



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
Setup By an Act of Parliament, 1949

# The Institute of Chartered Accountants of India

(Setup by An Act of Parliament)



This form would allow Students/Member to terminate the  
Articleship/Auditship

Frequently Asked Questions (FAQs) and steps to do it who posset

## Requirement for allow Students/Member to terminate the Articleship/Auditship



1. Student must be registered in Articleship under respective member

## Step – 1 Navigation

HOME

OVERVIEW ▾

COMMITTEES ▾

MEMBERS ▾

RES ▾

E-SERVICES ▾

Members can earn

# 15 Structured CPE Hours

through self-paced courses upto 31st October 2020.

Members can earn 15 Structured CPE hours upto 31st Oct 2020 through a gamut of Free Self-Paced courses offered at ICAI Digital Learning Hub.

Learn | Explore | Collaborate

<https://learning.icai.org/>

ICAI Digital Learning Hub

Courses Offering  
Structured CPE Hours



CDS

Digital Learning Hub

eSahaayataa

Examination

ICAI Now

ICAI TV

Photo Gallery

Self Service Portal

UDIN

Click on **Self Service Portal (SSP)**

ICAI

E-mail :- [ssp.helpdesk@icai.in](mailto:ssp.helpdesk@icai.in)

Phone :- 7877 966 966

## Step – 2 Login

A screenshot of the ICAI login page. The page has a teal header with a user icon and the text "SIGN IN". Below the header, there are two input fields: "UserId" with the placeholder text "<MRN/SRN>@icai.org" and "Password" with the placeholder text "Please Enter Password". To the right of the password field is a teal "LOGIN" button. Below the input fields, there is a link "Forgot Password?". At the bottom of the form area, there are three lines of text: "New student enrolling for the first time Click Here", "Existing Student/Members who don't have login details Click Here", and "FAQs & User Manuals". The background of the screenshot shows a person's hands typing on a keyboard.

