STUDENT MANUAL FOR FINAL EXAM REGISTRATION

Contents

1. Fill Exam Form

1. **Click on fill Exam Form Button**

2. **If you have not clear your dues for online revision classes, you will be redirected to payment pages for online revision classes**

नेपाल चार्टर्ड एकाउन्टेन्ट्स संस्था
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NEPAL
(Established under the Nepal Chartered Accountants Act, 1997)

COURSES REGISTRATION

Choose your subject   Step 2 / 4

#	Session	Class Type	Subject	Resources Person	Date	Time	Fee	Status	Schedule	Remarks
☑	June 2020 Exam	Online Revision Class	Advanced Taxation	CA. Umesh Raj Pandeya & CA. Prabin Raj Kafle	2020-05-03 to 2020-06-13	10:00 AM TO 11:30 AM	Rs.1000.00	Unpaid		..
☑	June 2020 Exam	Online Revision Class	Advanced Audit and Assurance	CA. Sunil Joshi	2020-06-24 to 2020-07-19	06:30 AM TO 08:00 AM	Rs.1000.00	Unpaid		--

Previous   **Next**

COURSES REGISTRATION

Make your payment   Step 3 / 4

Online Revision Class - Advanced Taxation	Rs. 1000.00
Online Revision Class - Advanced Audit and Assurance	Rs. 1000.00
Total	Rs. 2000.00

Pay Online

eSewa   connect IPS pay direct from bank

Don't want to pay now

○ Applying to pay later
You must pay the class fee before the final exam.

OR

○ Applying for scholarship
Decision regarding scholarship will be done once the office resume.

Click here to proceed.

3. Fill the pre form Details

Chartered Accountancy Examination Application form

June 2020

Instructions   1. Instructions

Hello

1. this is test instruction

2. Exam form

Student Details   2. Student Details

Registration No :   KF00

Name :

Eligilibity Certificate :   No. :

                                Registration No. : KF00

                                Last Date of Validity :

IT Training :   Training Module : N/A

                        Certificate No. : N/A

                        Enrolled Registration No : N/A

Extra Paper Details (Pretest) :   No. of Extra Paper : 0

                                        Total Amount : Rs. 0.00

3. Input your Email Address if different than shown

Email ID :   @ican.org.np
(if different, type your email id)

4. Input your Citizenship Number and Citizenship photo

Citizenship No. :

Upload citizenship certificate: Choose File   No file chosen

Note:
1. Upload your copy of citizenship. Scan both side in single page
2. Supported format: *.jpeg
3. Maximum allowed Size: 150KB.
4. Image Resolution : 300*300px to 400*400px

5. Tick the i confirm button

☐ I confirm that I have read, understood and agree to the above details.
I herby certify that the above details are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

6. Click on Proceed Button

Proceed

3.1 Read the instructions to be followed for the form fill up.

3.2 Check the student details displayed

3.3 Input the email address if your email address is different.

3.4 Input your citizenship number and upload the photo of citizenship as per given requirements.

3.5 Check I confirm button

3.6 Click the proceed Button.

4. Fill up the form Displayed

The Institute of Chartered Accountants of Nepal
Application Form for Examination
CAP II LEVEL EXAMINATION

To,
The Controller of Examinations,
The Institute of Chartered Accountants of Nepal

1. Upload your recent photograph

Choose File No file chosen

Note:
1. Upload your recent passport size photograph
2. Supported format:*.jpeg
3. Maximum allowed size: 100KB.
4. Image resolution : 300*300 px to 400*400 px

I request for permission to present myself at the CAP II Level Examination,JJune 2020. I declare that the facts and information given below are complete and correct. The receipt of Rs. **7200.00** is also enclosed herewith.

