



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

**19th INTERNATIONAL PROFESSIONAL
DEVELOPMENT & FELLOWSHIP
PROGRAMME – 2026**

(JAPAN)

7 NIGHTS & 8 DAYS

PLACE OF BOARDING

DELHI & MUMBAI

The Institute of Company Secretaries of India (ICSI) is organising 19th International Professional Development & Fellowship Programme - 2026 from 27 May 2026 (departure on 26 May Night) to 3 June 2026 for its members and their families. The International Conference will be held on 2 June 2026 in Tokyo, Japan. During the Business Breakfast, stimulating daily discussions on topics of professional interest will be organized.

ICSI Members, and their family members are the recipients of the services of the tour operator and the money collected from them would be paid to the tour operator on their behalf. Package cost covers return airfare, hotel accommodation, travel insurance, visa, taxes etc. as mentioned under the head “Package cost includes”.

Participants will not be eligible to avail Input Tax Credit (ITC) of GST on the payment of delegate fee.

The participating Members will be entitled to the CPE Credits as per ICSI (Continuous Professional Education) Guidelines, 2019.

Registration:

The number of Delegates including their accompanying spouse, children and parents is limited to 40/60/80 only. Seats are available on **first paid first admitted basis** as per terms of payment of delegate fee. For the purpose of determining 40/60/80 numbers, accompanying children 2-12 years will be counted. Children below 2 years will not be counted for the limits as specified above. Flights may be divided into two different airlines with similar timings as per the availability at the time of issuance of flight tickets.

In case, number of delegates exceeds, such further applications may be processed for registration after getting confirmation from the Tour Operator on a case-to-case basis and subject to availability.

TRAVEL ARRANGEMENTS

Places	Osaka, Hiroshima, Tokyo
Dates	27 May 2026 to 03 June 2026
Hubs for Departure and Arrival	Delhi & Mumbai
Tour Operator	Abhac Group (Franchisee of Make My Trip India Private Limited)

FLIGHT DETAILS

Airline seats and fares are subject to availability at the time of booking confirmation. In case the preferred airline is unavailable, equivalent alternatives may be offered to ensure timely travel arrangements.

Ex Mumbai

Flight No.	Departure Date	From	To	Dep Time	Arr Time
CX660	Wednesday, 27 May (Mid Night of 26 May)	Mumbai	Hongkong	01:40	10:10
CX598	Wednesday, 27 May	Hongkong	Osaka	13:20	18:05
CX543	Wednesday, 03 June	Tokyo	Hongkong	10:05	13:50
CX663	Wednesday, 03 June	Hongkong	Mumbai	20:35	00:20 (4 June)

Ex Delhi

Flight No.	Departure Date	From	To	Dep Time	Arr Time
CX698	Tuesday, 26 May	New Delhi	Hongkong	22:45	06:40 (27 May)
CX564	Wednesday, 27 May	Hongkong	Osaka	08:10	14:50
CX509	Wednesday, 03 June	Tokyo	Hongkong	09:25	13:15
CX665	Wednesday, 03 June	Hongkong	New Delhi	18:00	21:10

DELEGATE REGISTRATION FEE

Category	Amount in INR	
	Ex Delhi	Ex Mumbai
Per Person on Double Occupancy basis	290000	305000
Per Person on Triple Occupancy basis	290000	305000
Per Person on Single Occupancy basis	355000	375000
Child with bed (Between 07– less than 12 yrs.)	215000	230000
Child without bed (Between 02 – less than 07 yrs.)	170000	190000
Infant (Below 02 yrs.)	20000	20000

CANCELLATIONS /VISA REJECTION

- Less than 10 days and no – shows – 100 %
- Less than 10 to 16 days and no – shows – 75 %
- Less than 16 to 35 days and no – shows – 50 %

HOTELS & ITINERARY

	No. of Nights
MOXY UMEDA OSAKA / GRACERY NAMBA/SIMILAR– OSAKA	03
ANA CROWNE PLAZA/ ORIENTAL HOTEL/ MITSUI GARDEN/ SIMILAR– HIROSHIMA	01
SHINAGAWA PRINCE/MERCURE TOKYO HANEDA/ DOUBLETREE BY HILTON ARIAKE/HOTEL JAL CITY TOYOSU/ SIMILAR– TOKYO	03

Day 01 Osaka Arrival

- Arrive at Osaka
- Meet guide and transfer to hotel.
- Overnight stay at hotel.

Day 02 Osaka

- Post breakfast tour of Osaka.
- Visit Osaka Castle, Umeda Sky Observatory.
- Evening free time at Dotonbori and Shinshaibashi.
- Overnight stay at hotel.

Day 03 Osaka – Kyoto – Nara Osaka

- Post breakfast, tour of Kyoto and Nara.
- Visit Arashiyama Bamboo Grove, Kinkakuji.
- Kimono Wearing experience
- Free time at Nara Deer Park.
- Overnight stay at hotel.

Day 04 Osaka – Hiroshima

- Handover one large luggage to hotel reception for transfer to Tokyo.
- Do pack small luggage, as luggage delivery may take 24 to 28Hrs.
- Post breakfast, check out and transfer to Shin-Osaka Station for Bullet train to Hiroshima.
- Upon arrival, Tour of Hiroshima Museum, Peace Park, Memorial and Atomic Bomb Dome
- Second half visit Miyajima Island.

- Ferry Ride and walking tour of Miyajima.
- Visit Itsukushima Shrine and Floating Torii Gate.
- Evening check in.
- Overnight stay at hotel in Hiroshima.

Day 05 Hiroshima – Tokyo

- Post breakfast checkout and transfer to Hiroshima station
- Bullet train transfer to Tokyo.
- Visit Meiji Jingu Shrine
- Drive past Imperial Palace/National DIET Building
- Team Lab Planet
- Overnight stay at hotel.

