

## FAQs for Articleship Abroad

Many of our members have made the Institute proud by excelling themselves professionally at foreign lands. The Institute has all along been for espousing the cause of members and all the members including the members based overseas have a special place for the Institute. Being a part of a profession, which is regulated under the Indian enactment, a member is required to follow certain set guidelines and procedures. For the sake of brevity and ease in accessibility of information, an effort has been made to compile the usual queries of a Indian Member based overseas so that he has readymade information/ clarification on doubts on procedural issues pertaining to the regulatory requirement at a glance.

While the illustrative queries and their clarification have been listed herein under; members may like to send us more areas of the queries which would be included in the section for wider benefit. This being a continuous updating process, efforts would be made to consolidate and update this portion on a continuous basis. Newer queries and your feedback on extent and range of queries would be welcome.

### **Frequently Asked Questions:**

- ▶ **What is the procedure to be followed by a member of the Institute residing abroad to keep his membership active?**

A member of the Institute is currently required to pay a sum of Rs.800/- if he is an Associate member and Rs.2200 /- if he is a Fellow member as the renewal fees for the membership every year. However for a members who is senior citizen having attained the age of 60 year, the fee shall be Rs. 600/- if is an Associate member and Rs. 1,600/- if he is a Fellow members. The payment of membership fee becomes due on 1st of April, every year and is payable by 30th of September of that year. A member residing abroad can keep his membership active by remitting the annual membership fee through Payment Gateway or by demand draft to the concerned DCO. Membership fee can be paid in advance for a period of three years. Members are informed of the payment of Annual membership / C.O.P fee through a Circular letter issued in the month of March. An announcement regarding the payment of fee is also hoisted on the Web-site.

- ▶ **What is the currency and the manner in which membership fees can be paid by members residing abroad ?**

-The amount of membership fee has been fixed in Indian rupees. Information on the fee structure and method of payment is available on the Institute's website at the link[http://www.icai.org/members/pay\\_ann\\_fee.html](http://www.icai.org/members/pay_ann_fee.html). This link also provides information on advance payment of fee. However the fee can also be paid in US \$ at the prevailing exchange rate. The normal method of payment is by way of Demand Draft/ Local cheque in favour of the Secretary, the Institute of Chartered Accountants of India payable at respective places where the concerned decentralized offices are situated. You or your representative in India can also deposit the payment on your behalf by putting a local cheque for clearing. The Payment through credit card can also be made.

Scale of Annual Membership Fee/Certificate of Practice Fee as on 01st April, 2014

### **For Members below age of 60 years**

Associate Membership Fee	800/-
Fellow Membership Fee	2200/-
Certificate of Practice Fee	2000/-

### For Members above age of 60 years

Associate Membership Fee	600/-
Fellow Membership Fee	1600/-
Certificate of Practice Fee	1500/-

#### ► Can the members pay their fees Online?

-The Institute has provided this facility to all members and a link of 'Online Payment of Fee' is available on the Home Page of the website. Members may follow the instructions there at and make the payment of fees. The payment through this mode can be made not only for annual membership fees but also for cases like restoration fee, fellow admission fee, COP fees and condonation fee whenever applicable.

#### ► Can the members submit the relevant forms by email?

-Yes. Members can submit certain forms viz. form 6 – for grant of COP, form 9 – for restoration of membership, form 117– for firm name approval and form 18– for registration of firm (to be digitally signed by all authorized partners) through email authenticated by digital signatures alongwith requisite fees wherever applicable using payment gateway.

#### ► What are the consequences if the annual membership fee is not paid within the stipulated time

-If the membership fee is not remitted before 30th September the name of the member would be removed/certificate of practice cancelled with effect from 1st October of the year concerned. The member cannot use the designation Chartered Accountant or the qualification ACA or FCA as the case may be. In the case of members holding certificate of Practice his right of practice will cease and his association, if any, with firm of Chartered Accountants in India as a partner etc will also come to end.

#### ► In the event of removal of membership, what is the procedure for restoration of membership?

-A member, whose name has been removed from the Register of Members, and desirous of Restoration of name in Register of Members –is required to apply in Form No.9 which can be downloaded from (please click here for further details) and is to be submitted along with :

- o Membership fee for the year during which his name was removed from Register of Members.
- o Membership fee for the year in which restoration is sought.
- o Restoration fee of Rs. 1,200/-
- o C.O.P. fee, if intends to hold C.O.P.

The application for Restoration of name in the Register of Members has to be filed with the Decentralized office (please click here for full details of Decentralised offices) where your address falls i.e. in case before moving overseas your physical records are with, say eastern region; you shall apply to Eastern India Regional Office for filing the required documentation. On compliance of above requirements, the name will be restored w.e.f. the date of receipt of Form 9 with Restoration fee of Rs. 1,200/- and prescribed fee, in the respective Decentralized Office. The forms/documents may be sent by post/courier. It may also be sent through email with digitally signed form no. 9 with remittance made

through Payment Gateway. On compliance of the above requirements the name will be restored w.e.f. the date of receipt of Form '9'.

Restoration of name with retrospective effect will be made provided application for restoration in Form 9 along with membership fee and C.O.P. fee (if you intend to hold C.O.P.) and restoration fee is received within the same financial year.

► **Whether an Associate Member of the Institute practicing abroad is eligible to become Fellow Member ?  
Whether a member's service as a paid assistant outside India with a firm of chartered accountants can be recognized for the purpose of fellowship ?**

-No. Only members who being associates and who have been in continuous practice in India for atleast five years are eligible to apply for admission to fellowship on payment of prescribed fee and submission of Form '3' [Section 5(3) of the Chartered Accountant Act, 1949].

