THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

12, SUDDER STREET, KOLKATA-700 016

TELEPHONES: (033) 22521031/34/35 & 22521492 FAX 033-22521026/22527993
Website: www.icmai.in   email: advstudies.arun@icmai.in

Form No:

APPLICATION FOR PERMISSION TO APPEAR for Diploma Course------------------------------

To be held in June/December…………….

To,
The Secretary
The Institute of Cost Accountants of India
12 Sudder Street
Kolkata-700 016.

Sir/Madam,
I hereby apply for permission to sit for Diploma in _____ Examination conducted by the Institute to
be held in June/ Dec…………. The relevant details are as under
A. Personal Details: (To be filled in block Capital)

Mr/Ms		
First Name	**Middle Name**	**Surname**
Date of Birth:		
Communication Address: (Where Admit Card, Mark Sheets etc, to be sent)	…… ……………………………………………………………………………………………….	
Tel No: STD	(off)	(Res)/(Mobile)
E-Mail		

B.Details of Examinations applied for:

Name of the Diploma	
Mention Papers in which a candidate wishes to appear	Paper-I ☐ Paper-II ☐ Paper-III ☐ All the papers ☐
Examination Center opted	Center Code
If you passed any papers earlier, Please state	Roll no: Term of Examination

PAYMENT DETAILS: Name of The Bank & Branch D.D.No…………………………………………………………. Dated………………………Amount. Rs Amount in words:……………………………………………………………………….	

C. Membership Details furnished below:

Date of Membership:	Fellow No:	Associate No:
Membership Fees details : Cleared up to:		Official Receipt details:

I declare to the best of knowledge and belief, the information given above is correct and complete, I also undertake to abide
by the rules and regulations (vide reverse) framed by the Council of the Institute.

Thanking you,

Yours faithfully,

Signature
Date: **Membership No:**

Instructions

1. The Diploma Examination comprises three papers of 100 marks each.

The participants who will score 50 percent or more in the examinations for each module will be declared successful.

2. Each candidate has to submit the project report on or before 30th July, 2016.

3. Examination details:

(i) Examination Fee for diploma examinations is Rs, 1200/- (Rupees Twelve hundred only) for all the papers OR for a single paper.

(ii) Examination fees to be paid through Demand Draft of requisite amount drawn in favour of
        "the Institute of Cost Accountants of India" Payble at Kolkata

(iii) The Diploma examinations will be held in the month of June/December. The last date for submission of application form is sep 30th without late fee and 10th October with late fee for December term and 31st March without late fee and 10th April with late fee for the June Term

(iV) The examination is conducted at the following centers: Please refer Annexure-1

4. Only one Application for must be filled up given the choice of papers. Multiple Applications by the same candidate are liable to be rejected.

5. 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. See annexure for the Examination Centre and corresponding codes.

6. A Candidate must send his/her application form and remittance in respect of his/her own candidature only.

7. Incomplete applications forms are liable to be rejected.

8. Request for change of Centre or Paper will not be entertained under any circumstances.

9. 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.

10. Any disputes arising out of matters of Examination shall be subject to jurisdiction of the Calcutta Courts
Please Note: Students are requested to submit the filled in application addressed To the **Directorate of Advanced Studies at the following Address**
CMA M P S Arun Kumar
 Dy. Director (Advanced Studies)
The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
Hyderabad Centre of Excellence
Plot No-35, Financial District, Nanakramguda Village,
Serilingampally Mandal, Gachibowli,
Ranga Reddy District
Hyderabad-500032
+91 9700516350,e-mail:advstudies.arun@icmai.in