

IMPORTANT NOTES

FOR ATTENTION OF STUDENTS – NOVEMBER, 2009 EXAMINATION

MISTAKES GENERALLY COMMITTED IN FILLING THE APPLICATION FORM

While processing the examination application forms filled-in by the candidates, certain mistakes are usually found in a large number of forms leading thereby to avoidable delays at our end and avoidable correspondence with the candidates. The end result is delay in release of admit card to the students, causing thereby unwanted anxiety at both the ends.

Candidates intending to appear in the ensuing November, 2009 examination are therefore, individually urged to take some time off from their routine while filling up the form and keep in mind the following critical columns in order to help us to serve them better.

- 1) **NAME** : You should check that your name in the online form appears correctly on punching your student Registration Number therein.
- 2) **MEDIUM** : You must clearly indicate by selecting the relevant option relating to medium of examination either English or Hindi. Else, English will be taken as the medium and no request for change will be entertained thereafter.
- 3) **EXAMINATION CENTRE** : You have to select the relevant option relating to the code of the examination centre from amongst the centres as indicated in the dropdown menu list from where you wish to appear in the ensuing examination. **The code number of the examination centre varies from examination to examination.** Please be careful and be doubly sure before you select relevant option relating to the code number of the centre as no request for change of centre will be entertained subsequently under any circumstances.
- 4) **GROUP APPLIED** : You have to clearly indicate by selecting the relevant option relating to Group in which you intend to appear in the ensuing examination. No request for change of group shall be entertained subsequently.
- 5) **REGISTRATION NUMBER** : Please punch your registration number exactly as you have been intimated by the Institute in the Board of Studies registration letter issued to you.

PE-II Candidates are advised to punch their new unique Regn. No. and also fill up their old Regn. No., if any,

6) ELIGIBILITY CERTIFICATE :

PE - II : In view of the Board of Studies Announcement No. BOS/Ancnt/227/09 dated 14 January, 2009, students of Professional Education (Examination-II) need not submit test papers for the purpose of getting eligibility certificate. Consequently, all the students registered for Professional Education (Course-II) can appear upto the last Professional Education (Examination-II) to be held in May, 2010.

- 7) **ADMIT CARD** : Candidates can also download the admit cards from the website www.icaa.nic.in by using the Personal Identification Number (PIN) indicated by them in the application form. The admit card so downloaded will not contain the specimen signature and photograph of the candidate but the same is valid for admission to the examination centre.
- 8) **HELPLINE DESK** : Helpline Desk will be functional from 15th October, 2009 to 13th November, 2009 (for 24 hours on all days) to attend to Admit Card related queries. Telephone Nos. 0120-3054851, 3054852, 3054853 Fax No. 0120-3054841, **E-mail id** : pe2_examhelpline@icaa.in, website : www.icaa.org
- 9) **Candidates are advised in their own interest to retain the “Notes for Information and Guidance of Applicants” and a printout of the application (after online submission) for reference till the admit card is received by them.**

Please note that there will be no change in the examination schedule in the event of any day of the examination schedule being declared a Public Holiday by the Central Government or any State Government.

The Institute of Chartered Accountants of India

LIST OF EXAMINATION CENTRES

NOVEMBER 2009

(A Candidate can choose any one examination centre of his choice irrespective of his registration to any Regional Office of ICAI. But, Centre once opted will not be changed under any circumstances.)

