

FAQs on the Company Secretaries Benevolent Fund (CSBF)

1. What is the Company Secretaries Benevolent Fund (CSBF)?

The Company Secretaries Benevolent Fund (CSBF) is a society registered with the Registrar of Societies, New Delhi under the Societies Registration Act, 1860. It was established by the Institute of Company Secretaries of India (ICSI) in the year 1976 to create a security umbrella and provide reasonable safety net to the Company Secretaries who are members of the CSBF and their dependent family members in distress.

2. Why should members of ICSI become members of CSBF too?

- One time Subscription / Contribution to the Fund is for a noble cause and general benevolence of the fellow professional colleagues.
- Members of ICSI after becoming life members of CSBF get additional security shield for the life.
- The Fund is recognized under Section 12A of the Income Tax Act, 1961. The Subscription / Contribution to the Fund qualify for deduction under section 80G of the Income Tax Act, 1961.

3. How is the CSBF managed?

The CSBF is managed by the Managing Committee consisting of fifteen members. President, Vice-President and Secretary of the ICSI are ex-officio members of the Managing Committee. The remaining twelve members are elected from amongst the members of the Fund at the Annual General Meeting of the CSBF. One-third of the total elected members retires every year but is eligible for re-election.

4. Who can become a life member of CSBF?

Only a member of ICSI (ACS/FCS) can become a life member of the CSBF. A Life Membership number (LM Number) is allotted to each member on admission to CSBF.

5. How to become a life member of CSBF?

A member of ICSI can become a life member of CSBF by making an online application using the link <https://stimulate.icsi.edu/> along with one time subscription of Rs.10,000/-.

7. How to apply Online for Enrolment as a life member of CSBF?

The steps for applying online for enrolment as life member of CSBF are as under:-

- a) Login to member portal <https://stimulate.icsi.edu/>
- b) Fill User Name: Enter your membership number (e.g. A1234).
- c) Password: Fill the password. In case you do not have a password, you may retrieve your password provided your email ID is correctly registered in the Institute.
- d) After login, go to "CSBF" option (from top menu) and then click on "CSBF Registration".
- e) Go step by step and complete the registration process and make the payment.

8. How to claim Financial Assistance from CSBF in the case of Death of the Life Member?

The claim for financial assistance from CSBF can be made by submitting the following documents:

1. Duly signed application from the dependent claiming financial assistance from CSBF in writing indicating the name, membership number, LM number and cause of death of the deceased member. Please also indicate communication address, email address, phone number etc., of the claimant.
2. Self attested copy of Identity Proof of the dependent claiming financial assistance.
3. Self attested copy of document in support of having relation with the deceased member (such as aadhar card, voter id card, marriage certificate in case of spouse/birth certificate in case of children etc.)
4. Copy of Death Certificate of the deceased member.
5. No Objection Certificate from other dependents of the deceased member.
6. Self declaration about annual income in the preceding financial year along with a self-attested copy of the Income tax Return filed for the last Financial Year by the dependents claiming financial assistance.
7. Copy of cancelled cheque/bank passbook of the dependent claiming financial assistance.

9. How to claim reimbursement of Medical Expenses from CSBF for Self or Declared Dependents?

The claim for reimbursement of medical expenses from CSBF incurred for self or declared dependents can be made by submitting the following documents:

1. Duly signed application claiming financial assistance from CSBF indicating the details of medical expenditure, communication address, email address, phone number etc.
2. Original Bills and Payment Receipts for the expenses incurred.
3. An undertaking that the member has neither applied for nor received reimbursement from any other source for the expenses incurred.
4. An undertaking that the member has not claimed any financial assistance for medical reimbursement from CSBF in the past. If claimed, details to be provided.
5. Self declaration about his/her annual income in the preceding financial year along with a self attested copy of Income Tax Return filed for the last financial year.
6. Copy of cancelled cheque/bank passbook of the dependent claiming financial assistance.

