

**Q 1: Who can apply for Associate membership of the Institute?**

**Ans 1:** A person who has passed the Intermediate Examination/ Executive Programme examination and Final Examination / Professional Programme examination of the Institute and has undergone prescribed training or exempted therefrom on the basis of experience (student must generate TCC before applying for ACS membership online) is eligible to apply for Associate membership of the Institute provided he has attained the age of 21 years on the date of application as per the Matriculation / school leaving certificate.

**Q 2: What is the online link to apply for Associate membership of the Institute?**

**Ans 2:** Below are steps

**Steps for applying for ACS membership online**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Apply for ACS Membership from dropdown
- Login using your registration number e.g. 123456789/02/2016
- Enter your password
- Select ACS registration under ACS Membership
- Fill the detail and make the payment and submit

**Q 3: What is the total fee payable by a person who is eligible and willing to apply for Associate Membership of the Institute?**

**Ans 3:** A person who is eligible to apply for Associate Membership is required to pay the following fee at the time of admission as an Associate member:-

Fee* Particulars	Annual Membership fee	Annual Membership fee. (Opting out to receive physical copy of Chartered Secretary Journal)
Amount payable (including 18% GST)	Rs. 2950/-	Rs. 2360/-
Entrance Fee (including 18% GST)	Rs. 3540/-	Rs. 3540/-
Total Amount payable (including 18% GST)	Rs. 6490/-	Rs. 5900/-

(\* ) Candidates applying between October to March will pay half of the annual membership fee.

**Q 4: What are the documents required to be attached along with the online application for Associate Membership?**

**Ans 4:** The application for Associate membership should be accompanied with the following:-

1. Two fitness certificates in the prescribed form from the members of the Institute having at least three years standing as a member of the Institute.
2. Self Attested (with Name and date) photocopy of Admit Card of Class Xth or certificate or marks sheet of class Xth or School Leaving Certificate (in which date of Birth and full name is mentioned) OR photocopy of passport and photocopy of Degree of Graduation provided by the University concerned (please attach all parts of mark sheets of Graduation, if degree certificate is not yet received from the University) / mark sheet or certificate of foundation pass of ICSI or ICAI(Cost) or CPT pass of ICAI (applicable for students who have passed the exam before 03-02-2020) / mark sheet of qualifying CSEET exam of ICSI for students who are enrolled on or after 03-02-2020 / mark sheet of final pass of ICAI(Cost) or ICAI (all relevant documents should be self-attested with date).

**Q 5: Is it mandatory on the part of a candidate who applies for Associate membership to also apply for life membership of the Company Secretaries Benevolent Fund?**

**Ans 5:** It is optional but it is for the benefit of the candidate only to apply for life Membership of the Company Secretaries Benevolent Fund which is a security umbrella for the families of the members in the time of distress. The one-time payment of subscription of Rs 10,000/- for life membership of CSBF is exempted under Section 80G of the Income tax Act, 1961.

**Q 6: When the annual membership fee and certificate of practice fee becomes due and what is the last date for payment?**

**Ans 6:** The annual membership fee and certificate of practice fee becomes due on 1st of April, each year and is payable up to 30th June in the same year.

**Q 7: What is the amount of Annual membership fee payable by an Associate and Fellow member?**

**Ans 7:** A member is entitled to retain his membership so long he pays the annual membership fee every year which becomes due on 1st April of each year. Presently the annual membership fee payable is as under:-

<b>FEE* PARTICULARS</b> (w.e.f. 1 <sup>st</sup> April, 2026)	<b>ACS</b>	<b>FCS</b>
Annual Membership fee	Rs. 2950/-	Rs. 3540/-
Annual Membership fee. (Opting out to receive physical copy of Chartered Secretary Journal)	Rs. 2360/-	Rs. 2950/-
Annual Certificate of Practice fee	Rs. 2360/-	Rs. 2360/-

\*All Fee inclusive of 18% GST

**Q 8: What are the three options mentioned during renewal of Annual Membership Fee?**

**Ans 8:** **1<sup>st</sup> Option:** Chartered Secretary by ordinary post (No change in Annual Membership Fee)  
**2<sup>nd</sup> Option:** Chartered Secretary by Registered Parcel (Rs. 500/- will be charged additionally towards postage charge)  
**3<sup>rd</sup> Option:** Opt-Out from receipt of printed copy of Chartered Secretary (Reduction of Rs. 500/- (exclusive of GST) on Annual Membership Fee)

**Q 9: How to pay annual membership fee by the members?**

**Ans 9** Annual membership fee is accepted through online mode only. Payment made through any other mode is not acceptable. The steps to make payment has been made easy and all should take note of the same. The fee can be remitted through ONLINE mode only using the payment gateway of the Institute's website [www.icsi.edu](http://www.icsi.edu). Steps to follow:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Renew Link under Notifications on your Home Page
- Check the details and pay the fee

Members are requested to ensure that their State, Mobile and Email are updated in the address before making the payment. In absence of any one of the above member will not be able to pay the fee.

**Please Note: Members who wish to change their city/district/state/country in their professional or residential address are require to reselect Country first then State then District and in last the City to update the addresses.**

**Q 10: Can a member pay the annual membership fee in advance?**

**Ans 10:** Yes, for period of three/five years. The members who wish to pay the annual fee along with applicable GST in advance may pay the same, accepted through online mode only, for a maximum period of three/five years in advance for which no interest will be paid to the member. The scheme of accepting the annual membership fee in advance from the members and the details of the scheme is available on the website of the Institute and is also published in the Chartered Secretary Journal from time to time.

**Steps for making advance payment of annual membership fee (accepted through online mode only):**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Renew Link under Notifications on your Home Page
- Click on radio button for desired period three/five
- Check the details and pay the fee

**Q 11: Who are eligible for concession in annual membership fee?**

**Ans 11:** The member who is 70 year and above is eligible for 75% concession in annual membership fee irrespective of his / her working status.

**Q 12: What are the steps to avail concession of 75% in annual membership fee online for members who is of age of 70 year and above and not in any gainful employment or practice?**

**Ans 12:** Steps to avail concession of 75% in annual membership fees for Member of age 70 years and above irrespective of his / her working status

Login to portal [www.icsi.edu](http://www.icsi.edu)

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Renew Link under Notifications on your Home Page
- Check the details and pay the fee

**Q 13: What is the concession applicable for the Person with Disabilities (Divyangjan) member?**

**Ans 13:** A member who is Person with Disabilities (Divyangjan) can seek concession in annual membership fee @ 50% w.e.f. 1st April, 2020. An additional concession of 75% over and above 50% in annual membership fee is applicable for member of age 70 year and above on submission of disability certificate issued by the competent authority.

