



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
(Setup by an Act of Parliament)

CRITERIA FOR EVALUATION OF THE BEST OVERSEAS CHAPTER AWARDS

FOREWORD

The 75 years of journey of ICAI is a testament to its steadfast commitment to excellence and service. From a modest beginning with 1,700 members, ICAI has evolved into a global powerhouse, boasting over 400,000 members and a strong international presence across 47 countries and 81 cities of the world.

This impressive expansion, marked by 50 Overseas Chapters and 31 Representative Offices, is a result of our dedicated members who proudly uphold the ICAI flag abroad, playing a vital role in promoting the branch CA India and fostering professional networking across the globe.

To recognize the invaluable contribution of these Chapters, ICAI has revamped the criteria for the Best Chapter Awards, placing greater emphasis on their role in supporting the profession and enhancing member experience. This initiative aims to inspire Chapters to excel and elevate the stature of Indian Chartered Accountancy on the global stage.

In another significant development, ICAI has rebranded its annual International Conference as the World Forum of Accountants (WOFA). This prestigious event will bring together accounting and finance professionals from around the world to exchange knowledge, explore emerging trends, and strengthen global cooperation.

My sincere compliments to my Council colleagues CA. Mangesh Kinare and CA. (Dr.) Raj Chawla for their valuable contribution in the preparation of the revised criteria.

I am sure that this revised criterion shall provide impetus to all our Chapters abroad to be recognized and applauded for their efforts for the betterment of their member base and the profession as a whole.

With best regards,

CA. Ranjeet Kumar Agarwal

President, ICAI

INTRODUCTION

The Institute of Chartered Accountants of India has always been very active in all major International developments affecting the accountancy profession across the globe.

The International Affairs Committee formed in the year 1982, has all along endeavored to strengthen interface between the Institute and the members abroad in order to provide more and better services to them by opening up more ICAI chapters and offices abroad and make the nodal points more empowered and focused.

The setting up of Chapters of the Institute in countries abroad was permitted in order to provide to the members living abroad a forum for discussing matters of their professional interest and a sense of belonging to the Institute. Since then, such Chapters, being an extended arm of the Institute are enhancing the Brand 'Indian CAs'.

The Council of the Institute at its 317th meeting held on 13th and 14th August, 2012 had introduced the Best Chapter Awards to encourage the Chapters to be more vibrant. The Awards are to appreciate the efforts of the Chapter Managing Committees in enhancing the 'Indian CA' brand and provide members a platform for networking thus creating a feeling of belongingness amongst members in foreign soil.

ICAI BEST OVERSEAS CHAPTER AWARDS

Since 2013, the International Affairs Committee (IAC) has been organizing ICAI Best Chapter Awards for its Chapters overseas. These Awards recognize the distinguished efforts and exemplary achievements of the Chapters in furtherance of the horizon of the Chartered Accountancy profession.

At present, the awards have been given in following three categories:

| | | |
|-----------------------------|---|---------------------------|
| <i>Category I (Large)</i> | : | <i>Above 500 members</i> |
| <i>Category II (Medium)</i> | : | <i>101 to 500 members</i> |
| <i>Category III (Small)</i> | : | <i>Upto 100 members</i> |

AWARDS

The top three Chapters in each category shall be awarded with Gold Shield, Silver Shield and Bronze Shield respectively. In addition, Certificate of Appreciation shall be awarded to the Overseas Chapters who have performed commendably during the period under evaluation but have not been able to secure these top three positions.

