



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

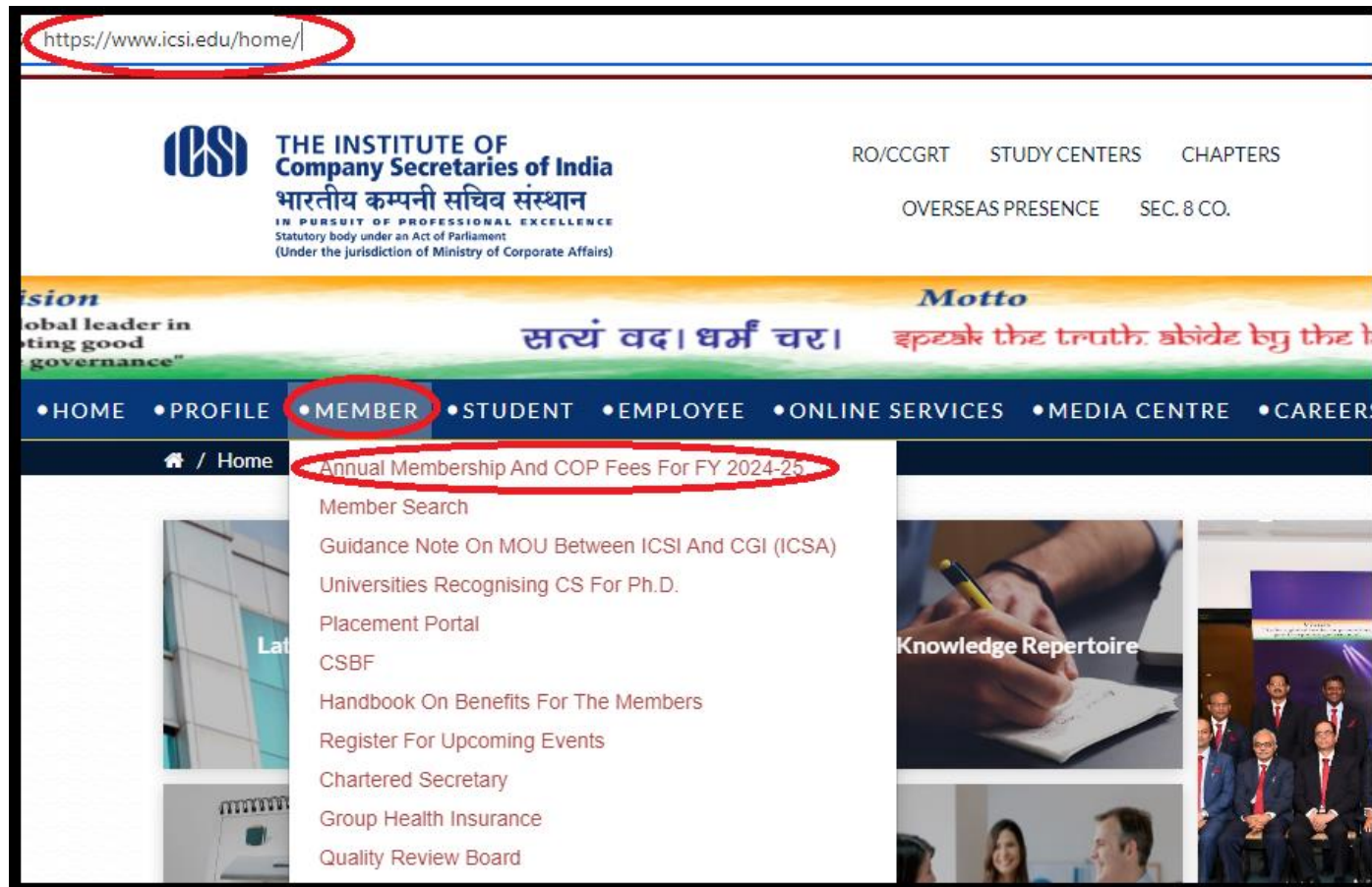
# User Manual for filling the KYM Form & payment of Annual Membership / CoP Fee

