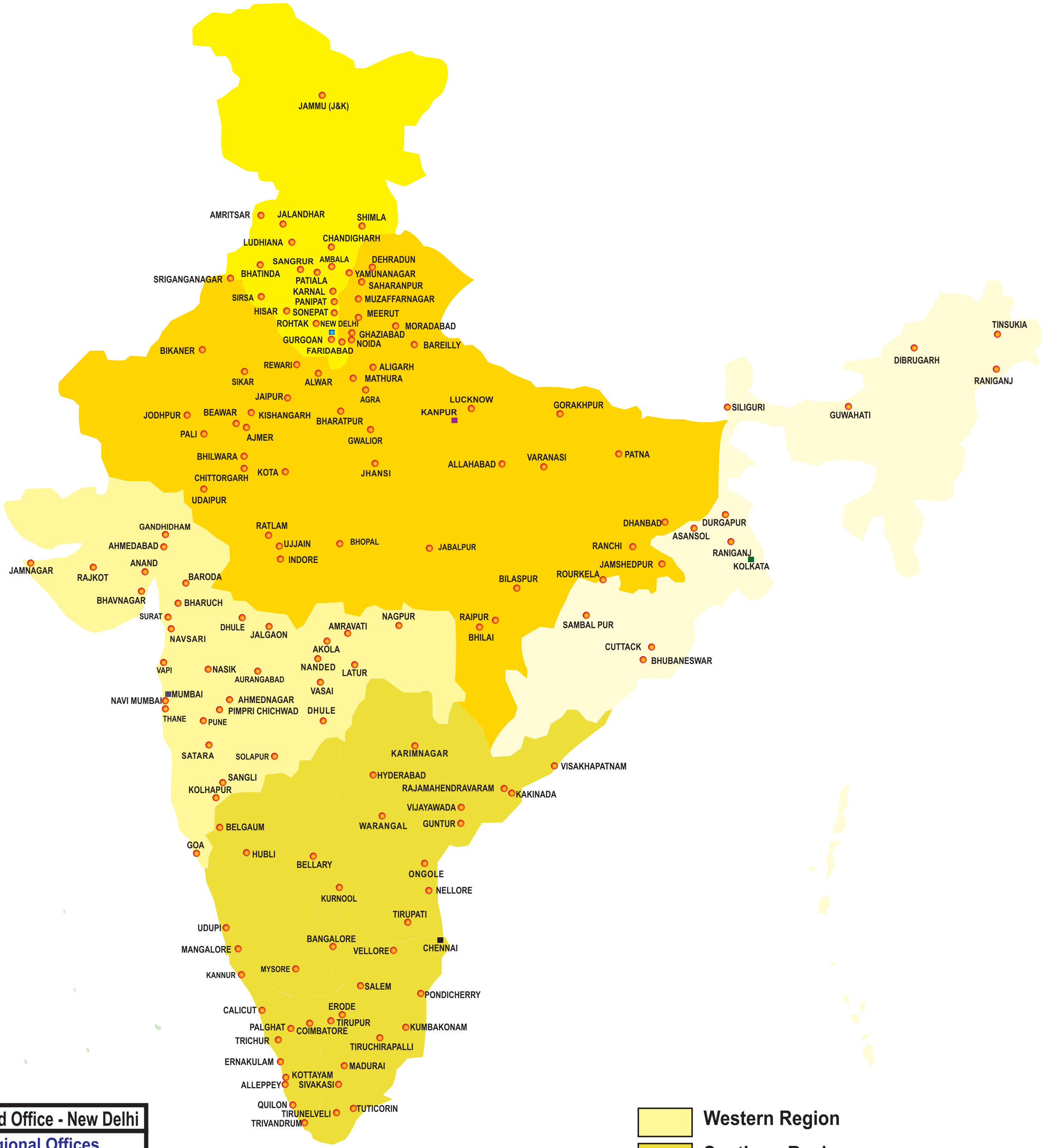
Currently around 8 lakh students are pursuing the CA course and the total membership count of the ICAI is over 2.25 lakh. A significant number of members occupy eminent positions in government and various organisations.

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. The Council is composed of 40 members of whom 32 are elected by the members and remaining 8 are nominated by the Central Government generally representing the Comptroller and Auditor General of India, Ministry of Corporate Affairs, Ministry of Finance, and other stakeholders.

Activities at a glance:

- Regulator of CA Profession
- Standards Setter
- Disciplinary Mechanism
- Services to Government and stakeholders
- Education & Research
- International initiatives
- Continuing Professional Education
- Corporate Governance
- Public Finance

ICAI National Network



Head Office - New Delhi	
Regional Offices	
Mumbai	
Chennai	
Kolkata	
Kanpur	
New Delhi	
Branches	

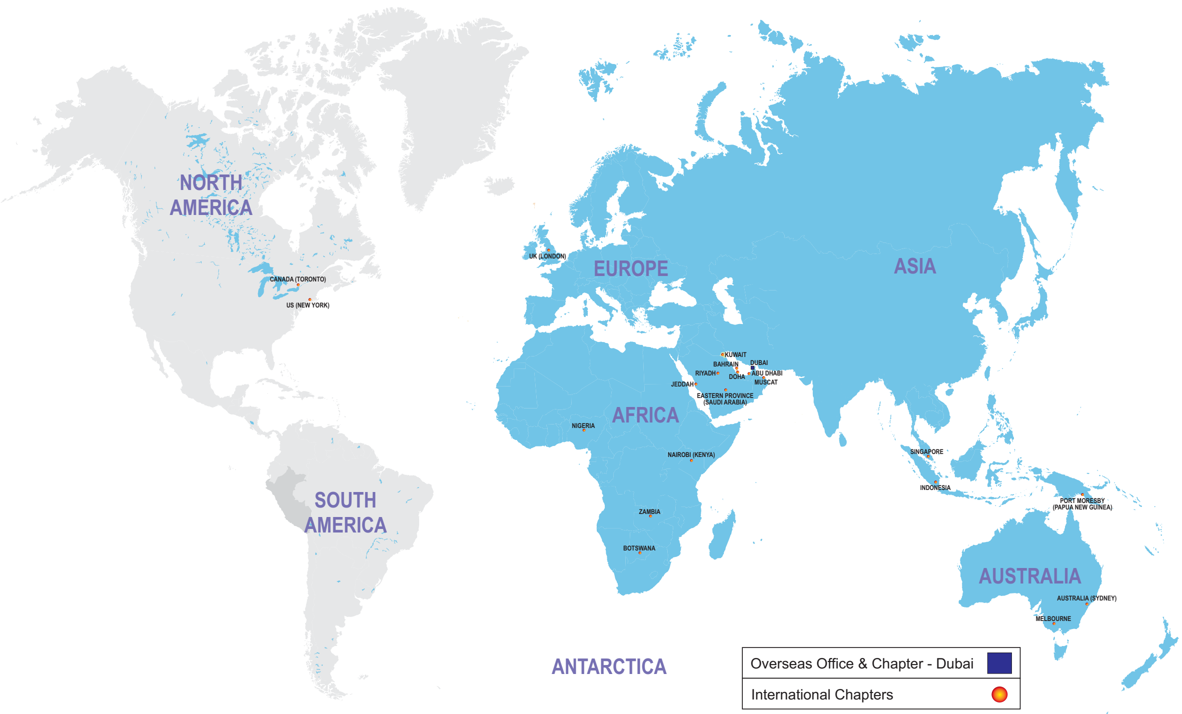
- Western Region
- Southern Region
- Eastern Region
- Central Region
- Northern Region

This is a 'GUIDE MAP' and it has no connection with correctness of states or international boundaries

ICAI's Chapters aiding ICAI's success story

- Promoting Brand Indian CA ahead of similarly placed qualifications
- Acting as gateway to promote career opportunities.
- Updation to Global paradigm of Knowledge: Conducts Certification Courses on IFRS, Valuation etc.
- Helping Indian members professionally under the aegis of Chapter
- Promoting members to member networking
- Operationalising MoUs/ MRAs already entered into
- Gateway for promoting FDI to India

Africa-Middle East	Abu Dhabi	Bahrain	Botswana
	Doha	Dubai	Jeddah
	Kampala	Kenya	Kuwait
	Nigeria	Oman	Riyadh
	Saudi Arabia (E.Province)	Uganda	Zambia
Asia	Indonesian	Singapore	
Australasia-Oceania	Brisbane	Melbourne, Port Moresby	Sydney
Europe-North America	Canada (Toronto)	UK (London)	US (New York)



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CA. K. Raghu
President, ICAI

The era of globalization of businesses, need for globally benchmarked professionals and economies facing commonality of issues is something which characterize the trade and businesses universally. Coupled with this the expansion, the role of the accountancy profession has assumed wider significance in an era dominated by rather fluctuating levels of economic activity. Never before has been the ever growing space for professionals who are equipped with internationally benchmarked qualifications and competency levels, so steadily expanding. The businesses and the end users today need high quality information value chain and in that direction it has been the pioneering effort by the Institute of Chartered Accountants of India to produce world class accountants possessing multi tasking abilities, having strong connect with the information technology and highly rated in most of the soft skills norms so as to be of continued utility to the stakeholders.

In the present scenario, the Indian accountants have become increasingly sought after, especially in the fast-developing nations. In India, the world's developing economic superpower, demand for accountants has exploded. The Institute of Chartered Accountants of India (ICAI) today has 220,000-plus members, and student membership has shot up to more than 800,000 which exemplifies the importance of role of a Chartered Accountant in building economic momentum.

To provide detailed information to our members intending to go abroad for professional forays, the Institute of Chartered Accountants of India is bringing out Global Career E-Kits to aid global mobility for its members. I am confident that the information contained in the E-Kits will assist our Chartered Accountants to establish a preliminary interface with the jurisdiction to serve in times to come. Comments and feedback to improve their utility will be welcome.

I would also like to express my sincere thanks to the Managing Committee members of our Chapters abroad for their assistance by way of providing valuable information in the preparation of these Global Career E-Kits.

CA. Manoj Fadnis

Vice-President, ICAI

The world today is of global networking, dissolving business frontiers and shrinking distances. Globalization is today's reality and a new world order is fast emerging; rather it has already emerged. In tandem with these developments, there has been a surge of knowledge driven economy in which the landscape for professionals particularly professionals like Chartered Accountants has seen a dynamic shift. The CA's today are seen as professionals who while being adept at assurance services are able to excel in other elements of corporate services while bringing with them the fundamental virtues of professionalism with ethical conduct

India has a large pool of well-trained and skilled Chartered Accountants. The growth of trade and industry in India has been buoyant and with multinationals making their presence; one sees landscape for functioning beyond domestic jurisdictions. Moreover the movement beyond India has been a response to requirements in overseas markets. I am glad that the Institute of Chartered Accountants of India in order to cater to the needs of our members is coming out with Global Career E-Kits to assist our members in promoting their global mobility. This Career E-Kit will be a starting point for the members to equip them with basic informational resources in respect of select jurisdictions.

