

ICAI GLOBAL CAREER E-KIT TANZANIA

Moving Towards new Frontiers



The Institute Of Chartered Accountants Of India
(Set up by an Act of Parliament)

→ Next



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Important Notes

- ▶ This E-Kit is prepared with a view to furnish you with the important information that a member may want to know when our fellow professional arrives in Tanzania to take up an employment or set up professional firm / business. The contents should not be construed as the regulations or laws that are in force in Tanzania.
- ▶ Similarly, as the socio economic parameters keep changing in this vibrant economy and the information included in this E-Kit is based on the current factors as on 31st March 2015, the reader is requested to discuss the facts with the concerned authorities to take a note of changes if any, that may have taken place since the date of publishing this booklet.
- ▶ Information contained in this document is purely for internal circulation and meant for ICAI members to give them an overview of the activities of the Chapter and to facilitate and guide the members.
- ▶ Each country has a distinct visa requirements and for all professional and business engagements.
- ▶ This document does not promote TANZANIA either for practice/employment. The users of this information need to update the requirements before taking any decision in this regard. The benchmark of success of individual members may differ between individual members depending upon the skills, aptitude and professional dexterity.



ICAI Motto

**Ya esa suptesu jagarti kamam kamam Puruso nirmimanah |
Tadeva sukram tad brahma tadevamrtamucyate |
Tasminlokah sritah sarve tadu natyeti Kascan | etad vai tat ||**

(That person who is awake in those that sleep, shaping desire after desire, that, indeed, is the pure. That is Brahman, that, indeed, is called the immortal. In it all the worlds rest and no one ever goes beyond it. This, verily, is that, kamam kamam : desire after desire, really objects of desire. Even dream objects like objects of waking consciousness are due to the Supreme Person. Even dream consciousness is a proof of the existence of the self. No one ever goes beyond it : cf. Eckhart : 'On reaching God all progress ends.')

Source : Kathopanishad

Vision:

ICAI aims at harnessing the opportunities and addressing the challenges presented by the rapidly changing environment so that by 2030, ICAI becomes: World's leading accounting body, a regulator and developer of trusted and independent professionals with world class competencies in accounting, assurance, taxation, finance and business advisory services.

Our Mission:

ICAI will leverage technology and infrastructure and partner with its stakeholders to:

- ▶ Impart world class education, training and professional development opportunities to create global professionals.
- ▶ Develop an independent and transparent regulatory mechanism that keeps pace with the changing times
- ▶ Ensure Adherence to highest ethical standards
- ▶ Conduct cutting edge research and development in the areas of accounting, assurance, taxation, finance and business advisory services
- ▶ Establish ICAI members and firms as Indian multi-national serve providers



The ICAI - An Overview

The Institute of Chartered Accountants of India (ICAI) is a statutory body established by the Chartered Accountants Act, 1949 for the regulation of the profession of Chartered Accountants in India. The ICAI has achieved recognition as the premier accounting body in India and today it is the second largest accounting body in the world.



ICAI Presence

- ▶ Headquarters : New Delhi
- ▶ Regional Offices : 5 (Mumbai, Chennai, Kolkata, Kanpur, New Delhi)
- ▶ Branch Offices : 151 branches spread all over the country
- ▶ Overseas : 26 chapters and an overseas office in Dubai

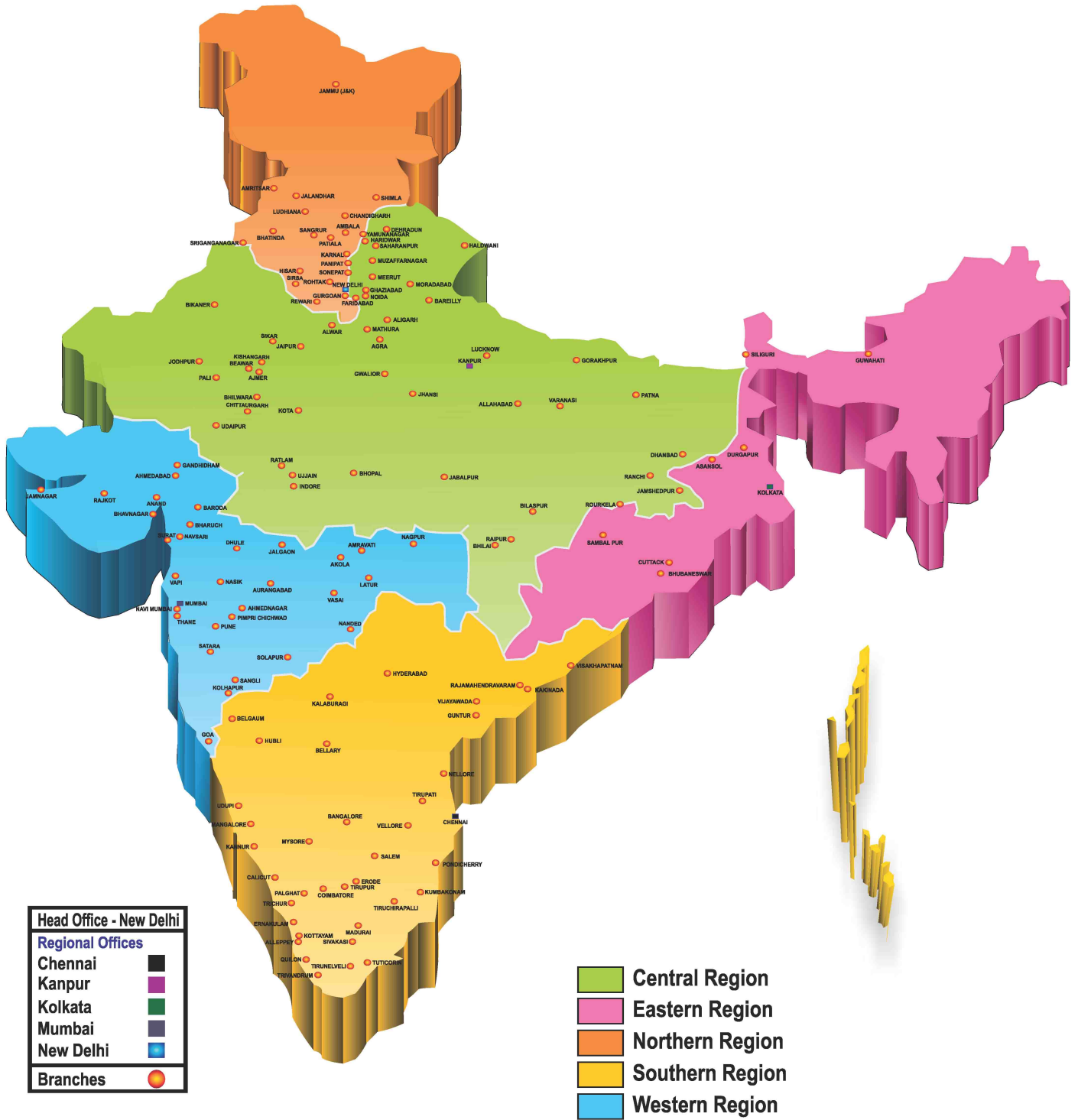
Currently around 8.5 lakh students are pursuing the CA course and the total membership count of the ICAI is over 2.35 lakh. A significant number of members occupy eminent positions in government and various organisations.

The affairs of the ICAI are managed by a Council in accordance with the provisions of the Chartered Accountants Act, 1949 and the Chartered Accountants Regulations, 1988. The Council is composed of 40 members of whom 32 are elected by the members and remaining 8 are nominated by the Central Government generally representing the Comptroller and Auditor General of India, Ministry of Corporate Affairs, Ministry of Finance, and other stakeholders.

Activities at a glance:

- ▶ Regulator of CA Profession
- ▶ Standards Setter
- ▶ Disciplinary Mechanism
- ▶ Services to Government and stakeholders
- ▶ Education & Research
- ▶ International initiatives
- ▶ Continuing Professional Education
- ▶ Corporate Governance
- ▶ Public Finance

ICAI National Network





ICAI's Chapters aiding ICAI's success story

- ▶ Promoting Brand Indian CA ahead of similarly placed qualifications
- ▶ Acting as gateway to promote career opportunities.
- ▶ Updation to Global paradigm of Knowledge: Conducts Certification Courses on IFRS, Valuation etc.
- ▶ Helping Indian members professionally under the aegis of Chapter
- ▶ Promoting members to member networking
- ▶ Operationalising MoUs/ MRAs already entered into
- ▶ Gateway for promoting FDI to India

Africa-Middle East	Abu Dhabi	Bahrain	Botswana	
	Doha	Dubai	Dar Es Salaam	
	Jeddah	Kampala	Kenya	
	Kuwait	Nigeria	Oman	
	Riyadh	Saudi Arabia (E.Province)	Zambia	
Asia	Bangkok	Indonesia	Singapore	
Australasia-Oceania	Brisbane	Melbourne	Port Moresby	Sydney
Europe-North America	UK (London)	US (New York)	Canada (Toronto)	Canada (Vancouver)



CA. Manoj Fadnis

President, ICAI



The Indian accountancy profession has consolidated itself and has since come a long way in its sagacious existence of more than six decades. It testifies the global reach of Indian Chartered accountancy qualification due to its strong technical content. Never before has been the ever growing space for professionals who are equipped with internationally benchmarked qualifications and competency levels, so steadily expanding.

The businesses and the end users today need high quality information value chain and in that direction it has been the pioneering effort by the Institute of Chartered Accountants of India to produce world class accountants possessing multi tasking abilities, having strong connect with the information technology and highly rated in most of the soft skills norms so as to be of continued utility to the stakeholders.

India is ready to embrace the adoption of Indian Accounting Standards (Ind AS), which is in sync with the IFRS. Convergence with IFRS would help opening up the floodgates of overseas opportunities for young chartered accountants, especially in the fast-developing nations. Already, Indian accountants are in high demand in many countries. In the globalised accounting scenario, the demand of Indian Chartered Accountants would grow worldwide. The Institute of Chartered Accountants of India (ICAI) today has 235,000-plus members, and student membership has shot up to more than 850,000 which exemplifies the importance of role of a Chartered Accountant in building economic momentum.

To provide detailed information to our members intending to go abroad for professional forays, the Institute of Chartered Accountants of India has prepared Career E kits for various countries, to aid global mobility for its members. These kits will provide panoramic view of the primary information to the members.

I am confident that the information contained in the E-Kits will help our Chartered Accountants to establish a preliminary interface with the jurisdiction to serve in times to come. I and my Chapter team would be happy to respond to any queries for taking up courses abroad. Comments and feedback to improve their utility will be welcome.

I would also like to express my sincere thanks to the Managing Committee members of our Chapters abroad for their assistance by way of providing valuable information in the preparation of these Global Career E-Kits.



CA. M. Devaraja Reddy

Vice-President, ICAI



During more than sixty five years of its existence, the ICAI has achieved recognition as a premier accounting body for its significant contribution in the field of education, professional development and maintenance of high ethical standards. The ICAI and its members are known for rendering services of high ethical standards with commitment to the cause of excellence, independence, ethical conduct and highest standards of professional integrity.

The role of professional services provider has undergone sea-change and they would likely to become more and more integrated and focused as world is shrinking through newer and newer meanings of delivery of services, opening up new horizon. It is indeed a matter of satisfaction that the Institute of Chartered Accountants of India (ICAI) has kept its work programme structured in a manner so as to imbibe the emerging scenarios and we are taking due steps for leveraging Indian CA brand globally.

In recent years, the global demand for Indian Chartered Accountants has been remarkably high. I am glad that the Institute in order to cater to the needs of members is coming out with Global Career E-Kits to assist our members in promoting their global mobility. This Career E-Kit will provide the basic information resources to the members about the profession and job opportunities available in the selected jurisdiction.

I believe that the information comprised in the Global Career E-Kit would help in strengthening the knowledge base of the members who are looking to pursue their career globally and would also provide one stop information about the jurisdiction.

H. E. Debnath Shaw*High Commissioner of India*

I am happy to know that the Dar es Salaam Chapter of the Institute of Chartered Accountants of India (ICAI) publishing this Global E kit that provides information on Tanzania to Chartered Accountants and other professionals wanting to visit Tanzania for business, employment or other professional purposes. Tanzania and India have always enjoyed close and friendly bilateral relations. The effort of organizations such as the Dar es Salaam Chapter of the ICAI to cater to the interests of Chartered Accountants based in Tanzania and also for newcomers from India, is justifiably laudable.

I am sure that the information contained in this Global E Kit would assist its readers to make proper assessment of this vibrant country and the dynamics of Tanzania's relations with India.

My best wishes to the Team at the Dar Salaam Chapter of the ICAI.

A handwritten signature in blue ink that reads "D. Shaw".

Debnath Shaw



CA. Aman Vohra

Chairman - ICAI Dar es Salaam Chapter



Dear Professional Colleagues,

On behalf of Dar es Salaam Chapter of ICAI, it is my pleasure to present this Global Career E-Kit. This E-Kit consolidates useful information about Dar es Salaam, Tanzania and our Chapter i.e. Dar es Salaam Chapter of ICAI.

