

**THE LAST DATE FOR PAYMENT OF CERTIFICATE OF PRACTICE FEE FOR THE YEAR
2019-20**

The 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 fee is 30th September, 2019.

The certificate of practice fee payable is as follows:

Particulars	Associate (admitted till 31.03.2018)	Associate (admitted on or after 01.04.2018)	Fellow
Certificate of Practice fee*	Rs. 2360	Rs. 1770	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 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

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. Payment made through any other mode will not be accepted.

Steps to make online payment of Renewal of COP

- Login to portal www.icsi.edu
- Click **Online services** in the Menu and then click on **Member**
- Fill the User name: Enter your membership no. (eg. A1234)
- Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email id and mobile number is correctly registered (you can check at <https://www.icsi.edu/member/members-directory/>) in the Institute's record. You may use ICSI service portal at <http://support.icsi.edu>. One of the reasons of not getting the password on retrieval could be that you may have blacklisted ICSI email account: dnr@icsi.edu. To whitelist the same, you may send a request to member@icsi.edu that you have inadvertently blacklisted ICSI email account and desire to whitelist the same.
- After login, go to **Members Option** (from top menu) then click on **Manage Account** → **Request relating to Certificate of Practice** → **Renewal of COP** (on the left side under Place your Request)
- Click on proceed for payment.

Procedure for filling Online Form D:

1. Kindly go to Manage Account. **Select Online Form D**. Fill the form and keep a copy of the same for your records. Fill the form stepwise
2. First fill the Personal detail and click the save as draft
3. Second go to Area of practice, select the radio buttons of your area of interest and click the save as draft
4. In Verification details click the save as draft (**this page is important**) and please fill all the mandatory fields which is marked as blue
5. Last page is Declaration, fill the place option and click the save as draft option .
6. At the end please click the 'Final save & Print' button and keep a copy of form-D for your records*

*(once the form D is submitted, modifications cannot be done)

Procedure for payment of Annual COP fee:

1. Go to Manage Account and select the first option "**Requests relating to COP**"
2. Select the button **Renewal of COP**
3. Select the button **online form D (at the Top)**
4. You will get a message "You have already submitted the declaration for the financial year"
5. Please write in the Comment box (mandatory box)
6. Remit the payment online*

*(Members admitted on or after 01.4.2018 shall pay Rs. 1770 while members admitted before 01.04.2018 shall pay Rs. 2360 (all amount inclusive of GST @ 18%).

For specific assistance raise a ticket at <http://support.icsi.edu>