

**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 photograph	02	<ul style="list-style-type: none"> One photo is to be affixed on specimen signature card provided along with Form-A, which is to be self-attested One photo is to be attached separately on the top of Form-A.
3.	Specimen Signature Card	01	Put the same signature on both space.
4.	Certificate of fitness	02	To be taken by two 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	<p>Attested photocopy of Admit Card or certificate or marks sheet of class X or School Leaving Certificate (<i>in which your date of Birth and name is mentioned</i>) OR Attested photocopy of passport</p> <p><i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Section Officer and above)</i></p>
6.	Proof of Graduation <i>(Not required if student has passed Foundation Programme Examination of the ICSI)</i>	01	<ul style="list-style-type: none"> Attested 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>) Please attach photocopy of Marks Sheet/ or certificate of Foundation Examination of ICSI, if student has passed Foundation Programme Examination of ICSI <p><i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Section Officer and above)</i></p>

7.	Proof of passing of Professional Programme or Final Examination of ICSI	01	Photocopy of Professional Programme or Final pass certificate or Marks sheet (<i>of all modules or groups</i>) issued by ICSI
8.	<p>Proof of completion of following Training requirements as per ICSI Regulations: -</p> <p>i) EDP Completion Certificate (<i>Previously TOP</i>)</p> <p>ii) 24 hours PDP Completion Certificate (<i>Previously ADP</i>)</p> <p>iii) MSOP Completion Certificate (<i>previously SMTP</i>)</p>	01 (of each)	Photocopy of completion certificates of each training issued by ICSI
9.	<p>Proof of completion of all Training requirements as per ICSI Regulations</p> <p>i) 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>ii) 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</p>	01 (of each)	<ul style="list-style-type: none"> • Attested Photocopy of Completion certificate of each such training issued by respective companies or ROC or Stock Exchange • Please attach the photocopy of confirmation letter issued by ICSI, if exemption from any of these training has been granted by ICSI <p><i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Section Officer or above)</i></p>

	ROC/Stock Exchange / FI etc.		
10.	<p>Fee</p> <p>i) Entrance fee for Associate Membership: Rs. 1500/-</p> <p>ii) Annual Subscription for ACS: Rs.1125/- (if applying between April- Sept.) OR Rs. 562.50/- (if applying between Oct- March)</p>		<p>Payable by cash or demand draft (drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi)</p>
11.	ICSI Benevolent Fund (CSBF)		<ul style="list-style-type: none"> • To be applied in the application form prescribed for CSBF • One time (life time) payment of Rs. 7500/- is to be made to become the member of CSBF • Payable by cash or local cheque or Demand Draft (drawn in favour of "Company Secretaries Benevolent Fund" payable at New Delhi)

Training / 20.07.15