Payment of Annual Membership and Certificate of Practice Fee for the Year 2015-16

The annual membership fee and certificate of practice fee for the year 2015-16 became due for payment w.e.f. 1st April, 2015. The last date for payment of fee is 30th June, 2015.

The membership and certificate of practice fee payable is as follows:

1. Annual Associate Membership fee   Rs.1125/- (*)
2. Annual Fellow Membership fee        Rs.1500/- (*)
3. Annual Certificate of Practice fee     Rs.1000/- (**)

- * A member who is of the age of sixty years or above and is not in any gainful employment or practice can claim 50% concession in the payment of Associate/Fellow Annual Membership fee and a member who is of the age of seventy years or above and is not in any gainful employment or practice can claim 75% concession in the payment of Associate/Fellow Annual Membership fee subject to the furnishing of declaration to that effect.

- **The certificate of practice fee must be accompanied by a declaration in form D duly completed in all respects and signed. The requisite form ‘D’ is available on the website of Institute www.icsi.edu.

MODE OF REMITTANCE OF FEE

The fee can be remitted by way of:

(i) Online (through payment gateway of the Institute’s website www.icsi.edu)
(ii) Cash/Cheque at par/Demand draft/Pay order payable at New Delhi (indicating on the reverse name and membership number) drawn in favour of ‘The Institute of Company Secretaries of India’ at the Institute’s Headquarter or Regional/Chapter offices.

For queries, if any, the members may please write to Mr. Saurabh Bansal, Asst. Education Officer at email id saurbabh.bansal@icsi.edu.

Steps for online payment:

a. Login to portal www.icsi.edu
b. Click Online services on the right top corner and then click Login
c. Fill the User name: Enter your membership no. (e.g. A1234) as per the sample given on the page
d. Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email is correctly registered in the Institute’s record. Alternatively, you may send an email request for password with your ACS/FCS membership no. to meena.bisht@icsi.edu

e. After login, go to Members Option (from top menu) then click on ‘My Account’
f. Click on Payment Requests
g. Click on Membership fee request
h. Make the payment and press submit button