

ANNEXURES

- A. Format of Application to be submitted for Revocation/Edit after the lapse of 30 days from the date of Signing as mentioned in Guideline no. 5 & 6. ***(Please note that application shall be in the letterhead of the firm and signed by the COP holder who has generated UDIN)***

To the Executive Director,
The Institute of Chartered Accountants of Nepal

Date of Application:

Subject: Amendment to UDIN document

I, _____ (COP No. _____), proprietor/Partner of
_____ (Firm reg. No. _____) request you for
amendment to/Cancel the UDIN document submitted along with this application. The reasons and
details of amendment have been provided as follows:

Types of amendment: Revoke & Generate ☐ Edit ☐
 Revoke only ☐

Reason/s:

_____.

Existing UDIN of the Document:

Membership number:

Date of Application:

Name of Application Bearer:

Signature of the CoP Holder

Other Documents to be enclosed (as per necessity):

1. Self-Declaration of non-submission of Audited Financial Statement by the Audit Client elsewhere (In case of Revocation)
2. Payment of Application fee per issue (Edit/revoke)
3. Copy of financial statement/s in case of change in financial figures for comparison to validate the change.
4. Copy of UDIN document generated.
5. (Other documents or supporting as deemed necessary by the ICAN.)