

FREQUENTLY ASKED QUESTIONS

How can I pay fee through Paytm.com?

Follow these simple steps and pay your fee through Paytm in few easy clicks :

- Click on the concerned link given in the portal of SIRC of the ICSI. Alternatively Go to www.Paytm.com and on the home screen, select 'Fees'.
- In the Left hand Side of the Screen, you will be required to enter the transaction details.
- Tap the "Select Your Institute's Location" and Select the value "Tamil Nadu – Chennai".
- Tap the "Select Your Institute" and Select the value "SIRC of The Institute of Company Secretaries of India".
- Tap the "Select Your Institute's Area" and Select the concerned Fee Name for which you want to make the payment.
- Tap the "Select Fee Details" and Select the concerned Fee Category against which you want to make the payment.
- Tap the "Registration Number" and Enter your Registration Number. Then click on "Proceed" Button. If your Registration Number is correct, the system will display your name and the fee amount to pay.
- Verify the above details and if found correct, click on "Proceed" Button to start making payment.
- Click on "Proceed to pay Rs.-----/-" button appearing in the Right Hand Side of the Screen.
- Enter you login details to proceed / Sign-up.
- Pick your payment option. 'Pay Now' with your Paytm Wallet OR Debit Card/ Credit Card/ Net banking".
- You will receive a payment confirmation from Paytm on your registered mobile number and email id

Which payment modes are accepted for paying fees through Paytm?

Paytm accepts all debit cards, credit cards and net banking options for payment of all types of fees to the educational institution. Along with these options, Paytm also offers its Paytm Wallet through which the fee can be paid. Paytm accepts VISA, Mastercard, Maestro and Rupay.

What are the guidelines specific to different modes of payment?

Net Banking: For large transactions amount, net banking is the most preferred mode of payment

Debit Card/Credit Card: Kindly check with your bank with respect to your transaction limit and get the same upgraded, if required

Paytm Wallet: Ensure you wallet is upgraded (i.e. wallet limit is upgraded to Rs.1 lakh)

How to ensure a successful online transaction?

- Make sure, transaction is done where internet connectivity is high
- Kindly ensure your account has adequate balance before you begin to make any transaction
- Kindly enter correct OTP (One Time Password) and in stipulated time period
- Ensure that your working phone numbers are linked to the accounts as OTP would be sent to the registered mobile number