

# ICAI Global Career E-KIT KUWAIT



Moving Towards New Frontiers



**The Institute of Chartered Accountants of India**  
(Set up by an Act of Parliament)



## Table of Content

---

1	About ICAI	
	• ICAI Motto, Vision and Mission 2030	03
	• ICAI Overview	04
	• ICAI National Network	05
	• ICAI's Chapter aiding to ICAI's success story	06
2	Messages	
	• President	07
	• Vice President	09
	• Chairperson (Kuwait)	10
	• Vice Chairman (Kuwait)	11
3	General Information	
	• About Kuwait	12
	• Demographic Details	13
	• Economic Environment	14
	• Useful Business Information	15
	• Visa Requirement	17
	• Details of Indian Embassy	19
	• Basic Arabic Phrases	20
4	About The Chapter	
	• Activities of the Chapter	21
	• Contact Details of the Chapter	22
5	Information Resource	
	• Details about MoU/MRA	23
	• FAQs for Members Located Outside India	26
	• Revised Guidelines for Training of Articled Assistants Outside India	36
	• FAQs for Articleship abroad	39

---

### Important Notes

- ▶ This welcome pack is prepared with a view to furnish you with important information that a member may need when he/she arrives in Kuwait to take up an employment or to set up his professional firm. The contents should be construed in conjunction with the regulations or laws that are in force in the country.
- ▶ The socio economic parameters constantly change in this vibrant economy. The information included in this welcome pack is based on factors as on 31st December, 2018. The reader is requested to discuss the facts with the concerned authorities to understand the changes if any, that may have taken place since the date of publishing this booklet.
- ▶ Information contained in this document is purely for internal circulation and meant for ICAI members to give them an overview of the activities of the Chapter and to facilitate and guide the members.
- ▶ Each country has a distinct visa requirements and for all professional and business engagements.
- ▶ This document does not promote Kuwait either for practice/employment. The users of this information need to update the requirements before taking any decision in this regard. The benchmark of success of individual members may differ between individual members depending upon the skills, aptitude and professional dexterity



## ICAI Motto

**Ya esa suptesu jagarti kamam kamam Puruso nirmimanah |  
Tadeva sukram tad brahma tadevamrtamucyate |  
Tasminloka sritah sarve tadu natyeti Kasan | etad vai tat ||**

(That person who is awake in those that sleep, shaping desire after desire, that, indeed, is the pure.  
That is Brahman, that, indeed, is called the immortal. In it all the  
worlds rest and no one ever goes beyond it.  
This, verily, is that, kamam kamam : desire after desire, really objects of desire.  
Even dream objects like objects of waking consciousness are due to the Supreme Person.  
Even dream consciousness is a proof of the existence of the self.  
No one ever goes beyond it : cf. Eckhart : 'On reaching God all progress ends.')

Source : Kathopanishad

## Vision:

ICAI becomes World's leading accounting body, a regulator and developer of trusted and independent professionals with world class competencies in accounting, assurance, taxation, finance and business advisory services.

## Mission 2030:

ICAI will leverage technology and infrastructure and partner with its stakeholders to:

- ▶ Impart world class education, training and professional development opportunities to create global professionals.
- ▶ Develop an independent and transparent regulatory mechanism that keeps pace with the changing times
- ▶ Ensure Adherence to highest ethical standards
- ▶ Conduct cutting edge research and development in the areas of accounting, assurance, taxation, finance and business advisory services
- ▶ Establish ICAI members and firms as Indian multi-national service providers



## The ICAI - An Overview

The Institute of Chartered Accountants of India (ICAI) is a statutory body established by the Chartered Accountants Act, 1949 for the regulation of the profession of Chartered Accountants in India. The ICAI has achieved recognition as the premier accounting body in India and today it is the second largest accounting body in the world.



## ICAI Presence

- ▶ Headquarters : New Delhi
- ▶ Regional Offices : 5 (Mumbai, Chennai, Kolkata, Kanpur, New Delhi)
- ▶ Branch Offices : 164 branches spread all over the country
- ▶ Overseas : 34 chapters and an overseas office in Dubai

**Currently around 8 lakh students are pursuing the CA course and the total membership count of the ICAI is over 2.92 lakh. A significant number of members occupy eminent positions in government and various organisations.**

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. The Council is composed of 40 members of whom 32 are elected by the members and remaining 8 are nominated by the Central Government generally representing the Comptroller and Auditor General of India, Ministry of Corporate Affairs, Ministry of Finance, and other stakeholders.

## Activities at a glance:

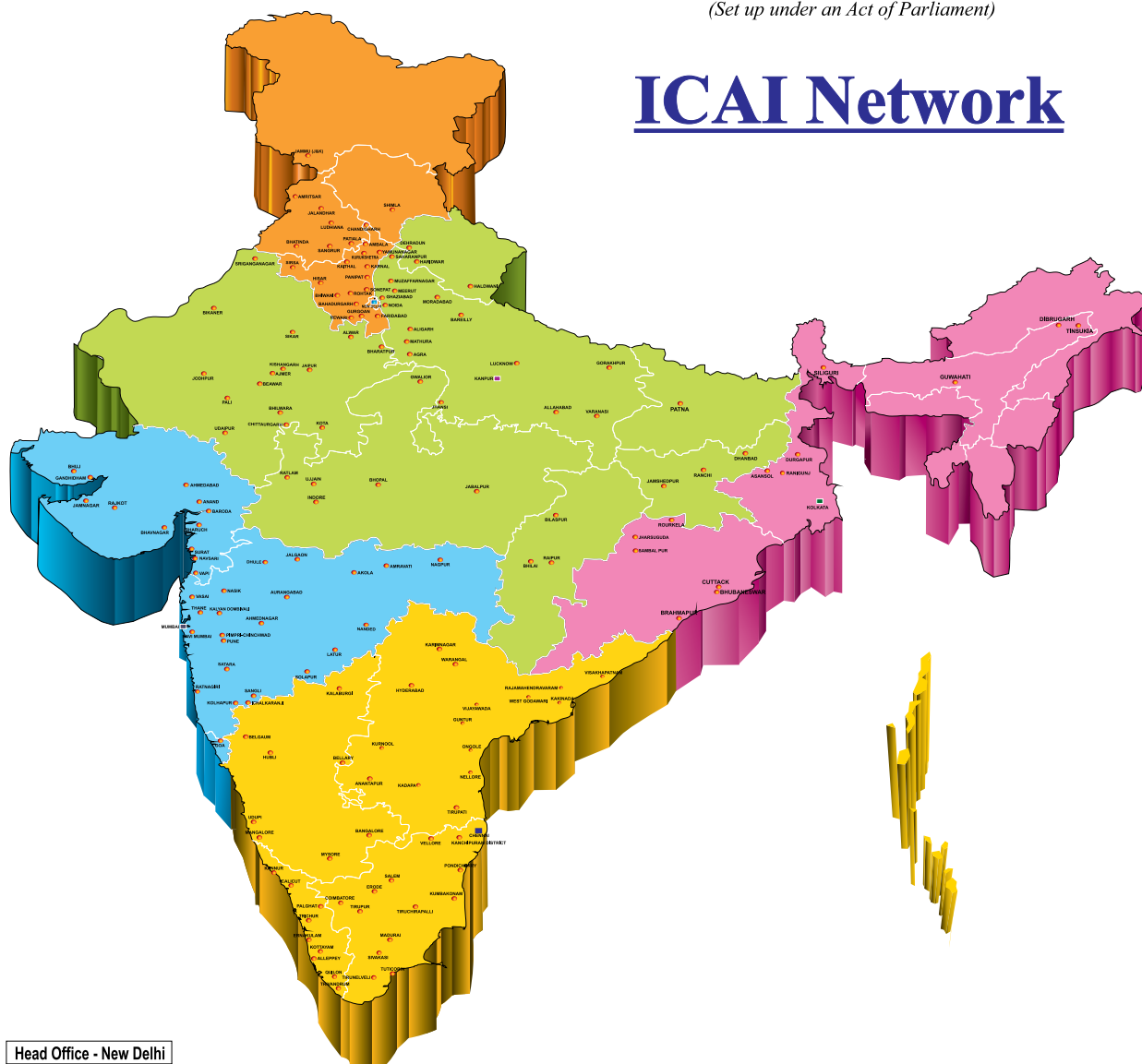
- ▶ Regulator of CA Profession
- ▶ Standards Setter
- ▶ Disciplinary Mechanism
- ▶ Services to Government and stakeholders
- ▶ Education & Research
- ▶ International initiatives
- ▶ Continuing Professional Education
- ▶ Corporate Governance
- ▶ Public Finance

## ICAI National Network



The Institute of Chartered Accountants of India  
(Set up under an Act of Parliament)

# ICAI Network



Head Office - New Delhi
Regional Offices
Chennai
Kanpur
Kolkata
Mumbai
New Delhi
Branches

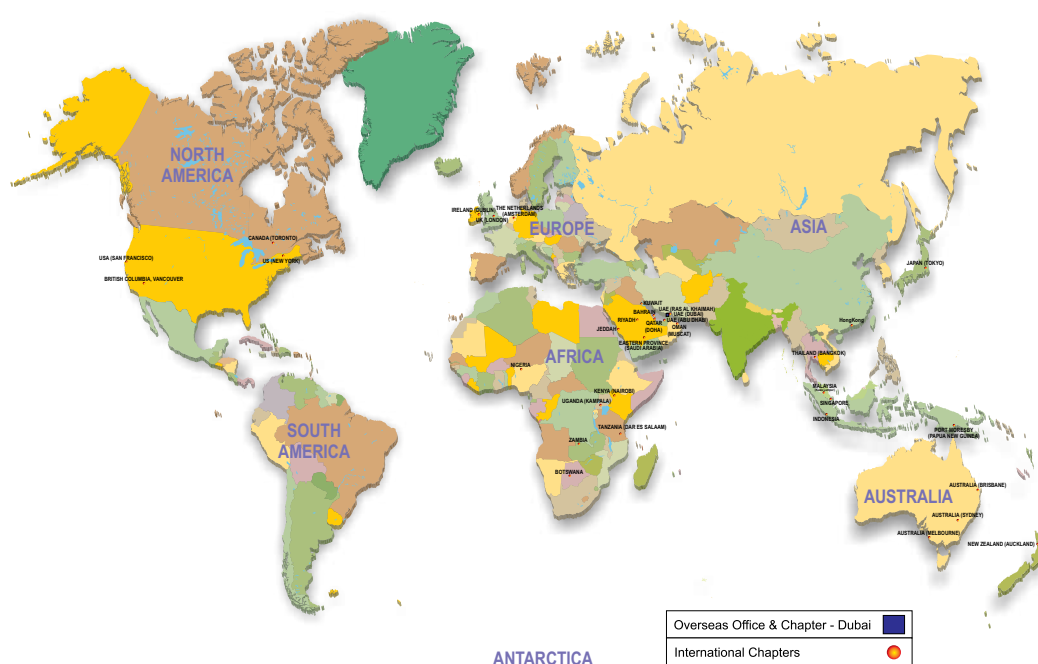
Central Region
Eastern Region
Northern Region
Southern Region
Western Region



## ICAI's Chapters aiding ICAI's success story

- ▶ Promoting Brand Indian CA ahead of similarly placed qualifications
- ▶ Acting as gateway to promote career opportunities.
- ▶ Updation to Global paradigm of Knowledge: Conducts Certification Courses on IFRS, Valuation etc.
- ▶ Helping Indian members professionally under the aegis of Chapter
- ▶ Promoting members to member networking
- ▶ Operationalising MoUs/ MRAs already entered into
- ▶ Gateway for promoting FDI to India

Africa-Middle East	UAE (Abu Dhabi)			Bahrain		Botswana		
	Qatar (Doha)		UAE (Dubai)		Eastern Province (Saudi Arabia)			
	Jeddah		Kenya (Nairobi)			Kuwait		
	Nigeria		Oman (Muscat)		UAE (Ras Al Khaimah)			
	Riyadh		Tanzania (Dar es Salaam)		Uganda (Kampala)		Zambia	
Asia	Indonesia	Singapore	Thailand (Bangkok)	Hongkong	Malaysia (Kuala Lumpur)	Japan (Tokyo)		
Australasia-Oceania	Australia (Melbourne)			Australia (Sydney)		Australia (Brisbane)		
	Port Moresby (Papua New Guinea)			New Zealand (Auckland)				
Europe-North America	The Netherlands (Amsterdam)			Canada (British Columbia, Vancouver)				
	USA (New York)		UK (London)	USA (San Francisco)		Canada (Toronto)	Ireland (Dublin)	



**CA. Naveen N.D. Gupta***President, ICAI*

As you are aware, India's economy is passing through a very critical transformational phase. Following the mantra of our Hon'ble Prime Minister to "*Reform, Perform and Transform*", the current Government of India is working at exceptionally fast pace harnessing best of technology, taking out-of-box policy initiatives keeping in mind of all strata of society and It is indeed a matter of satisfaction that our Institute, ICAI, has kept its work programme structured in a manner so as to imbibe the emerging scenarios and responding to the needs of all stakeholders including the Government of India to the best of its expectations.

Further, I am happy to inform you that Government of India has identified Accountancy and Finance as one of the 12 Champion Service Sectors for harnessing expert potential through appropriate skilling and related capacity building. ICAI is fully conscious of the fact that the emerging global scenario will open up greater opportunities for countries with a surplus of well-educated, highly skilled labour that can provide an attractive commercial environment for outsourcing of manufacturing and service businesses from high and even middle income countries.