Enter your login  
details and click on  
**LOGIN** Button

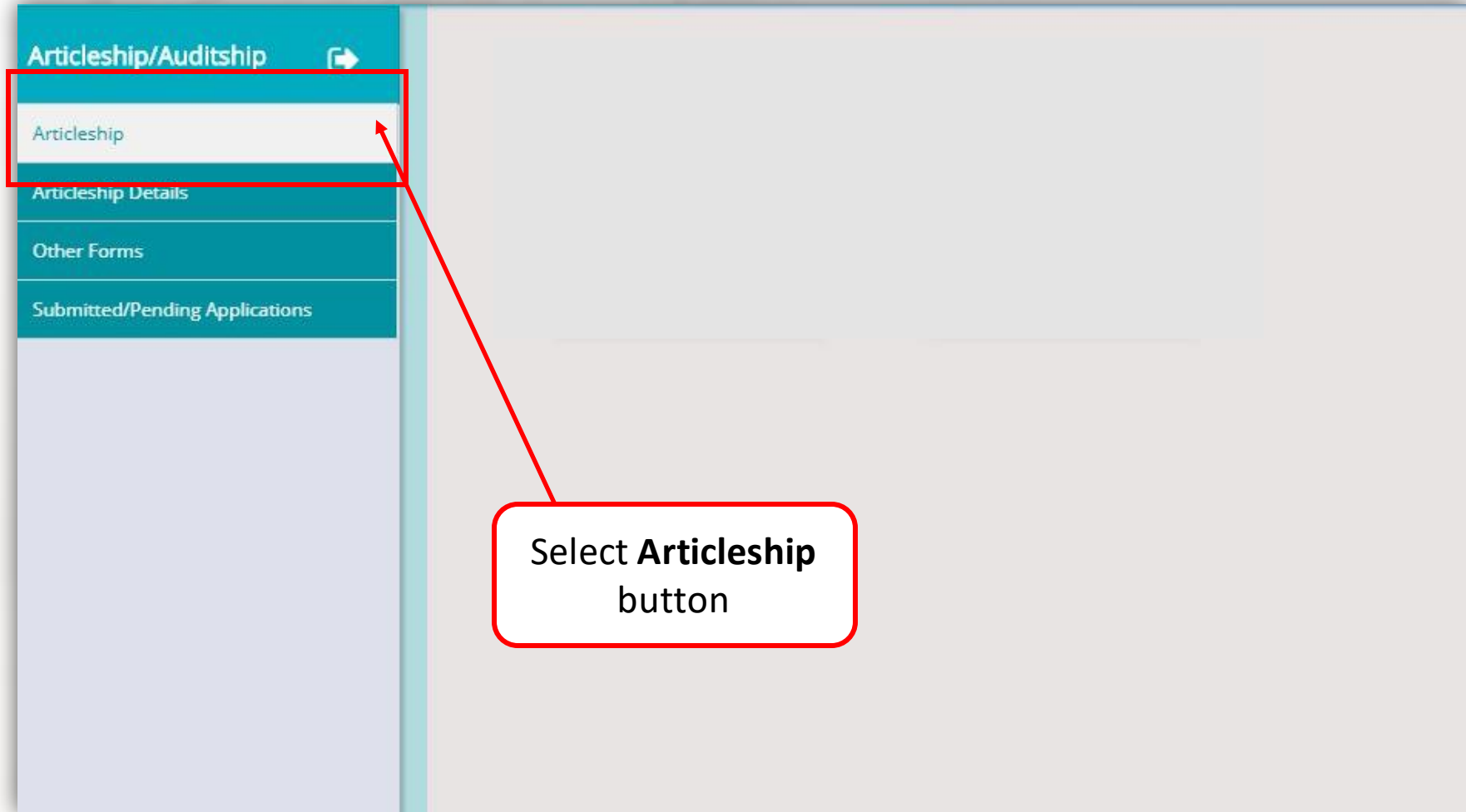
<http://eservices.icai.org>

## Step – 3 Select Tab



The screenshot shows the ICAI portal interface. At the top left is the ICAI logo and the text "The Institute of Chartered Accountants of India (Setup by an Act of Parliament)". At the top right, a grey box displays course details: "Course Status : Active", "Current Course : IPCC\ATC", "Course Registration/Re-registration Date : 05 - Mar - 2018", "Course Valid Up To : 05 - Mar - 2022", and "Course Result Status : AWAITED". Below this is a navigation bar with two tabs: "Students" (on a light blue background) and "Articleship" (on a light orange background). The "Articleship" tab is highlighted with a red rounded rectangle, and a red arrow points from a text box above it to the tab. The text box contains the instruction "Click on the Articleship tab". Below the navigation bar, the text "This Portal facilitates the members, firms and Student activities of ICAI." is visible. The "Students" tab features a graduation cap icon and a blue button labeled "Students". The "Articleship" tab features an icon of three people and a blue button labeled "Articleship".

## Step – 4 Select Module



Select **Articleship**  
button

**Step – 5  
Open Forms**



**Click on Form 109**

## Step – 6 Reason selection



**Applicant Details**

Certificate of Service | Report of Practical Tra... | Document Upload

Type Of Certificate

\*Reason for Termination  
WITHIN 1 YEAR

Student Details

Registration No of the student | Name of the Trainee

Member and Firm Details

Membership Number of the Employer | Name of the Employer | Firm Id | Firm Name

**Student or member click on  
dropdown menu**

## Step – 7 Details of Undertaken and Training

### Details of Work Undertaken and Training Received

Note : Please fill "0" wherever not applicable

Sr. No.	Particulars	First Year(Time spent in weeks)	Second Year(Time spent in weeks)	Third Year(Time spent in weeks)
1	Accounting	20	14	13
2	Auditing (including Internal Audit/ Management Audit)	12	14	16
3	Taxation	14	18	19
4	Information Technology	0	0	0
5	Management Consultancy and Other Services (including financial management and corporate affairs)	0	0	0
6	Others(Please specify)			

### Summary of Professional (and Other) Training Programs attended by Students (SOPAS)

Sr. No.	Particulars	No. of Hours
1		

[+ Add New Row](#) [- Delete Last Row](#)

Student fills the number of weeks served under the principal

### General Remarks and Comments

General Remarks or Comments

BACK

NEXT

Version 13.08.02

## Step – 8 Details Submission

BACK NEXT

Click on the **NEXT** button after fill the details



## Step – 9 Document Uploading

Certificate of Service   Report of Practical Tra...   Document Upload

Document Upload

\*Supporting Documents  
[Click here to upload](#)   Uploaded

**Note to upload supporting documents**  
REASONS FOR TERMINATION - DOCUMENT PROOFS REQUIRED ARE:

**WITHIN 1 YEAR:**  
A self declaration on a white paper for leaving the training with Principal's consent.

**MEDICAL GROUND:**  
A Certificate obtained from a Registered Govt. Doctor certifying the student's illness and with an advice of medical rest for a minimum period of three months or above. The rest period is to be from the date of termination i.e. the student can be re-registered only after three months from the date of termination of articles.

**MARRIAGE:**  
A copy of marriage certificate and/or marriage invitation

**FAMILY SHIFTING:**  
A copy of rent agreement and/or copy of Ration card/EB card/Aadhar card etc.

**TRANSFER OF PARENTS:**  
A copy of transfer order issued by the Company/Organisation

**PARENTS MEDICAL GROUND:**  
A Certificate obtained from a Registered Govt. Doctor certifying that the student's parent is suffering from illness and a copy of medical report.

**IN CASE OF STUDENT JOINING IN EMPLOYMENT:**  
A copy of the employment order and/or Joining Letter issued by the Company/Organization

**DISCONTINUING THE COURSE BY MUTUAL CONSENT OR PERSONAL REASONS:**  
An affidavit duly sworn in before a First Class Magistrate stating the reason for discontinuing the course.