Dar es Salaam Chapter of ICAI is very young among overseas chapters of the Institute of Chartered Accountants of India. The Chapter was officially inaugurated by CA. K. Raghu, the former President of ICAI, in presence of CA. Manoj Fadnis, the President as on date.

The Chapter is engaged in activities meant to achieve its objectives as per guidelines for Overseas Chapters issued by the Institute, under constant guidance and support of International Affairs Committee. In a short span of time, we have managed to establish a link between the members and the Institute and have assisted members to resolve queries, which were brought to our notice.

In this area of globalization of business, need for globally benchmarked professionals is expanding. In this scenario, the Indian Chartered Accountants have become increasingly sought after, especially in the fast developing nations. Tanzania, as part of East Africa, is the one of the fast growing countries. The last decade has seen tremendous growth in all sectors of economy and with new discoveries of Oil and Gas reserves, a golden era is just around the corner.

As a part of Global Mobility initiative of ICAI, we would like to provide guidance to the members looking for opportunities to work in Tanzania. This E-kit has basic information for Tanzania. However, we shall be happy to respond to any further queries from members, to the extent possible. We welcome our Professional Colleagues to visit Tanzania for business and employment, to explore opportunities when available.

I would like to extend my sincere thanks to the ICAI leadership, the International Affairs Committee, the Managing Committee members of Dar es Salaam Chapter of ICAI and my professional colleagues in Dar es Salaam, for their contribution in development of this E-Kit.

I expect that this E-Kit shall be helpful to all our members and shall give them desired information. For any additional information, I shall be waiting for your emails.

Thanking You

CA. Aman Vohra

Email: chairman@icaitz.in

Contact: +255 784 149 777

CA. Dhaval Jasani

Vice Chairman - ICAI Dar es Salaam Chapter



Dear Colleagues from our profession

We take this privilege in presenting this Global Career E Kit with customized information pertaining to our nation, Tanzania. A land full of opportunities, blessed with abundant natural resources and a peace loving nation.

Dar es Salaam Chapter is the 26th overseas chapter of our Institute that was inaugurated by CA K. Raghu in presence of CA Manoj Fadnis and other dignitaries. We hail our Top Leadership at ICAI and extend our sincere thanks to the members of The International Affairs Committee of ICAI for their valuable support and guidance that turned our dream of establishing Dar es Salaam Chapter into a reality on 13th January 2015.

Tanzania is a politically stable nation. With steady GDP growth rate in the past decade and recent gas discoveries, Tanzania is strategically placed in the list of fast growing African Nations. Tanzania's power generating capacity is on a steady rise and Tanzania may join the power exporting nations group in the next couple of years. The Government has ambitious plans to develop Tanzania and modernize infrastructure in the coming times. Public Private Partnerships has been identified by the Government as a viable means to effectively address constraints of financing, management and maintenance of public goods and services. Amendments have been introduced in Public Private Partnership Act to invite and encourage implementation of mega projects. These development plans have started materializing and Airports, Ports and Public Transport System have been accorded priority for development / modernization.

Dar es Salaam's skyline has grown rapidly and a number of high rise buildings have been developed in the past decade compared to a handful of high rise buildings developed 15 years ago.

Dar es Salaam Chapter's current strength is over 120 members and we are hopeful that more members from our profession will join this pursuit of Tanzania's growth and development. Our members have adapted themselves to this phenomenon of global mobility and we believe that Tanzania, as a developing nation, offers plethora of opportunities for our members possessing specialized skill set.

This E Kit provides preliminary information to our members and readers who intend to visit Tanzania and we are open to provide any further information that is available at our end to assist our readers.

Stay blessed...

CA DHAVAL JASANI

Email: info@icaitz.in

Contact: +255 784 449 516



About The Country

General Information – TANZANIA

Tanzania, officially the United Republic of Tanzania, is a country in East Africa and a part of the African Great Lakes region. It is bordered by Kenya and Uganda to the north; Rwanda, Burundi, and the Democratic Republic of the Congo to the west and Zambia, Malawi, and Mozambique to the South. The country's eastern border is formed by the Indian Ocean. Kilimanjaro, Africa's highest mountain, is in north-eastern Tanzania.

The head of state is President Jakaya Mrisho Kikwete, elected in 2005. The capital of Tanzania has been Dodoma, where the National Assembly and some government offices are located. Dar es Salaam remains Tanzania's principal port and commercial city and head quarter to a number of Government Institutions.

United Republic of Tanganyika and The Island of Zanzibar merged in 1964 to form the United Republic of Tanzania (source: Wikipedia).

Certain facts / figures / information about Tanzania is enumerated below –

Geographical Latitude	: East Africa: Between latitudes 1° and 12°S, and longitudes 29° and 41°E.
Capital	: Dodoma
Commercial Capital	: Dar es Salaam
Government type	: Republic
Independence	: 9th December 1961
National Holiday	: Union Day (Tanganyika and Zanzibar), 26 April (1964)
Chief of State President	: H. E. Jakaya KIKWETE (since 21 December 2005)
Official language	: Kiswahili, English
Population	: 49,639,138 (July 2014 est.)
Currency	: Tanzanian Shilling (TZS)
Exchange rate 1.00 USD	: 1,860.00 TZS (April 2015)
Major seaports	: Dar es Salaam, Zanzibar, Tanga, Mtwara
Time Zone	: + 3 Hours GMT (2 ½ hours behind Indian Time).



Demographic Details

Population of TANZANIA

The demographics of the Tanzania is extremely diverse. The estimated population of Tanzania is estimated at 49.64 million (July 2014 data), majority of which is constituted by locals and expatriates from African countries.



Climate

Climate varies greatly within Tanzania. In the highlands, temperatures range between 10 and 20 °C (50 and 68 °F) during cold and hot seasons respectively. The rest of the country has temperatures rarely falling lower than 20 °C (68 °F). The hottest period extends between November and February (25–31 °C or 77.0–87.8 °F) while the coldest period occurs between May and August (15–20 °C or 59–68 °F). Annual Average temperature in Dar es Salaam is in the range of 20 °C (68.0 °F). The climate is cool in high mountainous regions.

Tanzania has two major rainfall regimes: one is uni-modal (October–April) and the other is bi-modal (October–December and March–May). The former is experienced in southern, central, and western parts of the country, and the latter is experienced in the north from Lake Victoria extending to the east coast. The bi-modal regime is caused by the seasonal migration of the Inter tropical Convergence Zone.



Language

Swahili (Kiswahili) is the official and national language of Tanzania. Apart from Swahili, English is widely used as a second language. Other languages spoken in the Tanzania include Urdu, Gujarati, Hindi, Arabic etc. However, the concentration of people speaking languages other than Swahili and English is negligible.

Religion

There are approximately equal number of people from Muslim and Christian Communities. The other religions are mostly followed by Expatriates from different countries.

Communities from various states of India are active in Tanzania and thus, all Indian festivals are celebrated with joy and enthusiasm.

Currency

The local currency is Tanzanian Shillings (TZS) which is freely convertible. The Exchange rates are fluctuating and normally the local currency depreciates against US Dollars, just as any other developing country's currency. Money can easily be changed at exchange bureaus. ATMs are available at malls, petrol stations, supermarkets and market places. Acceptance of Credit cards is gradually increasing.

Healthcare

Healthcare facilities in Tanzania is gradually improving. There are few good hospitals in main cities of Tanzania, Dar es Salaam leading the pool in terms of hospitals and medical infrastructure. However, any chronic and complicated case is generally referred to Kenya, South Africa, India or other foreign destinations.



Economic Environment

TANZANIAN Economy

As of 2014, Tanzania's gross domestic product (GDP) was estimated at \$43.8 billion, or \$86.4 billion on a purchasing power parity (PPP) basis. Tanzania is a developing nation, with GDP per capita of USD 1,813 (PPP) which was 32 % below the average of \$2,673 for the 45 sub-Saharan African countries and ranked 23rd among those countries.

From 2009 through 2013, Tanzania's per capita GDP (based on constant local currency) grew at an average of 3.5% per year, higher than any other member of the East African Community (EAC) and exceeded by only nine countries in Sub-Saharan Africa (the Democratic Republic of Congo, Ethiopia, Ghana, Lesotho, Liberia, Mozambique, Sierra Leone, Zambia, and Zimbabwe).

Tanzania's largest trading partners in 2012 for its US \$5.5 billion in exports were South Africa, Switzerland, and China. Its imports totalled US \$11.7 billion, with Switzerland, China, and the United Arab Emirates being the biggest partners.

Tanzania weathered the Great Recession (that began in late 2008 or early 2009) relatively well. Strong gold prices bolstering the country's mining industry, and Tanzania's poor integration into global markets assisted in insulating the country from this global downturn. Since the recession ended, Tanzanian economy has expanded rapidly, thanks to steady growth of tourism, telecommunications, and banking sectors.

Tanzanian economy is heavily dependent on agriculture sector, which accounts for 24.5 % of gross domestic product or 85 % of exports, and accounts for half of the employed workforce. The

Agricultural sector grew 4.3% in 2012, less than half of the Millennium Development Goal target of 10.8%. 16.4 % of the land is arable, with 2.4 % of the land planted with permanent crops. Approximately one third of Tanzanians live in poverty.

Industry and construction are a major component of the Tanzanian economy, growing steadily and these sectors contributed close to 22.2 % of GDP in 2013. This component includes mining and quarrying, manufacturing, electricity and natural gas, water supply, and construction.

Mining contributed 3.3% of GDP in 2013. The vast majority of the country's mineral export revenue comes from gold, accounting for 89 % of the value of those exports in 2013. It also exports sizable quantities of gemstones, including diamonds and tanzanite. All of Tanzania's coal production, which totalled 106,000 short tons in 2012, is used domestically. Other minerals exploited in Tanzania include pozzolana, salt, gypsum, kaolinite, silver ore, copper, phosphate, tin, graphite, and bauxite.

Commercial production of gas from the Songo Songo field in the Indian Ocean commenced in 2004, thirty years after gas was discovered on Songo Songo Island. Over 35 billion cubic feet of gas was produced from this field in 2013, with proven, probable, and possible reserves totalling 1.1 trillion cubic feet. The gas is transported via pipeline from the Gas Field to Dar es Salaam..



Useful Business Information

Opportunities of Employment

Largely dependent on Agriculture, the economy of United Republic of Tanzania ranks for second largest economy in East African Community and 12th largest in Africa.

Significant measures have been undertaken by the Government to liberalize the Tanzanian economy along market lines and encourage both foreign and domestic private investment. Beginning in 1986, the Government of Tanzania embarked on an adjustment program to dismantle the socialist economic controls and encourage more active participation of the private sector in the economy. The program included a comprehensive package of policies which reduced the budget deficit and improved monetary control, substantially depreciated the overvalued exchange rate, liberalized the trade regime, removed most price controls, eased restrictions on the marketing of food crops, freed interest rates, and initiated a restructuring of the financial sector.

The local currency of Tanzania is Tanzanian Shillings, the United States Dollars is used predominantly in high value transactions though. The current exchange rate of 1 USD = 1,860 Tanzanian Shillings Approximately, which was 1 USD = 8.21 Tanzanian Shillings in year 1980 and about 800 Shillings in the year 2000.

The government-owned Tanzania Electric Supply Company Limited (TANESCO) dominates the electric supply industry in Tanzania. The country generated 6.013 billion kilowatt hours (kWh) of electricity in 2013, a 4.2 percent increase over the 5.771 billion kWh generated in 2012. Generation increased by 63 percent between 2005 and 2012; however, only 15 percent of Tanzanians had access to electric power in 2011. The electrical supply varies, particularly when droughts disrupt hydropower electric generation; rolling blackouts are implemented as necessary.

In 2013, 49.7 percent of Tanzania's electricity generation came from natural gas, 28.9 percent from hydroelectric sources, 20.4 percent from thermal sources, and 1.0 percent from outside the country. The government is building a 532 kilometres (331 mi) gas pipeline from Mnazi Bay to Dar es Salaam, with a scheduled completion in third quarter of 2015. This pipeline is expected to allow the country to double its electricity generation capacity to 3,000 megawatts by 2016. The government's goal is to increase capacity to at least 10,000 megawatts by 2025.

Political Stability:

Tanzania's history of political stability has encouraged foreign direct investment. The Government has committed itself to improve the investment climate including redrawing tax codes, floating the exchange rate, licensing foreign banks, and creating an investment promotion centre to cut red tape. Tanzania has mineral resources and a largely untapped tourism sector, which adds to viability for foreign direct investment in Tanzania.

Gas Reserves:

Gas Discoveries in Tanzania have crossed in excess of 70 trillion cubic feet and further discoveries are anticipated. These discoveries are carried out by Gas Companies based on required approval granted by Tanzania Petroleum Development Corporation (TPDC) and production sharing agreements signed in this regard. Further information can be availed from TPDC or Ministry of Energy & Minerals.

