

## Who is eligible to apply for Licentiate of ICSI?

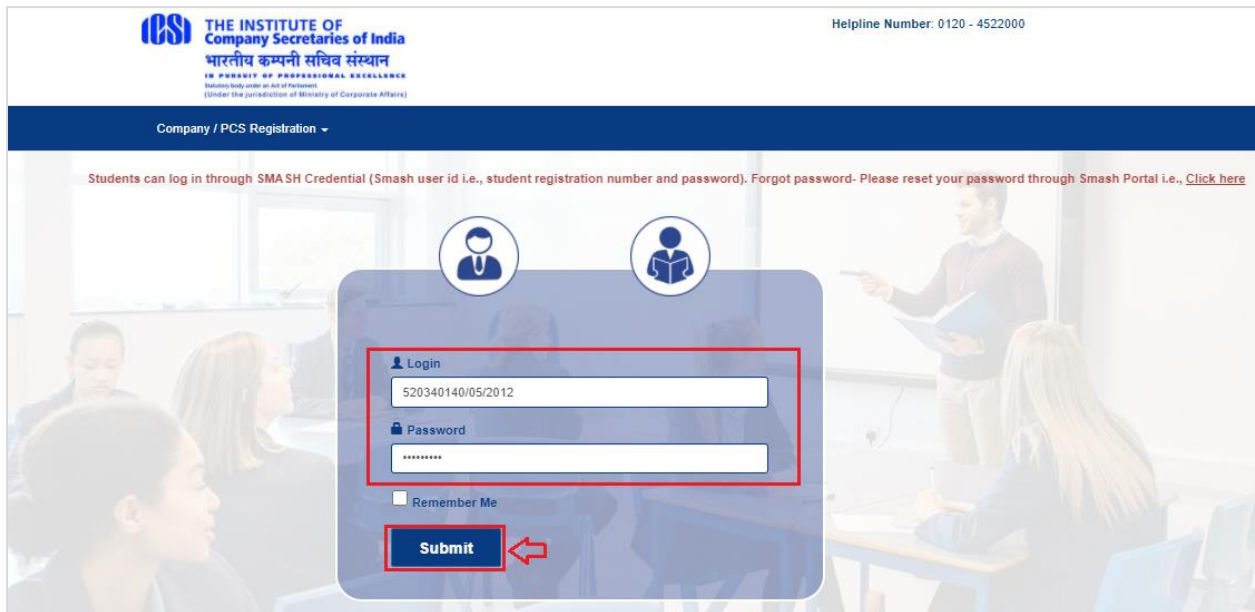
The registered students of ICSI, who has passed final / professional programs, can apply for Licentiate, ICSI within 6 months from the date of declaration of final results or after 6 months by uploading a duly signed application for condonation of delay with a valid reason. The student has to pay a fee for the Licentiate registration as defined by the institute. The students satisfying the below criteria shall be able to apply for Licentiate, ICSI:-

- Passed the final/ professional programs of ICSI
- Not a member of ICSI
- Not a Licentiate of ICSI or have cancelled licentiate on expiry of 5 years of validity

## How to apply for Licentiate of ICSI?

**Step 1:** Click on the <http://stimulate.icsi.edu/> to open ICSI Student Portal

**Step 2:** Login to portal using student registration number and password



THE INSTITUTE OF  
Company Secretaries of India  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Institute body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)

Helpline Number: 0120 - 4522000

Company / PCS Registration ▾

Students can log in through SMA SH Credential (Smash user id i.e., student registration number and password). Forgot password- Please reset your password through Smash Portal i.e., [Click here](#)

Login

520340140/05/2012

Password

Remember Me

Submit

**Step 3:** Click on 'Licentiate' Menu and select 'Licentiate Registration' Sub-menu

The screenshot shows the ICSI website dashboard. At the top, there is a header with the ICSI logo, the text 'THE INSTITUTE OF Company Secretaries of India', and the Hindi text 'भारतीय कम्पनी सचिव संस्थान'. Below this is a navigation bar with links: Home, Short Term Training, Transaction History, Long Term Training, Applied Trainings, Training Certificates, Licentiate, and SEC. The 'Licentiate' menu is expanded, showing 'Licentiate Registration' and 'Track Licentiate'. A red box highlights 'Licentiate Registration' with a red arrow pointing to it. Below the navigation bar, there are two main sections: 'My Profile' and 'Training Applicable'. The 'My Profile' section displays registration details for SUMITHA SURYA PRAKASH, including registration number, name, email, mobile, address, and pin code. The 'Training Applicable' section lists various training programs and their status, all marked as 'Exempted'.

