

## FOR ATTENTION OF PRACTISING MEMBERS

### PROCEDURE FOR CHANGE OF PROFESSIONAL ADDRESS & OTHER PARTICULARS

Practising members are requested to check their status from the option **Members -> Practising Cost Accountants -> Search Details** from the website [www.icwai.org](http://www.icwai.org) and inform the Institute with respect to their professional address and other particulars as reflected in the List of Members Holding Certificate of Practice.

In case of any **change in the professional address and other particulars**, the same is to be intimated by furnishing a duly filled in and signed Professional Development Information Form given below to:

Additional Director-cum-Joint Secretary  
Membership Department  
The Institute of Cost and Works Accountants of India  
12, Sudder Street  
Kolkata – 700 016.

The signed intimation may also be sent by fax to no. 033-22521723. Otherwise, a scanned file of the duly filled in and signed Professional Development Information Form may be sent by attachment to e-mail address: [membership.kb@icwai.org](mailto:membership.kb@icwai.org).

### PROFESSIONAL DEVELOPMENT INFORMATION FORM

#### For ICWAI Members in Practice

Date.....

Please return this Form duly filled in and signed to:

Additional Director-cum-Joint Secretary  
Membership Department  
The Institute of Cost and Works Accountants of India  
12, Sudder Street  
Kolkata – 700 016.

for inclusion in the “**List of Members Holding Certificate of Practice.**”

IN BLOCK LETTERS

Name .....

Qualification .....

Professional Address .....

Telephone Number(s) Office : .....

Residence : .....

Mobile : .....

Fax Number .....

E-mail Address .....

(Signature of Member)

Membership No.....