

Form No. _____



Roll No.
(For Office Use Only)

Pakistan Institute of Public Finance Accountants

EXAMINATION FORM LEVEL 2, 3 & 4 EXAMINATIONS Winter Exam-2016

Paste one
Photograph here
Blue Background
(attested on front side)

Registration No.

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As per registration Card Issued by
PIPFA

Name: _____
As per Matriculation Certificate (USE BLOCK LETTERS)

Father Name: _____
As per Matriculation Certificate (USE BLOCK LETTERS)

Date of Birth: _____ Academic Qualification: _____
As per Matriculation Certificate (USE BLOCK LETTERS)

Designation: _____ Office Name: _____ Office City: _____

Mailing Address: _____
(USE BLOCK LETTERS)

(Do not write College/Coaching Center Address)

Phone: _____ Cell: _____ E-mail Address: _____

Qualification on which Exemption has been obtained/claimed (if any): _____

Papers Pass/exempt: _____
Write all the papers you have passed or exempted (use abbreviations)

Batch or Joining Session: _____

Coaching City : [Tick the City in which you have taken Coaching Classes of each level]

- | | | | | |
|------------|--------------------------|--------|--------------------------|------------|
| 1. Level 2 | <input type="checkbox"/> | Lahore | <input type="checkbox"/> | Faisalabad |
| 2. Level 3 | <input type="checkbox"/> | Lahore | <input type="checkbox"/> | Faisalabad |
| 3. Level 4 | <input type="checkbox"/> | Lahore | <input type="checkbox"/> | Faisalabad |

Branch:
Treasury Local Fund Audit

Choose an Exam Center by ticking a box:

(Examination Center once ticked can be changed on request on 15 days before the commencement of examinations)

Lahore Islamabad Faisalabad

Tick the papers in which intend to appear according to your branch:

Maximum of 4 Papers are allowed in one attempt.

Sr.#	Level	Tick	Papers
1.	Level 2 (Common to all)	<input type="checkbox"/>	Business Economics
2.		<input type="checkbox"/>	New Accounting Model (NAM)
3.		<input type="checkbox"/>	Cost Accounting
4.	Level 3 (Common to all)	<input type="checkbox"/>	Business Communication & Report Writing
5.		<input type="checkbox"/>	Financial Audit Manual (FAM)
6.		<input type="checkbox"/>	Management Accounting

Examinees are advised to carefully read requirements with this form and important instruction on page 3, to avoid complications later.

7.	Level 4	<input type="checkbox"/>	Public Works Accounts Rules & Procedures (Common to both)
8.		<input type="checkbox"/>	Service & Finl. Rules Rules Practical [Local Fund Audit Branch]
9.		<input type="checkbox"/>	Acts of Legislature & Statutory Rules [Local Fund Audit Branch]
10.		<input type="checkbox"/>	Rules & Reg. for Audit & Insp. of Acct. [Local Fund Audit Branch]
11.		<input type="checkbox"/>	Civil Services Rules (Theory) [Treasury Branch]
12.		<input type="checkbox"/>	Civil Services Rules (Practical) [Treasury Branch]
13.		<input type="checkbox"/>	Financial Rules Treasury [Treasury Branch]

Certified that above student has taken coaching at this Institute during this session and he/she is eligible to appear in the exam.

Seal & Signature of Certifying Authority
(Coaching Center)

Certified that above student is eligible to appear in the exam.

Seal & Signature of Certifying Authority
(Education Department)

Based on the above verifications, the Exam Form is approved and the Examinee is allowed to appear in the Exam.

