



**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)

PAYMENT OF ANNUAL MEMBERSHIP AND CERTIFICATE OF PRACTICE FEE FOR FY 2020-2021

Team ICSI is always at your service. Reach us at <http://support.icsi.edu>

How to pay the Annual Membership & COP fee for FY2020-21 and Common Queries and the responses are available at <https://www.icsi.edu/contact-us/faq/> & https://www.icsi.edu/media/webmodules/How_to_pay_Membership_fee.pdf

Refer to the Institute's webinar on youtube for step by step instructions at <https://youtu.be/dfCMmRpfCPI>

The annual membership and certificate of practice fee for FY 2020-21 has become payable w.e.f. 1st April, 2020, the last date for receiving both payment has been extended till **30th September, 2020**.

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

Particulars	Associate (admitted till 31.03.2019)	Associate (admitted on or after 01.04.2019)	Fellow
Annual Membership fee*	Rs. 2950	Rs. 1770	Rs. 3540
Certificate of Practice fee*	Rs. 2360	Rs. 1770	Rs. 2360

* Fee includes GST@18%.

A member who is seventy years and above in age pays only 25% while a physically challenged member pays only 50% of the Associate/Fellow Annual Membership fee as per The Company Secretaries (Amendment) Regulations, 2020.

MODE OF REMITTANCE OF FEE

The fee can be remitted **ONLINE** only using Institute's website www.icsi.edu through the member login portal <https://www.icsi.in/student/Login.aspx> entering Username and Password, selecting option **Manage Account** and then **Annual Membership Fee**. User Name is the ACS / FCS number e.g. A12345 / F12345. **Payment through other modes is not accepted.** Members not having Password can retrieve it if their email id & mobile number is registered with the Institute, otherwise the member needs to make a request for providing Password on <http://support.icsi.edu> attaching a scanned copy of Photo ID proof.

The following be kindly noted/ensured before making online payment of fee:

1. **Non-CoP holders need to register for eCSIN if not registered yet.**
2. **CoP holders need to register for UDIN if not registered yet.**
3. **Declaration of PAN & Aadhaar is required.**
4. **Members are required to verify and update their address and contact details as required under Regulation 3 of the CS Regulations, 1982 amended till date.**
5. **Declaration of GSTIN (optional) is required if one wants to claim GST Input Tax Credit. If GSTIN is not given, it will not be reflected in fee receipt.**
6. **The fee is calculated by the system including GST@18%.**

7. **CoP holders can pay CoP renewal fee alongwith the annual membership fee or separately after having paid the annual membership fee first.**
8. **Submission of online Form-D is a pre-requisite for CoP holders.**

For more details, kindly refer to **FAQs** (Link is available on home page of www.icsi.edu at top right corner) Point 6-16 (about membership fee), 20-26 (about CoP fee) and 88-92 (about PCH) at the link: https://www.icsi.edu/media/webmodules/FAQ_Pertains_Membership.pdf

For members login portal <https://www.icsi.in/student/Login.aspx>



For any further assistance, we are available to help you at <http://support.icsi.edu>



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