



# Instructions for Students

1. Exam Forms are required to be filled in by the Examinee himself/herself with his/her own Login ID on Student Login at PIPFA website.
2. **Students must sign the printed Examination Form and submit at any PIPFA Office or approved Coaching center along with the Paid fee voucher; otherwise forms will not be processed.**
3. **Fee must be submitted through printed FEE Voucher at any Faysal Bank branch ONLY.**
4. **Pay Order, Demand Draft, Cheque or ONLINE FEE Transfers are NOT acceptable.**
5. Students are advised to provide correct addresses, complete in all respect (In case of incomplete/wrong address PIPFA will not be responsible for delayed communication). Students are advised **not to provide** their College/Coaching Centers' address or contact number.
6. Papers once marked by the Examinee, in which he intends to appear, shall not be changed. Special care must be taken while selecting/marking the papers in the online Exam Form.
7. Manually filled Examination Forms will be **Rejected**.
8. Manual editing and overwriting on Exam Form will NOT be taken under consideration.
9. **FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the print of filled exam form along with printed and **paid** fee voucher from PIPFA website is submitted to any PIPFA Office/Coaching Center, **within the due date**. Students are informed that **Fee is charged according to the date of submission at PIPFA Office**.

## Submission Schedule of Examination Forms Winter – 2022:

The Online Examination forms are available only on Student Login at PIPFA website from **August 18, 2022:**

1. Online Forms acceptance with normal fee is from **August 18, 2022**.
2. The **last date** for submission of forms is **September 08, 2022, with normal fee**.
3. Acceptance of Examination Forms with **100% late fee** from **09<sup>th</sup> – 15<sup>th</sup> September, 2022**.  
**(Corporate, AGP, CGA, Punjab Govt., PMAD, Sindh Govt., PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students)**.
4. Acceptance of Examination Forms with **200% late fee** from **16<sup>th</sup> – 22<sup>nd</sup> September, 2022**.  
**(Corporate, AGP, CGA, Punjab Govt., PMAD, Sindh Govt., PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students)**.
5. Acceptance of Examination Forms with **300% late fee** from **23<sup>rd</sup> – 29<sup>th</sup> September, 2022**.  
**(Corporate, AGP, CGA, Punjab Govt., PMAD, Sindh Govt., PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students)**.

## Requirements for Exam Form:

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

1. An **Attested** photocopy of Matric Certificate if not already submitted.
2. Last available PIPFA Result Card.
3. Two latest passport size Photographs with White background (**Previous old photographs are not acceptable**). (**One attested on back side and 1 attested from front**).
4. Paid Fee Voucher.

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

## Submission Schedule of Examination Forms Winter – 2022:

The forms for Winter Examinations 2022 will be available **only at Student Login on PIPFA website** as per following schedule;

1. Forms acceptance with normal fee from **August 18, 2022.**
2. The **last date** for submission of forms is **September 08, 2022, with normal fee.**
3. Acceptance of Examination Forms with **100% late fee** from **09<sup>th</sup> – 15<sup>th</sup> September, 2022.**  
**(Corporate, AGP, CGA, Punjab Govt., PMAD, Sindh Govt., PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students).**
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5. Acceptance of Examination Forms with **300% late fee** from **23<sup>rd</sup> – 29<sup>th</sup> September, 2022.**  
**(Corporate, AGP, CGA, Punjab Govt., PMAD, Sindh Govt., PRAD, WAPDA & nominees of other Public Sector organizations or self-financed students).**

## Instructions for Coaching/Affiliated Centers

1. **Students are required to fill online Examination Forms on their own.**
2. **Approved coaching centers may facilitate students with their computer labs.**
3. **Students must sign the printed Examination Form along with the printed Paid Fee Voucher otherwise form will not be processed.**
4. Following steps are to be checked and verified before receiving Exam Form from the students:
  - a. Student has paid full fee (Exam Forms with partial fee will be rejected).
  - b. Student has attached all the requirements for Exam Form (as given in the Students Instructions).
5. **Direct students to write their personal and active mailing addresses (Admit Card will be withheld if Exam Form contains any Coaching/Affiliate Center Address).**
6. **You are required to send Exam Forms on weekly basis without delay. Also attach a list mentioning Name, Reg. No. and Amount paid by the students.**

### Note:

**FILLING ONLINE EXAM FORM WILL NOT BE CONSIDERED SUBMITTED**, until the print of filled exam form along with printed **paid** fee voucher from PIPFA website is submitted to any PIPFA Office/ Approved Coaching Center, **within the due date. Students are informed that Fee is charged according to the date of submission at PIPFA Office.**