



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

10 PCH for
Members
of ICSI

ANNOUNCEMENT

14th INTERNATIONAL PROFESSIONAL DEVELOPMENT FELLOWSHIP PROGRAM – 2019

(FEW SEATS LEFT (*Boarding from Delhi & Chennai only*))

07 NIGHTS AND 08 DAYS TO SPAIN & PORTUGAL

The Institute of Company Secretaries of India (ICSI) is organizing 14th International Professional Development Fellowship Program - 2019 from Sunday, the 16th June, 2019 (Early morning) to Sunday, the 23rd June 2019 (Arrival in India 24th June, 2019). The participating Members of ICSI & senior officers of ICSI and their families are the recipients of the services of the tour operator and the money collected from them would be paid to the tour operator on their behalf.

- **International Conference will be held on 4th day, the 19th June 2019, at Madrid (Tentative)**
- **The participating Members will be entitled to Ten Program Credit Hours.**
- **Package covers return airfare, hotel accommodation, travel insurance, visa fee, sightseeing, food, etc. as mentioned under the head “Package cost includes”.**

Registration

The number of Delegates including their accompanying spouse and children is limited to 70 only. Seats are available on first paid first admitted basis as per terms of payment of delegate fee. For the purpose of determining 70 numbers, accompanying children upto 12 years will not be counted. In case the numbers of pax are decreased from the minimum guarantee/any hub, the extra cost shall not be taken from.

The Number of pax* is as under:

Delhi 33 Pax Mumbai 27 Pax Chennai 10 Pax

*(or as may be mutually agreed)

Travel and other administrative arrangements:

PLACES TO BE COVERED : BARCELONA, MADRID & LISBON

DATES : From Sunday, the 16th June, 2019 (early morning) To Sunday, the 23rd June, 2019 (Flights will arrive on 24th June 2019 in India)

DEPARTURE HUBS : DELHI/ MUMBAI/ CHENNAI

TOUR OPERATOR : THOMAS COOK (INDIA) LTD.520 UDYOG VIHAR, PHASE - III, GURUGRAM - 122016, INDIA

FLIGHT DETAILS:

EX DELHI 33 Seats

EK 513 16JUN DEL/DXB 0415/0620 16 JUN
EK 185 16JUN DXB/BCN 0815/1325 16 JUN
EK 192 23JUN LIS/DXB 1415/0055 24JUN
EK 510 24JUN DXB/DEL 0355/0905 24 JUN

Ex MUMBAI 27 Seats

EK 501 16JUN BOM/DXB 0430/0600 16JUN
EK 185 16JUN DXB/BCN 0815/1325 16JUN
EK 194 23JUN LIS/DXB 2115/0805 23 JUN
EK 506 24JUN DXB/BOM 0930/1410 24JUN

EX CHENNAI 10 Seats

EK 543 16JUN MAA/DXB 0400/0640 16JUN
EK 185 16JUN DXB/BCN 0815/1325 16JUN
EK 192 23JUN LIS/DXB 1415/0055 24JUN
EK 544 24JUN DXB/MAA 0245/0825 24JUN



SUGGESTED ITINERARY:

<u>Date</u>	<u>Activity / Details</u>
<p>DAY 00 (16th June) – INDIA - BARCELONA (Via Dubai)</p>	<p>INDIA - BARCELONA</p> <p>Assemble at the international airport 03 hours - 01.15 AM – 16th June prior to the departure to Board your flight for Dubai/Barcelona.</p> <p>Board your flight from India from Delhi, Mumbai & Chennai</p>
<p>DAY 01 (16th June) - ARRIVE BARCELONA</p>	<p>BARCELONA</p> <p>13:25 Hrs : Arrival at Barcelona Airport 14:15 Hrs : Met upon arrival 14:25 Hrs : Transfer to Hotel & Check In 15:30 Hrs : Check-in at Hotel 17:00 Hrs : Board your coach for sightseeing 17:30 Hrs : Visit Cathedral of the Holy Cross n Saint 19:00 Hrs : Experience Flamenco Show with 01 Glass of Drink 20:30 Hrs : Dinner at Indian Restaurant</p> <p>Overnight at the hotel</p>