We feel heartening that the family of the ICAI today has over 292,000 members and over 800,000 students which exemplify the importance of role of a Chartered Accountant in building economic momentum in the country. Internationally with presence of 34 Global Chapters, its strong overseas Membership has been Ambassador of Brand India and earned laurels and respect for the quality of Indian Chartered Accountants globally. The Institute has a large focus on export of Chartered Accountancy services and more than twenty thousand of its members are based overseas.

With the increase in Globalization, ICAI members are looking to explore employment/professional opportunities abroad and in order to provide better opportunities to our members to facilitate an initial interface with the presence of 34 precious ICAI Chapters abroad, the ICAI has prepared ICAI Global Career E-Kits for various jurisdictions. These Global Career E-Kits covers preliminary information of related jurisdiction covering a brief idea about:

- About ICAI
- About the Country of Chapter
- Demographic Details and Economic Environment
- Accountancy profession & Employment opportunities
- Articleship Training, Campus Placement and Secondment Opportunities
- Other useful business information including Information of Indian Embassies and Consulates and Details of Management Committee of the Chapter

I am confident, as envisaged; these E-Kits shall help ICAI members to establish a preliminary interface with the jurisdiction to serve in times to come and also aid their global mobility.



I would also like to express my gratitude to the Managing Committee members of our Chapters abroad for their contribution to compile valuable information for preparation of these Global Career E-Kits. I along with my ICAI team would be happy to have your valuable inputs/suggestions related to these E-Kits.

CA. Naveen N.D. Gupta  
President  
The Institute of Chartered Accountants of India



**CA. Prafulla Chhajer***Vice-President, ICAI*

Accountancy, as a profession has evolved over time and the Chartered Accountancy profession has emerged stronger with testing times and this has empowered the professionals to face the new world with more confidence, expertise and excellence, so that not only the opportunities are exploited to the fullest, but at the same time withstand the ever dynamic economic scenario.

With the role out of Game Changer initiatives like Goods and Services Tax (GST), transition to convergence with IFRS based Ind-AS, Insolvency and Bankruptcy Code 2016, we can expect many more important reforms are going to be implemented in the country. It is a matter of great pleasure that the Union Government of India has identified Accountancy profession as one of the key sector for Export of Services under Champions Sector. With these Reforms, I am quite confident that these initiatives would facilitate a plethora of global opportunities for young Indian Chartered Accountants. In the present scenario, the Indian accountants have become increasingly sought after, especially in the fast-developing nations. In India, the world's developing economic superpower, demand for accountants has increased.

I am glad that ICAI in order to cater to the needs of our members, ICAI came out with a ready reckoner, in terms of ICAI Global Career E-Kits to assist our members in promoting their global mobility. This Career E-Kit will be a starting point for the members to equip them with basic informational resources in respect of select jurisdictions.

I am sure that the information compiled in the Global Career E-Kit would help in strengthening the knowledge base of the members who are looking to pursue their career globally.

CA. Prafulla Chhajer  
Vice President  
The Institute of Chartered Accountants of India



## CA. Noel Joe Cherian

*Chairman - The ICAI Kuwait Chapter*



Kuwait and India share friendly ties since centuries. Kuwait houses a large expatriate population with Indians being the largest at over 1 million. Kuwait is primarily an oil dependent economy. Before the oil boom over the last few decades, Kuwait traded extensively with India. Indo-Kuwaiti relations have always had an important trade dimension. India has consistently been among the top ten trading partners of Kuwait.

The presence of Indian community members in Kuwait form an important dimension of our bilateral ties with oil-rich Kuwait. They are present in all segments of society in Kuwait ranging from CEOs, CFOs and CXOs, right down to medical staff, clerks and workers and are considered largely as disciplined, hard-working and law-abiding.

Chartered Accountancy profession has emerged stronger and has empowered the professionals to face the new world with more confidence, expertise and excellence. Their roles have drastically changed from mere book keepers and accountants to strategic and financial advisors. We estimate that there are now at least 650+ Chartered Accountants in Kuwait, and again, like the community itself, we have our fellow Professionals as CEOs, CFOs, CXOs, Bankers, Investment Heads, Managers and Officers in different Organizations.

Our Chapter was formed in 2006 and organizes regular seminars and lectures on a variety of topics ranging from IFRS, Indian Budget, local regulations, development of soft skills, technology and similar topics. The Chapter also organizes social, cultural and sports events to cater to the aspirations of our members so that they have a sense of belonging to the Chapter.

I am glad that the Institute of Chartered Accountants of India is coming out with Global Career E-Kits for various countries to assist our members in promoting their global mobility. I am confident that these E-Kits are likely to assist our members to establish a preliminary interface with the jurisdiction to serve in times to come.

I would also like to express my gratitude to the Institute of Chartered Accountants of India for their continued support to the Kuwait Chapter and seek the same from them in future. I also wish the members of our fraternity a promising and bright professional career in Kuwait.

**CA. Noel Joe Cherian**

**Chairman**

Kuwait Chapter of ICAI

## CA. Sai Devata

*Vice Chairman - The ICAI Kuwait Chapter*



In today's borderless world, role of Chartered Accountants has been influential and indispensable. We stand proud as the ICAI is one of the premier professional institutes in the world bearing responsibility for the effective functioning of the economy. With all the opportunities, there are constant challenges due to the strategic role that Chartered Accountancy plays as a proactive catalyst to factor changes into emerging global vision.

Chinese philosopher Confucius had once said, 'The journey of a thousand miles begins with a single step.' We took the first step in 2006, and since the inception of ICAI Kuwait chapter, we have evolved tremendously, following a path of continuous development and progress and constantly strive to improve ourselves every passing day, thus becoming stronger over the years.

The economy of Kuwait has been one of the most vibrant economies in the Middle East, and has been performing strongly over the past years. Chartered accountants have continuously played a crucial role and emerged as strategy formulators with much broader professional horizons in merging Kuwait economy within global order. Today we have more 700 Chartered Accountants in Kuwait and our members have reached heights of professional excellence and worldwide recognition.

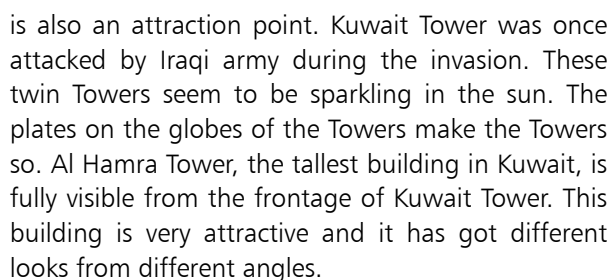
It is my honor to be a part of this heritage, and I understand that office brings along with itself many a duty and responsibility that I can only sincerely promise to do justice to at this stage. I assure the members that my efforts and drives would remain subservient in the interests of the profession and the Institute. I aspire happiness and friendship in entire professional fraternity and wish all our members a bright professional career in Kuwait.

**CA. Sai Devata**

Vice Chairman

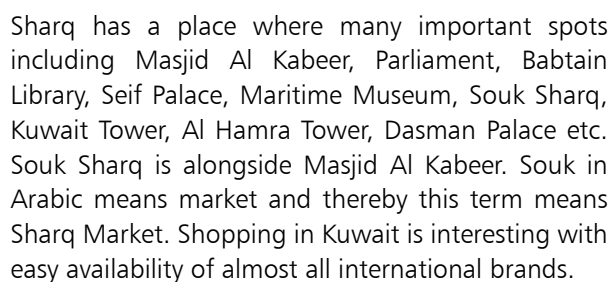
Kuwait Chapter of ICAI

Kuwait is an Arab country, situated in the northeastern edge of the Arabian Peninsula at the tip of the Persian Gulf, and shares borders with Iraq to the north and Saudi Arabia to the south. The country covers an area of 17,820 square kilometers and the population of the country was 4,574,608 as of April 30, 2018, of which 1,382,790 were Kuwaiti nationals.



Kuwait gained independence from the United Kingdom in 1961. Kuwait is a Constitutional Hereditary Emirate with a Parliamentary system of government. Kuwait City serves as the country's political and economic capital. The country has the world's fourth largest oil reserves. Kuwait is the fifth richest country in the world in terms of per capita income. Kuwait is classified as a High income economy by the World Bank and is designated as a Major non- NATO ally of the United States.

Outside Kuwait City there are few attractions, development of the historical island of Failaka island which is still in the planning stage. That said, there is always something to see in a desert, with a bit of patience and an eye for detail; when it comes to the ritual camping expedition, Kuwaiti people seem to have plenty of both.



Masjid Al Kabeer is the biggest masjid in Kuwait and also called as Grand Mosque. It is embedded with largest pillars and one tall minaret. Maritime museum, which is located opposite to Souk Sharq,

In Kuwait, Kuwait Racing Club organizes Camel racing which is popular attraction for Kuwaitis and expatriators. Other attractions are Hawally park, Maritime Museum, Friday market, Ice skating ring, The Scientific Centre and Liberation Tower.

Kuwait has giant malls like Avenues Mall, 360 Mall, Al Kout Mall, Marina Mall, etc. where the food lovers and fashion lovers have better time.

## Demographic Details

### Climate

The spring season in March is warm and pleasant with occasional thunderstorms. The frequent winds from the northwest are cold in winter and spring and hot in summer. Southeasterly winds, usually hot and damp, spring up between July and October; hot and dry south winds prevail in spring and early summer. The shamal, a north westerly wind common during May, June and July, causes dramatic sandstorms. The temperature in Kuwait during summer is above 25 (77 F). The highest recorded temperature was 54.4 (129.9 F) which is the highest in any Middle Eastern country.

### Language

Kuwait's official language is Arabic; however, English is widely understood and often used as a business language. Other languages spoken by the large expatriate community are Urdu, Hindi, Malayam, Bengali, Tagalog (Filipino), Persian, Punjabi, Pushto, etc.

### Religion

The majority of Kuwait's citizen population is Muslim. Kuwait has a native Christian community; in 1999 there were 400 Christian Kuwaiti citizens. There were 260 Christian Kuwaiti citizens living in Kuwait in May 2017. Kuwait also has a large community of expatriate community with different religions.



The Grand Mosque

## Major Customs & Practices

The influence of Islamic and Arab Culture on Kuwait's architecture, music, attire, cuisine and lifestyle is prominent as well. The most distinctive characteristic of local Kuwaiti culture is Diwaniya, which involves large reception rooms used for male social gatherings attended mostly by family members and close friends.

Seafood has been the mainstay of the Kuwaiti diet for centuries. The Arabs in the Persian Gulf region played a crucial role in the spice trade between India and Europe, and spices have remained an important ingredient of Kuwaiti cuisine.

Before the discovery of oil, Pearl hunting was a crucial part of Kuwait's economy. Pearl fishery, known as ghaus, suffered decline after the advent of Japanese pearl farming. However, Kuwait's pearl industry laid the foundation of its rich maritime history. Dhows, large wooden ships made from teak wood imported from India, became an indistinct part of Kuwait's maritime fleet and dhow building is still practiced.

Most Kuwaiti men wear a "dishdasha", which is long-sleeved, floor length with a button – down opening to the waist. Light materials in white or ivory are typical in summer, while heavier choices in gray, beige or blue are common in winter. Kuwaiti women wear an "abaya", a black over-garment that covers most parts of the body.

### Other Useful Information

The local currency is the Kuwaiti Dinar ("KD") which is freely convertible and KD 1 equates to US\$ 3.33 or INR 220 approx as of date. Money can easily be changed at multiple exchange houses.

ATMs are acceptable at malls, petrol stations, supermarkets and market places. Credit cards are widely accepted.

Healthcare in Kuwait is excellent and there are no special immunization requirements to enter but a good insurance cover is recommended. Driving in Kuwait is on the right. Visitors with international license can hire a car but should be mindful of steep fines for exceeding speed limits.

For more information, visit:

<http://www.e.gov.kw/sites/KgoEnglish/portal/Pages/PortalMain.aspx>.





## Economic Environment

Kuwait has a GDP (PPP) of US\$302.5 billion and a per capita income of US\$ 69,700, making it the 4th richest country in the world, per capita and 2nd Highest in Gulf after Qatar. Petroleum products, and financial services are major export commodities. Kuwait imports a wide range of products ranging from food products and textiles to machinery. Kuwait's most important trading partners are Japan, United States, India, South Korea, Singapore, China, the European Union, and Saudi Arabia. Japan is the largest customer of Kuwaiti oil followed by India, Singapore and South Korea



The government is keen on decreasing Kuwait's dependence on oil to fuel its economy by transforming it into a regional trading and tourism hub. The planned US\$80 billion Madinat al-Hareer (Silk City) is the largest real estate development project in the Middle East. The Jaber Causeway that links Kuwait City to Silk City is under construction.

Kuwait has launched a long-term policy vision under the banner of "Kuwait Vision 2035". The vision encompasses six strategic aims: increasing GDP growth, encouraging the private sector, supporting human and social development, promoting demographic policies, enhancing and improving the effectiveness of government administration, and consolidating the country's Islamic and Arab identity. Kuwait has set medium-term development strategies with a view to ultimately achieving this vision.

The Central Bank issues Kuwait's currency, the Kuwaiti Dinars ("KD"). As of date, the KD is the highest valued currency in the world.

In the early 1980s, Kuwait experienced a major economic crisis after the Souk Al-Manakh stock market crash. However, the crisis was short-lived as Kuwait's oil production increased steadily to fill the gap caused by decrease in Iraq's and Iran's oil production due to the Iran–Iraq War.

