

# ICAI Global Career E-KIT UAE



Moving Towards New Frontiers



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



## Table of Content

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|   |   |    |
|---|---|----|
| 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 |
|   | • Chairman (Abu Dhabi)  | 10 |
|   | • Chairman (Dubai)  | 11 |
|   | • Chairman (Ras Al Khaimah)   | 12 |
|   | • Vice Chairman (Abu Dhabi)   | 13 |
|   | • Vice Chairman (Dubai)   | 14 |
|   | • Vice Chairman (Ras Al Khaimah)  | 15 |
| 3 | General Information   |    |
|   | • About UAE   | 16 |
|   | • Demographic Details   | 16 |
|   | • Economic Environment  | 17 |
|   | • Useful Business Information   | 19 |
|   | • Employment Opportunity in the Country                                   | 19 |
|   | • Details of Indian Embassy   | 25 |
|   | • Basic Arabic Phrases  | 26 |
| 4 | About The Chapter   |    |
|   | • Activities of the Chapter   | 28 |
|   | • Contact Details of the Chapter  | 29 |
| 5 | Information Resource  |    |
|   | • Details about MoU/MRA   | 31 |
|   | • FAQs for Members Located Outside India                                  | 34 |
|   | • Revised Guidelines for Training of Articled Assistants<br>Outside India | 44 |
|   | • FAQs for Articleship abroad   | 47 |

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## 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 UAE 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 UAE 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 tad natyeti Kascan | 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:

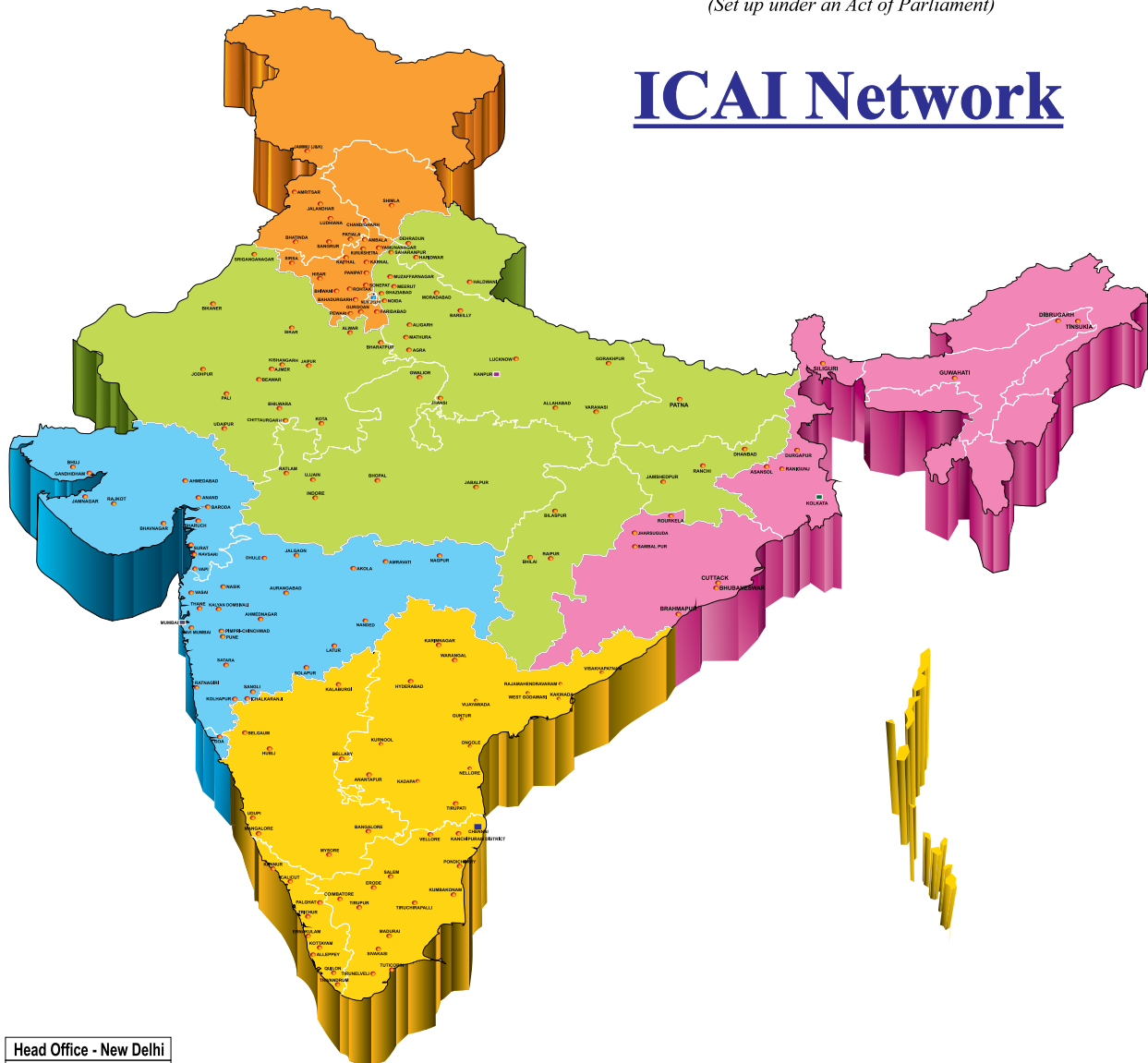
- ▶ Regulator of CA Profession
- ▶ Standards Setter
- ▶ Disciplinary Mechanism
- ▶ Services to Government and stakeholders
- ▶ Education & Research
- ▶ International initiatives
- ▶ Continuing Professional Education
- ▶ Corporate Governance
- ▶ Public Finance

## 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                |

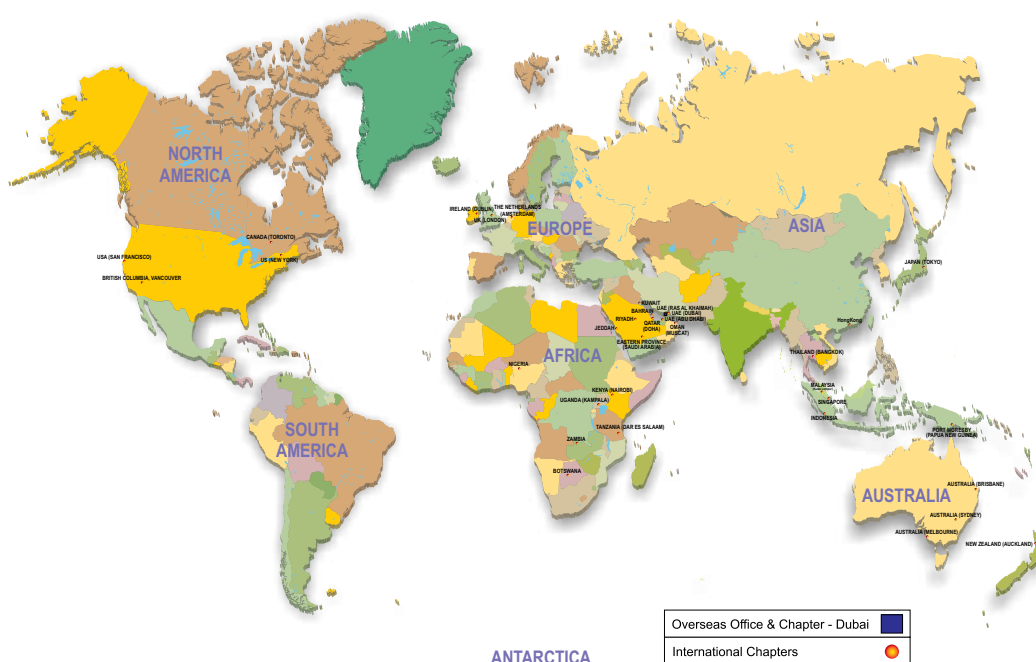
|                 |
|-----------------|
| Central Region  |
| Eastern Region  |
| Northern Region |
| Southern Region |
| Western Region  |