DAY 02**(17th June) –
BARCELONA****BARCELONA CITY TOUR**

08:00 Hrs : Buffet breakfast at hotel
09:00 Hrs : Gather in Lobby Area
09:30 Hrs : Board your coach and proceed for Guided City tour of Barcelona.
11:00 Hrs : Entrance to Sagrada Familia (Large unfinished Roman Catholic Church built by Catamalan Family)
12:30 Hrs : Basílica de Santa Maria del Pi, Plaza de Cataluña, El Raval, La Ribera, drive past/Walking/photostop only, no entrance)
14:30 Hrs : Lunch at Indian Restaurant

15:30 Hrs : Board your coach and proceed to Montjuick hill
16:00 Hrs : Visit Montjuick hill Top with cable car
17:00 Hrs : Return Cable Car from Montjuic
18:00 Hrs : Board Sunset Cruise for 90 Mts
19:30 Hrs : Board your coach for Indian Restaurant
20:00 Hrs : Buffet Dinner at Indian Restaurant
Overnight at the hotel

DAY 03**(18th June)
BARCELONA****BARCELONA CITY TOUR**

08:00 Hrs : Buffet Breakfast at hotel
09:00 Hrs : Gather in Lobby
09:30 Hrs : Proceed to Montserrat (approx. 51 Kms)
10:00 Hrs : Arrive in Placa Espanya
10:36 Hrs : Board Montserrat Cog Wheel Train
12:08 Hrs : Arrival in Monsterrat & Enjoy Monsterrat excursion
13:05 Hrs : Lunch at Local Restaurant (03 course – Continental/Roman)
15:15 Hrs : Board return Cogwheel Train
16:45 Hrs : Arrive in Plaça Espanya and proceed to Camp Nou Stadium
17:00 Hrs : Visit Camp Nou Stadium
18:30 Hrs : Proceed to La Rambla
19:00 Hrs : Drop at City Centre
20:00 Hrs : Proceed to Indian Restaurant
20:30 Hrs : Dinner at Indian Restaurant
21:30 Hrs : Drive back to Hotel
Overnight at the hotel

DAY 04**(19th June)
BARCELONA****BARCELONA – MADRID**

07:00 Hrs : Buffet breakfast at hotel
08:00 Hrs : Gather in Lobby
09:30 Hrs : Board your train to Madrid (03 Hrs train) – 2nd Class
12:30 Hrs: Arrive Madrid by Train
13:30 Hrs : Lunch at Indian Cuisine Restaurant
15:00 Hrs : Check-in at Hotel
17:00 Hrs : Conference (02 Hrs basic set-up in Restaurant) + Cocktail Dinner at Indian Restaurant
Overnight at the hotel

DAY 05**(20th June) –
MADRID****MADRID CITY TOUR**

07:30 Hrs : Buffet Breakfast at hotel
08:30 Hrs : Gather at Lobby
09:00 Hrs : Board your coach n proceed to Toledo (approx. 100 Kms)
10:30 Hrs : 02 Hours Guided city tour of Toledo - Toledo Cathedral, Monasterio de San Juan de los Reyes, La Puerta de Bisagra, Mirador del Valle, Museo del Greco, Puerta Del Sol (Public Square). (drive past/photostop only, no entrance)
12:00 Hrs : Visit Swords factory or some alternate sightseeing/factory visit
13:30 Hrs : Lunch at Indian Restaurant
14:30 Hrs : Board your coach and transfer back to Madrid
16:00 Hrs : Arrive into Madrid n proceed for Madrid City Tour

03 Hours Guided City Tour of Madrid - Puerta del Sol, Plaza Mayor and Plaza de la Villa, Royal Palace, Cibeles and Neptuno

Fountains and the Puerta de Alcalá, the district of Salamanca, Plaza de Castilla, Parque del Oeste, University Campus, commercial and financial zones of Modern Madrid, the emblematic Las Venta Bullring and the Santiago Bernabéu Football Stadium. (drive past only/photostop only, no entrance)
Entrance to Royal Palace
Dinner at Indian Restaurant

Overnight at the hotel

DAY 06**(21st June) -
MADRID-
LISBON****MADRID - LISBON (By flight)**

Buffet breakfast at hotel
Checkout from the hotel Local Flight between Madrid to Lisbon (Group would be required to split into two flights)
Buffet Lunch at Local Indian Restaurant Transfer to Hotel & check in (at/after 1500 hrs) Overnight at the hotel in Lisbon

