



**Step by Step Guide For Registration
'Membership Pathway Programme' for Fellow Members of ACCA**

Step 1:

Download the following forms from website:

1. **Registration form** and
2. **Application for waiver form**
3. **Third Party Verification Status form**

The forms are also available in hard copy at any ICMA Pakistan campus.

Step 2:

Candidates are required to submit scanned copies of following documents along with the above mentioned forms to the 'Education Department', via email at education@icmap.com.pk by mentioning the subject line "**Membership Pathway Programme**".

- Fellow Membership Certificate
- Letter of Good Standing from ACCA (to be obtained from ACCA local office)
- Third Party Verification status form
- Matriculation Certificate or Equivalent certificate recognized by IBCC
- Intermediate Certificate or Equivalent certificate recognized by IBCC
- A recent photograph
- National Identity Card
- Graduation Degree [if the candidate holds a Graduate degree]
- Master's Degree [if the candidate holds a Master's degree]

Step 3:

ICMA Pakistan will verify the Fellow Membership Certificate and Letter of Good Standing from ACCA local office using the '**Third Party Verification Status Form**'. ACCA Local office will complete the verification process within 5 working days. The process will be done electronically.

ACCA Local office will not be able to verify any documentation unless a duly signed and completed '**Third Party Verification Status Form**' is submitted.

Step 4:

Upon confirmation from ACCA, ICMA Pakistan will issue the **fee voucher** for the submission of '**Membership Pathway Programme**' fees. Membership Pathway Program Fee includes registration fee, first year annual subscription fee and the first attempt of examination fee.



Step 5:

Once the fee is paid, candidate will email the copy of paid voucher to the Education Department via email at education@icmap.com.pk. A confirmation will be sent to the candidate for provisional registration at this step.

Step 6:

Details of login ID and Password to access student's portal will be provided to the candidate through email. Portal will have information pertaining to study material and reference books.

Step 7:

Candidates must visit the nearest ICMA Pakistan Campus along with the original documents (document list as mentioned in step 2), duly signed registration form, duly signed waiver form, two photocopies of each document for verification/ attestation and two recent photographs for **registration** before examination.

Physical verification/attestation is necessary for a candidate to be eligible to make an exam entry for Membership Pathway Examination (MPE).

Step 8:

Upon announcement of examination schedule, candidate will download the examination form for '**Membership Pathway Exam (MPE)**' from website and submit it with examination department. Confirmation will be sent to candidate for time and venue.

Step 9:

Upon clearing the '**Membership Pathway Examination (MPE)**', candidate will submit Membership application form to Member support team along with applicable Membership Fees. Membership department will approve the candidate's Membership application and issue the Membership Certificate that will entitle candidates to use the 'ACMA' designation.