## 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. Aashish Bhandari

*Chairman, UAE (Abu Dhabi) Chapter of ICAI*



Dear Friends,

Greetings from the Abu Dhabi Chapter of ICAI.

It gives me great pleasure in presenting before you the Global E-kit which is a great resource for anyone planning to move the base to UAE. It is a great initiative by ICAI and I would like to congratulate and thank the President, Vice President and also the International Affairs Committee of the Institute who are working tirelessly to build the brand ICAI globally.

The kit covers updated information about the UAE and the Abu Dhabi. It also provides information about Abu Dhabi Chapter.

Abu Dhabi is the capital of UAE and seat of the Government. It has various big business groups and government offices which recruits majority of the members. Chartered Accountants are very well placed in these organisations and the hold positions at various levels in the management.

Abu Dhabi Chapter is amongst the most vibrant and active Chapters of ICAI. It has always supported the Institute's initiatives.

Abu Dhabi's rapid development and urbanisation, coupled with the relatively high average income of its population, has transformed the city into a large and advanced metropolis. Today the city is the country's center of political and industrial activities, and a major cultural and commercial center, due to its position as the capital. Abu Dhabi accounts for about two-thirds of the roughly \$400-billion United Arab Emirates economy. Its focus on oil exports and commerce is reflected by the skyline's modern towers and shopping meta centres.

We would like to welcome you to United Arab Emirates and to Abu Dhabi to join a vibrant community of professionals who have excelled in many sectors.

We sincerely hope that this Global E-kit will help you in your planning for a move to UAE for business and employment purposes.

We are always available on call if you would like to clarify any of your doubts.

Best regards,

CA. Aashish Bhandari

## CA. Mahmood Bangara

*Chairman, UAE (Dubai) Chapter of ICAI*



The profession of accounting has a paramount role in any country making CA's an integral part of economic growth. Hailing from India, a country with a robust economy, living in UAE, one of the world's most progressive nations and growing by delivering as Chartered Accountant is a matter of immense pride.

As a friendly innovative nation, we are grateful for the opportunities, ease of doing business, superb infrastructure and facilities, safety and security for the families. More roles will come for Indian CA's as UAE is continuously surging ahead in the global business scenario. With more than 200 nationalities peacefully living together in the UAE, we are exposed to an invaluable international experience in this model nation.

CA Professionals have been recognized for their trust, reliability, competence in a wide range of roles as CEOs, CFOs, auditors and so on in Government entities, industries, and service verticals, emerging as a contributor for the economy of UAE. The increasing ratio of young members renders a competitive advantage to adapt technology at a relatively rapid phase.

ICAI Dubai chapter is actively engaged in promoting the knowledge base and skills for members by regularly conducting workshops, seminars on latest developments. This becomes a platform for effective networking. Dubai Chapter has been continuously committed to welcome Indian CAs and render possible guidance for their employment.

For the benefit of the CA students, coaching classes are conducted by the Branch office in Knowledge Village. Further, CA exams are also held at Indian high school, Dubai. Chapter also organizes exclusive student events and has assigned an ExCom Member to connect and coordinate with the students.

It is a tribute to be part of Dubai chapter with about 3000+ members, which has been consecutively winning the Best Overseas Chapter of ICAI for four years in a row, a testimony for the commitment and excellence shown by the Managing Committee.

This e handbook will provide valuable guidance to members, as to Government regulations and business practices in U.A.E.

The CA profession is a key element in any growing economy in the modern era.



## CA. Manu Mehra

*Chairman, UAE (Ras Al Khaimah) Chapter of ICAI*



Dear Colleagues,

The Ras al Khaimah Chapter of ICAI is the third and the youngest chapter of ICAI in UAE and since its inauguration in 2016 has grown to a membership strength of over fifty members. Ras al Khaimah is the fourth largest among the seven emirates of UAE, and is located in the northernmost part of the country. Its strategic location positions it as a trading and services hub. Ras Al Khaimah is rated by both Standard & Poors and Fitch.

Ras Al Khaimah boasts of a diversified economy with the largest contribution being made by the vibrant manufacturing sector. Manufacturing and tourism continue to be areas for future growth. Ras al Khaimah's significant trading partners are the GCC countries and India's share in the trade is increasing. Ras Al Khaimah's fiscal management has been characterized by consistent surpluses for eight years from 2010-2017 and conservative debt policies.

Ras Al Khaimah has attracted various large companies from across the world who have invested here to establish their businesses. Some of the names include Ritz Carlton, Hilton, Ashok Leyland, Mahindra's, Dabur etc.

The UAE has witnessed a significant change in fiscal management with the introduction of Excise and VAT. This is likely to create opportunities for the Indian Chartered accountants given that the businesses across the region are still trying to understand the practical implications of its implementation.

I am very pleased to note that ICAI has taken the initiative to publish this Global Career E-Kit which is aimed at assisting those ICAI members who are new entrants into the UAE either for establishing business or for profession. I am hopeful that the ICAI fraternity will continue to grow in the UAE, and will contribute to the growth of our profession.

I also encourage ICAI to continue to strive towards enhancing its global footprint and would like to extend appreciation of the efforts of the team that was engaged in developing this background material. On behalf of the Ras al Khaimah Chapter, I would like to congratulate the ICAI President, CA Naveen D Gupta for having taken this initiative.

CA. Manu Mehra

## CA. Neeraj Ritolia

*Vice Chairman, UAE (Abu Dhabi) Chapter of ICAI*



Dear Professional Colleagues,

I am pleased to present you with this Global Career E-Kit. This E-Kit incorporates all relevant and useful information about the UAE and the Abu Dhabi Chapter of ICAI.

Abu Dhabi is the capital city of the UAE with all Federal Offices being located here. The major revenue stream for the Federal Government is oil based, although enormous emphasis is being made to decrease the reliance on the oil based revenue.