I am sure that the information contained herein would help in strengthening the knowledge base of the members and would provide one stop information about the country.

CA. Padmanabha Acharya

Chairman - ICAI UAE (Abu Dhabi) Chapter

Dear Professional Colleagues,

On behalf of the Abu Dhabi Chapter, it is my pleasure to present you with this Global Career E-Kit. This E-Kit consolidates useful information about Abu Dhabi, UAE and the local Chapter of the ICAI in Abu Dhabi.

The Abu Dhabi Office is one of the established overseas offices of the ICAI. Supporting the Institute of Chartered Accountants of India, the Chapter strives to further augment services locally to the members and students of the profession and complement the global services being offered by the Institute. We welcome all our professional colleagues to visit the country and the Chapter and to explore the various avenues of business and employment opportunities on offer in this country.

We look forward to your visit to this vibrant country and hope that the information contained herein will help you in your planning and establishing an interface with the local Chapter. Within the E-kit, you will find reference to numerous websites, which can provide you additional and relevant information on the topics.

Should you need any further information, do not hesitate to connect with one of our committee members. We will try you provide you with the requisite information at the earliest.

CA. A. Nandakumar

Chairman - ICAI UAE (Dubai) Chapter

Dear Colleagues

The Dubai Chapter of ICAI has since its establishment in 1982 with about 20 members has now grown to an organization that has over 2,000 members. The phenomenal all round growth of Dubai has always attracted the best of talent from all over the world. The chartered accountants from India are very well accepted in the government, business and professional organizations and today, UAE has over 4,000 members of ICAI who have made UAE their home.

The process of settling down in a new professional and social environment outside India is always a challenge. On behalf of the Dubai Chapter, I congratulate the ICAI President, CA K. Raghu for taking this initiative of assisting the new entrants into UAE by publishing this Global Career E-Kit that provides the requisite information for understanding their rights and obligations in a foreign environment.

The recent initiatives taken by the government to further develop infrastructure for business in view of the forthcoming Expo 2020 is bound to increase employment opportunities in the UAE. We hope to see more members from India join our fraternity in the UAE, and we are confident that they will contribute to the growth of our profession and our Chapters.

General Information About UAE

The United Arab Emirates comprises of seven emirates, which occupy the southeastern corner of the Arabian Peninsula. The constituent emirates are Abu Dhabi, Dubai, Sharjah, Ajman, Fujairah, Ras Al-Khaimah, and Umm Al-Quwain.

Abu Dhabi is the capital and the largest city of the United Arab Emirates occupying about 80% of the landmass of the country. For over 50 years, Abu Dhabi has been transformed from little more than empty desert inhabited by nomadic tribes into a thriving 21st century society.

Dubai that is the second largest emirate of UAE, has established a niche in the commercial and trading market of the Middle East. The resilience of the domestic market and its strategic location between the trading blocks of Europe and Far East, has always attracted domestic and international investors.

The other emirates in the UAE are also developing their infrastructure and providing incentives to attract international companies to set up their operational base.

The strategic location of UAE and the incentives that the Government of U.A.E. offers to promote business and services presents the chartered accountants with a wide range of opportunities for employment and setting up firms to render assurance and consulting services.

Demographic Details

Population of UAE

The demographics of the UAE is extremely diverse.The estimated population of UAE in 2013 is approximately at 9.2 million, majority of which is constituted by expatriates. The resident population of Abu Dhabi in 2013 was estimated at 2.5 million and that of Dubai at 2.1 million. (Source: www. uaeinteract.com)

Climate

The climate of the U.A.E is subtropical-arid with hot summers and warm winters. The emirate basks in virtual year-round sunshine with little rainfall and superb winter (October-May) temperatures which average around 24°C (75°F) during the day falling to 13°C (56°F) during the night. Summer (June-September) daytime temperatures can rise over 42°C (118°F) and there is high humidity. The hottest months are July and August.

Language

Arabic is the official and national language of the UAE. Apart from Arabic, English is widely used as a second language. Other languages spoken in the UAE, include Urdu, Hindi, Persian, Pashto, Malayalam, Bengali, Punjabi, Tamil, Balochi, Russian, Somali language, Tagalog, Nepali and Mandarin Chinese.

Religion

The UAE is a Muslim country whereby nationals follow the Islam religion. While Islam is the majority religion in the United Arab Emirates, Christianity, Buddhism, Hinduism, Judaism and Sikhism are also practiced in the country, mostly by non-nationals.

Major Customs & Practices

Being a highly cosmopolitan society, the UAE has a diverse and vibrant culture. The influence of Islamic and Arab culture on its architecture, music, attire, cuisine, and lifestyle are very prominent as well.

Etiquette is an important aspect of UAE culture and tradition, and whilst in the UAE, visitors are expected to show appropriate manners and etiquette. Visitor's should dress modestly when in city or public places. Displays of affection are best left to privacy. Observing fast in public places during Ramadan (generally falls on the 9th month of the Islamic calendar) is expected from everyone visiting the UAE.

Most Emirati males prefer to wear a 'kandura', an ankle-length white tunic woven from wool or cotton, and most Emirati women wear an 'abaya', a black over-garment that covers most parts of the body.

Currency

The local currency is the UAE Dirham which is freely convertible and AED 3.67 equates to US$ 1. Money can easily be changed at exchange houses. ATMs are available at malls, petrol stations, supermarkets and market places. Credit cards are widely accepted.

Healthcare

Healthcare in UAE is excellent and there are no special immunization requirements to enter but good insurance cover is recommended.

UAE Economy

The economy of the United Arab Emirates is the second largest in the Arab world (after Saudi Arabia). The UAE's large hydrocarbon wealth gives it one of the highest GDP per capita in the world and Abu Dhabi owns the majority of these resources – 95% of the oil and 6% of gas. Abu Dhabi thus holds 9% of the world's proven oil reserves (98.2bn barrels) and almost 5% of the world's natural gas (5.8 trillion cu meters).

Recently the government has been diversifying their economic plans. This trend is reflected in Abu Dhabi with substantial new investment in industry, real estate, tourism and retail. This idea of diversification of the economy is also seen in the Abu Dhabi Economic Vision 2030 planned by the Abu Dhabi Urban Planning Council. In this plan, Abu Dhabi's economy will be sustainable and not be dependent on any one facet or source of revenue.

As Abu Dhabi is the largest oil producer of the UAE, it has reaped the most benefits from this trend. It has taken on an active diversification and liberalization programme to reduce the UAE's reliance on the hydrocarbon sector. There has also been a drive to promote the tourism and real estate sectors with several large-scale development projects.

Dubai has also developed as a prime international business center with the development of world class infrastructure that can support the modern business needs. Similarly, the emphasis on reducing the emirate's economic dependence on oil also resulted in the development of industrial activity in Dubai.

The projects of both the Emirates will be served by an improved transport infrastructure with a new port, an expanded airport and a proposed rail link between Abu Dhabi and Dubai, all in the development stages.

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Useful Business Information

Employment/Business Opportunities:

Undeterred by the global economic slowdown, the economies of Abu Dhabi and Dubai have continued to perform strongly over the past years. The relatively high oil prices coupled with robust domestic demand maintained the stability of the local economy and boosted investor confidence, which hit rock bottom elsewhere in the world.

Strong political commitments, prudent investment decisions and long-term economic development policies from the governments continue to give the economy the momentum it needs to become a highly developed, flexible and diversified economy. Due to its strong economy, working in UAE can be a lucrative option for Chartered Accountants. The free trade and industrial zones in the UAE welcomes foreign investment and business, thus creating new jobs.

As the economy of Abu Dhabi relies mostly on income from natural resources like petroleum, with the petro-chemical industry offering plenty of business and employment options. At the same time, the importance of newly emerging sectors such as real estate, business services, construction and tourism is increasing.

Dubai has always thrived as a trading hub although in the recent years, it has promoted the services and the industrial sector. Similarly, the emphasis laid by the government in promoting Dubai as a tourist center has also contributed to the all-round development of the Emirate thereby offering a great opportunity for professionals and businessmen.

In the past few years, many large corporations and international companies have relocated their business to the UAE especially to Abu Dhabi and Dubai and expats with specialized knowledge and good language skills often find work with these companies.

The governments of Abu Dhabi and Dubai have drawn up their long term economic vision programs up to 2030. The governments of other emirates also drawn up a plan action that are short term in nature as compared to the ones finalized by Abu Dhabi and Dubai.

The details of these can be obtained from https://business.abudhabi.ae and https://dubai.ae

Stock Exchanges in UAE:

Abu Dhabi Securities Exchange (ADX) was established in November 2000 to trade shares of UAE companies. ADX is headquartered in Abu Dhabi with trading locations in Abu Dhabi, Al Ain, Fujeirah, Sharjah, and Ras Al Khaimah. Official website: https://www.adx.ae

Dubai Financial Market (DFM) was founded on March 26, 2000. Headquartered in Dubai, most of the companies listed on DFM are UAE-based companies with a few dual listings for companies based in other MENA region countries. Foreign companies are from the following countries: Kuwait, Bahrain, Oman, and Sudan. Official website: http://www.dfm.ae

NASDAQ Dubai head quartered in Dubai was set up to trade international stocks. Official website: http://www.nasdaqdubai.com

DFM and ADX are both governed and regulated by the Securities and Commodities Authority (SCA). SCA's role is to ensure that the laws are followed by the exchanges as well as to protect investors', brokers' and listed companies' rights. On the other hand, NASDAQ Dubai is governed to international standards by an independent regulator called the Dubai Financial Services Authority (DFSA), which is equivalent to the Securities and Exchange Commission in the U.S. Unlike DFM and ADX, NASDAQ Dubai, located in Dubai International Financial Centre (DIFC), is an electronic exchange with no trading floor.

UAE Central Bank:

The Central Bank of UAE is headquartered in Abu Dhabi and is the state institution responsible for managing the currency, monetary policy and banking regulation in the UAE.

Official Website: www.centralbank.ae

Accountancy Profession in UAE:

The accounting profession in UAE has been growing remarkably with the growth of UAE. During the early days of formation of the country most of the accounting profession was held by Asians.

Accounting service as a profession has come a long way in the UAE. The profession has constantly endeavored to keep pace with the ever-growing business needs stemming from the significant growth in the economy witnessed over the years. From being perceived as a peripheral service, the profession has evolved to become pivotal, in the line of services. As a result, the number of accounting firms providing audit and assurance services have been on the rise over the years. Many international accounting firms have their affiliates in the UAE operating as functionally independent offices but complying with the procedures followed by the principal. These procedures are generally based on the international standards.

Although there is no specific financial reporting framework required to be followed by law, the International Financial Reporting Standards (IFRS) is widely used and accepted. The Central Bank of UAE has made it mandatory for banks to prepare financial statements based on IFRS. Similarly, the listed companies prepare financial statements as per IFRS. In case of private companies, the shareholders, banks and other stake holders require financial reporting based on IFRS.

