

- Note :**
- (1) If the applicant desire to continue to hold a certificate of practice, an application in form "6" should accompany.**
 - (2) If the application is being made under sub-regulation 3 of Regulation 5, a Certificate/s of service showing the Date/s of joining and leaving the organization/s and the nature of duties performed by you, from time to time, should also be sent; and**
 - (3) Proof regarding the paid-up capital and the annual turn-over of the company during each of the year of your employment should be sent (Balance sheets of relevant years may be sent).**
 - (4) In the case of members residing in Western Region, all payments should be made by Demand Draft / Cheque payable at Mumbai drawn in favour of the Institute of Chartered Accountants of India and should be sent to The Additional Director of Studies, The Institute of Chartered Accountants of India, ICAI BHAVAN, Anveshak, 27, Cuffe Parade, Colaba, Mumbai – 400005.**
 - (5) In the case of members residing in Southern Region, all payments should be made by Demand Draft / Cheque payable at Chennai in favour of the Institute of Chartered Accountants of India and should be sent to the Senior Assistant Secretary, The Institute of Chartered Accountants of India, ICAI BHAVAN, 122, Mahatma Gandhi Road, Numgambakkam, Chennai – 600034.**
 - (6) In the case of members residing in Eastern Region all payments should be made by Demand Draft / Cheque payable at Kolkata in favour of the Institute of Chartered Accountants of India and should be sent to The Senior Deputy Secretary, The Institute of Chartered Accountants of India, ICAI BHAVAN, 7, Anandilal Poddar Sarani, Kolkata – 700071**
 - (7) In case of members residing in Central Region all payments should be made by Demand Draft / Cheque payable at Kanpur drawn in favour of the Institute of Chartered Accountants of India and should be sent to the Deputy Secretary, The Institute of Chartered Accountants of India, ICAI BHAVAN, 16 / 77-B Civil Lines (Behind Reserve Bank of India) The Mall, Kanpur – 208001.**
 - (8) In the case of members residing in Northern Region, all payments should be made by Demand Draft / Cheque payable at New Delhi drawn in favour of the Secretary, The Institute of Chartered Accountants of India, and should be sent to The Deputy Secretary, The Institute of Chartered Accountants of India, ICAI BHAVAN, 52-53-54, Institutional Area, Vishwas Nagar, Shahdara New Delhi – 110032.**
 - (9) Members residing abroad may submit their application form to the respective decentralised office under which his indian residential address falls.**



.Only local cheques are acceptable.