## Employment and Opportunities

Undeterred by the global economic slowdown, the economy of Kuwait, one of the most prosperous and vibrant economies in the Middle East, has continued to perform strongly over the past years. The relatively high oil prices coupled with robust domestic demand maintained the stability of the local economy and boosted investor confidence, which hit rock bottom elsewhere in the world.



Water Towers on Seafront

Due to its strong economy, working in Kuwait can be a lucrative option. However, only those with special technical skills (such as CA) may indeed be able to establish a business / receive a generous salary when working in Kuwait.

The economy relies mostly on income from natural resources like petroleum, with the petro-chemical industry offering plenty of business and employment

options for those working in Kuwait. At the same time, the importance of other sectors like real estate, financial services, and construction is increasing.

Many large corporations and international companies have their presence in Kuwait. Expats with specialized knowledge and good language skills often find work with these companies.

## Useful Business Information

### Boursa Kuwait (Boursa)

In 3 October 2016 Boursa Kuwait Securities Company (BKSC) was granted the official license to fully take over and replace the Kuwait Stock Exchange (KSE) with the purpose of assuming responsibility for the management of KSE activities. In year 2017 Boursa Kuwait Upgraded to Emerging Market Status by FTSE Russell.

Boursa Kuwait announced a new exchange structure and rulebook, in a bid to boost liquidity and the market's attractiveness to investors. Equities will be split into three markets. The "Premier" market will have more stringent size and liquidity requirements, the "Main" market and "Auctions" market. The new rulebook also includes a new fee structure, and market-wide and stock-specific circuit breakers. The was effective from 11 March 2018. For more information visit [www.boursakuwait.com.kw](http://www.boursakuwait.com.kw)



### Central Bank of Kuwait (CBK)

The CBK was established in 30 June 1969 to offer a flexible currency system on behalf of the Kuwait. Salem Abdulaziz Al Sabah served as the governor of the bank until February 2012. Mohammad Al Hashel

succeeded Sabah as governor in March 2012. For more information, visit <http://www.cbk.gov.kw>



### Capital Market Authority (CMA)

The Capital Markets Law was enacted as a result of the Government of Kuwait's initiative to implement significant capital market reforms including the establishment of the Capital Markets Authority, and deployment of sound regulatory and supervisory framework. It was believed that a poorly regulated capital market environment was one of the main reasons for capital flight and greater use by local residents of financial services offered abroad. Prior to the enactment of the law, there existed fragmented regulations between the Kuwait Stock Exchange (KSE), the Central Bank of Kuwait (CBK) and the Ministry of Commerce and Industry (MOCI) governing Capital Markets.

The KSE was a self regulating body. There were hardly any regulations dealing with insider trading, take overs and minority shareholder protection. The Stock Market was segmented with trading and capitalization concentrated on few stocks. The IMF country report on Financial System Stability Assessment of January 2004, recommended the creation of a single, independent, and accountable capital market regulatory agency to address the risks associated with inadequately regulated market activities.





It was believed that a single, comprehensive, piece of legislation that provided adequate regulatory and supervisory framework would foster greater domestic financial development.

The explanatory memorandum to the Capital Markets Law provides that, in light of the development witnessed by Capital Markets globally, the elimination of restrictions on movement of capital among countries, the emergence of a new world order laying emphasis on competition and free trade and the global success of privatization of state owned enterprises, the government of the State of Kuwait realized the need to enact the Capital Markets Law.



Accordingly the Capital Markets law was issued under law no. 7 for the year 2010 by the National Assembly and published in the official gazette on February 28, 2010. Under the Capital Markets law, the Capital Markets Authority (CMA) was established as an independent public authority to regulate securities activities in line with the principles of fairness, competition, transparency and to provide protection to those involved in trading and investments.

### CA Profession in Kuwait

The accounting profession in Kuwait has been growing remarkably with the growth of Kuwait.

During the early days of formation of the country most of the accounting profession was Asians.



Accounting service as a profession has come a long way in the Kuwait. The profession has constantly endeavoured to keep pace with the ever-growing business needs, stemming from the significant growth in the economy witnessed over the years. From being perceived as a peripheral service, the profession has evolved to become pivotal, in the line of profession. As a result, the number of accounting firms providing audit and assurance services have been on the rise over the years. All Big 4 auditing firms and many international firms are present in Kuwait.

These procedures are generally based on the International Standards. Although there is no specific financial reporting framework exists in the country, the International Financial Reporting Standards ("IFRS") is required by the law. The Central Bank of Kuwait has made it mandatory for banks to prepare financial statements based on IFRS. Similarly, Ministry of Commerce ("MOC") has compelled the listed and other non-listed companies to prepare financial statements as per IFRS.



Auditors need a license, from the MOC to practice in Kuwait, which is allotted only to the nationals. However, expatriates act as Partners/Directors in most of the auditing firms including Big 4s and only restriction is the signing of audit report.

CAs are held in esteem as knowledgeable and ethical professionals and are preferred by employers in Kuwait. CAs are well positioned in esteemed organisations and banks such as Finance Manager, CFO, CEO, Financial Analysts, etc.

### Visa Requirements

Travelers to Kuwait will require a valid passport with un-used visa pages for the visa to be issued. A minimum of at least 6 months of validity is recommended in the passport at all times. Thereafter, contact the nearest embassy or consulate of Kuwait to confirm the required documents and time taken



for processing the visa and for other details of travel.

### General Visa Requirements are as follows:

- ▶ A completed visa application form with two passport photographs
- ▶ A valid national passport and one copy of the passport Original valid resident visa
- ▶ Confirmation letter from health insurance stating coverage and a copy
- ▶ Proof of group travel/hotel booking in Kuwait/airline reservation in Kuwait and a copy of the same
- ▶ Latest bank statement and a copy
- ▶ Reference letter from employer/educational institution (in case of students)
- ▶ Visa fees due towards Kuwait Visa.

## Types of Visas:

### Visit Visa

Citizens of other GCC states are permitted to enter and live in Kuwait without undergoing any major formalities. Kuwait grants entry to 34 nationalities on arrival, which according to a new decision from the Ministry of Interior will benefit the nationals from USA, UK, Italy, France, Canada, Germany, Australia, New Zealand, Japan, Netherlands, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican, Iceland, Andorra, San Marino, Liechtenstein, Brunei, Singapore, Malaysia, Hong Kong, South Korea and China.

Other countries can obtain visa through Kuwait Airways offices. The airline has an online facility to process the visa through the Ministry of Interior. However, all other nationals are subject to strict rules of entry and registration as foreigners under the sponsorship of Kuwaitis or as dependents of foreigners who already own residence under Kuwait sponsorship.

Visit Visas and entry permits are valid for entry within 90 days of issue and then for a stay of up to 30

days only after entry. As for sponsorship, visitor to Kuwait will have to be sponsored by an individual in Kuwait or a Company, or a resident foreigner who is a relative of the visitor.

**Requirements:** To obtain a visit visa for a relative, a resident foreigner will need to produce along with completed visa application, a security form completed by the sponsor, copy of visitor's passport, original and copy of sponsor's passport, original and copy of sponsor's civil ID, original and copy of sponsor's work permit (in case of private sector employees), salary certificate from sponsor's employer, and authentic proof of family relationship.

Receiving a visit visa would require two working days. Hotels can also arrange for visit visas for business purposes, but it takes nearly a week to obtain the visa.

### Tourist Visa

This visa is solely for the purpose of leisure travel, including vacationing, sightseeing, cruising, and for other such recreational activities.

### Business Visa

The visa is necessary, if during a visit to Kuwait, the visitor intends to carry out business or commercial activities. Business Visas are not issued to visitors who are paid salaries for the work done to an entity in Kuwait. For such purposes, visitors will have to obtain a work visa.

**Requirements:** To obtain a visit visa for a business, a visitor will have to produce:

- ▶ Visa application form completed, along with security form by sponsor.
- ▶ Copy of visitor's passport
- ▶ Copy of sponsor's signature as registered for business purposes
- ▶ Copy of the letter of invitation from sponsor to business visitor mentioning the purpose of visit.

### Multiple Entry Visa

The multiple entry visit visas permit holders to visit the country any number of times within a one-year period. It could be available for business when sponsored by the Ministry of Defence. Certain nationalities can obtain a multiple entry visa valid up to 10 years, and that could permit indefinite number of entries.



## Transit Visa

A transit visa will have 7-day validity, and can be obtained from a Kuwait Consulate abroad, or from a Port Authority in Kuwait. The applicant should also hold a valid onward visa for his next destination and a confirmed onward ticket.

## Employment Visa

A visitor holding a visit visa in Kuwait cannot take up employment, as he or she should have a work permit and a residence visa.

Work visas and residence permits are granted under Articles 17 (for Public sector employees) and 18 (private sector employees) of immigration regulations. Only after an employment offer is accepted, can the residence visa be obtained. The employer seeks work permit from Ministry of Social Affairs & Labour Affairs, by producing a copy of employee's passport. A No-Objection Certificate (NOC) from the General Administration of Criminal Investigation at the Ministry of Interior will have to be obtained by submitting employee's personal details. The employee should then seek an entry visa for Kuwait, using the endorsed work permit and producing other necessary documents such as medical certificate, good conduct certificate, etc.

**Fingerprint and Security Clearance:** There are four fingerprinting departments where expatriates can get their fingerprinting done to obtain security clearance. These departments are located in Khaed Ibn Al Waleed Street, Sharq, Al Gazali Street, and Farwaniya, Ahmadi and Jahra. Registrations for fingerprints can be done by producing employee passport, copy passport, photographs and letter from Ministry of Social Affairs and Labour. The Criminal Evidence Department at the Interior Ministry issues the Security Clearance Certificate in a week's time.

## Residence Visa

The first time applicants for residence should submit the following documents such as declaration on the prescribed work permit, NOC, Passport, Security Clearance Certificate, passport size photographs, in the form of originals and photocopies. A maximum of 5 years residency will be granted. The cost of the visa will have to be borne by the employee if the

sponsor is a government organization. As for private company, the issue could be negotiated between employee and the sponsor.

Following the expiry of the initial residence visa, the expatriate will have to continue under the same sponsor if it has to be renewed. The process of renewal should be started two weeks ahead the expiry of the current residence visa. However, the employee's work permit will have to be renewed first with the Labour Ministry, before renewal of the application.

Apart from work visas, dependent visas and expatriates have other kinds of visas such as student residence visa, medical treatment visa, and temporary residence visa.

The **temporary residence visas** permits a stay of up to one year, in cases where an ordinary residence visa need not and cannot be obtained. This is granted only to visitors with personal emergencies such as illness, or western businessmen who can obtain temporary residence without difficulty. Temporary residence visas for 2-3 months are also being granted to immediate relatives of residents (father, mother, sister but no brothers), whose visit visas have expired. Such visas are also given to expats who have resigned from jobs but require stay in Kuwait for some time to settle their financial issues or a court case. Such a visa gets cancelled when the holder leaves the country.

## Dependent Visa

On obtaining a residency, a male employee can sponsor his wife and children to reside with him in Kuwait, provided he earns a monthly salary of KD450 minimum, if he is on a 17-visa, or a minimum monthly salary of KD650 if on a 18-visa. If both husband and wife are working in Kuwait, they can sponsor their children if their combined salaries exceed KD350 per month.

Even a working wife can sponsor her husband as a dependent. But, sons over 21 years cannot be sponsored as dependents. However, the dependent family member cannot work without transferring to a work visa under Kuwaiti sponsorship.

**Requirements:** The following documents may be required for dependent visas

- ▶ Sponsor's salary certificate
- ▶ Copy of sponsor's civil ID

- ▶ Copy of dependent's passport
- ▶ Authentic marriage certificate, or child birth certificate.

### New Born Child

The parents of a new born child in Kuwait will have to obtain a dependent residency visa for the child. There is no minimum salary requirement and the father of the child in Kuwait can sponsor his infant's residence, irrespective of his salary levels. An official birth certificate for the child is a must. To obtain residency, the baby's name will have to be included in father's passport or a separate passport will have to be obtained for the infant.

Thereafter, the procedure for obtaining residency is the same as that for any dependent. Parents on domestic servant visas cannot keep their child as they will have to obtain an exit visa for the infant from the Interior Ministry.

### Domestic Servant's Visa

Resident expatriates can sponsor a full-time servant to care for their household. However, only couples are allowed to sponsor a servant if the servant is a female. The age limits are 20 to 50 years.

**Requirements:** Salary certificates of sponsor and wife, copy of house rental agreement, copy of sponsor's and wife's passport, proof of ages of children, copy of sponsor's and wife's civil ID, copy of servant's passport and passport size photographs, and copy of work contract for the servant.

### Self Sponsorship

Expatriates who have spent several years in Kuwait can sponsor themselves under article 24 of regulations and obtain a residence for two to five years, provided, they can support themselves financially and can produce good conduct certificate. Such a form can be renewed on expiry. Such foreigners can also sponsor their wives and children and can run their own business.

### Medical Treatment Visit Visa

The service permits issuance of treatment visa in Kuwait. A letter of approval from hospital for treatment in Kuwait should be submitted approved by Health Ministry, copy of ID of the sponsor, and valid passport copy of the visitor will be required.

### Extension of Visa

The visitor will be fined KD10 per day for staying more than 30 days. A visitor with an expired visa will not be allowed to leave Kuwait until the fine has been paid. The fine should be paid at the Immigration Department during the government working hours. A foreigner will be allowed to obtain two one-month extension on a visit visa or temporary residence visa, provided, the application is made to the Immigration Department before the expiry of the visa.

### Exit Visas

Will have to be obtained by expatriate employees of Ministries and other government institutions before leaving Kuwait. But other expatriates do not require exit visas.