ZANZIBAR:

Zanzibar is the semi-autonomous part of Tanzania in East Africa. It is composed of the Zanzibar Archipelago in the Indian Ocean, 25–50 kilometres off the coast of the mainland, and consists of many small islands and two large ones, Unguja (the main island, referred to informally as Zanzibar) and Pemba. The capital is Zanzibar City, located on the island of Unguja. Its historic centre is Stone Town, which is a World Heritage Site.

Zanzibar's main industries are spices, raffia, and tourism. In particular, the islands produce cloves, nutmeg, cinnamon, and black pepper. For this



reason, the islands, together with Tanzania's Mafia Island, are sometimes called the Spice Islands (a term also associated with the Maluku Islands in Indonesia). Zanzibar is the home of the endemic Zanzibar Red Colobus Monkey, the Zanzibar Servaline Genet, and the (possibly extinct) Zanzibar Leopard.

Zanzibar's economy is based primarily on the production of cloves (90% grown on the island of Pemba), the principal foreign exchange earner. Exports have suffered from the downturn in the clove market. Tourism is an increasingly promising sector, and a number of new hotels and resorts have been built in recent years.

The Government of Zanzibar has been more aggressive than its mainland counterpart in instituting economic reforms and has legalized foreign exchange bureaus on the islands. This has loosened up the economy and dramatically increased the availability of consumer commodities. Furthermore, with external funding, the government plans to make the port of Zanzibar a free port. Rehabilitation of current port facilities and plans to extend these facilities will be the precursor to the free port. The island's manufacturing sector is limited mainly to import substitution industries, such as cigarettes, shoes, and process agricultural products. In 1992, the government designated two export-producing zones and encouraged the development of offshore financial services. Zanzibar still imports much of its staple requirements, petroleum products, and manufactured articles.

Stock Exchange

The Dar es Salaam Stock Exchange (DSE) is a stock exchange located in Dar es Salaam, the commercial capital and largest city in Tanzania. It was incorporated in September 1996 and trading started in April 1998. It is a member of the African Stock Exchanges Association.

The activities of the exchange are monitored and supervised by the Capital Markets and Securities Authority (CMSA). The DSE operates in close association with the Nairobi Securities Exchange in Kenya and the Uganda Securities Exchange in Uganda. Plans are underway to integrate the three to form a single East African bourse.

As of November 2014 there are twenty-two listed companies, five corporate bonds and eight Government bonds.

WEBSITE: <http://DSE.CO.TZ>

Central Bank Of Tanzania:

The Central Bank of Tanzania is based in Dar es Salaam and is responsible for issuing and regulating the national currency, i.e. Tanzania Shilling.

The bank was established under the Bank of Tanzania Act 1965. However, in 1995, the government decided that the central bank had too many responsibilities, and was thus hindering its other objectives. As a result, the government introduced the Bank of



Tanzania Act 1995, which gave the bank the single objective of monetary policy.

Official Website: www.bot-tz.org.

Accountancy Profession In Tanzania:

The accounting profession in Tanzania is governed by the local regulatory body National Board of Accountants and Auditors (NBAA), which is established by an act of parliament.

NBAA is responsible for registration of new members, regulation of members and firms, develop the accountancy profession and issuance of standards and guidelines.

Formal approval and registration from NBAA is required for working as Auditors/ Accountants/Tax Consultants. Tax consultancy requires additional registration with Tanzania Revenue Authority (TRA), a government agency, responsible for managing, collecting, assessing and accounting of all taxes.

International financial reporting framework is applicable for the companies established in Tanzania. However IFRS for SMEs is also allowed for medium sized companies employing less than 100 employees and the capital investments in non – current assets is

less than Tanzanian Shillings 800 Million (\$430,000 approx.),

Setting Up Business In Tanzania

The business registrations are governed by a government agency called Business Registrations and Licensing Agency (BRELA), who also performs the functions of Registrar of companies.

You can register your business with BRELA after the approval of your business name. The registration can be done as an independent company or branch of a foreign company.

After registration of the company, you have to apply for a Taxpayer Identification Number (TIN) to Tanzania Revenue Authority. A business licence is also required for each activity you intend to undertake and for each place of business, which is renewed annually. A business licence is required in order to register for Value Added Tax (VAT). VAT registration is mandatory if annual taxable turnover is expected to exceed TZS Forty Million Shilling annually or TZS Ten Million Shilling in a quarter, unless you are dealing only in exempt items, which are very few. Certain businesses require to be registered with their regulator such as Accountancy, Banking and Finance, Insurance, Food Products, Shipping and Transport etc.





Information on Various Organisations East African Community (EAC)

The East African Community (EAC) is the regional intergovernmental organization of The Republics of Burundi, Kenya, Rwanda, The United Republic of Tanzania, and The Republic of Uganda, with its headquarters in Arusha, Tanzania.

The Treaty for Establishment of The East African Community was signed on 30 November 1999 and entered into force on 7 July 2000 following its ratification by the original three Partner States – Kenya, Tanzania and Uganda. The Republic of Rwanda and the Republic of Burundi acceded to the EAC Treaty on 18 June 2007 and became full Members of the Community with effect from 1 July 2007. According to Article 5(2) of the Treaty, the Partner States undertook to establish a Customs Union, a Common Market, a Monetary Union and ultimately a political federation in order to enhance their economic, social, cultural and political development and integration for their mutual benefit.

The Protocol on Establishment of the EAC Customs Union was concluded in 2004 and implementation commenced in January 2005. The implementation of Customs Union was envisaged to be progressive for a period of five years and so far a number of milestones have been achieved towards the attainment of the goal of a fully-fledged Customs Union. In this regard, in April 2012, the Summit in principle adopted the Destination Model of clearance of goods where assessment and collection of revenue is at the first point of entry and revenues are remitted to the destination Partner States; furthermore a High Level Task Force (HLTF) was established to develop key pre-conditions for implementing the destination model.

South African Development Community (SADC)

The Southern African Development Community (SADC) is an inter-governmental organization headquartered in Gaborone, Botswana. Its goal is to further socio-economic cooperation and integration as well as political and security cooperation among 15 southern African member states – Angola,

Botswana, Democratic Republic of Congo, Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe.

It complements the role of the African Union

Tanzania Investment Centre (TIC)

The Tanzania Investment Centre (TIC) was established in 1997 by the Tanzania Investment Act to be “the Primary Agency of the Government to coordinate, encourage, promote and facilitate investment in Tanzania and to advise the Government on investment policy and related matters.”

The agency deals with all enterprises whose minimum capital investment is not less than US \$ 500,000 if foreign owned or US \$ 100,000 if locally owned.

Enterprises engaged in mining and petroleum shall follow the approval process contained in their respective laws. However, the agency shall assist all investors to obtain permits, authorization etc. required by other laws to set up and operate investments in Tanzania.

There are certain fiscal incentives to strategic investors (investing US 50 Million or more) engaged in manufacturing activities based on priority sectors listed by TIC.

Website: www.tic.co.tz

Confederation Of Tanzanian Industries (CTI)

Confederation of Tanzania Industries is an independent organization that serves its members and presenting their interests. The Confederation is an important source and conduit of information about manufacturing and associated industries.

Website: www.cti-tz.com

Tanzania Chamber Of Commerce, Industry And Agriculture (TCCIA)

Tanzania Chamber of Commerce, Industry and Agriculture was initiated with the support of the Tanzanian Government to strengthen the private

sector. The chamber provides services to business community throughout the country.

Website: www.tccia.co.tz

The Tanzania Chamber Of Mines

The Tanzania Chamber of Mines was established in 1994 and represents the private participants in the Tanzanian mineral sector. The membership includes a broad spectrum of key players in the mining industry including small-scale miners, individuals, small, medium to the largest international mining companies in the world who have identified Tanzania as a worthwhile place to invest their money. TCCIA acts as a mediator between the mining investment community and key stakeholders, most notably the Government of Tanzania and the public.

Website: www.chamberofmines.com

Tanzania Private Sector Foundation (TPSF) & Tanzania National Business Council (TNBC)

The Tanzania Private Sector Foundation (TPSF) is a coordinating body for representing private sector associations and the Tanzania National Business Council (TNBC) is a forum for dialogue between private sector and the Government whose Chairman is the H. E. the President.

Website: www.tpsftz.org, www.tnbc.go.tz

CEO Roundtable Of Tanzania

The CEO Roundtable of Tanzania (CEOrt) was founded in 2000 by a small group of CEOs. The main objective was to create a forum through which industry leaders within the Tanzanian Private Sector could constructively engage with Government, its development partners and other stakeholders with a view to creating a more conducive environment for business to prosper and for the country to develop.

Website: www.ceo-roundtable.co.tz

The Dar Es Salaam International Trade Fair (DITF):

The Dar es Salaam International Trade Fair has

established itself over years as the shopping window for Tanzanian products as well as products from the East, Central and Southern African region.

The DITF acts as one, stop shop centre for countries such as Uganda, Rwanda, Burundi, Congo, Zambia, Malawi, Zimbabwe and Botswana and Republic of South Africa. The fair is a recognized member of the Union of International Trade Fairs (Union Des Foires International - UFI).

The fair enjoys patronage of the Tanzanian business community who both exhibit and uses it as a forum for business exchange. The DITF fair is normally held in First week of July and runs for 10 days.

E-mail: betis@intafrica.com; **Website:** www.bet.co.tz

Small Industries Development Organization (SIDO)

SIDO was established with a mission to promote the development of small-scale industries in Tanzania. SIDO progressively engaged itself in supporting micro businesses particularly in the informal sector

Website: www.sido.go.tz

The Association Of Tanzania Employers (ATE)

The Association of Tanzania Employers (ATE) is the most representative Employers Organisation in Tanzania. It is a consultative advisory organization on employment and labour matters

The Association represents employers in all sectors of the national economy excluding the civil service.

Email: info@ate.or.tz, **Website:** www.ate.or.tz

Salaries

The salary scales differ with regard to the qualification, experience of the employee, skill sets required, type of industry and company in which one is employed. Generally, employment contracts do provide for a review of the initial salary after a probation that can extend up to six months.

Employment Relations

The Labour laws of Tanzania are administered by the Ministry of Labour and Employment, which governs



all the aspects of employer/employee relations, such as hours of work, leave, termination rights, medical benefits and repatriation. The Labour Law protects the interest of the employees and overrides conflicting contractual provisions agreed under another jurisdiction, unless they are beneficial to the employee.

For an expatriate employee, a formal approval is required from the Ministry of Labour and Employment and thereafter the Immigration Service Department process the residence permit. A residence permit is generally issued for a period of two years.

It should be noted that those who are on visit to Tanzania, tourist visas and similar types of visas are not permitted to take up employment in the country. Only those who hold a resident work permit or an employment visa are allowed to take up employment in the country. An employee is permitted to work only with the company that has provided the sponsorship and residency. He/she cannot take up multiple employments and any violation of this provision can attract heavy penalty and may result in deportation.

Temporary Work Permits

A person can enter Tanzania on a temporary work permit, available on arrival for Indian Passport holders, to take up a temporary work or to complete a project. This visa is valid for 90 days and can be extended for a similar period.

For more information you may log on to: <http://www.immigration.co.tz>

Taxation

There are number of taxes applicable in this part of the world. Some of the tax rates are quoted below:-

Corporate Tax	30%
Repatriation Tax	10%
Personal Tax	Slab system under Pay As You Earn (PAYE), the maximum marginal rate is 30%
VAT	18%

With holding taxes Ranges between 5% to 15%

Skill & Development Levy 5% on the Employment Cost to the Employer.

Dividend Tax 10% (5% for DSE listed companies)

City Service Levy 0.3 % of the turnover

Social Security Costs Generally 10% contribution from both employer and employee to be contributed into the social security account of the employee

Accommodation

The cost of housing is high especially in the main city of Dar es Salaam as compared to other main cities in East Africa and therefore, is a matter of great concern. The cost of renting an apartment in the City Centre ranges from USD 1,000 to USD 3,000 per month, depending upon the location and the facilities. You can find apartments with lower monthly rental charges as well but expatriates may not find these houses convenient for their living. Rentals are generally paid annually in advance and termination of lease in advance may therefore be costly. So you need to be very careful while choosing an accommodation.

Banking

As of date, 57 licensed banks / financial institutions are operating in the country including local and international banks. Two Indian banks namely Bank of Baroda and Bank of India are also operating in the country. A bank account can be opened by the employee after all the residency formalities have been completed. However, as credit facilities are extended to the employee based on their salary, the banks generally insist on receiving a letter of guarantee from the employer under which all the terminal benefits and payments due to the employee will be paid to the bank in case the employee leaves service. For opening a corporate account, all the registrations, such as Certificate of Incorporation, Taxpayer Identification Number, Business License, VAT Registration, Lease Agreement and any other

information called for by the bank to complete KYC check, are required.

Schooling

Tanzania offers a comprehensive range of government and private schools to cater to the multi-cultural diversity of its population. The schools offer national and international curricula like the Indian, and the International Baccalaureate (IB). Dar es Salaam has an Indian School affiliated to CBSE and offering education up to class 12th. There are various International Schools as well offering IB education. While the Indian School starts their term in May, most English speaking schools starts their term in August. There is a wide variation in the fees depending on school type, curriculum and facilities. Higher studies have been an area of concern and mostly, preferred option for higher education is overseas to developed nations in the West / East.