The Abu Dhabi Chapter is one of the established overseas Chapter of the ICAI. Supporting the vision of the Institute of Chartered Accountants of India, the Chapter strives to provide services to the members and students of the profession in Abu Dhabi and complement the global services being offered by the Institute. We welcome all our professional colleagues to visit the country and the Chapter and to explore various avenues of business and employment opportunities on offer in this country. Major employer in Abu Dhabi is the Government of UAE apart from extensive opportunities in the small and medium enterprise segment.

We look forward to your visit to this vibrant country and hope that the information contained herein will help you in your planning and establishing an interface with the local Chapter. Within the E-kit, you will find reference to numerous websites, which can provide you additional and relevant information on the topics.

The close proximity to India with a wide network of flights places UAE in a very unique and attractive destination for the Indian community.

CA. Neeraj Ritolia



## CA Anish Mehta

*Vice Chairman, UAE (Dubai) Chapter of ICAI*



Dear Professional Colleagues,

On behalf of the Dubai Chapter, it is my pleasure to present you with this Global Career E-Kit. We welcome all our professional colleagues to visit the country and the Chapter and to explore the various avenues of business and employment opportunities in this country.

There are numerous examples of Indian Chartered Accountants turning entrepreneurs and many Indian Chartered Accountants also hold the position of CEO's in many big groups of UAE. Hence, the contribution of Indian Chartered Accountants is not just limited to the finance field but with the top positions in the management of the Companies, the contribution to the overall growth of the economy has been immense and widespread.

Challenges create opportunities and it becomes necessary that challenges exist as it helps in bringing the best out of us and we all have to cross any hurdles that come our way by facing them to remove them from the roots and move towards progress and happiness in our lives.

ICAI currently has 34 Chapters abroad and it is endeavoured to develop E-Kits on country wise basis for important locations for the benefit of ICAI member community. It is foreseen that the membership at large will benefit immensely from these E-Kits.

Beyond doubt, bringing out this e-Kit is another feather in the cap of ICAI UAE Dubai Chapter. Though there is no substitute to real experience yet the importance of knowledge about local businesses, practices, customs and traditions could hardly be over-emphasized. In this e-kit, we have endeavoured to put together precise areas of interest for which we have commonly fielded. By addressing vital questions like prospects of Indian CAs in Dubai, fields of career opportunities, information on accounting body, etc., this e-kit provides decision relevant information.

I am confident that the information contained in the Global Career E-Kits will assist our members to establish a preliminary interface with the jurisdiction to serve in times to come and help the members of the Institute to explore the Global opportunities present in different jurisdictions. I along with my ICAI team would be happy to have your valuable inputs/suggestions related to these E-Kits.

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. My best wishes to all my fellow members who want to build their career in this region.

## CA. Pramod Kumar Chand

*Vice Chairman, UAE (Ras Al Khaimah) Chapter of ICAI*



Dear Colleagues

The Ras al Khaimah (RAK) Chapter of ICAI is the third chapter of ICAI in UAE, situated less than one hour from Dubai, RAK is the fourth largest of the seven Emirates. RAK is blessed with enormous natural resources and its strategic geographic location, at the approach to the Arabian Gulf, places it at the crossroads of international trade.

With the introduction of Excise and VAT in UAE and the initiatives taken by Federal government to further develop infrastructure for business in view of the forthcoming Expo 2020, the opportunities for Indian Chartered Accountants in this region has grown immensely.

The process of adapting to a new professional and social environment outside India is always a challenge. On behalf of the RAs al Khaimah Chapter, I congratulate the ICAI President, CA Naveen D Gupta for assisting the new entrants into UAE by publishing this Global Career E-Kit which will immensely benefit those who wish to work in UAE. We hope to see more members from India join our fraternity in the UAE, and we are optimistic that they will contribute to the growth of our profession and our Chapters.

"If you are not willing to risk the usual, you will have to settle for the Ordinary." Jim Rohn

CA. Pramod Kumar Chand



## About The Country

### General Information About UAE

The United Arab Emirates comprises of seven emirates, which occupy the south eastern corner of the Arabian Peninsula. The constituent emirates are Abu Dhabi, Dubai, Sharjah, Ajman, Fujairah, Ras Al- Khaimah, and Umm Al-Quwain. Abu Dhabi is the capital and the largest city of the United Arab Emirates occupying about 80% of the landmass of the country. For over 50 years, Abu Dhabi has been transformed from little more than empty desert inhabited by nomadic tribes into a thriving 21st century society.

Dubai that is the second largest emirate of UAE, has established a niche in the commercial and trading market of the Middle East. The resilience of the domestic market and its strategic location between the trading blocks of Europe and Far East, has always attracted domestic and international investors.

The other emirates in the UAE are also developing their infrastructure and providing incentives to attract international companies to set up their operational base.

The strategic location of UAE and the incentives that the Government of U.A.E. offers to promote business and services presents the chartered accountants with a wide range of opportunities for employment and setting up firms to render assurance and consulting services.

## Demographic Details

### Population of UAE

The demographics of the UAE is extremely diverse. The estimated population of UAE in 2018 is approximately at 9.54 million, majority of which is constituted by expatriates. The resident population of Abu Dhabi in 2018 was estimated at 1.25 million and that of Dubai at 3.05 million.

### Climate



The climate of the U.A.E is subtropical-arid with hot summers and warm winters. The emirate basks in virtual year-round sunshine with little rainfall and superb winter (October-May) temperatures which average around 24°C (75°F) during the day falling to 13°C (56°F) during the night. Summer (June-September) daytime temperatures can rise over 42°C (118°F) and there is high humidity. The hottest months are July and August.



## Language

Arabic is the official and national language of the UAE. Apart from Arabic, English is widely used as a second language. Other languages spoken in the UAE, include Urdu, Hindi, Persian, Pashto, Malayalam, Bengali, Punjabi, Tamil, Balochi, Russian, Somali, Tagalog, Nepali and Mandarin Chinese.

## Religion

The UAE is a Muslim country whereby nationals follow the Islam religion. While Islam is the majority religion in the United Arab Emirates, Christianity, Buddhism, Hinduism, Judaism and Sikhism are also practiced in the country, mostly by non-nationals.

## Major Customs & Practices

Being a highly cosmopolitan society, the UAE has a diverse and vibrant culture. The influence of Islamic and Arab culture on its architecture, music, attire, cuisine, and lifestyle are very prominent as well. Etiquette is an important aspect of UAE culture and tradition, and whilst in the UAE, visitors are expected to show appropriate manners and etiquette. Visitors should dress modestly when in city or public places. Displays of affection are best left to privacy. Observing fast in public places during Ramadan (generally falls on the 9th month of the Islamic calendar) is expected from everyone visiting the UAE.



Most Emirati males prefer to wear a 'kandura', an ankle-length white tunic woven from wool or cotton, and most Emirati women wear an 'abaya', a black over-garment that covers most parts of the body.

## Currency

The local currency is the UAE Dirham which is freely convertible and AED 3.67 equates to US\$ 1. Money

can easily be changed at exchange houses. ATMs are available at malls, petrol stations, supermarkets and market places. Debit cards, Credit cards are widely accepted.