Visit Feira da Ladra Feira da Ladra literally translates to ‘Thief Fair’ and is the oldest market in Lisbon. It’s quite a popular fair with many different objects, so take your time and enjoy browsing! Dinner at Indian Restaurant

Overnight at the hotel in Lisbon

DAY 07**(22nd June) –
LISBON****LISBON CITY TOUR**

Buffet breakfast at hotel
Local coach at Disposal for 12 Hours
04 Hours Guided city tour of Lisbon - Praca do Comercio, Mude, Santa Justa Lift, Chafariz De Cormo, Saint Roch Church, Restauradores Square, Rossio Sqaure, Figueria Square, Lisbon Cathedral (drivepast/ photostop only, no entrance)

Lunch at Indian Restaurant

Experience Tram Ride Visit Martim Moniz - is a square full of life and one of the most multicultural areas in Lisbon. Here you’ll find different things from all over the world.

Dinner at Indian Restaurant

Overnight at the hotel in Lisbon

DAY 08 (23rd June) LISBON - INDIA	LISBON TO INDIA Buffet breakfast at hotel Checkout from the hotel Transfer from hotel to Lisbon Airport (One way) The participants from Delhi Hub will visit to the Local Market
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- **Reaching in India on 24th June, 2019**

PROPOSED HOTEL

- **City Hotel**

Barcelona	Hotel Vilamari (4*)
Madrid	Hotel AXOR Feria (4*)
Lisbon	Hotel Holiday Inn Lisbon Continental (4*)

PACKAGE COST: (PER PERSON)

The cost of the tour **per person of twin sharing / Single occupancy**, all inclusive (including 5% GST) is as follows:

(A) PP Single Occ.	(B) PP Twin Occ.	(C) Child (02-12 Yrs) without Bed	(D) Child (02-12 Yrs) with Bed	(E) Infant (0-02 yrs)
Rs.224750	Rs. 179000	Rs.161000	Rs.171000	Rs.61525

The above cost is based on 70 pax.

The Rate of exchange is taken @ 01 Euro = INR 78.20 however the current rate will be applicable as on day of transaction

- In case there is any change in the tax pattern. Same will be applicable at the time of collect & final billing
- Personal appearance in the embassy for the Biometric shall be at the own cost of the delegate.
- The delegates from different places will have to opt the hub and reach on their own cost.
- Local Flight between Madrid and Lisbon
 - Group will be split into two flights
 - No Food & Beverage
 - Baggage Limit upto 15 Kgs per Pax but additional baggage cost includes upto 7 kg more.

**** In case No of pax reduced, there will be a supplement that will be charged over and above the given cost**

Tour cost Inclusion:

- International Flight Tickets in Economy Class.
- Tourist Visa Fee.
- 03 Nights Accommodation at Hotel in Barcelona with breakfast
- 02 Nights Accommodation at Hotel in Madrid with breakfast
- 02 Nights Accommodation at Hotel in Lisbon with breakfast
- 02 Hours Conference including Basic Conference Facilities at Restaurant, 02 Mikes, Flip Board, Chart, Water Bottle, 01 Tea/coffee Break at Indian Restaurant.
- Overseas land arrangements/Sightseeing / Excursion Tours / Meals (Lunches and Dinners) as mentioned in the itinerary with Entrance word mentioned.

- All transfers in AC vehicle including Apt.
- Madrid to Lisbon travel by air
- Indian Meals as per Itinerary
- 01 Cocktail Dinner as mentioned in itinerary
- Overseas Travel insurance
- 2 Bottles of Water Bottles Per Person Per Day

Common Exclusions

- Any increase in Taxes, Govt. Taxes, Fuel Charges or introduction of any new taxes or any other charge imposed will be charged accordingly.
- Anything not mentioned under “Tour Inclusions” above will have to be paid directly.
- Any kind of facilities not mentioned above in the Tour Inclusions
- The quote does not include any other expenses of personal nature such as Passport charges, wines, tips, room service, food & drink, laundry, telephone bills, etc not specified in the itinerary and anything not specified under ‘Tour Inclusions’
- Any incidental expenses not mentioned in “Inclusions” above will have to be paid directly
- Any Domestic Travel/stay / meal/transfer Arrangement not included
- Bio Metric is mandatory for all pax, any expense related to Bio Metric Travel/stay/meals or any other incidental is not included in cost price.

