



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

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**INSTRUCTIONS**

- MODE OF PAYMENT: Fees are to be paid only by Demand Draft drawn in favour of “THE INSTITUTE OF COST ACCOUNTANTS OF INDIA” payable at KOLKATA. PAYMENT BY MONEY ORDER/INDIAN POSTAL ORDER/CHEQUE WILL NOT BE ACCEPTED. Examination Fees will not be refunded or carried forward under any circumstances.**
- Application Forms properly filled up and attached with Demand Draft towards Examination Fee should be sent to the ICAI, Kolkata so as to reach the office by 31<sup>st</sup> March and 30<sup>th</sup> September for June and December Examinations of the particular year respectively.
- Examination Application Forms may also be submitted at the ICAI, Kolkata Office by 10<sup>th</sup> April and 10<sup>th</sup> October for June and December Examinations respectively with a Late Fee of Rs. 300/- only (**US \$10 for Overseas Candidates**).
- Only one Demand Draft for the full amount (including Late Fee, if any) should be enclosed with the Application Form. Applications received with more than one Draft will not be accepted. No remittance other than Examination Fees should be sent with the Application Form.
- Only one Application Form must be filled up given the choice of Group (s). Multiple Applications by the same candidate are liable to be rejected.
- The address furnished by the student in the application form will be treated as the official communication address for sending Admit Card / Marks Sheet / Certificate etc. and any examination related correspondence.
- Rates of Requisite Examination Fees have been notified in the Institute’s monthly journal “The Management Accountant”. Fees for Overseas candidates must be paid by Demand Draft in US Dollars (\$). For details regarding fees, please contact your nearest Chapter/Coaching Centre or Institute’s Website [[www.icmai.in](http://www.icmai.in)].
- If a candidate has been allowed the benefit of exemption or carry forward of marks in any subject(s), **such benefit shall stand automatically cancelled if the candidate appears in the subject(s) again.**
- 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 Centre and Corresponding Codes.**
- Passing certificate will mention the name of the centre where the student appeared and completed the passing examination.
- A candidate must write his/her **STUDENT REGISTRATION NUMBER**. Please refer website [www.icmai.in](http://www.icmai.in) for revised 11 digit numbers. **Applications without Registration Number or with wrong Registration Number are liable to be rejected.**
- A candidate must send his/her application form and remittance in respect of his/her own candidature only.
- INCOMPLETE APPLICATIONS FORMS ARE LIABLE TO BE REJECTED.**
- REQUEST FOR CHANGE OF CENTRE OR GROUP WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**
- 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.**
- 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.
- In case of any difficulty or for any clarification, please contact your nearest Regional Council or Chapter Office or visit the Institute’s Website [[www.icmai.in](http://www.icmai.in)] or contact H.Q. Examination Directorate.
- Noting of exemption in the examination application form does not entitle the applicant to the exemption in the particular paper(s).the same would be given effect based on the records available with the institute only.
- Exemption of paper(s) are valid only for 3 consecutive terms of examinations, immediately succeeding the term in which the student had secured exemption in the particular paper(s) by appearance in examination.
- 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 FINAL COURSE EXAMINATION

CENTRE CODE	CENTRE NAME	CENTRE CODE	CENTRE NAME
	<b>• WESTERN REGION</b>		<b>• EASTERN REGION</b>
101	AHMEDABAD	301	AGARTALA
102	AURANGABAD	302	ASANSOL
103	BARODA	303	BHUBANESWAR
104	BHILAI	304	BOKARO
105	BHOPAL	305	KOLKATA - NORTH
106	BILASPUR	306	KOLKATA - SOUTH - 1**
107	INDORE	307	CUTTACK
108	KOLHAPUR	308	DHANBAD
112	NAGPUR	309	DURGAPUR
113	NASIK	310	GUWAHATI
114	PANAJI (GOA)	311	HOWRAH
115	PUNE-1**	312	JAMSHEDPUR
116	VINDHYANAGAR	313	NAIHATI
117	SURAT	314	PATNA
121	MUMBAI - CHURCHGATE	315	RANCHI
122	MUMBAI - BANDRA	316	ROURKELA
124	MUMBAI-THANE	317	BEHRAMPUR (ORISSA)
126	KALYAN	318	SHILLONG
127	JABALPUR	319	KOLKATA - SOUTH - 2"
128	SOLAPUR	324	SILIGURI
129	VAPI - (GUJARAT)	325	SAMBALPUR
130	VASHI - (NAVI MUMBAI)		
131	AKURDI (PUNE)		
132	AHMEDABAD - 2**		
133	PUNE – 2**		
134	ADIPUR-KACHCHH (GUJARAT)		
	<b>• SOUTHERN REGION</b>		<b>• NORTHERN REGION</b>
200	BANGALORE-National College (Basavanagudi)	402	ALLAHABAD
201	BANGALORE-National College (Jayanagar)	403	CHANDIGARH
202	COIMBATORE	404	DEHRADUN
203	EARNAKU LAM	405	DELHI-EAST-1**
204	HYDERABAD	406	DELHI-EAST-2**
205	KOTTAYAM	407	DELHI-SOUTH-1**
206	CHENNAI - VEL'S COLLEGE	408	DELHI-WEST
207	MADURAI	409	FARIDABAD
208	MYSORE	410	GHAZIABAD
209	NEYVELI	411	JAIPUR
210	PONDICHERRY	412	JAMMU
211	RAJAHMUNDRY	413	JODHPUR
212	SALEM	414	KANPUR
213	TIRUCHIRAPALLY	415	KOTA
214	TIRUNELVELI	416	LUCKNOW
215	TRIVANDRAM	417	PATIALA
217	VELLORE	418	UDAIPUR
218	VIJAYAWADA - 1 (SSR & CVR)	419	JALANDHAR
219	WALTAIR	420	DELHI - CENTRAL
220	MANGALORE	422	HARIDWAR
221	THRISSUR	423	LUDHIANA
222	CALICUT	424	DELHI - SOUTH WEST
223	KANNUR (KERALA)	425	NOIDA
224	CHENNAI -1**	426	DELHI - SOUTH - 2**
225	CHENNAI- 2**	430	BHILWARA (RAJASTHAN)
226	VIJAYAWADA - 2**	431	SRINAGAR
229	NELLORE		
	<b>• OVERSEAS CENTRES</b>		
503	DUBAI		
505	BAHRAIN	506	MUSCAT

- NOTE:**
1. Examination Centres 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