1) WESTERN REGION : (Covering States of Goa, Gujarat and Maharashtra and U.T. of Dadra & Nagar Haveli and Daman & Diu)							
CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE
Ahmedabad-I @	101	Jamnagar	111	Mumbai –VII +	120	Pune	130
Ahmedabad-II@	102	Kolhapur	112	Mumbai – VIII +	121	Rajkot	131
Ahmednagar	103	Latur	113	Mumbai – IX +	122	Satara	132
Akola	104	Mumbai – I +	114	Mumbai – X +	123	Sangli	133
Amravati	105	Mumbai – II +	115	Mumbai – XI +	124	Solapur	134
Aurangabad	106	Mumbai – III +	116	Nanded	125	Surat	135
Bhavnagar	107	Mumbai – IV +	117	Nagpur	126	Thane	136
Bhuj	108	Mumbai – V +	118	Nasik	127	Vadodara	137
Goa	109	Mumbai – VI +	119	Panvel	128		
Jalgaon	110			Pimpri-Chinchwad	129		

@ **Ahmedabad** is divided into two Zones, namely Zone I and Zone II. The possible location of centres in the zones are as under :

Zone I -Navrangpura, Ellis bridge, Ambawadi, Naranpura, Memnagar

Zone II -Vastrapur, Thaltej, Sattellite, Gurukul Road.

+ **Mumbai** is divided into eleven Zones namely Zone I to Zone XI. The possible locations of the centres in the respective zones will be:

Zone I -Churchgate/Charni Road area

Zone II -Parel/Dadar area

Zone III -Vile Parle/Andheri

Zone IV -Jogeshwari(W)/Goregaon(W)/Malad(W)/Kandivali(W)

Zone V -Jogeshwari(E)/Goregaon(E)/Malad(E)/Kandivali(E)/Borivali(E)/Dahisar(E)

Zone VI -Borivali/Dahisar(West)

Zone VII -Mira Road / Bhayandar

Zone VIII-Vasai Road/Nallasopara / Virar

Zone IX –Ghatkopar / Bhandup / Mulund

Zone X -Dombivli area / Kalyan

Zone XI -Vashi (Navi Mumbai)

(02) SOUTHERN REGION : (Covering States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu and U.Ts. of Lakshadweep and Pondicherry)							
CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE
Alappuzha	201	Coimbatore	211	Kozhikode	220	Thrissur	229
Bangalore - I @@	202	Ernakulam	212	Kumbakonam	221	Tiruchirapalli	230
Bangalore - II @@	203	Erode	213	Madurai	222	Tuticorin	231
Belgaum	204	Guntur	214	Mangalore	223	Udupi	232
Bellary	205	Hubli	215	Mysore	224	Vellore	233
Chennai – I #	206	Hyderabad – I *	216	Palghat	225	Vijayawada	234
Chennai – II #	207	Hyderabad – II *	217	Pondicherry	226	Vishakhapatnam	235
Chennai – III #	208	Kollam (Quilon)	218	Salem	227		
Chennai – IV #	209	Kottayam	219	Thiruvananthapuram	228		
Chennai -V#	210						

@@ Bangalore is divided into two Zones, namely Zone I and Zone II. The possible location of centres in the zones are as under:

Zone I - Bangalore(East & North) comprising of Basaveshwaranagar, Frazer Town, Gandhinagar, M.G. Road, Majestic, Malleswaram, Rajajinagar, Richmond Town, Shivajinagar, Tumkur Road and Yelahanka.

Zone II - Bangalore(West & South) comprising of Banashankari, Basavangudi, Chamrajpet, Domlur, J.P.Nagar, Jayanagar, J.C. Road and Mysore Road.

Chennai is divided into five Zones, namely Zone I to Zone V. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are as under :

Zone I - Nungambakkam, Gopalapuram, Mount Road, Triplicane, George Town

Zone II - Kodambakkam, T.Nagar, Vadapalani, Ashok Nagar, West Mambalam, K.K. Nagar, Porur

Zone III - Royapettah, Mylapore, Mandaveli, Adyar, Besant Nagar, Tiruvanmiyur

Zone IV -Arumbakkam, Anna Nagar, Ambattur, Avadi, Villivkkam, Poonamallee.

Zone V - Tambaram, Chrompet, Nanganallur, Pallavaram, St. Thomas Mount.

