

Format of Application for Condonation of Delay in Submission of Desired form

To,

The Secretary,

ICAI, New Delhi

Re: Condonation of delay in submission of(Form No.)

Dear Sir,

With Reference to the subject above this is to inform you that MR.....(Article Name)....(Reg. No.) ...has joined my firm on(DD/MM/YY). He could not submit the form....(FORM NO.) in time as he away from.....(Working Place) due to ...(e.g. Audit).

I Request You Good self to condone the delay in the above circumstances explained and oblige.

Thanking You....

For.....(Firm Name)

Chartered Accountants

.....(Signature)

.....(CA Name)

.....(Membership no.)