



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 for in time dispatch of Admit Cards/Grade sheets. (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 by December 31st, 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 - 2020

The Online Examination forms for Winter Examinations 2020 will be available only on Student Portal at PIPFA website from **September 25, 2020**.

1. Online Forms acceptance with normal fee from **September 25, 2020**.
2. The **last date** for submission of forms is **October 10, 2020, with normal fee**.
3. Acceptance of Examination Forms with **100% late fee** from **11th – 17th October, 2020**. (**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 **18th – 24th October, 2020**. (**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 **25th – 31st October, 2020**. (**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.