# Procedure to submit the KYM Form:

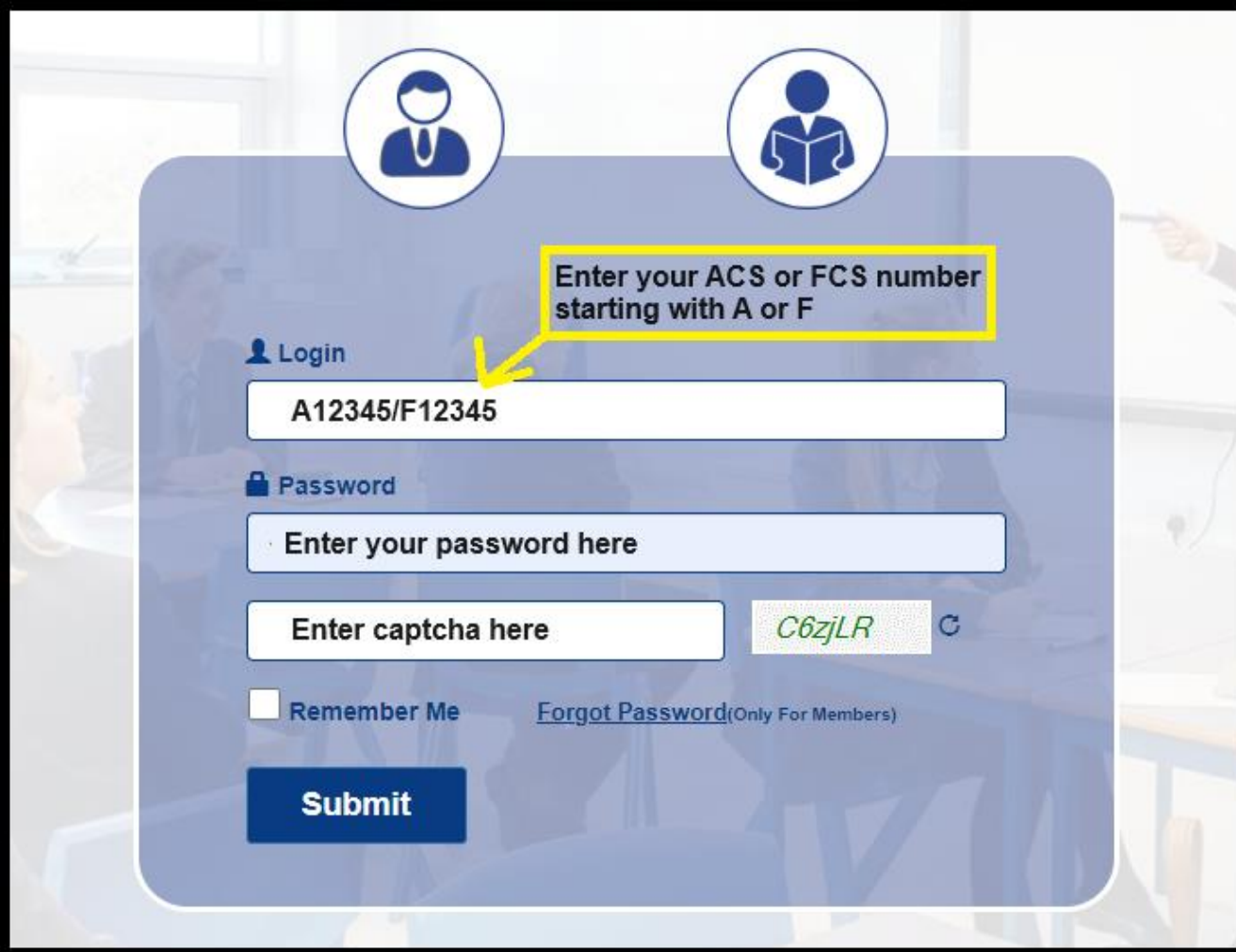
- ▶ Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- ▶ • Select Member Portal from dropdown
- ▶ • Login using your membership number e.g. A1234/F1234
- ▶ • Enter your password
- ▶ • On member dashboard see "Announcements"
- ▶ • Click on the Renewal Link to fill KYM Form and make payment for Annual Membership fees and CoP Fees for FY 2024-25 [Renew Link](#)
- ▶ • Fill KYM Form and proceed to pay the requisite fee

# visit [www.icsi.edu](https://www.icsi.edu)

Put cursor on MEMBER tab and then click Annual Membership and COP Fees For FY 2024-25



# Enter your credential in login window



The login window features a blue header with two circular icons: a person in a suit and a person reading a book. Below these is a yellow callout box with the text "Enter your ACS or FCS number starting with A or F". A yellow arrow points from this box to the "Login" input field, which contains the text "A12345/F12345". Below the login field is the "Password" section with the placeholder "Enter your password here". The "Captcha" section shows the text "Enter captcha here" next to a captcha image displaying "C6zjLR" and a refresh icon. At the bottom, there is a "Remember Me" checkbox, a "Forgot Password(Only For Members)" link, and a blue "Submit" button.