Note

- Should the tour strength reduce, the tour cost will be amended accordingly.
- In case of any unprecedented hike in Airfare, Hotel or Transportation Tariff, the tour cost will be amended accordingly.
- In case of any visa rejection, entire fees will be forfeited. Thomas Cook is not liable for any visa rejection as is entirely depends upon Embassy’s discretion.
- Thomas Cook is not holding any domestic flight as it being a low cost carrier cannot hold the seats without paying 100% advance
- The persons above 60 shall give their Medical Fitness Certificate for the Overseas Travel & Medical Insurance and pay the extra cost if any.

Payment Terms:

Mode of Payment for Delegates:

Booking amount full payment as mentioned in the Package cost on or before 22nd April 2019 by RTGS to the ICSI. The details of the mode of the payment are appended below.

Cancellation charges:

- After issue of the ticket or file visa - 50% non refundable after the booking
- Cancelled 15 working days prior - 85% of the tour price (Visa cost is non refundable)
- Cancelled 10 working days prior - 100% of the tour cost
- Cancelled between 0 - 07 of Journey/failed to join the program.- 100% cancellation

* Determination date for cancellation charges would be subject to actual date of procurement of air ticket and filing of application for visa.

Special Note:

1. The price is based on current services. Any variance in the price would be discussed .
2. Please note the above costs are based on a minimum of 70-80 passengers, traveling together. In case the group size reduces / increase, the cost may vary accordingly
3. A part of tour has to be paid in foreign exchange component. The Foreign Currency component will be subject to the day of transaction and will be charged on the actual rate of transaction as per the Rate sheet of Thomas Cook India.
4. Porterage& Room Drop is not included in the cost.
5. No refund or reduction will be given for any services, which are not utilized, mentioned in the Top value inclusions.(As governed by Flight and HOTEL/DMC Policy)
6. All arrangements made by THOMAS COOK are in the capacity of an agent only. THOMAS COOK will not be liable for claims or expenses arising from circumstances beyond their control such as accidents, injuries delayed or cancelled flights & acts or forces of nature.
7. The prices are based on the airfare contracted. In an event of any increase in the taxes, the operator shall revert to you. The revised charges will be payable accordingly.
8. In the event of any changes in the flight schedule, the itinerary will change.
9. All timings are subject to local road and traffic conditions
10. Thomas cook reserves the right to alter the itinerary, without altering the services with prior approvals from the ICSI.
11. All specified guide/assistant/interpreter languages are subject to availability.
12. No. of passengers Variance & Cancellation: All services such as Airline seats / Hotel accommodation /Cruise /ground transportation/ venues for tours/conferences/events are pre-blocked well in advance. Operator is liable to pay penalties to all their suppliers / vendors if these services are released within the below mentioned time frame. All cancellations of bookings must be given in writing and acknowledged by Thomas Cook (I) Ltd. A transfer from one tour destination/event venue to another, prior to the date of the tour/conference/event will be treated as a cancellation, thereby attracting the cancellation charges as stated hereunder and a fresh booking on another.
13. In an event of cancellation, Advance paid to principal suppliers (Hotel / Coach Company / restaurants / etc) will be charged in addition to the following charges.
14. The government taxes are as 31 March, 2019. In case there is any revision in the tax component, revised amount at the time of Billing /Booking will be applicable.
15. This agreement shall have the jurisdiction of courts at Mumbai.
16. Thomas cook shall operate and provide agreed services in accordance with the permitted laws and industry standards at all times.
17. Billing to Individual or the ICSI will happen according to the GST number, where in Services have been provided by Thomas Cook. In Case they are not able to identify location then it should be billed to ICSI Noida.
18. Hotel Check-in Time: 1500 Hrs / Hotel Check-out Time : 1200 Hrs
19. The package price is based on Minimum 70-80 persons travelling. Should the number of passengers increase and/or decrease, the revised cost will be payable by the Individual Participant.
20. Rate of Exchange is calculated at 1 Euro = INR 78.20 as on date of this proposal. For Release of Exchange, the prevailing ROE as on date of the transaction / deposit payment will apply.
21. Prices are subject to change with any increase in the costs should the same be levied by Hotel, airlines, Embassy Visa Fee, overseas suppliers or any related or any tax/service charges levied by GOI etc
22. Visa Grant / approval is at the discretion of Visa Officer/Embassy and can't be guaranteed.
23. Bio Metric is mandatory for all pax, any expense related to Bio Metric Travel/stay/meals or any other incidental is not included in cost price.

