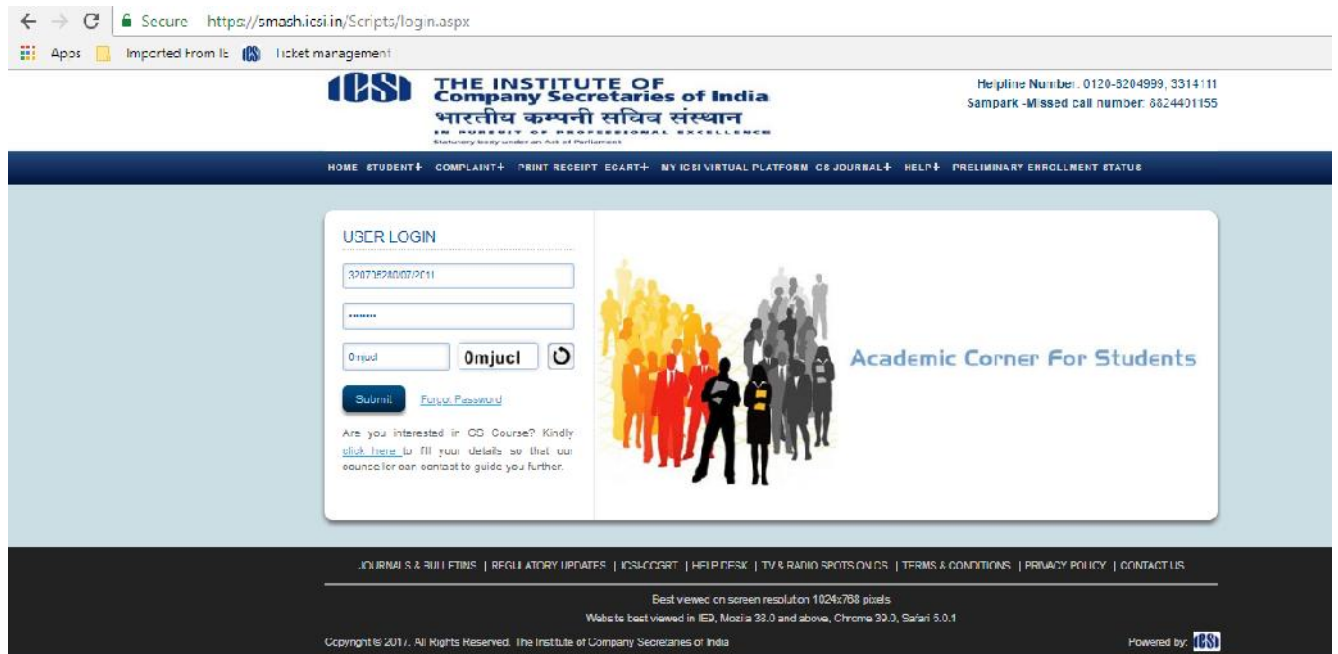


User Manual for “Registration De novo”

DENOVO PROCESS

Step 1: In order to apply for denovo service, student will visit link <https://smash.icsi.in/Scripts/login.aspx> in recommended browser (Chrome 39.0)



Step 2: Click on Module > Student Services > Apply For De novo

The screenshot shows the ICSI Student portal interface. At the top, there is a navigation bar with 'HOME', 'HELP+', 'MODULE-', 'PROFILE+', and 'LOGOUT'. The 'MODULE-' dropdown menu is open, showing a list of services. 'STUDENT SERVICES' is highlighted in red, and 'APPLY FOR DENOVO' is also highlighted in red. A red arrow points from 'STUDENT SERVICES' to 'APPLY FOR DENOVO'. Below the dropdown, the user's profile information is displayed, including Name, Programme, Qualification, Registration, Valid Upto, Email Address, Mobile Number, Phone Number, Date Of Birth, Father/Spouse's Name, Category, Age, Gender, Optional Subject, and Syllabus.

Service	Icon	Service Name
STUDENT SERVICES	-	APPLICATION STATUS
ENROLLMENT		APPLY FOR DENOVO
STUDENT REGISTRATION	+	APPLY FOR CONTINUATION OF REGISTRATION
EXAM	+	DOWNLOAD REGISTRATION LETTER
COMPLAINT MANAGEMENT	+	DENOVO/EXTENSION REQUESTS
STUDY DISPATCH	+	DOWNLOAD ID CARD

Welcome

Name :
Programme :
Qualification :
Registration :
Valid Upto :
Email Address :
Mobile Number :
Phone Number :
Date Of Birth : 23/06/1994
Father/Spouse's Name : JOGINDER GANDHI
Category : General
Age(in year) : 25
Gender : Male
Optional Subject : INTERNATIONAL BUSINESS-LAWS AND PRACTICES
Syllabus : 2012