Enter your ACS or FCS number starting with A or F

Login

A12345/F12345

Password

Enter your password here

Enter captcha here

C6zjLR

☐ Remember Me [Forgot Password\(Only For Members\)](#)

Submit

# On Member dashboard under “Announcement” click on the Renew Link

The screenshot shows a member dashboard with a dark blue header containing navigation links: Home, CSBF, Member Privacy Options, Change Request, CPE Certificate, MSMEs and Start-ups Catalyst, and ACS Membership. A secondary header below it includes Transaction History, ACS Membership, FCS Membership, Firm Management, COP, ICSI Election, and MEMBER TRANSCRIPT. The user's last login is noted as 12/04/2024 12:57PM.

On the left, a profile section displays fields for Membership Number, PAN Number, Aadhar Number, Date of Birth, Email, Mobile, and Address, with a 'View and Update' button at the bottom.

The main content area features two highlighted sections:

- Announcements** (circled in red): A red header with a dropdown arrow. Below it, a pink box contains text about annual membership fees for FY 2024-25 and lists required documents (PAN card, Aadhaar card, Proof of GSTIN, Residential Proof, Professional Proof). A **Renew Link** (circled in black) is provided for renewal.
- Fee Status** (circled in green): A green header with a dropdown arrow. Below it, a light green box shows the **Current Status : Active**.

# Basic Details tab

1. Basic Details 2. Residential Details 3. Professional Address 4. Photo/Signature & Declaration

Membership No.

Title

First Name

Middle Name

Last Name

COP No.

Whether CSBF member Y/N, if Yes then CSBF LM No.

Aadhaar No. (Optional)

Upload Aadhaar (Self Attested Copy) (Optional)

PAN no. (Optional)

Upload Pan (Self Attested Copy) (Optional)

Email ID

Mobile No.

GSTIN No. (Optional)

Upload GSTIN Proof (Optional)  No file chosen

Professional Qualification(s) Other than CS, if any

For any query relating to updation or discrepancies in Qualification, please email at member@iccsi.edu

Back Save & Next

The fields marked in Grey color will be auto filled

The fields marked in white color are to be checked/updated. (optional)

The supporting documents are to be uploaded (optional)

First choose the file and then click on upload button

# Residential Details tab

The screenshot shows a web form with four tabs: 1. Basic Details, 2. Residential Details (active), 3. Professional Address, and 4. Photo/Signature & Declaration. The form includes fields for Membership No., Address Line 1, Address Line 2, Address Line 3, Country, State / Province, District, City, and Pin Code. Below these is the 'Upload Residential Proof \*' section with a 'Choose File' button and an 'Upload' button. A 'Save & Next' button is at the bottom right, and a 'Back' button is at the bottom left. Several callout boxes provide instructions: an orange box points to a 'Click Here' link; a green box explains that the address field is disabled without clicking 'Click Here'; a purple box instructs to upload supporting documents and click 'Upload'; another purple box states that the 'Save & Next' button is only enabled after clicking 'Upload'.

1. Basic Details 2. Residential Details 3. Professional Address 4. Photo/Signature & Declaration

Membership No.

**RESIDENTIAL ADDRESS**

Address Line 1

Address Line 2

Address Line 3

Country  ▼

State / Province  ▼

District  ▼

City  ▼

Pin Code

Upload Residential Proof \*  No file chosen

( Please upload supporting document as address proof to enable Save & Next )

Upload supporting document (Aadhaar Card / Driving License / Passport (Both Front and Back Page) / Voter Id / Election Card (Both Front and Back Page) / Electricity or Water or Gas Bill not more than 3 months old / Property Tax Receipt / Rent Agreement (should be on Stamp Paper which should not have expired) / Bank Statement not older than 3 months (statement in member's individual name only).