**Q 14: How to avail concession in annual membership fee by Person with Disabilities (Divyangjan) members online?**

**Ans 14:** The fee can be remitted through **ONLINE** mode only using the payment gateway of the Institute's website [www.icsi.edu](http://www.icsi.edu). Steps to follow:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Renew Link under Notifications on your Home Page
- Check the details and pay the fee

**Q 15: How to restore membership for members who have not paid the annual membership fee by the last date?**

**Ans 15:** In case a member is not able to pay the annual membership fee for current year or any previous year by the last date then his/her name stands removed from the Register of members after the last date without any further notice as per Regulation 8(1) of the CS Regulations, 1982. The name of the member is restored on payment of annual membership fee for that year and the arrears, Entrance fee of Rs 2360/- (Including GST@18%) and a restoration fee of Rs. 295/- (Including GST@18%) for restoration of membership.

Steps for making online payment for Restoration: **(Kindly check and update your address before proceeding for Restoration)**

**Please Note: Members who wish to change their city/district/state/country in their professional or residential address are require to reselect Country first then State then District and in last the City to update the addresses.**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Restoration Now button
- Fill the KYM form detail and Proceed for Payment

Members who do not have PASSWORD (User Name is your ACS / FCS number for eg. A12345 / F12345) can retrieve their password (if their email id & mobile number is registered with the Institute). The members who do not have registered email id & mobile number may make the request on <http://support.icsi.edu> by attaching scanned copy of Photo ID proof.

**Q 16: How to whitelist/subscribed once email id to get bulk email?**

**Ans 16:** Member is required to write an email at [member@icsi.edu](mailto:member@icsi.edu) from his/her registered email id to whitelist/subscribed the email id.

**Q 17: Who can apply for Certificate of Practice?**

**Ans 17:** A member who has completed the PCS Orientation Programme (POP) or exempted thereof (see Q. 17a for exemption criteria) may apply for issue of a certificate of practice entitling him to practice as a Company Secretary anywhere in India.

The member is also required to intimate about his earlier engagements, if any. In case the member was in employment earlier, a copy of the relieving letter from his immediate past Employer Company. A copy of Form-32/DIR-12 in respect of his cessation of his employment (if employed as whole time Company Secretary) or letter of cancellation of certificate of practice of the concerned professional body if earlier engaged in some other profession.

**Q 17a: What is PCS Orientation Programme (POP), its fee and who all are exempted from undergoing POP?**

**Ans 17a:** All members intending to enter into practice on or after 01-04-2023 shall be compulsorily required to undergo PCS Orientation Programme (POP) prior to making an application for obtaining Certificate of Practice. The member has to apply for Certificate of Practice within 90 days of obtaining the certificate of completion of POP.

#### **Fees**

- i) The fee per participant for e-learning mode shall be Rs. 750/- (exclusive of taxes).
- ii) Subject to the validity of the POP certificate of completion, the fee paid for POP shall form part of the total fee of Rs. 2000/- (excluding GST) payable for Certificate of Practice; the remaining fee of Rs. 1250/- excluding GST) is to be paid at the time of applying for certificate of Practice.

#### **Members Exempted from undergoing PCS Orientation Programme (POP)**

- i) A member with Post qualification experience of 15 years or more as Company Secretary either in Employment or in Practice;
- ii). A member who has surrendered Certificate of Practice not more than two years prior to applying for Certificate of Practice again.

**Q 18: Is it necessary for a candidate to apply simultaneously for certificate of practice also if he is willing to practice as a Company Secretary while applying for his admission as an Associate member of the Institute?**

**Ans 18:** No, the candidate should apply for Certificate of Practice after being admitted as an Associate member of the Institute.

**Q 19: How to apply for issue, renewal of Certificate of Practice?**

**Ans 19:** The application for issue of Certificate of Practice can be made online through Institute's web portal [www.icsi.edu](http://www.icsi.edu)

Steps for applying online certificate of practice:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of COP select issue/renewal
- Fill the Form-D detail and pay the fees.

**Q 20: How to renew Certificate of Practice? How to submit online form D for renewal of Certificate of Practice?**

**Ans 20:** Members can renew the certificate of practice through the Institute's portal [www.icsi.edu](http://www.icsi.edu)

Steps for applying online certificate of practice:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu COP select COP renewal
- Check the details and pay the fees.

**Q 21: How to generate COP renewal letter online?**

**Ans 21:** Members can generate the COP renewal letter online through Institute's portal [www.icsi.edu](http://www.icsi.edu)

Steps for generation of COP renewal letter:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Select the Track COP option in the COP menu
- Select the request type "Renewal" and search
- Click on the radio button and select the download letter option
- Save the Renewal letter for record

**Q 22: Can a member make the payment of his annual membership fee along with Certificate of Practice fee online?**

**Ans 22:** Yes, while following the steps to make annual membership fee the member can include the COP fee by clicking "Include COP fee" option at payment screen

**Q 23: Can a member make the payment of renewal of Certificate of Practice fee online who has already paid the annual membership fee before for current Financial Year?**

**Ans 23:** Yes, the member can deposit the fee by following the steps given in question no. 20

**Q 24: Can a member pay renewal of Certificate of Practice fee without paying the annual membership fee?**

**Ans 24:** No, the annual membership fee must be paid to pay the renewal of Certificate of Practice fee.

**Q 25: How to restore Certificate of Practice (COP)?**

**Ans 25:** Members holding Certificate of Practice who have not paid the COP fee by 30<sup>th</sup> June of current financial year, can restore their Certificate of Practice in the same financial year by 31<sup>st</sup> March by submitting online form D and paying the restoration fee, along with COP fee with applicable GST@18%. After 31<sup>st</sup> March, the Certificate of Practice cannot be restored and a fresh certificate of practice has to be obtained.

Steps for restoration of COP:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of COP select Restoration
- Fill the Form-D detail and pay the fees.

**Applicable Fee for restoration of Certificate of Practice is given below:**

Particulars	Fee
COP Annual Fee for ACS / FCS Members	Rs. 2360/- (Including GST@18%)
Restoration fee (Applicable if fee is not received by 30th June of current financial year)	Rs. 295/- (Including GST@18%)
Total	Rs. 2655/-

**Q 26: What is the fee for obtaining the certificate of practice of ICSI?**

**Ans 26:** Below is the Certificate of Practice fee payable at the time of applying for COP. Only half of the Annual certificate of practice fee is payable if the application for issue of certificate of practice is made between October to March. The annual membership fee for the current year is to be paid at the time of applying for issue of certificate of practice, if not already paid.