Driving License

Driving license is issued by Tanzania Revenue Authority on payment of certain fee, which depends upon the category of the license. A license is valid for three years and you need to renew the same before its expiry.

Air Connectivity To India And Across The World

Kenya Airways, Ethiopian Airlines, South African Airways and Rwanda Air connect Dar es Salaam with other Regional Destinations in Africa as well as other Global Destinations. Emirates Airlines and Qatar Airways fly to Dar es Salaam twice a day. Qatar Airways flies to other Tanzanian Destinations viz Kilimanjaro and Zanzibar (from 1st July 2015). Oman Air, Egypt Air, Etihad Airways (starting Direct service out of Dar es Salaam in December 2015), Fly Dubai, Turkish Airlines connect Dar es salaam to other Global Destinations including a number of Indian Destinations.





Contact Details Of Indian High Commission to TANZANIA

The Indian Embassy and the Consulate General of India:

The office of High Commission of India to Tanzania is based in Dar es Salaam and Consulate General's office is located in Zanzibar.

The Contact details of the above offices are listed below:

High Commission of India:

82, Kinondoni Road,

P.O. Box 2684

Dar es Salaam

Phone: (255) 22 266-9040/1

Fax: (255) 22 266-9043 / 266-9050

E-mails:

General: hci@hcindiatz.org

Commercial: comm.desalaam@mea.gov.in;
dhc@hcindiatz.org

Consular: cons.daressalaam@mea.gov.in;
cons@hcindiatz.org

Education and Scholarships:

edu.desalaam@mea.gov.in; edu@hcindiatz.org

Working hours: Monday - Friday : 0830-1700 hrs.
(Lunch 1300-1330 hrs.)

Consular Hours:

0900 - 1030 hrs [for submitting applications]

1600 - 1645 hrs [for delivery of visas, passports, etc.]

Time Difference:

IST (-) 2 ½ hours

S.No	Name & Designation	Telephone (255) 22	Email
1.	Shri Debnath Shaw High Commissioner	266 9044 266 9045	hc.desalaam@mea.gov.in hci@hcindiatz.org
2.	Shri Robert Shetkintong, Deputy High Commissioner-designate and Commercial Representative	266 9047	dhc@hcindiatz.org comm.desalaam@mea.gov.in
3.	Shri Arvind Singh Karki First Secretary (Consular)	266 9048	fspol@hcindiatz.org
4.	Smt. Deepa Sehgal, Second Secretary (PPS)/ Political	266 9044 266 9045	hci@hcindiatz.org hco@hcindiatz.org
5.	Smt. Abha Gosain Attache (Consular, ITEC & Education)	2669049	cons.daressalaam@mea.gov.in cons@hcindiatz.org edu.desalaam@mea.gov.in edu@hcindiatz.org
6.	Shri Rajesh Sehgal, Attache (Admin. & Media)	2669017	admin.desalaam@mea.gov.in pic@hcindiatz.org
7.	Shri Merugu Rajesham Attache (Eco & Com)/PS and Commercial Representative	2669047	hoc.desalaam@mea.gov.in hoc@hcindiatz.org

After Office Hours Telephone No. +255-783344850; +255-783344840

Consulate General of India, Zanzibar

www.cgizanzibar.org

Sh. Satendar Kumar, Consul General

8, Migombani, P.O.Box 871, Zanzibar

Phone : (24) 223-2711/0720

Fax: (24) 223-0001

Email: cg.zanzibar@mea.gov.in

About Dar es Salaam Chapter

Activities of the Chapters

The Chapter has made a modest start towards the objective of serving its members and providing link between the Accounting bodies of India and Tanzania. Monthly meeting of the members is conducted to discuss various topics related to the profession.

The Chapter is actively working as a link between the National Board of Accountants and Auditor in Tanzania and the Institute of Chartered Accountants to enter into MoU / MRAs on reciprocal membership arrangements in its move towards promoting Global mobility.

Objectives of the Chapter

The objectives of the Chapter include the following:-

- To serve as a medium for facilitating the sharing of professional knowledge and expertise among the members including in the field of accountancy, auditing and allied subjects of professional, social and personality development interest;
- To help in better equipping members of the Chapter and other professionals for discharging their obligations;

- To carry out applicable and agreed directives, policies, guidelines and initiatives of the Institute;
- To assist the Tanzanian nationals and institutions to develop matters relating to accountancy, auditing and allied subjects of professional, social and personality development interest;
- To organize social events for the members and their families and to provide a platform for them to interact socially and network as part of the ICAI social responsibility initiative;
- To provide a platform to strive and reach out to global recognition through-mutual effort and understanding along the pathway of professional excellence; and
- To do all acts and undertake all activities necessary, conducive, incidental or ancillary to attain the above mentioned objectives and are in the interest of the members of the Chapter and profession in general.

Being a Chapter recently inaugurated in January 2015, we have made generous attempt to convene monthly CPE Events and total CPE Credit of 376 hours has been granted to members until 14th April 2015 for three CPE Events conducted thus far.

Additional information and details about the Chapter and its activities can be viewed on www.icaitz.in





Chapter Contact Details

Executive Committee Contact:*

Dar es Salaam (2015 – 2016)

Chairman	CA Aman Vohra	chairman@icaitz.in	(255) 784 149777
Vice-chairman	CA Dhaval Jasani	info@icaitz.in	(255) 784 449516
Secretary	CA Pragnesh Udeshi	pragneshvu@hotmail.com	(255) 787 030066
Treasurer	CA Milind Kapadia	kapadia.milind@gmail.com	(255) 767 543955
Joint Secretary	CA Kapil Garg	gargkapilfca@gmail.com	(255) 785 079051

Members of Managing Committee

CA Jyothi Prakash Arni	ajpsap@gmail.com	(255) 712 877 555
CA Subash Mutha	subhashmutha@gmail.com	(255) 784 789 222
CA Balkrishan Jajoo	brjajoo@gmail.com	(255) 757 963 143
CA Hemant Joshi	hemant.dhs@gmail.com	(255) 788 855 559
CA Malikkarjun Nethi	malliknethi@gmail.com	(255) 784 269 269
CA Vikas Sharma	ca.vikas.sharma@gmail.com	(255) 783 049 031

* The contact details are subject to change. Users are requested to reconfirm from the ICAI website and other publicly available sources.

Chapter Office Address:

P.O. Box 38337, Upanga, Dar es Salaam, Tanzania.

Email: chairman@icaitz.in, info@icaitz.in

Website: www.icaitz.in



Information Resource

MoU/MRA

Moving Towards Qualification Reciprocity to promote Global mobility

The Institute of Chartered Accountants in India (ICAI) to provide mobility to its accountants has entered into MoUs/MRAs on reciprocal membership arrangements with the foreign accounting bodies and accordingly members of one body are eligible for membership in the other. ICAI has entered into MoUs/MRAs with the following accounting bodies:

1. The Institute of Chartered Accountants in England & Wales
2. The Institute of Chartered Accountants in Australia
3. Canadian Institute of Chartered Accountants
4. CPA Australia
5. CPA Ireland
6. Association of International Accountants
7. New Zealand Institute of Chartered Accountants

Details of Subjects to be cleared for Membership under MoU/MRA

Sl. No.	Accounting Bodies	Subjects to be cleared by members of ICAI	Subjects to be cleared by members of Foreign Accounting body
1	ICAEW Members	ICAI members will be eligible to apply for ICAEW membership subject to passing the ICAEW's Advanced Level examinations (Corporate Reporting, Strategic Business Management and Case Study) and by completing the ICAEW's Ethics Learning Programme, or an alternative ethics programme agreed by ICAEW to be equivalent.	ICAI membership will be open to all appropriately qualified ICAEW members subject to passing the ICAI examinations for the modules: <ul style="list-style-type: none"> ▶ Auditing and Assurance; Law; ▶ Ethics & Communication; ▶ Information Technology & Strategic Management; ▶ Direct Tax Laws and ▶ Indirect Tax Laws.
2	CPA Australia Members	An Indian member would be required to pass: <ul style="list-style-type: none"> ▶ the required CPA Program professional level segment ▶ Global Strategy & Leadership and Better Practice in Governance and Accountability (a CPD course assignment) delivered and assessed by CPA Australia. 	CPA Australia members would be required to Successfully complete: <ul style="list-style-type: none"> Corporate and Allied Laws; Taxation; either Advanced Audit and Assurance or Assurance Services & Auditing (pre 2010) as an elective in the CPA Program or Advanced Auditing and Professional Ethics in the ICAI Examinations; and either Financial Reporting as a compulsory segment in the CPA Program (post 2010) or Financial Reporting & Disclosure as an elective in the CPA Program (prior to 2010) or Financial Reporting in the ICAI Examinations



3	ICAA Members	ICAI members must complete the final module of ICAA's Chartered Accountants Program (Capstone) to be eligible for the CA designation	ICAI members must complete the final module of ICAA's Chartered Accountants Program (Capstone) to be eligible for the CA designation
4	CICA members	<p>An Indian member in order to become a CICA member:</p> <ol style="list-style-type: none"> 1. Having a recognized university degree 2. Passing the final Examination (The CA profession uniform evaluation (UFE)) 3. Meeting the practical experience requirements of the Canadian CA profession as required of all domestic and internationally trained applicants. 	<p>A CICA member seeking admission to ICAI is required to pass exam of:</p> <ol style="list-style-type: none"> 1. Corporate and allied laws 2. Taxation
5	CPA Ireland Members	<p>For an ICAI member seeking admission to CPA Ireland that he should:</p> <ol style="list-style-type: none"> 1. Be the holder of a recognized degree or if not have at least five year work experience in Professional Accounting. 2. Have successfully completed : The ICAI examination and practical experience requirements 3. complete the CPA Ireland final stage examination in strategy & leadership and online CPD course "overview of iris TAX and LAW" 	<p>CPA Ireland member seeking admission to ICAI that he should:</p> <ol style="list-style-type: none"> 1. Be the holder of a recognized degree or if not, have at least five year work experience in Professional accounting 2. Have successfully completed: the CPA Ireland examination and practical experience requirements 3. Have successfully completed: Corporate and allied laws, Direct and Indirect taxes. <p>Either Strategic corporate finance as an elective in the CAP examination or specialized module of strategic financial management in the ICAI examination.</p> <p>Either Audit Practice and Assurance Service as an elective in the CPA examination or specialized</p>

			<p>module of advance auditing & Professional ethics in the ICAI examination</p> <p>4. ICAI is not obliged to admit as its members, any member of CPA Ireland who is having any other mutual recognition arrangement with other professional body.</p>
6	AIA	ICAI members are not required to take any examination in order to become eligible for AIA membership.	<p>AIA members in order to become members of ICAI are required to complete the special modules of</p> <ul style="list-style-type: none"> • Auditing and Assurance • Law, Ethics & Communication; • Information Technology & Strategic Management • Taxation.
7	NZICA	<p>An ICAI member would be required to pursue the following</p> <ul style="list-style-type: none"> • New Zealand Company Law at an NZICA - approved tertiary institution. • New Zealand Advanced Taxation at an NZICA - approved tertiary institution.(Tax module of CA Program from 2014) • Professional Accounting School and Professional Competence Examination.(Capstone module of CA Program from 2014) 	<p>A member of NZICA is required to complete following ICAI specialized modules for ICAI Membership:</p> <ul style="list-style-type: none"> • Corporate & Allied Laws • Taxation

For further information please visit:

http://www.icai.org/new_post.html?post_id=5617&c_id=80



Revised Guidelines for Training of Articled Assistants Outside India

- ▶ A Chartered Accountant is eligible to train an articled assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants.
- ▶ Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articled assistant.
- ▶ Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

Provided that every Chartered Accountant from ICAI who is registered as an auditor and obtained a license and registration number from the appropriate competent authority abroad to establish a professional firm and carry out the attest function and who meets the international/local experience and expertise criteria laid down by the law shall be eligible to train articled assistants as under:

Category	Period of continuous practice	Entitlement of articled assistant or assistants
(i)	An associate or fellow in continuous practice for a period up to 3 years	1
(ii)	An associate or fellow in continuous practice for any period from 3 years to 5 years	2
(iii)	An associate or fellow in continuous practice for any period from 5 years to 10 years	4

(iv)	An associate or fellow in continuous practice for any period from 10 years	5
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It would also be essential for such member abroad to produce the copy of License and certificate of registration issued by the competent authority abroad to him as individual member and to the professional firm with whom he is affiliated to the Institute with current validity at the time of registration of articlehip.

Further where an Indian Chartered Accountant is working as paid assistant in a firm where there is no Indian CA as a partner such paid assistant shall not be entitled to train any articled assistant

- ▶ The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -

- ▶ an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or
- ▶ if a member is employed, the place of employment or at his option the place of his residence
- ▶ the place of residence, if the member neither carried on the profession nor is employed.

It may please be noted that an address in India is essential in any of the situation)

- ▶ Since there is full time employment visa instead of Trainee Visa for students who wish to register their articleship with chartered accountants abroad according to the immigration laws of Gulf Cooperation Council (GCC) Countries, so such employees shall be treated at par with the articled assistants registered in India.

