

GUIDELINES FOR RENEWAL OF CERTIFICATE OF PRACTICE

The members of the Institute holding Certificate of Practice having validity upto 30th June are required to renew their Certificate of Practice for maintaining its continuity. For this purpose, the following procedure have to be followed and the related conditions have to be complied with :-

1. Application :

Application for renewal of Certificate of Practice has to be made in Form 'D' duly filled in and signed on both the sides by the practitioner concerned.

2. Fees :

The application as above should be accompanied with a fee of Rs. 100/- towards Certificate of Practice Fee. The member should also ensure that all the dues to Institute on account of annual membership fees and entrance fees are cleared as on the date of application. It may be noted that under Section 6 of the Cost and Works Accountants Act, 1959, the annual membership fee fall due on 1st April each year. The annual membership fees for Associate and Fellow Members are Rs. 225/- and Rs. 500/- respectively. The instalment of entrance fee for those who were enrolled as an Associate Member prior to 1st April 1999 is payable @ Rs. 100/- each within the first 12 months and 24 months respectively from the date of enrolment. The entrance fee for those enrolled as an Associate Member w.e.f. 1st April 1999 is Rs. 425/- payable in full at a time. The entrance fee for a Fellow Member is Rs. 300/-, which is payable in full at the time of application for advancement to Fellowship. The fees may be paid by Demand Draft/Pay Order/Cheque payable at Calcutta if remitted by post to the Headquarters of the Institute. In case, payment is made through an outstation cheque, an amount of Rs. 15/- is to be included towards Bank Charges. The fees may also be paid directly by cash at the Headquarters or by Cash/Cheque, etc. at the Regional Councils or Chapters of the Institute.

3. Submission & Manner of filling in Form 'D' :

Mere payment of fees alone is not sufficient for renewal of Certificate of Practice. Application in prescribed Form 'D' duly filled in and signed **on both the sides** by the member concerned is absolutely necessary. In this context, it should be noted all the paragraphs must be filled in or deleted, if not applicable. The words which are not applicable should also be deleted. If a member is engaged in any other occupation as per sl. no. 3 of Form 'D', he has to comply with the provisions of Appendix No. 6 under Regulation 111 of the Cost and Works Accountants Regulations, 1959. Further, if the member undertakes any salaried employment as per declaration furnished in the second paragraph of Form 'D' (reverse side), he has to secure a certificate from his employer in the following form or in a form as near thereto as possible and submit it to the Institute alongwith the application for Certificate of Practice :

“Shriis employed
as (designation).....in (name of
Organisation).....and he is permitted ,
notwithstanding anything contained in the terms of his employment,
to engage himself in the practice of profession of Cost Accountancy
in his spare time in addition to his regular salaried employment with us.

Signature of Employers
under seal of Organisation”

Cont'd.....2

It is of importance to note that whenever there is a change in employment, such a certificate should be obtained from the new employer as above and filed with the Institute forthwith.

4. *Consequences of non-renewal and cancellation of Certificate of Practice :*

The validity of a Certificate of Practice expires on 30th June each year unless it is renewed on or before the date of expiry in terms of Regulation 10 of the Cost and Works Accountants Regulations, 1959. Therefore, a member signing any document as a practising Cost Accountant without having his Certificate of Practice renewed on or before the due date makes the signed document invalid. Hence, all practising members should send their application for renewal alongwith other requirements within 1st April to 30th June, failing which their Certificate of Practice shall stand automatically cancelled. Thereupon the member shall not be entitled to practise as a Cost Accountant.

If the Certificate is cancelled for non-renewal and the member wants to commence practice again, he has to apply afresh by following the above procedure.

If a practitioner wants to cancel his Certificate of Practice, after having it renewed, for any reason, he may do so by way of making an application to the Secretary on plain paper and surrendering the Renewal Certificate issued to him. Thereupon, the Institute shall publish a Notification cancelling the Certificate of Practice from the date mentioned in the application and in the absence of such date, the date of the application.

5. *Duplicate Certificate of Practice :*

For the purpose of obtaining a duplicate renewal Certificate of Practice, the member concerned is required to make an application to the Secretary on plain paper, together with an affidavit duly affirmed in a Court of Law to the effect that the Certificate has been lost, damaged or mutilated and a fee of Rs. 10/-. Where the Renewal Certificate is damaged, it has to be returned along with the aforesaid application.