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

Zone I -Hyderabad

3) EASTERN REGION : (Covering States of North East States, Orissa, West Bengal and U.T. of Andaman & Nicobar islands)							
CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE
Asansol	301	Guwahati	304	Kolkata - II [^]	306	Rourkela	308
Bhubaneswar	302	Kolkata I [^]	305	Kolkata - III [^]	307	Sambalpur	309
Cuttack	303					Siliguri	310
						Tinsukia	311

[^] **Kolkata** is divided into three zones namely Zone I to Zone III. The possible locations of the centres in the respective Zones will be:

Zone I -Kolkata South

Zone II -Kolkata North

Zone III -Howrah.

4) CENTRAL REGION: (Covering States of Bihar, Chhattisgarh, Jharkhand, M.P., Rajasthan, Uttarakhand and U.P.)							
CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE
Agra	401	Dhanbad	411	Jamshedpur	421	Pali-Marwar	431
Ajmer	402	Durg	412	Jodhpur	422	Patna	432
Allahabad	403	Ghaziabad	413	Kanpur	423	Raipur	433
Alwar	404	Gorakhpur	414	Kota	424	Ranchi	434
Bareilly	405	Gwalior	415	Lucknow	425	Saharanpur	435
Beawar	406	Indore - I%	416	Mathura	426	Sriganganagar	436
Bhilwara	407	Indore – II%	417	Meerut	427	Udaipur	437
Bhopal	408	Indore – III%	418	Moradabad	428	Ujjain	438
Bikaner	409	Jabalpur	419	Muzaffarnagar	429	Varanasi	439
Dehradun	410	Jaipur	420	Noida	430		

% **Indore** is divided into three Zones, namely Zone I to Zone III. The possible locations of the Centres in the respective Zone will be:

Zone I – Vijay Nagar, Nanda Nagar, MIG / LIG Colony, Patnipura, Scheme No. 54, Scheme No. 74, Scheme No. 78, Shalimar Township, Mahalaxmi Nagar, Kanadia Road, Tilak Nagar, Saket, Telephone Nagar. Goyal Nagar, Bengali Square, Khajrana, Dewas Naka. Malviya Nagar, Nehru Nagar.

Zone II – Chawni, South Tukoganj, Geeta Bhawan, Chhoti Gwal Toli, MTH Compound, Sneha Nagar, Kanchan Bag, Bhawankuwa, M.Y Hospital Road, RNT Marg, Malwa Mill, Janjir Wala Square, Nasia Road ,Naulakha, Sapna Sangeeta, Khatiwala Tank, Palsikar Colony, Sanchar Nagar, Agrawak Nagar, Juni Indore, Jail Road, Joara Compound, Rajwada, Devas, Mhow.

Zone III – Rajendra Nagar, Annapuran Road, Vaishali Nagar, Gumasta Nagar, Suadma Nagar, Usha Nagar, Raj Mohalla, Mahesh Nagar, Bada Ganpati, Areodrome Road, Kalani Nagar, Gandhi Nagar, Banganga, Marimata

Chouraha, Lokymanya Nagar.

5) NORTHERN REGION : (Covering States of Delhi, Haryana, H.P., J & K, Punjab and U.T. of Chandigarh)							
CENTRE	CODE	CENTRE	CODE	CENTRE	CODE	CENTRE	CODE
Ambala	501	Delhi/ New Delhi-III \$	507	Hisar	513	Patiala	518
Amritsar	502	Delhi/ New Delhi-IV \$	508	Jalandhar	514	Rohtak	519
Bathinda	503	Delhi/ New Delhi-V \$	509	Jammu	515	Shimla	520
Chandigarh	504	Delhi/ New Delhi-VI \$	510	Ludhiana	516	Sonepat	521
Delhi/ New Delhi-I \$	505	Faridabad	511	Panipat	517	Yamunanagar	522
Delhi/ New Delhi-II \$	506	Gurgaon	512				

\$ Delhi/New Delhi is divided into six Zones, namely Zone I to Zone VI. The Zone numbers given to different areas (i.e. possible locations of centres in the Zones) are given below :

Zone I -Karol Bagh, Pusa Road.