It would be essential for such articled assistants abroad to produce the copy of such visa and immigration details along with a copy of passport at the time of registration of articleship. The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

- ▶ The period of practical training shall be 3 years or 3 ½ years, as applicable, under a practising chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.
- ▶ The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration about the particulars of the undertaking alongwith the application.
- ▶ The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.
- ▶ The Principal shall send training reports as prescribed alongwith the service certificate to be issued in Form 109 & 108 as the case may be.
- ▶ The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.
- ▶ The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.
- ▶ Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -
 - ▶ The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
 - ▶ The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.
 - ▶ The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
 - ▶ The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
 - ▶ In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant

Regulations as follows: -

Regulation 60: Working hours of an Articled Assistant

“Subject to such directions as may be issued by the



Council, the working hours of an articled assistant shall be 35 hours per week to be regulated by the Principal from time to time”.

Regulation 65: Articled assistant not to engage in any other occupation

“Without the previous permission of the Council, obtained on application made in the

*approved form, no articled assistant shall, during the period of his service as an articled assistant, take any other course of study or training, whether academic or professional, or engage in any business or occupation.”

Regulation 66: Enquiries against articled assistant

“(1) Where a complaint or information of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles is received against an articled assistant from his principal or any other person, the President or the Vice-President as the Executive Committee may decide from time to time, may cause an investigation to be made

- (2) The Executive Committee may, on a consideration of the report of the investigation and after giving the articled assistant an opportunity of being heard, make any of the following orders, namely;-
- i. direct that the papers be filed and the complaint be dismissed, if the Executive Committee finds that the articled assistant is not guilty of any misconduct or breach of Regulation 65 or breach of any of the covenants contained in the articles; or
 - ii. if the articled assistant is found guilty, reprimand the articled assistant or cancel the registration of articles or direct that any

period already served under such articles shall not be reckoned as service for the purpose of the period of practical training specified in Regulation 50.

- (3) The articled assistant, the registration of whose articles has been cancelled under his regulation, shall not, except with the permission of the Executive Committee be retained or taken as an articled assistant or audit assistant by any member”.

Regulation 67: Complaint against the Principal

- 1) Where an articled assistant makes a complaint against his principal on a matter concerning his training as an articled assistant, the President or the Vice- President as the Executive Committee may decide from time to time, may cause an investigation to be made and submit a report to the Executive Committee.
- 2) The Executive Committee shall submit the report of the investigation to the Council with its recommendations.
- 3) The Council may, on a consideration of the report of the Executive Committee, pass such order as it may consider expedient, including an order withdrawing the entitlement of the principal to train one or more articled assistants either permanently or for a specified period:
- 4) The President or the Vice-President as the Executive Committee may decide from time to time, may, pending an investigation of the complaint, either terminate or suspend the articles and allow the articled assistant to be accepted as additional articled assistant by a member, notwithstanding anything contained in Regulation 43.

FAQs for Members Located Outside India

Many of our members have made the Institute proud by excelling themselves professionally at foreign lands. The Institute has all along been for espousing the cause of members and all the members including the members based overseas have a special place for the Institute. Being a part of a profession, which is regulated under the Indian enactment, a member is required to follow certain set guidelines and procedures. For the sake of brevity and ease in accessibility of information, an effort has been made to compile the usual queries of a Indian Member based overseas so that he has readymade information/ clarification on doubts on procedural issues pertaining to the regulatory requirement at a glance.

While the illustrative queries and their clarification have been listed herein under; members may like to send us more areas of the queries which would be included in the section for wider benefit. This being a continuous updating process, efforts would be made to consolidate and update this portion on a continuous basis. Newer queries and your feedback on extent and range of queries would be welcome.

Frequently Asked Questions:

- ▶ What is the procedure to be followed by a member of the Institute residing abroad to keep his membership active?
 - A member of the Institute is currently required to pay a sum of Rs. 800/- if he is an Associate member and Rs. 2200/- if he is a Fellow member as the renewal fees for the membership every year. However for a members who is senior citizen having attained the age of 60 year, the fee shall be Rs. 600/- if is an Associate member and Rs. 1,600/- if he is a Fellow members. The payment of membership fee becomes due on 1st of April, every year and is payable by 30th of September of that year. A member residing abroad can keep his membership active by remitting the annual membership fee through Payment Gateway or by demand draft to the concerned DCO. Membership fee can be paid in advance for a period of three years. Members are informed of the payment of Annual membership / C.O.P fee through a

Circular letter issued in the month of March. An announcement regarding the payment of fee is also hoisted on the Web-site.

- ▶ What is the currency and the manner in which membership fees can be paid by members residing abroad ?
 - The amount of membership fee has been fixed in Indian rupees. Information on the fee structure and method of payment is available on the Institute's website at the link http://www.icai.org/members/pay_ann_fee.html. This link also provides information on advance payment of fee. However the fee can also be paid in US \$ at the prevailing exchange rate. The normal method of payment is by way of Demand Draft/ Local cheque in favour of the Secretary, the Institute of Chartered Accountants of India payable at respective places where the concerned decentralized offices are situated. You or your representative in India can also deposit the payment on your behalf by putting a local cheque for clearing. The Payment through credit card can also be made.

Scale of Annual Membership Fee/Certificate of Practice Fee as on 01st April, 2014

For Members below age of 60 years

Associate Membership Fee	800/-
Fellow Membership Fee	2200/-
Certificate of Practice Fee	2000/-

For Members above age of 60 years

Associate Membership Fee	600/-
Fellow Membership Fee	1600/-
Certificate of Practice Fee	1500/-

- ▶ Can the members pay their fees Online?
 - The Institute has provided this facility to all members and a link of 'Online Payment of Fee' is available on the Home Page of the website. Members may follow the instructions there at and make the payment of fees. The payment through this mode can be made not only for annual membership fees but also for cases like restoration fee, fellow admission fee, COP fees and condonation fee whenever applicable.



► Can the members submit the relevant forms by email?

- Yes. Members can submit certain forms viz. form 6 - for grant of COP, form 9 - for restoration of membership, form 117- for firm name approval and form 18- for registration of firm (to be digitally signed by all authorized partners) through email authenticated by digital signatures alongwith requisite fees wherever applicable using payment gateway.

► What are the consequences if the annual membership fee is not paid within the stipulated time

- If the membership fee is not remitted before 30th September the name of the member would be removed/certificate of practice cancelled with effect from 1st October of the year concerned. The member cannot use the designation Chartered Accountant or the qualification ACA or FCA as the case may be. In the case of members holding certificate of Practice his right of practice will cease and his association, if any, with firm of Chartered Accountants in India as a partner etc will also come to end.

► In the event of removal of membership, what is the procedure for restoration of membership?

- A member, whose name has been removed from the Register of Members, and desirous of Restoration of name in Register of Members -is required to apply in Form No.9 which can be downloaded from (please click here for further details) and is to be submitted along with :

o Membership fee for the year during which his name was removed from Register of Members.

o Membership fee for the year in which restoration is sought.

o Restoration fee of Rs. 1,200/-

o C.O.P. fee, if intends to hold C.O.P.

The application for Restoration of name in the Register of Members has to be filed with the Decentralized office (please click here for full details of Decentralised offices) where your address falls i.e. in case before moving overseas your physical records are with, say eastern region; you shall apply to Eastern India

Regional Office for filing the required documentation. On compliance of above requirements, the name will be restored w.e.f. the date of receipt of Form 9 with Restoration fee of Rs. 1,200/- and prescribed fee, in the respective Decentralized Office. The forms/documents may be sent by post/courier. It may also be sent through email with digitally signed form no. 9 with remittance made through Payment Gateway. On compliance of the above requirements the name will be restored w.e.f. the date of receipt of Form '9'.

Restoration of name with retrospective effect will be made provided application for restoration in Form 9 along with membership fee and C.O.P. fee (if you intend to hold C.O.P.) and restoration fee is received within the same financial year.

► Whether an Associate Member of the Institute practicing abroad is eligible to become Fellow Member ? Whether a member's service as a paid assistant outside India with a firm of chartered accountants can be recognized for the purpose of fellowship ?

- No. Only members who being associates and who have been in continuous practice in India for atleast five years are eligible to apply for admission to fellowship on payment of prescribed fee and submission of Form '3' [Section 5(3) of the Chartered Accountant Act, 1949].

- If an associate member applies for fellow membership, requires to pay additionally Rs. 1800/- as fellow conversion fee along with fellow membership fee or balance fee if associate membership fee for the year is already paid.

- The member working as a paid assistant with a foreign firm of accountants outside India is eligible for admission as a fellow member provided the firm is having atleast one partner who is/was either the member of the ICAI or who is/was eligible to become its member under Section 4(1)(v) of the Chartered accountants Act.

► Whether an Associate Member employed in Industry abroad is eligible to become fellow member ?

- An associate member serving in an industry abroad for a continuous period of not less

than 5 years in one or more posts carrying duties relating to accounts, cost accounts, audit, finance, taxation, company law and/or secretarial work, is eligible to become a fellow member.

If there is a break in the continuity of service, the same can be condoned for a period not exceeding one year so however that the actual period of service shall not be less than 5 years [Regulation 5(3)]

► What is the procedure to be followed to become a fellow member ?

- An Associate Member who is eligible to become Fellow as pointed out in question no.(7) & (8) above, is required to submit (i) Form no. 3 duly filled in and signed (ii) admission fee of Rs. 1,800/- plus the fellowship fee of Rs. 2200/- (Rs. 1,600/- in case of a senior citizen member), if fee of Rs.800/- (Rs. 600/- in case of a senior citizen member) as Associate Member is already paid then the differential fee of Rs. 1,400/- (Rs. 1000/- in case he is a senior citizen member) (iii) a certificate of employment for a period of 5 years or more showing the nature of duties performed were of supervisory in nature, issued by the competent authority. If he intends to obtain Certificate of Practice, he is additionally required to submit Form '6' along with Fee of Rs. 2,000/- (Rs. 1,500/- in case of Senior Citizen member). He can submit relevant form and remit a prescribed fee through E-mail/ payment gateway as pointed out in Q. No. 3 & 4.

► If a member holding Certificate of Practice wants to surrender the Certificate of Practice. How can he do that?

- The member desirous of surrendering his certificate of practice should make a request in writing indicating the date from which he wishes to surrender COP. The original script for certificate of practice should be surrendered for cancellation The COP fee however will have to be paid for the relevant financial year before it is cancelled at his request. However no fee would be required to be paid if he wishes to surrender his COP w.e.f. 1st April provided he makes the request with the original COP by 30th April of that year.

► What is the procedure for restoration of Certificate of Practice?

- Members can renew Certificate of Practice by paying the prescribed fees by 30th of September every year. Those members who have not remitted COP fee by 30th of September, Certificate of Practice would be cancelled w.e.f. 1st October of the relevant year.

Members whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year are required to comply with the following –

- An application in Form 101 duly filled in and signed along with Certificate of Practice fee for the relevant year. (Form 101 can be downloaded from website)

- Annual Membership fee has been paid on or before 30th September of the relevant year.

- A letter restoring Certificate of Practice with retrospective effect will be issued on receipt of above by 31st March of the relevant financial year.

► Can a member in Salaried employment abroad hold C.O.P.?

- Yes, he can hold C.O.P but his status would be treated as a member in part-time practice.

► Can a member of the Institute holding Certificate of Practice residing outside India, do any attest functions?

- Yes. He can do attest functions outside India, subject to the local laws permitting him to do so.

Members holding Certificate of Practice and employed outside India are also permitted to undertake attest functions outside India so long as they reside outside India and during such stay period their status also continue to be '2' (part time COP) in the Institute's record.

► Can a Member working abroad have a Proprietary Firm in India?

- A member working abroad can have a proprietary firm in India provided the firm in India is under the charge of a member of the Institute who should be a full time paid



assistant. This is a mandatory requirement under Section 27 of the Chartered Accountants Act, 1949.

- ▶ Can a member having a proprietary firm in India and recently shifted from India, continue to be a proprietor of a firm in India?
 - The member can continue to be a proprietor of the firm in India if the member himself is actively associated with the firm by residing in India for a period of not less than 182 days as provided in Appendix 10 of the Chartered Accountants Act 1949 [page 51].
- ▶ Whether a member residing abroad can be a partner of a firm of chartered accountants in India?
 - Yes, a member can be a partner in a firm of Chartered Accountants in India provided he holds C.O.
- ▶ Can a member holding Certificate of Practice and residing abroad be in charge of the branch office of the firm outside India ?
 - Yes, a member can be in charge of the branch office of the firm outside India provided the Head Office of the firm is registered in India. He can be in charge of the branch office in his capacity either as a paid assistant or partner of the firm.
- ▶ Can a member practicing outside India impart articles training under the Chartered Accountants Act and Regulations?
 - As per the proviso to Regulation 43(i) of the Chartered Accountants Regulations 1988 as amended by the Chartered Accountants (Amendments) Regulations 2007, a member practicing outside India is also eligible to engage an articled assistant subject to such additional terms and conditions as the Council may impose.