Auditors who practice the profession need a license from the Ministry of Economy (www.economy.ae). Fellow members of ICAI who have the listed experience are recognized by the Ministry for the purpose of issuance of license.

The auditors for the Government Sector in Abu Dhabi are regulated by the Abu Dhabi Accountability Authority (www.adaa.abudhabi.ae).

Setting up a consulting/audit firm

The license for consulting firms is issued by the local licensing authority in each Emirate or by the free zone authority in case the firm is being set up in a free zone. While the consulting firm can be owned 100% by an Indian Chartered Accountant, firms set up outside the free zone is required to appoint a UAE National as a "service agent". The basis for registering the consulting firms is the CA qualification and the experience that the member has in the line of activity.

The license of audit firms is regulated by the Ministry of Economy and the local licensing authority of each Emirate. The member has to satisfy the conditions laid down in the UAE Auditors Law and by the UAE Ministry of Economy to complete the registration formalities and obtain a "professional license". Upon obtaining the professional license the member can set up a firm in any Emirate by registering with the local licensing authority. All audit firms that are now being set up is required to have a UAE National who is registered with the UAE Ministry of Economy and holds a professional license as a partner.

As the requirements are amended from time to time, the relevant department at the UAE Ministry of Economy and the Department of Economic Development of the concerned Emirate should be contacted.

Salaries

The salary scales differ with regard to the qualification, experience of the employee, skill sets required, type of industry and company in which one is employed. Generally, employment contracts do provide for a review of the initial salary after a probation that can extend up to six months.

Employment Regulations

The Labour laws of U.A.E. that are administered by the Federal Ministry of Labour, govern all the aspects of employer/employee relations, such as hours of work, leave, termination rights, medical benefits and repatriation. The Labour Law protects the interest of the employees and overrides conflicting contractual provisions agreed under another jurisdiction, unless they are beneficial to the employee.

Upon finalizing an employment, the employee has to submit a copy of his passport and a copy of the relevant qualification certificates that are duly notarized and attested by the UAE Embassy in India and again by the Ministry of Foreign Affairs in the UAE for the employer to apply for the required clearance from the Ministry of Labour and The General Directorate of Residence and Foreigners Affairs. On entering the UAE on an Entry Permit that is issues by The General Directorate of Residence and Foreigners Affairs and the obtaining the clearance after a medical checkup, the employee's residence visa will be stamped on the passport. In case the employment is with a government organization or in a free zone the period of residency is 3 years while for employment with other organizations and areas, it will be for 2 years. The residence -permit granted is renewable for a similar period provided the employee continues to be in employment.

On completion of the residency formalities, a labour contract that is signed by both the employer and the employee has to be registered with the Ministry of Labour, who will then issue a labour card to the employee. The employer is responsible for meeting all costs relating to obtaining the employment visa and providing the employee with a health card which entitles him/her to free out/in patient treatment in government hospitals in the U.A.E.

The health card is now being replaced with and all employers have to provide a medical insurance to all employees at their cost. In accordance with the provisions of the UAE Labour Law, an employee is entitled to annual paid leave at two days for every month if his/her service is more than six months but less than a year. In case the employee has completed one year of service, he/she is entitled to 30 days annual paid leave for every completed year of service. This is in addition to public holidays, maternity leave for women and sick leave.

The employee is also entitled to air passage in accordance with the terms of the employment. Upon termination of employment, the employee is entitled to end of contract a gratuity that is calculated at 21 days basic salary for every year of the first five years of service and 30 days for every year thereafter. The total gratuity should not exceed two years' basic salary.

All disputes between the employer and employee are initially adjudicated by the Ministry of Labour and Social Affairs. In case any party wishes to go on appeal, a case may be filed in the U.A.E. Courts.

Although the normal maximum working hours are eight per day or 48 per week. However, working hours for the employees of certain organizations may be increased as determined by the Minister of Labour. During the month of Ramadan, normal working hours shall be reduced by two hours per day.

The time spent by the employee in transport form his residence to the place of work shall not be included in the working hours.

Under a recent development, the Ministry of Labour has implemented the Wages Protection Scheme (WPS) wherein all employees are required to open a bank account and the employers are required to transfer the remuneration to the employees through a specified banking channel. Non-adherence to this requirement will result in heavy fines and the blocking of the company's eligibility to obtain new employment permits etc.

In case the employment is in a free zone, the labour rules and regulations promulgated by the Free Zone Authority of the respective Free Zone and the U.A.E. Labour Laws will apply.

The movement from one job to another before completing the period mentioned in the employment contract may raise issues especially if it is during the first year of employment. The terms and conditions of termination can also vary depending on whether the employment contract is that is signed is an "unlimited" or "limited" contract.

Family sponsorship

In the UAE, the responsibility of sponsoring the family rests with the employee. In case the employee earns the minimum salary that is prescribed by the government, the male employee can sponsor his wife and children. For this purpose, one of the most important documents required is the copy of the marriage certificate that is notarized and attested by the UAE Embassy in India and again by the Ministry of Foreign Affairs in the UAE. Similarly, the copy of the agreement of residence lease of the employee is also required.

The process of stamping the residency for the family is similar to that of the employee as he has to obtain an Entry Permit and the family has to subject themselves and clear the medical checkup. A female employee cannot sponsor her husband unless she belongs to a specified category or is specifically permitted by the authority to do so.

While an employee can sponsor his daughters until such time that they are married, he cannot sponsor his sons beyond the age of 18 years unless he is studying with an accredited and approved institution. in such cases, the residency will be stamped for the period that covers the period of study.

The employee is eligible to sponsor his immediate family members on a visit provided he earns the minimum salary that is prescribed for that purpose by the government. The current limit specified by the government is a monthly salary of AED 3,000 with accommodation or AED 4,000 without accommodation.

It should be noted that those who are on visit visas, tourist visas and similar types of visas are not permitted to take up employment in the country with or without salary as per the UAE law. Only those who hold a work permit or an employment residence visa are allowed to take up employment in the country. Similarly the employee is permitted to only work with the company that has provided the sponsorship and residency. He/she cannot take up multiple employments and any violation of this can attract heavy penalty and result in deportation.

Temporary Work Permits

A person can enter the UAE on a temporary work permit to take up a temporary work or to complete a project. This visa is valid for 90 days and can be extended for a similar period.

For more information you may log on to:
http:// www.uaeinteract.com.

Taxation

There is no income, wealth or withholding tax in UAE. There are also no restrictions on outward remittance of funds provided that is carried out through approved channels.

Accommodation

The cost of housing can be a matter of great concern and therefore a lot of thought process is required with regard to cost, place of work, schooling etc. before one leases an accommodation. In the UAE, the accommodation is leased on an annual basis and the rents are paid through current and postdated cheques. Therefore termination of the lease before the full term can raise issues. Similarly the cost of accommodation can vary from one Emirate to another. Although leasing an accommodation in the suburb may provide a solution, the time and cost of commuting to and from work is to be considered. Recently, all Emirates have developed world class residential areas in which foreign nationals can own residential properties. Certain banks also provide finance to purchase these properties. All lease agreements relating to residential properties in Dubai have to be registered with the concerned authority and an annual property levy at 10% of the rent is payable by the tenant on a monthly basis. This levy is included in the monthly utility bill that the tenant has to pay to enjoy the facilities.

Banking

A bank account can be opened by the employee after all the residency formalities have been completed. However, as credit facilities are extended to the employee based on their salary, the banks generally insists on receiving a letter of guarantee from the employer under which all the terminal benefits and payments due to the employee will be paid to the bank in case the employee leaves service. In case the employee who has availed credit facilities intends to take up another employment in the UAE, he/she has to discuss the matter with the bank and enter into an arrangement to either close the loan or undertake to continue servicing it during the new employment. A cancellation of the resident visa without the bank's approval can have serious implications.

Schooling

The UAE offers a comprehensive range of government and private schools to cater to the multi-cultural diversity of its population. The schools offer national and international curricula like the Indian, British, American, and the International Baccalaureate. While the Indian School starts their term in April, most English speaking schools starts their term in September. All schools in Dubai are closed in July and August. There is a wide variation in the fees depending on school type, curriculum and facilities.

In Dubai, The Knowledge and Human Development Authority (KHDA) has outlined the entrance criteria, including documents required, admission tests etc. Regular inspections are conducted and ratings of schools are published in dailies and retained on the KHDA website. The KHDA has also introduced a legally binding contract to be signed between parents and schools. This contract outlines each party's rights and responsibilities and includes refund and admission policies, school fees, attendance and punctuality, health and safety provision and transportation. It also addresses parental responsibilities towards the school.

Driving license

While there are many options for travelling about in UAE, a very popular option is owning and driving your own car. You will need to follow government authorized procedures for obtaining your driving license, transferring your license and buying or selling a car. The process of obtaining a driving license involves registering with an approved driving school and undertaking a certain number of driving lessons before one can appear for a signal road test with the Transport Department who is charge of issuing the license. In certain emirates, you also have to attend a certain number of theory classes before a license is issued.

Considering the number nationalities that have made UAE their home, there is bound to be varied driving cultures. To ensure some uniformity and discipline, in line with international regulations and standards, the authorities have stringent tests before issuing driving licenses in Dubai. It should be noted that the Police and Transport Authority of all the emirates play a major role in ensuring safety and traffic regulations and use smart technology to ensure traffic violations are kept to a minimum. A system of black points that can lead to confiscation of your driving license is in force to ensure adherence to traffic laws. Similarly, there are very heavy fines for speeding above the set limits and there is zero tolerance as regards driving under the influence of alcohol.

The Indian Embassy and the Consulate General of India:

The Indian Embassy in UAE is located in Abu Dhabi and Consulate General's office is located in Dubai.

The Contact details of the above offices are listed below:

Embassy of India:	Consulate General of India
Al Safarat, P.O. Box 4090, Abu Dhabi	Diplomatic Enclave, P.O. Box 737, Dubai
United Arab Emirates	United Arab Emirates
Tel : (02) 4492700	Tel : (04) 3971222/3971333,
Fax : (02) 4444685	Fax : (04) 3970453
Email : info@indembassyuae.org	Email : cgidubai@cgidubai.com
Website : http://indembassyuae.org	Website : http://cgidubai.com

About The Chapters

The Dubai and Abu Dhabi Chapters ("the Chapter") of the Institute of Chartered Accountants of India ("ICAI") have since their establishment in 1982 and 1984 respectively been a key player in the growth and development of the profession in the United Arab Emirates (UAE). The memberships of both the Chapters have grown exponentially and many members hold key positions in various government organizations, private and public companies.

Our strong membership base, participation in local professional events, networking with professionals colleagues in the region, support of the parent organization and overall commitment of the committee members over the years have significantly enhanced the 'brand value' of Indian Chartered Accountants in the region, while at the same time preserving the ethical values inculcated in every fellow Chartered Accountant.