Zone II -Pitampura, Rohini, Punjabi Bagh, Paschim Vihar.

Zone III -Nizamuddin, Yusuf Sarai, Jangpura, Lodhi Road.

Zone IV -Trans Yamuna Area-Mayur Vihar, Priyadarshini Vihar (Bank Enclave), Vivek Vihar.

Zone V -Model Town, Civil Lines, Darya Ganj.

Zone VI -Janakpuri, Dwarka

(06) OVERSEAS EXAMINATION CENTRES:	
CENTRE	CODE
Abu Dhabi (U.A.E.)	601
Dubai (U.A.E.)	602
Kathmandu (Nepal)	603

The Institute of Chartered Accountants of India
PROFESSIONAL EDUCATION (EXAMINATION - II) NOVEMBER, 2009
(Under the Chartered Accountants Regulations, 1988)



NOTES FOR INFORMATION AND GUIDANCE OF APPLICANTS

ATTENTION CANDIDATES

1 Kindly select the relevant option relating to the Examination Centre in the online form from the dropdown menu.

2 Since the admit card to be issued to the candidates contains scanned photograph and specimen signature of the candidates, there is no need for a separate Identity Card.

3. For obtaining admit card and statement of marks by e-mail, candidates may fill their e-mail address in the relevant column in online form.

4. Examination Fee should be remitted only online. For further details, please see paragraph (3) & (4) hereunder of notes for information and guidance of applicants.

5. In case of non-receipt of Admit Card or any other communication relating thereto by 24th October, 2009 candidates should follow guidelines given in paragraph (9) hereunder.

6 Medium of Examination is either HINDI or ENGLISH

LAST DATE FOR ONLINE SUBMISSION OF APPLICATION FORM

Without Late Fee : 7th September, 2009 (till 2400 hrs IST)

With Late Fee of Rs. 500/- : 14th September, 2009 (till 1730 hrs IST)

The next Professional Education (Examination -II) (PEE-II) under the syllabus as specified by the Council and as published in the September, 2001 issue of "The Chartered Accountant" and also "The Chartered Accountant Student" in accordance with Regulation 28 B (5) of the Chartered Accountants Regulations, 1988 will be held in November, 2009. The students of Intermediate covered under previous syllabus as per para 2A of schedule B to CA Regulations, 1988 are now required to appear, if otherwise eligible, in PEE-II and have to fill up this form.

(1) Dates and Timings of the Examination :

Group I : 6th, 8th & 10th November, 2009

Time : 01.00 pm to 04.00 pm (IST)

Group II : 12th, 14th & 16th November, 2009

Time : 01.00 pm to 04.00 pm (IST)

Note : Examination timings at Abu Dhabi and Dubai Centres will be 11.30 a.m. to 2.30 p.m. Dubai local time equivalent to 01.00 p.m. to 04.00 p.m. (IST). Examination timings at Kathmandu centre will be 01.15 p.m. to 04.15 p.m. Nepal local time equivalent to 01.00 p.m. to 04.00 p.m. (IST)

Special Note : There will be no change in the examination schedule in the event of any day of the examination schedule being declared a Public Holiday by the Central Government or any State Government.

(2) Subject :

Group I : Paper 1 Accounting, Paper 2 Auditing, Paper 3 Business and Corporate Laws

Group II : Paper 4 Cost Accounting and Financial Management, Paper 5 Income Tax and Central Sales Tax, Paper 6 Information Technology

3) (a) (i) Examination Fee:

Both Groups Rs. 1600/ (plus Rs. 100/- towards cost of Application Form)

One of the Groups Rs. 1000/(plus Rs. 100/- towards cost of Application Form)

- (ii) The fee for candidates opting for Abu Dhabi & Dubai Centres will be US Dollars \$350 or its equivalent Indian Currency irrespective of whether a candidate appears in a Single Group or Both Groups

The fee for candidates opting for Kathmandu (Nepal) centre will be Rs. 2,250/- plus Rs. 100/- towards cost of Application Form (Indian Currency or its equivalent relevant foreign currency) irrespective of whether a candidate appears in a single group or both groups.