Moreover, if a firm of chartered accountants has an office in India and also an office abroad (not being a separate partnership) a partner or the proprietor thereof would be permitted to train articled assistant in India or outside the country, provided that the member concerned could ensure that proper training, in accordance with the requirements of the

Regulations, is imparted to the articled assistants

- ▶ What is meant by Certificate of Good Standing and how it can be obtained ?
 - A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose stating the details of his articled-ship exam passed, membership etc and indicating that nothing adverse about him has come to the notice of the Institute . A good standing certificate is required to the purpose of joining employment, immigration and also for visa purpose. In order to obtain Certificate of Good Standing the member concerned :- may submit a request for issue of certificate of good standing, stating the purpose for which certificate of good standing is required and submit the communication of the concerned body/ institution requiring the same. However, request of members for issue of certificate of good standing will also be considered if the requirement of body/ institution specified on the website, in application form or prospectus is produced. The request could be either a signed written request in prescribed application form available at Institute's site (Form No. 27 and 28) or an e-mail in the personal e-mail id of the member.

The certificate of good standing will be issued to concerned body/ institution in respect of any member if the request is directly received by the institute from the concerned body/ institution.

The name of the member should be active (not removed) in Register of Members of the Institute. The concerned member has paid annual membership/ certificate of practice fees (if holds certificate of practice) for the current year within the specified time.

Request is to be sent to: goodstanding@icai.in under your signature or Scanned copy of request may accompany the other documentation.

- ▶ What is the procedure for obtaining duplicate certificate of Membership/Certificate of Practice
 - A member who has lost/misplaced his original certificates of Membership/Certificate of Practice, is required to apply and submit a written request to the concerned Decentralised Office for obtaining duplicate membership

certificate/certificate of practice as an Associate or a Fellow member as the case may be. He is required to pay charges for duplicate certificate @ Rs.50/- or equivalent amount in US Dollar per certificate. He is also required to submit an affidavit in the prescribed format duly sworn-in before a Notary/First Class Magistrate or an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office. In case the member submits original certificate he is not required to execute the affidavit in the prescribed format.

► What is the procedure for obtaining duplicate Marks Statements/Passing Certificates?

- The member who has lost his Marks Statement/ Passing Certificate may apply for duplicate marksheet/pass certificate by sending a request under his signature mentioning his roll number, month and year of passing. The fee for issue of duplicate marksheet is Rs. 10/- and the fee for issue of duplicate pass/rank certificate is Rs. 25/-. The fee should be remitted through Demand Draft in favour of the Secretary, The Institute of Chartered Accountants of India, payable at New Delhi.

The member is required to send an affidavit on a plain paper and get the same attested from the authorized office of Indian Embassy/Consular General's Office to the effect that he was in possession of Pass Certificate or Rank Certificate and he had lost it and undertake to return the duplicate Pass Certificate or Rank Certificate if the original Pass Certificate or Rank Certificate is traced/received by him in future and indemnify the ICAI for any loss etc. that ICAI may suffer if the duplicate certificate is issued by ICAI.

The request may please be sent to:

Jt. Secretary (Exams)

The Institute of Chartered Accountants of India

C-1, Sector 1, Noida - 201301

Mail : - exam@icai.org,.

Phone No. +91-120-2535437; 2535305;2552643

- How a member can get his certificates attested in partial fulfillment of requirements of foreign Universities in pursuit of higher studies ?

- The members intending to pursue higher studies in foreign Universities can get the copies of their certificates of membership, Certificate of Practice, Pass Certificate and Marks sheet attested by sending the originals thereof alongwith the copies together with a requisition letter to the concerned Decentralised Offices requesting for attestation.

► What is Transcripts and how a member can obtain Transcripts?

- A Transcript is a Certificate describing the appearances and passing details with subjects and statement of marks of the exams of Chartered Accountancy in respect of the student concerned including his membership details if he has become a member of the Institute. For obtaining transcript the member concerned is required to provide a request duly signed by him for issue of Transcripts accompanied by following:

A fee of Rs. 500/- (Rupees five hundred only or equivalent in US Dollars) for one set of transcript/s (for any one or all examinations viz. Foundation/PE-I, Inter/PE-II and Final) remitted through Demand Draft or Pay Order in favour of The Secretary, The Institute of Chartered Accountants of India, Payable at New Delhi - 110002

Attested copies of Entrance / Foundation / PE I / PE II / Intermediate / Final examination mark sheet/s (both front and reverse side) as applicable Attested copies of Rank Certificate issued by ICAI, if any.

Attested copy of Membership Certificate along with the proof for having paid the current year Membership fee or COP fee, as applicable

Prescribed Form for admission duly filled in by him, along with the envelope/s received from Foreign University/ies / Management Institution/s as applicable and

Copy of the Appointment Letter issued by the Foreign Body as applicable

The transcripts are issued normally within ten days from the date of receipt of request, complete in all respects.

The request along with the requisite fees / documents may please be sent to:



Jt. Secretary (Exams)

The Institute of Chartered Accountants of India

C-1, Sector 1, Noida - 201 301

Mail : - exam@icai.org,

- Whether the Institute is conducting Post Qualification Courses for the members of the Institute? Which are those courses and what are the requirements for appearing in the examinations ?

- The Institute is conducting Post Qualification Courses for the members of the Institute. The courses currently conducted are as under :-

- Post Qualification course in Management Accountancy
- Post Qualification course in Corporate Management
- Post Qualification course in Tax Management
- Post Qualification course in Information System audit
- Post Qualification course in Insurance & Risk Management.
- Post Qualification course in International Trade Laws and WTO

The members of the Institute are eligible to register for the above courses and appear in the examination conducted by the Institute. The members can straightway appear for examination for the courses at Sl. no. 1, 2 and 3 above and no formal registration would be necessary. Exam for Management Accountancy Course are held twice a year in the months of May and November. Exam for Corporate Management and Tax Management Courses are held in the month of May every year. For more details e mail pqc@icai.org.

The Exams for Information System Audit course are held in the months of March, June, September and December. The members who have registered and obtained eligibility certificate from IT Directorate can take up this exam. The eligibility certificates issued are valid for four exams in a span of two years. Details about this course are available at the official Web-site of the Institute at www.icai.org under courses I S A.

The Exam for Insurance and WTO Courses are held twice a year in the months of May and November. Members who have registered for Insurance course and obtain eligibility certificate can take up this exam. For more information about this course please mail to Secretary, Committee on Insurance at insurance@icai.org. As regards the exam for WTO and Trade Laws members are eligible to appear for Part 1 Exam to the course only after 6 months of registration and would be required to produce a minimum attendance record of 80% in the personal contract programmes failing which they would not be entitled to appear for the examination. Further information about this course can be had from the Secretary, Committee on Trade laws and WTO by sending e-mail to : ditl@icai.org.

Registration for Post Qualification courses in ISA, Insurance and WTO is open through out the year. (Please click here for details)

- Want to have a Chapter of Institute. How that can be established?
 - The Institute encourages its members overseas to consolidate their synergies by creating a formal Chapter. In the Institute's parlance this formal network is a 'Chapter' of the Institute. Any place which has more than 20 Indian members; they can all join together to form a chapter of the Institute. This chapter can be used by them acting as a programme organizing unit for the various CPE programmes. The chapter would be a unique forum for promoting.
 - bonhomie far away from your motherland and would enable your families and accomplices as well to come closer and foster goodwill.

Guidelines for setting up of Overseas chapters are available at Chapters outside India are functioning at Abu Dhabi, Bahrain, Botswana, Doha, Dubai, Indonesia, Jeddah, London, Nigeria, Saudi Arabia, Riyadh, Saudi Arabia and Zambia, The details of current Chapters of the institute in various countries along with their contact details are available on the Institute's website at www.icai.org . Efforts are also on by members in Canada and Kuwait to formally organise such chapters.

- What is the importance of Chartered Accountant Journal ?

- The Chartered Accountant Journal is an important communication for the Institute and keeps the members updated on the professional front, It is expected that each member should be going through every issue of the Journal. The Chartered Accountant is a monthly publication from Institute and after publication is immediately put on the website of the Institute. It is also sent physically every month and each dispatch is through a recorded delivery to all active members.

▶ Can a member residing abroad get Journal by Air Mail?

- Normally Journals to the members abroad are being sent by Air Mail. However a member can opt for getting journals by Airmail in which case he is required to pay the air mail charges for receiving the Journal by airmail at his foreign address. Currently the charges for sending Journal by airmail is Rs. 21/- Annually.

▶ Can a member residing abroad get the Journal at his Indian address?

- As per regulation 187 of CA Regulations every member in practice shall have a professional address in India in his own charge or in charge of another member. A member not in practice may specify a place which shall be deemed to be his professional address for the purpose of Section 21 and also CA Regulations. In view of the above, every member has to specify one address which will be taken in the Institute's record as professional address for all purposes and also for correspondence. Accordingly Journal's, Regional News letters etc. can be sent to the professional address in India if so indicated by the member.

In the event of delayed/ non-receipt, please correspond at journal@icai.org or ebsecretariat@icai.org giving exact details of your full mailing address with Pin/ Zip code, if possible also specifying a landmark as part of address. It would speed up chances of early reach of journal and communication to you.

▶ How a member residing abroad can buy a publication from the Institute?

- The publications of the Institute available for sale are indicated in the updated list hoisted

on the Website. The rates and postal charges payable thereto are also stated therein. For details visit :<http://www.icai.org/publications/Ins-pub.html>.

A member interested in buying any publication(s) as indicated in the list can either send his remittance in advance for such publications including the postal charges or make payment on line to purchase a publication concerned. Alternatively, an imprest amount (USD 300) could be deposited with the Institute and under such a scheme, a member shall have an access to the recent publications which could be continued to send by the Institute till the time the imprest amount is exhausted.

For faster communication a member can always reach the Institute at e-mail castoresnoida@rediffmail.com or Fax No. +91-120-2518539,

Tel. No. +91-120-2552142, 2551279.

▶ What is the importance of Updating e-mail Id with the Institute ?

- The Institute very shortly would be moving to a Virtual stage whereby large number of transactions/ communications would be done electronically. This would warrant availability of correct e-mail id so that one gets communication from the Institute with regard to CPE programmes/ other events of interest in time

While e-mail particulars could be updated by sending a simple mail, any communication having regulatory angle would require signed communication from his end for which fax / scanned copy will have to be sent.

The Institute would be regularly coming out with E Newsletter, which has been targeted as a tool for disseminating information to Indian Members abroad and to come closer to them and address their requirements speedily, on quarterly basis which would be a two way communication channel between the Institute and the foreign members. This again necessitates the need to have the e-mail particulars in the records of the Institute for ensuring receipt of e mails. Please update your e-mails id with Institute's record.

▶ Why a member should Update his address and other particulars?



- By being a member of the Institute he has a continuity and access to developments of Indian profession and it needs no exaggeration that updating his correct particulars would do a lot good in his being professionally updated. The Institute every year while sending the circulars for fee reminders also attach an Entry on Record containing his particulars. It would be the earnest request of the Institute to the members to give utmost priority in updating of information containing in the entry on record wherever necessary. This is also necessary as a part of regulatory requirements

As the professional and other particulars have a bearing for future and there are certain areas wherein due caution needs to be observed; certain request like change in address needs to be accompanied under your signatures so as to ensure authenticity of such a request.

- ▶ What are the areas where a member can Contribute to the profession ?
 - There are many areas in which esteemed members can contribute to the professional activities of the Institute. The range is varied and the list indicated herein under in just illustrative and he could think of more such avenues for joining in the work being done by the Institute.

Some of such areas are -

Associating as a constituent of brand promotion. The Institute is in the process of consolidating its brand image not only in India but in other countries also where a sizeable Indian population/sufficient number of Indian members are there. Promoting Indian Chartered Accountant as a brand would provide fillip to boosting his professional avenues. He need to share with us ways and means in which this needs to be accomplished. He can send his valuable suggestions on the basis of country specific issues so that while formulating its approach, the Institute could suitably include them in its pursuits.

Help take up issues of concern with the respective authorities in those countries /promoting the Indian qualification in terms of services which can be provided by a member of ICAI.

Associating in providing synergies by creating a formal

network - The Institute feels that the consolidation of efforts would be a welcome step and the Institute would request the members to form chapter of ICAI wherever more than 20 members are there. (For further details please click here)

Information about the need of Chartered Accountants in your country - This would enable the members intending to take opportunity abroad. Such information can be mailed at foreigndesk@icai.org to be placed suitably on the web page of the Institute. This way the member would be doing a yeoman service for Indian members to such global market and globalisation of Indian Chartered Accountant. The member abroad can also pass on the addresses of major placement consultants/ organizations which need professional chartered accountant so that Institute could approach them for benefit of everybody.

Contributing to the Exposure drafts, Research projects and in journal of the Institute - The Institute needs perspective and contribution from the member abroad on technical issues. They are welcome to contribute articles / their view point for inclusion in the journal so that there is a wide sharing of information and their views are put to synthesis and analysis by a cross section of members thus, adding to their utility in an over all context.