## Healthcare

Healthcare in UAE is excellent and there are no special immunization requirements to enter but good insurance cover is recommended.

## Economic Environment

### Economy of UAE

The UAE economy has continued to record exceptional growth because of the consistent policy of government of seeking to diversify the sources of income away from the oil and gas sector. This, coupled with the country's highly-developed infrastructure, has permitted continued growth despite the challenges posed by the slowdown in the global economy, the unprecedented decline in world oil prices and the turbulence within the Middle East region.

The Cabinet, headed by His Highness Sheikh Mohammed bin Rashid Al Maktoum, the UAE Vice President and Prime Minister and Ruler of Dubai, approved a federal budget of AED 248 billion for the years 2017-2021.

The economy of the United Arab Emirates is the second largest in the Arab world (after Saudi Arabia). The UAE's large hydrocarbon wealth gives it one of the highest GDP per capita in the world and Abu Dhabi owns the majority of these resources – 95% of the oil and 94% of gas. Abu Dhabi thus holds 4% of the world's proven oil reserves and almost 3.5% of the world's natural gas.

Recently the government has been diversifying their economic plans. This trend is reflected in Abu Dhabi with substantial new investment in industry, real estate, tourism and retail. This idea of diversification of the economy is also seen in the Abu Dhabi Economic Vision 2030 planned by the Abu Dhabi Urban Planning Council. In this plan, Abu Dhabi's economy will be sustainable and not be dependent on any one facet or source of revenue.



As Abu Dhabi is the largest oil producer of the UAE, it has reaped the most benefits from this trend. It has taken on an active diversification and liberalization programme to reduce the UAE's reliance on the hydrocarbon sector. There has also been a drive to promote the tourism and real estate sectors with several large-scale development projects.

Dubai has also developed as a prime international business center with the development of world class infrastructure that can support the modern business needs. Similarly, the emphasis on reducing the emirate's economic dependence on oil also resulted in the development of industrial activity in Dubai.

The UAE plans to continue its programme of economic diversification away from a dependence on the oil and gas sector. Further steps will be taken to enhance the attractiveness of the UAE as a destination for Foreign Direct Investment, FDI, through the continual upgrading of technology in the telecommunications sector and in further development of the infrastructure, such as roads, ports, airports and railways.

Another area where further growth is planned is in the financial services sector where both the Dubai International Finance Centre and the Abu Dhabi Global Market are leaders in the offering of specialised financial instruments, including in the fast-growing field of Islamic finance.

## EXPO2020

The prestigious World Expo EXPO2020, will be held in the Emirate of Dubai. A huge international event which is expected to help in strengthening the economy, tourism and hospitality sectors in the city, and to consolidate the status of UAE in general, and Dubai in particular, as a global hub equipped to take advantage of all opportunities.

The UAE has the sufficient logistics capacity to host this international event, while two-thirds of the world's population can reach Dubai by plane within less than eight hours. The EXPO site itself, covering 438 hectares, is within easy reach of three international airports, interconnected by a dedicated transport network.



EXPO2020 will focus on three aspects of opportunities, the development of human capital to motivate progress, the need to provide sources of capital to support growth and partnerships as an essential motive for innovation and employment.

### The Happiest Nation

The UAE is the top Arab country in the latest World Happiness Report, being ranked 28th globally. The rankings depend on several factors that determine a country's level of happiness, including political freedom, strong social networks, the absence of corruption, the mental and physical health of residents and stability in terms of employment and the family.

### Tolerance

The United Arab Emirates represents a unique model of tolerance and coexistence which guarantees that all the nationalities living on its territory, from many different cultures and religions, can live safely and securely under the umbrella of the wise policy pursued by the country's leadership, headed by President His Highness Sheikh Khalifa bin Zayed Al Nahyan. The UAE leadership is committed to and supports the values of tolerance, peaceful coexistence and equality among all members of the community. In 2016, the UAE was ranked first in the region and third globally, up five places from the previous year, in an annual Tolerance Index devised by the International Institute for Management Development in Switzerland. It outranked a number of countries generally cited as examples of tolerance, including Canada, Netherlands, New Zealand, Singapore and Sweden.

### UAE Government Innovation Framework

The UAE government's vision is to become one of the most innovative governments globally by 2021. Emphasizing the importance of the country's innovation agenda, UAE President His Highness Sheikh Khalifa bin Zayed Al Nahyan declared 2015 the Year of Innovation. In line with this directive, H.H. Sheikh Mohammed bin Rashid Al Maktoum, UAE Vice-President, Prime Minister and Ruler of Dubai, launched various initiatives to promote innovation,

including the National Innovation Strategy, which focuses on seven sectors: renewable energy, transport, education, health, technology, water and space. His Highness also launched the Mohammed bin Rashid Centre for Government Innovation in September 2014 to encourage and motivate innovation in the public sector. Furthermore, a new position was created in the federal government- that of the Chief Innovation Officer-during the 3rd annual Government Summit in February 2015.

## Useful Business Information

### Employment/Business Opportunities:

Undeterred by the global economic slowdown, the economies of Abu Dhabi and Dubai have 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.

Strong political commitments, prudent investment decisions and long-term economic development policies from the governments continue to give the economy the momentum it needs to become a highly developed, flexible and diversified economy.

Due to its strong economy, working in UAE can be a lucrative option for Chartered Accountants. The free trade and industrial zones in the UAE welcomes foreign investment and business, thus creating new jobs.

As the economy of Abu Dhabi relies mostly on income from natural resources like petroleum, with the petro-chemical industry offering plenty of business and employment options. At the same time, the importance of newly emerging sectors such as real estate, business services, construction and tourism is increasing.

Dubai has always thrived as a trading hub although in the recent years, it has promoted the services and the industrial sector. Similarly, the emphasis laid by the government in promoting Dubai as a tourist center has also contributed to the all-round development of the Emirate thereby offering a great opportunity for professionals and businessmen.



In the past few years, many large corporations and international companies have relocated their business to the UAE especially to Abu Dhabi and Dubai and expats with specialized knowledge and good language skills often find work with these companies.

The governments of Abu Dhabi and Dubai have drawn up their long term economic vision programs up to 2030. The governments of other emirates also drawn up a plan action that are short term in nature as compared to the ones finalized by Abu Dhabi and Dubai. The details of these can be obtained from [https:// business.abudhabi.ae](https://business.abudhabi.ae) and <https://dubai.ae>.

The UAE topped the Arab countries in the 'Doing Business Report' for the year 2017, issued by the World Bank in October 2016. It has also globally advanced in the method of paying taxes and moved forward eight places to come in the 28th place in the general international order. According to the methodology adopted by the World Bank for the year 2016, the UAE has jumped from the 34th place to 26th place to be on the lead of all Middle East countries that are covered by the report.