(Examination Department)

A Demand Draft/Pay Order favoring PIPFA for Rs. _____ No. _____ Dated _____

of _____ Bank Ltd, being examination fee, is enclosed with two photographs.
Name of Bank

The above Fee includes

Description	Amount
Examination Fee <input type="checkbox"/>	_____
Examination Late Fee <input type="checkbox"/>	_____
Annual Subscription Fee <input type="checkbox"/>	_____
Exemption Fee <input type="checkbox"/>	_____
Coaching <input type="checkbox"/>	_____
Any other Fee <input type="checkbox"/>	_____

Requirements with this form:

Student should attach following documents with the Examination form along with Fee:

1. An **Attested** photocopy of Matric / Intermediate Certificate.
2. Last Session PIPFA Result Card.
3. Two passport size Photograph with blue background. **(One attested on back side and one attested from front pasted on this form).**
4. 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)

Important Instructions

1. A student of the Institute shall be deemed to be guilty of misconduct, and will face cancellation/suspension of registration, if he/she:
 - a. fails to comply with the rules and regulations of the Institute;
 - b. fails to supply correct information to the Institute;
 - c. fails to comply with any of the directives issued by the management of the Institute;
 - d. involves himself/herself in such activities which cause damage to the image of the Institute;
 - e. use unfair means in an examination;
 - f. is found indulging in under-hand dealing with any official or officials of the Institute;
2. In the event of any misconduct or breach of any regulation by a registered student, the BOG may, if it is satisfied after such investigation as it may deem necessary and after giving an opportunity of being heard, suspend or cancel the registration of the student.
3. Registration of a student shall be cancelled and all fee paid shall be forfeited if educational documents are found fake at any later stage.
4. Registration of a student, who does not pay the annual subscription within six month from the date it falls due, i.e. 1st July of every year is liable to be cancelled.
5. Students must make sure that they paid Annual Subscription fee before submitting Examination forms otherwise their forms will not be processed for Admit Cards.
6. Incomplete Examination forms will summarily rejected.
7. **Papers once ticked by the Examinee, in which he intends to appear, shall not be changed, Special care must be taken while ticking the papers in the form.**
8. Students are advised to provide correct address complete in all respect for in time dispatch of Admit Cards/Grade sheets. (In case of incomplete/wrong address PIPFA is not responsible for timely communication).
9. Submission Schedule must be strictly followed. No form will be entertained after last date of submission of Exam form.
10. No enquiry on any matter related to exam, will be entertained after six months of this exam.

Declaration

I hereby affirm that the statement made & information furnished in my application for examination is true & correct to the best of my knowledge.

PIPFA Board is authorized to change the policies from time to time for the settlement and smoother running of the Institute which will be accepted by me and cannot be challenged in any Court of Law.

I hereby declare that I have read the PIPFA Career Plan thoroughly and understood the rules and regulations of the Institute. I assure to abide by the rules, regulations & discipline of the Institute and comply with the orders of the PIPFA authorities issued from time to time.

I declare that I have read & agree with above instructions and the information provided in this form is true & correct to the best of my knowledge and belief.

(Examinee's Signature)

Date

This Section must be filled by the person receiving this Form:

Examination Form Received by: _____ Date: _____
Signature & Name

For Office use only		
	Signature	Date
Form received by: (Education Dept.)		
Fee endorsed by: (Accounts Dept.)		
Exemption confirmed by: (Exemption Officer)		
Form Entered by: (Exam Dept.)		
Form Scrutinized & Checked by: (Exam Dept.)		

PIPFA Fee Structure

Description	Fee
Examination Fee (Level 2 & 3)	Rs. 1,000/- (per paper)
Examination Fee (Level 4)	Rs. 1,200/- (per paper)
Annual Subscription	Rs. 900/-
Annual Subscription Penalty (If Annual Subscription is due for 6 months or above)	Rs. 900/-
Restoration Fee (Restoration fee will be applicable instead of penalty if Annual Subscription Fee is due 12 months or above)	Rs. 1,500/-

Deadlines for Exam Form Submission Schedule

Submission of Exam Forms	Aug.18 - Sept. 08 for Winter Session
Sub. of Exam Forms with 100% Late Fee	09 - 15 Sept. for Winter Session
Sub. of Exam Forms with 200% Late Fee	16 - 22 Sept. for Winter Session
Sub. of Exam Forms with 300% Late Fee	23 Sept. - 07 Oct. for Winter Session