Return Visa of Govt. employees and students in Kuwait for GCC nationals: This service permits issuance of return visas for GCC citizens employed in government entities or studying in Kuwait.

**Requirements:** Copy of civil ID of sponsor, Two photos for pass ticket holder, letter from employer as proof for employment in a government entity, educational certificate as proof for studying in Kuwait, original pass ticket with departure and arrival timings of the applicant, and departure notification from General Department of Citizenship and Travel documents.

### Indian Embassy in Kuwait

The Indian Embassy in Kuwait renders various services like affidavit, attestation, Passport, visas, etc. The Embassy working hours is 8.30 am to 5.30 pm from Sunday to Thursday. Friday and Saturday are off in Kuwait. The Embassy is located

Diplomatic Enclave, Arabian Gulf Street  
P.O. Box 1450, Safat-13015, Kuwait  
Phone: 22530600, 22530612 - 14  
Fax: 22546958, 22571192, 22573910, 22573902  
Email: [contact@indembkwt.org](mailto:contact@indembkwt.org)  
**Website:** [www.indembkwt.org](http://www.indembkwt.org)

Indian passport and visa services has been outsourced to BLS International. BLS has two offices in Kuwait which are as follows:



## Sharq

Emad Commercial Center, Basement floor  
Ahmed Al Jaber Street, Sharq, Kuwait city  
Telephone: 22986607 - Fax: 22470006

## Fahaheel

Mujamma Unood, 4th floor, Office no. 25-26  
Makka Street, Entrance 5, Fahaheel, Kuwait  
Telephone: 22986607, Fax: 22470006  
Email: [info@bls-international.com](mailto:info@bls-international.com)  
**See More:** <http://www.indembkwt.org/>

## Basic Arabic Phrases

English	Arabic
Hello!	Marhaba
Welcome!	AhlanwaSahlan
Hello ("Peace be upon you")	As-SalaamuAlaykum
Response ("and peace upon you too")	WaAlaykum as-Salaam
Goodbye	Ma'a as-Salaama
Good Morning!	Sab-bah Al Khair
Response "and Good Morning to you!"	Sab-bah an Noor
Good Afternoon/Evening!	Masaa' al-Khair
Response "and Good Afternoon to you!"	Masaa' an-Noor
How are you?	Kayf al-haal?
I'm fine, and you?	Anaa bi-khair Al Hum-du-lil-lah Wa anti (f)/anta (m)?
Please (m)	Min-fad-lak
Please (f)	Min-fad-lich
Thank you	Mesh-kour / Shukran
You are welcome	Lil a'fou / A'af-wan
My name is...	Ismii...
What is your name? (to a male)	Maaismak?
What is your name? (to a female)	Maaismik?
Where are you (m) from	Min ayna anta?
Where are you (f) from?	Min ayna anti?
I do not speak Arabic very well	ana ma 'a a-te-takal-lam arabizein

## About The Chapter

The Kuwait Chapter of the ICAI was inaugurated in 2006 by the then President of ICAI, CA. T. N. Manoharan. The membership of the Kuwait Chapter has grown exponentially from a modest 50 members at inception to over 450 active members as at 31 March 2018. Members of the Kuwait Chapter hold key positions in various private and public companies.

Kuwait Chapter organizes various events of professional interest that helps the members to build skills, promote quality of services and in the process encourage them in adhering to the highest ethical standards and professional integrity.

Our strong membership base in Kuwait, participation in local professional and cultural events, networking with professionals colleagues in the region, support of the ICAI and the overall commitment of the committee members over the years have significantly enhanced the 'brand value' of Indian Chartered Accountants ("CA") in the region, while at the same time preserving the ethical values followed by every fellow CA.

### Objectives of the Kuwait Chapter

The objectives of the Kuwait Chapter include the following:-

- ▶ To serve as a medium for facilitating sharing of professional knowledge and expertise among members and CA Students including in the fields of accountancy, auditing and allied subjects contributing to of professional, social and personality development;
- ▶ To help in better equipping members of the Kuwait Chapter and other professionals for discharging their obligations;
- ▶ To carry out applicable and agreed directives, policies, guidelines and initiatives of the ICAI;
- ▶ To assist individuals and institutions in developing matters relating to accountancy, auditing and allied subjects of professional, social and personality development interest;
- ▶ To facilitate employment opportunities for the members;
- ▶ To organize social events for the members and their families and to provide a platform for them to interact socially and network as part of the ICAI social responsibility initiative;
- ▶ To provide a platform to strive and reach out to global recognition through mutual effort and understanding along the pathway of professional excellence; and
- ▶ To do all acts and undertake all activities necessary, conducive, incidental or ancillary to attain the above mentioned objectives and are in the interest of the members of the Chapter and or profession in general.





## Activities of the Chapter

### CPE Events

The Kuwait Chapter regularly organizes seminars, workshops and professional development events throughout the year for the benefit of its members. During 2017-18, the Kuwait Chapter has organized 8 CPE events on varied conventional and unconventional topics ranging from Indian Budget to

Sportsmanship, Leadership and Corporate Synergy, Cyber Security and Financial Crimes, Robotics, Estate Planning and Blockchain.

### Social Events

The Kuwait Chapter organizes various social events such as musical concerts, family fun day, cultural events, cricket tournaments etc. These events along with entertainment provides the members and their families a platform to meet and bond.

## Chapter Contact Details

### Executive Committee Kuwait (2018-19)

<b>Chairman</b> <b>CA Noel Cherian</b> Tel.: +965 97949617 Email: chairman@icaikw.org; noelcherian@yahoo.com chairman.kuwait@icai.in	<b>Vice Chairman</b> <b>CA Sai Venkata Subbarao Devata</b> Tel.: +965 50070019 Email: vice-chairman@icaikw.org; dsvsuubbarao@yahoo.com; vicechairman.kuwait@icai.in
<b>Secretary</b> <b>CA Kaizar Shakir</b> Tel.: +965 99886902 Email: secretary@icaikw.org; kaizar.shakir@gmail.com; secretary.kuwait@icai.in	<b>Treasurer</b> <b>CA Deepak Bindal</b> Tel.: +965 97217714 Email: treasurer@icaikw.org; deepakbindal@gmail.com; treasurer.kuwait@icai.in

### Members

CA Ritu Sharma	+965 97100152	ritumark@hotmail.com
CA Altaf Kasmani	+965 97202871	altafkasmani@hotmail.com
CA Saibal Basu	+965 97131192	saibalbasu@hotmail.com
CA Rabindranath Gonsalves	+965 99786819	rabingonsalves@gmail.com
CA Aditya Dhakuna	+965 99045288	aditya_v_dhakuna@hotmail.com

\* The contact details are subject to change. Users are requested to reconfirm from the ICAI Kuwait Chapter website ([www.icaikw.org](http://www.icaikw.org)) and other publicly available sources.

## Information Resource

### Details about MoU/MRA

#### Moving Towards Qualification Reciprocity to promote Global mobility

Recent years have seen remarkable growth in trade and business globally and there is need to develop the accountancy profession across the Globe and reduce the barrier of exchange of professional services across the countries in order to promote the profession.

Further, ICAI has the substantial technical competence and there is a need to provide technical support and competence to countries which lack the basic accounting infrastructure. In order to achieve this objective, ICAI has been identified countries of prominence to enter into MoUs/MRAs for qualification reciprocity. Further in order to build the image of ICAI globally, it has been entering into Technical Cooperation with developing and under-developed countries to develop/support the Accountancy Infrastructure in the respective country.

The ICAI's current endeavor to provide mobility to its accountants by having the ICAI qualification recognized in different parts of the World. Taking globally the mission of Indian Chartered Accountancy profession in this era of globalisation, the Institute of Chartered Accountants in India (ICAI) has signed MoUs, MRAs and Technical Cooperation Agreements with various accounting bodies of the world.

### Intent of MoUs/ MRAs

- These agreements are a step forward in increased mobility to professionals at either end and would herald a new dimension for business globally.
- It also puts the accountancy institutes on global radar to play the leadership role in addressing new challenges before profession.
- The aim is to work together to develop a mutually beneficial relationship in the best interest of members, students and their organizations.
- The trends in the accountancy market are changing in India, we find that more and more of our new members take up the employment in foreign market, again the focus is more on for professional accountants in business as a different interface for assurance services is required.
- The MoUs provide an opportunity to the ICAI members to expand their profession horizon.
- These agreements foster working relations between the two accounting institutes.

Placed below are various Mutual Qualification Reciprocity arrangements (MoUs/MRAs) signed by ICAI with various Accountancy bodies of the World:

S. No	Accountancy Body	Status
1.	CPA Australia	Active
2.	South African Institute of Chartered Accountants (SAICA)	Active
3.	CPA Canada	Active
4.	Institute of Certified Public Accountants in Ireland (CPA Ireland)	Active
5.	The Institute of Chartered Accountants in England & Wales (ICAEW)	Pending with MCA for Approval
6.	Chartered Accountants - Australia & New Zealand (CA ANZ)	Pending with MCA for Approval

\*MCA – Ministry of Corporate Affairs





Placed below are various Technical arrangements (MoUs/MRAs) signed by ICAI with various Accountancy bodies of the World:

S. No	Accountancy Body	Status
1.	College of Banking and Financial Studies, Oman	Active
2.	The Institute of Chartered Accountants of Nepal (ICAN)	Active
3.	Memorandum of Understanding (MoU) with The Accounting and Auditing Standards Board of Bhutan	Active
4.	License Agreement with ISACA	Active
5.	National Board of Accountants and Auditors (NBAA), Tanzania	Active
6.	Institute of Certified Public Accountants of Kenya (ICPAK)	Active
7.	Bahrain Institute of Banking and Finance (BIBF), Bahrain	Active
8.	Higher Colleges of Technology, UAE	Proposed to be signed in 2019
9.	Certified Professional Accountants Afghanistan (CPA Afghanistan)	Proposed to be signed in 2019
10.	Saudi Organisation for Certified Public Accountants (SOCPA)	Proposed to be signed in 2019

Details about Mutual Qualification Reciprocity arrangements (MoUs/MRAs) signed by ICAI with various Accountancy bodies:

S. No	Accountancy Body	Subjects to be cleared by	Subjects to be cleared by members of Foreign Accounting body
1	CPA Australia (Active)	CPA Australia will admit ICAI Members as its member will undertake and pass: <ul style="list-style-type: none"> <li>CPA Program professional level segment</li> <li>Global Strategy and Leadership and Better Practice in Governance and Accountability (a CPD Course assignment)</li> </ul>	CPA Australia members would be required to Successfully complete: <ul style="list-style-type: none"> <li>Corporate and Allied Laws;</li> <li>Taxation;</li> <li>Either Advanced Audit and Assurance or Assurance Services &amp; Auditing (pre 2010) as an elective in the CPA Program or Advanced Auditing and Professional Ethics in the ICAI Examinations; and either Financial Reporting as a compulsory segment in the CPA Program (post 2010) or Financial Reporting &amp; Disclosure as an elective in the CPA Program (prior to 2010) or Financial Reporting in the ICAI Examinations.</li> </ul>
2	CPA Canada (Active)	The Institute of Chartered Accountants of India members meeting the general membership criteria will be eligible for membership in a Canadian Provincial CPA Body subject to: <ul style="list-style-type: none"> <li>Passing the final examination (the CPA Profession's Common Final Examination (CFE)); and</li> <li>Meeting the practical experience requirements (term, depth, breadth and progression) of the Canadian CPA profession. Applicants with a recognized university degree and 2 years post-designation experience and applicants without a recognized university degree and 5 years post-designation experience will be admitted without a review of their practical experience. Applicants with less than the specified post-designation experience will be subject to a review of their practical experience obtained pre- and post-designation. All experience must have been gained as a member or student of the Institute of Chartered Accountants of India</li> </ul> <p>ICAI members preparing to sit in the CFE are highly encouraged to attend Capstone 1 and Capstone 2 of the CPA Professional Education Program as both of these modules are used to prepare candidates for writing the CFE. The CFE also assumes a core level of knowledge of Canadian tax, Canadian law and Canadian Accounting Standards for Private Entities.</p>	Members of a Canadian Provincial CPA Body with 2 years post designation experience, meeting the general membership criteria will be eligible for non-voting membership in ICAI with no additional review of their experience. <p>Members of a Canadian Provincial CPA Body who fulfill the above conditions will also be required to complete the following requirement to be eligible for ICAI membership under MoU route:</p> <ul style="list-style-type: none"> <li>Be required to pass the papers of "Corporate and Allied Laws" and</li> <li>Taxation</li> </ul>



3	The Institute of Chartered Accountants in England & Wales (ICAEW)  (Pending for Approval with MCA)	ICAI members will be eligible to apply for ICAEW membership subject to passing the ICAEW's <ul style="list-style-type: none"> <li>Advanced Level examinations (Corporate Reporting, Strategic Business Management and Case Study) and</li> <li>By completing the ICAEW's Ethics Learning Programme, or an alternative ethics programme agreed by ICAEW to be equivalent.</li> </ul>	ICAI membership will be open to all appropriately qualified ICAEW members subject to passing the ICAI examinations for the modules: <ul style="list-style-type: none"> <li>Auditing and Assurance; Law;</li> <li>Ethics &amp; Communication;</li> <li>Information Technology &amp; Strategic Management;</li> <li>Direct Tax Laws and Indirect Tax Laws</li> </ul>
4	Chartered Accountants - Australia & New Zealand (CA ANZ)  (Pending for Approval with MCA)	ICAI CAs who have successfully completed the ICAI Chartered Accountancy Course must complete and pass the final Capstone Module of the CA ANZ CA Program or agreed alternative for eligibility of membership of CA ANZ  ICAI members who have successfully completed the ICAI's three years of practical experience required for membership are not required to complete any further practical experience to achieve the CA designation in Australia and New Zealand with CA ANZ.	CA ANZ CAs who have qualified through the CA ANZ Chartered Accountants Program (hereinafter referred to as CA Program) will be required to complete the relevant Indian Law, Taxation and Ethics modules of the ICAI Chartered Accountancy Course in order to be eligible for recognition as a CA by ICAI. CA ANZ CAs who have successfully completed CA ANZ's three years of practical experience requirements are not required to complete any further practical experience in India to achieve recognition as a CA by ICAI.
5	South African Institute of Chartered Accountants (SAICA)  (Active)	ICAI Members having at least 2 (two) years' appropriate post-qualification experience and having successfully completed the SAICA APC examination will be eligible for SAICA membership	SAICA Members who are in good standing with SAICA and having at least 2 (two) years' post qualification experience will become eligible for ICAI membership subject to passing ICAI examinations in: <ul style="list-style-type: none"> <li>Taxation;</li> <li>Company Law; and</li> <li>Information Systems Control and Audit</li> </ul>
6	Institute of Certified Public Accountants in Ireland (CPA Ireland)  (Active)	ICAI member seeking admission to CPA Ireland that he should Complete and pass the on – line tests in <ul style="list-style-type: none"> <li>Irish Taxation</li> <li>Irish Law and Strategy</li> </ul>	CPA Ireland member seeking admission to ICA India that he should successfully completed: ICAI's examination specialized module <ul style="list-style-type: none"> <li>Corporate and Allied Laws,</li> <li>Direct and Indirect Taxes, and</li> </ul> (a) either Strategic Corporate Finance as an elective in the CPA examinations or specialised module of Strategic Financial Management in the ICAI examinations, (b) either Audit Practice & Assurance Services as an elective in the CPA examinations or specialised module of Advanced Auditing & Professional Ethics in the ICAI examinations.

