

Application Form
For
Granting Accreditation to Academy
Providing Coaching Classes for CA Education



The Institute of Chartered Accountants of Nepal
Babar Mahal, Kathmandu, Nepal

Date of Application Received:.....

Received By:.....

Application Fee Paid: Rs.....

Receipt No.:

1. Name of the Academy:

In English (Block Letter):

In Nepali / Devanagari:

2. Address:

Street:

Ward No.:V.D.C/ Municipality:

District: Zone: Post Box:

Contact Numbers:

Telephone No.: Fax No.:

Email Address: Website:.....

3. Type of Academy: [please ✓ in the Box.]

a) Company

b) Affiliated to University or Board

c) Others [Please specify.....]

4. In Case of Company: Capital [write in the space provided in the Box] Please attached copy of Memorandum and Articles of the company.

a) Authorized Capital

b) Issued Capital

c) Paid-up Capital

5. Location of the Academy: [please ✓ in the Box]

Inside Kathmandu Valley

Outside Kathmandu Valley

6. Date of Establishment of Academy:

7. Promoters Details: [please write in the space provided in the Box] please attached extra sheet if required.

S.N.	Name	Address	Qualification	Teaching Experience	Contact No.
1					
2					
3					
4					
5					

8. Accreditation Sought: [please ✓ in the Box]

- a) CA Foundation
- b) CA Intermediate
- c) CA Final
- d) All Levels

9. Classes Timing: [please write in the space provided in the Box]

- a) CA Foundation
- b) CA Intermediate
- c) CA Final

10. No. of classes & Students in each class: [Please write in the space provided in the Box]

- a) CA Foundation
- b) CA Intermediate
- c) CA Final

11. Details of Full Time Faculties, their qualifications & years of teaching experience:
[Please write in the space provided in the Box] Please add extra sheet if required,

(i) Chartered Accountancy Professional Education –I/ Foundation

(a).....

(b).....

(c).....

(ii) Chartered Accountancy Professional Education –II/ Intermediate

(a).....

(b).....

(c).....

(iii) Chartered Accountancy Professional Education –III/ Final

(a).....

(b).....

(c).....

12. Details of Part Time Faculties, their qualifications & years of teaching experience:
[Please write in the space provided in the Box] Please add extra sheet if required

(i) CAP-I/ Foundation

(a).....

(b).....

(c).....

(ii) CAP-II/ Intermediate

(a).....

(b).....

(c).....

(iii) CAP-III/Final

(a).....

(b).....

(c).....

13. Physical / Infrastructure Facilities: [Please ✓ in the Box]

a) Ownership of Building

• Freehold Building

• Leasehold / Rented Building

b) Space Occupied by the Academy:

• Occupied whole Building

• Occupied more than Two Floors

• Occupied less than Two Floors

c) Number of Class Rooms & Sizes of Classes

• Less than 5

• 5 to10 Class Rooms

• More than 10

d) Lighting, Heating and airflow system/ventilation

• Exceptional

• Normal

• Improvement required

e) Availability of Other Rooms

- Reception & Registration Room
- Library Room
- Laboratory Room
- Computer Room
- Staff Room
- Meeting Hall
- Hostel (if any)

f) Availability of Furniture, Computers and Equipments [Please ✓ in the Box] Please add extra sheet to provide detail list of furniture, computers and equipments.

	Excellent	Normal	Improvement required	Remarks
Availability of furniture for				
Class Rooms				
Office Rooms				
Library				
Meeting Rooms				
Faculties Rooms				
Others Rooms				
Availability of Computers for				
Class Rooms				
Office Rooms				
Library				
Meeting Rooms				
Faculties Rooms				
Others Rooms				
Availability of equipments for				
Class Rooms				
Office Rooms				
Library				
Meeting Rooms				
Faculties Rooms				
Others Rooms				

g) Rest Rooms

- One for all
- Separate for Gents and Ladies
- Separate for officials and students

14. Library Facilities: [Please ✓ in the Box]

a) Total Numbers of Books Related to the CA Education (for all levels):

- At Least 500
- 501 to 1,500
- 1,501 to 3,000
- More than 3,000

b) Borrowing Facility

- Only one book at a time
- Two books at a time
- More than Two books at a time
- No Borrowing facility

c) Reading Room Facility

- Upto 100 sq. ft. with well furnishing
- 100 to 200 sq. ft. with well furnishing
- More than 200 sq. ft. with well furnishing

15. Other Facilities, if any, Specific details only.....

Name of the Authorized Person:.....

.....
Signature

.....
Seal of the Academy