REGISTRATION PROCEDURE

Members of ICSI are requested to confirm their participation, with / without spouse and/or children by sending a covering letter accompanied by the photocopies of the passport and full amount of as mentioned in the package cost per person travelling by way of Demand Draft or RTGS only issued in favour of the “**Institute of Company Secretaries of India**” payable at New Delhi or by / Electronic Fund Transfer(details shared) and has to reach Shri Surya Narayan Mishra, **Joint Director, ICSI House, 22 Institutional Area, Lodi Road, New Delhi 110 003 on or before 22nd April, 2019 positively**. Registration may however be withdrawn by a delegate subject to cancellation charges mentioned above. Any request received for withdrawal after this date shall attract forfeiture of said registration charges.

Please note that joining to this program is limited to members of the ICSI and their spouse and children.

It may further be noted that considering limited number of seats, the registration for this International Professional Development Programme will be made on first-paid -first-admitted basis.

VISA PROCESS TO BE FOLLOWED

- Thomas Cook (India) Limited Ltd will undertake the entire Visa Process for each and every registered delegate
- Upon receipt of Delegate Registration Confirmation from ICSI, the delegate will send the requisite documents to Thomas Cook (India) Limited office before the deadlines mentioned below. The name of concerned representative of Thomas Cook (India) Limited is given as under in the Contact:

Mr. Priyesh Upadhyay, Asst. Manager – MICE

Tel: 0124 4457224 | Cell: +91 9811250630 E-mail: Priyesh.Upadhyay@in.thomascook.com

VISA REQUIREMENTS

Documents -

NOTE : We need 15 working days for processing Visa post we receive all the required documents for Visa from Applicants - Specification depicted below.

PHOTO SPECIFICATIONS: (Two sets of documents required for obtaining both the Visas)

The photograph must be in color.
It should be without border.
It should have a white background only.
It should have a close up of your head and top of your shoulders so that your face takes up 70-80% of the photograph.
It should be in sharp focus and clean.
It should be of high quality with no ink marks and creases.
The photograph must show you looking directly at the camera. (Both Ears should be visible & No teeth showing)
It should be 3.5 cm X 4.5 cm.
It should show your skin tone naturally.
It should have appropriate brightness and contrast.

The photograph should be a recent one not more than 3 months old.

It is to be taken without headgear & **without specs**

It should be without hat/cap/ scarf.

It should be without the applicant's hair tucked behind his/her ears.

The photograph should not have any staple marks. - DO NOT STAPLE THE PHOTOS

Scanned & color photocopies would NOT be accepted.

FROM APPLICANTS SIDE

1. Visa form duly filled & Signed (Personal info to be filled by the applicant). - Form attached
2. Passport should have min. 06 months validity from the date of arrival and total validity not exceed 10 years - NO HAND WRITTEN OBSERVATIONS ACCEPTED IN THE PASSPORT
3. 03 **RECENT COLORED** photographs with white background 35x45mm with 80% facial image (DO NOT STAPLE THE PHOTOS)
4. Covering letter / Visa request letter from the applicant side stating purpose of visit, dates etc (if self employed then must be on letter head or if employed then plain paper with NOC from employer)
5. Business card
6. In case of student School ID and NOC / Leave certificate from school
7. 06 months Bank statement - PLS NOTE INTERNET STATEMENT ARE NOT ACCEPTABLE. BANK STATEMENT SHOULD BE FROM THE BANK WITH COMPLETE BRANCH ADDRESS, ACCOUNT NO & CONTACT DETAILS DULY ATTESTED
8. Last 03 yrs Income Tax return FOR SELF & COMPANY
9. If the applicant is employed, he/she should attach a letter from the employer stating the nature of employment, duration of the leave of absence as well a valid employment ID. Students should present a valid student ID and letter of enrollment at a University of institute of learning.
10. A valid travel document and a one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey.
11. Proof of Occupation FROM BUSINESS MAN like :Company Registration Certificate of Indian Company , Company Memorandum & article of Association, Evidence of Partnership or Proprietorship/ Ownership
12. Personal & Company's Latest Bank Statement for past 6 months with person name and contact no
13. SALARY SLIP FROM AN EMPLOYEE
14. EMPLOYEE LEAVE CERTIFICATE
15. PAN CARD COPY (IN CASE THE INFORMATION GIVEN ON PASSPORT & PAN CARD DIFFER. (THE APPLICANT HAS TO PROVIDE THE AFFIDAVIT FOR THE SAME)