2. Check your details.

A.	Name(Mr./Ms)	
	NI	
B.	Father's or Mother's Name	
C.	Registration No.	Registration Date:
	KI0C	2017-08-30
D.	Eligibilty Certificate No.	Last Date of validity:
		2022-08-29
E.	Whether you want to have Mark Sheet sent by post: Yes/No (if yes,please fill up the postal address below)	

F. Groups for Examination : (Please select)

○ Group I   ○ Group II   ● Both Group

3. Select Group for Examination.

4. Check Subjects and Exemption (if any)

Subjects:

Paper	Subjects	Exemption Subject	Exemption Year
Paper I	Advanced Accounting		
Paper II	Audit and Assurance		
Paper III	Corporate and Other Laws		
Paper IV	Financial Management		
Paper V	Cost and Management Accounting		
Paper VI	Business communication and Marketing		
Paper VII	Income Tax and VAT		
Paper VIII			

G.   Fees detail: 7   paper @ Rs 1000.00 Per paper = Rs 7000.00

H.   *Center: --Select Center-- ▾   5. Select Center

Applicant's Signature : Choose File No file chosen   6. Upload Your Signature.

Note:
1. Upload your signature
2. Supported format:*.jpeg
3. Maximum allowed size: 50KB.
4. Image resolution : 300*300px to 400*400 px

Contact No : 984193585   7. Input your contact number if different than shown. You must verify your phone number by OTP.
(if different, type your Mobile Number)

Date : 2020-04-17

*The examination for CAP I,CAP II and CAP III will also be held in Biratnagar, Butwal, Pokhara and Birgunj, subject to minimum 10 applicants in CAP I Examination, minimum 20 applicants in CAP II Examination and minimum 15 applicants in CAP III Examination in each center. if minimum required number of application is not received for the examination center outside Kathmandu, that examination center will be cancelled and transferred to Kathmandu centre.

8. Tick for confirmation.

☐ I confirm that I have read understood and agree above details.
  I herby certify that the above details are true and correct to the best of knowledge. I understand that a false statement may disqualify me for benefits.

Submit   9. Click on Submit Button

(To be filled by ICAN)

Receipt No. :   Approved by:

Checked and found correct

4.1 Upload your recent photograph as per instructions provided

4.2 Check your details displayed

4.3 Select Group for Examination

4.4 Check subjects and Exemptions(If Any)

4.5 Select Center

4.6 Upload Your Signature as per given instructions.

4.7 Input your contact number if it is different than displayed. This provided contact number must be reachable as you will be sent OTP to this number for verification.

4.8 Check for the confirmation for that you have read understood and agreed details and certify that the details are true and correct to the best of knowledge.

4.9 Click on Submit Button

5. **Verify the OTP**

5.1 Input the code you have received in your contact Number.

5.2 Click on verify button.

6. **Payment Process**

6.1 Verify your details

6.2 Verify the fee details

6.3 If you want to pay with ESEWA click on the ESEWA icon or if you want to pay with CONNECT IPS , click the connect IPS icon

6.4 If you do not have online payment medium you can click on 'click here' and pay at ICAN counter. You need to submit hard copy of the form printing it from the exam dashboard.

Payment Details

Application form for Chartered Accountancy Examination June 2020

1. Verify your details.

STUDENT NAME :	
LEVEL :	CAP I
REG NO :	

2. Verify the fee details.

Transactions

CAP I Exam fee (3 * Papers)	Rs. 3000
Exam Form fee	Rs. 200
Main Exam Late Fee	Rs. 500
Total	Rs. 3700

3. If you want to pay with esewa click on the esewa icon or if you want to pay with connectips click the connect IPS icon

Pay Online

eSewa

connect IPS

Don't have online payment

If you do not have online payment option, please **click here** to print the form.

You need to submit the hard copy of Examination form at ICAN

4. If you do not have online payment medium you can click on 'click here' and pay at ICAN counter.

7. Dashboard

Your form details will be displayed in the dashboard.