FEE* PARTICULARS (w.e.f. 1 <sup>st</sup> April, 2026)	ACS	FCS
<b>Certificate of Practice fee payable at the time of applying for COP</b>	Rs. 2000/- {Inclusive of Rs. 750/- fee for PCS Orientation Programme (POP) for members who are required to undergo POP}	Rs. 2000/- {Inclusive of Rs. 750/- fee for PCS Orientation Programme (POP) for members who are required to undergo POP}

(\* ) Candidates applying between October to March will pay half of COP fee.

**Note: The annual Certificate of Practice (COP) fee shall become due on the first day of April in each year. Members who have not paid annual fee for renewal of Certificate of Practice till 30<sup>th</sup> day of June or (extended date) of the relevant year, his / her COP will be cancelled automatically. Member can restore his /her Certificate of Practice by paying the restoration fee in addition to the annual COP fee till 31<sup>st</sup> March of next year.**

**Q 27: Is a member entitled for issue of certificate of practice of the Institute while in employment?**

**Ans 27:** No. A member who is in employment evidencing a master – servant relationship with the employer or contract of service is not entitled for issue of certificate of practice of the Institute in terms of Regulation 168 of the Company Secretaries Regulations, 1982.

**Q 28: Is a member is entitled for issue of Certificate of Practice of the institute while holding Certificate of practice of the Institute of Chartered Accountants of India / The Institute of Cost Accountants of India / Bar Council or any other professional body?**

**Ans 28:** No. A member who is holding certificate of practice from any professional body including ICAI, ICMAI or any Bar Council is not entitled for issue of certificate of practice of the ICSI in terms of Regulation 168 of the Company Secretaries Regulations, 1982.

**Q 29: Can a member holding Certificate of Practice of the Institute engage himself as a partner in a business firm?**

**Ans 29:** A member holding certificate of practice cannot engage himself in any business or occupation. The member with the specific and prior approval of the Institute may have interest or association in family business concerns provided that the members does not hold substantial interest in such concerns.

**Q 30: What is the procedure for getting the certificate of practice cancelled?**

**Ans 30:** (1) A certificate of practice issued under sub-section (1) of section 6 shall be liable for cancellation, if –

- (a) the name of the holder of the certificate is removed from the Register under sub-sections (1) and (2) of section 20; or
- (b) the Council is satisfied, after giving an opportunity of being heard to the person concerned, that such certificate was issued on the basis of incorrect, misleading or false information provided by the applicant, or by mistake or inadvertence on the part of the Institute ; or
- (c) a member who ceased to practice; or
- (d) a member who has surrendered his Certificate of Practice; or
- (e) a member who has not paid annual fee for renewal of certificate of practice till 30th day of June of the relevant year; or
- (f) a member who has not complied with the guidelines of the Council; or
- (g) a member who ceases to be an Indian National;

(2) The cancellation of a certificate shall be effective, –

- (a) in a case falling under clause (a) of sub-regulation (1), on the date on which and during the period for which the name of the holder of the certificate was removed from the Register of members;
- (b) in a case falling under clause (e) of sub-regulation (1), from the 1st day of July of the relevant year without any notice; and
- (c) (c) in any other case, from such date and for such period, as may be decided by the Council;

(3) When a certificate is cancelled, the date from which and the period for which the certificate shall stand cancelled shall be communicated in writing by registered post or speed post or courier or by any electronic mode to the member concerned at his professional address and email id available in the Register and may also be published in the Journal or hosted on the website of the Institute.

(4) Where a certificate of practice is cancelled under regulation 11 except clause (d) of Regulation 11, the holder of such certificate shall return the certificate to the Secretary within fifteen days from the date of receipt of notice of such cancellation and shall not use or display or continue to use or display the same certificate or membership number in any manner.

(5) The request of member who surrenders his certificate of practice will be considered only on receipt of the original certificate.

#### **ONLINE Steps to surrender the COP**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Under COP menu select COP cancellation
- Fill the form and submit.
- Member can take out the printout and send it alongwith the original COP certificate / Affidavit

**Note:** The certificate of practice would be cancelled only on or after the date of receipt of the original certificate along with the online request for cancellation. The request to the Institute along with the original certificate be sent to The Directorate of Membership, ICSI House, C-36, Sector-62, Institutional Area, Noida-201309. The COP cancellation process will only start once ICSI received hard copy of COP certificate/ Affidavit

In case, the original certificate of practice is lost, the member has to submit an affidavit in original to that effect in the specified format on non-judicial stamp paper of Rs.20/- duly attested by Notary Public / Oath Commissioner /1st class Magistrate.

**\*Format of affidavit is available at link: <https://www.icsi.edu/member/formsformembers/>**

**\* Please note that due to the coronavirus outbreak, you are required to submit the hard copy of the documents as well as the scanned copy of the documents as stated above along with the courier receipt / speed post receipt at email id – [member@icsi.edu](mailto:member@icsi.edu) to process your request (This applies only in state of lockdown or in any emergency situation as issued by Government).**

**Q 31: What are the consequences of cancellation of certificate of practice?**

**Ans 31:** When the certificate of practice is cancelled, the member is not entitled to practice as a Company Secretary from the date his certificate of practice is cancelled. He will also cease to be a partner of partnership firm of Company Secretaries in which he is partner and the partnership firm will be reconstituted accordingly. In the event of his having a proprietorship concern, the same ceases to be in existence from the date the certificate of practice of the member is cancelled. In case, he applies afresh for Certificate of practice, if he/she wishes to revive the sole proprietorship concern as before has to file the form for office particulars, letter of issuance of earlier firm name and copy of approval letter issued earlier.

**Q 32: Can a member holding certificate of practice of the ICSI practice in his own name?**

**Ans 32:** Yes, a member holding certificate of practice of the ICSI can practice in his own name and submit the particulars of his office in the appropriate form.

**Q 33: Whether the certificate of practice of a member can be restored retrospectively?**

**Ans 33:** The Council may, on an application made in appropriate form and on payment of such fee, as may be determined by the Council under subsection (3) of section 20, restore the certificate of practice with effect from the date on which it was cancelled, to the member whose certificate has been cancelled due to non- payment of the annual fee for the certificate of practice and whose application, complete in all respects, together with the fee, is received by the Secretary before the expiry of the relevant year.

In case he was holding the sole proprietorship concern he has to revive the same by filing the Form for office and particulars

**Q 34: What is the procedure for obtaining the duplicate certificate of Certificate of practice?**

**Ans 34:** The member may submit Online a written request along with affidavit or copy of mutilated / torn certificate for obtaining duplicate certificate of Certificate of Practice and a charges of Rs.236/- (Including GST) by way of;

**a) Online through below steps;**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of Membership Online Request
- Membership Online Request Apply
- Select Request Type
- Upload the requisite document as applicable
- Go to Payment

**b) Cheque at par or demand draft of Rs.236/- (Including GST) payable at New Delhi favouring “The Institute of Company Secretaries of India” The request to be sent to The Directorate of Membership, ICSI House, C-36, Sector-62, Institutional Area, Noida-201309**

In case, the original Certificate of Practice certificate is lost, the member has to submit an affidavit to that effect in the specified format on non-judicial stamp paper of Rs.20/- duly attested by Notary Public / Oath Commissioner /1st class Magistrate. Please return the mutilated / torn membership certificate (if applicable) for cancellation.

