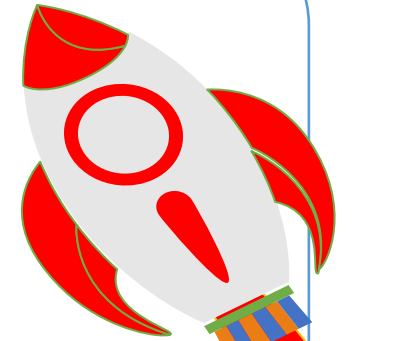


5 Mins to PAY

MEMBERSHIP FEE



05

04

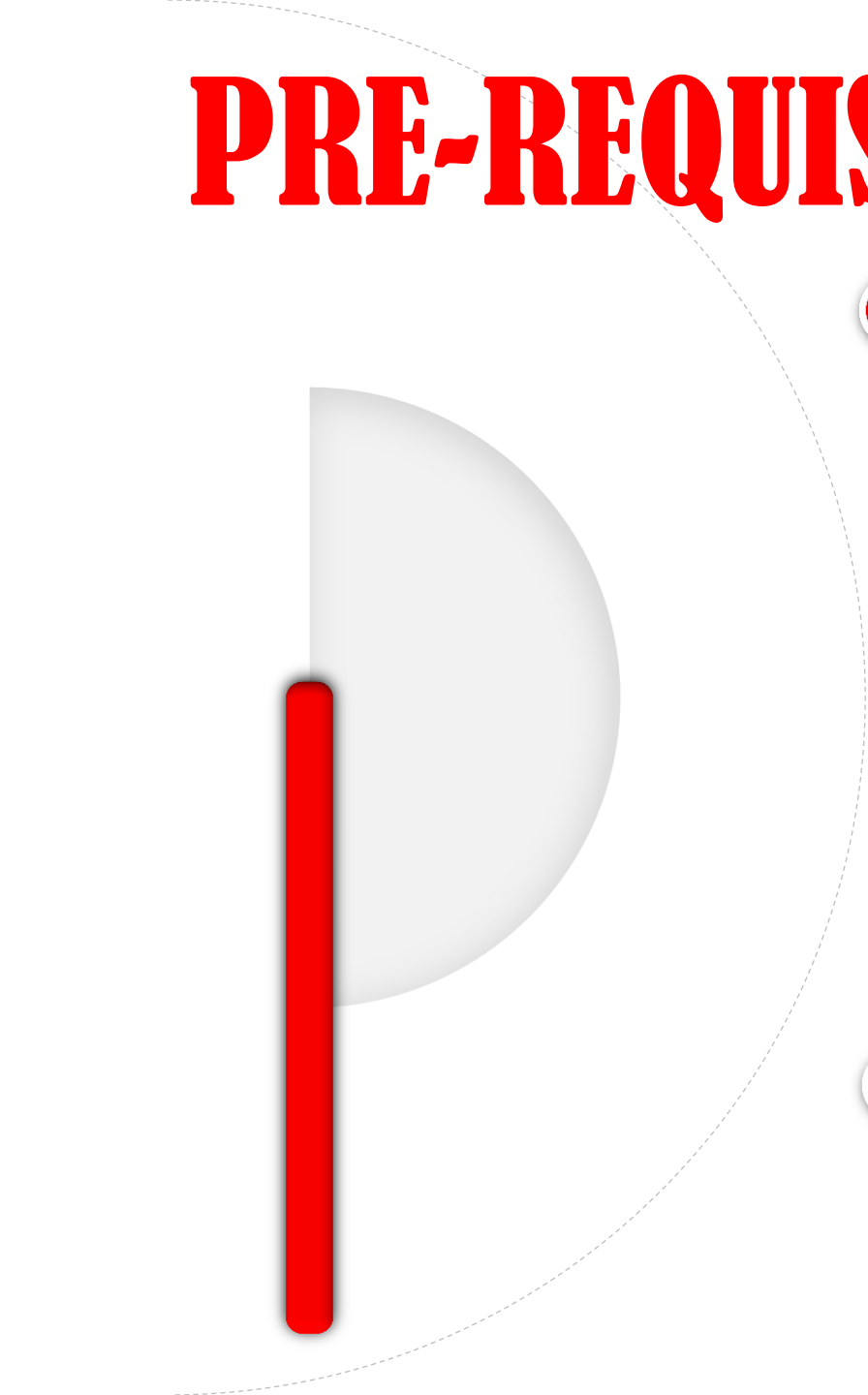
03

01

02



PRE-REQUISITES



- 1 Registering - ECSIN / UDIN / FORM D - as applicable
- 2 PCH / EXEMPTIONS if any
- 3 PAN / AADHAR/GST/ADDRESS
- 4 Credit / Debit or Net-banking

PREREQUISITE

MEMBERS ARE REQUESTED TO FULFILL THE FOLLOWING REQUIREMENTS BEFORE PROCEEDING

ECSIN: Member who are in **employment** are required to register at **eCSin** portal at the link <https://stimulate.icsi.edu/e csin>

UDIN: Member who are holding valid **Certificate of Practice** are required to register mandatorily at UDIN portal at the link <https://stimulate.icsi.edu/ udin>

FORM D: Members holding Valid **Certificate of Practice** are also required to fill & submit online **form D for renewal of COP** before proceeding

ECSIN Applicable for Member in employment (not in Practice)

MEMBER UNLESS EXEMPTED HAS TO MANDATORILY GENERATE ECSIN AT THE TIME OF APPOINTMENT AS WELL AS RESIGNATION

Procedure of Online Registration for ECSIN

- **Step 1:** Click on the “Membership Registration” menu on the ECSIN portal.
<https://stimulate.icsi.edu/ecsln>
- **Step 2:** Opt either ACS or FCS and fill membership number & DOB and click on “Submit” button.
- **Step 3:** Create Password
- **Step 4:** Login by filling the user name & password and clicking on “Login” button.
- **Step 5:** fill all the fields of the eCSIN generation.
- **Step 6:** Click on “Generate eCSIN” button.

ECSIN Applicable for Member in employment (not in Practice)

MEMBER CAN AVAIL EXEMPTION IF THEY ARE FROM BELOW CATEGORY

CATEGORIES:

Sitting Members of Parliament or of any State or UT Legislative Assembly

