

**THE INSTITUTE OF COST
AND WORKS ACCOUNTANTS OF INDIA**
FORM OF APPLICATION FOR THE ISSUE OR RENEWAL
OF A CERTIFICATE OF PRACTICE

To
The Secretary to the Council of
THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA
12, Sudder Street, Kolkata – 700 016

Sir,
I have already sent † a Cheque † No.
am enclosing Draft

dated for Rs.500 towards the fee for the Certificate of Practice for the period ending
31st March, which may be issued to me
renewed at an early date.

*2 I declare that I am not engaged in any other business or occupation besides the profession of
Accountancy. If and when I intend to be so engaged I shall obtain the prior permission of the Council.

*3 I am engaged in other occupation asand propose to
continue to be so engaged in addition to the practice of accountancy for which the permission has already been obtained
applied for vide
your
my letter No. dated

*4 I undertake that as and when I cease to be in practice I shall duly inform the Council as required by the Cost and Works
Accountants Regulations, 1959.

*5 I hold Certificate of Practice for the period ending 31st March

Yours faithfully

Place :

(Signature)

Date :

Membership Number : M/

Name in full

Address

Phone (with STD) :

Mobile :

Email :

PLEASE ALSO FILL IN THE DECLARATION ON REVERSE

* Delete the paragraph not applicable

† Delete words not applicable

P.T.O.

**WHILE APPLYING FOR CERTIFICATE OF PRACTICE OR FOR RENEWAL KINDLY
FILL IN THE FOLLOWING DECLARATION**

Place.....

Date.....

To
The Secretary
THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA
12, SUDDER STREET, KOLKATA – 700 016

Dear Sir,

* I hereby declare that I am not holding salaries employment in any organisation or under any person and that I shall duly intimate to you if and when I take up such salaried employment.

I hereby declare that I am holding a salaried employment as.....
..... in M/s.
.....
.....
.....

*I also hereby declare that I am $\frac{\dagger \text{holding}}{\dagger \text{notholding}}$ Certificate of Practice as a Chartered Accountant under the Accountants Act, 1949.

*I also hereby declare that I am $\frac{\dagger \text{holding}}{\dagger \text{notholding}}$ Certificate of Practice as a Company Secretary issued by the Institute of Company Secretaries of India.

*I also hereby undertake to intimate to you if and when I obtain Certificate of Practice as $\frac{\dagger \text{Chartered Accountant}}{\dagger \text{Company Secretary}}$

*I also hereby declare that I am not an Advocate registered with any State Bar Council

I also hereby declare that I am an Advocate registered with.....Bar Council, that I have voluntarily suspended practice as Advocate vide letter No. dated from the said Bar Council and that I shall intimate to you if and when I resume practice as Advocate.

Name in full.....

Yours faithfully,

Address.....

(Signature)

Phone (with STD) :

Mobile No. :

Email :

Membership Number : **M/**

* Please delete the paragraph not applicable
† Delete words not applicable