**ANY OTHER REASON:**  
A copy of relevant document in support of the reason

BACK   SUBMIT

Click on  
Click here  
to upload

## Step – 10 Submit and Contd.



Document Upload

Document Upload

\*Supporting Documents  
[Click here to upload](#) Uploaded

**Note to upload supporting documents**

REASONS FOR TERMINATION - DOCUMENT PROOFS REQUIRED ARE:

**WITHIN 1 YEAR:**  
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**ANY OTHER REASON:**  
A copy of relevant document in support of the reason

BACK SUBMIT

Click on **Submit** Button

## Step – 11 Enter Details



Printable PDF has been successfully generated. Please print, sign, and scan the PDF of the generated form. Please [click here](#) to download the PDF .  
Then [Click Here](#) to edit the form, and submit.

### Type Of Certificate

Reason for Termination

### Student Details

Registration No of the student

Name of the Student

Type of Training  
Articleship

### Member I

### Member and Firm Details

Membership No. of the Employer

Name of the Employer

Student/Member need to fill the form(enters the date of termination and the no. of leaves etc) and upload the supporting document and submit the form.

## Step – 12 Edit the Form

Applicant Details

Printable PDF has been successfully generated. Please print, sign, and scan the PDF of the generated form. Please [Click here](#) to download the PDF.

Then [Click Here](#) to edit the form, and submit.

Student Details

Registration No of the student	Name of the Student	Type of Training Articleship
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Member and Firm Details

Name of the Employer
----------------------

Date of Registration 25/Apr/2017	Date of Commencement of Training 25/Apr/2017	Date of Completion 24/Apr/2020
Total No of Leaves (in Days) 151	Period of Training(in Days) 1096	No of Leaves(in Days) 151
Eligible Leaves(in Days) 156		

Stipend Details

Account No 98	Place of Bank Branch DELHI	Name of the Bank OBC
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Details of Work Undertaken and Training Received


Click on this button after verify your details to download the document

Click here to further submit the form



## Step – 13 Upload Document



 **The Institute of Chartered Accountants of India**  
(Setup by an Act of Parliament)

[Certificate of Service](#) [Report of Practical Tra...](#) [Document Upload](#)

Document Upload

\*Form PDF Upload  
[Click here to upload](#) **Uploaded**

**Info!** OTP validation is required to Final Submit this Form, please inform your Principal to provide you the OTP in order to Final Submit the form. Please make sure that your Principal has updated his/her mobile number and email ID in SSP.

[Generate OTP](#)

[BACK](#)

Version 13.09.00

Click on this button  
to upload the  
required  
documents

## Step – 14 Generate OTP



**The Institute of Chartered Accountants of India**  
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Certificate of Service

Report of Practical Tra...

Document Upload

Document Upload

\*Form PDF Upload

[Click here to upload](#)

Uploaded

**Info!** OTP validation is required to Final Submit this Form, please inform your Principal to provide you the OTP in order to Final Submit the form. Please make sure that your Principal has updated his/her mobile number and email ID in SSP.

Generate OTP

Click on this button  
to generate OTP

BACK

Version 13.09.00

## Step – 15 OTP Validation



**The Institute of Chartered Accountants of India**  
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📄 Certificate of Service

📄 Report of Practical Tra...

📄 Document Upload

### Document Upload

\*Form PDF Upload

[Click here to upload](#) **Uploaded**

**Info!** OTP validation is required to Final Submit this Form, please inform your Principal to provide you the OTP in order to Final Submit the form. Please make sure that your Principal has updated his/her mobile number and email ID in SSP.

\*OTP :

Enter OTP

Resend OTP

Validate OTP

in 4m 34s

Validate the  
OTP received by  
your Principal

## Step – 16 Form Submission



Document Upload

\*Form PDF Upload  
[Click here to upload](#) **Uploaded**

Payment Details

Condonation Fee	SGST	CGST	Total Amount
1000	0	0	1000.0

[BACK](#) [SUBMIT](#)

Click on **Submit** Button and pay the condonation fee if applicable

## Step – 17 Confirm Application



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### Applicant Details

Your form has been submitted successfully with reference number. Please wait atleast 7 days for ICAI to take action. Kindly do no raise a ticket

Info! You can view your Application Form and the status of your application at any time after Login-->Articleship Cycle-->Articleship Module-->Submitted/Pending Applications-

The form has been successfully submitted and sent to regional office for approval. [Click here](#) to download the original PDF

### Student Details

Registration No of the student	Name of the Student	Type of Training
		Articleship

### Member and Firm Details

Membership No. of the Employer	Name of the Employer	Firm Id	Firm Name

Students see following screen submitting application successful





The form has been sent for RO's approval, Kindly wait for 7 days before raising any ticket

## Frequently Asked Questions (FAQs)



1. Form 109 is not visible on the portal.

Ans. Check your training deed status in form 103, It should be Registered.

2. Is condonation fee applicable in case of ask for correction ?

Ans. No

3. OTP is not received by the member.

Ans. Kindly ask the member to check the professional mobile number.



Thank You