ICAN -- Exam Registration System

Dashboard
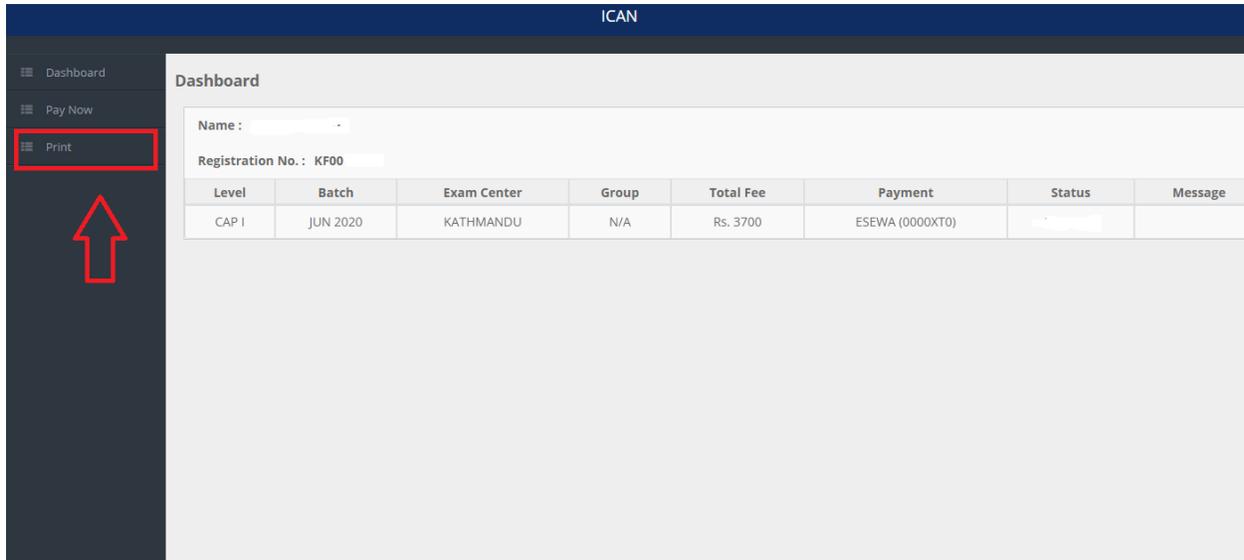
Dashboard

Name :

Registration No. : KF001

Level	Batch	Exam Center	Group	Total Fee	Payment	Status	Message
CAP I	JUN 2020	KATHMANDU	N/A	Rs. 3700	ESEWA (0000XT0)	Approved	

2. Print Form

If you have selected the offline payment mode, then you can print the form form exam dashboard.

1. Click fill Exam Form in student Dashboard.
2. Click on Print Menu in left side as shown in figure below.

3. Print the exam form and submit to ICAN office.

3. Pay Later

If you have selected the offline payment mode, then you can pay via online later with pay later option.

1. Click fill Exam Form in student Dashboard.
2. Click on Pay Now Menu in left side as shown in figure below.
3. You will be redirected to payment page as shown in figure below and pay via ESEWA or Connect IPS.

ICAN

Dashboard

- Dashboard
- Pay Now
- Print

Dashboard

Name :

Registration No. : KF00

Level	Batch	Exam Center	Group	Total Fee	Payment	Status	Message
CAP I	JUN 2020	KATHMANDU	N/A	Rs. 3700	ESEWA (0000XT0)		

Payment Details

Application form for Chartered Accountancy Examination June 2020

1. Verify your details.

STUDENT NAME :

LEVEL : CAP I

REG NO :