Objectives of the Chapters

The objectives of the Chapters include the following:-

- To serve as a medium for facilitating the sharing of professional knowledge and expertise among the members and CA Students including in the field of accountancy, auditing and allied subjects of professional, social and personality development interest;
- To help in better equipping members of the Chapters and other professionals for discharging their obligations;
- To carry out applicable and agreed directives, policies, guidelines and initiatives of the Institute;
- To assist the U.A.E. nationals and institutions to develop matters relating to accountancy, auditing and allied subjects of professional, social and personality development interest;
- To facilitate employment opportunities for the members;
- To organize social events for the members and their families and to provide a platform for them to interact socially and network as part of the ICAI social responsibility initiative;
- To provide a platform to strive and reach out to global recognition through -mutual effort and understanding along the pathway of professional excellence; and
- To do all acts and undertake all activities necessary, conducive, incidental or ancillary to attain the above mentioned objectives and are in the interest of the members of the Chapters and or profession in general.

While the Abu Dhabi Chapter caters to the needs of more than 600 members based in the Emirates of Abu Dhabi and Al Ain, the Dubai Chapter services the needs of about 2,000 members residing Dubai and the northern emirates of Sharjah, Ras Al Kaimah, Fujairah, Ajman and Umm Al Quwain.

Additional information and details about the Chapters and its activities can be found on their websites:
Abu Dhabi Chapter - www.icaiauh.org
Dubai Chapter - www.icaidubai.org

Activities of the Chapters

Annual International Conference & Musical Event

The key event in the each of the Chapters' professional activities calendar is the Annual International Conference. The Conference that is held over 2 days is attended by over 800 members, invitees and dignitaries from the government and corporates from India and UAE. While the Dubai Chapter organizes its conference in April/May, the Abu Dhabi Chapter organizes its conference in November/December every year.

The Annual International Conferences that are organized by each Chapter is followed by a Gala Musical Entertainment by a leading Bollywood playback singer, which has over the past years become one of the most prominent calendar events among the residents of Abu Dhabi and Dubai with attendance of .over 3500 spectators.

PDC Events

Apart from the Annual International Conferences and the various social events, the both the Chapters independently organize seminars, workshops and professional development events throughout the year on a regular basis for the benefit of its members. During the year, both the Chapters jointly organizes a high profile event at which a global leader and motivator like addresses a audience of more than 1,000 members and invitees. Some of the speakers who have addressed these joint sessions are Ron Kaufman, Chetan Bhagat and Robin Sharma.

Certification Courses, Coaching Classes & ICAI Exams

Both the Chapter independently organizes various certification courses for its members. Some such recent courses include the ICAI's IFRS Certification Course and Advance Excel Course. The Chapters in association with the regional office of the ICAI also organizes GMCS, PCC, IPCC and CA Final examination classes for the benefit of the students. The Abu Dhabi Chapter also organizes courses in Basic Arabic. Both the Chapters have also been facilitating the conduct of the CA exams in Dubai and Abu Dhabi.

CSR Activities

Both the Chapters place a high level of importance to Corporate Social Responsibility activities that are directed "for the good of the community". Some of the programs that are conducted both the Chapters include blood donation camps, tree planting as part of Save the Environment program on the Chartered Accountant's Day, contributing to the Benevolent Fund and Prime Minister's National Relief Fund.

Social Events

The Chapters also organizes various social events such as theatrical play, family fun day, talent competition, screening of Bollywood movies, cricket tournament, cultural events etc. These events along with entertainment provide the members and their families a platform to meet and bond.

Chapter Contact Details

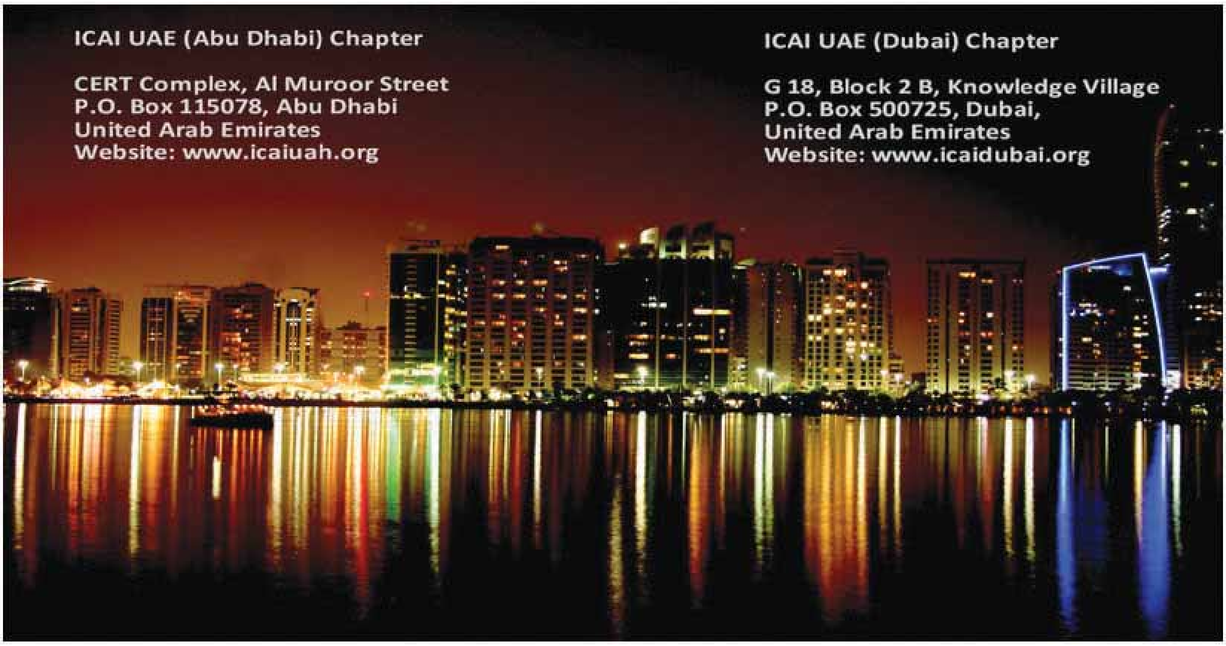
Executive Committee Contact:*

Abu Dhabi (2014 – 2015)

Chairman	CA Padmanabha Acharya	chairman@icaiauh.org;	050 6162270
Vice-chairman	CA Rajiv Shah	vicechairman@icaiauh.org;	050 8846602
Secretary	CA Suresh Panwar	secretary@icaiauh.org ;	050 6179738
Treasurer	CA Nilesh Pramod Ambikar	treasurer@icaiauh.org;	052 9829775
Executive Members	CA Neeraj Ritolia	pdc@icaiauh.org;	050 6676305
	CA Manish Bucha	membership@icaiauh.org;	055 5618224
	CA Malav Mahesh	Patelsocial@icaiauh.org;	050 6681297
	CA B S Mony	communication@icaiauh.org;	055 9642277
	CA Suseel Kumar Jain P	media@icaiauh.org;	050 7605134

Dubai (2013 – 2014)

Chairman	CA Nandakumar	chairman@icaidubai.org;	0506524796
Vice-chairman	CA Raju Menon	vicechairman@icaidubai.org;	0506542030
Secretary	CA Pankaj Mundra	secretary@icaidubai.org;	0508560769
Treasurer	CA Sangeetha Nahar	treasurer@icaidubai.org;	0507858151
Executive Members	CA Prabhdeep Singh Baweja	prabhdeep.singh.baweja@icaidubai.org;	050 3536885
	CA Nimesh Lokhandwala	lokhandwalanimesh@icaidubai.org;	0503421253
	CA Naveen Sharma	naveen@icaidubai.org;	0505516892
	CA Uma Srinivasan	uma@icaidubai.org;	0506959307
	CA Anish Mehta	anishmehta@icaidubai.org;	0508849226



* The contact details are subject to change. Users are requested to reconfirm from the ICAI website and other publicly available sources.

MoU/MRA

Moving Towards Qualification Reciprocity to promote Global mobility

The Institute of Chartered Accountants in India (ICAI) to provide mobility to its accountants has entered into MoUs/MRAs on reciprocal membership arrangements with the foreign accounting bodies and accordingly members of one body are eligible for membership in the other. ICAI has entered into MoUs/MRAs with the following accounting bodies:

1. The Institute of Chartered Accountants in England & Wales
2. The Institute of Chartered Accountants in Australia
3. Canadian Institute of Chartered Accountants
4. CPA Australia
5. CPA Ireland
6. Association of International Accountants
7. New Zealand Institute of Chartered Accountants

Details of Subjects to be cleared for Membership under MoU/MRA

Sl. No.	Accounting Bodies	Subjects to be cleared by members of Foreign Accounting body	Subjects to be cleared by members of ICAI
1	The Institute of Chartered Accountants in England & Wales	ICAEW member would be required to pursue the following four special module papers of ICAI: 1. Auditing and assurance 2. Law, Ethics & Communication 3. Information technology & strategic management 4. Taxation	ICAI members would be required to appear in one paper of Case Study and a correspondence programme in Structured Training in Ethics, if he has over 2 years of experience. ICAI member with less than two years experience has to appear in two additional following papers. • Technical Integration Business change, • Technical Integration Business Reporting.
2	CPA Australia	CPA Australia members would be required to successfully complete: 1. Corporate and allied laws 2. Taxation either Assurance services & Auditing as an elective in the CPA program or Advanced auditing and professional ethics in the ICAI examination; and either Financial Reporting & Disclosure as an elective In the CPA program or Financial Reporting in the ICAI examinations.	An Indian member would be required to pass: • the required CPA Program professional level segment • Global Strategy & Leadership and Better Practice in Governance and Accountability (a CPD course assignment) delivered and assessed by CPA Australia.

3	The Institute of Chartered Accountants of Australia	Specific module on Indian Law, Taxation and Ethics	Final Module of Chartered Accountants Program, Ethics & business application (EBA)
4	Canadian Institute of Chartered Accountants	A CICA member seeking admission to ICAI is required to pass exam of: 1. Corporate and allied laws 2. Taxation	- Passing the final examination (the CA Profession's Uniform Evaluation (UFE)); and - Meeting the practical experience requirements (term, depth, breadth and progression) of the Canadian CA profession as required of all domestic and internationally trained applicants. Practical experience obtained pre- and post qualification as member of the ICAI will be included in a review of an applicant's practical experience.
5	CPA Ireland	CPA Ireland member seeking admission to ICAI should successfully complete Corporate and allied laws, Direct and Indirect taxes. Either : Strategic corporate finance as an elective in the CAP examination or specialized module of strategic financial management in the ICAI examination. Either : Audit Practice and Assurance Service as an elective in the CPA examination or specialized module of advance auditing & Professional ethics in the ICAI examination	ICAI members would be required to pass - CPA Ireland final (Professional 2) stage examination in Strategy & Leadership - Complete and pass the on – line CPD course "Overview of Irish Tax and Law".
6	Association of International Accountants	AIA members in order to become members of ICAI are required to complete the special modules of - Auditing and Assurance - Law, Ethics & Communication; - Information Technology & Strategic Management - Taxation	ICAI members are not required to take any examination in order to become eligible for AIA membership.

