

SYLLABUS – 2016

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

FOR OFFICE USE ONLY

IN No.



FINAL

APPLICATION FORM FOR THE EXAMINATION OF
JUNE / DECEMBER

NEW (11 DIGIT) REGISTRATION NUMBER :

Grid for entering 11-digit registration number

OLD REGISTRATION NUMBER (IF ANY) :

Grid for entering old registration number with a slash for the separator

Affix your Photograph
2.5 × 3.0
c.m. size
putting
Signature on
it avoiding
Face

N.B. Please visit Institute's website: www.icmai.in for viewing your new (11 Digit) Registration No.

INTEND TO APPEAR FOR GROUP (S) (✓ TICK THE CORRECT BOX)

[✓ TICK THE CORRECT BOX (ES)]

GROUP III

MALE

GROUP IV

FEMALE

FILL IN BLOCK LETTERS ■ LEAVE ONE BOX BLANK BETWEEN WORDS ■ DO NOT BREAK A WORD ■ (IF NECESSARY WRITE IN THE NEXT LINE)

NAME

ADDRESS

(FOR EXAMINATION
CORRESPONDENCE
ADMIT CARD/
RESULT ETC.)

Grids for entering name, address, and examination correspondence details

PIN :

STD : Ph. No. Fax No. E-mail :

DATE OF BIRTH (D D M M Y Y Y Y)

MEDIUM : ENGLISH / HINDI

[✓ TICK THE CORRECT BOX]

EXAM CENTRE CODE (REFER CENTRE CODES ATTACHED)

EXAMINATION CENTRE OPTED (REFER INSTRUCTION NO. 10)

PAYMENT BY DEMAND DRAFT ONLY (Please write your Name & Regn. No. at the back of the D.D.)

D.D. NO. DATE RS. (IN WORDS) RUPEES DRAWN ON (BANK) PAYABLE AT KOLKATA

DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THE INFORMATIONS GIVEN ABOVE ARE CORRECT AND COMPLETE IN ALL RESPECTS. IN THE EVENT OF BEING FOUND OTHERWISE I SHALL ABIDE BY THE DECISION OF THE INSTITUTE TO SUMMARILY REJECT MY APPLICATION/ WITHHOLD MY RESULT. I ALSO UNDERTAKE TO ABIDE BY THE REGULATIONS FRAMED BY THE COUNCIL FOR THE GUIDANCE TO THE CANDIDATES APPEARING FOR THE EXAMINATIONS.

ENCLOSURE

1. DEMAND DRAFT

CANDIDATE SIGNATURE

DATE

STUDENT'S NEW REGN. NO.

Signature and registration number boxes

- NOTE: 1. PLEASE READ INSTRUCTIONS ON REVERSE BEFORE FILLING UP THE FORM
2. INCOMPLETE FORMS WILL BE REJECTED (PHOTO IS MANDATORY INSIDE BOX AND SIGNATURE SHOULD BE PUT INSIDE BOX WITH BLACK INK)
3. FORMS RECEIVED AFTER THE LAST DATE WILL BE RETURNED AND NOT BE CONSIDERED FOR THE EXAMINATION
4. 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 UNTIL ALL CONDITIONS ARE FULFILLED.

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

Telephone : 2252-1031/34/35, 2252-1492, 2252-1602 • Telegram : STANDCOST
Fax : 91-33-2252 1026 (Exam)
E-mail : exam.helpdesk@icmai.in • Website : www.icmai.in

INSTRUCTIONS

1. **MODE OF PAYMENT: Fees are to be paid only by Demand Draft drawn in favour of “THE INSTITUTE OF COST ACCOUNTANTS OF INDIA” payable at KOLKATA. PAYMENT BY MONEY ORDER/INDIAN POSTAL ORDER/CHEQUE WILL NOT BE ACCEPTED. Examination Fees will not be refunded or carried forward under any circumstances.**
2. Application Forms properly filled up and attached with Demand Draft towards Examination Fee should be sent to the ICAI, Kolkata so as to reach the office by 31st March and 30th September for June and December Examinations of the particular year respectively.
3. Examination Application Forms may also be submitted at the ICAI, Kolkata Office by 10th April and 10th October for June and December Examinations respectively with a Late Fee of Rs. 300/- only (**US \$10 for Overseas Candidates**).
4. Only one Demand Draft for the full amount (including Late Fee, if any) should be enclosed with the Application Form. Applications received with more than one Draft will not be accepted. No remittance other than Examination Fees should be sent with the Application Form.
5. Only one Application Form must be filled up given the choice of Group (s). Multiple Applications by the same candidate are liable to be rejected.
6. The address furnished by the student in the application form will be treated as the official communication address for sending Marks Sheet / Certificate etc. and any examination related correspondence.
7. Rates of Requisite Examination Fees have been notified in the Institute’s website & monthly journal “The Management Accountant”. Fees for Overseas candidates must be paid by Demand Draft in US Dollars (\$). For details regarding fees, please contact your nearest Chapter/Coaching Centre or Institute’s Website [www.icmai.in]
8. If a candidate has been allowed the benefit of exemption or carry forward of marks in any subject(s), **such benefit shall stand automatically cancelled if the candidate appears in the subject(s) again.**
9. **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. Overseas centres code: 503 – Dubai, 505 – Bahrain, 506 – Muscat.** For domestic examination centres please follow the Institute website [www.icmai.in].
10. A candidate must write his/her **STUDENT REGISTRATION NUMBER**. Please refer website www.icmai.in for revised 11 digit numbers. **Applications without Registration Number or with wrong Registration Number are liable to be rejected.**
11. A candidate must send his/her application form and remittance in respect of his/her own candidature only.
12. **INCOMPLETE APPLICATIONS FORMS ARE LIABLE TO BE REJECTED.**
13. **REQUEST FOR CHANGE OF CENTRE OR GROUP WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**
14. Examination centres are liable to change and in that case efforts will be made to accommodate the examinees in the nearest centre.
15. Noting of exemption in the examination application form does not entitle the applicant to the exemption in the particular paper(s).the same would be given effect based on the records available with the institute only.
16. Exemption of paper(s) are valid only for 3 consecutive terms of examinations, immediately succeeding the term in which the student had secured exemption in the particular paper(s) by appearance in examination.
17. **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.**
18. 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.
19. 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.icmai.in] or contact H.Q. Examination Directorate.
20. Any dispute arising out of matters of Examination shall be subject to jurisdiction of the Calcutta Courts.