2. Verify the fee details.

Transactions

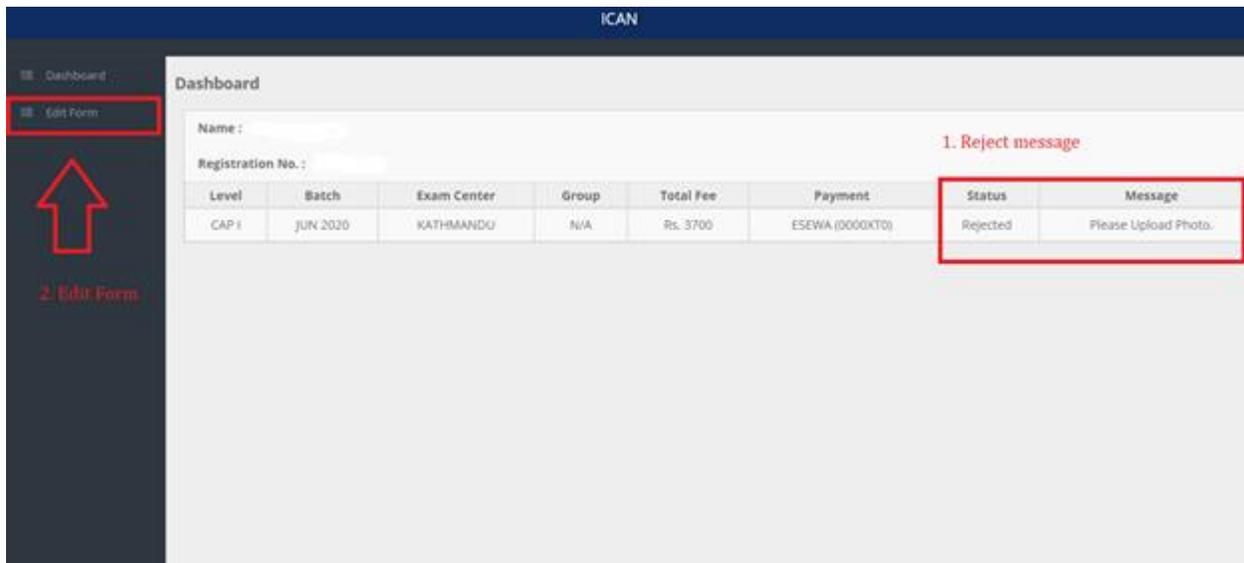|	
CAP I Exam fee (3 * Papers)	Rs. 3000
Exam Form fee	Rs. 200
Main Exam Late Fee	Rs. 500
Total	Rs. 3700

3. If you want to pay with esewa click on the esewa icon or if you want to pay with connectips click the connect IPS icon

Pay Online

e Sewa

connect IPS

Don't have online payment

If you do not have online payment option, please click here to print the form.

You need to submit the hard copy of Examination form at ICAN

4. If you do not have online payment medium you can click on 'click here' and pay at ICAN counter.

4. Edit Form

If your form is rejected for some reason, dashboard status change to rejected and message will be displayed in message column. You can edit your form if your form get rejected.

1. Click fill Exam Form in student Dashboard.
2. Click on Edit Form Menu in left side as shown in figure below.
3. You can edit your photo, signature's photo or citizenship photo as per your rejection reason.

The Institute of Chartered Accountants of Nepal
Application Form for Examination
CAP I LEVEL EXAMINATION

To,
The Controller of Examinations,
The Institute of Chartered Accountants of Nepal

1. Upload your photo if your form get rejected due to photograph ➡

Choose File | No file chosen

Upload Your Recent Passport Size Photograph:
Note:
1.Supported Photo Format:*.jpeg
2. Maximum Allowed Size: 100KB.
3. Image Resolution Range : 300*300 to 400*400

I request for permission to present myself at the CAP I Level Examination,JUN, 2020. I declare that the facts and information given below are complete and correct. The receipt of Rs. **3200.00** is also enclosed herewith.

A.   Name(Mr./Ms)

B.   Father's or Mother's Name

C.   Registration No.   Registration Date:
       KF00   2019-05-31

D.   Eligibilty Certificate No.   Last Date of validity:
                                                                     2022-05-30

E.   Whether you want to have Mark Sheet sent by post: Yes/No (if yes,please fill up the postal address below)

F.   Groups for Examination : (Please select)
       ⦿ Both Group
       Subjects:

Paper	Subjects	Exemption Subject	Exemption Year
Paper I	Fundamentals of Accounting		
Paper II	Mercantile Laws and Fundamentals of Economics		
Paper III	Fundamentals of Management and Commercial Mathematic		
Paper IV			
Paper V			
Paper VI			
Paper VII			
Paper VIII			

G.   Fees detail: 3   paper @ Rs 1000.00 Per paper = Rs 3000.00
H.   *Center: KATHMANDU

Applicant's Signature :