7	New Zealand Institute of Chartered Accountants	A member of NZICA is required to complete following ICAI specialized modules for ICAI Membership: • Corporate & Allied Laws • Taxation	An ICAI member would be required to pursue the following • New Zealand Company Law at an NZICA - approved tertiary institution. • New Zealand Advanced Taxation at an NZICA - approved tertiary institution. (Tax module of CA Program from 2014) • Professional Accounting School and Professional Competence Examination. (Capstone module of CA Program from 2014)

For further information please visit:
http://www.icai.org/new_post.html?post_id=5617&c_id=80

FAQs for Members Located Outside India

Many of our members have made the Institute proud by excelling themselves professionally at foreign lands. The Institute has all along been for espousing the cause of members and all the members including the members based overseas have a special place for the Institute. Being a part of a profession, which is regulated under the Indian enactment, a member is required to follow certain set guidelines and procedures. For the sake of brevity and ease in accessibility of information, an effort has been made to compile the usual queries of a Indian Member based overseas so that he has readymade information/ clarification on doubts on procedural issues pertaining to the regulatory requirement at a glance.

While the illustrative queries and their clarification have been listed herein under; members may like to send us more areas of the queries which would be included in the section for wider benefit. This being a continuous updating process, efforts would be made to consolidate and update this portion on a continuous basis. Newer queries and your feedback on extent and range of queries would be welcome.

Frequently Asked Questions:

- What is the procedure to be followed by a member of the Institute residing abroad to keep his membership active?

  - A member of the Institute is currently required to pay a sum of Rs.600/- if he is an Associate member and Rs.1,800/- if he is a Fellow member as the renewal fees for the membership every year. However for a members who is senior citizen having attained the age of 65 year, the fee shall be Rs. 450/- if is an Associate member and Rs. 1,300/- if he is a Fellow members. The payment of membership fee becomes due on 1st of April, every year and is payable by 30th of September of that year. A member residing abroad can keep his membership active by remitting the annual membership fee through Payment Gateway or by demand draft to the concerned DCO. Membership fee can be paid in advance for a period of three years. Members are informed of the payment of Annual membership / C.O.P fee through a Circular letter issued in the month of March. An announcement regarding the payment of fee is also hoisted on the Web-site.

- What is the currency and the manner in which membership fees can be paid by members residing abroad ?

- The amount of membership fee has been fixed in Indian rupees. Information on the fee structure and method of payment is available on the Institute's website at the linkhttp//www.icai.org/members/pay_ann_fee.html. This link also provides information on advance payment of fee. However the fee can also be paid in US $ at the prevailing exchange rate. The normal method of payment is by way of Demand Draft/ Local cheque in favour of the Secretary, the Institute of Chartered Accountants of India payable at respective places where the concerned decentralized offices are situated. You or your representative in India can also deposit the payment on your behalf by putting a local cheque for clearing. The Payment through credit card can also be made.

Scale of Annual Membership Fee/Certificate of Practice Fee as on 01st April, 2014

For Members below age of 60 years

Associate Membership Fee	800/-
Fellow Membership Fee	2200/-
Certificate of Practice Fee	2000/-

For Members above age of 60 years

Associate Membership Fee	600/-
Fellow Membership Fee	1600/-
Certificate of Practice Fee	1500/-

- Can the members pay their fees Online?

  - The Institute has provided this facility to all members and a link of 'Online Payment of Fee' is available on the Home Page of the website. Members may follow the instructions there at and make the payment of fees. The payment through this mode can be made not only for annual membership fees but also for cases like restoration fee, fellow admission fee, COP fees and condonation fee whenever applicable.

- Can the members submit the relevant forms by email?

  - Yes. Members can submit certain forms viz. form 6 - for grant of COP, form 9 - for restoration of membership, form 117- for firm name approval and form 18- for registration of firm (to be digitally signed by all authorized partners) through email authenticated by digital signatures alongwith requisite fees wherever applicable using payment gateway.

- What are the consequences if the annual membership fee is not paid within the stipulated time

  - If the membership fee is not remitted before 30th September the name of the member would be removed/certificate of practice cancelled with effect from 1st October of the year concerned. The member cannot use the designation Chartered Accountant or the qualification ACA or FCA as the case may be. In the case of members holding certificate of Practice his right of practice will cease and his association, if any, with firm of Chartered Accountants in India as a partner etc will also came to end.

- In the event of removal of membership, what is the procedure for restoration of membership?

  - A member, whose name has been removed from the Register of Members, and desirous of Restoration of name in Register of Members -is required to apply in Form No.9 which can be downloaded from (please click here for further details) and is to be submitted along with :

  o Membership fee for the year during which his name was removed from Register of Members.

  o Membership fee for the year in which restoration is sought.

  o Restoration fee of Rs. 1,200/-

  o C.O.P. fee, if intends to hold C.O.P.

The application for Restoration of name in the Register of Members has to be filed with the Decentralized office (please click here for full details of Decentralised offices) where your address falls i.e. in case before moving overseas your physical records are with, say eastern region; you shall apply to Eastern India Regional Office for filing the required documentation. On compliance of above requirements, the name will be restored w.e.f. the date of receipt of Form 9 with Restoration fee of Rs. 1,200/- and prescribed fee, in the respective Decentralized Office. The forms/ documents may be sent by post/courier. It may also be sent through email with digitally signed form no. 9 with remittance made through Payment Gateway. On compliance of the above requirements the name will be restored w.e.f. the date of receipt of Form '9'.

Restoration of name with retrospective effect will be made provided application for restoration in Form 9 along with membership fee and C.O.P. fee (if you intend to hold C.O.P.) and restoration fee is received within the same financial year.

- Whether an Associate Member of the Institute practicing abroad is eligible to become Fellow Member ? Whether a member's service as a paid assistant outside India with a firm of chartered accountants can be recognized for the purpose of fellowship ?

  - No. Only members who being associates and who have been in continuous practice in India for atleast five years are eligible to apply for admission to fellowship on payment of prescribed fee and submission of Form '3' [Section 5(3) of the Chartered Accountant Act, 1949].

  - If an associate member applies for fellow membership, requires to pay additionally Rs. 1800/- as fellow conversion fee along with fellow membership fee or balance fee if associate membership fee for the year is already paid.

  - The member working as a paid assistant with a foreign firm of accountants outside India is eligible for admission as a fellow member provided the firm is having atleast one partner who is/was either the member of the ICAI or who is/was eligible to become its member under Section 4(1)(v) of the Chartered accountants Act.

- Whether an Associate Member employed in Industry abroad is eligible to become fellow member ?

  - An associate member serving in an industry abroad for a continuous period of not less than 5 years in one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and/or secretarial work, is eligible to become a fellow member.

If there is a break in the continuity of service, the same can be condoned for a period not exceeding one year so however that the actual period of service shall not be less than 5 years [Regulation 5(3)]

- What is the procedure to be followed to become a fellow member ?

  - An Associate Member who is eligible to become Fellow as pointed out in question no.(7) & (8) above, is required to submit (i) Form no. 3 duly filled in and signed (ii) admission fee of Rs. 1,500/- plus the fellowship fee of Rs. 1,800/-(Rs. 1,300/- in case of a senior citizen member), if fee of Rs.600/-/-(Rs. 450/- in case of a senior citizen member) as Associate Member is already paid then the differential fee of Rs. 1,200/- (Rs. 850/- in case he is a senior citizen member) (iii) a certificate of employment for a period of 5 years or more showing the nature of duties performed were of supervisory in nature, issued by the competent authority. If he intends to obtain Certificate of Practice, he is additionally required to submit Form '6' along with Fee of Rs. 1,600/- (Rs. 1,200/- in case of Senior Citizen member). He can submit relevant form and remit a prescribed fee through E-mail/ payment gateway as pointed out in Q. No. 3 & 4.

- If a member holding Certificate of Practice wants to surrender the Certificate of Practice. How can he do that?

  - The member desirous of surrendering his certificate of practice should make a request in writing indicating the date from which he wishes to surrender COP. The original script for certificate of practice should be surrendered for cancellation The COP fee however will have to be paid for the relevant financial year before it is cancelled at his request. However no fee would be required to be paid if he wishes to surrender his COP w.e.f. 1st April provided he makes the request with the original COP by 30th April of that year.

- What is the procedure for restoration of Certificate of Practice?

- Members can renew Certificate of Practice by paying the prescribed fees by 30th of September every year. Those members who have not remitted COP fee by 30th of September, Certificate of Practice would be cancelled w.e.f. 1st October of the relevant year.

Members whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year are required to comply with the following –

- An application in Form 101 duly filled in and signed along with Certificate of Practice fee for the relevant year. (Form 101 can be downloaded from website)

  -Annual Membership fee has been paid on or before 30th September of the relevant year.

-A letter restoring Certificate of Practice with retrospective effect will be issued on receipt of above by 31st March of the relevant financial year.

- Can a member in Salaried employment abroad hold C.O.P.?
  - Yes, he can hold C.O.P but his status would be treated as a member in part-time practice.

- Can a member of the Institute holding Certificate of Practice residing outside India, do any attest functions?
  - Yes. He can do attest functions outside India, subject to the local laws permitting him to do so.

Members holding Certificate of Practice and employed outside India are also permitted to undertake attest functions outside India so long as they reside outside India and during such stay period their status also continue to be '2' (part time COP) in the Institute's record.

- Can a Member working abroad have a Proprietary Firm in India?
  - A member working abroad can have a proprietary firm in India provided the firm in India is under the charge of a member of the Institute who should be a full time paid assistant. This is a mandatory requirement under Section 27 of the Chartered Accountants Act, 1949.

- Can a member having a proprietary firm in India and recently shifted from India, continue to be a proprietor of a firm in India?
  - The member can continue to be a proprietor of the firm in India if the member himself is actively associated with the firm by residing in India for a period of not less than 182 days as provided in Appendix 10 of the Chartered Accountants Act 1949 [page 51].

- Whether a member residing abroad can be a partner of a firm of chartered accountants in India?
  - Yes, a member can be a partner in a firm of Chartered Accountants in India provided he holds C.O.

- Can a member holding Certificate of Practice and residing abroad be incharge of the branch office of the firm outside India ?
  - Yes, a member can be in charge of the branch office of the firm outside India provided the Head Office of the firm is registered in India. He can be in charge of the branch office in his capacity either as a paid assistant or partner of the firm.