**Step 4:** Read guidelines thoroughly, then select the declaration checkbox and click on **Next** button to proceed to next step of Licentiate registration process

The screenshot shows the 'Licentiate Registration' form page. At the top, there is a blue header with the text 'Licentiate Registration'. Below this, there is a paragraph of text: 'Candidates are advised to click on the following link to get details about the complete process of Licentiate Registration [Click Here](#)'. Underneath, there is an 'Attention:' section with a warning: 'Before proceeding to registration form, please make sure that you are ready with the soft copy of the documents mentioned on this page as you will require them for submission.' This is followed by a 'Document Required' section listing: 'Date of Birth certificate', 'Degree certificate / CPT certificate from ICAI', and 'Professional passed certificate'. Below this is a 'Guidelines to be followed for document submission:' section with four numbered points: 1. All the files should be present in one of the following formats - .jpg, .png, .gif, .bmp. 2. Maximum allowed file size is 5MBs. 3. File size of student photo should be in between 20kb-50kb. 4. File size of student signature should be in between 10kb-20kb. At the bottom, there is a declaration checkbox with the text: 'I hereby apply for enrolment as a Licentiate of the Institute of Company Secretaries of India in accordance with Regulation 29 of the Company Secretaries Regulations, 1982.' A red arrow points to the checkbox, which is checked. To the right of the declaration, there is a 'Next' button, also highlighted with a red box and a red arrow.

**Step 5:** Fill up the basic mandatory information such as PAN number, Aadhar number, Nationality, Domicile (Permanent place for residence), Professional Details, Professional Address, Correspondence Address and click on **Next** button to navigate to next step of Licentiate registration process

## Licentiate Registration

1. Basic Details

2. Education Detail

3. Documents

4. Payment

Application For \* Licentiate Registration

Name \* SUMITHA SURYA PRAKASH

Student Registration Number \* 320371777/11/2006

DOB \* 09/07/1985

Father / Husband Name \* RABINDAR KUMAR SAHOO

Mobile Number \* 919986320748

Email Id \* sumitha.s.p@gmail.com

Your PAN Number \* ADS45SF

Your Aadhar Number \* 235566543456

Nationality \* Indian

Domicile (Permanent Place for Residence) \* West Bengal

If not an Indian citizen, whether certificate of Indian Domicile has been obtained \*  Yes  No

## RESIDENTIAL ADDRESS

Address Line 1 \* NO 39, RAMIAH GARDEN, 24TH MAIN RO

Address Line 2 \* JP NAGAR 5TH PHASE

Address Line 3 \* NEAR SHOUBHA TULIP APARTMENT

Country \* India

State / Province \* Karnataka

District \* -- Select --

City \* -- Select --

Postal Code \* 560078

## PROFESSIONAL DETAILS

Name of Company \* ABCD

Website \* http://stimulateuat.icsi.edu/Home/Home

Your Designation \* Director

Your Email ID \* sdarshnidash@gmail.com

Mobile Number \* 6576876578

 Please click if Professional Address is same as Residential Address

## PROFESSIONAL ADDRESS

Address Line 1 \* NO 39, RAMIAH GARDEN, 24TH MAIN RO

Address Line 2 \* JP NAGAR 5TH PHASE

Address Line 3 \* NEAR SHOUBHA TULIP APARTMENT

Country \* India

State / Province \* Karnataka

District \* -- Select --

City \* -- Select --

Postal Code \* 560078

Correspondence Address \*  Residential Address  Professional Address

Chapter \* CHENNAI

RO Region \* SIRC

**Step 6:** Enter the educational details with certificate and click on **Add** button to add the educational details to the grid below. You can add multiple educational details to the same grid and then click on **Next** button to navigate to next step of Licentiate registration process. You can go back to previous step by clicking on **Back** button, if you want to edit few details that are provided earlier.

