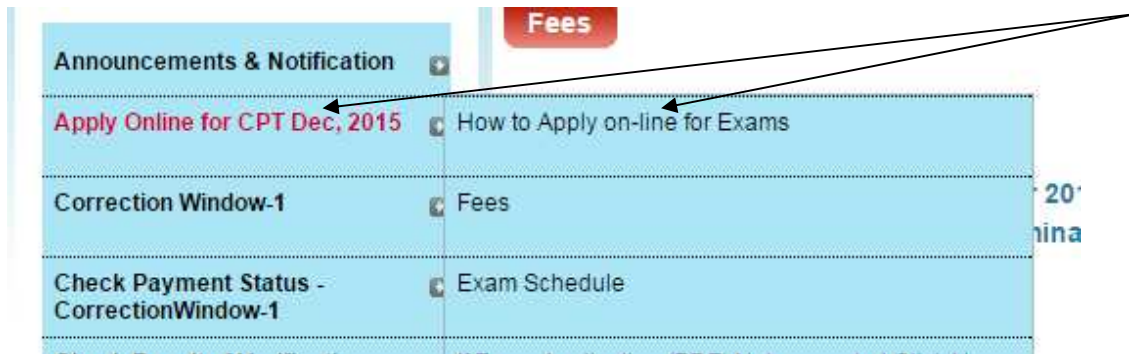


CA-CPT EXAM FORM FILLING DETAILS

- Student Need to Log on Website: www.icaixam.icaai.org
- Click on the Link Apply Online for CPT-DEC-2015 & how to apply online for exam as shown below:



- A window will appear then you have to click on “if you are new user .please click here”

Step 1: Create Your Account: for every upcoming exam by clicking at the link “If you are a new user, please click here” (The users who had created login account for any previous exams will have to re-create the account) and authenticating your Student Registration Number (eg: NRO0123456) with your date of birth, your VALID email-id and mobile number. (In Case your Name is not displayed on entering the registration number and Date of Birth, you can still create the login as a PROVISIONAL CANDIDATE by providing correct particulars. You must submit the copy of registration letter and other relevant documents with your application form in case your login is created as Provisional Candidate.)

Double check your email-id: provided by you in the above step, since the login-id and password created by you for filling up the application form would be sent to this email address and mobile only.

- After that Registration window will appear where student need to enter the details as show below:

* Examination :	<input type="text" value="CPT"/>	
* Registration No :	<input type="text"/>	(Eg. CRO0123456) ie: Please note that the character after the alphabet 'R' in the above samples is the capital alphabet 'O' and not 0 (zero). Hence the first three character of the student registration number are alphabets and the remaining seven are numbers.
* Date Of Birth :	<input type="text" value="dd/mm/yyyy"/>	
* Email :	<input type="text"/>	Please fill a valid Email Id as all communications will be sent to this primary email address.
* Re-enter E-mail :	<input type="text"/>	
Secondary E-mail :	<input type="text"/>	
* Mobile No :	<input type="text"/>	(INDIAN Mobile Nos - 10 Digits Only)
<input type="checkbox"/> I do confirm that the above details belong to me & are correct to my knowledge		
<input type="button" value="Submit"/> Already registered?		

- After Entering the Complete Details student will get the User name and password, student need to save this user name and password for further form filling.
- With the user name and password student need to login with the login window as shown below:

- After login student need to fill the complete form along with all the details as required.
- After filling the form and payment student need to again **Login Again to Take print out of PDF form on A4 size paper with Portrait orientation. Do Not print on both sides of the paper.**
- **Affix Two Photographs & Signature:** Paste your Photographs, Sign the form using Black Ink Pen and get the form attested by Principal/Member of the Institute/gazetted officer, as mentioned in the form printed in Step 3 above. One photograph should be attested and the other one not attested
- **Send the printout:** The Last Date to send the printout through Speed Post/Registered Post is **31-10-2015(Saturday)** and the address at which print out need to be sent is as shown below:
- **Deputy Secretary (Exams) Examination Department**
The Institute of Chartered Accountants of India
ICAI Bhawan, Indraprastha Marg,
New Delhi - 110 002.
- **Fees of Online Exam Form Filling is ₹500 + Card Charges ₹ 10 + Service Charge ₹ 25 = ₹535/-.**