- Can a member practicing outside India impart articles training under the Chartered Accountants Act and Regulations?
  - As per the proviso to Regulation 43(i) of the Chartered Accountants Regulations 1988 as amended by the Chartered Accountants (Amendments) Regulations 2007, a member practicing outside India is also eligible to engage an articled assistant subject to such additional terms and conditions as the Council may impose.

Morever, if a firm of chartered accountants has an office in India and also an office abroad (not being a separate partnership) a partner or the proprietor thereof would be permitted to train articled assistant in India or outside the country, provided that the member concerned could ensure that proper training, in accordance with the requirements of the Regulations, is imparted to the articled assistants

- What is meant by Certificate of Good Standing and how it can be obtained ?

  - A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose stating the details of his articled-ship exam passed, membership etc and indicating that nothing adverse about him has come to the notice of the Institute . A good standing certificate is required to the purpose of joining employment, immigration and also for visa purpose. In order to obtain Certificate of Good Standing the member concerned :- may submit a request for issue of certificate of good standing, stating the purpose for which certificate of good standing is required and submit the communication of the concerned body/ institution requiring the same. However, request of members for issue of certificate of good standing will also be considered if the requirement of body/ institution specified on the website, in application form or prospectus is produced. The request could be either a signed written request or an e-mail in the personal e-mail id of the member.

The certificate of good standing will be issued to concerned body/ institution in respect of any member if the request is directly received by the institute from the concerned body/ institution.

The name of the member should be active (not removed) in Register of Members of the Institute.The concerned member has paid annual membership/ certificate of practice fees (if holds certificate of practice) for the current year within the specified time.

Request is to be sent to: mss@icai.org under your signature or Scanned copy of request may accompany the other documentation.

- What is the procedure for obtaining duplicate certificate of Membership/Certificate of Practice

  - A member who has lost/misplaced his original certificates of Membership/Certificate of Practice, is required to apply and submit a written request to the concerned Decentralised Office for obtaining duplicate membership certificate/certificate of practice as an Associate or a Fellow member as the case may be. He is required to pay charges for duplicate certificate @ Rs.50/- or equivalent amount in US Dollar per certificate. He is also required to submit an affidavit in the prescribed format duly sworn-in before a Notary/First Class Magistrate or an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office. In case the member submits original certificate he is not required to execute the affidavit in the prescribed format.

- What is the procedure for obtaining duplicate Marks Statements/Passing Certificates?

  - The member who has lost his Marks Statement/ Passing Certificate may apply for duplicate marksheet/pass certificate by sending a request under his signature mentioning his roll number, month and year of passing. The fee for issue of duplicate marksheet is Rs. 10/- and the fee for issue of duplicate pass/rank certificate is Rs. 25/-. The fee should be remitted through Demand Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi.

The member is required to send an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office to the effect that he was in possession of Pass Certificate or Rank Certificate and he had lost it and undertake to return the duplicate Pass Certificate or Rank Certificate if the original Pass Certificate or Rank Certificate is traced/received by him in future and indemnify the ICAI for any loss etc. that ICAI may suffer if the duplicate certificate is issued by ICAI.

The request may please be sent to:

Jt. Secretary (Exams)

The Institute of Chartered Accountants of India
C-1, Sector 1, Noida - 201301
Mail : - exam@icai.org,.
Phone No. +91-120-2535437; 2535305;2552643

- How a member can get his certificates attested in partial fulfillment of requirements of foreign Universities in pursuit of higher studies ?
  - The members intending to pursue higher studies in foreign Universities can get the copies of their certificates of membership, Certificate of Practice, Pass Certificate and Marks sheet attested by sending the originals thereof alongwith the copies together with a requisition letter to the concerned Decentralised Offices requesting for attestation.
- What is Trascripts and how a member can obtain Transcripts?
  - A Transcript is a Certificate describing the appearances and passing details with subjects and statement of marks of the exams of Chartered Accountancy in respect of the student concerned including his membership details if he has become a member of the Institute. For obtaining transcript the member concerned is required to provide a request duly signed by him for issue of Transcripts accompanied by following:

A fee of Rs. 500/- (Rupees five hundred only or equivalent in US Dollars) for one set of transcript/s (for any one or all examinations viz. Foundation/PE-I, Inter/PE-II and Final) remitted through Demand Draft or Pay Order in favour of The Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi - 110002

Attested copies of Entrance / Foundation / PE I / PE II / Intermediate / Final examination mark sheet/s (both front and reverse side) as applicable Attested copies of Rank Certificate issued by ICAI, if any.

Attested copy of Membership Certificate along with the proof for having paid the current year Membership fee or COP fee, as applicable

Prescribed Form for admission duly filled in by him, along with the envelope/s received from Foreign University/ies / Management Institution/s as applicable and

Copy of the Appointment Letter issued by the Foreign Body as applicable

The transcripts are issued normally within ten days from the date of receipt of request, complete in all respects.

The request along with the requisite fees / documents may please be sent to:

Jt. Secretary (Exams)

The Institute of Chartered Accountants of India
C-1, Sector 1, Noida - 201 301
Mail : - exam@icai.org,

- Whether the Institute is conducting Post Qualification Courses for the members of the Institute? Which are those courses and what are the requirements for appearing in the examinations ?
  - The Institute is conducting Post Qualification Courses for the members of the Institute. The courses currently conducted are as under :-
- Post Qualification course in Management Accountancy
- Post Qualification course in Corporate Management
- Post Qualification course in Tax Management
- Post Qualification course in Information System audit
- Post Qualification course in Insurance & Risk Management.
- Post Qualification course in International Trade Laws and WTO

The members of the Institute are eligible to register for the above courses and appear in the examination conducted by the Institute.The members can straightway appear for examination for the courses at Sl. no. 1, 2 and 3 above and no formal registration would be necessary. Exam for Management Accountancy Course are held twice a year in the months of May and November. Exam for Corporate Management and Tax Management Courses are held in the month of May every year. For more details e mail pqc@icai.org.

The Exams for Information System Audit course are held in the months of March, June, September and

December. The members who have registered and obtained eligibility certificate from IT Directorate can take up this exam. The eligibility certificates issued are valid for four exams in a span of two years. Details about this course are available at the official Web-site of the Institute at www.icai.org under courses I S A.

The Exam for Insurance and WTO Courses are held twice a year in the months of May and November. Members who have registered for Insurance course and obtain eligibility certificate can take up this exam. For more information about this course please mail to Secretary, Committee on Insurance at insurance@icai.org. As regards the exam for WTO and Trade Laws members are eligible to appear for Part 1 Exam to the course only after 6 months of registration and would be required to produce a minimum attendance record of 80% in the personal contract programmes failing which they would not be entitled to appear for the examination. Further information about this course can be had from the Secretary, Committee on Trade laws and WTO by sending e-mail to : ditl@icai.org.

Registration for Post Qualification courses in ISA, Insurance and WTO is open through out the year. (Please click here for details)

- Want to have a Chapter of Institute. How that can be established?

  - The Institute encourages its members overseas to consolidate their synergies by creating a formal Chapter. In the Institute's parlance this formal network is a 'Chapter' of the Institute. Any place which has more than 20 Indian members; they can all join together to form a chapter of the Institute. This chapter can be used by them acting as a programme organizing unit for the various CPE programmes. The chapter would be a unique forum for promoting.

  - bonhomie far away from your motherland and would enable your families and accomplices as well to come closer and foster goodwill.

Guidelines for setting up of Overseas chapters are available at Chapters outside India are functioning at Abu Dhabi, Bahrain, Botswana, Doha, Dubai, Indonesia, Jeddah, London, Nigeria, Saudi Arabia, Riyadh, Saudi Arabia and Zambia, The details of current Chapters of the institute in various countries along with their contact details are available on the Institute's website at www.icai.org . Efforts are also on by members in Canada and Kuwait to formally organise such chapters.

- What is the importance of Chartered Accountant Journal ?

  - The Chartered Accountant Journal is an important communication for the Institute and keeps the members updated on the professional front, It is expected that each member should be going through every issue of the Journal. The Chartered Accountant is a monthly publication from Institute and after publication is immediately put on the website of the Institute. It is also sent physically every month and each dispatch is through a recorded delivery to all active members.

- Can a member residing abroad get Journal by Air Mail?

  - Normaly Journals to the members abroad are being sent by Air Mail. However a member can opt for getting journals by Airmail in which case he is required to pay the air mail charges for receiving he Journal by airmail at his foreign address. Currently the charges for sending Journal by airmail is Rs. 21/- Annually.

- Can a member residing abroad get the Journal at his Indian address?

  - As per regulation 187 of CA Regulations every member in practice shall have a professional address in India in his own charge or in charge of another member. A member not in practice may specify a place which shall be deemed to be his professional address for the purpose of Section 21 and also CA Regulations. In view of the above, every member has to specify one address which will be taken in the Institute's record as professional address for all purposes and also for correspondence. Accordingly Journal's, Regional News letters etc. can be sent to the professional address in India if so indicated by the member.

In the event of delayed/ non-receipt, please correspond at journal@icai.org or ebsecretariat@icai.org giving exact details of your full mailing address with Pin/ Zip code, if possible also specifying a landmark as part of address. It would speed up chances of early reach of journal and communication to you.

- How a member residing abroad can buy a publication from the Institute?

- The publications of the Institute available for sale are indicated in the updated list hoisted on the Website. The rates and postal charges payable thereto are also stated therein. For details visit :http//www:icai.org/publications/Ins-pub.html.

A member interested in buying any publication(s) as indicated in the list can either send his remittance in advance for such publications including the postal charges or make payment on line to purchase a publication concerned. Alternatively, an imprest amount (USD 300) could be deposited with the Institute and under such a scheme, a member shall have an access to the recent publications which could be continued to send by the Institute till the time the imprest amount is exhausted.

For faster communication a member can always reach the Institute at e-mail castoresnoida@rediffmail.com or Fax No. +91-120-2518539,
Tel. No. +91-120-2552142, 2551279.

- What is the importance of Updating e-mail Id with the Institute ?

  - The Institute very shortly would be moving to a Virtual stage whereby large number of transactions/ communications would be done electronically. This would warrant availability of correct e-mail id so that one gets communication from the Institute with regard to CPE programmes/ other events of interest in time

While e-mail particulars could be updated by sending a simple mail, any communication having regulatory angle would require signed communication from his end for which fax / scanned copy will have to be sent.

The Institute would be regularly coming out with E Newsletter, which has been targeted as a tool for disseminating information to Indian Members abroad and to come closer to them and address their requirements speedily, on quarterly basis which would be a two way communication channel between the Institute and the foreign members. This again necessitates the need to have the e-mail particulars in the records of the Institute for ensuring receipt of e mails. Please update your e-mails id with Institute's record.

- Why a member should Update his address and other particulars?

