



Restoration of your membership of this esteemed Institute

Dear Member,

For all of us, The Institute of Company Secretaries of India, New Delhi ("Institute") is our alma mater. As token of our love and respect for our alma mater, we pay a nominal annual membership fee to the Institute. The Institute, in turn, reciprocates by taking up our common cause whenever a need arises and preparing us professionally for tomorrow's challenges. However, some of our members inadvertently fail to pay the annual membership fee at due dates. As a result, they get deprived of the services of the Institute, stripped of the letters ACS or FCS, as the case may be, etc. With a little care from all of us, the members can avoid this unfortunate situation. Members must make all efforts to ensure "Once a member, always a member".

As per records of the Institute your membership status is not "Current" as on date, as your annual membership fee in any previous years and thereafter, as the case may be, was not received timely and resultantly your name was removed from the Register of Members. We therefore urge you to urgently get your membership of this esteemed Institute restored in the Register of Members by paying the arrears of annual membership fee due over the years plus entrance fee of Rs. 2000/- & restoration fee of Rs. 250/- along with applicable GST@18% through our online process at the link <http://www.icsi.in/quicklinkdefee/home.aspx> . After online payment is done, Form-BB will be available for download. You are required to upload scanned copy of Form-BB duly filled and signed. Kindly note that your restoration will be effective from the date of receipt of Form-BB.

Please note that once you get your membership restored, thereafter the normal annual membership fee from the following financial year becomes due on 1st April each year and the last date for payment of the same shall be 30th June of that year.

Provision for concessional fee:

Only for current financial year i.e. FY 2019-20, a member who is of the age of sixty years or above can claim 50% concession and a member who is seventy years or above can claim 75% concession in the payment of Annual Membership fee subject to the furnishing of declaration in writing duly signed (click to download in case of offline payment) stating that he/she is not in any gainful employment or in practice. However, there is no concession in the payment of entrance fee and restoration fee to such senior citizens.

You may also make the payment in cash at the Institute's Headquarter / Noida office or through Cheque at par/Demand draft payable at ICSI New Delhi office drawn in favour of "The Institute of Company Secretaries of India", indicating on the reverse of the cheque your membership number and name and send to the Membership Directorate, ICSI House, C-36, Sector-62, Noida-201309.

Please feel free to contact Mr. Jitendra Kumar, Phone No. 0120-4522038 or Email at jitendra.kumar@icsi.edu for any query or clarification or prompt assistance required by you in this regard.

Looking forward to your restoration at the earliest.

Thanking you,

Team ICSI