Help dependents of your fellow professionals by being part of CA Benevolent Fund - Uncertainty knows no bounds and it is for uncertain times that the Institute have decided to create a corpus of funds by way of voluntary contribution from members to help the families of bereaved chartered accountants who are in distress and need a helping hand. The details on the objectives of the CA Benevolent Fund, procedure for becoming member, extent of assistance available and the procedure for availing assistance are available on the Institute's website at the following link: http://www.icai.org/members/ca_benevolentfund.html

- ▶ What is the importance of Updating the particulars of members residing abroad in the Entry on Record?
 - The Institute would soon be coming with a Member Directory separately for foreign members. Given the fact, that developments internationally make the Institute need to have an immediate reaction/ update on

certain country specific / sector specific issues; knowing the members who are to be addressed by the Institute for eliciting response on such information would come in handy. Members contribution would be something which will add value to the professional stance being taken by the Institute at different levels. We would request a member to update their following particulars with the decentralized office wherein their correspondence address falls and the Foreign Desk at head office with the following details on regular intervals so as to update the records, as an when there is such change so that Institute could approach them wherever there is such need. The information would also come in handy when the Institute's delegations visit their country and a need for interaction is felt with them.

1. Name and membership No.
2. Current employment
3. Current charge/ designation
4. Type of industry
5. Correct postal address
6. Contact address in India
7. Phone numbers - office and residential
8. Fax Nos.
9. E-mail id

The above information would also facilitate in coming out with the Directory of Foreign members.

- ▶ Do the members abroad want to know about more professional avenues in India ?
 - While the members have moved to foreign destinations, there would be many a occasion when they would have felt the need of an information contact in India, in such situations, please feel free to write to foreigndesk@icai.org and the Institute would be glad to provide them the weblink of information which they may be wanting to have from India.
- ▶ If any member has any suggestion on different issues how can he send that?
 - Members may feel that they have different

ways of looking at the activities of the Institute. As an enabling outfit, the Institute would like to have suggestions from them on the way they feel certain things need to be carried out. They are invited to share their views at foreigndesk@icai.org

They can directly get in touch with the following Officers of the Institute whose area of work and contact details are given below:

Area of Work Official :

▶ CA course and Education related matters

Director Board of Studies

Phone : from Delhi: +91-120-3989398, 3054808

From out side Delhi: +91-120-3989398

E-mail:- bosnoida@icai.org

▶ Technical Questions, issues on Accounting Standards and Expert Opinion

Technical Director

Phone: +91-11-39893989 (D), 30110582

E-mail:- tdte@icai.org

Secretary EAC

Phone: +91-11-39893989 (D), 30110467

E-mail: eac@icai.org

▶ Technical Questions and issues in Auditing

Secretary

Auditing and Assurance Standards Board and Assurance Standards

Phone: +91-120-3054815 (D), (011) 30110468

E-mail:- aasb@icai.org

▶ For Continuing Professional Education and Professional Development

Director CPE

Phone : +91-120-3045957

E-mail:- cpe@icai.org ; cpeadmin@icai.org



► For In-Company Programmes

Secretary CPEC

Phone: +91-11-39893989 (D), 30110438

Email:- cpe@icai.org

► Examination related queries

Joint Secretary (Exams)

Phone : +91-120-3989398 (D), 3054822

► Peer Review Process

Secretary, Peer Review Board

Phone: +91-120-3054815 (D), (011) 30110469

E-mail:- peerreviewboard@icai.org

► Members & Students Services and payment of fee and other regulatory measures

Joint Secretary, M&SS

Phone : +91-11-39893989

(D), +91-11-30110425, 30110426

E- mail :- mss@icai.org

► General queries relating to publications

Joint Secretary - NOIDA Stores

Phone : +91-11-3054802, 3054828

E-mail :- noidastores@icai.org

Any other matter; please write to foreigndesk@icai.org

- Is there a placement portal to provide employment assistance to the members? If so may we know more about that?

- The Committee for Members in Industry of the Institute has hosted an on-line Placement Portal with domain name www.placement_icai.org. The placement portal caters to the employment needs of the following categories of the Members/ students:

Campus Interviews Programme for Newly qualified Chartered Accountants.

All members and Semi-qualified accounting professionals(those who have completed only the Articleship component of the CA Course).

Both the candidates and the recruiting entities can register themselves on-line. This new technology based opportunity is a unique endeavor of the Institute and is the first such placement portal launched by any professional body in India.

Benefits:

The <http://www.placements-icai.org> is a single window recruitment system for organisations interested in recruiting Chartered Accountants from the Institute's vast talent pool of members and Semi-qualified accounting professionals.

Organisations registered in the portal can view the bio-data of the registered members / semi-qualified accounting professionals and approach the short listed candidates for various openings (in those organisations)

There is no need for applying for individual jobs repeatedly through the portal. Organisations who are interested the candidature of the members / semi-qualified accounting professionals would approach them directly.

The Placement Portal provides the facility to the members and semi-qualified accounting professionals to see various Job openings that have appeared in various leading newspapers and web sites of recruiting entities that are being posted - regularly - in the portal under the head "Notice Board: Job openings.

► How to Register on the Placement Portal?

- The Members/Semi-qualified Professionals intends to utilize the placement portal for registrations may undergo the following procedure:

Log on URL <http://www.placements-icai.org>

In the home page click on Qualified Chartered Accountants / Semi-qualified accounting professionals under the option New User

Once again go to the home page and choose Qualified Chartered Accountant or Semi-qualified

accounting professionals under the 'Registered Users' option and log in using your six digits [prefix appropriate number of '0' (zeros) if you don't have six digits ICAI membership number / Article registration number and password (already chosen by you while registering).

FAQs for Articleship abroad

Training of Articled Assistant outside India

A student staying abroad may seek admission in CA Course through qualifying CPT Examination or under Direct Entry Scheme in which a graduate/Post graduate student securing prescribed percentage of marks in respective examination may start articled training after passing one group of Intermediated Integrated Professional Course having completed orientation Programme & ITT. The details of CPT Course and Direct Entry Scheme of CA Course are available on the Institutes's website.- www.icai.org it is to note that CA Course examination, practical training and allied Course Curriculum for Indian students or students from abroad are the same.

Often students getting registration in CA Course in India or Abroad have such queries related to articled training which are of following nature. Hence an FAQs on training abroad are given below for information ;

- ▶ Can a student registered with the Institute get training outside India?

Ans.: Yes, a student registered with the Institute may enroll for training outside India under an eligible member of ICAI.

- ▶ Can a Chartered Accountant practicing abroad, train an articled assistant outside India?

Yes, a Chartered Accountant is eligible to train an articled assistant provided his/her main occupation is the practice of the profession of accountancy at the time of engaging articled assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articled assistants. Moreover, the members would be eligible to train articled assistant in accordance with Regulation 43. However, a member associated with foreign CA Firm in the capacity of partner or paid assistant may also train articled assistant under certain conditions.

- ▶ Is it necessary for a Chartered Accountant training articled assistants outside India to have a professional address in India?

Ans.: Till recently, it was mandatory for a member in practice to have a professional address in India in his own charge or in charge of another member. However in terms of the Council decision taken at its 291st meeting held in December 2009, a member shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India. As per the said Regulation, professional address means:

- a. an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or
- b. if a member is employed, the place of employment or at his option the place of his residence
- c. the place of residence, if the member neither carried on the profession nor is employed.

(It may please be noted that an address in India is essential in any of the situation)

- ▶ Can a Chartered Accountant working abroad impart Industrial Training to an articled assistant abroad?

Ans.: The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. Moreover, the members would be eligible to impart Industrial training in accordance with Regulation 51 and 72.

In addition to above, an organization eligible to impart training outside India which is not yet registered with the Institute may submit an application (format of application is available on our website www.icai.org) alongwith a self declaration (in absence of Annual report) regarding minimum fixed assets & minimum total turnover or minimum paid up capital of the organization about the particulars of the undertaking.



- ▶ Can a Chartered Accountant employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants eligible to train articled assistant outside India?

Ans.: A member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articled assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

- ▶ What shall be the period of practical training?

Ans.: The period of practical training shall be 3 years, under a practising chartered accountant abroad. However, the articled / audit assistant have an option to undergo Industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.

- ▶ What will be the stipend in respect of articled assistant receiving training abroad?

Ans.: The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistant receiving training abroad except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

- ▶ What will be the terms of office hours and working days holidays applicable to articled assistant working abroad?

Ans.: Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India which are given hereunder:-

- a) The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.
- b) The office hours of the Principal for providing article training to the articled assistant shall

not be generally before 9.00 a.m. or after 7.00 p.m.

- c) The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.
- d) The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally the articled assistant be required to work during the normal working hours fixed for articled assistants.
- e) In case of exigencies of work with Principal, an article assistant may be required to work beyond his/ her normal working hours. However, under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement of work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week.

- ▶ What are the formalities to be complied by the articled assistant getting training abroad?

Ans.: Form 103 for registration of articles should be duly filled and submitted along with such documents as mentioned in the Instruction sheet of Form 103 along with registration fee should reach the respective Institute's office to which the member is attached within 30 days of commencement of training.

- ▶ What is the registration fee applicable to such articled assistant?

Ans.: The details of registration fees as applicable for articled assistant is given on link http://www.icai.org/resource_file/14707ipcc_enrolment_feestructure.pdf can be referred. The fee as applicable can be paid by way of Demand Draft drawn in favor of "The Secretary, The Institute of Chartered Accountants of India" payable at the concerned Decentralized office of the Institute.

- ▶ Where are the Forms required to be submitted?

Ans.: Form 103 is required to be submitted at the respective Decentralized office of the Institute (i.e. the decentralized office in whose jurisdiction the Indian address of the member falls).

- ▶ Will an articled assistant receiving training abroad be eligible for secondment?

Ans.: Yes. The terms and conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

- ▶ Can a Principal depute an articled assistant for training under eligible members of accountancy institutions or bodies outside India (in accordance with Regulation 54A)

Ans.: Yes. A principal, with the consent of the articled assistant may depute the latter for training for a period not exceeding 6 months, under a member eligible to engage and train an articled assistant under the bye laws of an institution or body set up in the respective countries.

- ▶ Will such service be considered as part of practical training? (in accordance with Regulation 54A)

Ans.: Such training under members of accountancy institutions or bodies outside India, will be considered as part of practical training.

- ▶ Is the articled assistant eligible for stipend during such period of training? (in accordance with Regulation 54A)

Ans.: No. The provisions of stipend do not apply during such period of training.

- ▶ Should the articled assistant enter into a Deed of articles for this purpose? (in accordance with Regulation 54A)

Ans.: No. There is no need either for execution of deed of articles for such training or for any intimation to the Institute in this regard. However the Principal is required to include the particulars of such training in the report to the Council under Regulation 64.

- ▶ Can a member of the Institute engage and articled assistant under the bye laws of the accountancy institutions or bodies outside India?

Ans.: Members entitled to train articled assistants

shall not engage any articled assistant or articled assistant or apprentice under the bye laws of any other institutions or society or body unless the person concerned has been registered student with any of the accounting institutions or bodies whose training is recognized by the Council as equivalent to the training prescribed for the members of the Institute.

- ▶ What are the terms and conditions applicable for training articled assistant abroad?

Ans.: The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

Further, the terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.

In addition to above, the Principal and the articled assistant shall be bound by the provision of Chartered Accountants Act 1949 and Regulations framed thereunder and such other rules and guidelines and directions issued by the Council from time to time.

- ▶ Is it possible to take transfer after completion of 1 year of Practical Training? Do we need to give any proper reason to the Institute?

Ans.: Yes, In partial modification of the announcement dated 30th June 2009 regarding transfer/termination of articles the Council in its recent meeting has decided that the transfer/termination of articleship in terms of Regulation 56(1) of the Chartered Accountants Regulations, 1988 shall be permissible on the grounds as stated below:-

- I. Transfer /termination of articles is permitted without any restriction during the first year of articles.
- II. During rest of the articleship period on satisfying any one or more of the conditions as stated below: -
 1. Medical grounds requiring discontinuance of articles for a minimum period of three months (on production of a Medical Certificate issued by a Government Hospital).



2. Transfer of parent(s) to another city.
3. Misconduct involving moral turpitude.
4. Other justifiable circumstances / reasons: -
 - (ii) Grounds already permissible in the Chartered Accountants Regulations, 1988 (on submission of requisite proof of the act warranting transfer/ termination of articleship): -
 - a. Industrial Training (Regulation 51)
 - b. Secondment of articles (Regulation 54)
 - c. Conversion from PCC to IPCC (for termination of articles only. Re-registration of articles to be allowed only after passing Group-I of IPCC)
 - d. Death of Principal [Regulation 57(1)(c)]
 - e. Ceasing of practice by the Principal [Regulation 57(1)(a)]
 - f. Removal of name of the Principal from the Register of Member due to any reason [Regulation 57(1)(b)]
 - (iii) Marriage basis (only if there is relocation to another city involving distance of 50 kms).
 - (iv) Irregular payment or non payment of stipend with reference to Regulation 67.
 - (v) Articled assistant desires to serve balance period of training outside India.
 - (vi) Shifting by the Principal to another city involving distance more than 50 kms.

