



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

1st April, 2019

Dear Member,

The annual membership fee and certificate of practice fee for the year 2019-2020 has become due for payment w.e.f. 1st April, 2019. The last date for the payment of annual membership fee is **30th June, 2019** and certificate of practice fee is **30th September, 2019**.

The membership and certificate of practice fee payable is as follows:

| Particulars | Associate (admitted till 31.03.2018) | Associate (admitted on or after 01.04.2018) | Fellow |
|------------------------------|---|--|----------|
| Annual Membership fee* | Rs. 2950 | Rs. 1770 | Rs. 3540 |
| Certificate of Practice fee* | Rs. 2360 | Rs. 1770 | Rs. 2360 |
| Entrance fee** | Rs. 2360 | Rs. 2360 | Rs. 2360 |
| Restoration fee*** | Rs. 295 | Rs. 295 | Rs. 295 |

* Fee inclusive of applicable GST@18%.

** Fee inclusive of applicable GST@18% and applicable if annual membership fee is not received by 30th June, 2019.

*** Fee inclusive of applicable GST@18% and applicable if annual membership fee is not received by 30th June, 2019 OR if certificate of practice fee is not received by 30th September, 2019

The certificate of practice fee must be accompanied by a declaration in form D duly completed in all respects and signed. The requisite form 'D' is available on the website of Institute www.icsi.edu

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A member who is of the age of sixty years or above and is not in any gainful employment or practice can claim 50% concession in the payment of Associate/Fellow Annual Membership fee and a member who is of the age of seventy years or above and is not in any gainful employment or practice can claim 75% concession in the payment of Associate/Fellow Annual Membership fee subject to the furnishing of declaration to that effect.

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A member who is physically challenged and not in any gainful employment or practice can seek concession in annual membership fee @ 25% w.e.f. 1st April, 2019. This concession is also applicable additionally to members who are of the age of sixty/seventy years or above and not in any gainful employment or practice. The member needs to submit a medical certificate and a declaration to this effect for seeking this concession.

Please note that the members holding Certificate of Practice are not eligible to claim concession in annual membership fee.

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MODE OF REMITTANCE OF FEE

The fee can be remitted by way of:

- Online (through payment gateway of the Institute's website www.icsi.edu). The direct payment link URL is <https://www.icsi.in/student/DesktopModules/Icsi/Member/Account/PaymentRequests/PayMembershipFee.aspx> and through members login portal.

- (ii) Cheque at par/Demand draft/Pay order payable at New Delhi (indicating on the reverse name and membership number) drawn in favour of "The Institute of Company Secretaries of India" at the Institute's Headquarters / Noida office.
- (iii) At ICSI HQ at Delhi or Noida in person by cash/cheque at par/DD at the reception counter from 9:00 am to 4:00 pm.

For queries, if any, the members may please write to Mr. Jitendra Kumar, Executive Assistant at email id jitendra.kumar@icsi.edu

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