

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 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. An application for Associate membership of the Institute is to be made in the approved Form-A (available on the website of the Institute at https://www.icsi.edu/media/webmodules/FORMA_REVISED.pdf). The application is received in the Training department and after scrutiny of all training requirements and approval the same is forwarded to Membership department for allotment of numbers.

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

Ans 2: <https://www.icsi.in/student/Portals/0/OnlineServices/WelcomePage.htm>

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 alongwith 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. A passport size photograph pasted on the specimen signature card.
3. 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 01.04.2019, 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 online by the members.

Ans 8: 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 Member tab on www.icsi.edu
- From the drop down Select heading Annual Membership or COP Fee for FY 2021-22
- At page you are NOT required to login
- Enter your membership number e.g. A1234/F1234
- Enter your DOB e.g. DD/MM/YYYY
- Click on Search
- Certificate of Practice Holders SHOULD Fill the Form D before paying Annual Membership fees.
- Check the details and pay the fee

Payment made through any other mode is not acceptable.

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 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 online:

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** **Advance Membership Fee** (on the left side under Place your Request)
- Click on proceed for payment.

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

- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** **Annual Membership Fee** (on the left side under Place your Request)
- Click on proceed for payment.

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 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 Member tab on www.icsi.edu
- From the drop down Select heading Annual Membership or COP Fee for FY 2021-22
- At page you are NOT required to login
- Enter your membership number e.g. A1234/F1234
- Enter your DOB e.g. DD/MM/YYYY
- Click on Search
- Certificate of Practice Holders SHOULD Fill the Form D before paying Annual Membership fees.
- Check the details and pay the fee

Payment made through any other mode is not acceptable.

Please Note: Excess Amount paid by above link will be refunded on receiving the request along with medical certificate issued by the competent authority. (email at member@icsi.edu)

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.

Through Institute's website <https://stimulate.icsi.edu/MemTemp/Renewal>

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:

The restoration can be done through **ONLINE** mode only using Institute's website www.icsi.edu (<https://www.icsi.in/student/Login.aspx>) through members login portal by entering your Username and Password. (Only through member login under **Manage Account** **Restoration of Old Defaulter Members**). You are required to upload scanned copy of Form-BB duly filled and signed. The Form-BB is available for download there. Kindly note that your restoration will be effective from the date of receipt of Form-BB.

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: If a member has not paid the fees for years together and wishes to restore his membership, how will he go about?

Ans 16: The member whose membership fee has been outstanding may write to the Membership Section of the Institute at email ids: member@icsi.edu and annualfee@icsi.edu to get the details of amount of arrears of fee and other payments made by them for restoration of membership. The name of the member will be restored by the Institute on receipt of an application in Form-BB for restoration and payment of arrears of membership fee, along with entrance and restoration fee.

Members may restore their membership through ONLINE only at <http://www.icsi.edu> (<https://www.icsi.in/student/Login.aspx>). After online payment is done, Form-BB will be available for download. Members are required to upload scanned copy of Form-BB duly filled and signed. Kindly note that the restoration will be effective from the date of receipt of Form-BB.

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:

Stage	Particulars	Steps / Remarks
1	Update Professional Address	The member needs to update his/her professional address from the Manage Account before proceeding (Please ensure to remove organization name from professional address)
2	Pay the membership Fee	(See question no. 8 to know the steps) Member who have paid their current year membership can apply for COP
3	Fill online form D for apply of COP from Manage Account Upload following documents 1. Address Proof (in support of your Professional Address) 2. Relieving letter issued by company/ DIR 12- Cessation from your last organization	Procedure for filling Online Form D: Kindly go to Manage Account. Select Online Form D. 1. First at “Personal Details” tab (prefilled) upload address proof in support of professional address and (click save as draft only once) 2. Second fill “Area of practice” tab, select at least one field of your area of interest and click save as draft ((click save as draft only once) 3. Third fill “Verification details “ – Not applicable presently (leave this portion of form) 4. In “Applicable only for COP” tab please provide last employment details (Click on the checkbox to accept all the terms and conditions / undertaking) 5. The last page is “Declaration”, fill the place and date (upload the relieving letter/copy of DIR 12 here) and then click save as draft button once At the end click the ‘Final save & Print’ button for final submission Please note that the Save as Draft button only works once. If Save as Draft button is not activated then you can submit the form by filling the form and clicking on “Final Save & Print” button All changes made in the form will be saved automatically on click on “Final Save & Print” button Please fill and submit the form in one go. Fill the form carefully. Once the form D is submitted, modifications cannot be done
4	Pay COP fee (from Manage Account)	Procedure for payment of COP fee: <ul style="list-style-type: none"> • Login to portal www.icsi.edu • After login, go to Members Option (from top menu) then click on Manage Account -> Request relating to Certificate of Practice-> choose the option (Issue of COP) • Select the button online form D (at the Top) • Write comments in comments box • Upload Supporting Document (if any/ optional) • GST NO. (Fill your GST number to claim GST input Credit) • Select payment gateway option • Click on proceed for payment.
5	Timeline for disposal of application	4-5 working days