Licentiate Registration

1. Basic Details
2. Education Detail
3. Documents
4. Payment

Qualification Passed -- Select --

Name of University/Institute/College \*

Percentage Marks \*

Enrollment Number \*

Year of Passing \* -- Select --

Upload \* Choose File No file chosen

Add

←

**Education Detail**

Name of University/Institute/College	Qualification Passed	Percentage Marks	Year	Enrollment Number	Download	Remove
ABCD	B.A.	80	2001	2345	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Download</span>	<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>

Foundation Examination Passed / Completed (Group/ Module wise) Details

Executive Examination Passed / Completed (Group/ Module wise) Details

Course Name	Syllabus Name	Module Name	Passed Year	Passed Month	Roll No	Examination Status
Executive	2001	1	2008	6	25427	Passed
Executive	2007	2	2009	6	46332	Passed

Professional Examination Passed / Completed (Group/ Module wise) Details

Course Name	Syllabus Name	Module Name	Passed Year	Passed Month	Roll No	Examination Status
Professional	2007	1	2010	6	87396	Passed
Professional	2007	2	2010	6	87396	Passed
Professional	2007	3	2010	6	87396	Passed
Professional	2007	4	2013	6	493341	Passed

Back
Next



**Step 7:** Select declaration checkbox to give your consent and click on **Next** button to navigate to next step of Licentiate registration process.

**Licentiate Registration**

1. Basic Details > 2. Education Detail > 3. Documents > 4. Payment

**Photograph \***



**Signature \***



**DOB \***  
Click Here To View

**Update Photo Graph, Signature And DOB**  
Click Here To Update

I hereby undertake that if admitted as Licentiate ICSI of the Institute, I shall abide by such regulations, bye-laws, rules, standing orders, directions, conditions or guidelines as laid down by the Council and made applicable to me from time to time.

[Back](#) [Next](#)

**Step 8:** This is a mandatory step; if you are applying for licentiate after 6 months from declaration of final results. Else you can directly navigate to Payment step (i.e. Step 9) after completing the 'Documents' step (i.e. Step 7). Enter delay reason, select declaration check box and click on **Next** button to navigate to next step.

**Application for condoning the delay in applying for Licentiate of ICSI**

1. Basic Details 2. Education Detail 3. Documents 4. Payment

Sir / Madam,  
I could not apply for Licentiate due to the reason below

drfhjhkj ggkjhkj

Please condone the delay in applying for the same.

All the information furnished above is true to the best of my knowledge and my application will be processed after approval of my documents.

Back Next

**Step 9:** Click on **Proceed to Payment** button to proceed further to pay the required fee via integrated payment gateway.

**Payment for Licentiate Registration**

Licentiate Registration Fee *	1000
Tax (18%)	180
Total Fee	1180

⇒ Proceed to Payment

**Step 10:** Select Payment mode/ Gateway and click on **Next** button

### Choose payment mode / gateway

Payment Mode/Gateway \*

Please Select  
Billdesk  
HDFC  
ICICI

**Next**

\* Bill Desk provides option to pay using Credit Card, Debit Card, DebitCard + ATM PIN, Internet Banking, Wallet/Cash Cards.  
\* Axis Bank provides option to pay using Debit.Credit Card only.  
\* Challan can be submitted to any Branch of Canara bank.

**Step 11:** Click on **Proceed Payment** button to redirect to payment gateway interface based on the Payment Mode/Gateway selected in the previous step and do the payment. On successful payment done, Payment status shall display on the screen (as below).

### Payment Details

Your Request Id is:99000000443

Your transaction Id is:00000000000008307

Your payment of Rs.1180 has been processing for location ICSI Head office

Your Request has been received.Please note this is for all future communication.  
The request id and Transaction id is generated only for control purpose and before actual payment  
This does not confirm that payment has been received.Please print your challan and take to your ne  
ICSI has no responsibility for delay in paymeny due to any technical / non technical issues whatso

Payment Mode :- **Billdesk**  
Payment Type:- **Training**  
Name:- **SUMITHA SURYA PRAKASH**  
Mobile Number:- **9986320748**  
Email Address:- **sumitha.s.p@gmail.com**  
Amount:- **Rs. 1180**

**Proceed Payment**

**Step 12:** Click on **Print** button to print the payment receipt. Click on **Download PDF** to download the payment receipt

**Payment Status**

Your request Id is: **55555555**

Your transaction Id is: **555**

Your Payment of **1180.00** has been processed successfully.

Payment Type:- **Licentiate Registration**  
Name:- **SUMITHA SURYA PRAKASH**  
Mobile Number:- **9999999**  
Email Address:- **test@gmail.com**

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Dear Candidate, You have successfully applied for Licentiate Registration. Shortly, you will receive a SMS and email for the same.

[Print](#) [Download PDF](#)