The complete details of MoU and MRAs are available on ICAI website [https://www.icai.org/new\\_post.html?post\\_id=5617](https://www.icai.org/new_post.html?post_id=5617)

ICAI Members needs to have following criteria to gain Membership of other Institute:

- Goodstanding Certificate of ICAI
  - E Mail: [goodstanding@icai.in](mailto:goodstanding@icai.in)
  - Phone: 0120-3045997
- Transcripts
  - E Mail: [rpjuyal@icai.in](mailto:rpjuyal@icai.in)
  - Phone: 0120-3054836

For any queries related to MoU/MRA you can kindly contact:

- Email: [ia@icai.in](mailto:ia@icai.in)
- Phone: +91 11 3011 0448



## FAQs for Members Located Outside India

Many of our members have made the Institute proud by excelling themselves professionally at foreign lands. The Institute has all along been for espousing the cause of members and all the members including the members based overseas have a special place for the Institute. Being a part of a profession, which is regulated under the Indian enactment, a member is required to follow certain set guidelines and procedures. For the sake of brevity and ease in accessibility of information, an effort has been made to compile the usual queries of a Indian Member based overseas so that he has readymade information/clarification on doubts on procedural issues pertaining to the regulatory requirement at a glance.

While the illustrative queries and their clarification have been listed herein under; members may like to send us more areas of the queries which would be included in the section for wider benefit. This being a continuous updating process, efforts would be made to consolidate and update this portion on a continuous basis. Newer queries and your feedback on extent and range of queries would be welcome.

### Frequently Asked Questions:

- ▶ What is the procedure to be followed by a member of the Institute residing abroad to keep his membership active?
  - A member of the Institute is currently required to pay a sum of Rs. 1770/- if he is an Associate member and Rs. 3540/- if he is a Fellow member inclusive of 18% GST as the renewal fees for the membership every year. However for a members who is senior citizen having attained the age of 60 year and not holding COP, the fee shall be Rs. 1298/- if is an Associate member and Rs. 2714/- if he is a Fellow members. The payment of membership fee becomes due on 1<sup>st</sup> of April, every year and is payable by 30th of September of that year. A member residing abroad can keep his membership active by remitting the annual membership fee through Payment Gateway. Membership fee alongwith GST @ 18% can be paid in advance for a period of three years.

An announcement regarding the payment of fee is hosted on the Web-site.

- ▶ What is the currency and the manner in which membership fees can be paid by members residing abroad ?

- The amount of membership fee has been fixed in Indian rupees. Information on the fee structure and method of payment is available on the Institute's website at the [www.icai.org](http://www.icai.org). This link also provides information on advance payment of fee. However the fee can also be paid in US \$ at the prevailing exchange rate. Payment of above fee can be made through online only and to pay the same, please visit our e-services section available on the home page of [www.icai.org](http://www.icai.org). The direct link to access the same is as follows: [http://www.icai.org/new\\_post.html?post\\_id=5509](http://www.icai.org/new_post.html?post_id=5509)

The applicable amount of Membership Fee / Certificate of Practice Fee along with applicable GST i.e.18% is given below;

### For all Members holding Certificate of Practice

Associate Membership Fee	1500/-	
GST@18%	270/-	Rs. 1770/-
Fellow Membership Fee	3000/-	
GST@18%	540/-	Rs. 3540/-
Certificate of Practice Fee		Rs. 2000/-

### Certificate of Practice Fee:

Associate Membership Fee	3000/-	
GST@ 18%	540/-	Rs. 3540/-
Fellow Member	4000/-	
GST@ 18%	720/-	Rs. 4720/-

### For Members age of 60 years and above but not holding Certificate of Practice

Associate Membership Fee	1100/-	
GST@ 18%	198/-	Rs. 1,298/-
Fellow Member Fee	2300/-	
GST@ 18%	414/-	Rs. 2714/-

- ▶ Can the members pay their fees Online?
  - The Institute has provided this facility to all members and a link of 'Online Payment of Fee' is available on the Home Page of the website.

Members may follow the instructions there at and make the payment of fees. The payment through this mode can be made not only for annual membership fees but also for cases like restoration fee, fellow admission fee, COP fees and condonation fee whenever applicable

- ▶ Can the members submit the relevant forms by email?

- Yes. Members can apply online all forms viz. form 6 - for grant of COP, form 9 - for restoration of membership, form 117- for firm name approval and form 18- for registration of firm (to be digitally signed by all authorized partners) through email authenticated by digital signatures alongwith requisite fees wherever applicable using payment gateway

- ▶ What are the consequences if the annual membership fee is not paid within the stipulated time

- If the membership fee is not remitted before 30th September the name of the member would be removed/certificate of practice cancelled with effect from 1st October of the year concerned. The member cannot use the designation Chartered Accountant or the qualification ACA or FCA as the case may be. In the case of members holding certificate of Practice his right of practice will cease and his association, if any, with firm of Chartered Accountants in India as a partner etc will also come to end.

In the event of removal of membership, what is the procedure for restoration of membership?

- A member, whose name has been removed from the Register of Members, and desirous of Restoration of name in Register of Members -is required to apply online in Form No.9 along with :
  - o Membership fee for the year during which his name was removed from Register of Members.
  - o Membership fee for the year in which restoration is sought and restoration fee as given below:

Fee for restoration of name in the Register of Members payable under sub-regulation (3) of regulation 6 -	
(i) within 3 years of removal	Rs. 1200/-
(ii) after 3 years of removal but before 5 years	Rs. 3000/-
(iii) after 5 years of removal	Rs. 4000/-

- o C.O.P. fee, if intends to hold C.O.P.

On compliance of above requirements, the name will be restored w.e.f. the date of receipt of Form 9 with prescribed Restoration fee which can be paid online. On compliance of the above requirements the name will be restored w.e.f. the date of receipt of payment alongwith Form '9'.

Restoration of name with retrospective effect will be made provided application for restoration in Form 9 along with membership fee and C.O.P. fee (if you intend to hold C.O.P.) and restoration fee is received within the same financial year.

- ▶ Whether an Associate Member of the Institute practicing abroad is eligible to become Fellow Member ? Whether a member's service as a paid assistant outside India with a firm of chartered accountants can be recognized for the purpose of fellowship ?

- No. Only members who being associates and who have been in continuous practice in India for atleast five years are eligible to apply for admission to fellowship on payment of prescribed fee and submission of Form '3' [Section 5(3) of the Chartered Accountant Act, 1949].
- If an associate member applies for fellow membership, requires to pay additionally Rs. 2500/- as fellow conversion fee along with fellow membership fee or balance fee if associate membership fee for the year is already paid.
- The member working as a paid assistant with a foreign firm of accountants outside India is eligible for admission as a fellow member provided the firm is having atleast one partner who is/was either the member of the ICAI or who is/was eligible to become its member under Section 4(1)(v) of the Chartered accountants Act.



- ▶ Whether an Associate Member employed in Industry abroad is eligible to become fellow member ?

- An associate member serving in an industry abroad for a continuous period of not less than 5 years in one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and/or secretarial work, is eligible to become a fellow member.

If there is a break in the continuity of service, the same can be condoned for a period not exceeding one year so however that the actual period of service shall not be less than 5 years [Regulation 5(3)]

- ▶ What is the procedure to be followed to become a fellow member ?

- An Associate Member who is eligible to become Fellow as pointed out in question no.(7) & (8) above, is required to submit (i) Form no. 3 duly filled in and signed (ii) admission fee of Rs. 2500/- plus the fellowship fee of Rs. 3000/- ( Rs. 2300/- in case of a senior citizen member and not holding certificate of practice), if fee for Associates Member Rs.1500/- ( Rs. 1100/- in case of a senior citizen member and not holding COP) as Associate Member is already paid then the differential fee of Rs. 1,500/- ( Rs. 1200/- in case he is a senior citizen member not holding COP) (iii) a certificate of employment for a period of 5 years or more showing the nature of duties performed were of supervisory in nature, issued by the competent authority. If he intends to obtain Certificate of Practice, he is additionally required to submit Form '6' along with Fee of Rs. 4,000/- . (iv) GST @ 18% will also be applicable on the above mentioned fees.

He can apply online and submit relevant form and remit a prescribed fee through payment gateway.

- ▶ If a member holding Certificate of Practice wants to surrender the Certificate of Practice. How can he do that?

- The member desirous of surrendering his certificate of practice should make a request

in writing indicating the date from which he wishes to surrender COP. The original script for certificate of practice should be surrendered for cancellation The COP fee however will have to be paid for the relevant financial year before it is cancelled at his request. However no fee would be required to be paid if he wishes to surrender his COP w.e.f. 1<sup>st</sup> April provided he makes the request with the original COP by 30<sup>th</sup> April of that year.

- ▶ What is the procedure for restoration of Certificate of Practice?

- Members can renew Certificate of Practice by paying the prescribed fees by 30<sup>th</sup> of September every year. Those members who have not remitted COP fee by 30<sup>th</sup> of September, Certificate of Practice would be cancelled w.e.f. 1<sup>st</sup> October of the relevant year.

Members whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year are required to comply with the following –

- An application in Form 101 duly filled in and signed along with Certificate of Practice fee for the relevant year. (Form 101 can be downloaded from website)
- Annual Membership fee has been paid on or before 30<sup>th</sup> September of the relevant year.
- A letter restoring Certificate of Practice with retrospective effect will be issued on receipt of above by 31<sup>st</sup> March of the relevant financial year.

- ▶ Can a member in Salaried employment abroad hold C.O.P.?

- Yes, he can hold C.O.P but his status would be treated as a member in part-time practice.

- ▶ Can a member of the Institute holding Certificate of Practice residing outside India, do any attest functions?

- Yes. He can do attest functions outside India, subject to the local laws permitting him to do so.

Members holding Certificate of Practice and employed outside India are also permitted to undertake attest functions outside India so long as they reside outside India and during such stay period their status also continue to be '2' (part time COP) in the Institute's record.

- ▶ Can a Member working abroad have a Proprietary Firm in India?
  - A member working abroad can have a proprietary firm in India provided the firm in India is under the charge of a member of the Institute who should be a full time paid assistant. This is a mandatory requirement under Section 27 of the Chartered Accountants Act, 1949.
- ▶ Can a member having a proprietary firm in India and recently shifted from India, continue to be a proprietor of a firm in India?
  - The member can continue to be a proprietor of the firm in India if the member himself is actively associated with the firm by residing in India for a period of not less than 182 days as provided in Appendix 10 of the Chartered Accountants Act 1949 [page 51].
- ▶ Whether a member residing abroad can be a partner of a firm of chartered accountants in India?
  - Yes, a member can be a partner in a firm of Chartered Accountants in India provided he holds C.O.
- ▶ Can a member holding Certificate of Practice and residing abroad be in charge of the branch office of the firm outside India ?
  - Yes, a member can be in charge of the branch office of the firm outside India provided the Head Office of the firm is registered in India. He can be in charge of the branch office in his capacity either as a paid assistant or partner of the firm.
- ▶ Can a member practicing outside India impart articles training under the Chartered Accountants Act and Regulations?
  - As per the proviso to Regulation 43(i) of the Chartered Accountants Regulations 1988 as amended by the Chartered Accountants (Amendments) Regulations 2007, a member

practicing outside India is also eligible to engage an articled assistant subject to such additional terms and conditions as the Council may impose.