Step 3: Select service name: De novo

Step 4: After verifying details, click on “Proceed to payment”

HOME MODULE PROFILE LOGOUT

Service Name * Denovo **Denovo**

Registration Number

Current Course Executive

Registration Date 12/07/2019

Expiry Date 30/06/2020

New Expiry Date 31/05/2021

Current Syllabus 2012

Category General

Amount Applicable 7575.00

Item Code 6661356

Tax Name SERVICE TAX

Student Module Details

COURSE NAME	GROUP NAME	EXAM RESULT
No Record Found		

Proceed to Payment

Step 5: Select Payment Mode like Bill desk, Axis Bank

Choose Payment Mode/Gateway

Payment Mode/Gateway* Billdesk

Next

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN, Internet Banking, Wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Step 6: Request ID and Transaction ID will generate on successful submission of the request.

HOME MODULE + PROFILE + LOGOUT

Your Request id is: 9950000196

Your Transaction id is: 5000907

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/on technical issues whatsoever.

Payment Type:- Denovo
Name:- A. K. Desai
Mobile Number:- 9810123456
Email Address:- a.k.desai@icai.in
Amount:- 8665.80
Payment Mode:- Billdesk

Proceed

Step 7: Click on Proceed

For all successful payments, Payment receipt is generated otherwise the payment is not successful

Receipt Summary

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

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
HEAD OFFICE- ICSI HOUSE, 22 INSTITUTIONAL AREA, LOCHI ROAD, NEW DELHI- 110003
Phone: (011) 45341000 Fax: (011) 24626727
NOIDA OFFICE- ICSI HOUSE, C 37, INSTITUTIONAL AREA, SEC TOR-62, NOIDA U.P.-201309
Phone: (0120) 4522000 Fax: (0120) 4264443
E-mail: info@icai.edu, info@icai.in, info@icai.org
Call Centre helpline numbers : (011) 33132333, (011) 66204999

Receipt No : HQ/DL/999950000188 Receipt Date : 23-Aug-2016
Request ID : 90 Transaction ID : 5000908
Service Tax No : AAATT1103FST001 Memb./Regn./Ref.No : 240500178/07/2016

Mr/Ms/M/S :
Address : Address Line 1 Address Line 2 Address Line 3,
New Delhi, Central Delhi, Delhi, India, 110001 Status: Applied
@yahoo.com

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online (Billdesk) for Rs. 700.00 towards the following fee(s) :-

S.No.	Description	Amount
1	Service	700.00
Total Amount: 700.00		
Basic ST @ 14%	S.B.Cess @ 0.50%	K.K.Cess @ 0.50%
0.00	0.00	0.00
Total Tax Amount	Total Amount	Rounding Off
0.00	700.00	0.00
Accepted Fees 700.00		Receipt Amount
Amount in words: Seven Hundred Only		700.00

