

# Instructions for Students

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1. Exam Forms are required to be filled in by the Examinee himself/herself with his/her own hand writing.
2. **Students must sign their Examination Forms otherwise forms will not be processed.**
3. Students are advised to provide correct addresses complete in all respect for in time dispatch of Admit Cards/Grade sheets.(In case of incomplete/wrong address PIPFA is not responsible for timely communication). Students are advised **not to provide** their College/Coaching Centers' addresses or contact number.
4. Check that you are attaching full fee (Exam Forms with partial fee will be rejected).
5. Students must make sure that they have paid Annual Subscription Fee before submitting Examination Forms otherwise their forms will not be processed for Admit Cards.
6. Newly registered Students are advised to send in their Documents which they had not submitted with registration from. (like B.com part 1 marks sheet)
7. Registration of a student, who does not pay the annual subscription within six months from the date it falls due, i.e. 1st July of every year is liable to be cancelled.
8. Insist to have and keep the **ACKNOWLEDGEMENT SLIP** safe, which is attached with the Examination Form.
9. **Papers once ticked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while ticking the papers in the Form.**
10. **Incomplete Examination Forms will be summarily rejected.**

## Submission Schedule of Examination Forms Winter - 2010

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The forms for Winter Examinations 2010 will be available and accepted from **August 18, 2010** at all PIPFA's contact offices and approved coaching/affiliate centers as per following schedule:

1. Forms acceptance with normal fee from **August 18, 2010**
2. The **last date** for submission of forms is **September 08, 2010**.
3. Acceptance of Examination Forms with 100% late fee from **September 09, 2010** to **September 15, 2010. (Corporate, Public & Punjab Finance Sectors)**
4. Acceptance of Examination Forms with 200% late fee from **September 16, 2010** to **September 22, 2010. (Corporate, Public & Punjab Finance Sectors)**

## Requirements for Exam Form:

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1. Students must attach an **Attested** photocopy of highest passed qualification Degree/Certificates (B.Com, B.Sc., BA, Intermediate),
2. Two passport size Photographs with blue background.(**One attested on back side and 1 attested from front and pasted on this form**)

**Attestation is must and should be made by a gazetted officer** (Grade 17 and above or Chartered Accountant or Cost & Mgt. or Public Accountant)

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