

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
- 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:-

1. Associate Membership Entrance fee Rs.2360/- (Including GST@18%)
2. Associate Membership Annual fee Rs.1770/-* (Including GST@18%)

TOTAL Rs.4130/- (Including GST@18%)

(*) 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:-

(a) Associate Annual Membership fee Rs. 2950/-* (Including GST@18%)

(b) Fellow Annual Membership fee Rs. 3540/- (Including GST@18%)

(* For members admitted on or after 01.04.2021, the Associate Annual Fees is Rs. 1770/- Including GST@18% This benefit is applicable for a maximum of two financial years including the year of admission)

Q 8: How to pay annual membership fee by the members?

Ans 8 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. Steps to follow:

- Use ONLINE SERVICES tab on 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 9: Can a member pay the annual membership fee in advance?

Ans 9: Yes, for a maximum period of three 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 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
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- The link for advance payment will be enabled soon.

The link for advance payment will be enabled soon.

Q 10: Who are eligible for concession in annual membership fee?

Ans 10: The member who is 70 year and above is eligible for 75% concession in annual membership fee irrespective of his / her working status.

Q 11: 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 11: 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

- Use ONLINE SERVICES tab on 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 12: What is the concession applicable for the physically handicapped member?

Ans 12: A member who is physically challenged 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 13: How to avail concession in annual membership fee by physically handicapped members online?

Ans 13: The fee can be remitted through **ONLINE** mode only using the payment gateway of the Institute's website www.icsi.edu. Steps to follow:

- Use ONLINE SERVICES tab on 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 14: How to restore membership for members who have not paid the annual membership fee by 30th September, 2021?

Ans 14: In case a member is not able to pay the annual membership fee by the last date for payment, his name stands removed from the Register of members after that date. The name of the member is restored on payment of annual membership fee for that year, entrance fee Rs 2360/- (Including GST@18%) and a restoration fee of Rs. 295/- (Including GST@18%) along with application in approved Form-BB for restoration of membership.

The restoration can be done through ONLINE mode only using Institute's website www.icsi.edu: **(Kindly check and update your address before proceeding for Restoration)**

- Use ONLINE SERVICES tab on www.icsi.edu
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Select Track ACS /FCS Membership from dropdown menu ACS/FCS Membership
- Search your detail and select the radio button on visible record
- Click on Restoration Request tab
- Fill the detail and Proceed for Payment

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

Ans 15: In case a member is not able to pay the annual membership fee in any previous year by the last date for payment, his name stands removed from the Register of members after that date. The name of the member is restored on payment of annual membership fee for that year and the arrears, entrance fee Rs 2360/- (Including GST@18%) and a restoration fee of Rs. 295/- (Including GST@18%) along with application in approved Form-BB 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
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Select Track ACS /FCS Membership from dropdown menu ACS/FCS Membership
- Search your detail and select the radio button on visible record
- Click on Restoration Request tab
- Fill the 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 once email to get bulk email?

Ans 16: Member is required to write an email at member@icsi.edu from his/her registered email id to whitelist the email

id.

Q 17: Who can apply for Certificate of Practice?

Ans 17: A member may apply to the Institute in the appropriate form 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 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 or restoration 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. The steps and check-list of documents to be submitted are given below:

Steps for applying online certificate of practice:

- Use ONLINE SERVICES tab on 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 COP issue
- Check the detail and pay the fees.

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

Steps for applying online certificate of practice:

- Use ONLINE SERVICES tab on 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: Can a member make the payment of his annual membership fee along with Certificate of Practice fee online?

Ans 21: 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 22: 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 22: Yes, the member can deposit the fee by following the steps given in question no. 20

Q 23: What are the steps for renewal of Certificate of Practice fee online for member who has already paid the annual membership fee before for current Financial Year?

Ans 23: The member can renew COP 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 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 the last date of payment can

restore their Certificate of Practice in the same financial year latest by 31st March by submitting online form D and paying the restoration fee, along with COP fee with applicable GST@18%. After 31st March, the Certificate of Practice cannot be restored and a fresh certificate of practice has to be obtained.