Note : *Students are advised not to remit any fee other than the examination fee alongwith printout of the online Examination Application form.*

- (b) **Examination Centre :** List of examination centres as published is provided as a dropdown menu in the online form .

(4) Mode of payment of Fee:

THE EXAMINATION FEE SHOULD BE PAID ONLY ONLINE THROUGH CREDIT CARD EITHER VISA OR MASTER CARD.

- (5) **Admit Card** Candidates are advised, in their own interest, to fill-in each column of the online application form very carefully and clearly. In case each column of the form is not filled up properly, candidates might have to face the problem especially with regard to timely receipt of admit card. Admit Card will be required for appearing in the examination.

- (6) **Last date for submission of online application** Without Late fee : 7th September, 2009

With Late fee of Rs. 500/- (or US Dollars \$11 for appearing from Abu Dhabi & Dubai Centers). : 14th September, 2009 (up to 5.30p.m.)

ONLINE APPLICATION FORM SHALL BE REMOVED FROM THE WEBSITE AFTER 5.30 p.m. on 14th September, 2009. Therefore, Candidates wishing to submit their Applications online must submit the same at least 3-4 days in advance of the last date in order to avoid any problem in accessing the website.

7) How the application should reach the Institute?

The Candidate may fill up the examination application form online at <http://icaiaexam.icaai.org> from 17th August, 2009 to 14th September, 2009 and remit the fee and late fee as applicable online by using Credit Card, either VISA or Mastercard. After online submission of the application, candidates are required to take print of the same and affix their photograph and signature in the relevant columns, get the same attested by a member of the Institute /Gazetted Officer and thereafter send the printout of form to the Additional Secretary (Examinations), ICAI Bhawan, The Institute of Chartered Accountants of India, Indraprastha Marg, New Delhi- 110002 by Speed Post (and not through Courier) so as to reach him on or before 11th September, 2009 (if submitted online without late fee) and 18th September, 2009 (if submitted online with late fee):-

Admission requirements in brief (full reference should be made to the Chartered Accountants Regulations, 1988)

In view of the Board of Studies Announcement No. BOS/Ancnt/227/09 dated 14th January, 2009, students of Professional Education (Examination-II) need not submit test papers for the purpose of getting eligibility certificate. Consequently, all the students registered for Professional Education (Course-II) can appear upto the last Professional Education (Examination-II) to be held in May, 2010.

(9) Issue of Admit Cards :

- (a) Candidates who are found eligible will be issued Admit Cards bearing the scanned photograph of the candidate normally 21 days prior to the commencement of the examination.
- (b) Candidates can ascertain the details of Roll No., examination centre etc. 25 days before the start of the examination from Internet at **www.icaai.nic.in**
- (c) Candidates can also download the admit cards from the above website by using the Personal Identification Number (PIN) indicated by them in the application form. The admit card so downloaded will not contain the specimen signature and photograph of the candidate but the same is valid for admission to the examination centre.
- (d) Candidate whose eligibility is in doubt, will be addressed for clarification, normally 14 days prior to the commencement of examination.

(e) Candidates may contact the respective Regional Offices for ascertaining their Roll Numbers if they do not receive their Admit Cards till a week prior to the commencement of the examination. Similarly, candidates who have opted for such places as their centres where the Institute's branches exist may contact the respective branch offices for ascertaining their roll numbers and for any assistance for admission to the examination during the last week of October, 2009.

(f) In case of any difficulty, the Additional Secretary (Exams.), ICAI, C-1, Sector - I, NOIDA201 301 (UP) may be contacted on Fax No. 0120-3054841 or Help Line Desk on Telephone Nos. 0120-3054851, 3054852, 3054853.

(g) On receipt of admit cards, candidates are advised to verify the Name, Registration Number, Centre, Medium, Group opted etc. In case of any discrepancy, the "Help Line Desk" should immediately be contacted.