Day 06 Tokyo – Mt. Fuji – Tokyo

- Post breakfast tour of Mt. Fuji & around.
- Tour of Mt. Fuji 5th station (Subject to weather condition) or Oshino Hakkai.
- Second Half tour of Owakudani valley, ropeway ride and Lake Ashi Cruise.
- Evening transfer to hotel.
- Overnight stay at hotel.

Day 07 Tokyo

- Post breakfast, city tour of Tokyo.
- Visit Asakusa Senso Ji Temple and Nakamise Shopping street
- Tokyo Sky Tree (350Mtr)
- Shibuya Crossing
- International Conference & Gala Dinner
- Overnight stay at hotel

Day 08 Tokyo Departure

- Post breakfast, check out and transfer to airport

PACKAGE COST INCLUSIONS & EXCLUSIONS

INCLUSIONS

- Accommodation for 07 nights
- Return airfare Economy class
- Visa fee
- Transfer and sightseeing services according to the programme
- All Inclusive Meal Plan as per Itinerary
- Bullet train reserved Economy class ticket from Osaka to Hiroshima and Hiroshima to Tokyo
- Baggage transfer from Osaka to Tokyo (01 Pc. Per Person)
- All taxes including GST, local tax, etc.
- Travel Insurance for all age group
- Service of Tour Manager
- Complimentary 2 x 500 ML water Bottles per person per day
- An English speaking Guide.
- Travel Kit (Luggage Tags, Travel Adapter Charger, Cap/Hat, T-shirt with branding, Ginnar Tea etc.)
- Entry fee monuments:
 - Osaka Castle
 - Umeda Sky Observatory
 - Kinkakuji Temple
 - Kimono wearing experience
 - Hiroshima Peace Park & Museum
 - Miyajima Ferry
 - Itsukushima Shrine
 - Team Lab Planet
 - Tokyo Sky Tree 350Mtr
 - 01 Way ropeway
 - Lake Ashi Cruise

EXCLUSIONS:

- Supplement for additional luggage transfer @JPY 3000/- Per Pc.
- Porter Services at Airport or at hotel
- Personal expenses
- Permissions of photo/video shooting at the museums and objects.
- Expenses of personal nature like laundry, telephone, fax, internet, beverages, snacks, (beyond what is provided within the itinerary) medical expenses etc.
- Any other services not mentioned in Price Inclusions above

VISA CHECKLIST & DOCUMENTS

- The normal processing time for is around 15-20 working days.
- Original Passport
- Photograph (50 X 50 mm with white Background, matt finish, 70% face coverage without border). Please make sure your teeth are not visible. If you wear eye glasses, please wear transparent/white lenses while getting the picture clicked. Embassies usually reject photographs of subjects wearing colored lenses.
- Bank Statement of Last 6 months
- Employment Document (Last 6 months salary slip & Leave NOC)
- Business Documents (if self-employed)
 - Company Registration proof
 - Partnership deed/MOA
- Travel Insurance
- Air Tickets
- Hotel confirmation vouchers.

IMPORTANT INFORMATION

- If tour strength reduces, the tour cost will be amended accordingly.
- In case of any unprecedented hike in Airfare, Hotel or Transportation Tariff, the tour cost will be amended accordingly.
- If the delegate does not arrive or depart on time with the group as per the itinerary, any additional charges for the transfer will be incurred by the delegate only.
- No refund or reduction will be given for any services, which are not utilized and are mentioned in the Tour inclusions.
- All arrangements made by the ICSI for Members / their families are in the capacity of facilitator only. ICSI and Tour operator will not be liable for claims or expenses arising from circumstances beyond our control such as accidents, injuries, delayed or cancelled flights & acts or forces of nature/ Government. All passengers must be covered by suitable travel/health insurance prior to departure from the country of origin.
- **It may further be noted that considering limited number of seats, the registration for this Programme will be made on first-paid -first-admitted basis.**

PAYMENT DETAILS

Participant shall make full payment as mentioned in the Package cost by RTGS to the ICSI in below mentioned bank account:

NEFT/RTGS DETAILS

National Electronic Fund Transfer (NEFT) Mandate Form (Mandate for Receiving Payment Through NEFT/RTGS)

	Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
	Address of Vendor	22, ICSI HOUSE, LODHI ROAD INSTITUTIONAL AREA, NEW DELHI – 110003
	Registered Address	C-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA, Uttar Pradesh, 2013094
	Billing Address (if different from Registered Address)	C-37, ICSI HOUSE, INSTITUTIONAL AREA, SECTOR 62 NOIDA, Uttar Pradesh, 2013094
	Permanent Account Number (PAN)	AAATT1103F
	GST Number	09AAATT1103F2ZX
7.	Particulars of Bank Account	
	A. Name of Bank	AXIS BANK
	B. Name of Branch	SWASTHYA VIHAR
	C. Address	C-58 BASEMENT & GROUND FLOOR, PREET VIHAR, MAIN VIKAS MARG.NEW DELHI-92
	D. City Name	NEW DELHI
	E. Swift Code (OUTSIDE COUNTRY)	AXISINBB055
	F. IFSC Code (11 digits)	UTIB0000055
	G. 9-digit MICR Code appearing on the Cheque Book	110211010
	H. Type of Account (10/11/13)	SAVINGS (10)
	I. Account No.	912010040104826
8.	Date of Online Transfer to ICSI Account	
	Email ids for message	

Registration

Please register at <https://forms.gle/fGEduJifRg7xGnG9> after making the payment in the above mentioned bank account on or before 27rd April 2026.

For any query, please feel free to contact:

Mr. Sanjeev Kumar Dogra
Joint Director

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