The latest edition of the 'Doing Business Report 2017', revealed that UAE has occupied an advanced place within the best 20 countries globally in five axes out of the ten that are covered by the report,



In the past few years, many large corporations and international companies have relocated their business to the UAE especially to Abu Dhabi and Dubai and expats with specialized knowledge and good language skills often find work with these companies.

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as compared to the ones finalized by Abu Dhabi and Dubai.

The details of these can be obtained from [https:// business.abudhabi.ae](https://business.abudhabi.ae) and <https://dubai.ae>

### Stock Exchanges in UAE:

Abu Dhabi Securities Exchange (ADX) was established in November 2000 to trade shares of UAE companies. ADX is headquartered in Abu Dhabi with trading locations in Abu Dhabi, Al Ain, Fujairah, Sharjah, and Ras Al Khaimah. Official website: <https://www.adx.ae>.

Dubai Financial Market (DFM) was founded on March 26, 2000. Headquartered in Dubai, most of the companies listed on DFM are UAE-based companies with a few dual listings for companies based in other MENA region countries. Foreign companies are from the following countries: Kuwait, Bahrain, Oman, and Sudan. Official website: <http://www.dfm.ae>.

NASDAQ Dubai head quartered in Dubai was set up to trade international stocks. Official website: [http:// www.nasdaqdubai.com](http://www.nasdaqdubai.com)

DFM and ADX are both governed and regulated by the Securities and Commodities Authority (SCA). SCA's role is to ensure that the laws are followed by the exchanges as well as to protect investors', brokers' and listed companies' rights. On the other hand, NASDAQ Dubai is governed to international standards by an independent regulator called the Dubai Financial Services Authority (DFSA), which is equivalent to the Securities and Exchange Commission in the U.S. Unlike DFM and ADX, NASDAQ Dubai, located in Dubai International Financial Centre (DIFC), is an electronic exchange with no trading floor.

### UAE Central Bank:

The Central Bank of UAE is headquartered in Abu Dhabi and is the state institution responsible for managing the currency, monetary policy and banking regulation in the UAE.

Official Website: [www.centralbank.ae](http://www.centralbank.ae)

### Accountancy Profession in UAE:

The Accounting Profession in UAE has been growing remarkably with the growth of UAE. During the early days of formation of the country most of the accounting profession was held by Asians.



Accounting service as a profession has come a long way in the UAE. The profession has constantly endeavored 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 services. As a result, the number of accounting firms providing audit and assurance services have been on the rise over the years. Many international accounting firms have their affiliates in the UAE operating as functionally independent offices but complying with the procedures followed by the principal. These procedures are generally based on the international standards.

In the year 2015, the new UAE Commercial Companies Law (UAE Federal Law No.2 of 2015) was issued and the new Law requires all companies with public accountability to use full IFRS and law also permits small and medium-size entities to use either the IFRS for SMEs or full IFRS. The previous companies' law had required compliance with internationally accepted accounting practices, which had interpreted to mean IFRS. There has never been local GAAP in the UAE.

IFRS are required by the listing rules of NASDAQ Dubai. IFRS are permitted and most commonly used by the Companies listed on Dubai Financial Market. The listing rules of the Dubai Financial Services Authority (DFSA) require all listed companies to use IFRS or other standards acceptable to the DFSA.



Auditors who practice the profession need a license from the Ministry of Economy ([www.economy.ae](http://www.economy.ae)). Fellow members of ICAI who have the listed experience are recognized by the Ministry for the purpose of issuance of license.

The auditors for the Government Sector in Abu Dhabi are regulated by the Abu Dhabi Accountability Authority ([www.adaa.abudhabi.ae](http://www.adaa.abudhabi.ae)).

## Setting up a consulting/audit firm



The license for consulting firms is issued by the local licensing authority in each Emirate or by the free zone authority in case the firm is being set up in a free zone. While the consulting firm can be owned 100% by an Indian Chartered Accountant, firms set up outside the free zone is required to appoint a UAE National as a "service agent". The basis for registering the consulting firms is the CA qualification and the experience that the member has in the line of activity.

The license of audit firms is regulated by the Ministry of Economy and the local licensing authority of each Emirate. The member has to satisfy the conditions laid down in the UAE Auditors Law and by the UAE Ministry of Economy to complete the registration formalities and obtain a "professional license". Upon obtaining the professional license the member can set up a firm in any Emirate by registering with the local licensing authority. All audit firms that are now being set up is required to have a UAE National who is registered with the UAE Ministry of Economy and holds a professional license as a partner.

As the requirements are amended from time to time, the relevant department at the UAE Ministry of Economy and the Department of Economic Development of the concerned Emirate should be contacted.

## Salaries

The salary scales differ with regard to the qualification, experience of the employee, skill sets required, type of industry and company in which one is employed. Generally, employment contracts do provide for a review of the initial salary after a probation that can extend up to six months.



## Employment Regulations



The Labour laws of U.A.E. that are administered by the Federal Ministry of Labour, govern all the aspects of employer/employee relations, such as hours of work, leave, termination rights, medical benefits and repatriation. The Labour Law protects the interest of the employees and overrides conflicting contractual provisions agreed under another jurisdiction, unless they are beneficial to the employee.

Upon finalizing an employment, the employee has to submit a copy of his passport and a copy of the relevant qualification certificates that are duly notarized and attested by the UAE Embassy in India and again by the Ministry of Foreign Affairs in the UAE for the employer to apply for the required clearance from the Ministry of Labour and The General Directorate of Residence and Foreigners Affairs. On entering the UAE on an Entry Permit that is issued by The General Directorate of Residence and Foreigners Affairs and the obtaining the clearance after a medical checkup, the employee's residence visa will be stamped on the passport. In case the employment is with a government organization or in a free zone the period of residency is 3 years while for employment with other organizations and areas, it will be for 2 years. The residence -permit granted is renewable for a similar period provided the employee continues to be in employment.

On completion of the residency formalities, a labour contract that is signed by both the employer and the employee has to be registered with the Ministry of Labour, who will then issue a labour card to the employee. The employer is responsible for meeting all costs relating to obtaining the employment visa and providing the employee with a health card which entitles him/her to free out/in-patient treatment in government hospitals in the U.A.E.

The health card is now being replaced with and all employers have to provide a medical insurance to all employees at their cost. In accordance with the provisions of the UAE Labour Law, an employee is entitled to annual paid leave at two days for every month if his/her service is more than six months but less than a year. In case the employee has completed one year of service, he/she is entitled to 30 days annual paid leave for every completed year of service.

This is in addition to public holidays, maternity leave for women and sick leave. The employee is also entitled to air passage in accordance with the terms of the employment. Upon termination of employment, the employee is entitled to end of contract a gratuity that is calculated at 21 days basic salary for every year of the first five years of service and 30 days for every year thereafter. The total gratuity should not exceed two years' basic salary.

All disputes between the employer and employee are initially adjudicated by the Ministry of Labour and Social Affairs. In case any party wishes to go on appeal, a case may be filed in the U.A.E. Courts. Although the normal maximum working hours are eight per day or 48 per week. However, working hours for the employees of certain organizations may be increased as determined by the Minister of Labour.

