User Manual for filling the KYM Form & payment of Annual Membership / CoP Fee
Procedure to submit the KYM Form:

- Use ONLINE SERVICES tab on www.icsi.edu
- Select Member Portal from dropdown
- Login using your membership number e.g. A1234/F1234
- Enter your password
- On member dashboard see "Announcements"
- Click on the Renewal Link to fill KYM Form and make payment for Annual Membership fees and CoP Fees for FY 2024-25 Renew Link
- Fill KYM Form and proceed to pay the requisite fee
visit www.icsi.edu
Put cursor on MEMBER tab and then click Annual Membership and COP Fees For FY 2024-25
Enter your credential in login window

Enter your ACS or FCS number starting with A or F

A12345/F12345

Enter your password here

Enter captcha here

Remember Me

Submit
On Member dashboard under “Announcement” click on the Renew Link
Basic Details tab

The fields marked in grey color will be auto-filled.

The fields marked in white color are to be checked/updated (optional).

The supporting documents are to be uploaded (optional).

First choose the file and then click on upload button.

For any query relating to updating or discrepancies in Qualification, please email at member@ciic.edu.
Residential Details tab

If there is any change in the residential address then click on Click Here.

Without clicking "Click Here" the address field will not be enabled.

If there is no change in the address, proceed to upload supporting document as mentioned below using Choose File option and then click on Upload button.

Once you click on Upload button, then only Save & Next button will be enabled.

(Please upload supporting document as address proof to enable Save & Next.)

Upload supporting document (Aadhaar Card / Driving License / Passport (Both Front and Back Page) / Voter Id / Election Card (Both Front and Back Page) / Electricity or Water or Gas Bill not more than 3 months old / Property Tax Receipt / Rent Agreement (should be on Stamp Paper which should not have expired) / Bank Statement not older than 3 months (statement in member's individual name only).

In case, member is staying with his/her parents / spouse / children / relatives, member can upload the Electricity Bill / Water Bill / Gas Bill / Property Tax Receipt Documents of his/her parents / spouse / children, along with permission letter / NOC from them and proof of relationship.

In case, member is staying with his/her relatives / any other person, he/she can upload the Electricity Bill / Water Bill / Gas Bill / Property Tax Receipt Documents of his/her relatives / the other person, along with permission letter / NOC from them on Stamp Paper which should not have expired.)
Pay Attention

For updating Company Name/Firm Name/Designation,
please go to ECS/N Firm Management tabs available at the
home page/Dashboard of this portal.

If there is any change in the Professional Address then click on Click Here

Click Here to update Professional Address

Without clicking “Click Here” the address field will not be enabled

If there is no change in the address, proceed to upload supporting document as mentioned below using Choose File option and then click on Upload button.

Once you click on Upload button, then only Save & Next button will be enabled.
Member who wishes to change his/her photo and signature, can click on Choose File option and then click on Add button.
Photo/Signature & Declaration

CIN No. of second company

CIN No. of third company

Details of pending cases with any Professional Body/Court of Law/quasi-judicial authority etc., if applicable

I declare that
- I am applying for yearly membership renewal of ICSI in accordance with the provisions contained in the Company Secretaries Act, 1980 and the Company Secretaries Regulations made thereunder.
- I am not subject to any of the disabilities stated under Section 8 of The Company Secretaries Act, 1980 (as amended till date).
- I have completed the minimum numbers of Professional Development Credit Hours / Continuous Professional Education Credits in FY 2023-2024 as determined by the Council or am exempted therefrom.

I am
- a permanent resident of India.
- not a permanent resident of India under Foreign Exchange Management Act, 1999.
- resident outside India under Foreign Exchange Management Act, 1999.

The statements/declarations given above are true and correct to the best of my knowledge and I understand that my application for yearly membership renewal is being considered on the basis of the correctness of the particulars furnished herein above.

I understand that if any statement/declaration as stated above is later found to be incorrect, then appropriate disciplinary action as per the Company Secretaries Act, 1980 may be taken against me.

Place

Date: 12/04/2024

Select all the declarations and fill the Place name, then only Save & Next button will be enabled.
Click on OK button to proceed for payment

On clicking on the Save & Next button a auto pop up message as under will appear. Then click on OK button and proceed for payment.

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Thank you very much for submitting the KYM Form Proceed to Payment

OK
Select the option and click on Submit button.
Amount will be calculated accordingly
Choose payment gateway option

Select Payment Gateway Billdesk OR ICICI
Check your payment Details

Note down your Request ID and Transaction ID for future reference purpose.

Check your details like Membership number, Name, mobile number, email address and amount. If everything is OK then click on Proceed Payment.
Select the payment option and make the payment.
THANK YOU !