**\*Format of affidavit is available at link: <https://www.icsi.edu/member/formsformembers/>**

**Q 35: Who can apply for Licentiate of the Institute?**

**Ans 35:** A student who has completed the Final or Professional Programme examination of the Institute may apply within six months from the date of declaration of results for enrolling him as a licentiate by applying online only from the link - <http://stimulate.icsi.edu/> and making online payment of Rs.1180/- (Including GST@18%).

**Q 36: What are the benefits of becoming a Licentiate?**

**Ans 36:** A student who is enrolled as Licentiate can use the descriptive letter ‘Licentiate ICSI to indicate that he has qualified the Final or Professional Programme examination of the Institute. He will be provided with the Chartered Secretary Journal of the Institute free of cost. The licentiate is permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional

Council or Chapter as the case may be, subject to such conditions as may be imposed by the Council, Regional Council or Chapter, as the case may be.

**Q 37: How long a candidate can remain as a Licentiate?**

**Ans 37:** Under Regulation 29(3) of the Company Secretaries Regulations, 1982 any student enrolled as a licentiate is not ordinarily be allowed to renew his enrolment for more than five years after passing the Final or Professional Programme examination of the Institute.

**Q 38: What is the status of a Licentiate?**

**Ans 38:** Grant of licentiate under regulation 29 of the Regulations shall entitle the licentiate to use the descriptive letter 'Licentiate ICSI' to indicate that he has qualified in the Final or Professional Programme examination of the Institute. However, the same neither confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be.

**Q 39: How to upload/update the photo and signature in member profile?**

**Ans 39:** Member can upload/update the photo and signature in member profile.

**Steps to upload/update the photo and signature**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Under My Profile --- Click on View and Update option
- Upload/update the photo and signature as required
- Press Save button

**Q 40: Whether a member of the Institute (whether in practice or not) is required to take permission of the Council for pursuing further academic/professional/diploma course?**

**Ans 40:** No. Members are not required to take any permission from the Council of the Institute for pursuing any academic/professional/ diploma course. However, they may forward the certificate of having completed the course for noting in the records of the Institute.

**Q 41: What is the procedure for approval of name of proprietorship concern or partnership firm of company secretaries?**

**Ans 41:** A member who wishes to practice as a proprietorship concern or in the partnership firm is to apply to the Institute for approval of name of the concern / firm in accordance with the guidelines laid down by the Council for approval of firm name under Regulation 169 of the Regulations. The application and submission of documents has to be made online using the steps given below:

**Steps for applying online approval of firm name**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Firm Registration from dropdown menu
- Select the firm type and apply for the proposed name of the firm which should be in conformity to the firm name guidelines available as hyperlink on the screen.
- Click on 'Validate Firm Name' button and then click on 'Request Firm Name Confirmation' button.
- The request will be submitted to the Institute for firm name confirmation.
- Upon firm name confirmation from the Institute, click on 'Track firm request (by member)' link under 'Firm Management' menu and proceed to complete the application and upload the request letter and copy of partnership deed duly executed and notarised (for partnership and LLP cases).
- Upon successful approval of firm name request, the member can download the approval letter using the track option under Firm Management menu.

**Q 42: How to convert an individual / Proprietorship concern of Company Secretaries into a Partnership Firm or convert a partnership firm into an individual / Proprietorship concern ?**

**Ans 42:** Members holding Certificate of Practice and willing to convert their Individual or Proprietorship concern into a Partnership Firm by entering into a Partnership agreement or convert their partnership firm to individual / Proprietorship concern can submit their request and submit relevant documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name to be converted and click on 'Conversion Request' available in the bottom panel.
- Fill the online form and upload the request letter for conversion of firm, consent letter cum NOC from the incoming partner(s) (for conversion to partnership), resignation letter from the outgoing partner(s) (for conversion to sole proprietorship) and copy of the partnership deed duly executed and notarised (for partnership and LLP cases).
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 43: How to induct a new partner / remove partner (reconstitution) in the already existing Partnership Firm of Company Secretaries?**

**Ans 43:** A new partner can be inducted or an existing partner can be removed into/from the already existing Partnership Firm with the prior approval of the Institute by making an application and submission of documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name to be reconstituted and click on 'Reconstitution Request' available in the bottom panel.
- Fill the online form and upload the request letter for reconstitution of firm, consent letter cum NOC from the incoming partner(s), resignation letter from the outgoing partner(s) and copy of the reconstitution/supplementary deed duly executed and notarised.
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 44: How to dissolve a sole proprietorship concern/partnership firm?**

**Ans 44:** Member can apply for dissolution of sole proprietorship concern/partnership firm by making an application and submission of documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name to be dissolved and click on 'Dissolution Request' available in the bottom panel.
- Fill the online form and upload the request letter for dissolution of firm duly signed by all the partners indicating the reason thereof and copy of the dissolution deed duly executed and notarised.
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 45: How to apply for change in name of sole proprietorship concern / partnership firm?**

**Ans 45:** Member can apply for change in name of sole proprietorship concern / partnership firm by making an application and submission of documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name and click on 'Firm Name Change Request' available in the bottom panel.
- Fill the online form and upload the request letter for change in the name of the sole proprietorship concern / partnership firm signed by all the partners and copy of new partnership deed duly executed and notarised (in case of partnership firms).
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 46:** How to apply for opening and closure of branch office of a sole proprietorship concern/partnership firm?

**Ans 46:** Member can apply for opening and closure of branch office of a sole proprietorship concern/partnership firm by making an application and submission of documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name and click on 'Branch Opening Request' / 'Branch Closure Request' (as the case may be) available in the bottom panel.
- Fill the online form and upload the request letter for branch office opening / branch office closure (as the case may be).
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 46A:** How to apply for change in particulars of branch and change in address/particulars of firm?

**Ans 46A:** Member can apply for change in particulars of branch and change in address/particulars of firm by making an application and submission of documents through online mode using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- Select the firm name and click on 'Change in particulars of Branch' / 'Change in address / particulars of firm' (as the case may be) available in the bottom panel.
- Fill the online form and upload the request letter for change in particulars of branch and change in address/particulars of firm (as the case may be).
- Upon successful approval of the request, the member can download the approval letter using the track option under Firm Management menu.

