

REGISTRATION PROCEDURE

- ◆ The eligibility criteria for Registration to the diploma courses is the membership from the Institute of Cost Accountants of India.
- ◆ The Brochure for the diploma courses will be available at Hyderabad Center of Excellence and New Delhi office of the Institute. The Brochures are also available on the Institute's website www.icmai.in
- ◆ There is a common Registration Form to apply for Registration to the diploma courses. The candidate may indicate the name of the course applied for in the appropriate column in the Registration Form.
- ◆ Details of Course Duration and Course Fee applicable for the diploma course is as follows:

Course Name	Course Duration	Course fees (in Rs)	Last Date
Business Valuation	12 months	20,000/- *	30 th April, 2014
Internal Audit	12 months	20,000/- *	30 th April, 2014

- Fee excludes the examination fee of Rs 1200/-(rupees twelve hundred only) for one or more papers.
- ◆ The Course Fee can be paid through Demand Draft or through NEFT/RTGS. **The Demand Draft should be made in favor of 'The Institute of Cost Accountants of India' payable at New Delhi.**
Details of ECS Payment: State Bank of India (60321), Andhra Association Building, 24-25 Institutional Area, Lodhi Road, New Delhi- 110003
Current A/c No. 30678404793 MICR Code: 110002493 IFSC Code: SBIN0060321
- ◆ In the Registration Form, the candidates can either place their scanned passport size photograph in the indicated area, or can affix their passport size photograph on the electronically generated hard-copy of the Registration form. In both the cases, the candidates have to self attest their photographs.
- ◆ The candidates have to submit hard-copy of the duly filled in Registration form (*In case of online registration, the hard copy of the electronically generated filled-in Registration form*) to: CMA. Dr P S S Murthy, Director (Advanced Studies), Hyderabad Center of Excellence, The Institute of Cost Accountants of India, Plot No. 35, Financial District, Nanakramguda Village, Serilingampally Mandal, Gachibowli, Ranga Reddy District, Hyderabad-500032.
- ◆ The completed Registration Form along with the self attested copies of the certificates

and testimonials of qualifications mentioned in the Registration Form, should reach the Directorate before the last dates mentioned against each diploma course. Members of the Institute should enclose a self attested copy of the Institute I-Card and Membership Certificate.