



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

1st June, 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**. Kindly go through the Frequently Asked Questions given on the home page www.icsi.edu right top corner.

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 GST@18%.

** Additional amount inclusive of GST@18% if fee is not received by 30th June, 2019.

The certificate of practice fee must be accompanied by a declaration in form D duly completed in all respects and signed.

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.

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.

MODE OF REMITTANCE OF FEE

The fee can be remitted through ONLINE mode only using the payment gateway of the Institute's website www.icsi.edu through members login portal **OR** through the direct link URL <https://bit.do/icsifees>

Payment made through any other mode will not be accepted.

PLEASE NOTE:

- 1. The offline payment of Annual Membership /COP / Restoration fee through Cheque / DD / is being discontinued w.e.f. 01-06-2019.**
- 2. Declaration of PAN is mandatory & AADHAAR is optional while making the online payment of annual membership fee.**
- 3. The address verification is mandatory as per Regulation 3. Make sure of verification of the same by clicking on the given check box before proceeding for payment.**

We are always open for any suggestions or queries in case you are facing any problem. Do make use of ICSI support at <http://support.icsi.edu> as follows:

Open portal support.icsi.edu, Move ahead as Guest User, Fill in details, In Topic Choose Membership Services, Choose respective Sub topic, In Complaint Description ensure that you give your Membership Number / COP number, Upload the screen shot of the problem or any document and Submit. You will get an instant complaint number.

Team ICSI