

Announcement

02nd December 2016

Introduction of the facility of on-line submission of requests for issue of duplicate mark sheets/pass certificates.

An on-line facility for submission of requests for issue of duplicate mark sheets/pass certificates has been put in place at <http://icaiaexam.icaai.org>.

Those who are desirous of applying for issue of duplicate mark sheets/pass certificates, can now apply for the same, on-line, at the above site and also pay the applicable fees on-line through credit cards.

Payment of applicable fee through internet banking or debit cards is not permitted.

Details are as follows:

Details	Fees	Remarks
Issue of duplicate mark sheets	Rs 100/- per duplicate mark sheet sought plus Rs 40/- per application towards postage charges for despatching duplicate mark sheets.	No need to submit the print out of the online application or any other documents.
Issue of duplicate pass certificates/rank certificates	Rs 200/- per pass certificate sought plus Rs 40/- per application towards postage charges for despatching duplicate pass/rank certificates.	Print out of the online request and an affidavit on a non-judicial stamp paper of the value of Rs.10/- (or value as applicable in the state where the candidate resides) duly attested by an Oath Commissioner or Notary Public or a First Class Magistrate need to be sent by Speed Post at the address given below. (Click here for the format of the affidavit).

Requests for issue of duplicate pass certificates should be sent along with the documents mentioned above, at the following address:

The Deputy Secretary(Exams)
The Institute of Chartered Accountants of India
ICAI Bhawan
IndraprasthaMarg
New Delhi 110 002.

Where the information submitted is complete in all respects, the duplicate mark sheet/pass certificate would be provided within 3 weeks of the receipt of the documents complete in all respects.

For any queries in respect of the above, applicants may write to dms_examhelpline@icai.in

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