**Q 46B:** How to view the unique code number of sole proprietorship/partnership/LLP firm ?

**Ans 46B:** The member can view the unique code number allotted to his sole Proprietorship/partnership/LLP firm by using the steps given below:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar choose Firm Management and select Track Firm Name Request (By Member) from dropdown menu
- The unique code number will be visible in the grid in bottom panel for the sole proprietorship/partnership/LLP firm(s) associated with the member.

**Q 47:** Whether a member in practice can engage himself as lecturer in University, Educational Institutions and coaching colleges or as a private tutor? Is he required to obtain a permission of the Council?

**Ans 47:** The member in practice can engage in teaching assignment under the Coaching Organization of the Institute or any other organization, so long as the hours during which a member in practice is so engaged in teaching do not exceed ceiling of average four hours in a day. <https://www.icsi.edu/member/cs-practice/pcs-not-to-engage/>

**Q 48:** Whether a member in practice can run a coaching centre?

**Ans 48:** No. A member in practice cannot run a coaching centre. However, he can engage himself as a faculty for teaching purpose and the total teaching hours should not exceed average ceiling of four hours in a day.

**Q 49: Does the Council allow the opening of Branch office which is not in the separate charge of any member of the Institute?**

**Ans 49:** Applications for opening of branch office without a member in the separate charge at places where there are few or no Company Secretaries in Practice are decided by the Council on the merits of each case subject to the following general conditions:

- (i) The branch office shall be an independent office and not in the office of some other professional.
- (ii) One of the partners of the firm shall attend the branch office at least 100 days in a financial year. However, if a candidate who has passed Intermediate / executive examination of the Institute and also completed Management/Apprenticeship Training or has passed the Final Examination of the Institute is posted at the said branch office, one of the partners of the firm shall attend the branch office at least 60 days in the financial year.
- (iii) The approval shall be valid for a period of two years within which a member must be appointed in the separate charge of the branch office.

**Q 50: Can a Company Secretary in Practice or a firm of such Company Secretaries open branch Office in any part of the state/ country?**

**Ans 50:** Yes. As per section 37(1) of the Company Secretaries Act, 1980 a Company Secretary in Practice or a firm of such Company Secretaries can open branch Office in any part of the state/country but such office must be in the separate charge of a member of the Institute. However, the Council may exempt in suitable cases any Company Secretary in Practice from the operation of sub-section (1) of Section 37.

**Q 51: How many compliance certificates and annual returns can a member in practice sign in a calendar year?**

**Ans 51:** The Council has fixed the ceiling of signing of 80 compliance certificates and annual returns in total in a calendar year.

**Q 52: Under what circumstances the name of the member can be removed from the register of members?**

**Ans 52:** The name of the member can be removed from the Register of Members under the following circumstances:-

- a. On receipt of request from the member to that effect.
- b. If the member has not paid any prescribed fee required to be paid by him.
- c. In the event of death of a member.
- d. If the member is suffering from any of the disabilities mentioned in section 8 or for any other reason has ceased to be entitled to have his name borne on the Register.
- e. An order has been passed under the Company Secretaries Act, 1980 for removing his name from the membership of the Institute.

**Q 53: What is the procedure for restoration of name of a member whose name has been removed from the Register of Members?**

**Ans 53:** A member whose name has been removed from the register of members is required to apply for restoration of his name online alongwith the following payment of fees:-

- a. Arrears of Annual Membership fee (Including GST@18%).
- b. Membership fee (Including GST@18%) for the financial year in which the restoration is being sought.
- c. Entrance fee of Rs.2360/- (Including GST@18%).
- d. Restoration fees of Rs. 295/- (Including GST@18%).

The name of the member would be restored from the date on which the application for restoration of Membership in the appropriate form completed in all respects and the fees due are received online. However, in case the name was removed during the same financial year, the name would be restored with effect from the date on which it was removed from the register.

**Q 54: What is the procedure for noting the change in the name of a member in the records of the Institute?**

**Ans 54:** Change / Alignment of the name in the Institute's record will be noted under the following circumstances on member's online request:

**1. Change in middle/Surname (IN CASE OF FEMALE MEMBERS ON THEIR MARRIAGE)**

- a. Self attested scanned copy of PAN Card (with new name)
- b. Self attested scanned copy of screen shot of PAN database. It may be obtained from the income tax website under - profile- PAN details clearly indicating your name.
- c. Self attested scanned copy any Identity proof with new name where your name exactly matched i.e. 1) Passport (ii) Driving Licence (iii) Voter ID card (iv) Aadhaar card (v) Bank passbook with your photo affixed on it and duly stamped and signed.
- d. Self attested copy of Marriage certificate

**2. Name Alignment :**

In case you are facing issue in MCA in registering DSC due to your name mismatch in your PAN/PAN Database and in the Institute's record or change in middle name in middle field:

- a. Self attested scanned copy of PAN card
- b. Self attested scanned copy of screen shot of PAN database that may be obtained from the income tax website under - profile- PAN details clearly indicating your name
- c. Self attested copy of any document in support of your PAN where your name exactly matches with your PAN database i.e. (1) Passport (ii) Driving Licence (iii) Voter ID card (iv) Aadhaar card (v) Bank passbook with your photo affixed on it and duly stamped and signed.

**3. Change in First name/full name:**

- a. Self attested scanned copy of PAN card
- b. Self attested Screen shot of PAN database that may be obtained from the income tax website under - profile- PAN details clearly indicating your first name, middle name and last name.
- c. Self attested any document in support of your PAN where your name exactly matches with your PAN database i.e. (1) Passport (ii) Driving Licence (iii) Voter ID card (iv) Aadhaar card (v) Bank passbook with your photo affixed on it and duly stamped and signed.
- d. Self-attested copy of Extract of Gazette notification and/or advertisement as published in a leading newspaper.
- e. Self attest copy of Marriage certificate (in case of marriage also)

Further, please note that in case the desired name does not exist in any of the above document, please upload an affidavit duly executed before first class magistrate or notarized as per the case.

Further, members required to apply for the same using online services using the below steps:

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the main menu bar Change Request select the required option
- Fill the details and upload the relevant document as per list.
- Submit

**Q 55: What is the procedure of changing date of birth by a member in the Institute's record?**

**Ans 55:** Date of birth is recorded in the Institutes on the basis of Admit Card of Class Xth or certificate or marksheet of class Xth or School Leaving Certificate or Passport submitted as proof of date of birth at the time of admission as Associate membership and it cannot be changed in any condition based on the documents issued after admission.

**Q 56: Whether it is compulsory for a member to intimate his change in professional address to the Institute?**

**Ans 56:** Yes. It is mandatory for a member to communicate/update to the Institute any change of professional address within 30 days of such change. Members can updated their update / verify your professional / residential address using online services of the Institute.