Serving Members of Judiciary/Tribunals and Quasi Judicial Bodies

Serving Members of Civil Services and allied disciplines

Serving Members of Armed Forces and Paramilitary forces

Serving Diplomats

Members in permanent employment with Central Government, State Government(s), Regulatory Bodies, Government Organizations

Members registered with any registered Bar Council of India.

Members holding Certificate of Practice issued by any other professional bodies in India

Unemployed

Guideline available at ECSIN portal <https://stimulate.icsi.edu/ecsine/PDF/eCSIN-Guidelines.pdf>

UDIN Mandatorily applicable only for Members in Practice (COP Holders)

UNIQUE DOCUMENT IDENTIFICATION NUMBER (UDIN) IS SYSTEM GENERATED RANDOM ALPHANUMERIC NUMBER, WHICH DEFINES THE AUTHENTICITY OF DOCUMENTS ISSUED BY COMPANY SECRETARY IN PRACTICE.

Procedure of Online Registration for UDIN

- **Step 1:** Click on the “Membership Registration” menu on the UDIN portal.
- **Step 2:** Opt either ACS or FCS and fill membership number & DOB and click on “Submit” button.
- **Step 3:** Create Password
- **Step 4:** Login by filling the user name & password and clicking on “Login” button.
- **Step 5:** Login with valid credential, Fill details like: Name of Company/Firm/ Individual, CIN No.,
- **Step 6:** Select document type Fill date of signing and click on “Generate UDIN”

- **Only Members with a valid Certificate of Practice can register at UDIN Portal**
- For more details please visit <https://stimulate.icsi.edu/udin> & refer guideline <https://stimulate.icsi.edu/udin/PDF/UdinGuidelines.pdf>

FORM D Mandatorily applicable only for Member in Practice (COP Holders)

For the Issue/Renewal/Restoration of Certificate of Practice.