- . **Applicable Fee for restoration of Certificate of Practice is below:**

Particulars	Fee
COP Annual Fee for Associate Members (During the first 2 years of newly admitted ACS members) (Applicable if fee is not received by 30th June / extended date)	Rs. 1770/- (Including GST@18%)
COP Annual Fee for ACS Members admitted on or before 31-03-2020 and FCS (Applicable if fee is not received by 30th June/last date)	Rs. 2360/- (Including GST@18%)
Restoration fee (Applicable if fee is not received by 30th June/last date)	Rs. 295/- (Including GST@18%)

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

Ans 26: The application is to be accompanied with annual certificate of practice fee of Rs. 2360/-* (Including GST@18%). Only half of the Annual certificate of practice fee is payable if the application for issue of certificate of practice is made between Octobers to March. (*For Associate members admitted on or after 01.04.2021, the Annual COP fee is Rs. 1770/- Including GST@18% This benefit is applicable w.e.f. 01-04-2021 for a maximum of two financial years from the date of admission as an Associate member). The annual membership fee for the current year Rs. 2950/-* (Including GST@18%) for ACS or Rs. 3540/- (Including GST@18%) for FCS is to be paid at the time of applying for issue of certificate of practice, if not already paid. (*For members admitted on or after 01.04.2021, the Associate Annual Fees is Rs. 1770/- (Including GST@18%). This benefit is applicable for a maximum of two financial years including the year of admission as an Associate)

Particulars	Fee per year for existing COP holder or (If applying new cop between April – September)	Half yearly fee - Applicable if applying for new COP between Octobers - March
COP Annual Fee for Associate Members (During the first 2 years of newly admitted ACS members)	Rs. 1770/- Including GST@18%	Rs 885/- Including GST@18%
COP Annual Fee for ACS Members admitted on or before 31-03-2021	Rs. 2360/- (Including GST@18%)	Rs 1180/- Including GST@18%
COP Annual Fee for Fellow Members	Rs. 2360/- (Including GST@18%)	Rs 1180/- Including GST@18%

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 30th 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 31st 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) (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.

Note: The certificate of practice would be cancelled only on or after the date of receipt of the request for cancellation from the member in writing duly signed (hard copy) in prescribed format (available on the Institute's website) along with the original certificate of practice. 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.

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.

***COP cancellation Request letter is available at the link:**
<https://www.icsi.edu/member/formsformembers>

***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 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 a written request for obtaining the duplicate certificate of Certificate of practice, as the case may be along with charges of Rs.236/- (Including GST) per duplicate certificate by way of cheque at par or demand draft payable at New Delhi favouring "The Institute of Company Secretaries of India" and also return the mutilated / torn certificate for cancellation. In case, the original 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.

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: NA

Ans 38: NA.

Q 39: What is the status of a Licentiate?

Ans 39: Grant of licentiateship 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 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 form (available on link <https://www.icsi.edu/media/webmodules/member/forms/165.pdf>) and guidelines are available on the website of the institute at link <https://www.icsi.edu/member/cs-practice/firmnames-guidelines/>

Steps for applying online for approval of firm name

- Use ONLINE SERVICES tab on www.icsi.edu
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- The link for Firm Name will be enabled soon.

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

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 by providing following documents:

- Letter to the Institute for conversion of his firm
- NOC from the new incoming partners
- Form for office and particulars duly filled in and signed by all the partners along with copy of partnership deed to the Institute for approval.

Q 43: How to induct a new partner in the already existing Partnership Firm of Company Secretaries?

Ans 43: A new partner can be inducted in the already existing Partnership Firm with the prior approval of the Institute by providing following documents:

- Letter from existing partners about the changes in the firm
- NOC from incoming partners
- Form for office and particulars duly filled in and signed by all the partners along with copy of partnership deed to the Institute for approval.

Q 44: How to apply for approval of name of the Partnership Firm?