Moreover, if a firm of chartered accountants has an office in India and also an office abroad (not being a separate partnership) a partner or the proprietor thereof would be permitted to train articled assistant in India or outside the country, provided that the member concerned could ensure that proper training, in accordance with the requirements of the Regulations, is imparted to the articled assistants

- ▶ What is meant by Certificate of Good Standing and how it can be obtained ?
  - A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose stating the details of his articled-ship exam passed, membership etc and indicating that nothing adverse about him has come to the notice of the Institute . A good standing certificate is required to the purpose of joining employment, immigration and also for visa purpose. In order to obtain Certificate of Good Standing the member concerned :-may submit a request for issue of certificate of good standing, stating the purpose for which certificate of good standing is required and submit the communication of the concerned body/ institution requiring the same. However, request of members for issue of certificate of good standing will also be considered if the requirement of body/ institution specified on the website, in application form or prospectus is produced. The request could be either a signed written request in prescribed application form available at Institute's site (Form No. 27 and 28), can be apply online.
  - The certificate of good standing will be issued to concerned body/ institution in respect of any member if the request is directly received by the institute from the concerned body/ institution.

The name of the member should be active (not removed) in Register of Members of the Institute. The concerned member has paid annual membership/ certificate of practice fees (if holds certificate of



practice) for the current year within the specified time.

Request is to be sent to: [goodstanding@icai.in](mailto:goodstanding@icai.in) under your signature or Scanned copy of request may accompany the other documentation.

The name of the member should be active (not removed) in Register of Members of the Institute. The concerned member has paid annual membership/certificate of practice fees (if holds certificate of practice) for the current year within the specified time.

Request is to be sent to: [goodstanding@icai.in](mailto:goodstanding@icai.in) under your signature or Scanned copy of request may accompany the other documentation.

► What is the procedure for obtaining duplicate certificate of Membership/Certificate of Practice

- A member who has lost/misplaced his original certificates of Membership/Certificate of Practice, is required to apply and submit a written request to the concerned Decentralised Office for obtaining duplicate membership 34 certificate/certificate of practice as an Associate or a Fellow member as the case may be. He is required to pay charges for duplicate certificate @ Rs.500/- alongwith applicable GST @18% equivalent amount in US Dollar per certificate. He is also required to submit an affidavit in the prescribed format duly sworn-in before a Notary/First Class Magistrate or an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office. In case the member submits original certificate he is not required to execute the affidavit in the prescribed format.

► What is the procedure for obtaining duplicate Marks Statements/Passing Certificates?

- The member who has lost his Marks Statement/Passing Certificate may apply for duplicate marksheet/pass certificate by sending a request under his signature mentioning his roll number, month and year of passing. The fee for issue of duplicate marksheet is Rs. 10/- and the fee for issue of duplicate pass/rank certificate is Rs. 25/-. The fee should be remitted through Demand

Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi.

The member is required to send an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office to the effect that he was in possession of Pass Certificate or Rank Certificate and he had lost it and undertake to return the duplicate Pass Certificate or Rank Certificate if the original Pass Certificate or Rank Certificate is traced/received by him in future and indemnify the ICAI for any loss etc. that ICAI may suffer if the duplicate certificate is issued by ICAI.

The request may please be sent to:

**Jt. Secretary (Exams)**

The Institute of Chartered Accountants of India

C-1, Sector 1, Noida - 201301

Mail : - [exam@icai.org](mailto:exam@icai.org),.

Phone No. +91-120-2535437; 2535305;2552643

► How a member can get his certificates attested in partial fulfillment of requirements of foreign Universities in pursuit of higher studies ?

- The members intending to pursue higher studies in foreign Universities can get the copies of their certificates of membership, Certificate of Practice, Pass Certificate and Marks sheet attested by sending the originals thereof alongwith the copies together with a requisition letter to the concerned Decentralised Offices requesting for attestation.

► What is Transcripts and how a member can obtain Transcripts?

- A Transcript is a Certificate describing the appearances and passing details with subjects and statement of marks of the exams of Chartered Accountancy in respect of the student concerned including his membership details if he has become a member of the Institute. For obtaining transcript the member concerned is required to provide a request duly signed by him for issue of Transcripts accompanied by following:



A fee of Rs. 500/- (Rupees five hundred only or equivalent in US Dollars) for one set of transcript/s (for any one or all examinations viz. Foundation/PE-I, Inter/PE-II and Final) remitted through Demand Draft or Pay Order in favour of The Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi - 110002

Attested copies of Entrance / Foundation / PE I / PE II/ Intermediate / Final examination mark sheet/s (both front and reverse side) as applicable Attested copies of Rank Certificate issued by ICAI, if any.

Attested copy of Membership Certificate along with the proof for having paid the current year Membership fee or COP fee, as applicable Prescribed Form for admission duly filled in by him, along with the envelope/s received from Foreign University/ies / Management Institution/s as applicable and

Copy of the Appointment Letter issued by the Foreign Body as applicable

The transcripts are issued normally within ten days from the date of receipt of request, complete in all respects.

The request along with the requisite fees / documents may please be sent to:

#### **Jt. Secretary (Exams)**

The Institute of Chartered Accountants of India

C-1, Sector 1, Noida - 201 301

Mail : - exam@icai.org,

- ▶ Whether the Institute is conducting Post Qualification Courses for the members of the Institute? Which are those courses and what are the requirements for appearing in the examinations ?
  - The Institute is conducting Post Qualification Courses for the members of the Institute. The courses currently conducted are as under :-
- ▶ Post Qualification course in Management Accountancy
- ▶ Post Qualification course in Corporate Management
- ▶ Post Qualification course in Tax Management
- ▶ Post Qualification course in Information System audit

- ▶ Post Qualification course in Insurance & Risk Management.

- ▶ Post Qualification course in International Trade Laws and WTO

The members of the Institute are eligible to register for the above courses and appear in the examination conducted by the Institute. The members can straightway appear for examination for the courses at Sl. no. 1, 2 and 3 above and no formal registration would be necessary. Exam for Management Accountancy Course are held twice a year in the months of May and November. Exam for Corporate Management and Tax Management Courses are held in the month of May every year. For more details e mail [pqc@icai.org](mailto:pqc@icai.org).

The Exams for Information System Audit course are held in the months of March, June, September and December. The members who have registered and obtained eligibility certificate from IT Directorate can take up this exam. The eligibility certificates issued are valid for four exams in a span of two years. Details about this course are available at the official Web-site of the Institute at [www.icai.org](http://www.icai.org) under courses I S A.

The Exam for Insurance and WTO Courses are held twice a year in the months of May and November. Members who have registered for Insurance course and obtain eligibility certificate can take up this exam. For more information about this course please mail to Secretary, Committee on Insurance at [insurance@icai.org](mailto:insurance@icai.org). As regards the exam for WTO and Trade Laws members are eligible to appear for Part 1 Exam to the course only after 6 months of registration and would be required to produce a minimum attendance record of 80% in the personal contract programmes failing which they would not be entitled to appear for the examination. Further information about this course can be had from the Secretary, Committee on Trade laws and WTO by sending e-mail to : [ditl@icai.org](mailto:ditl@icai.org).

Registration for Post Qualification courses in ISA, Insurance and WTO is open through out the year. (Please click here for details)

- ▶ Want to have a Chapter of Institute. How that can be established?
  - The Institute encourages its members overseas to consolidate their synergies by creating a formal Chapter. In the Institute's



parlance this formal network is a 'Chapter' of the Institute. Any place which has more than 20 Indian members; they can all join together to form a chapter of the Institute. This chapter can be used by them acting as a programme organizing unit for the various CPE programmes. The chapter would be a unique forum for promoting.

- bonhomie far away from your motherland and would enable your families and accomplices as well to come closer and foster goodwill.

Guidelines for setting up of Overseas chapters are available at

Link [https://icai.org/post.html?post\\_id=2100](https://icai.org/post.html?post_id=2100)

- ▶ What is the importance of Chartered Accountant Journal ?

- The Chartered Accountant Journal is an important communication for the Institute and keeps the members updated on the professional front, It is expected that each member should be going through every issue of the Journal. The Chartered Accountant is a monthly publication from Institute and after publication is immediately put on the website of the Institute. It is also sent physically every month and each dispatch is through a recorded delivery to all active members.

- ▶ Can a member residing abroad get Journal by Air Mail?

- Normally Journals to the members abroad are being sent by Air Mail. However a member can opt for getting journals by Airmail in which case he is required to pay the air mail charges for receiving the Journal by airmail at his foreign address. Currently the charges for sending Journal by airmail is Rs. 21/- Annually.

- ▶ Can a member residing abroad get the Journal at his Indian address?

- As per regulation 187 of CA Regulations every member in practice shall have a professional address in India in his own charge or in charge of another member. A member not in practice may specify a place

which shall be deemed to be his professional address for the purpose of Section 21 and also CA Regulations. In view of the above, every member has to specify one address which will be taken in the Institute's record as professional address for all purposes and also for correspondence. Accordingly Journal's, Regional News letters etc. can be sent to the professional address in India if so indicated by the member.

In the event of delayed/non-receipt, please correspond at [journal@icai.org](mailto:journal@icai.org) or [ebsecretariat@icai.org](mailto:ebsecretariat@icai.org) giving exact details of your full mailing address with Pin/ Zip code, if possible also specifying a landmark as part of address. It would speed up chances of early reach of journal and communication to you.

- ▶ How a member residing abroad can buy a publication from the Institute?

- The publications of the Institute available for sale are indicated in the updated list hoisted on the Website. The rates and postal charges payable thereto are also stated therein. For details visit :<http://www.icai.org/publications/Ins-pub.html>.

A member interested in buying any publication(s) as indicated in the list can either send his remittance in advance for such publications including the postal charges or make payment on line to purchase a publication concerned. Alternatively, an imprest amount (USD 300) could be deposited with the Institute and under such a scheme, a member shall have an access to the recent publications which could be continued to send by the Institute till the time the imprest amount is exhausted.

For faster communication a member can always reach the Institute at e-mail [castoresnoida@rediffmail.com](mailto:castoresnoida@rediffmail.com) or Fax No. +91-120-2518539,

Tel. No. +91-120-2552142, 2551279.

- ▶ What is the importance of Updating e-mail Id with the Institute ?

- The Institute very shortly would be moving to a Virtual stage whereby large number of transactions/ communications would be done electronically. This would warrant availability of correct e-mail id so that one gets communication from the Institute with



regard to CPE programmes/ other events of interest in time

While e-mail particulars could be updated by sending a simple mail, any communication having regulatory angle would require signed communication from his end for which fax / scanned copy will have to be sent.

The Institute would be regularly coming out with E Newsletter, which has been targeted as a tool for disseminating information to Indian Members abroad and to come closer to them and address their requirements speedily, on quarterly basis which would be a two way communication channel between the Institute and the foreign members. This again necessitates the need to have the e-mail particulars in the records of the Institute for ensuring receipt of e mails. Please update your e-mails id with Institute's record.

- ▶ Why a member should Update his address and other particulars?
  - By being a member of the Institute he has a continuity and access to developments of Indian profession and it needs no exaggeration that updating his correct particulars would do a lot good in his being professionally updated. The Institute every year while sending the circulars for fee reminders also attach an Entry on Record containing his particulars. It would be the earnest request of the Institute to the members to give utmost priority in updating of information containing in the entry on record wherever necessary. This is also necessary as a part of regulatory requirements

As the professional and other particulars have a bearing for future and there are certain areas wherein due caution needs to be observed; certain request like change in address needs to be accompanied under your signatures so as to ensure authenticity of such a request.

- ▶ What are the areas where a member can Contribute to the profession ?
  - There are many areas in which esteemed members can contribute to the professional activities of the Institute. The range is varied and the list indicated herein under in just illustrative and he could think of more such avenues for joining in the work being done

by the Institute.

### **Some of such areas are -**

Associating as a constituent of brand promotion. The Institute is in the process of consolidating its brand image not only in India but in other countries also where a sizeable Indian population/sufficient number of Indian members are there. Promoting Indian Chartered Accountant as a brand would provide fillip to boosting his professional avenues. He need to share with us ways and means in which this needs to be accomplished. He can send his valuable suggestions on the basis of country specific issues so that while formulating its approach, the Institute could suitably include them in its pursuits.

Help take up issues of concern with the respective authorities in those countries /promoting the Indian qualification in terms of services which can be provided by a member of ICAI.

Associating in providing synergies by creating a formal network - The Institute feels that the consolidation of efforts would be a welcome step and the Institute would request the members to form chapter of ICAI wherever more than 20 members are there. (For further details please click here)

Information about the need of Chartered Accountants in your country - This would enable the members intending to take opportunity abroad. Such information can be mailed at [foreigndesk@icai.org](mailto:foreigndesk@icai.org) to be placed suitably on the web page of the Institute. This way the member would be doing a yeoman service for Indian members to such global market and globalisation of Indian Chartered Accountant. The member abroad can also pass on the addresses of major placement consultants/ organizations which need professional chartered accountant so that Institute could approach them for benefit of everybody.

Contributing to the Exposure drafts, Research projects and in journal of the Institute - The Institute needs perspective and contribution from the member abroad on technical issues. They are welcome to contribute articles / their view point for inclusion in the journal so that there is a wide sharing of information and their views are put to synthesis and analysis by a cross section of members thus, adding to their utility in an over all context.



Help dependents of your fellow professionals by being part of CA Benevolent Fund - Uncertainty knows no bounds and it is for uncertain times that the Institute have decided to create a corpus of funds by way of voluntary contribution from members to help the families of bereaved chartered accountants who are in distress and need a helping hand. The details on the objectives of the CA Benevolent Fund, procedure for becoming member, extent of assistance available and the procedure for availing assistance are available on the Institute's website at the following link: [http://www.icaai.org/members/ca\\_benevolentfund.html](http://www.icaai.org/members/ca_benevolentfund.html)

► What is the importance of Updating the particulars of members residing abroad in the Entry on Record?