During the month of Ramadan, normal working hours shall be reduced by two hours per day. The time spent by the employee in transport from his residence to the place of work shall not be included in the working hours. Under a recent development, the Ministry of Labour has implemented the Wages Protection Scheme (WPS) wherein all employees are required to open a bank account and the employers are required to transfer the remuneration to the employees through a specified banking channel. Non-adherence to this requirement will result in heavy fines and the blocking of the company's eligibility to obtain new employment permits etc.

In case the employment is in a free zone, the labour rules and regulations promulgated by the Free Zone Authority of the respective Free Zone and the U.A.E. Labour Laws will apply. The movement from one job to another before completing the period mentioned in the employment contract may raise issues especially if it is during the first year of

employment. The terms and conditions of termination can also vary depending on whether the employment contract is that is signed is an "unlimited" or "limited" contract.

### Family sponsorship

In the UAE, the responsibility of sponsoring the family rests with the employee. In case the employee earns the minimum salary that is prescribed by the government, the male employee can sponsor his wife and children. For this purpose, one of the most important documents required is the copy of the marriage certificate that is notarized and attested by the UAE Embassy in India and again by the Ministry of Foreign Affairs in the UAE. Similarly, the copy of the agreement of residence lease of the employee is also required.

The process of stamping the residency for the family is similar to that of the employee as he has to obtain an Entry Permit and the family has to subject themselves and clear the medical check-up. A female employee cannot sponsor her husband unless she belongs to a specified category or is specifically permitted by the authority to do so.

While an employee can sponsor his daughters until such time that they are married, he cannot sponsor his sons beyond the age of 18 years unless he is studying with an accredited and approved institution. In such cases, the residency will be stamped for the period that covers the period of study.

The employee is eligible to sponsor his immediate family members on a visit provided he earns the minimum salary that is prescribed for that purpose by the government. The current limit specified by the government is a monthly salary of AED 3,000 with accommodation or AED 4,000 without accommodation.

It should be noted that those who are on visit visas, tourist visas and similar types of visas are not permitted to take up employment in the country with or without salary as per the UAE law. Only those who hold a work permit or an employment residence visa are allowed to take up employment in the country. Similarly the employee is permitted to only work with the company that has provided the sponsorship and residency. He/she cannot take up multiple employments and any violation of this can attract heavy penalty and result in deportation.

### Temporary Work Permits

A person can enter the UAE on a temporary work permit to take up a temporary work or to complete a project. This visa is valid for 90 days and can be extended for a similar period.

### Taxation

The cost of housing can be a matter of great concern and therefore a lot of thought process is required with regard to cost, place of work, schooling etc. before one leases the accommodation. In the UAE, the accommodation is leased on an annual basis and the rents are paid through current and post-dated cheques. Therefore termination of the lease before the full term can raise issues. Similarly the cost of accommodation can vary from one Emirate to another. Although leasing an accommodation in the suburb may provide a solution, the time and cost of commuting to and from work is to be considered.

Recently, all Emirates have developed world class residential areas in which foreign nationals can own residential properties. Certain banks also provide finance to purchase these properties. All lease agreements relating to residential properties in Dubai have to be registered with the concerned authority and an annual property levy at 10% of the rent is payable by the tenant on a monthly basis. This levy is included in the monthly utility bill that the tenant has to pay to enjoy the facilities.

### Accommodation

The cost of housing can be a matter of great concern and therefore a lot of thought process is required with regard to cost, place of work, schooling etc. before one leases an accommodation. In the UAE, the accommodation is leased on an annual basis and the rents are paid through current and post-dated cheques. Therefore termination of the lease before the full term can raise issues. Similarly the cost of accommodation can vary from one Emirate to another. Although leasing an accommodation in the suburb may provide a solution, the time and cost of commuting to and from work is to be considered. Recently, all Emirates have developed world class residential areas in which foreign nationals can own residential properties. Certain banks also provide finance to purchase these properties. All lease agreements relating to residential properties in Dubai



have to be registered with the concerned authority and an annual property levy at 10% of the rent is payable by the tenant on a monthly basis. This levy is included in the monthly utility bill that the tenant has to pay to enjoy the facilities.

### Banking

A bank account can be opened by the employee after all the residency formalities have been completed. However, as credit facilities are extended to the employee based on their salary, the banks generally insist on receiving a letter of guarantee from the employer under which all the terminal benefits and payments due to the employee will be paid to the bank in case the employee leaves service. In case the employee who has availed credit facilities intends to take up another employment in the UAE, he/she has to discuss the matter with the bank and enter into an arrangement to either close the loan or undertake to continue servicing it during the new employment. A cancellation of the resident visa without the bank's approval can have serious implications.

### Schooling

The Abu Dhabi Education Council (ADEC), the Knowledge and Human Development Authority (KHDA) and the UAE Ministry of Education are the primary entities that address education reform in the UAE. The mandate of these public sector entities has always been grounded in the various federal strategies announced by the government.

The UAE offers a comprehensive range of government and private schools to cater to the multi-cultural diversity of its population. The schools offer national and international curricula like the Indian, British, American, and the International Baccalaureate. While the Indian School starts their term in April, most English speaking schools start their term in September. All schools in Dubai are closed in July and August. There is a wide variation in the fees depending on school type, curriculum and facilities.

In Dubai, The Knowledge and Human Development Authority (KHDA) has outlined the entrance criteria,

including documents required, admission tests etc. Regular inspections are conducted and ratings of schools are published in dailies and retained on the KHDA website. The KHDA has also introduced a legally binding contract to be signed between parents and schools. This contract outlines each party's rights and responsibilities and includes refund and admission policies, school fees, attendance and punctuality, health and safety provision and transportation. It also addresses parental responsibilities towards the school.

### Driving license

While there are many options for travelling about in UAE, a very popular option is owning and driving your own car. You will need to follow government authorized procedures for obtaining your driving license, transferring your license and buying or selling a car. The process of obtaining a driving license involves registering with an approved driving school and undertaking a certain number of driving lessons before one can appear for a signal road test with the Transport Department who is in charge of issuing the license. In certain emirates, you also have to attend a certain number of theory classes before a license is issued.

Considering the number of nationalities that have made UAE their home, there is bound to be varied driving cultures. To ensure some uniformity and discipline, in line with international regulations and standards, the authorities have stringent tests before issuing driving licenses in Dubai. It should be noted that the Police and Transport Authority of all the emirates play a major role in ensuring safety and traffic regulations and use smart technology to ensure traffic violations are kept to a minimum. A system of black points that can lead to confiscation of your driving license is in force to ensure adherence to traffic laws. Similarly, there are very heavy fines for speeding above the set limits and there is zero tolerance as regards driving under the influence of alcohol.



## The Indian Embassy and the Consulate General of India:

The Indian Embassy in UAE is located in Abu Dhabi and Consulate General's office is located in Dubai.