In case, member is staying with his/her parents / spouse / children / relatives, member can upload the Electricity Bill / Water Bill / Gas Bill / Property Tax Receipt Documents of his/her parents / spouse / children, along with permission letter / NOC from them and proof of relationship.

In case, member is staying with his/her relatives / any other person, he/she can upload the Electricity Bill / Water Bill / Gas Bill / Property Tax Receipt Documents of his/her relatives / the other person, along with permission letter / NOC from them on Stamp Paper which should not have expired.

If there is any change in the residential address then click on **Click Here**

[Click Here](#) to update Residential Address

Without clicking "Click Here" the address field will not be enabled

If there is no change in the address, proceed to upload supporting document as mentioned below using Choose File option and then click on Upload button

Once you click on Upload button, then only Save & Next button will be enabled



# Professional Address tab

The screenshot shows a web form titled "Professional Address" with four tabs: "1. Basic Details", "2. Residential Details", "3. Professional Address" (active), and "4. Photo/Signature & Declaration". The form contains the following fields: Membership No., Company Name, Designation, Address Line 1, Address Line 2, Address Line 3, Country (dropdown), State / Province (dropdown), District (dropdown), City (dropdown), and Pin Code. Below these fields is the "Upload Professional Proof" section, which includes a "Choose File" button, a "No file chosen" status, and an "Upload" button. At the bottom are "Back" and "Save & Next" buttons.

**Pay Attention**

For updating Company Name/Firm Name/Designation, please go to ECSIN/Firm Management tabs available at the Home page / Dashboard of this portal

**If there is any change in the Professional Address then click on Click Here**

[Click Here](#) to update Professional Address

Without clicking "Click Here" the address field will not be enabled

**If there is no change in the address, proceed to upload supporting document as mentioned below using Choose File option and then click on Upload button**

Clear Professional Address  
( If not in employment / self-employment nor holding COP )

Once you click on Upload button, then only Save & Next button will be enabled

Upload Professional Proof

For Members in employment: appointment letter on the letter head of the company/certificate of address issued by the company on letter head/ID-card having professional address issued by the employer

For Members not holding COP and also not in employment / For Members holding COP / For Self Employed: Upload any one of the following supporting documents:

Aadhaar Card / Driving License / Passport (Both Front and Back Page) / Voter Id (Election Card), (Both Front and Back Page) / Electricity / Water/ Gas Bill (not more than 3 months old) / Property Tax Receipt / Rent Agreement (should be on Stamp Paper and should not have expired) / Bank Statement not older than 3 months (statement in member's individual name only) / NOC from premise owner on Stamp Paper which should not have expired with any proof of ownership of the premise owner as stated herein before/GST Registration

Back Save & Next



# Photo/Signature & Declaration

**Know Your Member (KYM) Form for FY 2024-2025**

1. Basic Details

2. Residential Details

3. Professional Address

4. Photo/Signature & Declaration

Photograph

Choose File

No file chosen

Add

Signature

Choose File

No file chosen

Add

Member who wishes to change his/her photo and signature, can click on Choose File option and then click on Add button

Latest passport size colour Photograph (of size 2 inch x 2 inch) having full face, front view, eyes open with full head from top of hair to bottom of chin with head at centre. There should not be any distracting shadows on the face or on the background. The photograph should be taken in a colored attire against a plain white background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. The expression on the face should look natural.

Membership No.

Details of Present Employment

eCSIN no.

For any change in Company details, please go to ECSIN link available at the Home page / Dashboard of this portal

Designation

# Photo/Signature & Declaration

CIN No. of second company	<input type="text"/>
CIN No. of third company	<input type="text"/>
Details of pending cases with any Professional Body/Court of Law/quasi-judicial authority etc., if applicable	<input type="text"/>

I declare that

☐ I am applying for yearly membership renewal of ICSI in accordance with the provisions contained in the Company Secretaries Act, 1980 and the Company Secretaries Regulations made thereunder.

☐ I am not subject to any of the disabilities stated under Section 8 of The Company Secretaries Act, 1980 (as amended till date).

☐ I have completed the minimum numbers of Professional Development Credit Hours / Continuous Professional Education Credits in FY 2023-2024 as determined by the Council or am exempted therefrom or will complete the same by 31.05.2024

☒ I am

☒ a permanent resident of India; or

☐ not a permanent resident of India under Foreign Exchange Management Act, 1999; or

☐ resident outside India under Foreign Exchange Management Act, 1999.

