

GUIDELINES FOR ISSUE OF CERTIFICATE OF PRACTICE

Only **members** of the Institute i.e. AICWA or FICWA are entitled to apply for grant of Certificate of Practice. For this purpose, the following procedure have to be followed and the related conditions have to be complied with :-

1. Application :

Application for grant of Certificate of Practice has to be made in Form 'D' and should be accompanied by Form 'L' in prescribed format, which is a prerequisite as per Regulation 108 of the Cost and Works Accountants Regulations, 1959 to use own name or firm/trade name. The Form 'D' (**on both the sides**) and the Form 'L' should be duly filled in and signed by the member concerned.

2. Fees :

The application as above should be accompanied with a fee of Rs. 100/- towards Certificate of Practice Fee. The member should also ensure that all the dues to Institute on account of annual membership fees and entrance fees are cleared as on the date of application. It may be noted that under Section 6 of the Cost and Works Accountants Act, 1959, the annual membership fee fall due on 1st April each year. The annual membership fees for Associate and Fellow Members are Rs. 225/- and Rs. 500/- respectively. The instalment of entrance fee for those who were enrolled as an Associate Member prior to 1st April 1999 is payable @ Rs. 100/- each within the first 12 months and 24 months respectively from the date of enrolment. The entrance fee for those enrolled as an Associate Member w.e.f. 1st April 1999 is Rs. 425/- payable in full at a time. The entrance fee for a Fellow Member is Rs. 300/-, which is payable in full at the time of application for advancement to Fellowship. The fees may be paid by Demand Draft/Pay Order/Cheque payable at Calcutta if remitted by post to the Headquarters of the Institute. In case, payment is made through an outstation cheque, an amount of Rs. 15/- is to be included towards Bank Charges. The fees may also be paid directly by cash at the Headquarters or by Cash/Cheque, etc. at the Regional Councils or Chapters of the Institute.

3. Manner of filling in Form 'D' :

The Form 'D' must be duly filled in and signed **on both the sides** by the member concerned. No paragraph should be kept blank and all the paragraphs must be filled in or deleted, if not applicable. The words which are not applicable should also be deleted. If a member is engaged in any other occupation as per sl. no. 3 of Form 'D', he has to comply with the provisions of Appendix No. 6 under Regulation 111 of the Cost and Works Accountants Regulations, 1959. Further, if the member is engaged in any salaried employment as per declaration furnished in the second paragraph of Form 'D' (reverse side), he has to secure a certificate from his employer in the following form or in a form as near thereto as possible and submit it to the Institute along with the application for Certificate of Practice :

“Shriis employed
as (designation).....in (name of
Organisation).....and he is permitted ,
notwithstanding anything contained in the terms of his employment,
to engage himself in the practice of profession of Cost Accountancy
in his spare time in addition to his regular salaried employment with us.

Signature of Employers
under seal of Organisation”

It is of importance to note that whenever there is a change in employment, such a certificate should be obtained from the new employer as above and filed with the Institute forthwith.

4. Manner of filling in Form 'L' :

The Form 'L' should be filled in and signed by the member concerned in terms of Regulation 108 of the Cost and Works Accountants Regulations, 1959. The sl. nos. 1,2,4 and last paragraph of the said Form must be filled in under any circumstances. The sl. no. 1 may be filled in with the name of the member or any firm/trade name which he wants to use. The firm/trade name to be used must comply with the provisions of Regulation 108 of the Cost and Works Accountants Regulations, 1959, with "& Co." or "& Associates" as suffix. However, if a member is engaged in any salaried employment, he shall have to practise in his own name only and shall not be entitled to use any firm/trade name. The sl. no. 2 is to be filled in with the name and membership number of the member only. The name of any partnership firm cannot be indicated at the time of application for Certificate of Practice since a member cannot become the partner of a firm of Cost Accountants until he obtains a Certificate of Practice. The sl. no. 3 is to be filled in with the address of Head Office of the member. It is to be noted that all correspondences are to be made by the Institute with the practitioner only at his Head Office address. Therefore, any subsequent change of such address should be immediately intimated to the Institute in Form 'L'.

A member is prohibited from indicating any firm/trade name in any stamp/visiting card/letter head or the like until it is approved by the Council.

If a practitioner, after having being allotted a firm/trade name gets engaged in any salaried employment, he should immediately intimate about the same to Institute along with the "No Objection Certificate" in prescribed format as per paragraph 3 above and he shall not be entitled to use the firm/trade name from the date of his engagement in salaried employment.

The Head Office and Branch Office, if any, of the practitioner should be headed by a person who a member of the Institute i.e. AICWA or FICWA.

The use of any firm/trade name is not valid until it is approved by the Council.

5. Consequences of non-renewal and cancellation of Certificate of Practice :

A Certificate of Practice once granted remains valid upto 30th of June each year and has to be renewed within 1st April to 30th June by application in Form 'D' and payment of prescribed fees. If it is not so renewed, the Certificate so granted stands automatically cancelled and thereupon the member shall not be entitled to practise as a Cost Accountant. If the Certificate is so cancelled and he wants to commence practice again, he has to apply afresh by following the above procedure.

If a practitioner wants to cancel his Certificate of Practice for any reason, he may do so by way of application to the Secretary in plain paper and surrender the Certificate granted to him. Thereupon, the Institute shall publish a Notification cancelling the Certificate of Practice from the date mentioned in the application and in the absence of such date, the date of the application.