PROCESS FOR EVALUATION OF AWARDS

The Overseas Chapters have to submit their annual activity reports highlighting the important activities performed by them for the period commencing from 1st January to 31st December.

| | |
|---------|---|
| Step 1: | Initial review by the International Affairs Secretariat The activity reports submitted by the Chapters will be initially evaluated by the International Affairs Secretariat based on the approved evaluation criteria. |
| Step 2: | Final review by the Council Member/Group of Council Members nominated by the President in Office. The initial evaluation done by the International Affairs Secretariat will be reviewed by the Council Member/Group of Council Members and based on evaluation; the Group will recommend the awardees to the President-in-Office. |

SIGNIFICANT INFORMATION TO BE COVERED IN THE ANNUAL ACTIVITY REPORT

Since the awards will be adjudicated on the basis of annual activity report submitted by the Chapters, all relevant details should be appropriately incorporated in the activity report. The Chapter should also furnish all necessary documents in support of the activity performed during the year. The Institute of Chartered Accountants of India's Council has also identified key focus areas for the Chapters and efforts taken by the Chapter in such focus areas should be enumerated in the Activity Report. In case, the Chapter feels that certain activities cannot be performed in their country due to jurisdictional restrictions on account of prevailing law in their country; it should be clearly stated along with evidence in support in the activity report. The Chapter should also suggest a possible roadmap towards addressing such restrictions to the ICAI HO.

DUE DATE FOR SUBMISSION OF ANNUAL ACTIVITY REPORT

The due date for submission of annual activity report is 10th January, every year.

CRITERIA FOR EVALUATION OF THE BEST OVERSEAS CHAPTER AWARDS 2024

| | |
|----------------------------|--|
| Classification of Chapters | Number of Members as on 1 st January 2024 |
| Small Chapter | Up to 100 Members |
| Medium Chapter | 101 – 500 Members |
| Large Chapter | More than 500 Members |

(Qualifying Period 1st January to 31st December 2024)

Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | | Max Marks |
|--------|---|-------------------------|---|-------------|
| A | World Forum of Accountants” (WOFA) 31st January – 2nd February, 2025 Yashobhoomi India International Convention & Expo Centre New Delhi, India | | | 35 marks |
| | Promoting World Forum of Accountants” (WOFA) in your jurisdiction | Registration | Small Chapter - 3 marks for every registration Medium Chapter – 1.5 marks for every registration Large Chapter – 1 mark for every registration | 15 |
| | | Sponsorship/ Exhibitors | 3 marks for every 5 lakhs of sponsorship | 15 |
| | | Speakers | High profile Speaker recommended by the Chapter, approved by the International Affairs Committee and addressed at the WOFA | 5 |

| S. No. | Criteria | | | Max Marks |
|--------|---|--|---|-------------|
| B | Initiatives for Members | | | 51 marks |
| 1 | Number of Members restored with ICAI membership during the year (Provide the list with date of restoration) | Chapter | Marks | 5 |
| | | Small | 1 mark <i>for each member restored during the year</i> | |
| | | Medium | 1 mark <i>for every 3 members restored during the year</i> | |
| | | Large | 1 mark <i>for every 6 members restored during the year</i> | |
| 2 | Sharing of Member’s Database of Chapter with ICAI HO | i. Database as on 30 th June | 2 marks | 2 |
| | | ii. Database as on 31 st December | 2 marks | 2 |
| 3 | No. of Seminars / Conference / Web Lectures and programs for Members in compliance with CPE Guidelines (except CA Day and Annual Conference of the Chapter for which separate marks have been allocated) | Chapter | Marks | 10 |
| | | Small | 1 mark <i>for 2 CPE Hours</i> | |
| | | Medium | 1 mark <i>for 4 CPE Hours</i> | |
| | | Large | 1 mark <i>for 6 CPE hours</i> | |

Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | | Max Marks |
|--------|---|---|---|-----------|
| 4 | Placement of Indian CAs through Overseas Campus Placements and other means | Chapter | Marks | 6 |
| | | Small | 1 mark <i>for each placement during the year</i> | |
| | | Medium | 1 mark <i>for every 2 placements during the year</i> | |
| | | Large | 1 mark <i>for every 4 placements during the year</i> | |
| 5 | Participation of Chapter members in the ICAI Certificate Courses / Post Qualification Courses being run for members | Chapter | Marks | 6 |
| | | Small | 1 mark <i>for every 2 participations from the Chapter</i> | |
| | | Medium | 1 mark <i>for every 4 participations from the Chapter</i> | |
| | | Large | 1 mark <i>for every 10 participations from the Chapter</i> | |
| 6 | Recognition of ICAI qualification in your jurisdiction equivalent to Post Graduate Degree | i. Initiation of dialogue through ICAI Head Office but not concluded during the year | 4 marks | 10 |
| | | ii. Initiation of dialogue in previous years but concluded during the year | 6 marks | |
| | | iii. Initiation of dialogue through ICAI Head Office and concluded during the same year | 10 marks | |
| 7 | Identification, promotion and creation of new professional avenues for ICAI Members. | i. Identification of new Laws/ Policy and initiation of dialogue with the local Government through ICAI Head Office but not concluded during the year. | 4 marks | 10 |
| | | ii. Initiated in earlier years but concluded during the year resulting in new professional opportunities. | 6 marks | |
| | | iii. Initiation of dialogue with the local Government through ICAI Head Office and concluded during the year resulting in new professional opportunities. | 10 marks | |

Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | | Max Marks |
|----------|---|----------------|--|-----------|
| C | Initiatives for Students | | | 12 marks |
| 1 | Whether Career counseling programmes have been organized as per guidelines of Committee on Career Counseling of ICAI | Chapter | Marks | 4 |
| | | Small | 1 mark <i>for every 5 students counseled</i> | |
| | | Medium | 1 mark <i>for every 10 students counseled</i> | |
| | | Large | 1 mark <i>for every 20 students counseled</i> | |
| 2 | Initiatives taken for increase in articleship training opportunities as per Articleship Guidelines for members abroad of ICAI | Chapter | Marks | 4 |
| | | Small | 1 mark <i>for each vacancy created</i> | |
| | | Medium | 1 mark <i>for every 2 vacancies created</i> | |
| | | Large | 1 mark <i>for every 4 vacancies created</i> | |
| 3 | Tie up with Industries for enhancing Industrial Training Opportunities | Chapter | Marks | 4 |
| | | Small | 1 mark <i>for each vacancy created</i> | |
| | | Medium | 1 mark <i>for every 2 vacancies created</i> | |
| | | Large | 1 mark <i>for every 4 vacancies created</i> | |

| S. No. | Criteria | | | Max Marks |
|----------|---|---|---------|-----------|
| D | Branding and Recognition | | | 59 marks |
| 1 | Celebration of Chartered Accountants' Day on 1 st July or CA Week prior or post 1 st July | i. Hoisting of ICAI Flag <i>(in case flag hoisting is prohibited in a jurisdiction, celebration through other means e.g. Cake Cutting)</i> | 2 marks | 2 |
| | | ii. Brand Building Initiatives such as: a. Blood Donation Camp by associating renowned NGOs (If possible, may also organize an Awareness Session on Organ Donation) b. Yoga Day c. Plantation of saplings d. Walkathon with the message of ICAI Brand Building e. Any other initiative | 4 marks | 4 |
| | | iii. Presence of Local Government Officials / Dignitaries like Ministers & equivalent. | 2 marks | 2 |

Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | | Max Marks |
|--------|--|--|---|-----------|
| 2 | Global Career E-Kit | i. Development of E-Kit for the benefit of ICAI members in India to move to Chapter's jurisdiction | 10 marks | 10 |
| | | ii. Updation of already existing E-Kit | 10 marks | |
| 3 | Holding of Chapter's Annual Conference (Minimum duration of the Conference should be 6 hours and participation percentage will be taken from the list given by Chapters in B2) | Participation of less than 15% of the members registered with the Chapter | 0 mark | 10 |
| | | Participation of 15% or more members registered with the Chapter but less than 30% | 5 marks | |
| | | Participation of 30% or more members registered with the Chapter | 10 marks | |
| 4 | Activities/Events organized to commemorate 75 th year celebration of ICAI (Brief Report of Activities undertaken to be submitted) <i>Note: 1 event for 5 marks</i> | | | 10 |
| 5 | Presence of VIPs in Chapter events (Ministers/ Senior Government Officials/ President ICAI/ Vice President ICAI/ Regulators/ Heads of Foreign Accountancy bodies and alike) | Chapter | Marks | 5 |
| | | Small | 1 mark <i>for every VIP participated in the Chapter events</i> | |
| | | Medium | 1 mark <i>for every 2 VIPs participated in the Chapter events</i> | |
| Large | 1 mark <i>for every 3 VIPs participated in the Chapter events</i> | | | |
| 6 | Print / Electronic Media Coverage of Chapter Activities | Chapter | Marks | 5 |
| | | Small | 1 mark <i>for every coverage in leading newspapers/magazines</i> | |
| | | Medium | 1 mark <i>for every 3 coverage in leading newspapers/magazines</i> | |
| Large | 1 mark <i>for every 5 coverage in leading newspapers/magazines</i> | | | |
| 7 | Website Developed and Maintained including hosting the E-newsletter | | | 5 |
| 8 | Submission of brief report of the activities done by the Chapters during the year. | Chapter | Marks | 6 |
| | | Small | 3 marks <i>for each newsletter</i> | |
| | | Medium | 1.5 marks <i>for each newsletter</i> | |
| Large | 1 mark <i>for each newsletter</i> | | | |

Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | | Max Marks |
|----------|---|---|---------|-----------|
| E | Stakeholder's Development | | | 15 marks |
| 1 | MoU/MRA entered with regulator/ accountancy institutions or equivalent in Chapter's jurisdiction | i. If new MoU/MRA initiated but not concluded during the year | 2 marks | 5 |
| | | ii. If new MoU/MRA initiated in previous years but concluded during the year | 3 marks | |
| | | iii. If new MoU/MRA initiated and concluded during the year. | 5 marks | |
| | | iv. If MoU/MRA already exists/signed, the Chapter is required to organize two joint programmes. | 5 marks | |
| 2 | <ul style="list-style-type: none"> • Closely working with Business Promotion Councils and Industry liaisoning bodies of the Chapter's jurisdiction in coordination with ICAI Head Office • Close liaison with the Indian Embassies (Report of the meeting to be provided) • Close liaison with the local Government agencies / Ministries (Report of the meeting to be provided) | | | 10 |

| S. No. | Criteria | | Max Marks |
|---|---|---------|-----------|
| F | Compliance with Guidelines of the Council for Accreditation and Functioning of Chapters outside India | | 15 marks |
| 1 | Registration of the Chapters as Legal Entity in their local jurisdiction | 5 marks | 5 |
| 2 | Change in name of the Chapters <ul style="list-style-type: none"> • A city Chapter of ICAI shall be named as ICAI – City (Country) Chapter. • A country Chapter of ICAI shall be named as ICAI - Country Chapter. | 5 marks | 5 |
| 3 | Composition of Managing Committee of the Chapters (6-8 Members in the case of a Chapter having upto 100 primary Members and 8-12 Members in case of a Chapter having more than 100 primary Members) | 5 marks | 5 |
| NOTE: | | | |
| <ul style="list-style-type: none"> • 25 marks to be deducted in case of non – compliance of the ICAI Council decisions / Guidelines / Rules / Regulations / Circulars / Notifications | | | |

