THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

User Manual for filling the KYM Form & payment of Annual Membership / CoP Fee

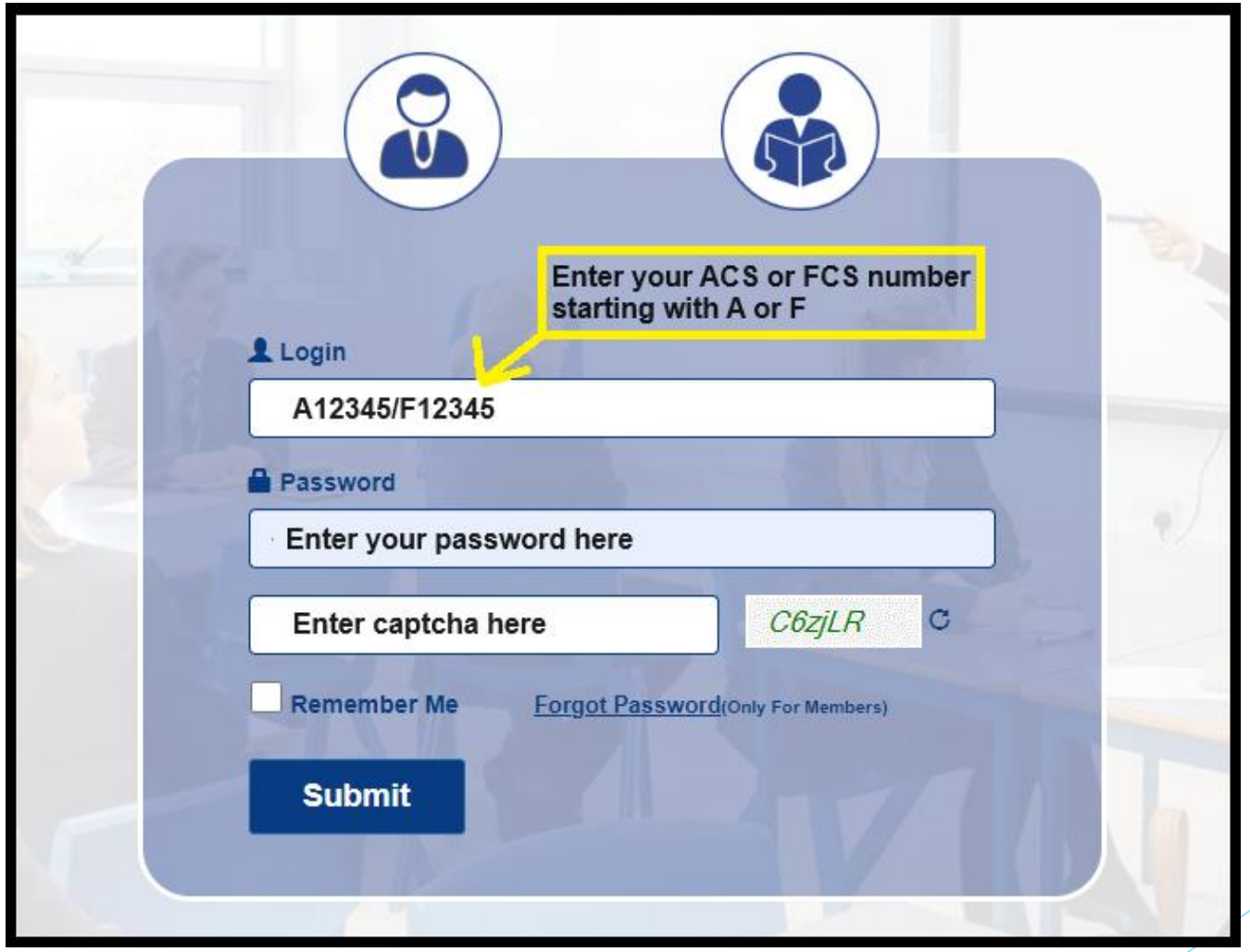
Procedure to submit the KYM Form:

