

ELECTIONS TO THE MANAGING COMMITTEES OF CHAPTERS OF ICSI – 2022

Instructions to candidates for filing the Nomination Papers

1. The Nominations should be submitted in the approved Nomination Form as available on the website of Institute. It can be downloaded from URL <https://www.icsi.edu/election2022/icsi-chapter-elections/> or can also be collected from respective Chapter Offices.
2. The name of Chapter should be clearly mentioned in the Nomination Form.
3. The maximum number of Nominations that can be submitted by a candidate shall be ONE (01) only.
4. The proposer and seconder shall be persons entitled to vote in the election in the relevant Chapter.
5. Two passport size colour photographs are to be attached with nomination form. Name and Membership Number of the candidate should be written on the back of each passport size photograph.
6. The Nomination papers have to be filled up meticulously. Overwriting / corrections, if any, in the Nomination papers should be invariably countersigned/ authenticated by the candidates.
7. Past Chairmen of Chapters shall not be eligible to contest in election of the Managing Committee or nominated as a member or Chairman of the Managing Committee of any Chapter. Exceptions shall be as per Clause No. 15.9 of ICSI Chapter Management Guidelines.
8. Each candidate shall comply with the Election Code of Conduct in letter and spirit.
9. A candidate filing Nomination for Election to the Managing Committee shall enclose Demand Draft of applicable amount towards Nomination fee favouring “The Institute of Company Secretaries of India”, payable at New Delhi :

Grade of Chapter	Nomination Fee (Rs.)	Total amount to be paid as Nomination Fee (Rs.)
Diamond & Platinum	10000 + GST @ 18%	11,800/-
Gold	5000 + GST @ 18%	5,900/-
Silver	3500 + GST @ 18%	4,130/-

Note : Candidate’s Name, Membership Number, Mobile Number, Email id be mentioned on reverse side of demand draft.

10. Checklist of documents to be submitted by the candidates:

Sl. No.	Particulars
(i)	DD towards Nomination Fees
(ii)	Nomination Form & Consent
(iv)	Duly signed Statement of particulars to Nomination Form with verification clause
(iii)	Duly Signed declaration cum undertaking
(iv)	Two Passport size colour Photographs

The hard copy of Nomination papers in the approved form complete in all respects should be sent in a closed/sealed envelope along with Nomination Fees duly superscripting “**Nomination for Election to Managing Committee of _____ Chapter of ICSI - 2022**” so as to reach the respective Chapter Office by Thursday, the 1st December 2022 not later than 6:00 P.M.

Secretary, ICSI