Procedure for filling Online Form D:

- Step 1** Login with member account
- Step 2** Click on “**Manage Account**” under members tab
- Step 3** Click on “**Online form D**”
- Step 4** First fill the “**Personal Details**” tab and click save as draft
- Step 5** Fill “**Area of practice**” tab, select at least one field of your area of interest and click save as draft
- Step 6** Fill “**Verification details**” and click save as draft (this page is important) and please fill all the mandatory fields carefully.
- Step 7** Last page is “**Declaration**”, fill the place and date and click save as draft option.
- Step 8** At the end please click the ‘Final save & Print’ button and keep a copy of the Form-D for your records.

(Please fill and submit the form in one go. Once the form D is submitted, modifications cannot be done)

It is mandatory to fill the online Form D each year before proceeding for paying the annual membership fee.

PCH Applicable for all members

Every Company Secretary in practice or in employment is required to achieve the Programme Credit Hours (PCH) as per the guidelines issued by ICSI

The requirement of compulsory PCH shall not apply to :

- (a) A member who attains the age of 65 years during a particular calendar year.
- (b) A member, for the year during which he gets his Certificate of Practice for the first time.
- (c) A member or class of members to whom the Council may in its absolute discretion grant full/partial exemption either specific/general, on account of facts and circumstances in case of :

- **Maternity / Paternity Leave**
- **Accident/Medical Emergencies**
- **Unemployment**
- **Any other case, as may be deemed appropriate by the Council on a case to case basis.**

• If there is any query/discrepancy related to the program credit hours, send an email at cpe@icsi.edu The concerned officer / department will respond to the matter

PAN & AADHAAR NO. mandatory

It is mandatory to fill PAN Number and AADHAAR Number by every member

In case member not having PAN or Aadhaar, He / She may write PAN as ZZZZZZZZZZ and Aadhaar as 12 timed 9 (999999999999), which is self certification for not having such documents.

You can update GSTIN/ PAN/ Aadhaar number permanently in Institute's record

Go to **Manage Account**

Then click on **Update PAN/Aadhar card/GSTIN No.**

Fill PAN, AADHAAR & GST details

Click on **Save** button

GSTIN / NAME TO BE REFLECTED ON THE RECEIPT: • optional

For getting GSTIN number on receipt for taking tax input credit

Members are required to enter their GSTIN number in the relevant field at the time of making the payment.

No request is entertained to provide the GSTIN number on receipt at a later stage i.e. once payment is made.

Member also can write their company/firm name at the option given for same at the payment screen.

ADDRESSES (Professional and Residential)

As per CS Regulations, 1982, members address should be updated

Member's registered Professional and Residential address are displayed on the payment screen. In case address seems incomplete / incorrect, update the address by clicking on "Update Address" link provided.

You may also update your address using online services of the Institute in the following way:

Click Change of Address under Manage Account option

Select the professional / residential option

Click Go button

Click Submit button

PAYMENT GATEWAY

Two payment gateway service provided by HDFC and ICICI for Credit , Debit and Netbanking

Please select any one payment gateway service provider by clicking in check box

Different type of payment mode i.e. Debit Card/ Credit Card or Internet banking option will be shown at next screen

Member can choose Debit Card/ Credit Card or Internet banking option by selecting option of his / her choice.

All information in Hand and Pre-
Requisites Complete

LETS PAY THE FEES

PLEASE NOTE:

The “Proceed for Payment” button will only be activated after filling all the fields

It is mandatory to fill all the information give at payment screen

While depositing the annual membership fee, the member has to fill the information about his / her Employment, ECSIN, UDIN, PCH hours, "Exemption in ECSIN / PCH - if applicable", PAN, Aadhaar, Address, GST etc carefully.