**Steps for updating address**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Under My Profile --- Click on View and Update option and check all the details and make the changes required and save
- To change the mobile number and email id click the side option “**Click Here** to update Mobile Number and E-mail Id”
- Check the residential address and update the Country-State-District-City and check your address in the fields Add. Line1/Add. Line2 & Add. Line3 (**Click Here** to change residential address) *Foreign members to write "Overseas" only in State.*
- Select the desired radio button for updating the Professional Address and click the link on the right (**Click Here** to change Professional address)
- Check /update the Professional address & link the Country-State-District-City and check your address in the fields Add. Line1/Add. Line2 & Add. Line3. *Foreign members to write "Overseas" only in State.*
- Go back to the Dashboard and check if the new address is being displayed.

**Q 57: Non receipt of Chartered Secretary Journal regularly?**

**Ans 57:** The print copy of the Chartered Secretary Journal is being dispatched through ordinary post. If you wish to avail the journal through speed post you can opt this service by paying an amount of Rs. 500/- annually towards postage charges. For further detail you may contact directorate of Publication at [journal@icsi.edu](mailto:journal@icsi.edu). Chartered Secretary is also available in reader friendly e-magazine mode at ICSI website i.e on [www.icsi.edu](http://www.icsi.edu)

**Q 58: How a member can get the list of members published by the Institute?**

**Ans 58:** The list of members as on 1st April; published in CD format has been discontinued w.e.f. 01-04-2025. Password protected downloadable soft copy of the ‘List of Members’ (without Date of Birth, Mobile Number / Telephone number and Email ID) is available online. The members will be provided a copy upon their specific request for the same through their online Member account (STIMULATE portal) and after payment of Rs.1500/- plus 18% GST.

**Online through below steps for member only as of now;**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of Membership Online Request
- Membership Online Request Apply
- Select Request Type
- Upload the requisite document as applicable
- Go to Payment

Others (non-members) will also be provided ‘The List of Members’, through online mode after receiving request for the same by way of written request and payment of Rs. 3000/- plus 18% GST, through demand draft payable at New Delhi favouring “The Institute of Company Secretaries of India”.

**Please Note: The list of members does not contain information such as e-mail id, phone number and date of birth of members**

**Q 59: Can a member whose name stood removed from the Register of Members is entitled to get the Chartered Secretary Journal?**

**Ans 59:** No. Only members whose names are borne on the Register of Members are entitled to receive the monthly journal Chartered Secretary.

**Q 60: What is the procedure for obtaining the duplicate certificate of membership?**

**Ans 60:** The member may submit Online a written request along with affidavit or copy of mutilated / torn certificate for obtaining duplicate certificate of membership and a charges of Rs.236/- (Including GST) by way of;

c) **Online through below steps;**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of Membership Online Request
- Membership Online Request Apply
- Select Request Type
- Upload the requisite document as applicable
- Go to Payment

d) Cheque at par or demand draft of Rs.236/- (Including GST) payable at New Delhi favouring “The Institute of Company Secretaries of India” The request to be sent to The Directorate of Membership, ICSI House, C-36, Sector-62, Institutional Area, Noida-201309

In case, the original membership certificate is lost, the member has to submit an affidavit to that effect in the specified format on non-judicial stamp paper of Rs.20/- duly attested by Notary Public / Oath Commissioner /1st class Magistrate. Please return the mutilated / torn membership certificate (if applicable) for cancellation.

*\*Format of affidavit is available at link: <https://www.icsi.edu/member/formsformembers/>*

**Q 61: What is meant by certificate of good standing and how it can be obtained?**

**Ans 61:** A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose indicating that he is a bonafide member of the Institute in good standing and nothing adverse about him has come to the notice of the Institute. A good standing certificate is normally required for the purpose of joining employment, immigration and visa purposes. A member may send a request in writing or send an email for issue of certificate of good standing stating the purpose for which certificate of good standing is required. Such certificate is issued to member whose name is borne on the register of members.

**Q 62: What is a transcript and what is the procedure for obtaining a transcript?**

**Ans 62:** A transcript is a certificate issued by the Institute to an active member describing the details of subjects and statement of marks of the examinations of the Institute passed by the member concerned including his membership details.

Members may apply for issuance of transcript through **ONLINE** system only by following the steps given below:

**Steps to apply Transcript online**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
  - Select Member Portal from dropdown
  - Login using your membership number e.g. A1234/F1234
  - Enter your password
  - From the main menu bar MEMBER TRANSCRIPT select Transcript Request
  - Fill the detail and make the payment and submit
- 
- **Upload Self-attested copies** of all the mark sheets of all modules of examinations (foundation, Intermediate / Executive & Final / Professional examination), membership certificate and transcript request form.
  - **Proceed for Payment;** the fee for one set of transcript is Rs. 295/- and extra postage charges of Rs 1400/- will be charged in case you want to send the transcript to overseas address (\*except WES USA and WES Canada) by selecting the option “transcript with postage”.
  - *\*Please note that Institute has started sending transcripts to WES USA and Canada electronically as per collaboration with them, therefore you are not required to submit the postage charges of Rs 1400 for sending transcript to WES USA and WES Canada.* You may make the payment by clicking “Transcript fee including WES USA and CANADA” option.
  - Kindly keep the acknowledgement number for future reference.

Below documents need to upload at the time of online application:

Please note that all mark sheets are mandatory. Screenshot print out of mark sheets which doesn't have signature of issuing authority are not acceptable. However e-result cum mark sheet statement downloaded from Institute's website may be considered. In case, if you do not have a copy of mark sheet, then it is advised to email at [exam@icsi.edu](mailto:exam@icsi.edu) for obtaining the duplicate mark sheet from the Directorate of Examination and send a copy for further processing at [member@icsi.edu](mailto:member@icsi.edu)

1. Self-attested Copy of membership certificate
2. The prescribed fee is Rs. 295 /-per set of transcript (Rs.250 + 18% GST)
3. All annual membership fees, restoration, arrears etc. should be paid.(Member status should be active)

**Note:** The transcript will be sent to the correspondence address of the member in a sealed envelope. Normally the Institute will provide the transcript in a duly sealed institute's envelope (without address on the envelope). The applicant can forward it to the any concerned institution by writing address on it through his choice of mode (courier/speed post/regd. Post etc.) Further, on request, ICSI can be sent it directly to the requested location, once we receipt the actual postage fee.

**The Institute will not take any responsibility due to non-delivery/wrong-delivery/ misroute/ delay-delivery/undelivered/ loss in transit etc. by postal/courier department.**

**Q 63: What is the procedure for obtaining the members' Identity Cards? Whether any charges are required to be paid for obtaining the Identity cards?**

**Ans 63:** Institute issues digital ID card to members through DigiLocker website of Govt. of India or through member portal for which no fee is required. Member can download the digital ID card and get it laminated. Member can download the same following steps given below.