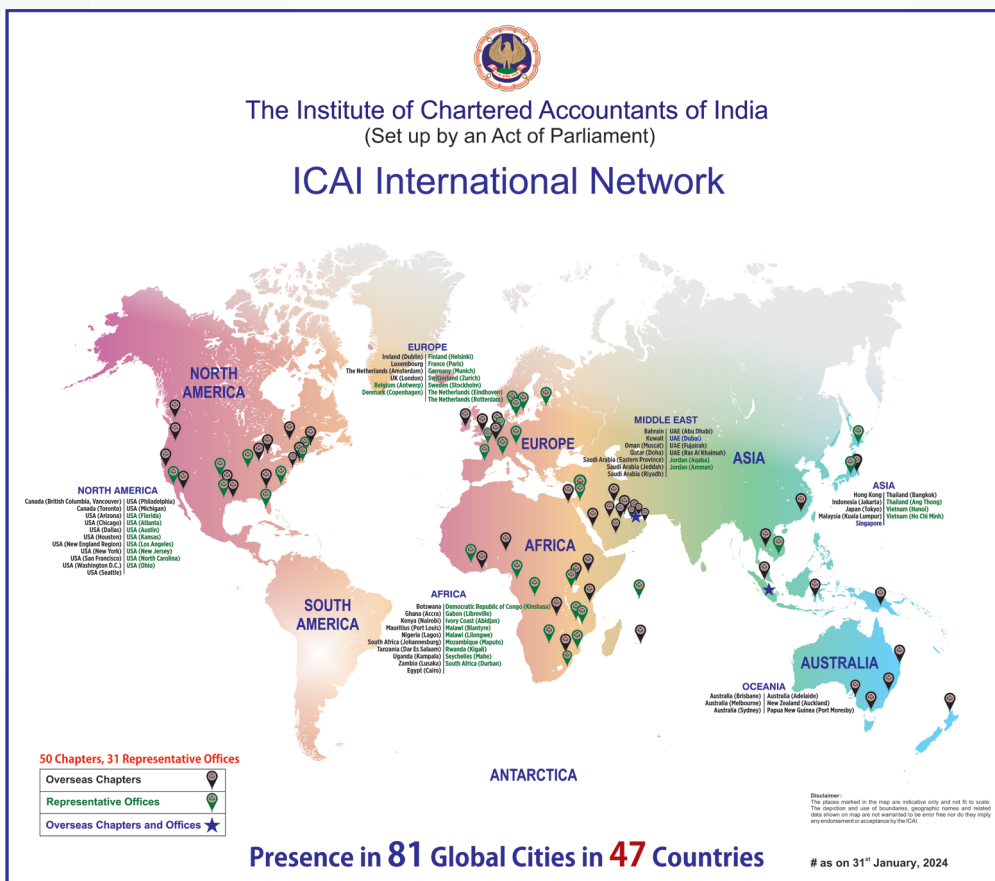
Criteria for Evaluation of the Best Overseas Chapter Awards

| S. No. | Criteria | | Max Marks |
|---|---|--|------------------|
| G | Miscellaneous | | 38 marks |
| 1 | Date/Month of holding of Annual Election of the Chapter as per ICAI's 'Guidelines of the Council for Accreditation and Functioning of Chapters Outside India' and intimating the same to ICAI HO | | 5 |
| 2 | Submission of Annual Audited Accounts to ICAI HO (Within 2 months from closure of Accounts) | | 10 |
| 3 | Enrollment of members as Life Members of CABF (<i>other than newly enrolled Members of ICAI</i>) | 1 Mark for enrollment of every 1% of the Chapter members | 5 marks |
| | Donation for CABF | Small Minimum INR 2 lacs | 5 marks |
| | | Medium Minimum INR 5 lacs | |
| | Large Minimum INR 10 lacs | | |
| 4 | Promotion of ICAI International Research Awards | 1 mark <i>for each research paper submitted from the Chapter's jurisdiction</i> | 3 |
| 5 | Any Other accomplishment / Initiative which the chapter wishes to highlight in respect of ICAI Image (other than areas already covered in the above criteria) <ul style="list-style-type: none"> • Support in opening up of new Representative Office • Support in hosting of ICAI global event like – Research awards / International Convention • Opening of new Examination Centre • Sharing of database of influential ICAI members working in the Government/Regulators • Sharing of database of members who launched startup in Chapter's jurisdiction • Any other initiative | | 10 |
| Total | | | 225 Marks |
| Disclaimer | | | |
| <ul style="list-style-type: none"> • All the details provided should be supported by proper evidence • Chapter Managing Committee resolution that all the details provided in this report are true and correct. | | | |



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ICAI International Network



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