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

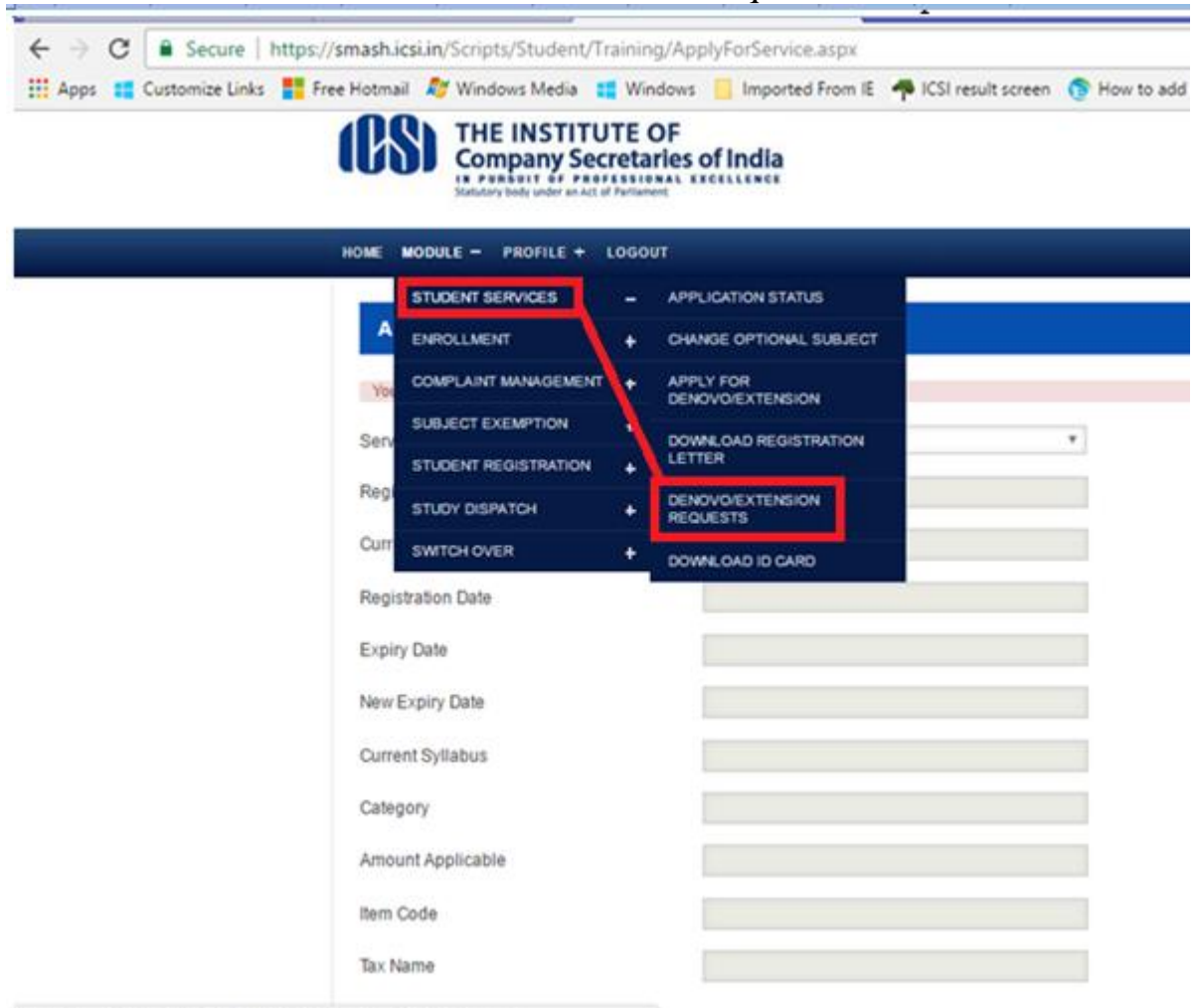
Authorized Signatory

In case of unsuccessful payment please resubmit your request.

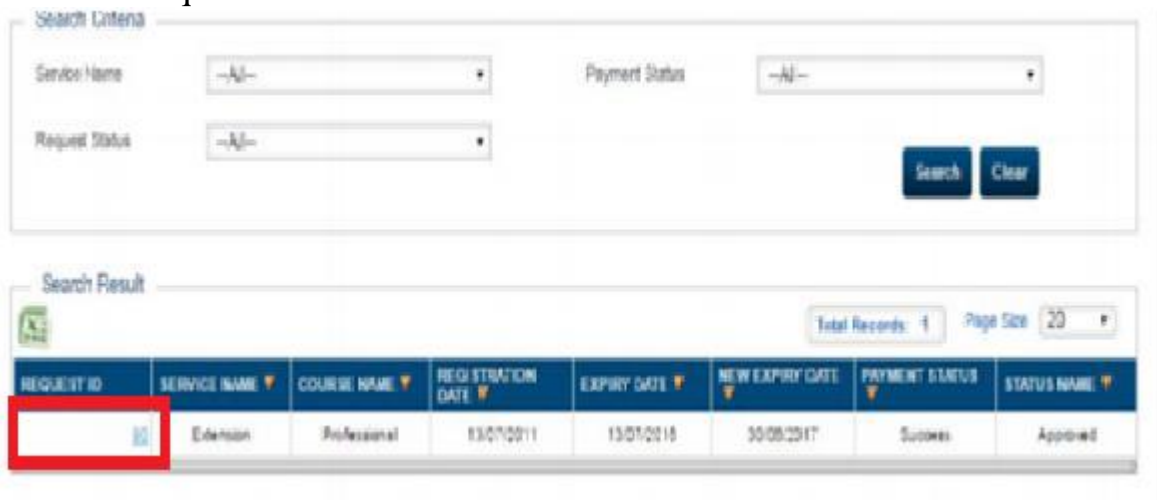
If payment/request is at Initiated or pending, then proceed further with the below steps to complete your registration de novo

Login with user ID and password (<https://smash.icsi.in/Scripts/login.aspx>)

1. Click on Module => Student Services=> De novo requests



2. Click on Request ID



3. In view Applied Service window, Click on Proceed to Payment

View Applied Services

Service Name	Denovo
Current Course	Professional
Registration Date	13/07/2011
Expiry Date	13/07/2016
New Expiry Date	30/06/2017
Payment Status	Initiated
Request Status	Pending
Amount	700.00
Tax Amount	0.00

[Proceed to Payment](#) [Close](#)

4. Select Payment Mode like Bill desk, Axis Bank
5. Click on proceed
6. For all successful payments, Payment receipt is generated otherwise the payment is not successful