1. Log in to <https://www.digilocker.gov.in> website
2. Go to Central Government and select Institute of Company Secretaries of India
3. After you click on 'Institute of Company Secretaries of India', a screen will open, Click on 'ID Card'
4. Click download / generate.
5. The updated ID card can be downloaded every year after making payment of Annual Membership fees.

**Q 64: What is the procedure for obtaining the ACS/FCS/COP certificate through DigiLocker? Whether any charges are required to be paid for obtaining the same?**

**Ans 64:** Institute also issues digital ACS / FCS / COP certificate to members through DigiLocker website of Govt. of India for which no fee is required. Member can download the digital ACS / FCS / COP certificate and get it laminated. Member can download the same following steps given below.

1. Log in to <https://www.digilocker.gov.in> website
2. Go to Central Government and select Institute of Company Secretaries of India
3. Select the option of ID card / Membership Certificate / Practice Certificate
4. For ID Card, enter your membership number e.g. ACS 12345 / FCS 12345.
5. For membership certificate, Enter your membership and select ACS / FCS from drop down.
6. For COP certificate enter your COP number e.g. 12345 and select COP.
7. Click download / generate.
8. The ID Card / Membership certificate / Practice Certificate can be downloaded every year after making payment of Annual Membership fees.

**Q 65: Can members make online applications through Institute's web portal [www.icsi.edu](http://www.icsi.edu)?**

**Ans 65:** Yes. Members can make online applications/requests through Institute's web portal [www.icsi.edu](http://www.icsi.edu) on the following:

- Elevation as FCS
- Issue of Certificate of Practice
- Change of Address
- Duplicate I Card
- Restoration/Cancellation of Membership
- Renewal /Restoration /Cancellation of Certificate of Practice
- Approval of Proprietorship Concern/Partnership Firm Name of Company Secretaries in Practice
- Enrolment as Life Member of CSBF

**Q 66: How to apply for Fellow Membership of the Institute?**

**Ans 66:** The application for Fellow membership can be made online through Institute's web portal [www.icsi.edu](http://www.icsi.edu). The check-list of documents to be submitted for applying for admission as a Fellow member of ICSI is given below:

**Steps for applying for elevation as Fellow member online**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu FCS membership select FCS Membership Registration
- Fill the detail and make the payment and submit

An Associate member of ICSI for a continuous period of not less than five years having satisfied the following conditions would be considered for award of Fellowship of ICSI on payment of the prescribed fee and on application made and granted in the prescribed manner and on fulfilment of the following conditions on the date of the application:

1. He / she has not been found guilty of any professional or other misconduct and his/her name has not been removed from the Register or he/she has not been imposed fine referred in subsection (3) of sections 21A or sub-section (3) of section 21B at any time during the preceding five years.
2. He / she has completed such minimum numbers of Professional Development Credit Hours as may be determined by the Council.
3. He / she has undergone the required number of refresher course(s) and undertaken and has passed the required number of examination(s) in the manner and mode as determined by the Council, if any.

Elevation to FCS is done on the basis of five years of experience either as working or practicing (CS) or combination of both immediately preceding the date of application. The five years of experience will be counted from the date of admission as an Associate member i.e. experience obtained on or after the date of admission as an Associate member will be counted. The link for detailed guideline for award of Fellowship is placed below.

[https://www.icsi.edu/media/webmodules/ACS\\_to\\_FCS\\_Guidelines.pdf](https://www.icsi.edu/media/webmodules/ACS_to_FCS_Guidelines.pdf)

All relevant documents like appointment and relieving letter / experience certificate / DIR-12 appointment & cessation, promotion letter if any are to be uploaded.

**Explanation:** To determine the period of practical experience of not less than five years (either in employment or practice) immediately preceding the date of application, a maximum period of additional six months will be allowed to cover the gaps in between various consecutive periods of employment/practice

**Fee for elevation as Fellow member is Rs. 4130/- (including GST @ 18%). The break up is as under:**

**Entrance Fee: Rs. 3540/- (including GST @ 18%).**

**Annual Membership Fee: Rs. 590/- (including GST @ 18%). It is the differential amount of FCS annual membership fee and ACS annual membership fee.**

Certain documents could be called for which is/are to be provided within 48 hours of receiving the communication form ICSI failing which the application shall stand cancelled and amount paid will be refunded without any further notice.

For any query you may write at [member@icsi.edu](mailto:member@icsi.edu)

**Please Note: Members are not eligible**

- A)** Who have found guilty of any professional or other misconduct and his /her name has been removed from the Register or he / she has been imposed fine referred in sub-section (3) of sections 21A or sub- section (3) of section 21B at any time during the preceding five years from the date of application.
- B)** Who have not completed such minimum numbers of Professional Development Credit Hours as may be determined by the Council

**Q 67: Can members do online change of address on their own?**

**Ans 67:** Yes. Members can change their professional and residential address and contact details through Institute's portal [www.icsi.edu](http://www.icsi.edu) by following the steps given below:

**Steps for updating address**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Under My Profile --- Click on View and Update option and check all the details and make the changes required and save
- To change the mobile number and email id click the side option "**Click Here** to update Mobile Number and E-mail Id"
- Check the residential address and update the Country-State-District-City and check your address in the fields Add. Line1/Add. Line2 & Add. Line3 (**Click Here** to change residential address) *Foreign members to write "Overseas" only in State.*
- Select the desired radio button for updating the Professional Address and click the link on the right (**Click Here** to change Professional address)
- Check/update the Professional address & link the Country-State-District-City and check your address in the fields Add. Line1/Add. Line2 & Add. Line3. *Foreign members to write "Overseas" only in State.*
- Go back to the Dashboard and check if the new address is being displayed.

**Please Note: Members who wish to change their city/district/state/country in their professional or residential address are require to reselect Country first then State then District and in last the City to update the addresses.**

**Q 68: Whether the newly admitted ACS and FCS members can generate their letter of admission on their own?**

**Ans 68:** Yes. The newly admitted members can generate their admission letters on their own by following the steps given below:

**Steps for generating the letter**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of ACS Membership OR FCS Membership select Track ACS Membership / Track FCS Membership as the case may be
- Select the radio button for visible record
- Click Download letter
- Save or Print.

**Q 69: What is Company Secretaries Benevolent Fund?**

**Ans 69:** The ICSI established the Company Secretaries Benevolent Fund (CSBF) in the year 1976 which seeks to create security umbrella for dependent family members.

**Q 70: What is the nature of Company Secretaries Benevolent Fund?**

**Ans 70:** Company Secretaries Benevolent Fund is a society registered with the Registrar of Societies, New Delhi under the Societies Registration Act, XXI of 1860.