- 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

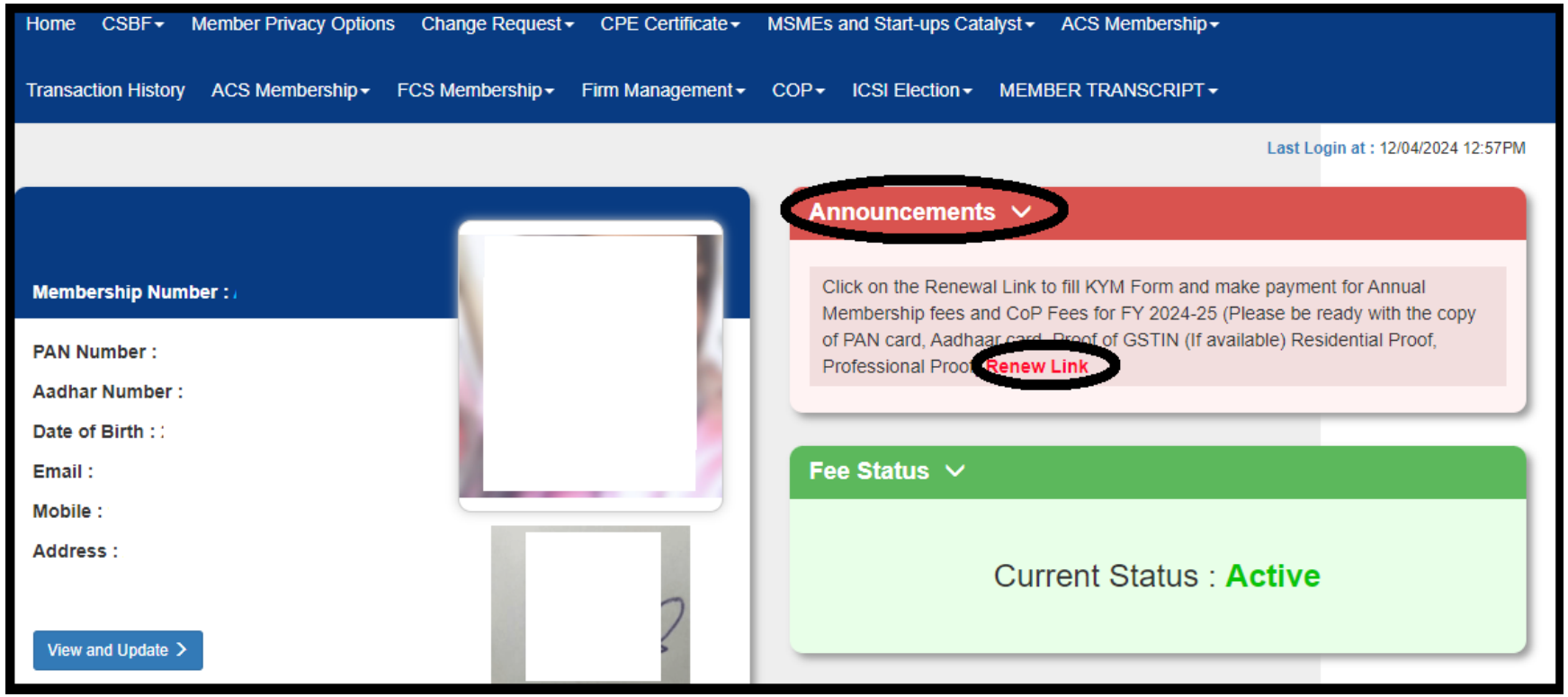
visit www.icsi.edu

Put cursor on MEMBER tab and then click Annual Membership and COP Fees For FY 2024-25

