



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

Telephone : +91-33-2252-1031/34/35, 2252-1492, 2252-1602 • Telegram : STANDCOST

Fax : 91-33-2252 1026 (Exam)

E-mail : exam.helpdesk@icmai.in/ • Website : www.icmai.in

**IMPORTANT INSTRUCTIONS FOR FOUNDATION COURSE EXAMINATION**

**1. Eligibility :-**

No candidate shall be admitted to the Foundation Course Examination unless

- (i) he/she has valid Identification No.
- (ii) he/she is not debarred from appearing ICAI Examination for the Term of Examination;
- (iii) he/she has submitted the Examination form duly filled in within the specified time along with the requisite fees to the Director (Examination).

**2. Mode of payment :**

Fees are to be deposited only by Demand Draft drawn on any scheduled bank in favour of the “**The Institute of Cost Accountants of India**”, payable at Kolkata. Payment by Money Order or Indian Postal Order or by Cheque will not be accepted.

**3. How to fill up the form :**

The candidate is advised to ensure that

- (a) The application is filled up completely in his/her own handwriting and application is signed;
- (b) The correct amount is remitted towards examination fees;
- (c) His/her full address is written in the form, the address furnished in the examination application form will be treated as the official communication address for sending marks sheet and any examination related correspondence;
- (d) Medium of language for writing answers must be correctly mentioned. He/She may write answers either in English or in Hindi. Mixing up of both languages in the Answer Scripts will liable to be cancelled;
- (e) **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. Centre once opted for will not be changed under any circumstances. Overseas centres code: 503 – Dubai, 505 – Bahrain, 506 – Muscat.** For domestic examination centres please follow the Institute website [www.icmai.in].

4. (a) The Application Forms with all enclosures must be submitted to the Institute’s Headquarters at 12, Sudder Street, Kolkata – 700 016;
- (b) Foundation Course Examination Application Form properly completed should be attached with Demand Draft.

**5. Last Date of Receipt of Application Form :**

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. 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).

**6. Non-Receipt of Admit Card :**

In case of non-receipt of Admit Card ten days before the first day of the examination, enquiry to be made at ICAI HQ. Examination Directorate quoting the Examination Centre opted and Identification Number.

7. Forms for overseas centres are to be submitted to the Institute Head Quarters at the above address.

8. Incomplete Application forms are liable to be rejected.

9. Examination centres are liable to change and in that case efforts will be made to accommodate the examinees in the nearest centre.

10. Under no circumstances request for refund of examination fees will be entertained.

11. 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.

12. **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.**

13. In case of any difficulty or for any clarification please contact your nearest Regional Council or Chapter Office or it the Institute’s Website [www.icmai.in] or Contact H.Q. Examination Directorate.

14. Any dispute arising out of matters of Examination shall be subject to jurisdiction of the Calcutta Courts.