-If an associate member applies for fellow membership, requires to pay additionally Rs. 1800/- as fellow conversion fee along with fellow membership fee or balance fee if associate membership fee for the year is already paid.

-The member working as a paid assistant with a foreign firm of accountants outside India is eligible for admission as a fellow member provided the firm is having atleast one partner who is/was either the member of the ICAI or who is/was eligible to become its member under Section 4(1)(v) of the Chartered accountants Act.

► **Whether an Associate Member employed in Industry abroad is eligible to become fellow member ?**

- An associate member serving in an industry abroad for a continuous period of not less than 5 years in one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and/or secretarial work, is eligible to become a fellow member.

If there is a break in the continuity of service, the same can be condoned for a period not exceeding one year so however that the actual period of service shall not be less than 5 years [Regulation 5(3)]

► **What is the procedure to be followed to become a fellow member ?**

- An Associate Member who is eligible to become Fellow as pointed out in question no.(7) & (8) above, is required to submit (i) Form no. 3 duly filled in and signed (ii) admission fee of Rs. 1,800/- plus the fellowship fee of Rs. 2200/- (Rs. 1,600/- in case of a senior citizen member), if fee of Rs.800/- (Rs. 600/- in case of a senior citizen member) as Associate Member is already paid then the differential fee of Rs. 1,400/- (Rs. 1000/- in case he is a senior citizen member) (iii) a certificate of employment for a period of 5 years or more showing the nature of duties performed were of supervisory in nature, issued by the competent authority. If he intends to obtain Certificate of Practice, he is additionally required to submit Form '6' along with Fee of Rs. 2,000/- (Rs. 1,500/- in case of Senior Citizen member). He can submit relevant form and remit a prescribed fee through E-mail/ payment gateway as pointed out in Q. No. 3 & 4.

► **If a member holding Certificate of Practice wants to surrender the Certificate of Practice. How can he do that?**

-The member desirous of surrendering his certificate of practice should make a request in writing indicating the date from which he wishes to surrender COP. The original script for certificate of practice should be surrendered for cancellation The COP fee however will have to be paid for the relevant financial year before it is cancelled at his request. However no fee would be required to be

paid if he wishes to surrender his COP w.e.f. 1st April provided he makes the request with the original COP by 30th April of that year.

▶ **What is the procedure for restoration of Certificate of Practice?**

–Members can renew Certificate of Practice by paying the prescribed fees by 30th of September every year. Those members who have not remitted COP fee by 30th of September, Certificate of Practice would be cancelled w.e.f. 1st October of the relevant year.

Members whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year are required to comply with the following –

– An application in Form 101 duly filled in and signed along with Certificate of Practice fee for the relevant year. (Form 101 can be downloaded from website)

– Annual Membership fee has been paid on or before 30th September of the relevant year.

–A letter restoring Certificate of Practice with retrospective effect will be issued on receipt of above by 31st March of the relevant financial year.

▶ **Can a member in Salaried employment abroad hold C.O.P.?**

–Yes, he can hold C.O.P but his status would be treated as a member in part-time practice.

▶ **Can a member of the Institute holding Certificate of Practice residing outside India, do any attest functions?**

–Yes. He can do attest functions outside India, subject to the local laws permitting him to do so.

Members holding Certificate of Practice and employed outside India are also permitted to undertake attest functions outside India so long as they reside outside India and during such stay period their status also continue to be '2' (part time COP) in the Institute's record.

▶ **Can a Member working abroad have a Proprietary Firm in India?**

–A member working abroad can have a proprietary firm in India provided the firm in India is under the charge of a member of the Institute who should be a full time paid assistant. This is a mandatory requirement under Section 27 of the Chartered Accountants Act, 1949.

▶ **Can a member having a proprietary firm in India and recently shifted from India, continue to be a proprietor of a firm in India?**

–The member can continue to be a proprietor of the firm in India if the member himself is actively associated with the firm by residing in India for a period of not less than 182 days as provided in Appendix 10 of the Chartered Accountants Act 1949 [page 51].

▶ **Whether a member residing abroad can be a partner of a firm of chartered accountants in India?**

–Yes, a member can be a partner in a firm of Chartered Accountants in India provided he holds C.O.

▶ **Can a member holding Certificate of Practice and residing abroad be incharge of the branch office of the firm outside India ?**

–Yes, a member can be in charge of the branch office of the firm outside India provided the Head Office of the firm is registered in India. He can be in charge of the branch office in his capacity either as a paid assistant or partner of the firm.

► **Can a member practicing outside India impart articles training under the Chartered Accountants Act and Regulations?**

–As per the proviso to Regulation 43(i) of the Chartered Accountants Regulations 1988 as amended by the Chartered Accountants (Amendments) Regulations 2007, a member practicing outside India is also eligible to engage an articled assistant subject to such additional terms and conditions as the Council may impose.

Moreover, if a firm of chartered accountants has an office in India and also an office abroad (not being a separate partnership) a partner or the proprietor thereof would be permitted to train articled assistant in India or outside the country, provided that the member concerned could ensure that proper training, in accordance with the requirements of the Regulations, is imparted to the articled assistants

► **What is meant by Certificate of Good Standing and how it can be obtained ?**

–A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose stating the details of his articled-ship exam passed, membership etc and indicating that nothing adverse about him has come to the notice of the Institute . A good standing certificate is required to the purpose of joining employment, immigration and also for visa purpose. In order to obtain Certificate of Good Standing the member concerned :- may submit a request for issue of certificate of good standing, stating the purpose for which certificate of good standing is required and submit the communication of the concerned body/ institution requiring the same. However, request of members for issue of certificate of good standing will also be considered if the requirement of body/ institution specified on the website, in application form or prospectus is produced. The request could be either a signed written request in prescribed application form available at Institute's site (Form No. 27 and 28) or an e-mail in the personal e-mail id of the member.