The Contact details of the above offices are listed below:

|   |   |
|---|---|
| <b>Embassy of India:</b><br>Al Safarat, P.O. Box 4090, Abu Dhabi<br>United Arab Emirates<br>Tel No : +02 4492700<br>Fax No : +02 4444685<br>Email : <a href="mailto:info@indembassyuae.org">info@indembassyuae.org</a><br>Website : <a href="http://indembassyuae.org">http://indembassyuae.org</a> | <b>Consulate General of India</b><br>Diplomatic Enclave, P.O. Box 737, Dubai<br>United Arab Emirates<br>Tel No: +04 3971222/3971333<br>Fax No: +04 3970453<br>Email: <a href="mailto:cgidubai@cgidubai.com">cgidubai@cgidubai.com</a><br>Website: <a href="http://cgidubai">http://cgidubai</a> . |
|---|---|





## 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 Chapters

The Dubai and Abu Dhabi Chapters ("the Chapter") of the Institute of Chartered Accountants of India ("ICAI") have since their establishment in 1982 and 1984 respectively been a key player in the growth and development of the profession in the United Arab Emirates (UAE). The memberships of both the Chapters have grown exponentially and many members hold key positions in various government organizations, private and public companies. The ICAI's third Chapter UAE (Ras Al Khaimah) was inaugurated on 18th May 2016 to cater the increasing member base in the country.

Our strong membership base, participation in local professional events, networking with professionals colleagues in the region, support of the parent organization and overall commitment of the committee members over the years have significantly enhanced the 'brand value' of Indian Chartered Accountants in the region, while at the same time preserving the ethical values inculcated in every fellow Chartered Accountant.

### Objectives of the Chapters

The objectives of the Chapters include the following:-

- ▶ To serve as a medium for facilitating the sharing of professional knowledge and expertise among the members and CA Students including in the field of accountancy, auditing and allied subjects of professional, social and personality development interest;
- ▶ To help in better equipping members of the Chapters and other professionals for discharging their obligations;

- ▶ To carry out applicable and agreed directives, policies, guidelines and initiatives of the Institute;
- ▶ To assist the U.A.E. nationals and institutions to develop 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 Chapters and or profession in general.

While the Abu Dhabi Chapter caters to the needs of more than 700 members based in the Emirates of Abu Dhabi and Al Ain, the Dubai Chapter services the needs of more than 3,000 members residing Dubai and the northern emirates of Sharjah, Ras Al Khaimah, Fujairah, Ajman and Umm Al Quwain. The Ras Al Khaimah chapter caters to the needs of around 100 members in Ras Al Khaimah.

Additional information and details about the Chapters and its activities can be found on their websites:

Abu Dhabi Chapter - [www.icaiauh.org](http://www.icaiauh.org)  
Dubai Chapter - [www.icaidubai.org](http://www.icaidubai.org)





## Activities of the Chapter

### Annual International Conference & Musical Event

The key event in the each of the Chapters' professional activities calendar is the Annual International Conference. The Conference that is held over 2 days is attended by over 1000 members, invitees and dignitaries from the government and corporates from India and UAE. While the Dubai Chapter organizes its conference in April/May, the Abu Dhabi Chapter organizes its conference in November/December every year.

The Annual International Conferences that are organized by each Chapter is followed by a Gala Musical Entertainment by a leading Bollywood playback singer, which has over the past years become one of the most prominent calendar events among the residents of Abu Dhabi and Dubai with attendance of over 3500 spectators.

### PDC Events

Apart from the Annual International Conferences and the various social events, the both the Chapters independently organize seminars, workshops and professional development events throughout the year on a regular basis for the benefit of its members. During the year, both the Chapters jointly organizes a high profile event at which a global leader and motivator like addresses an audience of more than 1,000 members and invitees. Some of the speakers who have addressed these joint sessions are Ron Kaufman, Chetan Bhagat and Robin Sharma.

### Certification Courses, Coaching Classes & ICAI Exams

Both the Chapters independently organizes various certification courses for its members. Some such recent courses include UAE VAT Course, Valuation Course, and Ind AS Course. The Chapters in association with the Overseas office -Dubai of the ICAI also organizes Foundation, Intermediate, and CA Final coaching classes for the benefit of the students. The Certificate Courses for students which are mandatory are also conducted in Dubai. The Abu Dhabi Chapter also organizes courses in Basic Arabic. Both the Chapters have also been facilitating the conduct of the CA exams in Dubai and Abu Dhabi.

### CSR Activities

Both the Chapters place a high level of importance to Corporate Social Responsibility activities that are directed "for the good of the community". Some of the programs that are conducted both the Chapters include blood donation camps, tree planting as part of Save the Environment program on the Chartered Accountant's Day, stationary collection drive for under privileged students, contributing to the Benevolent Fund and Prime Minister's National Relief Fund.

### Social Events

The Chapters also organizes various social events such as theatrical play, family fun day, talent competition, screening of Bollywood movies, sports tournament, cultural events etc. These events along with entertainment provide the members and their families a platform to meet and bond.



## Chapter Contact Details

### Executive Contact Details

#### Abu Dhabi Chapter of ICAI

803 Al FaraaBldg, Nahayan Camp, Abu Dhabi. PO Box No. 115078

Email: [info@icaiauh.org](mailto:info@icaiauh.org) | Website : [www.icaiauh.org](http://www.icaiauh.org)

|                             |                        |  |              |
|-----------------------------|------------------------|--|--------------|
| Chairman                    | CA Aashish Bhandari    | <a href="mailto:chairman@icaiauh.org">chairman@icaiauh.org</a> ,<br><a href="mailto:chairman.abudhabi@icai.in">chairman.abudhabi@icai.in</a>                 | 050 8374073  |
| Vice-Chairman               | CA Neeraj Ritolia      | <a href="mailto:vicechairman@icaiauh.org">vicechairman@icaiauh.org</a> ,<br><a href="mailto:vicechairman.abudhabi@icai.in">vicechairman.abudhabi@icai.in</a> | 050 6676305  |
| Secretary                   | CA Shilpa Gandhi       | <a href="mailto:secretary@icaiauh.org">secretary@icaiauh.org</a> ,<br><a href="mailto:secretary.abudhabi@icai.in">secretary.abudhabi@icai.in</a>             | 050 4132766  |
| Treasurer                   | CA Sapan Agarwal       | <a href="mailto:treasurer@icaiauh.org">treasurer@icaiauh.org</a> ,<br><a href="mailto:treasurer.abudhabi@icai.in">treasurer.abudhabi@icai.in</a>             | 056 6804475  |
| Leader - PDC                | CA John George         | <a href="mailto:pdc@icaiauh.org">pdc@icaiauh.org</a>   | 050 1120755  |
| Leader-Membership           | CA Krishnan NV         | <a href="mailto:membership@icaiauh.org">membership@icaiauh.org</a>   | 050 5684456  |
| Leader - Social             | CA Rohit Dayma         | <a href="mailto:social@icaiauh.org">social@icaiauh.org</a>   | 055 5211315  |
| Leader - Communication      | CA Rajiv Datar         | <a href="mailto:communication@icaiauh.org">communication@icaiauh.org</a>   | 055 2623285  |
| Leader - Media              | CA Amit Pasari         | <a href="mailto:media@icaiauh.org">media@icaiauh.org</a>   | 050 9445720) |
| Team Member - PDC           | CA Priyanka Birla      | <a href="mailto:pdc-subcom@icaiauh.org">pdc-subcom@icaiauh.org</a>   | 050 7251552  |
| Team Member - Membership    | CA Ajay Singhvi        | <a href="mailto:membership-subcom@icaiauh.org">membership-subcom@icaiauh.org</a>   | 050 6672308  |
| Team Member - Social        | CA Anand Gupta         | <a href="mailto:social-subcom@icaiauh.org">social-subcom@icaiauh.org</a>   | 056 5699100) |
| Team Member - Communication | CA Kushal Chordia      | <a href="mailto:communication-subcom@icaiauh.org">communication-subcom@icaiauh.org</a>   | 056 1840827  |
| Team Member - Media         | CA Rajesh Ambati Reddy | <a href="mailto:media-subcom@icaiauh.org">media-subcom@icaiauh.org</a>   | 050 9792736  |