Please note that following documents are to be uploaded with form D while applying for New CoP

1. Address Proof (in support of Professional Address you filled in form D)
2. Copy of Relieving letter or copy of DIR 12-Cessation from your last organization (if you were in employment)

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 by submitting Form D online and depositing the COP fee

Steps to follow:

- Use Member tab on www.icsi.edu
- Click on Member tab the click on "Annual Membership or COP Fee for FY 2021-22"
- At page you are NOT required to login
- Enter your membership number e.g. A1234/F1234
- Enter your DOB e.g. DD/MM/YYYY
- Click on Search
- **Click on check box "Include COP fee" on click you will re-directed to Form D. Fill Form D (After submission of Form D please login again and follow the same steps for fee submission.**
- Check the details and pay the fee

❖ **Members can also submit Form D separately online by selecting "Form D" under the dropdown menu of "Membership" tab at <https://stimulate.icsi.edu/MemTemp/Renewal>**

❖ **If the member has deposited the annual membership fee earlier then he/she can also deposit the annual COP fee separately using the same steps**

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 01.04.2020, the Annual COP fee is Rs. 1770/- Including GST@18% This benefit is applicable w.e.f. 01-04-2020 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 01.04.2020, 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 31-03-2020	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. Member who has not paid annual fee for renewal of Certificate of Practice till 30th day of June or (extended date) of the relevant year, his COP will be cancelled automatically. In such case member has to submit original Certificate of Practice within 15 days or members can restore his /her Certificate of Practice by paying the restoration fee in addition to the annual fee.

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 –

- the name of the holder of the certificate is removed from the Register under sub-sections (1) and (2) of section 20; or
- 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
- a member who ceased to practice; or
- a member who has surrendered his Certificate of Practice; or
- a member who has not paid annual fee for renewal of certificate of practice till 30th day of June of the relevant year; or
- a member who has not complied with the guidelines of the Council; or
- a member who ceases to be an Indian National;

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

- 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) 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

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: If a candidate does not apply within six months of his completing the Final or Professional Programme Examination of the Institute, can he apply for licentiateship?

Ans 38: The candidate can apply for licentiateship after the expiry of six months of his completing the Final or Professional Programme Examination of the Institute along with the reasons in writing for delay in applying for the same.

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

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu . To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** ->**Request relating to Certificate of Practice->Approval of Firm Name** (4th option) (on the left side under Place your Request)
- Click on proceed for payment.

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 in appropriate Form-BB duly filled in and signed 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 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. 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.

- o Login to portal www.icsi.edu
- o Click **Online services** in the Menu and then click on **Member**
- o Fill the User name: Enter your membership no. (eg. A1234)
- o Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- o After login, go to **Members Option** (from top menu) then click on **Manage Account**
 Change of Address and professional / residential option and click go button
- o Click on Submit.

Changes will reflect in the member directory after 24 / 48 hours. For more details please check https://www.icsi.edu/media/webmodules/member/steps_changeofaddress.htm

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:

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** **Request for Transcript**
- **Download** the transcript request form, fill it up and sign it.
- **Upload** transcript request form

*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.
- **Submit fee;** 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 nofee 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 Digilocker website, go to 'Issued Documents' section
2. Then go to Sub-head 'Education' and click on view all
3. A list will open from which you can select 'Institute of Company Secretaries of India'
4. After you click on 'Institute of Company Secretaries of India', a screen will open, Click on 'ID Card'
5. Click download / generate.
6. The updated ID card can be downloaded every year after making payment of Annual Membership fees.

Q 63a: 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 63a: 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 Digilocker website, go to 'Issued Documents' section
2. Then go to Sub-head 'Education' and click on view all
3. A list will open from which you can select 'Institute of Company Secretaries of India'
4. After you click on 'Institute of Company Secretaries of India', a screen will open, Click on 'Membership Certificate'
5. Select ACS / FCS / COP from dropdown and enter your membership number eg. 12345. For COP enter your COP number eg. 12345
6. Click download / generate.
7. The membership certificate can be downloaded every year after making payment of Annual Membership fees.

Q 64: Can members pay other fees online?

Ans 64: Yes. Members can make online payment of their Restoration Fee, Entrance Fee and Subscription for life membership of CSBF through Institute's web portal [ww.icsi.edu](http://www.icsi.edu). The steps are

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu . To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** (on the left side under Place your Request)

- Click on proceed for payment.

