



The image is a promotional graphic for the CS Acceleration Centre (CSAC). It features a blue background with a grid pattern. At the top, there is an illustration of several business figures standing on a path that leads to three upward-pointing arrows in yellow, blue, and red. Below this, the ICSI logo is on the left, and the CSAC logo is in the center. The text 'CS ACCELERATION CENTRE' is written in large, bold, blue letters. Below that, the ICSI logo is repeated, followed by the text 'THE INSTITUTE OF Company Secretaries of India' and 'IN PURSUIT OF PROFESSIONAL EXCELLENCE'. At the bottom, it says 'Statutory body under an Act of Parliament' and 'www.icsi.edu'. On the right side, there is a dark blue rounded rectangle with the text 'UNIQUE FEATURES OF CS ACCELERATION CENTRE' in white. Below this, there is a list of four bullet points in blue.

**UNIQUE FEATURES OF CS ACCELERATION CENTRE**

- To facilitate newly inducted members to start up their initial practice.
- An excellent workplace for budding CS
- State-of-the-art Office with all basic amenities
- Online booking facility

## **I. OBJECTIVES**

- a. To promote and guide start-ups
- b. To promote innovations
- c. To help start ups in getting necessary capital to take-off
- d. To support and guide business acceleration

## **II. BENEFIT TO MEMBERS**

- Newly inducted members into practice can avail office facilities at a nominal cost on prior booking/ confirmation basis (in different slots during office hours).
- CS Chamber will provide office facilities to PCS for dealing with their clients.

## **III. FACILITIES AVAILABLE AT CAC**

- The CAC Chambers is well equipped with all state-of-the Art facilities to resemble a corporate look having WiFi/internet, Telephone, Scanning & Printing, Reception Desk, Reference Library, and other basic amenities. Cafeteria facility can be provided (on cost basis).
- Additional facility of Web Camera can be arranged on need basis

## **IV. ONLINE REGISTRATION PROCEDURE**

1. An active member of ICSI is eligible for login to the CAC Application through the link <https://www.icsi.in> using his/her valid online user credentials.

2. After successful Log In, the Home page of the CAC application will appear.
3. From the Home page, a member can click on '**Registration for CAC**' for registration. The list of available office location/s will appear on the screen.
4. Member can select the desired location from the list of office location for the registration. All available services on this location will appear along with their charges like Registration charge etc.
5. Registration for multiple locations can also be done simultaneously. The total accumulated charges will appear on the screen.
6. On clicking the '**Proceed for Payment**' button system will redirect to the Payment Gateway screen.
7. On confirmation of the payment member can get the Payment Receipt for CAC registration. The registration is valid for One year from the date of booking. An email and SMS will be sent to the member on successfully completing the registration process.
8. Registered members can book their time slot depending upon their requirements and also depending upon the availability of the CAC office for the selected location by clicking on '**Booking for CAC**' menu item. It will show the status of booking for the already registered location office(s). The available date can be checked from the check button.
9. Booking Receipt will get generated after the successful booking. Member can take the printout of the same to show his booking details to location office at the time of entering the premise. An email and SMS will be send to the Member and as well as the Location Office for the same.
10. Members can cancel their bookings by clicking on the menu item '**Cancellation of CAC Booking**'. All the valid booking details will appear for cancellation. A confirmation message will appear before final cancellation. Once a booking is cancelled for selected date, booking time will again be returned back to the member's account.
11. The menu item '**Receipt for CAC booking**' will be used for getting the receipts for the Payment and as well as the Booking data. Member can generate the receipts and take the printout of the receipts as and when required.
12. About Page is available for providing the guidelines about how to use the CAC application.
13. After certain time the member will be logged out automatically and redirected to the Login page of the application.
14. A report facility has also been generated for the admin user of the corresponding office to view the Booking status.
15. The registration fees and other charges are as follows:

- i. Annual Registration charge (for each location): INR 5000/-
- ii. Scanning Charges: INR 3.00 per page to be charged on actuals
- iii. Photo Copy Charges: INR 1.00 per page to be charged on actuals

**V. GUIDELINES TO THE USERS**

The permissible use of **CAC** shall be maximum 06 (six) hours per month per member. The membership to CAC is non-transferable and only registered member can avail the facilities. If a member wants to use more than 6 hours in a month, no additional charges need to be collected for the same. However, the number of extra hours used in that month shall be deducted from the total hours allotted in a year. Further, if a member does not use 6 hours in that month, it will get lapsed in that month and any unutilized allocated hours will not be carried forward to the next month. Booking can be done in advance for maximum of two months from the current date.