#### Dubai Chapter of ICAI

ICAI Bhawan, Post Box:500725 G-18, Block 2B, Dubai Knowledge Park, Dubai – United Arab Emirates

Tel: +971 4 3672250, Fax: +971 4 3672739 | Website : [www.icaidubai.org](http://www.icaidubai.org)

|               |                               |  |                  |
|---------------|-------------------------------|--|------------------|
| Chairman      | CA. Naveen Sharma             | <a href="mailto:chairman@icaidubai.org">chairman@icaidubai.org</a> ,<br><a href="mailto:naveen@alshirawi.ae">naveen@alshirawi.ae</a>           | +971 50 5516892  |
| Vice Chairman | CA. Mahmood Bangara           | <a href="mailto:vicechairman@icaidubai.org">vicechairman@icaidubai.org</a> ,<br><a href="mailto:bam@amtgroupinc.com">bam@amtgroupinc.com</a>   | +971506426496    |
| Secretary     | CA. Anish Mehta               | <a href="mailto:secretary@icaidubai.org">secretary@icaidubai.org</a> ,<br><a href="mailto:anishmehta@deloitte.com">anishmehta@deloitte.com</a> | +971508849226    |
| Treasurer     | CA. Sundar Subramanian Nurani | <a href="mailto:ssubramanian@icaidubai.org">ssubramanian@icaidubai.org</a>   | +971505393492    |
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| Member        | CA. Dharmajan Patteri         | <a href="mailto:dpatteri@icaidubai.org">dpatteri@icaidubai.org</a>   | +971528434080    |
| Member        | CA. Sangeetha Nahar           | <a href="mailto:sangeetha.nahar@icaidubai.org">sangeetha.nahar@icaidubai.org</a>   | +971 50 785 8151 |
| Member        | CA. Anurag Chaturvedi         | <a href="mailto:anurag.chaturvedi@icaidubai.org">anurag.chaturvedi@icaidubai.org</a>   | +971 55 886 0948 |
| Member        | CA Gopu Rama Naidu            | <a href="mailto:gopu@icaidubai.org">gopu@icaidubai.org</a>   | +971 56 877 8858 |



### Ras Al Khaimah Chapter of ICAI

|               |                        |                         |             |
|---------------|------------------------|-------------------------|-------------|
| Chairman      | CA. Manu Mehra         | manumehra1@hotmail.com  | 056 3290885 |
| Vice Chairman | CA. Pramod Kumar Chand | chand_p_k@yahoo.com     | 052 9875259 |
| Secretary     | CA. Saju Augustine     | saju@morisonmenon.com   | 050 6317153 |
| Treasurer     | CA. Amit Sapra         | amit.sapra@icai.org     | 050 4877148 |
| Member        | CA. Ashok Sridharan    | ashtray25@gmail.com     | 050 4878019 |
| Member        | CA. N. S. Sundar       | snurani@deloitte.com    | 050 5393492 |
| Member        | CA. Pulkit Mehra       | pulkitmehra18@gmail.com | 052 8475206 |
| Member        | CA. Ramesh Jha         | rameshjha1978@gmail.com | 052 2449765 |

\* The contact details are subject to change. Users are requested to reconfirm from the ICAI website 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.

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 |

### 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



\*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<br>(Active) | CPA Australia will admit ICAI Members as its member will undertake and pass:<br><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:<br><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<br>(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:<br><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.<br><br>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:<br><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)<br><br>(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)<br><br>(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<br><br>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)<br><br>(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)<br><br>(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,<br>(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 30<sup>th</sup> 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.icaai.org](http://www.icaai.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.icaai.org](http://www.icaai.org). The direct link to access the same is as follows: [http://www.icaai.org/new\\_post.html?post\\_id=5509](http://www.icaai.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/-<br>GST@18% | 270/- | Rs. 1770/- |
| Fellow Membership Fee 3000/-<br>GST@18%    | 540/- | Rs. 3540/- |
| Certificate of Practice Fee                |       | Rs. 2000/- |

### Certificate of Practice Fee:

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

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

|   |       |             |
|---|-------|-------------|
| Associate Membership Fee 1100/-<br>GST@ 18% | 198/- | Rs. 1,298/- |
| Fellow Member Fee 2300/-<br>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.icai.org/members/ca\\_benevolentfund.html](http://www.icai.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 an 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@icai.org](mailto:foreigndesk@icai.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@icai.org](mailto:foreigndesk@icai.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@icai.org](mailto:bosnoida@icai.org)

##### **▶ Technical Questions, issues on Accounting Standards and Expert Opinion**

###### **Technical Director**

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

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

###### **Secretary EAC**

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

E-mail: [eac@icai.org](mailto: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](mailto:aasb@icai.org)

##### **▶ For Continuing Professional Education and Professional Development**

###### **Director CPE**

Phone : +91-120-3045957

E-mail:- [cpe@icai.org](mailto:cpe@icai.org) ; [cpeadmin@icai.org](mailto:cpeadmin@icai.org)

##### **▶ For In-Company Programmes**

###### **Secretary CPEC**

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

Email:- [cpe@icai.org](mailto: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 articled assistants registered in India.

It would be essential for such articled 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 articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

- ▶ The period of practical training shall be 3 years or 3½ years, as applicable, under a practising 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.
- ▶ 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 articled 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 articled 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 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.

- ▶ 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 articled assistants shall be 35 hours in a week excluding the lunch break.
- ▶ 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.
- ▶ The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
- ▶ 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.
- ▶ 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:

- 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)

- ▶ 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.icaai.org> for details regarding this facility.



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## The Institute of Chartered Accountants of India

(Set up by an Act of Parliament)

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