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:

SL. NO	PARTICULARS	Remarks
1.	Form-B <i>(duly filled in and signed)</i>	Form 'B' can be downloaded from the below link https://www.icsi.edu/media/webmodules/member/forms/FORM%20B.pdf
2.	Fee	<p>a. For COP holders – Rs.8260 (inclusive of GST)</p> <p>Break up :</p> <ol style="list-style-type: none"> 1. Annual membership fee for Fellow: 3540/-* 2. Entrance Fee for elevation as FCS: 2360/-* 3. COP fee : 2360/- <p>*Balance fee of Rs. 590/- for annual membership fee and Rs. 2360/- for Entrance fee (Total Rs. 2950/-) will be charged at the time of applying the fellowship ONLINE</p> <p>b. For non-COP holders – Rs.5900 (inclusive of GST)</p> <p>Break up :</p> <ol style="list-style-type: none"> 1. Annual membership fee for Fellow: 3540/-* 2. Entrance Fee for elevation as FCS: 2360/-* <p>*Balance fee of Rs. 590/- for annual membership fee and Rs.2360/- for Entrance fee (Total Rs. 2950/-) will be charged at the time of applying the fellowship ONLINE</p>

	Documents in support of experience	<p>d. Copy of certificate of practice issued by ICSI for practising members</p> <p>e. Copy of certificate of practice issued by ICAI/ICMAI/Bar Council for members practising other profession</p> <p>f. Experience certificate in case of members in employment</p> <p>g. Copy of appointment letter and relieving letter in case experience certificate is not available or as may be required by ICSI</p> <p>h. Copy of DIR-12 filed by company towards appointment and cessation in case employed in the post of Company Secretary.</p> <p>i. Organisation chart from current employer.</p>
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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:

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu . To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** **Change of Address** and professional / residential option and click go button
- Click on Submit.

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:

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu . To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** **Letters** and click the relevant button i.e. ACS/FCS Letter'
- The letter in PDF Format will be displayed

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 can become a life member of the CSBF by making an application in Form A duly filled in and signed along with one time subscription of Rs.10,000/-. Form A and the two Questionnaires i.e. Common Health Questionnaire (CHQ) and COVID Questionnaire are available on the website of the Institute i.e. www.icsi.edu/csbf. The application can be made online along with the subscription through Institutes web portal www.icsi.edu by following the steps given below:

- a) Login to portal www.icsi.edu.
- b) Click 'Online Services' on the right top corner and then click 'Login' on the page.
- c) Fill User Name: Enter your membership number (eg. A1234) as per the sample given on the page.
- d) Password: Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- e) After login, go to "Members Option" (from top menu) then click on "My Account".
- f) Click on Manage Account.
- g) Further, click on the link 'Request for CSBF Membership'
- h) Click on Download link to download the Form 'A' i.e. Form for admission as a Member of CSBF and two Questionnaires i.e. Common Health Questionnaire (CHQ) and COVID Questionnaire.
- i) The member has to fill up the form and the two Questionnaires complete in all respects and duly signed.
- j) The member has to scan the duly filled-in form and two Questionnaires and upload the same.
- k) After uploading the scanned form and Questionnaires the member has to click on 'Proceed for Payment' button for payment through Credit Card/Debit Card/Net Banking.

A copy of the Acknowledgement Number generated may be retained by the member for future reference.

Q 73: How to make the subscription of CSBF?

Ans 73: The one time subscription of CSBF can be made through cheque at par or demand draft payable at New Delhi of Rs.10,000/- drawn in favour of 'Company Secretaries Benevolent Fund' or online through Institute's web portal www.icsi.edu.

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

Q 76: How to retrieve the password in case of forget 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. (Members can check their registered email and mobile number at <https://www.icsi.edu/member/members-directory/>)

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Click to **retrieve password**
- Enter your Username/ Membership no. (eg. A1234 or F1234)
- Again click on **retrieve password**
- Your password will be sent to your registered email id and mobile number. (You can check your registered email and mobile number at <https://www.icsi.edu/member/members-directory/>).
- If you still not received the password, you may write to ICSI service portal at <http://support.icsi.edu>

Q 77: How to retrieve the password in case of forget 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 79: How to check fee status?

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

Q 80: How to check Payment Status and generate duplicate acknowledgement receipt for online payments of fee?

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?

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

- **Go to 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 to 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.

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

Ans 82: Steps to update PAN and AADHAAR for members

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to Members Option (from top menu) then click on Manage Account Update PAN / Aadhaar Number (on the left side under Place your Request)
- Save

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>

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.

- After login, go to Members Option (from top menu) then click on Manage Account Pay Balance Annual Fee (on the left side under Place your Request)
- Save

Q 84: How to check whether membership is restored?

Ans 84: The members are intimated through email and letter about their restoration. The members can also check it online. They can search their membership number under member search option. They simply use ACS or FCS as the case and enter their membership number. If the details are appearing the membership is restored. The link is place below for your reference <https://www.icsi.edu/member/members-directory/>

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

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu . To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
