

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



The Institute of Chartered Accountants of Nepal
ICAN Marg, Satdobato, Lalitpur

1. Name of the Academy:

In English (Block Letter):

In Nepali / Devanagari:

2. Address:

Street:

Ward No.: Municipality/Rural Municipality:

District: Province:

Contact Address:

Telephone No.: Fax No.:

Email Address: Website:

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

a) Private/Public Limited Company

b) Affiliated to University or Board
Name of 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

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

· Less than

· 5 to 10 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. Infrastructure for online/virtual class. (Please add extra sheet if required)

a) Number and details of server and bandwidth

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b) Number and details of camera, mike, computer, laptops and other accessories required for virtual class

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c) Details of licensed software and applications

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d) Details of support and backup plan to avoid disruptions of class

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e) Details of platform to students to interact with faculties during the class

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f) Details of other infrastructures available for online/virtual class

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15. Library Facilities: [Please \checkmark 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

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

Name of the Authorized Person:

Designation :

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Signature

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Seal of the Academy

Enclosed - Standard Operating Procedures (SOP) for CA Coaching Classes