

FORM B

**THE INSTITUTE OF
COST AND WORKS ACCOUNTANTS OF INDIA**
FORM OF APPLICATION FOR ADMISSION AS ASSOCIATE/FELLOW OF
THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA

To

The Secretary to the Council of
THE INSTITUTE OF COST AND WORKS ACCOUNTANTS OF INDIA
12, SUDDER STREET
KOLKATA - 700 016

Sir,

I beg to apply for admission as an Associate* of the Institute of Cost and Works Accountants of India. I hereby declare that I am not subject to a Fellow* any of the disabilities stated in Section 8 of the Cost and Works Accountants Act, 1959. The required particulars are furnished below.

1. Name in full (Mr./Ms.) -----
(Block letters)
2. Name in short -----
3. Father's name -----
4. Date of Birth** -----
5. Nationality -----
6. Details of Qualifications * a) Educational -----
b) Professional -----
7. Period of residence in India -----
8. If not an Indian Citizen, please state whether Certificate of Indian Domicile has been obtained >

9. Permanent residential address -----

----- PIN CODE NO. -----
10. Present residential address -----

----- PIN CODE NO. -----
11. Occupational/Professional Address -----

----- PIN CODE NO. -----
12. Number and date of admission as Associate (if applicable) -----
- 13. (a) The year and month in which applicant passed
the Final Examination held under the Cost and
Works Accountants Regulations, 1959, and

PLEASE INDICATE PIN CODE NOS. OF POST OFFICES

(2)

or

- (a) The year and month in which the applicant passed the Final Examination held by the Institute of Cost and Works Accountants, Calcutta, (the dissolved company), and
- (b) Roll No. at the Examination
- (c) Student Registration Number

or

- (a) The year and month in which the applicant passed such other Examination as is recognised as equivalent to the Final Examination held under the Cost and Works Accountants Regulations 1959, along with the particulars of the Examination, and
- (b) Roll No. if any, at that Examination
14. Details of practical training, if any, taken by the applicant,

15. Nature and place or places of business, in India
(See Regulation 110)

16. Whether the applicant is in charge of the place mentioned at 15? If not, the name (s) and membership number(s) of the member(s) of the Institute who is (are) in charge of that (those) place(s) and his (their) address(es)

17. Period for which the applicant has been continuously in practice as a Cost Accountant -----

18. If the applicant is a paid assistant to a Cost Accountant in practice or in a firm of such Cost Accountants, name of the Cost Accountant or the firm and from which date

19. If the applicant holds a salaried employment other than that covered by 18 above, full particulars thereof :
- i) Name and address of present employers -----

 - ii) Paid-up and working capital -----
 - iii) Particulars of factories and their addresses -----

 - iv) Nature of business -----
 - v) Sales turnover -----
 - vi) Total number of employees -----
 - vii) Number of employees engaged -----
 - a) in factory -----
 - b) in costing work -----
 - viii) Period of service with dates -----
 - ix) Official designation of present employment -----
 - x) Date appointed to present post -----

 - xi) Whether in complete charge and authority of the whole costing work -----
 - xii) Relative position to that of the Chief Superior officer -----
 - xiii) Whether in head office or in factory? (Please give details)

(4)

20. Details of positions held with present employers and brief particulars of duties in respect of each position. (This statement should be attested officially by the applicant's employer and initialled by one other person, preferably a member of the Institute, by way of verification. If the applicant so desires, this statement may be given on separate sheet)

Name of Organisation	Dates (Earliest first) From To	Name of Department and number of employees in it	Applicant's position (Designation)	No. of employees responsible to applicant	Title of officer to whom applicant is responsible	Brief particulars duties while hold the position

21. a) Particulars of items, if any, of Cost and -----
Management Accounting work done -----
outside the costing department, e.g. pay-roll -----
accounting, stock verification, etc. and the -----
applicant's role in connection therewith -----

b) Functional responsibility of cost department -----
in regard to (a) above -----