The articled assistants are required to get the consent of the Institute before getting Form 109 signed by the Principal in their own interest.

The request, on any one or more of the aforesaid grounds, of an articled assistant on a plain paper alongwith the recommendation/ consent of the Principal for transfer / termination of articleship accompanied by evidence/proof (self-attested by the articled assistant) to the satisfaction of the Institute be made. Request for transfer not accompanied by consent of Principal shall not be accepted. In case of dispute between principal and articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases.

- ▶ If principal does not sign completion of articleship

certificate in Form 108, what we do?

Ans.: Please refer to Regulation 56 of the Chartered Accountants Regulations, 1988 and Prospectus of CA Course.

- ▶ Please guide us on articleship? What kind of firm should we join?

Ans.: A CA student is compulsorily required to undergo practical training i.e. articleship of 3 years. The students coming through CPT can join articleship only when they register for IPCC and clear its Group-I/Both Group and completing the Information Technology Training (ITT) and Orientation Course (OP). The students coming through direct entry route i.e. graduates and post-graduates with prescribed marks can commence their articleship after registering for Intermediate (IPC) and completing the Information Technology Training (ITT) and Orientation Course (OP). This training has to be done under a practicing Chartered Accountant. This training is very useful as it gives the trainee hands on experience on various aspects of chartered accountancy course i.e. Audit, Taxation, Accounts, Law etc. The selection of firm depends upon your choice of field in which you want to practice in future.

- ▶ Please provide, the basis for calculating leave during articleship.

Example;

Ans.: Case 1: An article completed 3 years of articleship till now. So,

Total working days: $365 \times 3 = 1,095$ days
Leaves Taken so far = 100 days
Actual period Served = 995 days
Leaves Earned = $1/6$ th on 995 = 165 days

Leave entitled (subject to sanction of leave by your Principal) = 65 days (165-100 days)

Case 2: An article having a total articleship period of 3.5 years. So, Total working days: $365 \times 3.5 = 1277$ days

Leaves Taken till now = 100 days
Actual Period Served = 1177 days
Leaves Earned = $1/6$ th on 1177 = 180 days (maximum)

Leaves entitled (subject to sanction of leave by your Principal) = 80 days (180-100)

- ▶ Those students who have registered IPCC with

ATC, do they need to do articleship for an additional year?

Ans.: students who have registered for IPCC alongwith ATC shall be required to complete either 12 months work experience or prescribed period of articulated training before applying for 'Accounting Technician Certificate'.

Further, it is clarified that partial completion of articulated training period cannot be treated as completion of 12 months work experience nor based on that 'Accounting Technician Certificate' shall be issued.

▶ Do we need to do articleship only under a CA who is practicing or can we do industrial training?

Ans.: As per Regulation 43 of the Chartered Accountants Regulations, 1988, practical training is imparted only by a member who is practicing the profession of chartered accountants in his individual name or as proprietor or as partner or member who is in full time salaried employee under a chartered accountant in practice or a firm of such chartered accountants.

Further, as per Regulation 51 of the Chartered Accountants Regulations, 1988, industrial training shall be received under a member of the Institute in any of the financial, commercial, industrial undertakings with minimum fixed assets or minimum total turnover or minimum paid up share capital as may be specified by the Council or such other institution or organization as may be approved by the Council from time to time for the period between nine months and twelve months during the last year of the prescribed period of practical training and after passing Intermediate examination/PE-II examination/PCE/IPCE by the articulated assistants.

▶ Is it compulsory to join articleship immediately after passing IPCC?

Ans.: Yes, it is compulsory because there is a condition of completion of minimum 2½ years of articleship before appearing in Final examination.

▶ Is deputation of articulated assistants at branches of the same firm allowed during articleship even after 1 year from starting it?

Ans.: Deputation of articulated assistants at branches of the same firm is allowed during articleship if the principal remains the same. If there is change in the principal, then the articulated assistant has to apply

for termination as per the announcement dated 2nd July 2010 regarding transfer/termination of articleship.

▶ I have temporarily discontinued my articleship, I am in first year, can I start my articleship again with another Principal abroad?

Ans.: Yes. If a student has taken a termination in the first year, he can commence articulated training later on with the member entitled to engage and train one or more articulated assistants notwithstanding anything contained in Regulation 43.

▶ Three years of articleship-Isn't this too long a tenure?

Ans.: No, three years of articleship is not too long tenure considering the fact that it grooms the CA student in all aspects of CA course. The period of articulated training is already reduced from 3.5 years to 3 years.

▶ How many total leaves are available during articleship?

Ans.: As per Regulation 59 of the Chartered Accountants Regulations, 1988, an articulated assistant shall earn leave at the rate of one sixth of the period for which he has actually served excluding from such period, the period for which he has been on leave subject to maximum of 180 days.

▶ Can we do articleship & Industrial training from abroad?

Ans.: i) Yes, A Chartered Accountant is eligible to train an articulated assistant provided his main occupation is the practice of the profession of Accountancy at the time of engaging articulated assistants as well as in each of the qualifying years on the basis of which he claims eligibility to train articulated assistants.

ii) Any member engaged in any other business, occupation or holding part time certificate of practice is not entitled to train articulated assistant.

iii) Any member employed as a Paid Assistant or engaged as a partner in a foreign firm of Chartered Accountants will also be eligible to train articulated assistants at par with the paid assistants with a firm of Chartered Accountants in India. All conditions applicable to the Paid



Assistants in India would be applicable to them as well. However, in case of a foreign firm, such a foreign firm shall have at least one partner who is either a member of the Institute or who is eligible to become a member of the Institute, in terms of MRA.

- iv) The members shall provide a professional address as envisaged in Regulation 2(1)(xiii) as well as an address in India.

(As per the said Regulation, professional address means: -

- a. an address of the place where the member is carrying on his profession (or where he is carrying on his profession at more than one place, the principal place), or b. if a member is employed, the place of employment or at his option the place of his residence c. the place of residence, if the member neither carried on the profession nor is employed. It may please be noted that an address in India is essential in any of the situation)
- v) The terms and conditions that may be made applicable for training articled assistant in India from time to time shall mutates mutandis apply for training of articled assistant abroad.
- vi) The period of practical training shall be 3 years, as applicable, under a practicing chartered accountant abroad. However, the articled / audit assistants should have an option to undergo industrial training in accordance with the Regulations 51 & 72 of the Chartered Accountants Regulations, 1988 during the last one year of training.
- vii) The Industrial Training may be imparted by the Chartered Accountants working abroad in a financial, commercial or industrial undertaking with minimum fixed assets & minimum total turnover or minimum paid up capital as may be specified by the Council (whatever the value specified in terms of Indian currency may be deemed as applicable in foreign countries in their respective currencies) or such other organization or institution approved by the Council. In case of a member employed outside India, and eligible to impart Industrial training outside India, is unable to submit Annual Report/Balance sheet of the corporate/undertaking the member is working with, the member may submit a self declaration

about the particulars of the undertaking along with the application.

- viii) The terms & conditions contained in Regulation 54 and Regulation 54A dealing with secondment shall be applicable to the articled assistants receiving training abroad.

- ix) The Principal shall send training reports as prescribed along with the service certificate to be issued in Form 109 & 108 as the case may be.

- x) The principal shall impart training in accordance with the guidelines contained in Training Guide. He shall maintain a record of practical training imparted by him to the articled assistant and report to the Council in the form prescribed in the training guide.

- xi) The rates, terms and conditions of stipend prescribed as payable to the articled assistants receiving training in India shall be applicable to the articled assistants receiving training aboard except that the same rate of stipend in equivalent terms specified in respective national currencies of the countries concerned instead of Indian rupees.

- xii) Regulation of training in terms of office hours and working days holidays will be applicable as per local office timings and laws. However, requirements of total training hours will be the same as applicable in India, the terms of which are given hereunder: -

- a. The working hours for the articled assistants shall be 35 hours in a week excluding the lunch break.

- b. The office hours of the Principal for providing article training to the articled assistant shall not be generally before 9.00 a.m. or after 7.00 p.m.

- c. The normal working hours for the articled assistant shall not start after 11.00 a.m. or end before 5.00 p.m.

- d. The working hours for the articled assistants should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.

- e. In case of exigencies of work with Principal, an article assistant may be required to work beyond his / her normal working hours. However, under such circumstances, the aggregate number of

working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances.

Further, where the articled assistant is required to work beyond normal working hours, and aggregate of such hours exceed 35 hours per week, he / she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above, 35 hours per week.

Further conduct of training will be regulated as per provisions of the relevant Regulations 60, 65, 66, 67 of the Chartered Accountants Regulations, 1988.

- ▶ What should be done if our CA is not giving stipend?

Ans.: It should be brought to the notice of the Institute and appropriate action will be taken in the matter under Regulation 67 of the Chartered Accountants Regulations, 1988.

- ▶ What are the requirements of getting articleship in big "articleship firms".

Ans.: Different firms have different criterion for selecting articles. There is no set criterion from Institute's side.

- ▶ Industrial training should be made compulsory and every corporate must keep a CA Final student as a trainee. Is it possible?

Ans.: We cannot impose any condition on any corporate to keep industrial trainees

- ▶ I want to go to industrial training before completing my articleship. Sir, what can one do for it?

Ans.: An industrial training can be done only after passing Intermediate examination/PE-II examination/PCE/IPCE and for the period between nine months and twelve months during the last year of the prescribed period of practical training. For this you have to approach companies which have been approved by the Council and already registered with ICAI for imparting industrial training.

- ▶ Why is there no transparency in the recruitment of articles. Despite the fact that why one has scored well in the exams still the reference is to be applied for training?

Ans.: The Institute does not have any role in placement of articles. However, for the convenience of students and firms the Institute has started On-line Article Placement Portal where firms desiring to keep articles and students desiring for doing articleship register themselves for placement. The selection procedure is entirely the domain of the registering firm in which the Institute does not have any role to play.

- ▶ I am unhappy with my training due to non availability of work in the office. Most of the time, we sit idle in the office. There is no work of any company Bank VAT & ST. We are busy only in few months when filing the ITR. We want to give more hour to training but want to learn company Audit, bank audit etc. What should we do?

Ans.: A student may opt for secondment, termination of articleship, Industrial training for gaining practical experience in different areas as per Regulation 54, 56 and 51 of the Chartered Accountants Regulations, 1988.

- ▶ What would be your advice to article assistants? How do we manage both studies and articleship?

Ans.: You have to plan out in a way that you are able to do justice to both articleship and studies. Chalk out a proper time table depending upon availability of time and your capabilities. Once properly framed, just adhere to it. For detailed guidance in this regard, please refer to the Institute's publication How to face CA examination.

- ▶ The Institute announced that articled students can find their firm through on-line Article Placement Portal.

Ans.: The Institute provides the facility of On Line Articles Placement Portal. This portal provides a platform to the firms of Chartered Accountants having vacancies for Articled Assistants to select eligible students and the candidates who are eligible for undergoing articled training. Both eligible firms and candidates have to register themselves online through the articles placement portal. Please visit <http://bosapp.icai.org> for details regarding this facility.

▶ CONNECT

Head Office :

The Institute of Chartered Accountants of India
ICAI Bhawan, Post Box No. 7100, Indraprastha Marg,
NEW DELHI – 110 002
Tel: +91-11-39893989
Email: icaiho@icai.in
Website: www.icai.org

ICAI Bhawan, C-1, Sector 1,
NOIDA - 201 301, Dist. Gautam Budh Nagar, (U.P.)
Tel: +91-120-3989398

ICAI Bhawan, A-29, Sector 62
NOIDA - 201 309, Dist. Gautam Budh Nagar, (U.P.)
Tel: +91120-3045900

Western Region

ICAI Tower, Plot No C-40, G Block
Bandra Kurla Complex, Bandra (East)
Mumbai - 400 051
Tel: +91-22-33671400/33671500
Email: wro@icai.in
Website: www.wirc-icai.org

Southern Region

ICAI Bhawan, 122, Mahatma Gandhi Road, Post Box
No. 3314 Nungambakkam, CHENNAI – 600 034
Tel: +91-44-30210356
Email: sro@icai.in
Website: www.sircoficai.org

Eastern Region

ICAI Bhawan, 7, Anandilal Poddar Sarani,
Russell Street, KOLKATA – 700 071
Tel: +91-33-39893989
Email: ero@icai.in
Website: www.eircicai.org

Central Region

ICAI Bhawan, 16/77-B, Civil Lines,
KANPUR – 208 001
Tel: +91-512-3989398
Email: cro@icai.in
Website: www.circ-icai.org

Northern Region

ICAI Bhawan, 52, 53 & 54, Institutional Area,
Vishwas Nagar, Shahdara,
DELHI – 110 032
Tel: +91-11-39893990
Email: nro@icai.in
Website: www.nirc-icai.org

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The Institute of Chartered Accountants of India

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ICAI Bhawan, Post Box No. 7100, Indraprastha Marg, New Delhi-110002

www.icai.org