

**CHECK-LIST OF DOCUMENTS TO BE SUBMITTED FOR APPLYING FOR  
ADMISSION AS AN ASSOCIATE MEMBERSHIP OF ICSI**

<b>SL. NO</b>	<b>PARTICULARS</b>	<b>NO. OF COPIES</b>	<b>DETAILED SPECIFICATIONS</b>
1.	Form-A <i>In Original (duly signed)</i>	1	Application for ACS admission should not club with any other training related application such as Claiming Exemption from training etc.
2.	Passport Size photograph	02	<input type="checkbox"/> One photo is to be affixed on specimen signature card provided along with Form-A, which is to be self attested  <input type="checkbox"/> One photo is to be attached separately on the top of Form-A.
3.	Specimen Signature Card	01	Put the same signature on both space.
4.	Certificate of fitness	02	To be taken by two members of ICSI, having minimum 03 years of membership ( <i>on prescribed form provided along with the Form-A</i> )
5.	Proof of Date of Birth	01	Attested photocopy of Admit Card or certificate or marks sheet of class X or School Leaving Certificate ( <i>in which your date of Birth and name is mentioned</i> )  OR  Attested photocopy of passport  <i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Desk Officer or above)</i>

6.	<p>Proof of Graduation</p> <p><i>(Not required if student has passed Foundation Programme Examination of the ICSI)</i></p>	01	<p><input type="checkbox"/> Attested photocopy of Degree of Graduation provided by the University concerned <i>(please attach all parts of Marks sheets of Graduation, if degree certificate is not yet received from the university.)</i></p> <p><input type="checkbox"/> Please attach photocopy of Marks Sheet/ or certificate of Foundation Examination of ICSI, if student has passed Foundation Programme Examination of ICSI</p> <p><i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Desk Officer or above)</i></p>
7.	<p>Proof of passing of Professional Programme or Final Examination of ICSI</p>	01	<p>Photocopy of Professional Programme or Final pass certificate or Marks sheet <i>(of all modules or groups)</i> issued by ICSI</p>
8.	<p>Proof of completion of following Training requirements as per ICSI Regulations: -</p> <p><input type="checkbox"/> EDP Completion Certificate <i>(Previously TOP)</i></p> <p><input type="checkbox"/> 25 hours PDP Completion Certificate <i>(Previously ADP)</i></p> <p><input type="checkbox"/> MSOP Completion Certificate <i>(previously SMTP)</i></p>	01 (of each)	<p>Photocopy of completion certificates of each training issued by ICSI</p>

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9.	<p>Proof of completion of all Training requirements as per ICSI Regulations</p> <p><input type="checkbox"/> 15 months Management/ Apprenticeship Training Completion Certificate</p> <p><i>(Ensure submission of all five Quarterly Reports and Project Report (duly authenticated by the trainer) with the Institute before applying for ACS).</i></p> <p>OR</p> <p>03 months (or as required) Practical Training Completion Certificate along a copy of letter granting exemption from 12 months or more training.</p> <p>15 days specialised Training Completion Certificate with ROC/Stock Exchange / FI etc.</p> <p>OR</p> <p>A copy of letter granting Exemption from 15 days specialised training with ROC/Stock Exchange / FI etc.</p>	01 (of each)	<p><input type="checkbox"/> Attested Photocopy of Completion certificate of each such training issued by respective companies or ROC or Stock Exchange</p> <p><input type="checkbox"/> Please attach the photocopy of confirmation letter issued by ICSI, if exemption from any of these training has been granted by ICSI</p> <p><i>(attestation is to be done by any ACS/FCS member of the Institute or any officer of the Institute of the rank of Desk Officer or above)</i></p>
10.	<p>Fee</p> <p><input type="checkbox"/> Entrance fee for Associate Membership: Rs. 1500/-</p> <p><input type="checkbox"/> Annual Subscription for ACS: Rs.1125/- <i>(if applying between April- Sept.)</i></p> <p>Rs. 562.50/- <i>(if applying between Oct- March)</i></p>		<p>Payable by cash or demand <i>draft</i> <i>(drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi)</i></p>

	ICSI's Tie: Rs. 500/- ICSI's Lady Brooch Rs. 100/-		
11.	ICSI Benevolent Fund (CSBF)		<input type="checkbox"/> To be applied in the application form prescribed for CSBF  <input type="checkbox"/> One time ( <i>life time</i> ) payment of Rs. 7500/- is to be made to become the member of CSBF  <input type="checkbox"/> Payable by cash or local cheque or Demand Draft ( <i>drawn in favour of "Company Secretaries Benevolent Fund" payable at New Delhi</i> )

