

FDN No.



**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
**12, SUDDER STREET, KOLKATA – 700 016**  
**APPLICATION FORM FOR**  
**FOUNDATION COURSE EXAMINATION**  
 APRIL / JUNE / SEPTEMBER / DECEMBER 201.....

FOR OFFICE USE ONLY

NEW (12 DIGIT) IDENTIFICATION NUMBER										OLD IDENTIFICATION NO. (IF ANY)				
EF										EFC				
NF										NFC				
SF										SFC				
WF										WFC				
FF										FFC				

Affix your Photograph 2.5 x 3.0 c.m. size putting Signature on it avoiding Face

FILL IN BLOCK LETTERS ■ LEAVE ONE BOX BLANK BETWEEN WORDS ■ DO NOT BREAK A WORD ■ IF NECESSARY WRITE IN THE NEXT LINE

**NAME**

**ADDRESS**

(FOR EXAMINATION CORRESPONDENCE ADMIT CARD / RESULT ETC.)

PIN :

[ ✓ TICK THE CORRECT BOX]

**MALE**

**FEMALE**

STD : ..... Ph. No..... Mobile No. ....

Fax No..... E-mail : .....

EXAM CENTRE CODE  EXAMINATION CENTRE

(REFER CENTRE CODES ATTACHED) [REFER INSTRUCTION NO. 3(d)]

DATE OF BIRTH

[See Instruction 1(i)] D D M M Y Y Y Y **AGE :** .....

FATHER'S NAME

**PAYMENT BY DEMAND DRAFT ONLY (Please write your Name & Regn. No. at the back of the D.D.)**

D.D. NO. .... DATE ..... RS. .... (IN WORDS) RUPEES .....

..... DRAWN ON ..... (BANK) PAYABLE AT KOLKATA

I request for permission to present myself at the FOUNDATION COURSE EXAMINATION conducted by The Institute of Cost Accountants of India. I have gone through the instructions carefully before filling up this form. I declare that to the best of my knowledge and belief, the information given above is correct and complete. I also undertake to abide by the Regulations framed by the Council of the Institute for the guidance of the candidates appearing for the examination.

**ENCLOSURE**

1. DEMAND DRAFT  CANDIDATE SIGNATURE

DATE ..... STUDENT IDF. NO. (New)

- NOTE :**
- PLEASE READ INSTRUCTIONS ON REVERSE BEFORE FILLING UP THE FORM.
  - INCOMPLETE FORMS WILL BE REJECTED (PHOTO IS MANDATORY INSIDE BOX AND SIGNATURE SHOULD BE PUT INSIDE BOX WITH BLACK INK)
  - FORMS RECEIVED AFTER THE LAST DATE WILL BE RETURNED AND NOT BE CONSIDERED FOR THE EXAMINATION
  - THE STUDENTS ARE ADVISED TO GO THROUGH THE "CONDITIONS FOR APPEARING IN EXAMINATION" ISSUED BY THE DIRECTORATE OF STUDIES & STUDENTS WILL NOT BE ALLOWED TO APPEAR FOR EXAMINATION UNTIL ALL CONDITIONS ARE FULFILLED.

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
12, SUDDER STREET, KOLKATA - 700 016**

Telephone : +91-33-2252-1031/34/35, 2252-1492, 2252-1602 • Telegram : STANDCOST  
Fax : +91-33-2252 1026 (Exam)  
E-mail: exam.amitava@icmai.in • Website : www.icmai.in

**IMPORTANT INSTRUCTIONS FOR FOUNDATION COURSE EXAMINATION**

**1. Eligibility :-**

No candidate shall be admitted to the Foundation Course Examination unless

- (i) he/she has valid Identification No.
- (ii) he/she is not debarred from appearing ICAI Examination for the Term of Examination;
- (iii) he/she has submitted the Examination form duly filled in within the specified time along with the requisite fees to the Director (Examination).

**2. Mode of payment:**

Fees are to be deposited only by Demand Draft drawn on any scheduled bank in favour of the “**The Institute of Cost Accountants of India**”, payable at Kolkata. Payment by Money Order or Indian Postal Order or by Cheque will not be accepted.

**3. How to fill up the form:**

The candidate is advised to ensure that

- (a) The application is filled up completely in his/her own handwriting and application is signed;
- (b) The correct amount is remitted towards examination fees;
- (c) His/her full address is written in the form, the address furnished in the examination application form will be treated as the official communication address for sending admit card / mark sheet and any examination related correspondence;
- (d) **A candidate must write in Block Letters the name of his/her Examination Centre and the Examination Centre Code in the space provided for in the Application Form. Centre once opted for will not be changed under any circumstances. See Reverse for Examination Centres and corresponding Codes;**

4. (a) The Application Forms with all enclosures must be submitted to the Institute’s Headquarters at 12, Sudder Street, Kolkata-700 016.