  - By being a member of the Institute he has a continuity and access to developments of Indian profession and it needs no exaggeration that updating his correct particulars would do a lot good in his being professionally updated. The Institute every year while sending the circulars for fee reminders also attach an Entry on Record containing his particulars. It would be the earnest request of the Institute to the members to give utmost priority in updating of information containing in the entry on record wherever necessary. This is also necessary as a part of regulatory requirements

As the professional and other particulars have a bearing for future and there are certain areas wherein due caution needs to be observed; certain request like change in address needs to be accompanied under your signatures so as to ensure authenticity of such a request.

- What are the areas where a member can Contribute to the profession ?

  - There are many areas in which esteemed members can contribute to the professional activities of the Institute. The range is varied and the list indicated herein under in just illustrative and he could think of more such avenues for joining in the work being done by the Institute.

Some of such areas are -

Associating as a constituent of brand promotion. The Institute is in the process of consolidating its brand image not only in India but in other countries also where a sizeable Indian population/sufficient number of Indian members are there. Promoting Indian Chartered Accountant as a brand would provide fillip to boosting his professional avenues. He need to share with us ways and means in which this needs to be accomplished. He can send his valuable suggestions on the basis of country specific issues so that while formulating its approach, the Institute could suitably include them in its pursuits.

Help take up issues of concern with the respective authorities in those countries /promoting the Indian qualification in terms of services which can be provided by a member of ICAI.

Associating in providing synergies by creating a formal network - The Institute feels that the consolidation of efforts would be a welcome step and the Institute would request the members to form chapter of ICAI wherever more than 20 members are there. (For further details please click here)

Information about the need of Chartered Accountants in your country - This would enable the members intending to take opportunity abroad. Such information can be mailed at foreigndesk@icai.org to be placed suitably on the web page of the Institute. This way the member would be doing a yeoman service for Indian members to such global market and globalisation of Indian Chartered Accountant. The member abroad can also pass on the addresses of major placement consultants/ organizations which need professional chartered accountant so that Institute could approach them for benefit of everybody.

Contributing to the Exposure drafts, Research projects and in journal of the Institute - The Institute needs perspective and contribution from the member abroad on technical issues. They are welcome to contribute articles / their view point for inclusion in the journal so that there is a wide sharing of information and their views are put to synthesis and analysis by a cross section of members thus, adding to their utility in an over all context.

Help dependents of your fellow professionals by being part of CA Benevolent Fund - Uncertainty knows no bounds and it is for uncertain times that the Institute have decided to create a corpus of funds by way of voluntary contribution from members to help the families of bereaved chartered accountants who are in distress and need a helping hand. The details on the objectives of the CA Benevolent Fund, procedure for becoming member, extent of assistance available and the procedure for availing assistance are available on the Institute's website at the following link: http://www.icai.org/members/ca_benevolentfund.html

- What is the importance of Updating the particulars of members residing abroad in the Entry on Record?

  - The Institute would soon be coming with a Member Directory separately for foreign members. Given the fact, that developments internationally make the Institute need to have an immediate reaction/ update on certain country specific / sector specific issues; knowing the members who are to be addressed by the Institute for eliciting response on such information would come in handy. Members contribution would be something which will add value to the professional stance being taken by the Institute at different levels. We would request a member to update their following particulars with the decentralized office wherein their correspondence address falls and the Foreign Desk at head office with the following details on regular intervals so as to update the records, as an when there is such change so that Institute could approach them wherever there is such need. The information would also come in handy when the Institute's delegations visit their country and a need for interaction is felt with them.

    1. Name and membership No.
    2. Current employment
    3. Current charge/ designation
    4. Type of industry
    5. Correct postal address
    6. Contact address in India
    7. Phone numbers - office and residential
    8. Fax Nos.
    9. E-mail id

The above information would also facilitate in coming out with the Directory of Foreign members.

- Do the members abroad want to know about more professional avenues in India ?

  - While the members have moved to foreign destinations, there would be many a occasion when they would have felt the need of an information contact in India, in such situations, please feel free to write to foreigndesk@icai.org and the Institute would be glad to provide them the weblink of information which they may be wanting to have from India.

- If any member has any suggestion on different issues how can he send that?

  - Members may feel that they have different ways of looking at the activities of the Institute. As an enabling outfit, the Institute would like to have suggestions from them on the way they feel certain things need to be carried out. They are invited to share their views at foreigndesk@icai.org

They can directly get in touch with the following Officers of the Institute whose area of work and contact details are given below:

Area of Work Official ;

CA course and Education related matters

Director Board of Studies

Phone : from Delhi: +91-120-3989398, 3054808
From out side Delhi: +91-120-3989398
E-mail:- bosnoida@icai.org
Technical Questions, issues on Accounting Standards and Expert Opinion

Technical Director

Phone: +91-11-39893989 (D), 30110582
E-mail:- tdte@icai.org,
Secretary EAC

Phone: +91-11-39893989 (D), 30110467
E-mail: eac@icai.org

Technical Questions and issues in Auditing
Secretary,

Auditing and Assurance Standards Board and Assurance Standards
Phone: +91-120-3054815 (D), (011) 30110468
E-mail:- aasb@icai.org

For Continuing Professional Education and Professional Development

Director CPE

Phone : +91-120-3045957
E-mail:- cpe@icai.org ; cpeadmin@icai.org

For In-Company Programmes

Secretary CPEC

Phone: +91-11-39893989 (D), 30110438
Email:- cpe@icai.org
Examination related queries

Joint Secretary (Exams)

Phone : +91-120-3989398 (D), 3054822

Peer Review Process

Secretary, Peer Review Board

Phone: +91-120-3054815 (D), (011) 30110469
E-mail:- peerreviewboard@icai.org

Members & Students Services and payment of fee and other regulatory measures

Joint Secretary, M&SS

Phone : +91-11-39893989
(D), +91-11-30110425, 30110426
E- mail :- mss@icai.org

General queries relating to publications
Joint Secretary - NOIDA Stores

Phone : +91-11-3054802, 3054828
E-mail :- noidastores@icai.org

Any other matter; please write to foreigndesk@icai.org

- Is there a placement portal to provide employment assistance to the members? If so may we know more about that?

  - The Committee for Members in Industry of the Institute has hosted an on-line Placement Portal with domain name www.placement_icai.org. The placement portal caters to the employment needs of the following categories of the Members/ students:

Campus Interviews Programme for Newly qualified Chartered Accountants.

All members and Semi-qualified accounting professionals(those who have completed only the Articleship component of the CA Course).

Both the candidates and the recruiting entities can register themselves on-line. This new technology based opportunity is a unique endeavor of the Institute and is the first such placement portal launched by any professional body in India.

Benefits:

The http://www.placements-icai.org is a single window recruitment system for organisations interested in recruiting Chartered Accountants from the Institute's vast talent pool of members and Semi-qualified accounting professionals.

Organisations registered in the portal can view the bio-data of the registered members / semi-qualified accounting professionals and approach the short listed candidates for various openings (in those organisations)

There is no need for applying for individual jobs repeatedly through the portal. Organisations who are interested the candidature of the members / semi-qualified accounting professionals would approach them directly.

The Placement Portal provides the facility to the members and semi-qualified accounting professionals to see various Job openings that have appeared in various leading newspapers and web sites of recruiting entities that are being posted - regularly - in the portal under the head "Notice Board: Job openings.

- How to Register on the Placement Portal?

  - The Members/Semi-qualified Professionals intends to utilize the placement portal for registrations may undergo the following procedure:

Log on URL http://www.placements-icai.org

In the home page click on Qualified Chartered Accountants / Semi-qualified accounting professionals under the option New User

Once again go to the home page and choose Qualified Chartered Accountant or Semi-qualified accounting professionals under the 'Registered Users' option and log in using your six digits [prefix appropriate number of '0' (zeros) if you don't have six digits ICAI membership number / Article registration number and password (already chosen by you while registering).

Guidlines for Articleship abroad

Training of Articled Assistant outside India

A student staying abroad may seek admission in CA Course through qualifying CPT Examination or under Direct Entry Scheme in which a graduate/Post graduate student securing prescribed percentage of marks in respective examination may start articled training after passing one group of Intermediated Integrated Professional Course having completed orientation Programme & ITT. The details of CPT Course and Direct Entry Scheme of CA Course are available on the Institutes's website.- www.icai.org it is to note that CA Course examination, practical training and allied Course Curriculum for Indian students or students from abroad are the same.

Often students getting registration in CA Course in India or Abroad have such queries related to articled training which are of following nature. Hence an FAQs on training abroad are given below for information ;

- Can a student registered with the Institute get training outside India?

Ans.: Yes, a student registered with the Institute may enroll for training outside India under an eligible member of ICAI.

- Can a Chartered Accountant practicing abroad, train an articled assistant outside India?

Yes, a Chartered Accountant is eligible to train an articled assistant provided his/her main occupation is the practice of the profession of accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants. Moreover, the members would be eligible to train articled assistant in accordance with Regulation 43.However, a member associated with foreign CA Firm in the capacity of partner or paid assistant may also train articled assistant under certain conditions.

- Is it necessary for a Chartered Accountant training articled assistants outside India to have a professional address in India?

Ans.: Till recently, it was mandatory for a member in practice to have a professional address in India in his own charge or in charge of another member. However in terms of the Council decision taken at its 291st meeting held in December 2009, a member shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India. As per the said Regulation, professional address means:

a. an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or

b. if a member is employed, the place of employment or at his option the place of his residence

c. the place of residence, if the member neither carried on the profession nor is employed.

(It may please be noted that an address in India is essential in any of the situation)

- Can a Chartered Accountant working abroad impart Industrial Training to an articled assistant abroad?

Ans.: The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. Moreover, the members would be eligible to impart Industrial training in accordance with Regulation 51 and 72.

In addition to above, an organization eligible to impart training outside India which is not yet registered with the Institute may submit an application (format of application is available on our website www.icai.org) alongwith a self declaration (in absence of Annual report) regarding minimum fixed assets & minimum total turnover or minimum paid up capital of the organization about the particulars of the undertaking.

- Can a Chartered Accountant employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants eligible to train articled assistant outside India?

Ans.: A member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

- What shall be the period of practical training?

Ans.: The period of practical training shall be 3 years, under a practising chartered accountant abroad. However, the articled / audit assistant have an option to undergo Industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

- What will be the stipend in respect of articled assistant receiving training abroad?

Ans.: The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistant receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

- What will be the terms of office hours and working days holidays applicable to articled assistant working abroad?

Ans.: Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India which are given hereunder:-

a) The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.

b) The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

c) The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

d) The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally the articled assistant be required to work during the normal working hours fixed for articled assistants.

e) In case of exigencies of work with Principal, an article assistant may be required to work beyond his/ her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement of work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

- What are the formalities to be complied by the articled assistant getting training abroad?

Ans.: Form 103 for registration of articles should be duly filled and submitted along with such documents as mentioned in the Instruction sheet of Form 103 along with registration fee should reach the respective Institute's office to which the member is attached within 30 days of commencement of training.

- What is the registration fee applicable to such articled assistant?