The certificate of good standing will be issued to concerned body/ institution in respect of any member if the request is directly received by the institute from the concerned body/ institution.

The name of the member should be active (not removed) in Register of Members of the Institute. The concerned member has paid annual membership/certificate of practice fees (if holds certificate of practice) for the current year within the specified time.

Request is to be sent to: [goodstanding@icai.in](mailto:goodstanding@icai.in) under your signature or Scanned copy of request may accompany the other documentation.

► **What is the procedure for obtaining duplicate certificate of Membership/Certificate of Practice**

– A member who has lost/misplaced his original certificates of Membership/Certificate of Practice, is required to apply and submit a written request to the concerned Decentralised Office for obtaining duplicate membership certificate/certificate of practice as an Associate or a Fellow member as the case may be. He is required to pay charges for duplicate certificate @ Rs.50/- or equivalent amount in US Dollar per certificate. He is also required to submit an affidavit in the prescribed format duly sworn-in before a Notary/First Class Magistrate or an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office. In case the member submits original certificate he is not required to execute the affidavit in the prescribed format.

► **What is the procedure for obtaining duplicate Marks Statements/Passing Certificates?**

–The member who has lost his Marks Statement/Passing Certificate may apply for duplicate marksheet/pass certificate by sending a request under his signature mentioning his roll number,

month and year of passing. The fee for issue of duplicate marksheet is Rs. 10/- and the fee for issue of duplicate pass/rank certificate is Rs. 25/-. The fee should be remitted through Demand Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi.

The member is required to send an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office to the effect that he was in possession of Pass Certificate or Rank Certificate and he had lost it and undertake to return the duplicate Pass Certificate or Rank Certificate if the original Pass Certificate or Rank Certificate is traced/received by him in future and indemnify the ICAI for any loss etc. that ICAI may suffer if the duplicate certificate is issued by ICAI.

The request may please be sent to:

**Jt. Secretary (Exams)**

The Institute of Chartered Accountants of India

C-1, Sector 1, Noida - 201301

Mail : - exam@icai.org,.

Phone No. +91-120-2535437; 2535305;2552643

► **How a member can get his certificates attested in partial fulfillment of requirements of foreign Universities in pursuit of higher studies ?**

-The members intending to pursue higher studies in foreign Universities can get the copies of their certificates of membership, Certificate of Practice, Pass Certificate and Marks sheet attested by sending the originals thereof alongwith the copies together with a requisition letter to the concerned Decentralised Offices requesting for attestation.

► **What is Transcripts and how a member can obtain Transcripts?**

-A Transcript is a Certificate describing the appearances and passing details with subjects and statement of marks of the exams of Chartered Accountancy in respect of the student concerned including his membership details if he has become a member of the Institute. For obtaining transcript the member concerned is required to provide a request duly signed by him for issue of Transcripts accompanied by following:

A fee of Rs. 500/- (Rupees five hundred only or equivalent in US Dollars) for one set of transcript/s (for any one or all examinations viz. Foundation/PE-I, Inter/PE-II and Final) remitted through Demand Draft or Pay Order in favour of The Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi - 110002

Attested copies of Entrance / Foundation / PE I / PE II / Intermediate / Final examination mark sheet/s (both front and reverse side) as applicable Attested copies of Rank Certificate issued by ICAI, if any.

Attested copy of Membership Certificate along with the proof for having paid the current year Membership fee or COP fee, as applicable

Prescribed Form for admission duly filled in by him, along with the envelope/s received from Foreign University/ies / Management Institution/s as applicable and

Copy of the Appointment Letter issued by the Foreign Body as applicable

The transcripts are issued normally within ten days from the date of receipt of request, complete in all respects.

The request along with the requisite fees / documents may please be sent to:

**Jt. Secretary (Exams)**

The Institute of Chartered Accountants of India  
C-1, Sector 1, Noida – 201 301  
Mail : – exam@icai.org,

► **Whether the Institute is conducting Post Qualification Courses for the members of the Institute? Which are those courses and what are the requirements for appearing in the examinations ?**

–The Institute is conducting Post Qualification Courses for the members of the Institute. The courses currently conducted are as under :-

- Post Qualification course in Management Accountancy
- Post Qualification course in Corporate Management
- Post Qualification course in Tax Management
- Post Qualification course in Information System audit
- Post Qualification course in Insurance & Risk Management.
- Post Qualification course in International Trade Laws and WTO

The members of the Institute are eligible to register for the above courses and appear in the examination conducted by the Institute. The members can straightway appear for examination for the courses at Sl. no. 1, 2 and 3 above and no formal registration would be necessary. Exam for Management Accountancy Course are held twice a year in the months of May and November. Exam for Corporate Management and Tax Management Courses are held in the month of May every year. For more details e mail [pqc@icai.org](mailto:pqc@icai.org).

The Exams for Information System Audit course are held in the months of March, June, September and December. The members who have registered and obtained eligibility certificate from IT Directorate can take up this exam. The eligibility certificates issued are valid for four exams in a span of two years. Details about this course are available at the official Web-site of the Institute at [www.icai.org](http://www.icai.org) under courses I S A.

The Exam for Insurance and WTO Courses are held twice a year in the months of May and November. Members who have registered for Insurance course and obtain eligibility certificate can take up this exam. For more information about this course please mail to Secretary, Committee on Insurance at [insurance@icai.org](mailto:insurance@icai.org). As regards the exam for WTO and Trade Laws members are eligible to appear for Part 1 Exam to the course only after 6 months of registration and would be required to produce a minimum attendance record of 80% in the personal contract programmes failing which they would not be entitled to appear for the examination. Further information about this course can be had from the Secretary, Committee on Trade laws and WTO by sending e-mail to : [ditl@icai.org](mailto:ditl@icai.org).

