

**CHECK-LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR
ADMISSION AS AN ASSOCIATE MEMBERSHIP OF ICSI**

SL. NO	PARTICULARS	NO. OF COPIES	DETAILED SPECIFICATIONS
1.	Form-A <i>In Original (duly signed)</i>	1	Application for ACS admission should not be clubbed with any other training related application such as Claiming Exemption from training etc.
2.	Passport Size coloured photograph	03	<input type="checkbox"/> One photo is to be affixed on Form A <input type="checkbox"/> One self attested photo to be affixed on specimen signature card provided along with Form-A
3.	Specimen Signature Card	01	Put the same signature on both space.
4.	Certificate of fitness	02	To be taken from two current members of ICSI having minimum 03 years of membership (<i>on prescribed form provided along with the Form-A</i>)
5.	Proof of Date of Birth	01	Photocopy of Admit Card of class X / Certificate of class X / Mark sheet of class X or School Leaving Certificate (<i>in which your date of birth and full name as indicated by you in Form-A is mentioned</i>) <i>(photocopy should be self attested with name and date by the applicant)</i> OR Photocopy of passport <i>(photocopy should be self attested with name and date by the applicant)</i>

6.	<p>Proof of Graduation/ Foundation pass of ICAI(Cost)/CPT pass of ICAI</p> <p><i>(Not required if student has passed Foundation Programme Examination of the ICSI)</i></p>	01	<p>Self Attested (with Name and date) photocopy of Degree of Graduation provided by the University concerned <i>(please attach all parts of Marks sheets of Graduation, if degree certificate is not yet received from the university.)</i> / Marks sheet/certificate of Foundation pass of ICAI(Cost) / CPT pass of ICAI</p> <p><input type="checkbox"/>Please attach photocopy of Marks Sheet / or certificate of Foundation Examination of ICSI, if student has passed Foundation Programme Examination of ICSI <i>(Should be self attested with date by the applicant)</i></p>
7.	<p>Proof of passing of Professional Programme or Final Examination of ICSI</p>	01	<p>Photocopy of Professional Programme or Final pass certificate or Marks sheet <i>(of all modules or groups)</i> issued by ICSI</p>
8.	<p>Proof of completion of following Training requirements as per ICSI Regulations: -</p> <p><input type="checkbox"/>EDP Completion Certificate <i>(Previously TOP)</i></p> <p><input type="checkbox"/>24 hours PDP Completion Certificate <i>(Previously ADP)</i></p> <p><input type="checkbox"/>15 days Academic Program (if applicable)</p> <p><input type="checkbox"/>MSOP Completion Certificate <i>(previously SMTP)</i></p>	01 (of each)	<p>Photocopy of completion certificates of each training issued by ICSI</p>

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9.	<p>Proof of completion of all Training requirements as per ICSI Regulations</p> <p><input type="checkbox"/> 15 months / 1Year /2year/3year Training Completion Certificate</p> <p><i>(Ensure submission of all Quarterly Reports and Project Report in respect of your training (duly authenticated by the trainer) with the Institute before applying for ACS).</i></p> <p>OR</p> <p>03 months (or as required) Practical Training Completion Certificate along a copy of letter granting exemption from 12 months or more training.</p> <p>15 days specialised Training Completion Certificate with ROC/Stock Exchange / FI etc.</p> <p>OR</p> <p>A copy of letter granting Exemption from 15 days specialised training with ROC/Stock Exchange / FI etc.</p> <p>OR</p> <p>12 months training exemption letter under modified training structure.</p>	01 (of each)	<p><input type="checkbox"/> Attested Photocopy of Completion certificate of each such training issued by respective companies or ROC or Stock Exchange</p> <p><input type="checkbox"/> Please attach the photocopy of confirmation letter issued by ICSI, if exemption from any of these training has been granted by ICSI</p> <p><i>(All supporting documents should be self attested with date, by the applicant)</i></p>
10.	<p>Fee</p> <p><input type="checkbox"/> Entrance fee for Associate Membership: Rs. 2000/-</p> <p><input type="checkbox"/> Annual Subscription for ACS: Rs. 1500/- <i>(if applying between April-Sept.)</i></p> <p>OR</p> <p>Rs. 750/- <i>(if applying between Oct-March)</i></p>		Payable through online only

11.	ICSI Benevolent Fund (CSBF)		<p><input type="checkbox"/> To be applied in the application form prescribed for CSBF</p> <p><input type="checkbox"/> One time (<i>life time</i>) payment of Rs. 10000/- is to be made to become the member of CSBF</p> <p><input type="checkbox"/> Payable by cash or local cheque or Demand Draft (<i>drawn in favour of "Company Secretaries Benevolent Fund" payable at New Delhi</i>)</p>

