

THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016.

Telephone : 2252-1031/34/35, 2252-1492, 2252-1602 • Fax : 91-33-2252 1026 (Exam)

E-mail : exam@icwai.org / exam.cb@icwai.org • Website : www.icwai.org

IMPORTANT INSTRUCTIONS FOR FOUNDATION COURSE EXAMINATION

- 1. Eligibility :-**
No candidate shall be admitted to the Foundation Course Examination unless
 - (i) he/she has valid Identification No. and a valid Coaching Clearance Certificate;
 - (ii) he/she is not debarred from appearing ICWAI Examination for the Term of Examination;
 - (iii) he/she has submitted the Examination form duly filled in within the specified time along with the requisite fees to the Sr. Director (Examination).
- 2. Mode of payment :**
Fees are to be deposited only by Demand Draft drawn on any scheduled bank in favour of the **“The Institute of Cost and Works Accountants of India”**, payable at Kolkata. Payment by Money Order or Indian Postal Order or by Cheque will not be accepted.
- 3. How to fill up the form :**
The candidate is advised to ensure that
 - (a) The application is filled up completely in his/her own handwriting and application is signed;
 - (b) The correct amount is remitted towards examination fees;
 - (c) His/her full address is written in the form, the address furnished in the examination application form will be treated as the official communication address for sending admit card / marks sheet and any examination related correspondence;
 - (d) Medium of language for writing answers must be correctly mentioned. He/She may write answers either in English or in Hindi. Mixing up of both languages in the Answer Scripts will liable to be cancelled;
 - (e) **A candidate must write in Block Letters the name of his/her Examination Centre and the Examination Centre Code in the space provided for in the Application Form. Centre once opted for will not be changed under any circumstances. See Reverse for Examination Centres and corresponding Codes;**
- (a) The Application Forms with all enclosures must be submitted to the Institute's Headquarters at 12, Sudder Street, Kolkata – 700 016;
 - (b) Foundation Course Examination Application Form properly completed should be attached with :
 - (1) Demand Draft**
 - (2) Photo copy of Coaching Completion Certificate duly attested.**
- 5. Last Date of Receipt of Application Form :**
Last date of Receipt of Applications at the Headquarters of the Institute is 10th April for June and 10th October for December Examinations. Applications may also be accepted within 10 days after the last date with late fee of ₹ 300/- only (**US \$10 for Overseas Candidates**).
- 6. Non-Receipt of Admit Card :**
In case of non-receipt of Admit Card ten days before the first day of the examination, enquiry to be made at ICWAI HQ Examination Directorate quoting the Examination Centre opted and Identification Number.
7. Forms for overseas centres are to be submitted to the Institute Headquarters at the above address.
8. Incomplete Application forms are liable to be rejected. **(Photo is Mandatory all Signature to be done in Black Ink.**
9. Request for change of centre will not be entertained under any circumstances.
10. Under no circumstances request for refund of examination fees will be entertained.
11. The students are advised to keep the photocopy of the Demand Draft and the filled-up Examination Application Form with him/her before sending the same to the Institute for requirement in future for any reference.
- 12. The Students are advised to go through the “Conditions for appearing in Examination” issued by the Directorate of Studies & Students will not be allowed to appear for Examination unless all conditions are fulfilled.**
13. In case of any difficulty or for any clarification please contact your nearest Regional Council or Chapter Office or visit the Institute's Website [www.icwai.org] or Contact H.Q. Examination Directorate.
14. Any dispute arising out of matters of Examination shall be subject to jurisdiction of the Calcutta Courts.

ICWAI EXAMINATION CENTRE NAME WITH CENTRE CODE FOR FOUNDATION COURSE EXAMINATION

CENTRE CODE	CENTRE NAME	CENTRE CODE	CENTRE NAME
▪ WESTERN REGION		▪ EASTERN REGION	
101	AHMEDABAD	301	AGARTALA
102	AURANGABAD	302	ASANSOL
103	BARODA	303	BHUBANESWAR
104	BHILAI	304	BOKARO
105	BHOPAL	305	KOLKATA – NORTH
106	BILASPUR	306	KOLKATA – SOUTH – 1**
107	INDORE	307	CUTTACK
108	KOLHAPUR	308	DHANBAD
112	NAGPUR	309	DURGAPUR
113	NASIK	310	GUWAHATI
114	PANAJI (GOA)	311	HOWRAH
115	PUNE – 1**	312	JAMSHEDPUR
116	VINDHYANAGAR	313	NAIHATI
117	SURAT	314	PATNA
121	MUMBAI – CHURCHGATE	315	RANCHI
122	MUMBAI – BANDRA	316	ROURKELA
124	MUMBAI – THANE	317	BERHAMPUR (ORISSA)
126	KALYAN	318	SHILLONG
127	JABALPUR	319	KOLKATA – SOUTH – 2**
128	SOLAPUR		
129	VAPI – (GUJARAT)		
130	VASHI – (NAVI MUMBAI)		
131	AKURDI (PUNE)		
132	AHMEDABAD – 2**		
133	PUNE – 2**		
▪ SOUTHERN REGION		▪ NORTHERN REGION	
200	BANGALORE – NATIONAL COLLEGE (BASAVANAGUDI)	402	ALLAHABAD
201	BANGALORE – NATIONAL COLLEGE (JAYANAGAR)	403	CHANDIGARH
202	COIMBATORE	404	DEHRADUN
203	EARNAKULAM	405	DELHI – EAST – 1**
204	HYDERABAD	406	DELHI – EAST – 2**
205	KOTTAYAM	407	DELHI – SOUTH – 1**
206	CHENNAI – VEL'S COLLEGE	408	DELHI – WEST
207	MADURAI	409	FARIDABAD
208	MYSORE	410	GHAZIABAD
209	NEYVELI	411	JAIPUR
210	PONDICHERRY	412	JAMMU
211	RAJAHMUNDRY	413	JODHPUR
212	SALEM	414	KANPUR
213	TIRUCHIRAPALLY	415	KOTA
214	TIRUNELVELI	416	LUCKNOW
215	THIRUVANANTHAPURAM	417	PATIALA
217	VELLORE	418	UDAIPUR
218	VIJAYAWADA – 1 (SRR & CVR)	419	JALANDHAR
219	WALTAIR	420	DELHI – CENTRAL
220	MANGALORE	422	HARIDWAR
221	THRISSUR	423	LUDHIANA
222	CALICUT	424	DELHI – SOUTH WEST
223	KANNUR (KERALA)	425	NOIDA
224	CHENNAI – 1**	426	DELHI – SOUTH – 2**
225	CHENNAI – 2**		
226	VIJAYAWADA – 2**		
229	NELLORE		
▪ OVERSEAS CENTRES			
503	DUBAI	506	MUSCAT

- NOTE :
1. Examination Centres are liable to change and in that case efforts will be made to accommodate the examinees in the nearest Centre
 2. There are multiple Examination Centres in Delhi, Kolkata, Mumbai, Bangalore and Chennai. In case no examination centre is available at a particular location, examinees will be accommodated at the nearest Centre available.
 3. Candidates must write the correct Centre Code in the Examination Form. Request for change of centre will not be entertained under any circumstances.

**** Subject to availability of Centre**