Registration for Post Qualification courses in ISA, Insurance and WTO is open through out the year. (Please click here for details)

► **Want to have a Chapter of Institute. How that can be established?**

- The Institute encourages its members overseas to consolidate their synergies by creating a formal Chapter. In the Institute's parlance this formal network is a 'Chapter' of the Institute. Any place which has more than 20 Indian members; they can all join together to form a chapter of the Institute. This chapter can be used by them acting as a programme organizing unit for the various CPE programmes. The chapter would be a unique forum for promoting.
- bonhomie far away from your motherland and would enable your families and accomplices as well to come closer and foster goodwill.

Guidelines for setting up of Overseas chapters are available at Chapters outside India are functioning at Abu Dhabi, Bahrain, Botswana, Doha, Dubai, Indonesia, Jeddah, London, Nigeria, Saudi Arabia, Riyadh, Saudi Arabia and Zambia, The details of current Chapters of the institute in various countries along with their contact details are available on the Institute's website at [www.icaai.org](http://www.icaai.org) . Efforts are also on by members in Canada and Kuwait to formally organise such chapters.

#### ► **What is the importance of Chartered Accountant Journal ?**

- The Chartered Accountant Journal is an important communication for the Institute and keeps the members updated on the professional front, It is expected that each member should be going through every issue of the Journal. The Chartered Accountant is a monthly publication from Institute and after publication is immediately put on the website of the Institute. It is also sent physically every month and each dispatch is through a recorded delivery to all active members.

#### ► **Can a member residing abroad get Journal by Air Mail?**

- Normally Journals to the members abroad are being sent by Air Mail. However a member can opt for getting journals by Airmail in which case he is required to pay the air mail charges for receiving he Journal by airmail at his foreign address. Currently the charges for sending Journal by airmail is Rs. 21/- Annually.

#### ► **Can a member residing abroad get the Journal at his Indian address?**

- As per regulation 187 of CA Regulations every member in practice shall have a professional address in India in his own charge or in charge of another member. A member not in practice may specify a place which shall be deemed to be his professional address for the purpose of Section 21 and also CA Regulations. In view of the above, every member has to specify one address which will be taken in the Institute's record as professional address for all purposes and also for correspondence. Accordingly Journal's, Regional News letters etc. can be sent to the professional address in India if so indicated by the member.

In the event of delayed/ non-receipt, please correspond at [journal@icaai.org](mailto:journal@icaai.org) or [ebsecretariat@icaai.org](mailto:ebsecretariat@icaai.org) giving exact details of your full mailing address with Pin/ Zip code, if possible also specifying a landmark as part of address. It would speed up chances of early reach of journal and communication to you.

#### ► **How a member residing abroad can buy a publication from the Institute?**

- The publications of the Institute available for sale are indicated in the updated list hoisted on the Website. The rates and postal charges payable thereto are also stated therein. For details visit :<http://www.icaai.org/publications/Ins-pub.html>.

A member interested in buying any publication(s) as indicated in the list can either send his remittance in advance for such publications including the postal charges or make payment on line to purchase a

publication concerned. Alternatively, an imprest amount (USD 300) could be deposited with the Institute and under such a scheme, a member shall have an access to the recent publications which could be continued to send by the Institute till the time the imprest amount is exhausted.

For faster communication a member can always reach the Institute at e-mail [castoresnoida@rediffmail.com](mailto:castoresnoida@rediffmail.com) or Fax No. +91-120-2518539, Tel. No. +91-120-2552142, 2551279.

► **What is the importance of Updating e-mail Id with the Institute ?**

-The Institute very shortly would be moving to a Virtual stage whereby large number of transactions/ communications would be done electronically. This would warrant availability of correct e-mail id so that one gets communication from the Institute with regard to CPE programmes/ other events of interest in time

While e-mail particulars could be updated by sending a simple mail, any communication having regulatory angle would require signed communication from his end for which fax / scanned copy will have to be sent.

The Institute would be regularly coming out with E Newsletter, which has been targeted as a tool for disseminating information to Indian Members abroad and to come closer to them and address their requirements speedily, on quarterly basis which would be a two way communication channel between the Institute and the foreign members. This again necessitates the need to have the e-mail particulars in the records of the Institute for ensuring receipt of e mails. Please update your e-mails id with Institute's record.

► **Why a member should Update his address and other particulars?**

-By being a member of the Institute he has a continuity and access to developments of Indian profession and it needs no exaggeration that updating his correct particulars would do a lot good in his being professionally updated. The Institute every year while sending the circulars for fee reminders also attach an Entry on Record containing his particulars. It would be the earnest request of the Institute to the members to give utmost priority in updating of information containing in the entry on record wherever necessary. This is also necessary as a part of regulatory requirements

As the professional and other particulars have a bearing for future and there are certain areas wherein due caution needs to be observed; certain request like change in address needs to be accompanied under your signatures so as to ensure authenticity of such a request.

► **What are the areas where a member can Contribute to the profession ?**

-There are many areas in which esteemed members can contribute to the professional activities of the Institute. The range is varied and the list indicated herein under in just illustrative and he could think of more such avenues for joining in the work being done by the Institute.