- The Fund is recognized under Section 12A of the Income Tax Act.
- Contribution to the Fund qualifies for deduction under section 80G of the Income Tax Act, 1961.

**Q 71: What is the Objectives of the Company Secretaries Benevolent Fund?**

**Ans 71:** Benevolence, Financial assistance to the families of the deceased members, Medical Assistance and Assistance for Children Education

**Q 72: How to become a life member of the Company Secretaries Benevolent Fund?**

**Ans 72:** A member of ICSI can become a life member of CSBF by making an online application using the link <https://stimulate.icsi.edu/> along with one time subscription of Rs.10,000/- The steps for applying online for enrolment as a life member of CSBF are as under:-:

- Login to member portal <https://stimulate.icsi.edu/>
- Fill User Name: Enter your membership number (e.g. A1234).
- Password: Fill the password. In case you do not have a password, you may retrieve your password provided your email ID is correctly registered in the Institute.
- After login, go to "CSBF" option (from top menu) and then click on "CSBF Registration".
- Go step by step and complete the registration process and make the payment.

**Q 73: How to make the subscription of CSBF?**

**Ans 73:** A member of ICSI can become a life member of CSBF by making an online application using the link <https://stimulate.icsi.edu/> along with one time subscription of Rs.10,000/-.

**Q 74: Does the subscription or contribution towards the CSBF qualify for deduction under Section 80 G?**

**Ans 74:** Yes. The subscription and contribution towards the CSBF is exempted under Section 80G of the Income Tax Act, 1961.

**Q 75: What are the benefits of becoming a life member of the CSBF?**

**Ans 75:** The benefits of becoming a life member of the CSBF are:

- Financial Assistance of Rs.10,00,000/- to the dependents of the deceased life members upto the age of 60 years.
- Financial Assistance upto Rs.3,00,000/- to the dependents of the deceased life members who are above the age of 60 years in deserving cases.
- Reimbursement of Medical expenses upto Rs.75,000/- for the members and / or their declared dependents in deserving cases.
- Financial Assistance for Children education up to Rs.50,000/- per child (maximum for two children) in case of the member (upto the age of 60 years) leaving behind minor children.

**Q 76: How to retrieve the password in case of forgot password if your email id and mobile number registered with the Institute?**

**Ans 76:** Steps to retrieve password if your email id and mobile number registered with the Institute.

**Steps for retrieving the password**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on forgot password (in case you have not remember your password)
- The link to reset your password will be sent to your registered email id and mobile.

**Q 77: How to retrieve the password in case of forgot password if your email id and mobile number is not registered with the Institute?**

**Ans 77:** No, you can not retrieve the password until you register your email id and mobile number with the Institute.

**Q 78: How to register your email id and mobile number in the Institute's record?**

**Ans 78:** Member is requested to send the scanned copy of duly signed application alongwith one identity proof (PAN, Aadhaar, Passport, Driving Licence etc) to register the email id / mobile number in the Institute's record at [member@icsi.edu](mailto:member@icsi.edu).

**Q 79: How to check the fee paid status for FY 20265-26 and download the receipt? (records available after migration to new system i.e. stimulate portal from FY2022-23)**

**Ans 79:** Member can check the fee status at <https://stimulate.icsi.edu/>

**Steps for checking the fee paid status for current year FY2026-27**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on Transaction History tab
- Search the transaction with Success status under search criteria
- Select the filtered record and view the receipt

If no record founds, it means you have not paid the annual membership fee for FY2026-27

**Q 80: How to update PAN and AADHAAR in the Institute's record?**

**Ans 80:** Steps to update PAN and AADHAAR for members

**Steps for updating PAN and AADHAAR**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Click on View and Update option and update PAN and AADHAAR
- Check the details and submit

**Q 81: How to make balance payment of fee online?**

**Ans 81:** Steps to make balance payment of fee online. Prior intimation to the Institute is mandatory. Kindly inform us through <http://support.icsi.edu>

**Steps for making balance payment**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- The link for balance payment will be enable soon

**Q 82: How to check whether membership is restored?**

**Ans 82:** The members are intimated through email and letter about their restoration.

**Q 83: How to check the status / response of complaint logged under <http://support.icsi.edu> ?**

**Ans 83:** Members can check the status of complaint logged by them at <http://support.icsi.edu>

Go to <http://support.icsi.edu> | COMPLAINT | TRACK COMPLAINT to see response (No login required)

**Q 84: How member can login into online member account?**

**Ans 84:** Members can access their online member account using online services

**Steps for access of their online member account**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Check the details

**Q 85: How to download the ID card through online member account?**

**Ans 85:** Members can access their ID card online through member portal

**Steps for downloading the ID card online**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of ACS Membership OR FCS Membership select Track ACS Membership / Track FCS Membership as the case may be
- Select the radio button for visible record
- Click Download ID Card
- Save or Print.

**Q 86: How to view Continuous Professional Education (CPE) credit on to the website?**

**Ans 86:** Members can access Continuous Professional Education (CPE) credit certificate online

**Steps to view online credits**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of CPE Certificate
- Click Download
- Save or Print.

**Q 87: What are the ICSI Continuous Professional Education (CPE) guidelines, 2019?**

**Ans 87:** Members can go through [https://www.icsi.edu/media/webmodules/Revised\\_CPE-Gls.pdf](https://www.icsi.edu/media/webmodules/Revised_CPE-Gls.pdf) and [https://www.icsi.edu/media/webmodules/Revised\\_FAQs\\_CPE\\_Guidelines.pdf](https://www.icsi.edu/media/webmodules/Revised_FAQs_CPE_Guidelines.pdf) for details

**Q 88: How to fill KYM Form?**

**Ans 88:** The KYM Form is to be filled at the time of paying the annual membership fee / COP renewal fee.

**Q 89: Does KYM Form to be filled by the members who have made the advance payment of annual membership fee?**

**Ans 89:** Yes, the KYM Form to be submitted every year by the members.

**Q 90: What is the procedure for obtaining the physical/duplicate membership ID-card?**

**Ans 90:** The member may submit Online a written request along with affidavit or copy of mutilated / torn ID card for obtaining the physical/duplicate membership ID-card and a charges of Rs.118/- (Including GST) by way of;

**e) Online through below steps;**

- Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- From the drop down menu of Membership Online Request
- Membership Online Request Apply
- Select Request Type
- Upload the requisite document as applicable
- Go to Payment

In case, the original membership ID-card is lost/not issued/not received, the member has to submit an affidavit to that effect in the specified format on non-judicial stamp paper of Rs.20/- duly attested by Notary Public / Oath Commissioner /1st class Magistrate. Please return the mutilated / torn membership ID-card (if applicable) for cancellation.

**\*Format of affidavit is available at link: <https://www.icsi.edu/member/formsformembers/>**

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