(10) Option to answer questions in Hindi:

Candidates of the Professional Education (Examination-II) are allowed to opt for Hindi medium for answering question papers. Candidates desirous of answering questions in Hindi shall exercise their option at the very outset while making application for admission to the examination by selecting the relevant option. The option is available for all the papers of a Group or Both Groups in entirety as may be applicable. In other words, if a candidate appears in a Group, he can opt for Hindi medium only for that Group. If he appears in both the Groups then he has to exercise option for both the Groups and not for a single Group. No paper-wise option is allowed. If a candidate who has not exercised his option to answer the papers in Hindi in the application, but answers in Hindi, he will not get any credit for his answers. The option exercised once shall be final and cannot be changed subsequently. In the absence of a clear indication by the candidate about the medium opted by him, English medium will be reckoned as the medium of answers. If a Hindi medium candidate answers all questions or a question or part thereof in English, he will not get any credit for such answer. However, Hindi medium candidates can write numbers, figures, technical phrases/terms in English and can also solve numerical questions thereof in English. Similarly, if a English medium candidate answers all questions or a question **or** part thereof in Hindi, he will not get any credit for such answer.

(11) Passing requirement and exemption under the Professional Education (Examination-II) (PEE-II)

(i) A candidate shall ordinarily be declared to have passed the Professional Education (Examination-II) if he passes in both the groups. He may, either appear in both the groups simultaneously or in one group in one examination and in the other group at any subsequent examination;

(ii) A candidate shall ordinarily be declared to have passed in both the groups simultaneously, if he

(a) secures at one sitting a minimum of 40 percent marks in each paper of each of the groups and a minimum of 50 percent marks in the aggregate of all the papers of each of the groups; or

(b) secures at one sitting a minimum of 40 percent marks in each paper of both the groups and a minimum of 50 percent marks in the aggregate of all the papers of both the groups taken together;

(iii) A candidate shall be declared to have passed in a group if he secures at one attempt a minimum of 40 percent marks in each paper of the group and a minimum of 50 percent marks in the aggregate of all the papers of that group.

(iv) The candidates who had passed one of the groups in the Intermediate examination as per para 2A of Schedule-B to the C.A. Regulations, 1988 will be entitled to exemption in that particular group in the new

syllabus of PE-II i.e. if a person has passed Group-I in the Intermediate examination under syllabus as per para 2A of Schedule B to the C.A. Regulations, 1988, he will be entitled for exemption in Group-I of PE-II and if he has passed Group-II in the Intermediate Examination under syllabus as per para 2A of Schedule B to C.A. Regulations, 1988, he will be entitled for exemption in Group-II in the PE-II, provided he is otherwise eligible to appear in PE-II examination.

(v) Notwithstanding anything stated above, a candidate who fails in one or more papers comprised in a group but secures a minimum of 60 percent of the marks in any paper or papers of that group shall be eligible to appear at any one or more of the immediately next three following examinations in the paper or papers in which he secured less than 60 percent marks and shall be declared to have passed in that group if he secures at one sitting a minimum of 40 percent marks in each of such papers and a minimum of 50 percent of the total

marks of all the papers of that group including the paper or papers in which he had secured a minimum of 60 percent marks in the earlier examination referred to above, if he was present in all the papers of that group and has already exhausted earlier exemption, if any, granted to him in that group.

The implications of above paragraphs are clarified below for general information of candidates :

- a) That in order to derive benefit of this proviso, a candidate who has failed in a group, should have secured a minimum of 60 marks in any paper/s of the group.
- b) That the above exemption is automatic and will be found indicated in the statement of marks issued to the candidate.
- c) That the marks of 60 or more secured in one or more papers mentioned in sub para (a) above are carried forward automatically for the immediately next three following examinations.
- d) That the candidates will be declared to have passed in the said group in any one of the next three following examinations if he secures in a single sitting a minimum of 40 percent marks in each of the other papers and an aggregate of 50 percent marks. For the purpose of arriving at the aggregate as already stated in sub-paragraph (c) above, 60 marks or more secured earlier will also be taken into consideration.
- e) That the exemption will be granted only when a candidate is present in all the papers of the group. The candidate is not eligible for any further exemption in that group under this proviso in the next three following examinations. (i.e. till the validity of the exemption already granted.)