**Some of such areas are –**

Associating as a constituent of brand promotion. The Institute is in the process of consolidating its brand image not only in India but in other countries also where a sizeable Indian population/sufficient number of Indian members are there. Promoting Indian Chartered Accountant as a brand would provide fillip to boosting his professional avenues. He need to share with us ways and means in which this needs to be accomplished. He can send his valuable suggestions on the basis of country specific issues so that while formulating its approach, the Institute could suitably include them in its pursuits.

Help take up issues of concern with the respective authorities in those countries /promoting the Indian qualification in terms of services which can be provided by a member of ICAI.

Associating in providing synergies by creating a formal network – The Institute feels that the consolidation of efforts would be a welcome step and the Institute would request the members to form chapter of ICAI wherever more than 20 members are there. (For further details please click here)

Information about the need of Chartered Accountants in your country – This would enable the members intending to take opportunity abroad. Such information can be mailed at [foreigndesk@icai.org](mailto:foreigndesk@icai.org) to be placed suitably on the web page of the Institute. This way the member would be doing a yeoman service for Indian members to such global market and globalisation of Indian Chartered Accountant. The member abroad can also pass on the addresses of major placement consultants/ organizations which need professional chartered accountant so that Institute could approach them for benefit of everybody.

Contributing to the Exposure drafts, Research projects and in journal of the Institute – The Institute needs perspective and contribution from the member abroad on technical issues. They are welcome to contribute articles / their view point for inclusion in the journal so that there is a wide sharing of information and their views are put to synthesis and analysis by a cross section of members thus, adding to their utility in an over all context.

Help dependents of your fellow professionals by being part of CA Benevolent Fund – Uncertainty knows no bounds and it is for uncertain times that the Institute have decided to create a corpus of funds by way of voluntary contribution from members to help the families of bereaved chartered accountants who are in distress and need a helping hand. The details on the objectives of the CA Benevolent Fund, procedure for becoming member, extent of assistance available and the procedure for availing assistance are available on the Institute's website at the following link: [http://www.icai.org/members/ca\\_benevolentfund.html](http://www.icai.org/members/ca_benevolentfund.html)

► **What is the importance of Updating the particulars of members residing abroad in the Entry on Record?**

–The Institute would soon be coming with a Member Directory separately for foreign members. Given the fact, that developments internationally make the Institute need to have an immediate reaction/ update on certain country specific / sector specific issues; knowing the members who are to be addressed by the Institute for eliciting response on such information would come in handy. Members contribution would be something which will add value to the professional stance being taken by the Institute at different levels. We would request a member to update their following particulars with the decentralized office wherein their correspondence address falls and the Foreign Desk at head office with the following details on regular intervals so as to update the records, as an when there is such change so that Institute could approach them wherever there is such need. The information would also come in handy when the Institute's delegations visit their country and a need for interaction is felt with them.

1. Name and membership No.
2. Current employment
3. Current charge/ designation
4. Type of industry
5. Correct postal address

6. Contact address in India
7. Phone numbers – office and residential
8. Fax Nos.
9. E-mail id

The above information would also facilitate in coming out with the Directory of Foreign members.

► **Do the members abroad want to know about more professional avenues in India ?**

–While the members have moved to foreign destinations, there would be many a occasion when they would have felt the need of an information contact in India, in such situations, please feel free to write to [foreigndesk@icai.org](mailto:foreigndesk@icai.org) and the Institute would be glad to provide them the weblink of information which they may be wanting to have from India.

► **If any member has any suggestion on different issues how can he send that?**

–Members may feel that they have different ways of looking at the activities of the Institute. As an enabling outfit, the Institute would like to have suggestions from them on the way they feel certain things need to be carried out. They are invited to share their views at [foreigndesk@icai.org](mailto:foreigndesk@icai.org)

They can directly get in touch with the following Officers of the Institute whose area of work and contact details are given below:

**Area of Work Official :**

► **CA course and Education related matters**

Director Board of Studies  
Phone : from Delhi: +91-120-3989398, 3054808  
From out side Delhi: +91-120-3989398  
E-mail:- [bosnoida@icai.org](mailto:bosnoida@icai.org)

► **Technical Questions, issues on Accounting Standards and Expert Opinion**

Technical Director  
Phone: +91-11-39893989 (D), 30110582  
E-mail:- [tdte@icai.org](mailto:tdte@icai.org)

Secretary EAC  
Phone: +91-11-39893989 (D), 30110467  
E-mail: [eac@icai.org](mailto:eac@icai.org)

► **Technical Questions and issues in Auditing**

Secretary  
Auditing and Assurance Standards Board and Assurance Standards  
Phone: +91-120-3054815 (D), (011) 30110468  
E-mail:- [aasb@icai.org](mailto:aasb@icai.org)

► **For Continuing Professional Education and Professional Development**

Director CPE

Phone : +91-120-3045957

E-mail:- cpe@icai.org ; cpeadmin@icai.org

► **For In-Company Programmes**

Secretary CPEC

Phone: +91-11-39893989 (D), 30110438

Email:- cpe@icai.org

► **Examination related queries**

Joint Secretary (Exams)

Phone : +91-120-3989398 (D), 3054822

► **Peer Review Process**

Secretary, Peer Review Board

Phone: +91-120-3054815 (D), (011) 30110469

E-mail:- peerreviewboard@icai.org

► **Members & Students Services and payment of fee and other regulatory measures**

Joint Secretary, M&SS

Phone : +91-11-39893989

(D), +91-11-30110425, 30110426

E- mail :- mss@icai.org

► **General queries relating to publications**

Joint Secretary – NOIDA Stores

Phone : +91-11-3054802, 3054828

E-mail :- noidastores@icai.org

Any other matter; please write to foreigndesk@ icai.org

► **Is there a placement portal to provide employment assistance to the members? If so may we know more about that?**

-The Committee for Members in Industry of the Institute has hosted an on-line Placement Portal with domain name [www.placement\\_icai.org](http://www.placement_icai.org). The placement portal caters to the employment needs of the following categories of the Members/ students:

Campus Interviews Programme for Newly qualified Chartered Accountants.