The amount paid by the member may not immediately sync. Sync occurs automatically after some time. In some cases it may take 24 to 48 hours

HOW TO LOGIN at membership portal

Visit <https://www.icsi.edu>, CLICK on “Online Services” tab, CLICK on “Member”, Fill user name & password, CLICK on “ Login. Go to “Manage Account” under members tab, CLICK on “Annual Membership Fee” for remitting fees.

In case you don't have password, you may retrieve the Password.

- Click to retrieve password
- Enter your Username/ Membership no. (eg. A1234 or F1234)
- Again click on retrieve password

Your password will be sent to your registered email id and mobile number. You can check your registered email and mobile number at “Member Search” option at website.

The members who do not have registered email id & mobile number may make the request to update mobile/email Id on <http://support.icsi.edu> by attaching scanned copy of Photo ID proof.

PAYMENT SCREEN (ECSIN)

For Member not in Practice eCSIN	eCSIN:	<input type="text"/>
	Confirm that Is there any change in your employment since generation of eCSIN	<input type="radio"/> Yes <input checked="" type="radio"/> No
	PCH completed in FY 2019-2020:	<input type="text" value="8"/>
	PCH completed in block 2017-2020:	<input type="text" value="8"/>
	Are you Exempted from eCSIN	<input checked="" type="radio"/> Yes <input type="radio"/> No Serving Members of JI <input type="text"/> Details on the basis of exemption: * <input type="text" value="Fill Remarks here"/>
	Whether Form DIR12 was filed for the same employment:	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Are you Exempted From PCH:	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="text" value="--Select--"/>
PAN (in capital letters)*	<input type="text" value="A G"/>	
Aadhaar No.*	<input type="text" value="9 3"/>	

- ← If empty (and not exempted), first register on the ECSIN portal.
- ← Click yes if any change in employment after generation of ECSIN else click No
- ← Your PCH details shown here. You cannot change it
- ← If you fall in the exempted category, click Yes and select the category and fill remarks (filling remark is mandatory)
- ← Select Yes/No
- ← If yes, choose category from dropdown menu
- ← Fill your PAN & Aadhaar No here (mandatory fields)

PAYMENT SCREEN (ECSIN)

GSTIN (Fill your GST Number to claim GST Input Tax Credit). If GST No is not given here, it will not be reflected in the receipt.	<input type="text"/>	←
Name to be reflected on the receipt:	<input type="text"/>	←
Professional Address	<input type="text"/> Update Address	←
Residential Address	<input type="text"/> Update Address	←
Amount (Including GST @ 18%)	<input type="text" value="2950"/>	←
Choose Payment Gateway	<input checked="" type="radio"/> HDFC Bank <input type="radio"/> ICICI Bank	←
<input checked="" type="checkbox"/>	I declare that I am submitting this fees/application on my own behalf.	
<input checked="" type="checkbox"/>	I declare that the information given by me herein above and both the Professional and Residential Address , email, mobile are true to the best of my knowledge and updated and in case any of the information / statement furnished is found to be false / misleading, then I understand that the Institute can take disciplinary action against me on grounds of professional misconduct in terms of clause 2 of Part-III of the First Schedule and/or clause 3 of Part-II of the Second Schedule under the Company Secretaries Act, 1982 as amended time to time.	←
	The Payment button will only show if all pre requisites are in place.	
	<input type="button" value="Proceed for Payment"/>	←


- Fill your GST No. here to avail credit input (optional)
- Optional field for print "alias" in receipt. Do not fill if GST No left blank
- Registered address show here. If seems incomplete / incorrect, please update by clicking on "Update Address" link
- The total payable amount appears here.
- Choose any one payment gateway.
- Select both declarations
- The payment button will be activated only after filling all the above fields.

