



Instructions for Students

1. Exam Forms are required to be filled in by the Examinee himself/herself with his/her own Login ID on Student Login at PIPFA website.
2. **Students must sign the printed Examination Form and submit at any PIPFA Office or approved Coaching center along with the Paid fee voucher; otherwise forms will not be processed.**
3. **Fee must be submitted through printed FEE Voucher at any Faysal Bank branch ONLY.**
4. **Pay Order, Demand Draft, Cheque or ONLINE FEE Transfers are NOT acceptable.**
5. Students are advised to provide correct addresses, complete in all respect (In case of incomplete/wrong address PIPFA will not be responsible for delayed communication). Students are advised **not to provide** their College/Coaching Centers' address or contact number.
6. Annual subscription is applicable from 1st July of each year. The student who fails to pay annual subscription has to pay arrears along with late fee surcharge and Restoration fee as per the applicable payment schedule.
7. Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while selecting/marketing the papers in the online Exam Form.
8. Manually filled Examination Forms will be **Rejected**.
9. Manual editing and overwriting on Exam Form will NOT be taken under consideration.
10. **FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the print of filled exam form along with printed **paid** fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. Students are informed that **Fee is charged according to the date of submission at PIPFA Office**.

Submission Schedule of Examination Forms Summer - 2022

The Online Examination forms are available only on Student Login at PIPFA website from **February 18, 2022**.

1. Online Forms acceptance with normal fee is from **February 18, 2022**.
2. The **last date** for submission of forms is **March 08, 2022, with normal fee**.
3. Acceptance of Examination Forms with **100%** late fee from **09th – 15th March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).
4. Acceptance of Examination Forms with 200% late fee from **16th – 22nd March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).
5. Acceptance of Examination Forms with **300%** late fee from **24th – 30th March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).

Requirements for Exam Form:

Student should attach following documents with the Examination Form along with fee:

1. An **Attested** photocopy of Matric Certificate if not already submitted.
2. Last available PIPFA Result Card.
3. Two passport size Photographs with White background. (**One attested on back side and 1 attested from front and pasted on Exam form**).
4. Paid Fee Voucher.

Attestation is must and should be made by a gazetted officer (Grade 17 and above) or Chartered Accountant or Cost & Mgt. or Public Finance Accountant.

Submission Schedule of Examination Forms Summer - 2022

The forms for Summer Examinations 2022 will be available **only at Student Login on PIPFA website** as per following schedule;

1. Forms acceptance with normal fee from **February 18, 2022**.
2. The **last date** for submission of forms is **March 08, 2022, with normal fee**.
3. Acceptance of Examination Forms with **100%** late fee from **09th – 15th March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).
4. Acceptance of Examination Forms with **200%** late fee from **16th – 22nd March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).
5. Acceptance of Examination Forms with **300%** late fee from **23rd March – 30th March, 2022**. (**Corporate, AGP, CGA, Punjab Govt., PMAD, PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students**).

Instructions for Coaching/Affiliated Centers

1. **Students are required to fill online Examination Forms on their own.**
2. **Affiliate centers may facilitate students with their computer Labs.**
3. **Students must sign the printed Examination Form along with the printed Paid Fee Voucher otherwise form will not be processed.**
4. Following steps are to be checked and verified before receiving Exam Form from the students:
 - a. Student has paid full fee (Exam Forms with partial fee will be rejected).
 - b. Student has attached all the requirements for Exam Form (as given in the Students Instructions).
5. Direct students to write their personal and active mailing addresses (Admit Card will be withheld if Exam Form contains any Coaching/Affiliate Center Address).
6. You are required to send Exam Forms on weekly basis without delay. Also attach a list mentioning **Name, Reg. No. and Amount** paid by the students.

Note:

FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED, until the print of filled exam form along with printed **paid** fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. **Students are informed that Fee is charged according to the date of submission at PIPFA Office.**