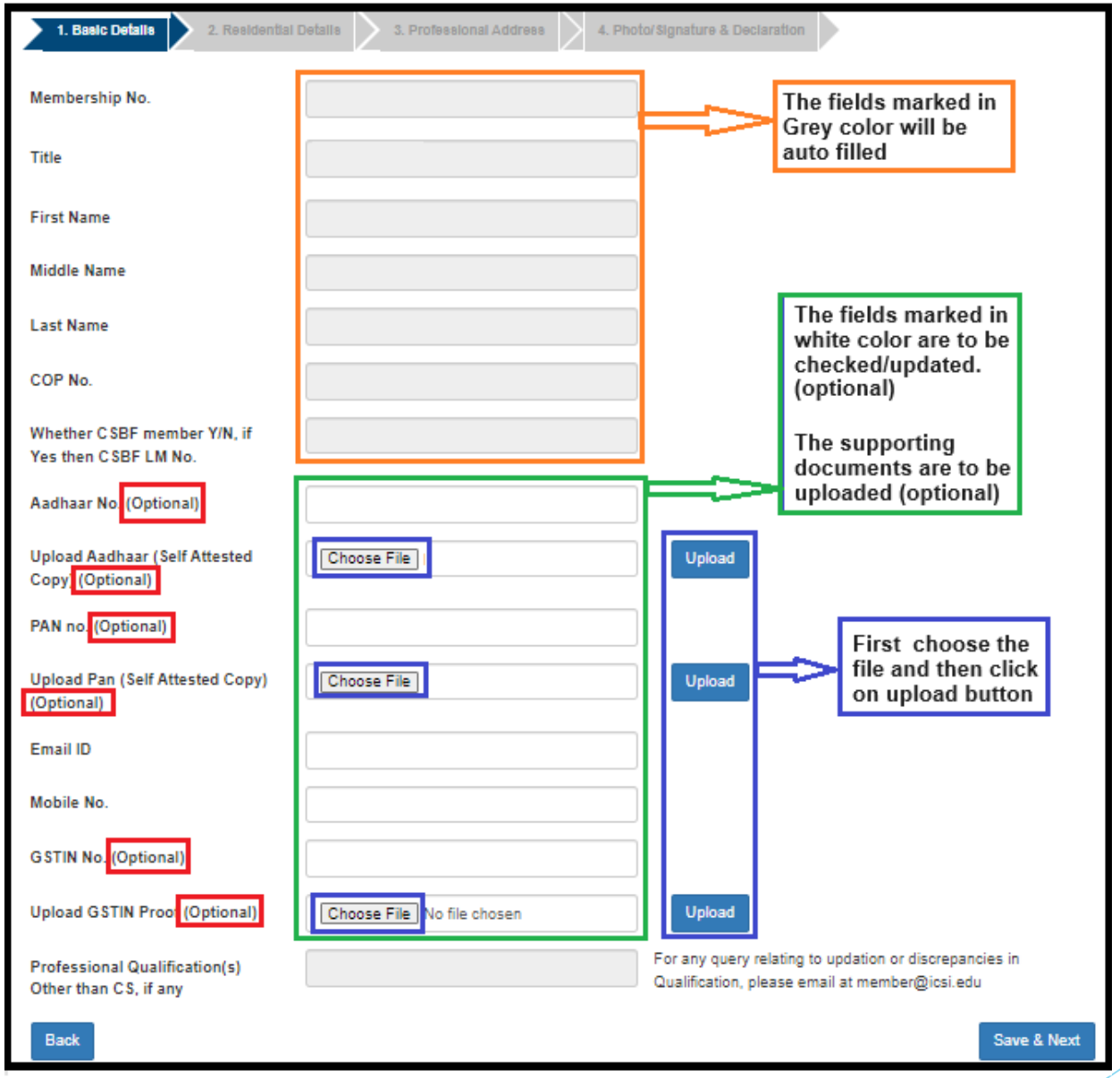
Enter your credential in login window



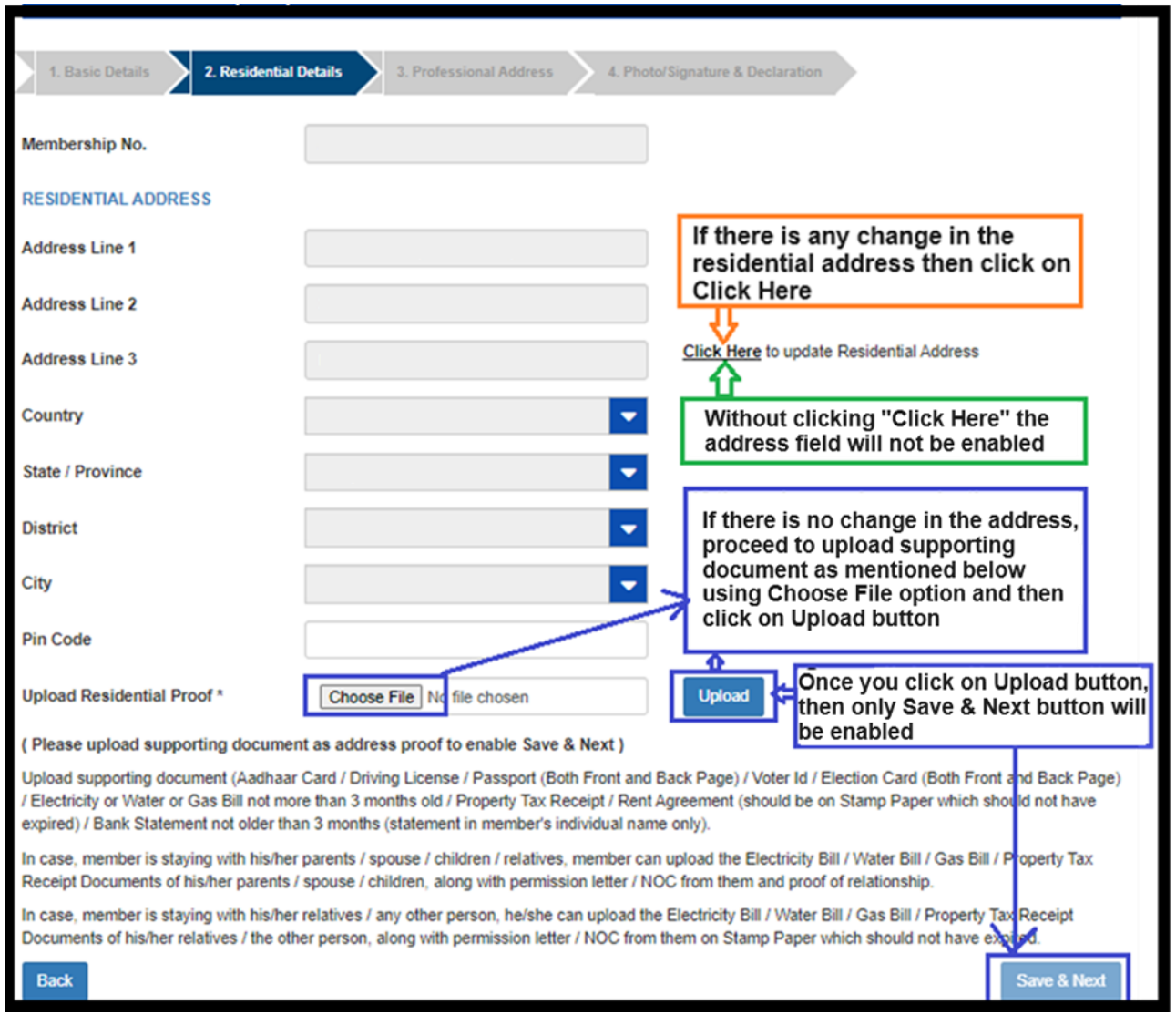
On Member dashboard under "Announcement" click on the Renew Link



Basic Details tab



Residential Details tab



Professional Address tab

1. Basic Details | 2. Residential Details | 3. Professional Address | 4. Photo/Signature & Declaration

Membership No.

PROFESSIONAL ADDRESS

Company Name

Designation

Address Line 1

Address Line 2

Address Line 3

Country

State / Province

District

City

Pin Code

Upload Professional Proof

Choose File No file chosen

Pay Attention

For updating Company Name/Firm Name/Designation, please go to ECSIN/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

Clear Professional Address

(If not in employment / self-employment nor holding COP)

Upload

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

For Members in employment: appointment letter on the letter head of the company/certificate of address issued by the company on letter head/ID-card having professional address issued by the employer