PAYMENT SCREEN (UDIN)

For Member in Practice UDIN	UDIN:	UDIN Registered
	PCH completed in FY 2019-2020:	40
	PCH completed in block 2017-2020:	64
	COP NO:	
	Are you Exempted From PCH:	<input checked="" type="radio"/> Yes <input type="radio"/> No Maternity / Paternity Leave
	Enter Letter Date Issued By ICSI:*	DD/MM/YYYY
PAN (in capital letters)*	A A	
Aadhaar No.* 7	
GSTIN (Fill your GST Number to claim GST Input Tax Credit). If GST No is not given here, it will not be reflected in the receipt.		
Name to be reflected on the receipt:		
Professional Address	.Phone:- Email:-@yahoo.com Update Address	
Residential Address	NEW DELHI 110058 .Phone:- Email:- Update Address	

- Your UDIN status shows here (mandatory to register for COP Holders)
- Your PCH details shown here. You cannot change it
- Your COP No. shown here.
- If you fall in the exempted category, click Yes and select the category and fill remarks
- Fill your PAN & Aadhaar Number here (mandatory fields)
- Fill your GST No. here to avail credit input (optional)
- Optional field for print "alias" in receipt
- Registered address shown here. If seems incomplete / incorrect, please update by clicking on "Update Address" link

PAYMENT SCREEN (UDIN)

Amount (Including GST @ 18%)	<input type="text" value="3540"/> "Annual fee for renewal of COP is not included in this payment. The same can be paid using option'Request relating to Certificate of Practice' after filling Online FormD only after making the payment of Annual Membership fee"
	<input type="checkbox"/> Include COP Fee
Choose Payment Gateway	<input checked="" type="radio"/> HDFC Bank <input type="radio"/> ICICI Bank
	<input type="checkbox"/> I declare that I am submitting this fees/application on my own behalf.
	<input type="checkbox"/> I declare that the information given by me herein above and both the Professional and Residential Address , email, mobile are true to the best of my knowledge and updated and in case any of the information / statement furnished is found to be false / misleading, then I understand that the Institute can take disciplinary action against me on grounds of professional misconduct in terms of clause 2 of Part-III of the First Schedule and/or clause 3 of Part-II of the Second Schedule under the Company Secretaries Act, 1982 as amended time to time.
	The Payment button will only show if all pre requisites are in place.
	<input type="button" value="Proceed for Payment"/>

• The total payable amount appears here (Excluding COP fee)

• Click in checkbox to include COP fee

• Choose any one payment gateway

• Select both declarations

• The payment button will be activated only after filling all the above fields.

PAYMENT SCREEN (COMMON) AFTER CLICK ON PROCEED FOR PAYMENT

not secure | icsi.in/student/Members/MyAccount/tabid/127/ctl/IcsiAccount/mid/432/Default.aspx

Google Translate Membership Logi

IC Home ICSI Res

- [Request for Transcript](#)
- [Payment Transaction Guidelines](#)
- [Request for FCS Membership](#)
- [Endorsement of Member Verification under ICSI-ICSA](#)

Choose Payment

www.icsi.in says
Do you want to continue?

• Click on OK for proceed

OK Cancel

my own behalf.
ove and both the
e are true to the

best of my knowledge and updated and in case any of the information / statement furnished is found to be false / misleading, then I understand that the Institute can take disciplinary action against me on grounds of professional misconduct in terms of clause 2 of Part-III of the First Schedule and/or clause 3 of Part-II of the Second Schedule under the Company Secretaries Act, 1982 as amended time to time.

The Payment button will only show if all pre requisites are in place.

Proceed for Payment

PAYMENT SCREEN (COMMON) AFTER CLICK ON PROCEED FOR PAYMENT

YOU ARE HERE : Members > My Account

Account Summary Manage Profile Manage Image **Payment Requests**

Confirmation / Declaration

Your Payment Id is: 4233799 and Request Id is : 40802. Please note the same for future use.

← Note down payment ID and request ID for future reference

Confirmation / Declaration

1. Some times the user can not get the print out of the acknowledgement /payment receipt. The reason might be the "Failed Transaction" OR "Acknowledge not generated (exclusively)" due to heavy traffic or network connectivity issues.
2. In case the receipt is not available within two working day, the stakeholder should send an email to the Institute at info@icsi.edu with details (Membership No., details of the Transactions i.e Transaction ID, Request ID, Date and Time)
3. The institute takes approximately 48 hours to reconcile the data with the bank.

