

**CERTIFICATE OF SERVICE**

**1. Articleship Completion Declaration**

**Old Article Reg No :**

**New Unique Regn. No:**

I -----hereby declare that I have completed the prescribed period of 3 years / 3 <sup>1/2</sup> Years of practical training (including excess leave, if any) on ----- as an Articled / Audit assistant. A certified true copy of the confirmation later dated ----- issued by the Institute's office in this regards is enclosed

Date: -----

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Place :-----

Signature of the Candidate

**2. For candidates who are presently in service and due to complete the prescribed period of 3 years / 3 <sup>1/2</sup> years of practical training (including excess leave if any) on or before 30-04-2016.**

I -----hereby certify that Shri/Ms-----is presently serving under me as an articulated assistant /audit assistant and his/her due date of completion (including excess leave if any) will be ----- i.e. on or before 30-04-2016,as per deed of articles.

Old Article Regn.No.-----

New Unique Regn.No.-----

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Date:-----

Signature of the articulated/audit assistant

Signature of Principal/Member

Place:-----

ICAI Membership No-----

**3 (For candidates PE-II and Converted from PE-II to IPCC, Converted from PE-II to PCC or from PE-II to PCC and then IPCC) For candidates who are presently in service, serving the last twelve months of training as on 1st May, 2016 and due to complete 3 years / 3 <sup>1/2</sup> years of training (including excess leave, if any)on or before 30th April, 2017.**

I -----hereby certify that Shri/Ms-----presently serving under me as an articulated assistant/audit assistant, will be in service as on 1st May, 2016 serving the last twelve months of training and his/her due date of completion (including excess leave,if any)will be -----i.e. on or before 30th April, 2017 as per deed of articles.

Old Article Regn.No.-----

New Unique Regn.No.-----

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Date:-----

Signature of the articulated/audit assistant

Signature of Principal/Member

Place:-----

ICAI Membership No-----

**CERTIFICATE OF SERVICE**

<sup>4</sup> (For PCC or Converted from PCC to IPCC) For candidates who are presently in service, serving the last six months of training as on 1st May, 2016 and due to complete 3<sup>1/2</sup> years of training (including excess leave, if any) on or before 31st October, 2016.

I -----hereby certify that Shri/Ms-----presently serving under me as an articled assistant/audit assistant, will be in service as on 1st May, 2016 serving the last six months of training and his/her due date of completion (including excess leave, if any) will be -----i.e. on or before 31st October, 2016 as per deed of articles.

Old Article Regn.No.-----

New Unique Regn.No.-----

Date.-----

Place:-----

Signature of the articled/audit assistant

Signature of Principal/Member

ICAI Membership No-----

<sup>5</sup> (For Intermediate and IPCC) For candidates who are presently in service, serving the last six months of training as on 1st May, 2016 and due to complete 3 years of training (including excess leave, if any) on or before 31st October, 2016.

I -----hereby certify that Shri/Ms-----presently serving under me as an articled assistant/audit assistant, will be in service as on 1st May, 2016 serving the last six months of training and his/her due date of completion (including excess leave, if any) will be -----i.e. on or before 31st October, 2016 as per deed of articles.

Old Article Regn.No.-----

New Unique Regn.No.-----

Date.-----

Place:-----

Signature of the articled/audit assistant

Signature of Principal/Member

ICAI Membership No-----

**ATTENTION STUDENTS**

Candidates who have already completed 2 years or 2 years and 6 months or 3 years of training and have taken termination due to any reason are advised, in their own interest to re-register their balance period of training with the Institute well before the commencement of examination i.e 1st May, 2016 so that they are in service as on 1st May, 2016 failing which admission to the examination will not be granted.

To complete 3 years or 3 years and 6 months of training (including excess leave taken) on or before 31st October, 2016 or 30th April, 2017 as the case may be.

A candidate who is otherwise eligible to appear in the Final Examination shall not be required to be in the service of articles/audit training on the first day of the month in which the Final examination is held. However, such relaxation shall be confined only to first of such permissible examination (i.e the Final Examination in which a student shall become eligible to appear in the Final Examination for the first time only but not thereafter), irrespective of whether he is from the stream of Professional Education Examination - II (PEE-II) or Professional Competence Examination (PCE) or Integrated Professional Competence Examination (IPCE) under the provisions of Regulation 29 C of the Chartered Accountants Regulations 1988.

Relaxation given by Council (Item No 18 of the Special Meeting of the Council held on 2nd February 2011) does not mean that the student is exempted from balance training period.

In other words, as per the decision of the Council Relaxation to the candidates appearing for the first time is that the candidate may or may not be in service on the 1st day of the month in which Final Examinations are held.