Ans 44: Members holding certificate of practice who desire to practice as a partnership firm may apply to the Institute for approval of firm name in accordance with the guidelines laid down by the Council under Regulation 169 of the Regulations. The guidelines are available on the website of the Institute at Link-<https://www.icsi.edu/Member/CSPractice/FirmnamesGuidelines.aspx>

Q 45: How to dissolve a sole proprietorship concern/partnership firm?

Ans 45: Member can apply for dissolution of sole proprietorship concern/partnership firm as per below:

Sole proprietorship concern: By giving a letter for dissolution of sole proprietorship concern indicating the reason for the same

Partnership firm: By submitting the following documents:

- Letter form partners for requesting for dissolution of partnership firm and present status of their practice
- Dissolution of partnership deed

Q 46: Member can apply for change of sole/partnership firm?

Ans 46: Yes, Member can apply for change of sole/partnership firm by giving following documents:

- Letter for change of firm name
- Form for office and particulars duly filled in and signed by all the partners

Guidelines for change of firm name is available in this link <https://www.icsi.edu/member/cs-practice/firmnames-guidelines/>

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 atleast 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 atleast 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 fees (Including GST@18%) for the year in which the restoration is being sought.
- c. Entrance fee ofRs.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: The change/Alignment in the name in the record of the Institutes will be noted under the following circumstances:

1. IN CASE OF FEMALE MEMBERS ON THEIR MARRIAGE

- a. Duly signed application form available at Institute's website
<https://www.icsi.edu/member/formsformembers/> (Name Change /Name alignment form)
- b. Self-attested Copy of Marriage Registration Certificate OR Marriage invitation card in original OR an affidavit (in original) on non-judicial stamp paper of Rs.10/- affirming the date of marriage with details duly attested by First Class Magistrate/Notary Public/Oath Commissioner as the case may be
- c. Copy of PAN Card (with new name)
- d. Copy of PAN Card (with old name)
- e. Screen shot of PAN database. It may be obtained from the income tax website under - profile- PAN details clearly indicating your first name, middle name and last name.
- f. Any ID 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

2. **IN ALL OTHER CASES:** Duly signed application form available at Institute's website
<https://www.icsi.edu/member/formsformembers/> (Name Change /Name alignment form) along with aforesaid documents and self-attested copy of Extract of Gazette notification and/or original advertisement as published in a leading newspaper.

3. **ALIGNMENT IN NAME: 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, please send each of the following documents duly attested by you.**

- a. Duly signed application form available at Institute's website
<https://www.icsi.edu/member/formsformembers/> (Name Change /Name alignment form)
- b. Scanned copy of PAN card
- c. 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.
- d. 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.

In case the desired name does not exist in any of the above document, please send an affidavit duly executed before first class magistrate or notarized as per the case may be in original to the Institute along with the mentioned documents.

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 marks sheet of class Xth or School Leaving Certificate or Passport submitted as proof of date of birth at the time of admission of 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
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Under My Profile --- Click on View More 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. Chartered Secretary is also available in reader friendly e-magazine mode at ICSI website i.e on 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 every year is published in CD and is available to members on request on making a payment of Rs.295/- (Including GST@18%) for members of ICSI and Rs. 590/- (Including GST@18%) for others by way of cheque at par or demand draft payable at New Delhi favouring "The Institute of Company Secretaries of India".

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

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

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

Ans 60: The member may submit a written request for obtaining the duplicate certificate of Associate or Fellow membership or certificate of practice, as the case may be along with charges of Rs.236/- (Including GST) per duplicate certificate by way of cheque at par or demand draft payable at New Delhi favouring "The Institute of Company Secretaries of India" and also return the mutilated / torn certificate for cancellation. In case, the original 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.