All members and Semi-qualified accounting professionals(those who have completed only the Articleship component of the CA Course).

Both the candidates and the recruiting entities can register themselves on-line. This new technology based opportunity is a unique endeavor of the Institute and is the first such placement portal launched by any professional body in India.

**Benefits:**

The <http://www.placements-icai.org> is a single window recruitment system for organisations interested in recruiting Chartered Accountants from the Institute's vast talent pool of members and Semi-qualified accounting professionals.

Organisations registered in the portal can view the bio-data of the registered members / semi-qualified accounting professionals and approach the short listed candidates for various openings (in those organisations)

There is no need for applying for individual jobs repeatedly through the portal. Organisations who are interested the candidature of the members / semi-qualified accounting professionals would approach them directly.

The Placement Portal provides the facility to the members and semi-qualified accounting professionals to see various Job openings that have appeared in various leading newspapers and web sites of recruiting entities that are being posted – regularly – in the portal under the head "Notice Board: Job openings.

#### ► **How to Register on the Placement Portal?**

–The Members/Semi-qualified Professionals intends to utilize the placement portal for registrations may undergo the following procedure:

**Log on URL <http://www.placements-icai.org>**

In the home page click on Qualified Chartered Accountants / Semi-qualified accounting professionals under the option New User

Once again go to the home page and choose Qualified Chartered Accountant or Semi-qualified accounting professionals under the 'Registered Users' option and log in using your six digits [prefix appropriate number of '0' (zeros) if you don't have six digits ICAI membership number / Article registration number and password (already chosen by you while registering).

### **Guidlines for Articleship abroad**

#### **Training of Articled Assistant outside India**

A student staying abroad may seek admission in CA Course through qualifying CPT Examination or under Direct Entry Scheme in which a graduate/Post graduate student securing prescribed percentage of marks in respective examination may start articled training after passing one group of Intermediated Integrated Professional Course having completed orientation Programme & ITT. The details of CPT Course and Direct Entry Scheme of CA Course are available on the Institutes's website.– [www.icai.org](http://www.icai.org) it is to note that CA Course examination, practical training and allied Course Curriculum for Indian students or students from abroad are the same.

Often students getting registration in CA Course in India or Abroad have such queries related to articled training which are of following nature. Hence an FAQs on training abroad are given below for information ;

#### ► **Can a student registered with the Institute get training outside India?**

Ans.: Yes, a student registered with the Institute may enroll for training outside India under an eligible member of ICAI.

#### ► **Can a Chartered Accountant practicing abroad, train an articled assistant outside India?**

Yes, a Chartered Accountant is eligible to train an articled assistant provided his/her main occupation is the practice of the profession of accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants. Moreover, the members would be eligible to train articled assistant in accordance with Regulation 43. However, a member associated with foreign CA Firm in the capacity of partner or paid assistant may also train articled assistant under certain conditions.

► **Is it necessary for a Chartered Accountant training articled assistants outside India to have a professional address in India?**

Ans.: Till recently, it was mandatory for a member in practice to have a professional address in India in his own charge or in charge of another member. However in terms of the Council decision taken at its 291st meeting held in December 2009, a member shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India. As per the said Regulation, professional address means:

- a. an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or
- b. if a member is employed, the place of employment or at his option the place of his residence
- c. the place of residence, if the member neither carried on the profession nor is employed.

(It may please be noted that an address in India is essential in any of the situation)

► **Can a Chartered Accountant working abroad impart Industrial Training to an articled assistant abroad?**

Ans.: The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. Moreover, the members would be eligible to impart Industrial training in accordance with Regulation 51 and 72.

In addition to above, an organization eligible to impart training outside India which is not yet registered with the Institute may submit an application (format of application is available on our website [www.icai.org](http://www.icai.org)) alongwith a self declaration (in absence of Annual report) regarding minimum fixed assets & minimum total turnover or minimum paid up capital of the organization about the particulars of the undertaking.

► **Can a Chartered Accountant employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants eligible to train articled assistant outside India?**

Ans.: A member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

► **What shall be the period of practical training?**

Ans.: The period of practical training shall be 3 years, under a practising chartered accountant abroad. However, the articled / audit assistant have an option to undergo Industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

► **What will be the stipend in respect of articled assistant receiving training abroad?**

Ans.: The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistant receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

► **What will be the terms of office hours and working days holidays applicable to articled assistant working abroad?**

Ans.: Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India which are given hereunder:-

- a) The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
- b) The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
- c) The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
- d) The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally the articled assistant be required to work during the normal working hours fixed for articled assistants.
- e) In case of exigencies of work with Principal, an article assistant may be required to work beyond his/her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement of work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

► **What are the formalities to be complied by the articled assistant getting training abroad?**

Ans.: Form 103 for registration of articles should be duly filled and submitted along with such documents as mentioned in the Instruction sheet of Form 103 along with registration fee should reach the respective Institute's office to which the member is attached within 30 days of commencement of training.

► **What is the registration fee applicable to such articled assistant?**

Ans.: The details of registration fees as applicable for articled assistant is given on link [http://www.icaai.org/resource\\_file/14707ipcc\\_enrolment\\_feestructure.pdf](http://www.icaai.org/resource_file/14707ipcc_enrolment_feestructure.pdf) can be referred. The fee as applicable can be paid by way of Demand Draft drawn in favor of "The Secretary, The Institute of Chartered Accountants of India" payable at the concerned Decentralized office of the Institute.

