

ICAI EXAMINATION

Step 1: Create Your Account: for every upcoming exam by clicking at the link "[If you are a new user, please click here](#)" (The users who had created login account for any previous exams will have to re-create the account) and authenticating your Student Registration Number (eg: NRO0123456) with your date of birth, your VALID email-id and mobile number. (In Case your Name is not displayed on entering the registration number and Date of Birth, you can still create the login as a PROVISIONAL CANDIDATE by providing correct particulars. You must submit the copy of registration letter and other relevant documents with your application form in case your login is created as Provisional Candidate.)

Double check your email-id: provided by you in the above step, since the login-id and password created by you for filling up the application form would be sent to this email address and mobile only.

Step 2: Login and Pay Fee Online: Login here with the username and password you receive in your email ID/mobile as provided in Step 1 above. Fill up the Online Application form carefully, confirm the particulars displayed in the Confirmation Page and Pay the Fees Online using Master / Visa / Maestro Credit or Debit card. [Click Here For Fee Details](#) (For general instructions and guidance on how to fill the form, please refer to the "Guidance Notes" given above at the home page) In case you are using a Debit Card, ensure that it is either Master / Visa / Maestro Debit Card.

Step 3: Login Again to Take print out of PDF form on A4 size paper with Portrait orientation. Do Not print on both sides of the paper. **If PDF is not generated Click Here.**

Check and ensure that Control Number, Bar code and Payment Particulars are appearing correctly in PDF before taking the print out. In case of any issues please report to onlineexamforms@icai.in

Step 4: Affix Photograph & Signature: Paste your Photograph, Sign the form using Black Ink Pen and get the form attested by Principal/Member of the Institute/gazetted officer, as mentioned in the form printed in Step 3 above.

Step 5: Send us the printout: The Last Date for Receipt of Printout of Exam Application form (PDF) filled Online after affixing photograph and specimen signature and signing the declaration and attestation by a Chartered Accountant or Gazetted officer or Principal (as applicable) is as under:

A. Last Date for Receipt of Printout of Exam Application form (PDF) filled Online Without Late Fee is 4th March 2013

B. Last Date for Receipt of Printout of Exam Application form (PDF) filled Online With Late Fee is 11th March 2013

Submission by Hand : you may submit the application (PDF) within the given dates as above at any of the following offices on working days between 10am to 5:00pm.

The Institute of Chartered Accountants of India,
ICAI Bhawan,
123, Sardar Patel Colony,
Navjivan,
P.O. Naranpura,
Stadium Road,
Ahmedabad - 380014

The Institute of Chartered Accountants of India,

ICAI Bhawan,
No. 16/0, Millers Tank Bed Area,
BANGALORE – 560052

The Institute of Chartered Accountants of India,
ICAI Bhawan,
122, Mahatma Gandhi Road,
Numgambakkam
CHENNAI - 600 034.

The Institute of Chartered Accountants of India,
ICAI Bhawan,
Indraprastha Marg,
New Delhi - 110 002

The Institute of Chartered Accountant of India,
ICAI Bhawan,
52 - 54, Institutional Area, Shahdara,
Near Karkarduma Court Complex,
DELHI - 110032

The Institute of Chartered Accountants of India,
ICAI Bhawan,
11-5-398/C, Red Hills,
HYDERABAD – 500 004

The Institute of Chartered Accountants of India,
ICAI Bhawan,
D-1, Institutional Area,
Jhalana Doongri,
JAIPUR - 302004

The Institute of Chartered Accountants of India,
ICAI Bhawan,
Anandilal Poddar Sarani, 7 (Russell Street)
KOLKATA - 700 071.

The Institute of Chartered Accountants of India,
ICAI Bhawan,
16/77-B, Civil Lines,
(Behind Reserve Bank of India),
KANPUR - 208 001.

The Institute of Chartered Accountants of India,
ICAI Bhawan,
'Anveshak' 27, Cuffe Parade
Colaba,
MUMBAI - 400 005.

The Institute of Chartered Accountants of India
'ICAI Bhavan',
Plot No. 8, Parshwanath Nagar,
CTS No. 333, S. No. 573, Munjeri,
Near Mahavir Electronics, Opp. Kale Hospital, Bibavewadi,
PUNE 411 037.

Submission by Post : You may send printout of the form by SpeedPost/Registered Post (not courier) without folding and Superscribing the envelope as "Exam Application Form May - 2013 (Final / Intermediate IPCE)" so as to reach us on or before dates given above. The address for posting is as under:

Additional Secretary (Exams)
Examination Department
The Institute of Chartered Accountants of India
ICAI Bhawan, Indraprastha Marg,
New Delhi - 110 002.