

(Application Form for Registration to Common Proficiency Test Course (To be filled in CAPITAL LETTERS USING BLACK BALL PEN))

1.



Area for Official Stamp

First Name

[illegible][illegible][illegible]

2. Sex ☐ Male ☐ Female **3. Date of Birth (DD-MM-YYYY)**

[illegible][illegible][illegible][illegible][illegible][illegible]

State Code

Phone No.
with STD Code

Page 1 of 5

[illegible][illegible][illegible]☐ No[illegible][illegible][illegible][illegible][illegible]

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[illegible]

Please fill the circle as applicable (Enclose proof thereof)

○ Gen

☐ SC/ST

○ **Backward class**

☐ OBC

☐ Disabled

☐ Indian

☐ Foreign National

8. Medium of study

☐ English

☐ Hindi

9. Details of Educational Qualifications: Starting from 10th standard

Examination	Board/ Authority	Year	Result		
			Marks Obtained	Max Marks	Awaited
X					
XII					☐ Yes
Degree 					☐ Yes
Diploma 					☐ Yes

○ INR

○ \$

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11. In case an existing student of Professional Education (Course-I/II) wants to switch over to CPT, please provide your Unique Registration No.(i.e., WRO/SRO/NRO.....)

		R	O								
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12.

- | | |
|--|------------|
| ☐ (a) Indian National residing in India | Rs. 3500/- |
| ☐ (b) Indian National residing in Bangladesh, Bhutan, Nepal, Pakistan, Sri Lanka | Rs. 3500/- |
| ☐ (c) Indian National residing in a place other than (a) & (b) | US\$ 200 |
| ☐ (d) Foreign National belonging to Bangladesh, Bhutan, Nepal, Pakistan, Sri Lanka | Rs. 3500/- |
| ☐ (e) For other than stated in (d) above | US\$ 200 |

13. Details of Course Fee for new registrants:

Tuition and Registration Fee Rs. 3500/- for students stated in 12 (a), (b) & (d) and US\$ 200 for Students stated in 12 (c) & (e)
 Subscription for Journal Rs. 400 (for one year) (Optional but recommended)

Bank Draft /
Pay Order
No.

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dated

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Amount in Rs.

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\$ if applicable

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Indicate the Fee Breakup (Please fill the circles as applicable)

☐ Tuition Fees ☐ Journal Fees ☐ Prospectus Fees

For Rs./ \$ _____ (in words)

Drawn on Bank _____ Branch _____

Payment made online using
credit card / debit card
☐ Yes ☐ No

If yes, acknowledgement
No.

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& date of
transaction

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DD-MM-YYYY

Date

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DD-MM-YYYY

Place

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Signature of applicant

Name _____

FOR OFFICE USE ONLY

Checked and verified that the application for Common Proficiency Test Course is complete in all respects with supporting documents.

Study Material Collected: ☐ Yes ☐ No

If Yes,

☐ Inperson
from
Regional
Office

Date

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☐ By Post

Date

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☐ From
Branch
Office

Date

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Applied in the Region

- ☐ Western ☐ Southern ☐ Eastern
☐ Central ☐ Northern

Dealing Assistant

Officer Incharge

Sl.No. (to be assigned by office)

Received an application for registration for Common Proficiency Test Course along with Demand Draft/ Pay Order No.

for Rs. (in words)

drawn on (Bank)

from Mr./ Ms.

Date

Place

**Signature, Name,
Designation and Seal
of Receiving Officer**

INSTRUCTIONS TO CANDIDATES

DOCUMENTS TO BE ATTACHED

1. Amount payable :
 - a) In respect of fresh candidate registering CPT course after passing 10th Standard or any other higher courses – Rs. 3500/- course fee + Rs. 400/- CA journal subscription (optional)
 - b) In respect of those students who have registered for PE-I course (upto September 13 , 2006) but have not passed PE-I examination and have opted CPT course - Rs. 100/-
 - c) Rs. 100/- for Prospectus including application form.
2. Demand Draft / Pay Order of requisite amount drawn in favour of "The Secretary, The Institute of Chartered Accountants of India" payable at New Delhi / Kanpur / Mumbai / Chennai / Kolkata in accordance with the postal address given in Column 5 (a) of the application and appropriate office of the Institute mentioned in the Point 8 below.
3. A copy of each of (i) Date of Birth Certificate as per SSC/ Matriculation examination, (ii) Marks-sheets/ Certificate for 10th pass duly attested by a Chartered Accountant/ Gazetted Officer/ Head of the Institution.
4. In case a student applies online, he should take a print out of the application, affix a photograph, sign the application and dispatch to the appropriate office of the Institute within 15 days from the date of online registration.
5. Proof of special category
6. Proof of Nationality (If applicable)
7. Students are required to apply separately for appearing in the CPT examination.
8. The filled-in application be sent to the appropriate office of the Institute as stated below:



Students belonging to	Despatch address
Gujarat, Maharashtra, Goa and the Union Territories of Daman & Diu and Dadra & Nagar Haveli	Additional Director of Studies. The Institute of Chartered Accountants of India, ICAI Bhawan, 27 Cuffe Parade, Colaba, Mumbai – 400 005. Tel.: 022- 39893989 email: wro@icai.org
Andhra Pradesh, Kerala, Karnataka, Tamil Nadu, Pondicherry and the Union Territory of Lakshadweep	Joint Secretary. The Institute of Chartered Accountants of India, ICAI Bhawan, 122, M.G. Road, Post Box No. 3314, Nungambakkam, Chennai – 600 034. Tel.: 044- 39893989 email: sro@icai.org
Assam, Meghalaya, Nagaland, Orissa, West Bengal, Manipur, Tripura, Sikkim, Arunachal Pradesh, Mizoram and the Union Territory of Andaman & Nicobar	Deputy Secretary. The Institute of Chartered Accountants of India, ICAI Bhawan, 7, Anandilal Poddar Sarani, (Russell Street), Kolkata – 700 071. Tel.: 033- 39893989 email: ero@icai.org
Uttar Pradesh, Bihar, Madhya Pradesh, Rajasthan, Uttarakhand, Chattisgarh & Jharkhand	Deputy Secretary. The Institute of Chartered Accountants of India, ICAI Bhawan, Post Box No.314, 16/77-B Civil Lines, Kanpur – 208 001. Tel.: 0512- 39893989 email: cro@icai.org
Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and the Union Territory of Chandigarh	Deputy Secretary. The Institute of Chartered Accountants of India, ICAI Bhawan, 52, 53, 54, Vishwas Nagar, Delhi – 110 032. Tel.: 011- 39893990 email: nro@icai.org

INSTRUCTIONS FOR PRINTING AND FILLING THE FORM

PLEASE FOLLOW THE SIMPLE STEPS :-

Instructions for Printing

a) Must be printed on A4 size paper using laser printer.

Instructions for Filling the Form

1. Use the **BLACK BALL PEN** to fill the details and to sign the form.
2. Do not put any stray marks on Black Squares and Barcode.
3. Fill complete circles for the selected options else leave it blank if not applicable as shown in the example:

EXAMPLE

Wrong Method

Sex ☒ Male ☐ Female
 Special Category ☒ Gen ☐ SC/ST ☐ Backward class ☐ OBC ☐ Disabled ☐ Others

Right Method

Sex ☐ Male ☒ Female
 Special Category ☐ Gen ☒ SC/ST ☐ Backward class ☐ OBC ☐ Disabled ☐ Others



4. Write clearly within the boxes, as indicated in the following example:

K	V	L	N	A	R	A	S	I	M	H	A	M	U	R	T	H	Y
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5. Do not put any commas or dots inside the boxes for all the fields.
6. Do not over write.
7. Please write the date in DD-MM-YYYY format.
8. Do not bend/fold the form.
9. Please refer the table below for State Codes.

STATE/UT CODE	STATE/UT NAME
AN	ANDAMAN AND NICOBAR
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BIHAR
CH	CHANDIGARH
CG	CHHATISGARH
DN	DADRA AND NAGAR HAVELI
DD	DAMAN & DIU
ND	DELHI
GA	GOA
GJ	GUJARAT
HR	HARYANA
HP	HIMACHAL PRADESH
JK	JAMMU & KASHMIR
JH	JHARKHAND
KR	KARNATAKA
KL	KERALA

STATE/UT CODE	STATE/UT NAME
LK	LAKSHADEEP
MP	MADHYA PRADESH
MH	MAHARASHTRA
MN	MANIPUR
MG	MEGHALAYA
MZ	MIZORAM
NG	NAGALAND
OR	ORISSA
PN	PONDICHERRY
PB	PUNJAB
RJ	RAJASTHAN
SK	SIKKIM
TN	TAMIL NADU
TR	TRIPURA
UP	UTTAR PRADESH
UT	UTTARAKHAND/UTTRANCHAL
WB	WEST BENGAL