► **Where are the Forms required to be submitted?**

Ans.: Form 103 is required to be submitted at the respective Decentralized office of the Institute (i.e. the decentralized office in whose jurisdiction the Indian address of the member falls).

► **Will an articled assistant receiving training abroad be eligible for secondment?**

Ans.: Yes. The terms and conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

- ▶ **Can a Principal depute an articled assistant for training under eligible members of accountancy institutions or bodies outside India (in accordance with Regulation 54A)**

Ans.: Yes. A principal, with the consent of the articled assistant may depute the latter for training for a period not exceeding 6 months, under a member eligible to engage and train an articled assistant under the bye laws of an institution or body set up in the respective countries.

- ▶ **Will such service be considered as part of practical training? (in accordance with Regulation 54A)**

Ans.: Such training under members of accountancy institutions or bodies outside India, will be considered as part of practical training.

- ▶ **Is the articled assistant eligible for stipend during such period of training? (in accordance with Regulation 54A)**

Ans.: No. The provisions of stipend do not apply during such period of training.

- ▶ **Should the articled assistant enter into a Deed of articles for this purpose? (in accordance with Regulation 54A)**

Ans.: No. There is no need either for execution of deed of articles for such training or for any intimation to the Institute in this regard. However the Principal is required to include the particulars of such training in the report to the Council under Regulation 64.

- ▶ **Can a member of the Institute engage and articled assistant under the bye laws of the accountancy institutions or bodies outside India?**

Ans.: Members entitled to train articled assistants shall not engage any articled assistant or articled assistant or apprentice under the bye laws of any other institutions or society or body unless the person concerned has been registered student with any of the accounting institutions or bodies whose training is recognized by the Council as equivalent to the training prescribed for the members of the Institute.

- ▶ **What are the terms and conditions applicable for training articled assistant abroad?**

Ans.: The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

Further, the terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

In addition to above, the Principal and the articled assistant shall be bound by the provision of Chartered Accountants Act 1949 and Regulations framed thereunder and such other rules and guidelines and directions issued by the Council from time to time.

- ▶ **Is it possible to take transfer after completion of 1 year of Practical Training? Do we need to give any proper reason to the Institute?**

Ans.: Yes, In partial modification of the announcement dated 30th June 2009 regarding transfer/termination of articles the Council in its recent meeting has decided that the transfer/termination of articleship in terms of Regulation 56(1) of the Chartered Accountants Regulations, 1988 shall be permissible on the grounds as stated below:-

- I. Transfer /termination of articles is permitted without any restriction during the first year of articles.

- II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: –
1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).
  2. Transfer of parent(s) to another city.
  3. Misconduct involving moral turpitude.
  4. Other justifiable circumstances / reasons: –
- (ii) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on submission of requisite proof of the act warranting transfer/termination of articleship): –
- a. Industrial Training (Regulation 51)
  - b. Secondment of articles (Regulation 54)
  - c. Conversion from PCC to IPCC (for termination of articles only. Re-registration of articles to be allowed only after passing Group-I of IPCC)
  - d. Death of Principal [Regulation 57(1)(c)]
  - e. Ceasing of practice by the Principal [Regulation 57(1)(a)]
  - f. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]
- (iii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).
- (iv) Irregular payment or non payment of stipend with reference to Regulation 67.
- (v) Articled assistant desires to serve balance period of training outside India.
- (vi) Shifting by the Principal to another city involving distance more than 50 kms.

The articled assistants are required to get the consent of the Institute before getting Form 109 signed by the Principal in their own interest.

The request, on any one or more of the aforesaid grounds, of an articled assistant on a plain paper alongwith the recommendation/ consent of the Principal for transfer / termination of articleship accompanied by evidence/proof (self-attested by the articled assistant) to the satisfaction of the Institute be made. Request for transfer not accompanied by consent of Principal shall not be accepted. In case of dispute between principal and articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases.

► **If principal does not sign completion of articleship certificate in Form 108, what we do?**

Ans.: Please refer to Regulation 56 of the Chartered Accountants Regulations, 1988 and Prospectus of CA Course.

► **Please guide us on articleship? What kind of firm should we join?**

Ans.: A CA student is compulsorily required to undergo practical training i.e. articleship of 3 years. The students coming through CPT can join articleship only when they register for IPCC and clear its Group-I/Both Group and completing the Information Technology Training (ITT) and Orientation Course (OP). The students coming through direct entry route i.e. graduates and post-graduates with prescribed marks can

commence their articleship after registering for Intermediate (IPC) and completing the Information Technology Training (ITT) and Orientation Course (OP). This training has to be done under a practicing Chartered Accountant. This training is very useful as it gives the trainee hands on experience on various aspects of chartered accountancy course i.e. Audit, Taxation, Accounts, Law etc. The selection of firm depends upon your choice of field in which you want to practice in future.

► **Please provide, the basis for calculating leave during articleship.**

**Example;**

Ans.: Case 1: An article completed 3 years of articleship till now. So,

Total working days:  $365 \times 3 = 1,095$  days  
Leaves Taken so far = 100 days  
Actual period Served = 995 days  
Leaves Earned =  $1/6^{\text{th}}$  on 995 = 165 days

Leave entitled (subject to sanction of leave by your Principal) = 65 days (165–100 days)

Case 2: An article having a total articleship period of 3.5 years. So, Total working days:  $365 \times 3.5 = 1277$  days

Leaves Taken till now = 100 days  
Actual Period Served = 1177 days  
Leaves Earned =  $1/6^{\text{th}}$  on 1177 = 180 days (maximum)

Leaves entitled (subject to sanction of leave by your Principal) = 80 days (180–100)

► **Those students who have registered IPCC with ATC, do they need to do articleship for an additional year?**

Ans.: students who have registered for IPCC alongwith ATC shall be required to complete either 12 months work experience or prescribed period of articulated training before applying for 'Accounting Technician Certificate'.