Proceed To Payment



• Please click on the "Proceed To Payment" button to proceed. On clicking, the page will be redirected to "Payment Gateway".

PAYMENT GATEWAY SCREEN

English

Payment Information

Credit Card >

Debit Cards

Net Banking

Card Number



Expiry Date

Month Year

CVV

I agree with the [Privacy Policy](#) by proceeding with this payment.

INR 1770.00 (Total Amount Payable)

Make Payment

Cancel

ORDER DETAILS

Order #: 4233799

Order Amount 1770.00

Total Amount **INR 1770.00**

Members can pay online fee by using any bank's DEBIT CARD, CREDIT CARD or NET BANKING

Powered by  **HDFC BANK**



HOW TO GENERATE DUPLICATE RECEIPT

In case payment receipt not generated after making the payment. Members can generate duplicate acknowledgement receipt by following below steps.

Go to “**Manage Account**”

Click on “**Duplicate Acknowledgment**”,

choose field and click on **Submit**

Place Your Request

- [Online FORMD](#)
- [Update PAN/Aadhar card/GSTIN No](#)
- [List of Unsuccessful Transactions](#)
- [Request relating to Certificate of Registration](#)

Duplicate Acknowledgment Generation

Ackno/ Amount/ FeeType/ Date of Payment
99931677 1125 Annual Membership Fees Jun 29 2012 3:06PM
9990052987 2950 Annual Membership Fee May 20 2020 4:11PM
99612301 1148 Annual Membership Fees Jun 24 2011 2:28PM
991358921 1125 Annual Membership Fees Jun 6 2013 2:13PM

Please Select the Data as shown above and click on the **Submit** button.

Submit

HAVE ANY QUERIES / COMPLAINTS?

Please use Support Portal at the following link : <http://support.icsi.edu>
It is reiterated that the support portal is the ONLY mode of communication with the Institute and queries/ complaints

HOW TO REGISTER A COMPLAINT / QUERY AT SUPPORT PORTAL

Visit <http://support.icsi.edu> , Fill all the mandatory fields and submit the form.

Use Guest option to login on the portal, Ensure you give Membership Number, Mobile Number, Email Address when giving your query. You may attach any file or screenshot with your query for better description and PRIORITY handling.

HOME CSEET REGISTRATION STUDENT+ COMPLAINT+ COUNSELLOR REGISTRATION+ PRINT RECEIPT ECART+ CS JOURNAL+

TRAINING AUTOMATION PORTAL HELP+

Register a Complaint

* Mandatory Fields

Guest User Registered User


First Name *

Middle Name

Last Name

Email Id *

Confirm your Email Id *

Date of Birth *  (eg. 25/05/1991)

Country *

HAVE ANY QUERIES / COMPLAINTS?

Please use Support Portal at the following link : <http://support.icsi.edu>
It is reiterated that the support portal is the ONLY mode of communication with the Institute and queries/ complaints

HOW TO TRACK A COMPLAINT / QUERY TO SEE THE SOLUTION PROVIDS

Visit <http://support.icsi.edu> , Click at Complaint tab then select Track complaint
Search the complaint by mobile no, email id or complaint no, then Click on Search button

HOME CSEET REGISTRATION STUDENT+ COMPLAINT- COUNSELLOR REGISTRATION+ PRINT RECEIPT ECART+ CS JOURNAL+ TRAINING AUTOMATION PORTAL

HELP+

REGISTER A COMPLAINT

TRACK COMPLAINT

Search Criteria

Mobile Number

Email Id

Complaint Number

Search Clear

Search Result

Total Records: 0 Page Size 20

COMPLAINT NUMBER ▼	TOPIC ▼	SUB TOPIC ▼	OPENING DATE	CLOSING DATE	STATUS ▼
No records Found					



**THANK
YOU**

Team ICSI

The Institute of Company Secretaries of India

C-36, Sector-62, NOIDA, UP 201 309

<http://Support.icsi.edu> ; 0120-4522000