10. To whom request for financial assistance from CSBF be made?

Joint Secretary - Membership & CSBF
The Institute of Company Secretaries of India
ICSI-House, C-36, Sector-62
Noida - 201301
Email: csbf@icsi.edu
Phone: 0120-4522000

11. Miscellaneous

1. Medical Expenses upto Rs. 75,000/- are eligible for reimbursement one time only and can either be claimed in full or in parts. A Life member of CSBF can claim the medical expenses after a cooling period of 3 years i.e. from the date of admission as Life member of CSBF. In case the reimbursement is claimed before the said period of 3 years, it will be treated as a case applicable to a non-CSBF member.
2. Annual Income- Life Members of CSBF having annual income of Rs. 7.5 lakh and below are eligible for the medical reimbursement from CSBF under the criteria of deserving cases.
3. Updation of Dependent details - For updation of dependent details, a Life member of CSBF can use the 'Update Dependent Details' option available under 'Track CSBF Request' option of member login.
4. Donations to CSBF can be made online now by the Members of the Institute and Others by clicking the link - www.icsi.in/ICSIDonation In this new facility, a receipt is generated automatically on-line which *inter-alia* serves the purpose of acknowledgment of donation qualifying for deduction under Section 80G of the Income Tax Act, 1961.



..... Some stories

The Company Secretaries Benevolent Fund (CSBF) is a Society registered with the Societies Registration Act, 1860 and recognized under Section 12A of the Income Tax Act, 1961. The CSBF was established in the year 1976 by the Institute of Company Secretaries of India (ICSI) (a Statutory Body under an Act of Parliament), for creating a security umbrella for the Company Secretaries and/or their dependent family members in their hour of need. The donation to the CSBF qualifies for the deduction under Section 80G of the Income Tax Act, 1961.

The members of ICSI are eligible to become members of the CSBF on payment of one time subscription fee (at present Rs.10,000/-). A unique number known as Life Membership number is allotted on admission to CSBF. Presently, the financial assistance provided by the CSBF is as under:

Sl. No.	Amount	Reason
1	Rs. 10 Lakh	In case of unfortunate demise of a Company Secretary upto the age of 60 years
2	Rs. 3 Lakh	In case of unfortunate demise of a Company Secretary above the age of 60 years
3	Rs. 50,000	One-time per child (upto two children) for education of minor children of a deceased Company Secretary upto the age of 60 years
4	Upto Rs. 75,000	For reimbursement of medical expenses incurred on self / declared dependents in deserving cases

This initiative of sharing some happenings is just with an objective to bring out few incidents where CSBF support has been able to stand at tough times with the affected families:

1. Naveen Ratra* was a member of the Institute for over 28 years and a life member of CSBF for over 26 years was 55 years of age and passed away untimely due to cancer. He was survived by his spouse, son and minor daughter. This tragic incident had devastated the life of the family as the sole bread earner of the family was no more and the family was at the brink of financial crisis. It was at

this moment that CSBF came forward to help the family. The CSBF gave a financial assistance of Rs.10 lakh to the spouse and an amount of Rs.50,000 as one time education allowance for the minor daughter of the deceased member. Though the loss was irreparable and any amount of money could not have compensated for the loss of their beloved, but this assistance from CSBF had its own way helped the family in overcoming some of their difficulties and given them a new ray of hope to survive and face the impending challenges of life.

2. Ranjan Kumar*, a member of the Institute who was also a life member of CSBF applied for reimbursement of medical expenses incurred towards the cancer treatment of his dependent father. The high expenditure involved in the treatment and the fact that it is of recurring nature also added to his worries. CSBF came as a ray of hope for him. Understanding the gravity of the situation, CSBF reimbursed the amount claimed by him as per the entitlement.

3. Sapna Sharma*, a young member of the Institute passed away at the age of 27. Her father approached CSBF for help. CSBF on hearing this tragic incident, made a payment of Rs.50,000 to the father. Though this amount was very small, but in the hour of need, a small help demonstrates sense of belongingness. This amount could have been Rs.10 lakh, had she been a life member of CSBF.

4. Shrikant Deshpande*, being 44 years old unfortunately left for heavenly abode due to cardiac arrest. He was survived by his mother, spouse and minor daughter. He was a life member of CSBF. The CSBF came forward and helped the family by giving a financial assistance of Rs.10 lakh to the spouse and an amount of Rs.50,000 as one time education allowance for their minor daughter.

5. R Subramanian*, a life member of the CSBF expired due to cardiac arrest. He was just 43 years of age. He left behind his spouse and two minor sons. The spouse wrote to CSBF for financial assistance so as to support her towards maintenance and survival. CSBF gave Rs.10 lakh as financial assistance to his spouse and Rs.1 lakh additionally as education allowance for their minor sons. The assistance provided from CSBF would have been quite helpful for the spouse and her two sons as they were yet to become bread earners.

**The names have been changed to conceal identity.*