(b) Foundation Course Examination Application Form properly completed should be attached with Demand Draft.

**5. Last Date of Receipt of Application Form :**

Last date of Receipt of Applications at the Headquarters of the Institute is 19th February for April, 31st March for June, 6th August for September and 30th September for December Examinations. Applications may also be accepted within 10 days after the last date with late fee of Rs. 300/- only (US \$10 for Overseas Centre).

**6. Non-Receipt of Admit Card :**

In case of non-receipt of Admit Card ten days before the first day of the examination, enquiry to be made at ICAI HQ. Examination Directorate quoting the Examination Centre opted and Identification Number.

7. Forms for overseas centres are to be submitted to the Institute Head Quarters at the above address.

8. Incomplete Application forms are liable to be rejected.

9. Request for change of centre will not be entertained under any circumstances.

10. Under no circumstances request for refund of examination fees will be entertained.

11. The students are advised to keep the photocopy of the Demand Draft and the filled-up Examination Application Form with him/her before sending the same to the Institute for requirement in future for any reference.

12. **The Students are advised to go through the “Conditions for appearing in Examination” issued by the Directorate of Studies & Students will not be allowed to appear for Examination unless all conditions are fulfilled.**

13. In case of any difficulty or for any clarification please contact your nearest Regional Council or Chapter Office or in the Institute’s Website [[www.icmai.in](http://www.icmai.in)] or Contact H.Q. Examination Directorate.

14. Any dispute arising out of matters of Examination shall be subject to jurisdiction of the Calcutta Courts.

ICAI EXAMINATION CENTRE NAME WITH CENTRE CODE FOR FOUNDATION COURSE EXAMINATION

CENTRE CODE	CENTRE NAME	CENTRE CODE	CENTRE NAME
	<b>• WESTERN REGION</b>		<b>• EASTERN REGION</b>
801	AHHMEDABAD	601	BERHAMPUR
802	AKURDI(PUNE)	602	BHUBANESWAR
803	AURANGABAD	603	BOKARO
804	BARODA	605	DHANBAD
805	BHILAI	606	DURGAPUR
806	BHOPAL	607	GUWAHATI
808	GANDHIDHAM	608	HOWRAH
814	MUMBAI-BANDRA	609	JAMSHEDPUR
815	VASHI	612	KOLKATA
816	NAGPUR	613	PATNA
817	NASHIK	614	RANCHI
818	PUNE	615	ROURKELA
819	SURAT	616	AGARTALA
821	VINDHYANAGAR	617	PORTBLAIR
822	JABALPUR	619	SHILLONG
823	BILASPUR	620	SILIGURI
824	SOLAPUR	621	ASANSOL
826	THANE	622	SAMBALPUR
827	VALSAD		
	<b>• SOUTHERN REGION</b>		<b>• NORTHERN REGION</b>
901	BANGALORE	703	DEHRADUN
902	CALICUT	704	DELHI-WEST
903	CHENNAI	705	DELHI-CENTRAL
905	COIMBATORE	709	DELHI-EAST
906	ERNAKULAM	712	DELHI-SOUTH
907	HYDERABAD	713	FARIDABAD
908	KOTTAYAM	714	GHAZIABAD
909	MADURAI	715	JAIPUR
910	MARGOA-GOIA	716	JODHPUR
913	RAJAHMUNDRY	718	LUCKNOW
914	SALEM	719	NOIDA
915	THRISSUR	721	JALANDHAR
916	TIRUNELVELI	722	JAMMU
917	TIRUCHIRAPALLI	723	LUDHIANA
918	TRIVANDRUM	724	SRINAGAR
922	VIJAYAWADA	726	CHANDIGARH
923	VISHAKAPATNAM	727	KOTA
924	KANNUR	730	DELHI-SOUTH-WEST
925	MANGALORE	732	BHILWARA
929	MYSORE	733	HARIDWAR
		734	PATIALA
		735	UDAIPUR
		736	KANPUR
		737	ALLAHABAD
	<b>OVERSEAS CENTRE</b>		
997	Muscat		
998	Bahrain		
999	DUBAI		

**NOTE:** 1. Examination Centers are liable to change and in that case efforts will be made to accommodate the examinees in the nearest centre.  
 2. There are multiple Examination Centres in Delhi, Kolkata, Mumbai, Bangalore and Chennai. In case no examination centre is available at a particular location, examinees will be accommodated at the nearest Centre available.  
 3. Candidates must write the correct Centre Code in the Examination Form. Request for change of centre will not be entertained under any circumstances.

**\*\* Subject to availability of Centre**