

**Modalities for Consolidated payment of annual membership fees for (a) 03 years and (b) 05 years w.e.f. FY 2024-25**

The Active/Current Members, within and outside India, can pay membership fee in advance for 3 years and 5 years w.e.f. FY 2024-25 as per the details given hereunder:

1. The Advance fee structure\* for 3 and 5 years would be as under in Rs. excluding GST:

Period w.e.f. & including FY 24-25		Advance Fee (CSJ opt out)	Advance Fee (CSJ by ordinary post)	Advance Fee (CSJ by Speed / Registered Post @ Rs. 500/- per year)
03 years	ACS till 70 years	6000	7500	9000 (7500+1500)
	ACS above 70 years	1500	1875	3375 (1875+1500)
	ACS Divyangjan (PwD / Persons with Disabilities) till 70 years	3000	3750	5250 (3750+1500)
	ACS Divyangjan above 70 years	750	937.5	2437.5 (937.5+ 1500)
	FCS till 70 years	7500	9000	10500 (9000+1500)
	FCS above 70 years	1875	2250	3750 (2250+1500)
	FCS Divyangjan till 70 years	3750	4500	6000 (4500+1500)
	FCS Divyangjan above 70 years	937.5	1125	2625 (1125+1500)
05 years	ACS till 70 years	10000	12500	15000 (12500+2500)
	ACS above 70 years	2500	3125	5625 (3125+2500)
	ACS Divyangjan till 70 years	5000	6250	8750 (6250+2500)
	ACS Divyangjan above 70 years	1250	1562.5	4062.5 (1562.5+2500)
	FCS till 70 years	12500	15000	17500 (15000+2500)

FCS above 70 years	3125	3750	6250 (3750+2500)
FCS Divyangjan till 70 years	6250	7500	10000 (7500+2500)
FCS Divyangjan above 70 years	1562.5	1875	4375 (1875+2500)

\* The above fee structure table is indicative only. Members, availing this scheme, who complete 70 years of age by 30<sup>th</sup> June in the year of subscription, will be required to pay one-fourth of the advance fee. Members, having at least 40% permanent physical disability (as certified by prescribed competent medical authority) and also above 70 years of age will be required to pay one-eighth of the advance fee amount.

2. The Advance Membership fee will be accepted only during the period from 1<sup>st</sup> April to 30<sup>th</sup> June of a particular year and would include fee for the current year.
3. The Advance Annual Membership fee will be accepted through online mode only. No Cash / DD / Cheque will be accepted.
4. Prevalent rate of GST will be applicable at the time of payment of the Advance Annual Membership fee for the period opted.
5. Members will be required to pay additional amount for the remaining period if there is any increase in membership fees plus applicable GST.
6. Only one particular fee payment period out of 3/5 years can be opted at a time.
7. Once advance payment for a particular period is made, the member cannot opt out of the same or seek refund or seek change in the period or seek change in mode of delivery of Chartered Secretary within the applicable period. No refund / reduction / adjustment will be allowed.
8. The advance membership fee once paid would not be adjustable later against any other fee due, such as amount payable at the time of enrolment as Fellow or related to the issue or renewal of Certificate of Practice, participation fee for any type of programme organized by the Institute, any type of Entrance or any Restoration Fee or any Arrears or advance Annual Membership fee for another period. The members would be required to pay such fee separately while submitting the prescribed application form(s) etc. for the purpose.

9. Payment of advance membership fee will insulate the member from payment of additional amount during the period opted ***owing to increase in increase in speed / registered post charges towards dispatch of Chartered Secretary journal*** in subsequent years within the period chosen.
10. In spite of the advance payment of membership fee, continuance or otherwise of their membership would be subject to the provisions of the Company Secretaries Act, 1980 and the Rules and Regulations framed thereunder.
11. Refund of advance membership fee would not be permitted under any circumstances ***including removal of the name of the member from the Register of Members for any period (including permanent removal)*** under the provisions of the Company Secretaries Act, 1980, the Company Secretaries Regulations, 1982 and the Rules framed thereunder except in certain special circumstances mentioned hereinafter. The excess amount will be transferred to CSBF.
12. In case the name of a member, who has paid advance membership fee for any period, gets removed from the Register of Members for any period as a disciplinary measure within the time frame of advance fee paid, except permanent removal, the member would not be required to pay Entrance and Restoration fees on restoration of his membership.
13. In case a member completes 70 years in a particular year within the chosen period of advance fee or will complete 70 years in the period from 1<sup>st</sup> April till 30<sup>th</sup> June next year, then he will be required to pay advance fee for the remaining period w.e.f. next year as per rate (one-fourth) applicable for members above 70 years of age,
14. However, in case an Associate member wishes to get elevated to a Fellow, the member has to pay the prevalent Entrance fee and the difference amount between Associate and Fellow membership fees for the number of years remaining including the year of elevation to Fellow.
15. No refund of advance membership fee would be allowed in case a member voluntarily surrenders his/her membership. The balance/excess amount will be transferred to CSBF.
16. No refund / adjustment of advance membership fee would be allowed in case there is a subsequent decrease in annual membership fee payable within the applicable period or

if there is a reduction in speed/registered post charges towards dispatch of Chartered Secretary journal in the applicable period.

17. In the case of unfortunate demise of the member, the applicable fee for the year in which deletion of the name takes place would be deducted and the balance of the advance fee paid for the remaining period, if any, would be transferred to CSBF.
18. In the unfortunate case of a member suffering 40% permanent disability in any year in the period from 1<sup>st</sup> April till 30<sup>th</sup> June, within the period for which advance payment has been made, refund of balance of the advance fee paid, if any, would be allowed to the member/nominee(s)/legal heir(s) of the member, in that order of preference, after deducting the applicable fee for Divyangjan members for the remaining years following the year in which the disability occurs including the year in which the disability occurs (if only disability occurs between 1<sup>st</sup> April to 30<sup>th</sup> June).
19. No Interest on the advance fee would be payable.
20. In case a member has made payment of advance membership fee for a particular period, having either opted out of receipt of Chartered Secretary journal or having chosen the normal fee wherein mode of delivery of Chartered Secretary is by normal post, then the member cannot subsequently seek change in mode of delivery of Chartered Secretary by speed/registered post within the given period, even if so willing to pay higher fee for the period remaining. Such a member will have to pay separately for receiving Chartered Secretary by speed/registered post in the remaining period at the rate then prevailing as to be informed by Printing & Publication Directorate of the Institute.
21. In case of members residing abroad, payment of advance membership fee can be made online in Indian currency only.
22. Any subsequent change brought about by the Council to this scheme would not be applicable to the members who had already subscribed to this scheme for the applicable period.

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