



# The Institute of Taxation

## APPLICATION TO REGISTER AS A STUDENT

(Please read the attached notes carefully before completing this application)

### PERSONAL PARTICULARS ( IN BLOCK LETTERS)

*\* Delete as appropriate*

Title

Gender

Name:

Date of Birth  CNIC / Passport No.

Office Address

Residential Address

Office Tel. No.  Whatsapp No.

Tel. No. (mobile)  Tel. No. (residential)

Email Address

Correspondence Address ☐ Residential ☐ Office (Please tick)

(Information regarding the Institute's Examinations will be sent to students by email)

Qualification Applied for ☐ CTM ☐ CTA ☐ ACIT

### QUALIFICATIONS & WORK EXPERIENCE

#### A. ACADEMIC QUALIFICATIONS

Awarding Institute	Title of Award (with major)	Full Time / Part Time	Year of Award

## B. FULL-TIME WORK EXPERIENCE

Name of Company	Position Held	Related Taxation Experience	Date	
			From	To

**Payment (please tick the appropriate box)**

### By Cash

☐ I tender in cash totaling  Rs.  as admission and annual subscription fees.

### By Cheque

☐ I enclose herewith a crossed cheque no.  in the sum of  Rs.  payable to **"Institute of Taxation"** as admission and annual subscription fees

**Declaration by the applicant by signing this form (please read carefully)**

**I hereby make an application to register as a Student of The Institute of Taxation ("The Institute"). I declare that:**

1. I have not been subject to a disciplinary sanction (including disciplinary, regulatory or similar proceedings) by any professional body, employer, tribunal, or education provider.
2. The above information is true and complete to the best of my knowledge and belief.
3. Upon admission as a student, I undertake to observe and abide by the Articles of Association and bye-laws of the Institute.
4. I consent to my personal information being collected, used and disclosed for the administration of the Institute. I also authorise the Institute to obtain any information about me from other parties it considers necessary for the purpose of processing my application and serving my registration as a student.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

### IMPORTANT

The completed application form (together with a cheque for the appropriate fee if applicable) should be returned to the Institute by post or in person.

### The Institute of Taxation

48A Block C3, Gulberg III Lahore .

Tel: (042) 35870645-47 Fax: (042) 35765061

Website: [www.citp.org.pk](http://www.citp.org.pk)

Email: [study@citp.org.pk](mailto:study@citp.org.pk)

## IMPORTANT NOTES TO APPLICANTS - REGISTERED STUDENT

1. A person who satisfies the following conditions may register as a Student of the Institute:
  - (i) is aged 18 years or above, and
  - (ii) holds required level of education, or an equivalent qualification recognised by the Council of the Institute; or
  - (iii) has completed or has been fully exempted from the 'examinations of Certified Tax Manager (CTM) or
  - (iv) is studying in an accountancy or business related undergraduate programme recognised by the Council.
2. At the discretion of the Council, a person may register as a Student, if he/she is aged 25 years or above, and possesses not less than five years' experience in the field of taxation (a "mature student").
3. Copies of CNIC / Passport, academic certificates (and letters of employment in the case of a mature student) must be attached to this application and will be kept by the Institute for the purpose of processing and maintaining his/her registration as a student. The copies must be attested from the member of a recognise professional body.
4. (a) Fees must be enclosed with this application:

### Fees Schedule

	ACIT	CTM	CTA
	Rs.	Rs.	Rs.
Admission Fee	8,000	6,000	10,000
Annual Subscription Fee	2,000	2,000	3,000

- (b) A crossed cheque should be made payable to: "The Institute of Taxation" and sent to the Institute.
5. The name of a student whose annual registration fee is six months in arrear will 'be removed from the Register of Students and he/she will not be eligible to sit for the Institute's Examination.
  6. A student who has passed all the examination for admission as a Member shall be conferred the designation of the Institute. The one who has not yet completed the prescribed years of taxation experience to qualify as a Member may continue on the Register of Students on such conditions as the Council may prescribe.
  7. The Institute's Code of professional Conduct sets out the fundamental principles and standards of behaviour that all students must follow. Please read through the Code of Professional Conduct before making your application.
  8. The Institute reserves the right to use the data so collected for statistical research and analysis, providing members' services and for other internal uses. All information collected shall not be disclosed to third party without the consent of the applicant, except for the purposes stated above. Appropriate measures will be taken by the Institute to safeguard data security.
  9. Requests for access to data, correction of data, information on policies and practices and kinds of data held, and to withdraw or change consent to the use of data can be addressed to the Secretariat by postal mail or email with "personal data update" as the subject.
  10. In case of any dispute, the Institute reserves the right affinal arbitration.