



Instructions for Students

1. Exam Forms are required to be filled in by the Examinee himself/herself with their own Login ID's on Student Portal at PIPFA website.
2. Students must sign the printout of the Examination Forms and submit at any PIPFA office or approved Coaching centers along with the paid fee voucher; otherwise forms will not be processed.
3. Fee must be submitted through printout of online voucher at any Faysal Bank branch.
4. Pay Order, Demand Draft and Cheque are NOT acceptable.
5. Students are advised to pay Annual Subscription Fee (If Due) before submitting Examination Forms otherwise the fee will be added in exam fee voucher.
6. 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' addresses or contact number.
7. 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.
8. Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while selection/marketing the papers in the online Exam Form.

9. Manually filled Examination Forms will be **Rejected**.
10. Manual editing and overwriting on exam Form will NOT be taken under Consideration
11. **FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the print of filled exam form along with paid fee voucher from PIPFA website is submitted to PIPFA office, for further processing.

Submission Schedule of Examination Forms Winter - 2021

The Online Examination forms for Winter Examinations 2021 will be available only on Student Portal at PIPFA website from **August 18, 2021**.

1. Online Forms acceptance with normal fee from **August 18, 2021**.
2. The **last date** for submission of forms is **September 08, 2021, with normal fee**.
3. Acceptance of Examination Forms with **100%** late fee from **09 – 15 September, 2021**. **(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 September, 2021**. **(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 – 07th October, 2021**. **(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 / Intermediate Certificate.
2. PIPFA Result Card (Last Appearance).
3. Two passport size Photographs with White background. (**One attested on back side and 1 attested from front and pasted on this 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 Winter - 2021

The forms for Winter Examinations 2021 will be available **only at Student Portal on PIPFA website** as per following schedule;

1. Forms acceptance with normal fee from **August 18, 2021**.
2. The **last date** for submission of forms is **September 08, 2021, with normal fee**.
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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 printout of the online Examination Form along with the paid fee voucher otherwise forms 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:

ONLY FILLING OF ONLINE EXAM FORM WILL NOT BE CONSIDERED AS SUBMITTED. You are required to educate students that, to print the filled exam form along with paid fee voucher from PIPFA website and must submit to PIPFA office, duly signed alongwith paid fee voucher