Ans.: The details of registration fees as applicable for articled assistant is given on link http://www.icai.org/resource_file/14707ipcc_enrolment_feestructure.pdf can be referred. The fee as applicable can be paid by way of Demand Draft drawn in favor of "The Secretary, The Institute of Chartered Accountants of India" payable at the concerned Decentralized office of the Institute.

- Where are the Forms required to be submitted?

Ans.: Form 103 is required to be submitted at the respective Decentralized office of the Institute (i.e. the decentralized office in whose jurisdiction the Indian address of the member falls).

- Will an articled assistant receiving training abroad be eligible for secondment?

Ans.: Yes. The terms and conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

- Can a Principal depute an articled assistant for training under eligible members of accountancy institutions or bodies outside India (in accordance with Regulation 54A)

Ans.: Yes. A principal, with the consent of the articled assistant may depute the latter for training for a period not exceeding 6 months, under a member eligible to engage and train an articled assistant under the bye laws of an institution or body set up in the respective countries.

- Will such service be considered as part of practical training? (in accordance with Regulation 54A)

Ans.: Such training under members of accountancy institutions or bodies outside India, will be considered as part of practical training.

- Is the articled assistant eligible for stipend during such period of training? (in accordance with Regulation 54A)

Ans.: No. The provisions of stipend do not apply during such period of training.

- Should the articled assistant enter into a Deed of articles for this purpose? (in accordance with Regulation 54A)

Ans.: No. There is no need either for execution of deed of articles for such training or for any intimation to the Institute in this regard. However the Principal is required to include the particulars of such training in the report to the Council under Regulation 64.

- Can a member of the Institute engage and articled assistant under the bye laws of the accountancy institutions or bodies outside India?

Ans.: Members entitled to train articled assistants shall not engage any articled assistant or articled assistant or apprentice under the bye laws of any other institutions or society or body unless the person concerned has been registered student with any of the accounting institutions or bodies whose training is recognized by the Council as equivalent to the training prescribed for the members of the Institute.

- What are the terms and conditions applicable for training articled assistant abroad?

Ans.: The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

Further, the terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

In addition to above, the Principal and the articled assistant shall be bound by the provision of Chartered Accountants Act 1949 and Regulations framed thereunder and such other rules and guidelines and directions issued by the Council from time to time.

- Is it possible to take transfer after completion of 1 year of Practical Training? Do we need to give any proper reason to the Institute?

Ans.: Yes, In partial modification of the announcement dated 30th June 2009 regarding transfer/ termination of articles the Council in its recent meeting has decided that the transfer/termination of articleship in terms of Regulation 56(1) of the Chartered Accountants Regulations, 1988 shall be permissible on the grounds as stated below:-

I. Transfer /termination of articles is permitted without any restriction during the first year of articles.

II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: -

1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).

2. Transfer of parent(s) to another city.

3. Misconduct involving moral turpitude.

4. Other justifiable circumstances / reasons: -

(ii) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on submission of requisite proof of the act warranting transfer/ termination of articleship): -

a. Industrial Training (Regulation 51)

b. Secondment of articles (Regulation 54)

c. Conversion from PCC to IPCC (for termination of articles only. Re- registration of articles to be allowed only after passing Group-I of IPCC)

d. Death of Principal [Regulation 57(1)(c)]

e. Ceasing of practice by the Principal [Regulation 57(1)(a)]

f. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]

(iii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).

(iv) Irregular payment or non payment of stipend with reference to Regulation 67.

(v) Articled assistant desires to serve balance period of training outside India.

(vi) Shifting by the Principal to another city involving distance more than 50 kms.

The articled assistants are required to get the consent of the Institute before getting Form 109 signed by the Principal in their own interest.

The request, on any one or more of the aforesaid grounds, of an articled assistant on a plain paper alongwith the recommendation/ consent of the Principal for transfer / termination of articleship accompanied by evidence/proof (self-attested by the articled assistant) to the satisfaction of the Institute be made. Request for transfer not accompanied by consent of Principal shall not be accepted. In case of dispute between principal and articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases.

- If principal does not sign completion of articleship certificate in Form 108, what we do?

Ans.: Please refer to Regulation 56 of the Chartered

Accountants Regulations, 1988 and Prospectus of CA Course.

- Please guide us on articleship? What kind of firm should we join?

Ans.: A CA student is compulsorily required to undergo practical training i.e. articleship of 3 years. The students coming through CPT can join articleship only when they register for IPCC and clear its Group-I/Both Group and completing the Information Technology Training (ITT) and Orientation Course (OP). The students coming through direct entry route i.e. graduates and post-graduates with prescribed marks can commence their articleship after registering for Intermediate (IPC) and completing the Information Technology Training (ITT) and Orientation Course (OP). This training has to be done under a practicing Chartered Accountant. This training is very useful as it gives the trainee hands on experience on various aspects of chartered accountancy course i.e. Audit, Taxation, Accounts, Law etc. The selection of firm depends upon your choice of field in which you want to practice in future.

- Please provide, the basis for calculating leave during articleship.

Example;

Ans.: Case 1: An article completed 3 years of articleship till now. So,

Total working days: 365*3 = 1,095 days Leaves Taken so far = 100 days Actual period Served = 995 days Leaves Earned = 1/6th on 995 = 165 days

Leave entitled (subject to sanction of leave by your Principal) = 65 days (165-100 days)

Case 2: An article having a total articleship period of 3.5 years. So, Total working days: 365*3.5 = 1277 days

Leaves Taken till now = 100 days Actual Period Served = 1177 days Leaves Earned = 1/6th on 1177 = 180 days (maximum)

Leaves entitled (subject to sanction of leave by your Principal) = 80 days (180-100)

- Those students who have registered IPCC with ATC, do they need to do articleship for an additional year?

Ans.: students who have registered for IPCC alongwith ATC shall be required to complete either 12 months work experience or prescribed period of articled training before applying for 'Accounting Technician Certificate'.

Further, it is clarified that partial completion of articled training period cannot be treated as completion of 12 months work experience nor based on that 'Accounting Technician Certificate' shall be issued.

- Do we need to do articleship only under a CA who is practicing or can we do industrial training?

Ans.: As per Regulation 43 of the Chartered Accountants Regulations, 1988, practical training is imparted only by a member who is practicing the profession of chartered accountants in his individual name or as proprietor or as partner or member who is in full time salaried employee under a chartered accountant in practice or a firm of such chartered accountants.

Further, as per Regulation 51 of the Chartered Accountants Regulations, 1988, industrial training shall be received under a member of the Institute in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time for the period between nine months and twelve months during the last year of the prescribed period of practical training and after passing Intermediate examination/PE-II examination/ PCE/IPCE by the articled assistants.

- Is it compulsory to join articleship immediately after passing IPCC?

Ans.: Yes, it is compulsory because there is a condition of completion of minimum 2½ years of articleship before appearing in Final examination.

- Is deputation of articled assistants at branches of the same firm allowed during articleship even after 1 year from starting it?

Ans.: Deputation of articled assistants at branches of the same firm is allowed during articleship if the principal remains the same. If there is change in the principal, then the articled assistant has to apply for termination as per the announcement dated 2nd July 2010 regarding transfer/termination of articleship.

- I have temporarily discontinued my articleship, I am in fist year, can I start my articleship again with another Principal abroad?

Ans.: Yes. If a student has taken a termination in the first year, he can commence articled training later on with the member entitled to engage and train one or more articled assistants notwithstanding anything contained in Regulation 43.

- Three years of articleship-Isn't this too long a tenure?

Ans.: No, three years of articleship is not too long tenure considering the fact that it grooms the CA student in all aspects of CA course. The period of articled training is already reduced from 3.5 years to 3 years.

- How many total leaves are available during articleship?

Ans.: As per Regulation 59 of the Chartered Accountants Regulations, 1988, an articled assistant shall earn leave at the rate of one sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to maximum of 180 days.

- Can we do articleship & Industrial training from abroad?

Ans.: i) Yes, A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -

a. an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or b. if a member is employed, the place of employment or at his option the place of his residence c. the place of residence, if the member neither carried on the profession nor is employed. It may please be noted that an address in India is essential in any of the situation)

v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

vi) The period of practical training shall be 3 years, as applicable, under a practicing chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking along with the application.

viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

ix) The Principal shall send training reports as prescribed along with the service certificate to be issued in Form 109 & 108 as the case may be.

x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training aboard except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -

a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.

b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

d.The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.

e.In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations 60, 65, 66, 67 of the Chartered Accountants Regulations, 1988.

- What should be done if our CA is not giving stipend?

Ans.: It should be brought to the notice of the Institute and appropriate action will be taken in the matter under Regulation 67 of the Chartered Accountants Regulations, 1988.

- What are the requirements of getting articleship in big "articleship firms".

Ans.: Different firms have different criterion for selecting articles. There is no set criterion from Institute's side.

- Industrial training should be made compulsory and every corporate must keep a CA Final student as a trainee. Is it possible?

Ans.: We cannot impose any condition on any corporate to keep industrial trainees

- I want to go to industrial training before completing my articleship. Sir, what can one do for it?

Ans.: An industrial training can be done only after passing Intermediate examination/PE-II examination/ PCE/IPCE and for the period between nine months and twelve months during the last year of the prescribed period of practical training. For this you have to approach companies which have been approved by the Council and already registered with ICAI for imparting industrial training.

- Why is there no transparency in the recruitment of articles. Despite the fact that why one has scored well in the exams still the reference is to be applied for training?

Ans.: The Institute does not have any role in placement of articles. However, for the convenience of students and firms the Institute has started On-line Article Placement Portal where firms desiring to keep articles and students desiring for doing articleship register themselves for placement. The selection procedure is entirely the domain of the registering firm in which the Institute does not have any role to play.

- I an unhappy with my training due to non availability of work in the office. Most of the time, we sit idle in the office. There is no work of any company Bank VAT & ST. We are busy only in few months when filing the ITR. We want to give more hour to training but want to learn company Audit, bank audit etc. What should we do?

Ans.: A student may opt for secondment, termination of articleship, Industrial training for gaining practical experience in different areas as per Regulation 54, 56 and 51 of the Chartered Accountants Regulations, 1988.

- What would be your advice to article assistants? How do we manage both studies and articleship?

Ans.: You have to plan out in a way that you are able to do justice to both articleship and studies. Chalk out a proper time table depending upon availability of time and your capabilities. Once properly framed, just adhere to it. For detailed guidance in this regard, please refer to the Institute's publication How to face CA examination.

- The Institute announced that articled students can find their firm through on-line Article Placement Portal.

Ans.: The Institute provides the facility of On Line Articles Placement Portal. This portal provides a platform to the firms of Chartered Accountants having vacancies for Articled Assistants to select eligible students and the candidates who are eligible for undergoing articled training. Both eligible firms and candidates have to register themselves online through the articles placement portal. Please visit http://bosapp.icai.org for details regarding this facility.

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