☐ The statements/declarations given above are true and correct to the best of my knowledge and I understand that my application for yearly membership renewal is being considered on the basis of the correctness of the particulars furnished herein above.

☐ I understand that if any statement/declaration as stated above is later found to be incorrect, then appropriate disciplinary action as per the Company Secretaries Act, 1980 may be taken against me.

Place

Date

Select all the declarations and fill the Place name, then only Save & Next button will be enabled

# Click on OK button to proceed for payment

On clicking on the Save & Next button a auto pop up message as under will appear. Then click on OK button and proceed for payment

stimulateuat.icsi.edu says

Thank you very much for submitting the KYM Form" Proceed to Payment

OK

Directorship details (DIN No.)

CIN No. of first company

CIN No. of second company

CIN No. of third company

Details of pending cases with any Professional Body/Court of Law/quasi-judicial authority etc., if applicable

# Select the option and click on Submit button

**Membership Renewal**

Divyangjan / Person with Disability No

Last UDIN

Include COP Fee ☐ Include COP fee (For Current Year only) **For COP holder Only**

**Chartered Secretary Subscription Option \***

- CSJ-Normal Post charges
- CSJ-Physical opt-out
- CSJ-Normal Post charges
- CSJ-Registered Post charges

Membership Fee Payment \*

Amount (Including GST @ 18%) \* 2950.00

**Select the option of your choice and click on the submit button**

**Submit**

**Membership Renewal**

Divyangjan / Person with Disability No

Last UDIN

Include COP Fee ☐ Include COP fee (For Current Year only)

**Chartered Secretary Subscription Option \*** CSJ-Normal Post charges

**Membership Fee Payment \***

- Current Year
- Current Year
- Current plus Two Years
- Current plus Four Years

Amount (Including GST @ 18%) \*

**Submit**

# Amount will be calculated accordingly

**Payment for Membership Renewal**

Description	Amount (Rs.)
ACS Membership Fee for current year	2500.00
COP Annual Fee	0.00
CSJ-Normal Post charges	0
GST (18%)	450.00
Total Fee	2950.00

Proceed to Payment

# Choose payment gateway option

**Choose payment mode / gateway**

Payment Mode/Gateway \*

Please Select

Please Select

Billdesk

HDFC

**Select Payment Gateway**  
**Billdesk Or HDFC**

Next

\* Bill Desk provides option to pay using Credit Card, Debit Card, DebitCard + ATM PIN, Internet Banking, Wallet/Cash Cards.

\* Axis Bank provides option to pay using Debit.Credit Card only.

# Check your payment Details

**Payment Details**

Your Request Id is:99000220983

Your transaction Id is:00000000000309955

Your payment of Rs.2950 has been processing for location ICSI Head office

Note down your Request ID and Transaction ID for future reference purpose

Your Request has been received.Please note this is for all future communication.  
The request id and Transaction id is generated only for control purpose and before actual payment  
This does not confirm that payment has been received.Please print your challan and take to your ne  
ICSI has no responsibility for delay in paymeny due to any technical / non technical issues whatso

Payment Mode :- Billdesk  
Payment Type:- Member  
Name:-  
Reg No/ MemberShip No/ Reference No:-  
Mobile Number:-  
Email Address:-  
Amount:- Rs. 2950














Check your details like Membership number , Name, mobile number , email address and amount. If everything is OK then click on Proceed Payment

S.No.	Item Description	SAC Code	Description	Price	GST	Total (Rs.)
1	ACS Membership Fees for Current Year	999599		2500	450	2950.00
Total						2950.00

Proceed Payment



# Select the payment option and make the payment

<b>Payment Methods</b>	Internet Banking	Merchant name Institute of Company Secretaries of India - Registration and Membership Fees
 Net Banking >	Popular Banks	Order Id 00000000000309955
 Credit / Debit Cards >		Payment Amount <b>₹2.00</b>
 QR >	  	
 Wallets >	 	
 UPI >	Select Bank	
<b>Select your payment option and make the payment</b>	 Search... 	
	<b>Make Payment for ₹</b>	
		 Privacy policy   Terms & conditions

THANK YOU !