Further, it is clarified that partial completion of articulated training period cannot be treated as completion of 12 months work experience nor based on that 'Accounting Technician Certificate' shall be issued.

► **Do we need to do articleship only under a CA who is practicing or can we do industrial training?**

Ans.: As per Regulation 43 of the Chartered Accountants Regulations, 1988, practical training is imparted only by a member who is practicing the profession of chartered accountants in his individual name or as proprietor or as partner or member who is in full time salaried employee under a chartered accountant in practice or a firm of such chartered accountants.

Further, as per Regulation 51 of the Chartered Accountants Regulations, 1988, industrial training shall be received under a member of the Institute in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time for the period between nine months and twelve months during the last year of the prescribed period of practical training and after passing Intermediate examination/PE-II examination/PCE/IPCE by the articulated assistants.

► **Is it compulsory to join articleship immediately after passing IPCC?**

Ans.: Yes, it is compulsory because there is a condition of completion of minimum 2½ years of articleship before appearing in Final examination.

- ▶ **Is deputation of articled assistants at branches of the same firm allowed during articleship even after 1 year from starting it?**

Ans.: Deputation of articled assistants at branches of the same firm is allowed during articleship if the principal remains the same. If there is change in the principal, then the articled assistant has to apply for termination as per the announcement dated 2nd July 2010 regarding transfer/termination of articleship.

- ▶ **I have temporarily discontinued my articleship, I am in first year, can I start my articleship again with another Principal abroad?**

Ans.: Yes. If a student has taken a termination in the first year, he can commence articled training later on with the member entitled to engage and train one or more articled assistants notwithstanding anything contained in Regulation 43.

- ▶ **Three years of articleship–Isn't this too long a tenure?**

Ans.: No, three years of articleship is not too long tenure considering the fact that it grooms the CA student in all aspects of CA course. The period of articled training is already reduced from 3.5 years to 3 years.

- ▶ **How many total leaves are available during articleship?**

Ans.: As per Regulation 59 of the Chartered Accountants Regulations, 1988, an articled assistant shall earn leave at the rate of one sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to maximum of 180 days.

- ▶ **Can we do articleship & Industrial training from abroad?**

Ans.: i) Yes, A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: –

a. an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or b. if a member is employed, the place of employment or at his option the place of his residence c. the place of residence, if the member neither carried on the profession nor is employed. It may please be noted that an address in India is essential in any of the situation)

v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

- vi) The period of practical training shall be 3 years, as applicable, under a practicing chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.
- vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking along with the application.
- viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.
- ix) The Principal shall send training reports as prescribed along with the service certificate to be issued in Form 109 & 108 as the case may be.
- x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.
- xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.
- xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: –
- a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
  - b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
  - c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
  - d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
  - e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations 60, 65, 66, 67 of the Chartered Accountants Regulations, 1988.

▶ **What should be done if our CA is not giving stipend?**

Ans.: It should be brought to the notice of the Institute and appropriate action will be taken in the matter under Regulation 67 of the Chartered Accountants Regulations, 1988.

▶ **What are the requirements of getting articleship in big “articleship firms”.**

Ans.: Different firms have different criterion for selecting articles. There is no set criterion from Institute’s side.

▶ **Industrial training should be made compulsory and every corporate must keep a CA Final student as a trainee. Is it possible?**

Ans.: We cannot impose any condition on any corporate to keep industrial trainees

▶ **I want to go to industrial training before completing my articleship. Sir, what can one do for it?**

Ans.: An industrial training can be done only after passing Intermediate examination/PE-II examination/PCE/IPCE and for the period between nine months and twelve months during the last year of the prescribed period of practical training. For this you have to approach companies which have been approved by the Council and already registered with ICAI for imparting industrial training.

▶ **Why is there no transparency in the recruitment of articles. Despite the fact that why one has scored well in the exams still the reference is to be applied for training?**

Ans.: The Institute does not have any role in placement of articles. However, for the convenience of students and firms the Institute has started On-line Article Placement Portal where firms desiring to keep articles and students desiring for doing articleship register themselves for placement. The selection procedure is entirely the domain of the registering firm in which the Institute does not have any role to play.

▶ **I am unhappy with my training due to non availability of work in the office. Most of the time, we sit idle in the office. There is no work of any company Bank VAT & ST. We are busy only in few months when filing the ITR. We want to give more hour to training but want to learn company Audit, bank audit etc. What should we do?**

Ans.: A student may opt for secondment, termination of articleship, Industrial training for gaining practical experience in different areas as per Regulation 54, 56 and 51 of the Chartered Accountants Regulations, 1988.

▶ **What would be your advice to article assistants? How do we manage both studies and articleship?**

Ans.: You have to plan out in a way that you are able to do justice to both articleship and studies. Chalk out a proper time table depending upon availability of time and your capabilities. Once properly framed, just adhere to it. For detailed guidance in this regard, please refer to the Institute’s publication How to face CA examination.

▶ **The Institute announced that article students can find their firm through on-line Article Placement Portal.**

Ans.: The Institute provides the facility of On Line Articles Placement Portal. This portal provides a platform to the firms of Chartered Accountants having vacancies for Article Assistants to select eligible students

and the candidates who are eligible for undergoing articled training. Both eligible firms and candidates have to register themselves online through the articles placement portal. Please visit <http://bosapp.icai.org> for details regarding this facility.

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