FROM TOUR OPERATOR SIDE

1. Hotel confirmation
2. Overseas Travel and Medical insurance (only till 60 Years, Otherwise Medical Certificates need to be furnished, additional cost if any to be paid by the participant.)
3. Return air tickets

4. Day To Day tour plan

Processing Time: 15 working days after the submission approx.

Time Taken in processing visa applications = 15 Working Days approximately

Note- Actual processing time may vary on a case to case basis and is at discretion of Embassy/Consulate. Also please note that numbers of days given above are working days (exclusive of Embassy/ Government Holidays).

VISA CO-ORDINATION WILL BE MADE BY THOMAS COOK (INDIA) LIMITED TEAM

DEADLINES TO SEND DOCUMENTS TO THOMAS COOK (INDIA) LIMITED

- First cut off – 22nd April, 2019
- Final deadline – 25th April, 2019

Deadlines will not be extended after this.

Couriers should be sent on the below name and address:

THOMAS COOK (INDIA) LIMITED CONTACT

DELHI:

**Thomas Cook (India) Limited,
520 UdyogVihar, Phase - III, Gurugram - 122016, NCR Delhi**

MR. HEMANT KUMAR, Senior Manager – MICE

Phone: 0124-4457311

Mobile No 9999891433

Email ID :hemant.Kumar@in.thomascook.com

For any visa / documentation related query

Mr. Priyesh Upadhyay, Asst. Manager – MICE

Tel: 0124 4457224 | Cell: +91 9811250630 E-mail: Priyesh.Upadhyay@in.thomascook.com

The letters shall be super scribed “14th ICSI IPDFP”

For any query, please feel free to contact:

**S N Mishra
Joint Director**

The Institute of Company Secretaries of India

ICSI HOUSE', 22 Institutional Area,

Lodi Road, New Delhi – 110003

Tel.No.011-45341015

E-mail: surya.mishra@icsi.edu / ramesh.kumar@icsi.edu

RTGS DETAILS

National Electronic Fund Transfer (NEFT) Mandate Form

(Mandate for Receiving Payment Through NEFT/RTGS)

1	Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
3	Address of Vendor	22, ICSI HOUSE, LODHI ROAD INSTITUTIONAL AREA, NEW DELHI - 110003
3	Permanent Account Number (PAN)	AAATT1103F
4	GST No.	09AAATT1103F2ZX
5	Particulars of Bank Account	
	A. Name of Bank	AXIS BANK
	B. Name of Branch	SWASTHYA VIHAR
	D. Address	C-58 BASEMENT & GROUND FLOOR, PREET VIHAR ,MAIN VIKAS MARG.NEW DELHI-92
	E. City Name	NEW DELHI
	G. IFSC Code (11 digits)	UTIB0000055
	H. 9 digit MICR Code appearing on the Cheque Book	110211010
	I. Type of Account (10/11/13)	SAVINGS (10)
	J. Account No.	912010040104826
5	Vendor's email ID	1. shree.prakash@icsi.edu 2. shandilya.saroj@icsi.edu 3. amit.kumar@icsi.edu
6	Date of effect	22/June/10

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information we would not hold the company responsible.

Signature of Vendor

Bank Certificate

We certify that **The Institute of Company Secretaries of India** has a Account No.912010040104826 with us and we confirm that the details given above are correct as per our records.

Please provide the details to Mr. Ramesh Kumar at ramesh.kumar@icsi.edu as per the following format for registration after making the RTGS :

- i) Name
- ii) Address
- iii) Mobile No.
- iv) Membership no:
- v) Name of the bank through which RTGS effected
- vi) UTRN / Transaction No.
- vii) Amount paid
- viii) No of participants with details of children

Details of the Tour Program are posted at www.icsi.edu