



THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

POSTAL COACHING FORM (FORM I)

(To be filled by the candidate in **CAPITAL LETTERS**)

The Director of Studies
THE ICWA OF INDIA
12, Sudder Street, Kolkata – 700 016

Sir,

I hereby apply for enrolment Regular / Simplified Course of Postal Coaching for the Intermediate/ Final Examination of the Institute of Cost and Works Accountants of India and tender herewith a sum of Rs. _____ (Note 1) being Postal Tuition Fee payable. I hereby declare that at present I am not a student of ORAL Coaching. Particulars regarding myself are furnished below:

1. Name in full _____
2. Address: _____

Pin Code: _____ State: _____ PhoneNo: _____
Email id: _____ Mobile No: _____
3. Age and Date of Birth: _____ Sex: (Male / Female) _____
4. Occupation: _____
5. Educational Qualification: _____
6. Professional Qualification: _____
7. Previous Postal enrolment No. (If any): _____
8. Details of Enrolment with ORAL Institution (If any) : _____
9. Institute's Registration No. (Note 5): _____
10. Exemption from the subject(s) (If any): _____
11. In case of Final Examinee, please state Month and Year of Passing Intermediate Examination of the Institute _____
12. State the sequence of the groups in which you want Coaching _____

I remit herewith a sum of Rs. _____ as student Postal Coaching Enrolment fee. (Details of payment)

Demand Draft no. _____ Date _____ Drawn on Bank _____

Drawn on Branch _____

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief. I also hereby undertake to abide by all the rules of the Coaching Administration.

Place _____

Yours faithfully

Date _____

Signature _____

NOTE:

1. Tuition fees in Postal Coaching is Rs. 7,000/- for Intermediate and Rs. 9,000/- for Final Examination.
2. Enrolment fee towards Postal Tuition shall remit their fees by Demand Draft cross A/c. Payee drawn on any Scheduled Bank at Kolkata favouring "The Institute of Cost and Works Accountants of India", payable at Kolkata. No payment by Cheque, Money Order or Indian Postal Order or in Cash shall be accepted.
3. Study materials and other communications will be despatched by the respective Regional Council to the address, indicated by the student. Hence it should be very clearly and legibly written.
4. All students shall submit their Postal Application Forms, duly filled in together with relevant documents and remittances to their respective Regional Councils only.
5. Item no. 9 of the Forms need not be completed where Application for enrolment is sent along with the Application for Registration with the Institute.
6. Enrolment for Postal Coaching is made for all the group of an examination, coaching may however, be allowed for one stage only, if a student has already obtained coaching completion certificate or passed the other group. In such case, full details should be given along with the application.
7. Simultaneous enrolment for Postal and Oral Tuition under different group is not permissible.
8. Students desirous of taking simplified Postal Tuition, should specifically indicate so and furnish satisfactory evidence in support of their requisite qualification.
9. Students on their having passed the Intermediate Examination of the Institute in full may apply for Postal Tuition for the Final Examination enclosing therewith a Xerox copy of the last marksheet of the Intermediate Examination.