(12) Surrender of Exemption :

It has also been decided to allow the candidates to give option for surrendering the valid exemption already secured, in toto, in a paper or papers on the basis of 60 per cent marks, on the conditions that (i) exemption surrendered once shall be effective for all times to come for all the chances (i.e. upto a maximum of three immediate next examinations or all remaining chance/s) and under no circumstances, the candidates shall be allowed to claim the surrendered exemption in future; and (ii) on furnishing an affidavit to this effect and in the prescribed proforma (which can be obtained from the

Institute on request) on a non-judicial stamp paper of the value as applicable in the respective State, candidates can exercise the option to surrender the exemption at any time during the currency of the validity of exemption but before the date prescribed for doing so i.e. 14th September, 2009 in the case of November, 2009 examinations.

A candidate who wants to surrender the valid exemption, in toto, secured in a paper or papers on the basis of 60 per cent marks in any of the immediate last three examinations (i.e. May, 2008, November, 2008 or June, 2009) is advised in his own interest to write separately to the Additional Secretary (Examinations) informing him of his decision to surrender the exemption, in toto, alongwith a photocopy of the relevant Statement of Marks to enable the office to send further details in this regard and the proforma of the affidavit to be executed by the candidate. Candidates should note carefully that the surrender of exemption shall become effective only after furnishing the requisite affidavit and on issue of confirmation letter to this effect by the Institute.

Candidates are advised, in their own interest, to send the letter for surrender of exemption separately by REGISTERED POST/SPEED POST to the Additional Secretary (Exams) so as to reach him on or before 14th September, 2009 and the same should not be enclosed alongwith the examination form. The Institute shall not accept the responsibility for any such request not received upto 14th September, 2009 or sent alongwith the examination form in the same envelope. Candidates are also advised not to write about their intention/decision to surrender the exemption in the examination form and no cognisance of such writing/noting/request in the examination form will be taken.

(13) **Refund of Fees:** The fee once paid by a candidate shall not be refunded/adjusted under any circumstances and no correspondence in this regard shall be entertained.

(14) **In the event of furnishing any wrong information/declaration, the admission shall automatically become invalid.**

(15) **Verification Fees:**

The fee for verification of answer books is Rs.100/- per paper subject to a maximum of Rs.400/- for all the papers of a group/both groups. The **application essentially in the candidate's own handwriting** indicating Roll No., address, and paper(s) to be verified should be submitted within a month from the date of declaration of result. Typewritten applications are not entertained. There is no provision for re-valuation of papers. There is no standard application form. Request for verification will be considered only after the application in his/her own handwriting in Hindi language if the medium of examination was Hindi else in English language duly signed with requisite fee by way of DD in favour of the Secretary, The Institute of Chartered Accountants of India and payable at New Delhi has been received **within one month from the date of declaration of result.**

Though, it will be our endeavour to inform the outcome of verification exercise in respect of June, 2009 exam, as sought by the candidate latest by 15th October, 2009 to the candidates, yet the same cannot be assured. However, all such candidates who do not receive the response by 15th October, 2009 are advised to write e-mail to Additional Secretary (Exams) at exam@icai.org for necessary action. Candidates are advised to submit their examination form for the forthcoming examination, if they so wish, pending receipt of the outcome of verification of answer books of the immediate preceding examination i.e. June 2009.

(16) For any /all dispute(s) relating to examinations conducted by The Institute of Chartered Accountants of India, the courts at Delhi shall have exclusive jurisdiction.

(17) Check –List for candidates : Candidates are requested to ensure that all columns of the application are filled up correctly and before the same is submitted online.