

## **Instructions for members receiving the Certificate of Membership at the Convocation**

- 1) Come to the venue of Convocation wearing the Indian attire / dress specified.
- 2) Carry one of the Identity proofs, namely, Membership Card of the Institute/ Voter Id Card/ Driving License/ Aadhaar Card/ PAN Card.
- 3) Members while entering the convocation venue should register at the registration counter and collect the stole/uttariya.
- 4) Sit down at the allotted seat in the convocation hall.
- 5) As soon as the dignitaries walk in procession in the Convocation Hall, members should stand up silently and wait till dignitaries settle down at the dais and then take their own seat.
- 6) The participant members shall be administered the oath as under before the receiving of the certificate of membership:-

**“I solemnly affirm on oath that having admitted as member of the Institute of Company Secretaries of India, I will conduct myself as being worthy member of the Institute and faithfully and diligently adhere to core values of the profession of Company Secretaries at all occasions and maintain its reputation”.**

- 7) On being called for receiving membership certificate, members should walk to the dais from one end to receive their certificate and come back from the other end of the dais to his or her seat.
- 8) On conclusion of convocation ceremony remain seated till the dignitaries in procession walk out of the convocation hall.

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