

Instructions for Students



1. Exam Forms are required to be filled in by the Examinee himself/herself with his/her own hand writing.
2. Examinees are advised to read the new unfair means policies posted on PIPFA's website news section.
3. Students must sign their Examination Forms otherwise forms will not be processed.
4. 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.
5. Check that you are attaching full fee (Exam Forms with partial fee will be rejected).
6. 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.
7. Newly registered Students are advised to send in their Documents which they had not submitted with registration form. (like B.com part 1 marks sheet)
8. Annual subscription becomes due on 1st July of each year. The student who fails to pay annual subscription by December 31, has to pay arrears along with late fee surcharge of Rs. 900/-. After June 30, has to pay annual subscription along with Restoration fee which is Rs. 1,500/-
9. Insist to have and keep the **ACKNOWLEDGEMENT SLIP** safe, which is attached with the Examination Form.
10. **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.**
11. **Incomplete Examination Forms will be summarily rejected.**

Submission Schedule of Examination Forms Winter - 2017

The forms for Winter Examinations 2017 will be available and accepted from **August 18, 2017** at all PIPFA's contact offices and approved coaching/affiliate centers as per following schedule:

1. Forms acceptance with normal fee from **August 18, 2017**.
2. The **last date** for submission of forms is **September 08, 2017, with normal fee**.
3. Acceptance of Examination Forms with **100%** late fee from **09 - 15 September, 2017**. (**Corporate, AGP, Punjab Govt., PMAD & Public Sectors**)
4. Acceptance of Examination Forms with **200%** late fee from **16 - 22 September, 2017**. (**Corporate, AGP, Punjab Govt., PMAD & Public Sectors**)
5. Acceptance of Examination Forms with **300%** late fee from **23 Sep – 07 Oct, 2017**. (**Corporate, AGP, Punjab Govt., PMAD & Public Sectors**)

Requirements for Exam Form:

Student should attach following documents with the Examination Form along with fee:

1. An **Attested** photocopy of Matric and Intermediate Certificate.
2. Last Session PIPFA Result Card.
3. Two passport size Photographs with blue background. (**One attested on back side and 1 attested from front and pasted on this form**).
4. Fee Voucher.

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