- The Institute would soon be coming with a Member Directory separately for foreign members. Given the fact, that developments internationally make the Institute need to have an immediate reaction/ update on certain country specific / sector specific issues; knowing the members who are to be addressed by the Institute for eliciting response on such information would come in handy. Members contribution would be something which will add value to the professional stance being taken by the Institute at different levels. We would request a member to update their following particulars with the decentralized office wherein their correspondence address falls and the Foreign Desk at head office with the following details on regular intervals so as to update the records, as and when there is such change so that Institute could approach them wherever there is such need. The information would also come in handy when the Institute's delegations visit their country and a need for interaction is felt with them.

1. Name and membership No.
2. Current employment
3. Current charge/ designation
4. Type of industry
5. Correct postal address

6. Contact address in India
7. Phone numbers - office and residential
8. Fax Nos.
9. E-mail id

The above information would also facilitate in coming out with the Directory of Foreign members.

► Do the members abroad want to know about more professional avenues in India ?

- While the members have moved to foreign destinations, there would be many a occasion when they would have felt the need of an information contact in India, in such situations, please feel free to write to [foreigndesk@icaai.org](mailto:foreigndesk@icaai.org) and the Institute would be glad to provide them the weblink of information which they may be wanting to have from India.

► If any member has any suggestion on different issues how can he send that?

- Members may feel that they have different ways of looking at the activities of the Institute. As an enabling outfit, the Institute would like to have suggestions from them on the way they feel certain things need to be carried out. They are invited to share their views at [foreigndesk@icaai.org](mailto:foreigndesk@icaai.org)

They can directly get in touch with the following Officers of the Institute whose area of work and contact details are given below:

**Area of Work Official :**

► **CA course and Education related matters**

Director Board of Studies

Phone : from Delhi: +91-120-3989398, 3054808

From out side Delhi: +91-120-3989398

E-mail:- [bosnoida@icaai.org](mailto:bosnoida@icaai.org)

► **Technical Questions, issues on Accounting Standards and Expert Opinion**

Technical Director

Phone: +91-11-39893989 (D), 30110582

E-mail:- [tdte@icaai.org](mailto:tdte@icaai.org)

Secretary EAC

Phone: +91-11-39893989 (D), 30110467

E-mail: eac@icai.org

► **Technical Questions and issues in Auditing**

Secretary

Auditing and Assurance Standards Board and  
Assurance Standards

Phone: +91-120-3054815 (D), (011) 30110468

E-mail:- aasb@icai.org

► **For Continuing Professional Education  
and Professional Development**

Director CPE

Phone : +91-120-3045957

E-mail:- cpe@icai.org ; cpeadmin@icai.org

► **For In-Company Programmes**

Secretary CPEC

Phone: +91-11-39893989 (D), 30110438

Email:- cpe@icai.org

► **Examination related queries**

Joint Secretary (Exams)

Phone : +91-120-3989398 (D), 3054822

► **Peer Review Process**

Secretary, Peer Review Board

Phone: +91-120-3054815 (D), (011) 30110469

E-mail:- peerreviewboard@icai.org

► **Members & Students Services and  
payment of fee and other regulatory  
measures**

Joint Secretary, M&SS

Phone : +91-11-39893989

(D), +91-11-30110425, 30110426

E- mail :- mss@icai.org

► **General queries relating to publications**

Joint Secretary - NOIDA Stores

Phone : +91-11-3054802, 3054828

E-mail :- noidastores@icai.org

Any other matter; please write to foreigndesk@  
icai.org

- Is there a placement portal to provide employment assistance to the members? If so may we know more about that?

- The Committee for Members in Industry of the Institute has hosted an on-line Placement Portal with domain name [www.placement\\_icai.org](http://www.placement_icai.org). The placement portal caters to the employment needs of the following categories of the Members/ students:

Campus Interviews Programme for Newly qualified Chartered Accountants.

All members and Semi-qualified accounting professionals(those who have completed only the Articleship component of the CA Course).

Both the candidates and the recruiting entities can register themselves on-line. This new technology based opportunity is a unique endeavor of the Institute and is the first such placement portal launched by any professional body in India

**Benefits:**

The <http://www.placements-icai.org> is a single window recruitment system for organisations interested in recruiting Chartered Accountants from the Institute's vast talent pool of members and Semi-qualified accounting professionals.

Organisations registered in the portal can view the bio-data of the registered members / semi-qualified accounting professionals and approach the short listed candidates for various openings (in those organisations)

There is no need for applying for individual jobs repeatedly through the portal. Organisations who are interested the candidature of the members / semi-qualified accounting professionals would approach them directly.

The Placement Portal provides the facility to the members and semi-qualified accounting professionals to see various Job openings that have appeared



in various leading newspapers and web sites of recruiting entities that are being posted - regularly

- in the portal under the head "Notice Board: Job openings.

► How to Register on the Placement Portal?

- The Members/Semi-qualified Professionals intends to utilize the placement portal for registrations may undergo the following procedure:

Log on URL <http://www.placements-icai.org>

In the home page click on Qualified Chartered Accountants / Semi-qualified accounting professionals under the option New User

Once again go to the home page and choose Qualified Chartered Accountant or Semi-qualified accounting professionals under the 'Registered Users' option and log in using your six digits [prefix appropriate number of '0' (zeros) if you don't have six digits ICAI membership number / Article registration number and password (already chosen by you while registering).

## Revised Guidelines for Training of Articled Assistants Outside India

A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

Provided that every Chartered Accountant from ICAI who is registered as an auditor and obtained

a license and registration number from the appropriate competent authority abroad to establish a professional firm and carry out the attest function and who meets the international/local experience and expertise criteria laid down by the law shall be eligible to train articled assistants as under:

Category	Period of continuous practice	Entitlement of articled assistant or assistants
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	2
(iii)	An associate or fellow in 4 continuous practice for any period from 5 years to 10 years	
(iv)	An associate or fellow in 5 continuous practice for any period from 10 years	

It would also be essential for such member abroad to produce the copy of License and certificate of registration issued by the competent authority abroad to him as individual member and to the professional firm with whom he is affiliated to the Institute with current validity at the time of registration of articlehip.

Further where an Indian Chartered Accountant is working as paid assistant in a firm where there is no Indian CA as a partner such paid assistant shall not be entitled to train any articled assistant

The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -

an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or

if a member is employed, the place of employment or at his option the place of his residence

the place of residence, if the member neither carried on the profession nor is employed.

It may please be noted that an address in India is essential in any of the situation)

Since there is full time employment visa instead of Trainee Visa for students who wish to register their articleship with chartered accountants abroad according to the immigration laws of Gulf Cooperation Council (GCC) Countries, so such employees shall be treated at par with the articulated assistants registered in India.

It would be essential for such articulated assistants abroad to produce the copy of such visa and immigration details along with a copy of passport at the time of registration of articleship. The terms and conditions that may be made applicable for training articulated assistant in India from time to time shall mutates mutandis apply for training of articulated assistant abroad.

The period of practical training shall be 3 years or 3½ years, as applicable, under a practising chartered accountant abroad. However, the articulated / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking alongwith the application.

The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articulated assistants receiving training abroad.

The Principal shall send training reports as prescribed alongwith the service certificate to be issued in Form 109 & 108 as the case may be.

The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articulated assistant and report to the Council in the form prescribed in the training guide.

The rates, terms and conditions of stipend prescribed as payable to the articulated assistants receiving training in India shall be applicable to the articulated assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -

The working hours for the articulated assistants shall be 35 hours in a week excluding the lunch break.

The office hours of the Principal for providing article training to the articulated assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

The normal working hours for the articulated assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

The working hours for the articulated assistants should not exceed 35 hours in a week excluding the lunch break and normally an articulated assistant be required to work during the normal working hours fixed for articulated assistants.

In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours



in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

**Further conduct of training will be regulated as per provisions of the relevant Regulations as follows: -**

**Regulation 60: Working hours of an Articled Assistant**

"Subject to such directions as may be issued by the Council, the working hours of an articled assistant (3) shall be 35 hours per week to be regulated by the Principal from time to time".

**Regulation 65: Articled assistant not to engage in any other occupation**

"Without the previous permission of the Council, obtained on application made in the

\*approved form, no articled assistant shall, during the period of his service as an articled assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation."

**Regulation 66: Enquiries against articled assistant**

"(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articled assistant from his principal or any other person, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made

(2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled assistant an opportunity of being heard, make any of the following orders, namely:-

- i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled assistant

is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or

- ii. if the articled assistant is found guilty, reprimand the articled assistant or cancel the registration of articles or direct that any period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

- (3) The articled assistant, the registration of whose articles has been cancelled under his regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled assistant or audit assistant by any member".

**Regulation 67: Complaint against the Principal**

- 1) Where an articled assistant makes a complaint against his principal on a matter concerning his training as an articled assistant, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.
- 2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.
- 3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:
- 4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.



## FAQs for Articleship abroad

### Training of Articled Assistant outside India

A student staying abroad may seek admission in CA Course through qualifying CPT Examination or under Direct Entry Scheme in which a graduate/Post graduate student securing prescribed percentage of marks in respective examination may start articled training after passing one group of Intermediated Integrated Professional Course having completed orientation Programme & ITT. The details of CPT Course and Direct Entry Scheme of CA Course are available on the Institutes's website.- [www.icai.org](http://www.icai.org) it is to note that CA Course examination, practical training and allied Course Curriculum for Indian students or students from abroad are the same.

Often students getting registration in CA Course in India or Abroad have such queries related to articled training which are of following nature. Hence an FAQs on training abroad are given below for information ;

- Can a student registered with the Institute get training outside India?

Ans.: Yes, a student registered with the Institute may enroll for training outside India under an eligible member of ICAI.

- Can a Chartered Accountant practicing abroad, train an articled assistant outside India?

Yes, a Chartered Accountant is eligible to train an articled assistant provided his/her main occupation is the practice of the profession of accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants. Moreover, the members would be eligible to train articled assistant in accordance with Regulation 43. However, a member associated with foreign CA Firm in the capacity of partner or paid assistant may also train articled assistant under certain conditions.

- Is it necessary for a Chartered Accountant training articled assistants outside India to have a professional address in India?

Ans.: Till recently, it was mandatory for a member in practice to have a professional address in India in his own charge or in charge of another member.

However in terms of the Council decision taken at its 291st meeting held in December 2009, a member shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India. As per the said Regulation, professional address means:

- an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or
- if a member is employed, the place of employment or at his option the place of his residence
- the place of residence, if the member neither carried on the profession nor is employed.

(It may please be noted that an address in India is essential in any of the situation)

- Can a Chartered Accountant working abroad impart Industrial Training to an articled assistant abroad?

Ans.: The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. Moreover, the members would be eligible to impart Industrial training in accordance with Regulation 51 and 72.

In addition to above, an organization eligible to impart training outside India which is not yet registered with the Institute may submit an application (format of application is available on our website [www.icai.org](http://www.icai.org)) alongwith a self declaration (in absence of Annual report) regarding minimum fixed assets & minimum total turnover or minimum paid up capital of the organization about the particulars of the undertaking.

- Can a Chartered Accountant employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants eligible to train articled assistant outside India?

Ans.: A member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled



assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

- ▶ What shall be the period of practical training?

Ans.: The period of practical training shall be 3 years, under a practising chartered accountant abroad. However, the articled / audit assistant have an option to undergo Industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

- ▶ What will be the stipend in respect of articled assistant receiving training abroad?

Ans.: The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistant receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

- ▶ What will be the terms of office hours and working days holidays applicable to articled assistant working abroad?

Ans.: Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India which are given hereunder:-

- a) The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
- b) The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
- c) The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
- d) The working hours for the articled assistants

should not exceed 35 hours in a week excluding the lunch break and normally the articled assistant be required to work during the normal working hours fixed for articled assistants.

- e) In case of exigencies of work with Principal, an article assistant may be required to work beyond his/ her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement of work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

- ▶ What are the formalities to be complied by the articled assistant getting training abroad?

Ans.: Form 103 for registration of articles should be duly filled and submitted along with such documents as mentioned in the Instruction sheet of Form 103 along with registration fee should reach the respective Institute's office to which the member is attached within 30 days of commencement of training.

- ▶ What is the registration fee applicable to such articled assistant?

Ans.: The details of registration fees as applicable for articled assistant is given on link [http://www.icai.org/resource\\_file/14707ipcc\\_enrolment\\_feestructure.pdf](http://www.icai.org/resource_file/14707ipcc_enrolment_feestructure.pdf) can be referred. The fee as applicable can be paid by way of Demand Draft drawn in favor of "The Secretary, The Institute of Chartered Accountants of India" payable at the concerned Decentralized office of the Institute.

- ▶ Where are the Forms required to be submitted?

Ans.: Form 103 is required to be submitted at the respective Decentralized office of the Institute (i.e. the decentralized office in whose jurisdiction the Indian address of the member falls).

- ▶ Will an articled assistant receiving training abroad be eligible for secondment?



Ans.: Yes. The terms and conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

- ▶ Can a Principal depute an articled assistant for training under eligible members of accountancy institutions or bodies outside India (in accordance with Regulation 54A)

Ans.: Yes. A principal, with the consent of the articled assistant may depute the latter for training for a period not exceeding 6 months, under a member eligible to engage and train an articled assistant under the bye laws of an institution or body set up in the respective countries.

- ▶ Will such service be considered as part of practical training? (in accordance with Regulation 54A)

Ans.: Such training under members of accountancy institutions or bodies outside India, will be considered as part of practical training.