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 a 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 by following the steps given below:

Steps to apply Transcript online

- Use ONLINE SERVICES tab on www.icsi.edu
- Select Member Transcript Request from dropdown
- Enter your membership no. e.g. A1234/F1234
- Enter your date of birth
- Click on Fetch button
- **Download** the transcript request form, fill it up and sign it.
*Please mention “**online payment**” in column no – 15 i.e. “Details of fee”
- **Upload Self-attested copies** of all the mark sheets of passing modules of examinations passed (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.
- If you want the transcript at your address, you may make the payment by clicking “Transcript fee”
- Click on Submit.
- Kindly keep the acknowledgement number for future reference.
- **If you want more than one transcript, you need to make the payment again by following above steps.**

Members may also make a request in writing accompanying the following steps but we recommend to use online system for fast processing of your application amid COVID -19 outbreak.

An application on plain paper for issue of transcript mentioning the number of copies of transcript required, purpose for obtaining transcript and your correspondence address;

1. Self-attested copies of all the mark sheets (foundation, intermediate/executive/final/professional examination); please note that mark sheets are mandatory, you must provide self-attested copy of all mark sheets (all group/ modules). Screenshot print out of mark sheets , which doesn't have signature of issuing authority are not acceptable In case, if you do not have a copy, then it is advised to get a duplicate mark sheet from the Directorate of Examination and send us for further processing.
2. Self-attested Copy of membership certificate
3. The prescribed fee is Rs. 295 /-per set of transcript (Rs.250 + 18% GST)
4. Payment could be made through Chq at par/Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi;
5. The application should be addressed to the Joint Secretary-Membership, ICSI House, C-36, Sector-62, Institutional Area, Noida - 201309.
6. All annual membership fees, restoration, arrears etc. should be paid.

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.

Screenshot print out of mark sheets, which doesn't have signature of issuing authority are not acceptable. if you do not have a copy, then it is advised to get a duplicate mark sheet from the Directorate of Examination and send us for further processing. However e-result cum marksheet statement downloaded from Institute's website may be considered

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 also issues digital ID card to members through DigiLocker website of Govt. of India 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?

Ans 65: Yes. Members can make online applications/requests through Institute's web portal 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. 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
- 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 or combination of both. The detailed guideline for award of Fellowship is placed below. 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.

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

Guidelines for award of Fellowship of ICSI

- (1) The member is performing the functions stated in section 2(2) of the Company Secretaries Act, 1980.
- (2) The member is able to establish that he has been working in a supervisory capacity in the secretarial department and performing or has performed secretarial functions or functions stated in Section 2(2) of the Company Secretaries Act, 1980.
- (3) Members who are practicing as Chartered Accountants/Cost Accountants/Lawyers or working as Management Consultants and have sufficient experience in the areas of corporate laws, taxation including excise and custom laws or areas specified in Section 2(2) of the Company Secretaries Act, 1980.
- (4) Officers working in the corporate office of a Bank looking after matters relating to the Board and its meetings or having experience in the Merchant Banking division of a Bank at Senior Manager level for at least a period of 3 years.
- (5)(a) A member employed in a Statutory / Autonomous body / recognised University / Deemed University / constituent or recognised College of a University / Professional / Educational institution recognised as equivalent to a University or College for the purpose by the Council.

(b) Has held the position as Professor/Reader /Sr. Grade Lecturer / Registrar / Asstt. Registrar / Education Officer / Asstt. Director or any other position equivalent to or higher to for a minimum period of five years and having pay scale of Rs. 2,200/- to Rs. 4000/- or above as applicable to Group 'A' post of Central Government.

(c) Possesses teaching or supervisory experience to the satisfaction of the Council on subjects of relevance to the company secretaryship course in the disciplines of law, management or commerce.
- (6) The post of Chairman, Managing Director, General Manager. President. Vice-President and whole time Director be deemed as higher to the post of Secretary and the post of Financial Controller, Personal / Administration Manager, Legal Advisor etc. where the organisational structure indicates the post as equivalent to the status of the post of Secretary in that organisation or in an earlier organisation be deemed as equivalent to the post of Secretary.

Fee for elevation as Fellow member is Rs. 2950/- (including GST @ 18%). The break up is

Entrance Fee: Rs. 2360/- (including GST @ 18%).

Annual Membership Fee*: Rs. 590/- (including GST @ 18%).

