



**Hyderabad Branch of SIRC of  
Institute of Chartered Accountants of India  
(Setup by an Act of Parliament)**

**LIBRARY ENROLMENT FORM FOR STUDENT**

I request you to admit me as a student member of the Institute's Library. I shall agree and abide by its rules mentioned overleaf.

Following are my details enclosed below :-

1. Name (In Block Letters):

\_\_\_\_\_

2. Residential Address:

\_\_\_\_\_

\_\_\_\_\_

3. Contact No. : \_\_\_\_\_, E-Mail : \_\_\_\_\_

4. Student Registration No. : \_\_\_\_\_

5. Level : CA-Intermediate / CA-Final

6. Appearing For Exam : \_\_\_\_\_

Yours faithfully,

(Signature of Applicant)

Date \_\_\_\_\_

**Scan and join library whats app group**





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## Student Registration for ICAI Library/Reading-Room at Hyderabad

ICAI Students desiring to use Hyderabad Library are required to note following points for needful compliance:

- 1. Registration:** Library registration shall be on 1st working day of every Month between 08.00 a.m. to 08.00 p.m. on First-Come-First Served (FIFO) basis.
- 2. Registration Form & Documents Required:** Students are required to submit "Student Library Enrolment Form" along with following Documents:
  - a. Photocopy of either -
    - (i) Student Registration Letter or (ii) Articles Id-Card (If student is undergoing articles training) or (iii) Past Exam Admit Card or (iv) Aadhar Card
    - (b) 1 Stamp Size photograph
- 3. ID Card Validity:** The Library ID Cards shall be valid only for the month for which registration is done –  
For example, ID Card issued on 01-01-22 shall be valid for that month only i.e till 31-01-22 only.
- 4. Working Hours :** The Library / Reading Room shall be open from 09.00 am to 6.00pm On all Working Days. Library will be closed on Sundays & all Public Holidays unless changed.
- 5. Cancellation of ID card :**
  - a. If any Student found not attending Library/Reading-Room for consecutively for more than 3 days, it would be cancelled unless otherwise intimated to the Management on prior basis.
  - b. If any student found not following Rules & Regulations of Library, then management can Cancel his Library Id card at any time and even prohibit from further applying for the Library.
- 6. ID Card would be Issued only once & Non- Transferable:** Id card would be issued at the time of Application only. If Id card is lost ,it won't be issued again for that Month.
- 7. Need to use Allotted seats only :**
  - a. Students need to use only allotted seat and not permitted to transfer themselves or use any other place.
  - b. Students aren't allowed to do Group Discussions or Study together.
  - c. Consumption of Food & Others need to be done in designated seat only not allowed at any other place such as Staircase
- 8. Maintaining Library Decorum:** Students should strictly maintain an atmosphere of silence, decorum and discipline must be maintained in the library.
- 9. Dress Code:** It may please be noted that Tracks, Night Pants, Cargoes, Jackets, Skirts & Sleeve less are explicitly not allowed to be worn at reading room.