- ▶ Is the articled assistant eligible for stipend during such period of training? (in accordance with Regulation 54A)

Ans.: No. The provisions of stipend do not apply during such period of training.

- ▶ Should the articled assistant enter into a Deed of articles for this purpose? (in accordance with Regulation 54A)

Ans.: No. There is no need either for execution of deed of articles for such training or for any intimation to the Institute in this regard. However the Principal is required to include the particulars of such training in the report to the Council under Regulation 64.

- ▶ Can a member of the Institute engage and articled assistant under the bye laws of the accountancy institutions or bodies outside India?

Ans.: Members entitled to train articled assistants shall not engage any articled assistant or articled assistant or apprentice under the bye laws of any other institutions or society or body unless the person concerned has been registered student with any of the accounting institutions or bodies whose training is recognized by the Council as equivalent to the training prescribed for the members of the Institute.

- ▶ What are the terms and conditions applicable for training articled assistant abroad?

Ans.: The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

Further, the terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

In addition to above, the Principal and the articled assistant shall be bound by the provision of Chartered Accountants Act 1949 and Regulations framed thereunder and such other rules and guidelines and directions issued by the Council from time to time.

- ▶ Is it possible to take transfer after completion of 1 year of Practical Training? Do we need to give any proper reason to the Institute?

Ans.: Yes, In partial modification of the announcement dated 30<sup>th</sup> June 2009 regarding transfer/ termination of articles the Council in its recent meeting has decided that the transfer/termination of articleship in terms of Regulation 56(1) of the Chartered Accountants Regulations, 1988 shall be permissible on the grounds as stated below:-

- I. Transfer /termination of articles is permitted without any restriction during the first year of articles.
- II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: -
  1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).
  2. Transfer of parent(s) to another city.
  3. Misconduct involving moral turpitude.
  4. Other justifiable circumstances / reasons: -
    - (ii) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on submission of requisite proof of the act warranting transfer/ termination of articleship):-



- a. Industrial Training (Regulation 51)
- b. Secondment of articles (Regulation 54)
- c. Conversion from PCC to IPCC (for termination of articles only. Re-registration of articles to be allowed only after passing Group-I of IPCC)
- d. Death of Principal [Regulation 57(1)(c)]
- e. Ceasing of practice by the Principal [Regulation 57(1)(a)]
- f. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]
- (iii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).
- (iv) Irregular payment or non payment of stipend with reference to Regulation 67.
- (v) Articled assistant desires to serve balance period of training outside India.
- (vi) Shifting by the Principal to another city involving distance more than 50 kms.

The articled assistants are required to get the consent of the Institute before getting Form 109 signed by the Principal in their own interest.

The request, on any one or more of the aforesaid grounds, of an articled assistant on a plain paper alongwith the recommendation/ consent of the Principal for transfer / termination of articleship accompanied by evidence/proof (self-attested by the articled assistant) to the satisfaction of the Institute be made. Request for transfer not accompanied by consent of Principal shall not be accepted. In case of dispute between principal and articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases.

- ▶ If principal does not sign completion of articleship certificate in Form 108, what we do?

Ans.: Please refer to Regulation 56 of the Chartered Accountants Regulations, 1988 and Prospectus of CA Course.

- ▶ Please guide us on articleship? What kind of firm should we join?

Ans.: A CA student is compulsorily required to undergo practical training i.e. articleship of 3 years. The students coming through CPT can join

articleship only when they register for IPCC and clear its Group-I/Both Group and completing the Information Technology Training (ITT) and Orientation Course (OP). The students coming through direct entry route i.e. graduates and post-graduates with prescribed marks can commence their articleship after registering for Intermediate (IPC) and completing the Information Technology Training (ITT) and Orientation Course (OP). This training has to be done under a practicing Chartered Accountant. This training is very useful as it gives the trainee hands on experience on various aspects of chartered accountancy course i.e. Audit, Taxation, Accounts, Law etc. The selection of firm depends upon your choice of field in which you want to practice in future.

- ▶ Please provide, the basis for calculating leave during articleship.

Example;

Ans.: Case 1: An article completed 3 years of articleship till now. So,

Total working days:  $365 \times 3 = 1,095$  days  
Leaves Taken so far = 100 days  
Actual period Served = 995 days  
Leaves Earned =  $1/6\text{th on } 995 = 165$  days

Leave entitled (subject to sanction of leave by your Principal) = 65 days (165-100 days)

Case 2: An article having a total articleship period of 3.5 years. So, Total working days:  $365 \times 3.5 = 1277$  days

Leaves Taken till now = 100 days  
Actual Period Served = 1177 days  
Leaves Earned =  $1/6\text{th on } 1177 = 180$  days (maximum)

Leaves entitled (subject to sanction of leave by your Principal) = 80 days (180-100)

- ▶ Those students who have registered IPCC with ATC, do they need to do articleship for an additional year?

Ans.: students who have registered for IPCC alongwith ATC shall be required to complete either 12 months work experience or prescribed period of articled training before applying for 'Accounting Technician Certificate'.

Further, it is clarified that partial completion of articled training period cannot be treated as completion of 12 months work experience nor based on that 'Accounting Technician Certificate' shall be issued.

- Do we need to do articleship only under a CA who is practicing or can we do industrial training?

Ans.: As per Regulation 43 of the Chartered Accountants Regulations, 1988, practical training is imparted only by a member who is practicing the profession of chartered accountants in his individual name or as proprietor or as partner or member who is in full time salaried employee under a chartered accountant in practice or a firm of such chartered accountants.

Further, as per Regulation 51 of the Chartered Accountants Regulations, 1988, industrial training shall be received under a member of the Institute in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time for the period between nine months and twelve months during the last year of the prescribed period of practical training and after passing Intermediate examination/PE-II examination/PCE/IPCE by the articled assistants.

- Is it compulsory to join articleship immediately after passing IPCC?

Ans.: Yes, it is compulsory because there is a condition of completion of minimum 2½ years of articleship before appearing in Final examination.

- Is deputation of articled assistants at branches of the same firm allowed during articleship even after 1 year from starting it?

Ans.: Deputation of articled assistants at branches of the same firm is allowed during articleship if the principal remains the same. If there is change in the principal, then the articled assistant has to apply for termination as per the announcement dated 2nd July 2010 regarding transfer/termination of articleship.

- I have temporarily discontinued my articleship, I am in first year, can I start my articleship again with another Principal abroad?

Ans.: Yes. If a student has taken a termination in the first year, he can commence articled training later on with the member entitled to engage and train one or more articled assistants notwithstanding anything contained in Regulation 43.

- Three years of articleship-Isn't this too long a tenure?

Ans.: No, three years of articleship is not too long tenure considering the fact that it grooms the CA student in all aspects of CA course. The period of articled training is already reduced from 3.5 years to 3 years.

- How many total leaves are available during articleship?

Ans.: As per Regulation 59 of the Chartered Accountants Regulations, 1988, an articled assistant shall earn leave at the rate of one sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to maximum of 180 days.

- Can we do articleship & Industrial training from abroad?

Ans.: i) Yes, A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.

ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.

iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -



- a. an address of the place where the member is carrying on his profession ( or where he is carrying on his profession at more than one place, the principal place), or b. if a member is employed, the place of employment or at his option the place of his residence c. the place of residence, if the member neither carried on the profession nor is employed. It may please be noted that an address in India is essential in any of the situation)
  - v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.
  - vi) The period of practical training shall be 3 years, as applicable, under a practicing chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.
  - vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking along with the application.
  - viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.
  - ix) The Principal shall send training reports as prescribed along with the service certificate to be issued in Form 109 & 108 as the case may be.
  - x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.
  - xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.
  - xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -
    - a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
    - b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
    - c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
    - d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
    - e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.
- Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.
- Further conduct of training will be regulated as per provisions of the relevant Regulations 60, 65, 66, 67 of the Chartered Accountants Regulations, 1988.

- ▶ What should be done if our CA is not giving stipend?

Ans.: It should be brought to the notice of the Institute and appropriate action will be taken in the matter under Regulation 67 of the Chartered Accountants Regulations, 1988.

- ▶ What are the requirements of getting articleship in big "articleship firms".

Ans.: Different firms have different criterion for selecting articles. There is no set criterion from Institute's side.

- ▶ Industrial training should be made compulsory and every corporate must keep a CA Final student as a trainee. Is it possible?

Ans.: We cannot impose any condition on any corporate to keep industrial trainees

- ▶ I want to go to industrial training before completing my articleship. Sir, what can one do for it?

Ans.: An industrial training can be done only after passing Intermediate examination/PE-II examination/PCE/IPCE and for the period between nine months and twelve months during the last year of the prescribed period of practical training. For this you have to approach companies which have been approved by the Council and already registered with ICAI for imparting industrial training.

- ▶ Why is there no transparency in the recruitment of articles. Despite the fact that why one has scored well in the exams still the reference is to be applied for training?

Ans.: The Institute does not have any role in placement of articles. However, for the convenience of students and firms the Institute has started On-line Article Placement Portal where firms desiring to keep articles and students desiring for doing articleship register themselves for placement. The selection procedure is entirely the domain of the registering firm in which the Institute does not have any role to play.

- ▶ I am unhappy with my training due to non availability of work in the office. Most of the time, we sit idle in the office. There is no work of any company Bank VAT & ST. We are busy only in few months when filing the ITR. We want to give more hour to training but want to learn company Audit, bank audit etc. What should we do?

Ans.: A student may opt for secondment, termination of articleship, Industrial training for gaining practical experience in different areas as per Regulation 54, 56 and 51 of the Chartered Accountants Regulations, 1988.

- ▶ What would be your advice to article assistants? How do we manage both studies and articleship?

Ans.: You have to plan out in a way that you are able to do justice to both articleship and studies. Chalk out a proper time table depending upon availability of time and your capabilities. Once properly framed, just adhere to it. For detailed guidance in this regard, please refer to the Institute's publication How to face CA examination.

- ▶ The Institute announced that articled students can find their firm through on-line Article Placement Portal.

Ans.: The Institute provides the facility of On Line Articles Placement Portal. This portal provides a platform to the firms of Chartered Accountants having vacancies for Articled Assistants to select eligible students and the candidates who are eligible for undergoing articled training. Both eligible firms and candidates have to register themselves online through the articles placement portal. Please visit <http://bosapp.icai.org> for details regarding this facility.

## **CONNECT**

### **Head Office :**

The Institute of Chartered Accountants of India  
ICAI Bhawan, Post Box No. 7100, Indraprastha Marg,  
NEW DELHI – 110 002  
Tel: +91-11-39893989  
Email: [icaiho@icai.in](mailto:icaiho@icai.in)  
Website: [www.icai.org](http://www.icai.org)

ICAI Bhawan, C-1, Sector 1,  
NOIDA – 201 301, Dist. Gautam Budh Nagar, (U.P.)  
Tel: +91-120-3989398

ICAI Bhawan, A-29, Sector 62  
NOIDA – 201 309, Dist. Gautam Budh Nagar, (U.P.)  
Tel: +91120-3045900

### **Western Region**

ICAI Tower, Plot No C-40, G Block  
Bandra Kurla Complex, Bandra (East)  
Mumbai – 400 051  
Tel: +91-22-33671400/33671500  
Email: [wro@icai.in](mailto:wro@icai.in)  
Website: [www.wirc-icai.org](http://www.wirc-icai.org)

### **Southern Region**

ICAI Bhawan, 122, Mahatma Gandhi Road, Post Box  
No. 3314 Nungambakkam, CHENNAI – 600 034  
Tel: +91-44-30210356  
Email: [sro@icai.in](mailto:sro@icai.in)  
Website: [www.sircoficai.org](http://www.sircoficai.org)

### **Eastern Region**

ICAI Bhawan, 7, Anandilal Poddar Sarani,  
Russell Street, KOLKATA – 700 071  
Tel: +91-33-39893989  
Email: [ero@icai.in](mailto:ero@icai.in)  
Website: [www.eircicai.org](http://www.eircicai.org)

### **Central Region**

ICAI Bhawan, 16/77-B, Civil Lines,  
KANPUR – 208 001  
Tel: +91-512-3989398  
Email: [cro@icai.in](mailto:cro@icai.in)  
Website: [www.circ-icai.org](http://www.circ-icai.org)

### **Northern Region**

ICAI Bhawan, 52, 53 & 54, Institutional Area,  
Vishwas Nagar, Shahdara,  
DELHI – 110 032  
Tel: +91-11-39893990  
Email: [nro@icai.in](mailto:nro@icai.in)  
Website: [www.nirc-icai.org](http://www.nirc-icai.org)

### **Overseas Office of ICAI, Dubai - UAE**

ICAI Bhawan, Post Box:500725  
G-18, Block 2B, Dubai Knowledge Park  
Dubai – United Arab Emirates  
Tel: +971 4 3672250, Fax: +971 4 3672739  
Email id: [dubaioffice@icai.in](mailto:dubaioffice@icai.in)  
Website: [www.icai.org](http://www.icai.org)

### **Disclaimer**

"The content of this document has been sourced from the information available in public domain. Though due care has been observed while publishing this document however, the ICAI shall not take any responsibility for any loss of damage occasioned or arising out of any publishing mistake (s) in any manner. Further, no information content can be copied, performed in public, published or printed without the prior permission of ICAI."



## **The Institute of Chartered Accountants of India**

(Set up by an Act of Parliament)

ICAI Bhawan, Post Box No. 7100, Indraprastha Marg, New Delhi-110002  
[www.icai.org](http://www.icai.org)