22. Particulars of applicant's previous employers (insofar as relevant to applicant's to have had at least three years' (in case of Fellowship —five years') practical experience in Cost and Management Accountancy (Particulars in respect of each organisation in which the applicant served should be furnished duly attested by the employers concerned under their official seal and initialled by one other person, preferably a member of the Institute. If the candidate so desires, this statement may be given on separate sheets of papers.)

i) Name and address of the organisation -----

ii) Paid-up and working capital -----

iii) Particulars of factories and their addresses -----

iv) Nature of business -----

v) Sales turnover -----

vi) Total number of employees -----

vii) Number of employees engaged -----

a) in factory -----

b) in costing work -----

viii) Period of service with dates -----

ix) Whether in head office or in factory? (please give details) -----

(6)

positions held with past employers and brief particulars of duties in respect of each position. (This statement should be attested officially by the applicant's employers/superiors held by one other person, preferably a member of the Institute, by way of verification. If the applicant so desires, this statement may be given on separate sheets of papers)

Organisation	Dates (Earliest first) From To	Name of Department and number of employees in it	Applicant's position (if-signation)	No. of employees responsible to applicant	Title of officer to whom applicant is responsible	Brief particulars of duties while holding the position

(Contd)

24. An applicant for advancement to Fellowship is required to give the following further details in respect of each position held by him during the last five years, duly attested by his present/past employers concerned under their official seal :

a) Brief note on cost/Management Accounting system in vogue -----
[Please attach separately]

b) Whether the post is the highest in Costing and if not, the relative position to the highest post

c) An Organisation Chart, showing the relative position of the applicant in the management hierarchy (both administratively & functionally) with special reference to the Cost and Management Accounts Department, in respect of each position held during the last five years.

[Please attach Organisation Chart(s), duly attested by the concerned employers, in respect of each position held during the last five years.]

25. Whether the applicant intends to practise as a Cost Accountant under the Cost and Works Accountants Act, 1959? -----

26. Whether the applicant intends to continue the engagement at 18 or 19 above in addition to practice?

27. Whether the applicant is engaged in any other business or occupation not covered by 18 or 19 above? If so, full particulars thereof -----

(Applicants not in practice within the meaning of Section 2(2) of the Cost and Works Accountants Act, 1959 need not give this particulars.)

28. Whether the applicant was at any time debarred from practising as an accountant? If so, the reason and period of suspension -----

II. I give below the names and addresses of three persons to whom reference may be made. 2

[Two of the referees should be persons having personal knowledge of the applicant's training and experience and one should preferably be a member of the Institute]

NAME	GRADE IN INSTITUTE OR BUSINESS DESIGNATION	ADDRESS
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1. -----

----- PIN CODE NO. -----

2. -----

----- PIN CODE NO. -----

3. -----

(8)

III. I hereby undertake that if admitted as an Associate*
a Fellow* of the Institute I will be bound by the provisions of the
Cost & Works Accountants Act, 1959, and the Regulations framed thereunder or that may hereafter from time
to time be made pursuant to the said Act.

(i) I also send herewith a sum of Rs.-----
being my entrance fee of Rs.-----
and annual membership fee of Rs.-----
for the year-----

\$(ii) A sum of Rs. 500 ~~is~~ also forwarded for the annual Certificate of Practice for the period ending
30th June-----

Place :

Yours faithfully

Date :

Signature

* Delete words not applicable.

** Applicants are requested to produce evidence of their age.

* Original diplomas, certificates and/or other documents or attested copies thereof, in support of the --
qualifications claimed must be sent with the application.

● Associates applying for fellowship need not give these particulars.

\$ Delete if the payments are not due.

Every person applying for Associate Membership of the Institute shall pay an entrance fee of
Rs. 600.

Every Associate applying for admission as a Fellow shall pay an entrance fee of Rs. 500.

An Associate shall pay an annual membership fee of Rs. 500 which shall be due and payable on the 1st
April in each year.

A Fellow shall pay an annual membership fee of Rs. 1000 which shall be due and payable on the 1st April
in each year. F