2. Upload your Signature again if your form get rejected due to signature photo.

Choose File | No file chosen
Upload Your Signature :
Note:
1.Supported Photo Format:*.jpeg
2. Maximum Allowed Size: 50KB.
3. Image Resolution Range : 300*300 to 400*400

Contact No :

Date : 2020-04-15

*The examination for CAP I,CAP II and CAP III will also be held in Biratnagar, Butwal, Pokhara and Birgunj, subject to minimum 10 applicants in CAP I Examination, minimum 20 applicants in CAP II Examination and minimum 15 applicants in CAP III Examination in each center. if minimum required number of application is not received for the examination center outside Kathmandu, that examination center will be cancelled and transferred to Kathmandu centre.

☑ I confirm that I have read understood and agree above details.
I herby certify that the above details are true and correct to the best of knowledge. I understand that a false statement may disqualify me for benefits.

(To be filled by ICAN)
Receipt No. :   Approved by:
Checked and found correct

3. Upload your citizenship image if your form is rejected due to Citizenship photo.

IT Training :   No. of Extra Paper :
N/A(N/A)   0

Total Amount :   Email ID :
Rs. 0   @gmail.com

Citizenship No.:
111

Citizenship certificate:
Choose File | No file chosen
Upload Your Signature :
Note:
1.Supported Photo Format:*.jpeg
2. Maximum Allowed Size: 50KB.
3. Image Resolution Range : 300*300 to 400*400
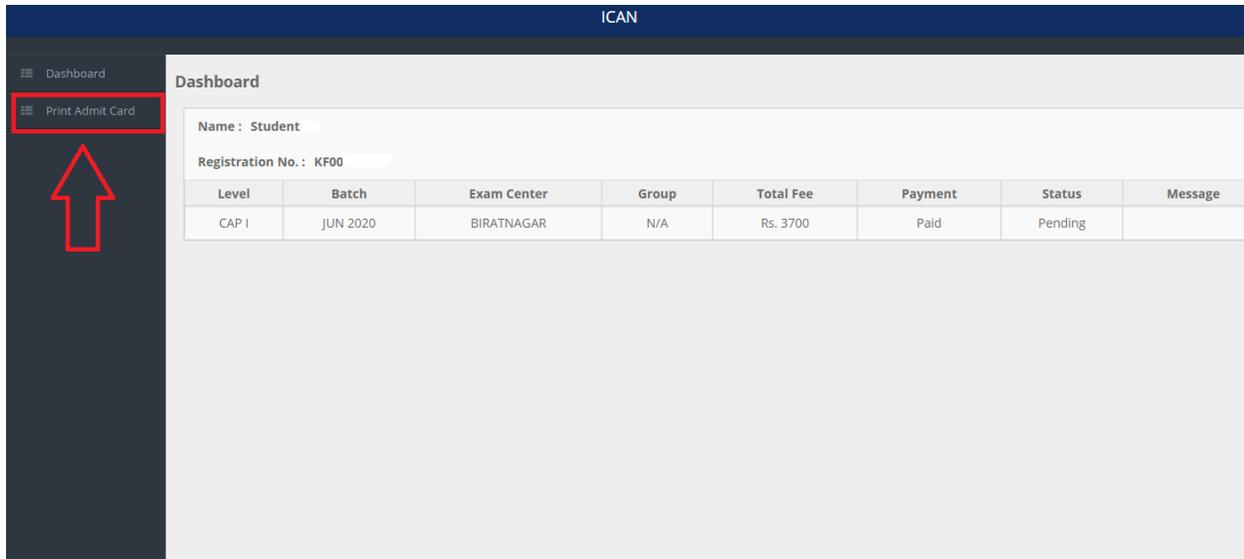
Submit Update

4. Click Submit Update button.

5. Print Admit Card

Once your admit card is generated. You can print your admit card from the dashboard.

1. Click fill Exam Form in student Dashboard.
2. Click on Print Admit Card Menu in left side as shown in figure below.