



ICSI/C&RCE/2/2018

9th March, 2018

**Council / Regional Councils Elections – 2018 –
Updation of address, uploading of photograph and signature on the portal of the Institute**

Greetings from ICSI!

You may be kindly aware that the term of the existing Council and the Regional Councils will expire on 18th January 2019 and the elections for the new Council / Regional Councils will be held during the month of December 2018. In accordance to Rule 5 of the Company Secretaries (Election to the Council) Rules, 2006, a member, whose name is borne on the Register of Members on the 1st day of April 2018 shall be eligible to vote in the election from the Regional constituencies within whose territorial jurisdiction his/her professional address falls on the said date, provided that his/her name has not been removed from the Register on the date of publication of the list of voters. If the professional address is not borne on the Register on the relevant date, the residential address borne on the Register shall be determining his/her Regional constituency. In the case of members having their professional address outside India and eligible to vote, their Regional Constituencies shall be determined according to their professional addresses in India registered immediately before they went abroad or the residential addresses in India borne on the Register on the relevant date, whichever is later.

The members are requested to check their professional and residential addresses and make changes online, if any, through Member Login. In case of any difficulty, they may write at neeru.pandey@icsi.edu from their email registered with the Institute to enable the Institute to make the necessary changes and include the names of the members in the voters list.

The members who have not yet applied for the issue of the identity cards may apply for the same at kedar.singh@icsi.edu

Members should also ensure that their scanned photograph and signature in .jpg format are uploaded on the online portal of the Institute.

Online Steps for Uploading of photo image.

- Login to portal www.icsi.edu
- Click Online services on the right top corner and then click Member Login
- Fill the User name which is the membership number (e.g. A1234) and then the Password.

(In case a member does not have/remember his/her password, he/she can get the password by clicking on to the Retrieve option. The password will be sent to his/her email registered with the Institute. Alternately, he/she may email at jitendra.kumar@icsi.edu from his/her email registered with the Institute to get the password on the said email id)

- After login, go to Members Option (from top menu) then click on Manage Account and then click on **Manage Image**
- Then upload your **Photo** (passport size) and **Signature** and click on **Upload** button

In case you still face any problem in uploading, you may send your scanned photo / signature in .jpg format at the email id – meena.bisht@icsi.edu

Team ICSI