*if member has already paid the annual membership fee of Associate of Rs. 2950/- (including GST @ 18%) for the current year

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

SL. NO	PARTICULARS	Remarks
--------	-------------	---------

1	Documents in support of experience	<ul style="list-style-type: none"> • Copy of certificate of practice issued by ICAI/ICMAI/Bar Council for members practicing other profession • Experience certificate in case of members in employment • Copy of appointment letter and relieving letter in case experience certificate is not available or as may be required by ICSI • Copy of DIR-12 filed by company towards appointment and cessation in case employed in the post of Company Secretary. • Organisation chart from current employer.
---	------------------------------------	---

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 by following the steps given below:

Steps for updating address

- Use ONLINE SERVICES tab on 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 More 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
- 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.
- 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
- 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, DL etc) to register the email id / mobile number in the Institute's record at member@icsi.edu.

Q 79a: How to check fee status? (records available till migration to new system i.e. till FY2021-22)

Ans 79a: Member can check the fee status at <https://www.icsi.edu/member/fees-status/>

Q 79b: How to check the fee paid status for FY 2022-23 and download the receipt ? (records available after migration to new system i.e. stimulate portal (FY2022-23))

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

Steps for checking the fee paid status for current year FY2022-23

- Use ONLINE SERVICES tab on 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 FY2022-23

Q 80: How to check Payment Status and generate duplicate acknowledgement receipt for online payments of fee? (records available till migration to new system i.e. till FY2021-22)

Ans 80: Members can check their online payment status and generate duplicate acknowledgement receipt (if the payment made by you is successful) by entering the Request Id and Transaction Id from below link : - <https://www.icsi.in/student/Default.aspx?TabId=80&ctl=PaymentVerification&mid=390>

Q 81: How to generate duplicate acknowledgement receipt (including GSTIN enabled) for offline OR online payments of fee? (records available till migration to new system i.e. till FY2021-22)

Ans 81: Members can generate duplicate acknowledgement receipt by following below steps.

- **Go the the link.** <https://www.icsi.edu/member/fees-status/>
- Select the ACS/FCS from drop down and enter your membership number
- Note down the Ack. No. and Ack. Date from the screen. (mm/dd/yyyy)
- **Go the link.** https://cras.icsi.edu/CentralReceiptAccounting/ackreport_off.aspx
- Enter the Ack. No. and Ack. Date (kindly enter date in correct format) and press submit.

Members can generate duplicate acknowledgement receipt for FY2021-22 by following below steps

- Please visit <https://stimulate.icsi.edu/MemTemp/Renewal>
- Selected Receipt Generation from dropdown menu under Membership tab
- Enter your membership number eg. A12345 or F12345
- Select the radio button for the record whose status is shown as success
- View receipt

Q 82: How to update PAN and AADHAAR in the Institute's record?

Ans 82: Steps to update PAN and AADHAAR for members

Steps for updating PAN and AADHAAR

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

Q 83: How to make balance payment of fee online?

Ans 83: 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
- 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 84: How to check whether membership is restored?

Ans 84: The members are intimated through email and letter about their restoration.

Q 85: How to check the status / response of complaint logged under <http://support.icsi.edu> ?

Ans 85: 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 86: How member can login into online member account?

Ans 86: 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
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- Check the details

Q 87: How to download the ID card through online member account?

Ans 87: Members can access their ID card online

Steps for downloading the ID card online

- Use ONLINE SERVICES tab on 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 88: How to view Continuous Professional Education (CPE) credit on to the website?

Ans 88: Members can access Continuous Professional Education (CPE) credit certificate online

Steps to view online credits

- Use ONLINE SERVICES tab on www.icsi.edu
- Select Credit Hours from dropdown
- Enter your membership no. e.g. A1234/F1234
- Enter your date of birth
- Click on Fetch button

Q 89: What are the ICSI Continuous Professional Education (CPE) guidelines, 2019?

Ans 89: Members can go through https://www.icsi.edu/media/webmodules/Revised_CPE-GIs.pdf and https://www.icsi.edu/media/webmodules/Revised_FAQs_CPE_Guidelines.pdf for details