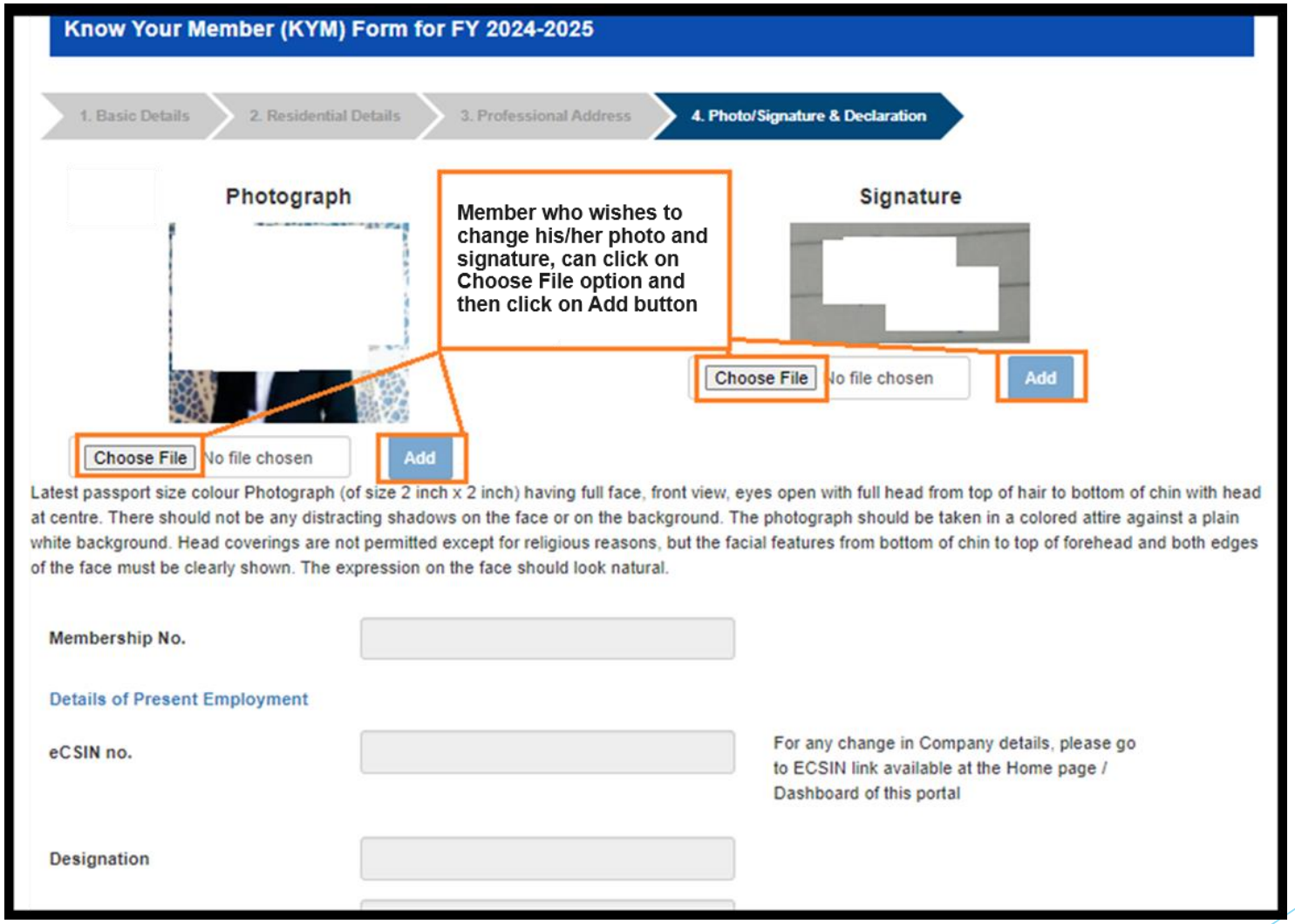
For Members not holding COP and also not in employment / For Members holding COP / For Self Employed: Upload any one of the following supporting documents:

Aadhaar Card / Driving License / Passport (Both Front and Back Page) / Voter Id (Election Card), (Both Front and Back Page) / Electricity / Water/ Gas Bill (not more than 3 months old) / Property Tax Receipt / Rent Agreement (should be on Stamp Paper and should not have expired) / Bank Statement not older than 3 months (statement in member's individual name only) / NOC from premise owner on Stamp Paper which should not have expired with any proof of ownership of the premise owner as stated herein before/GST Registration

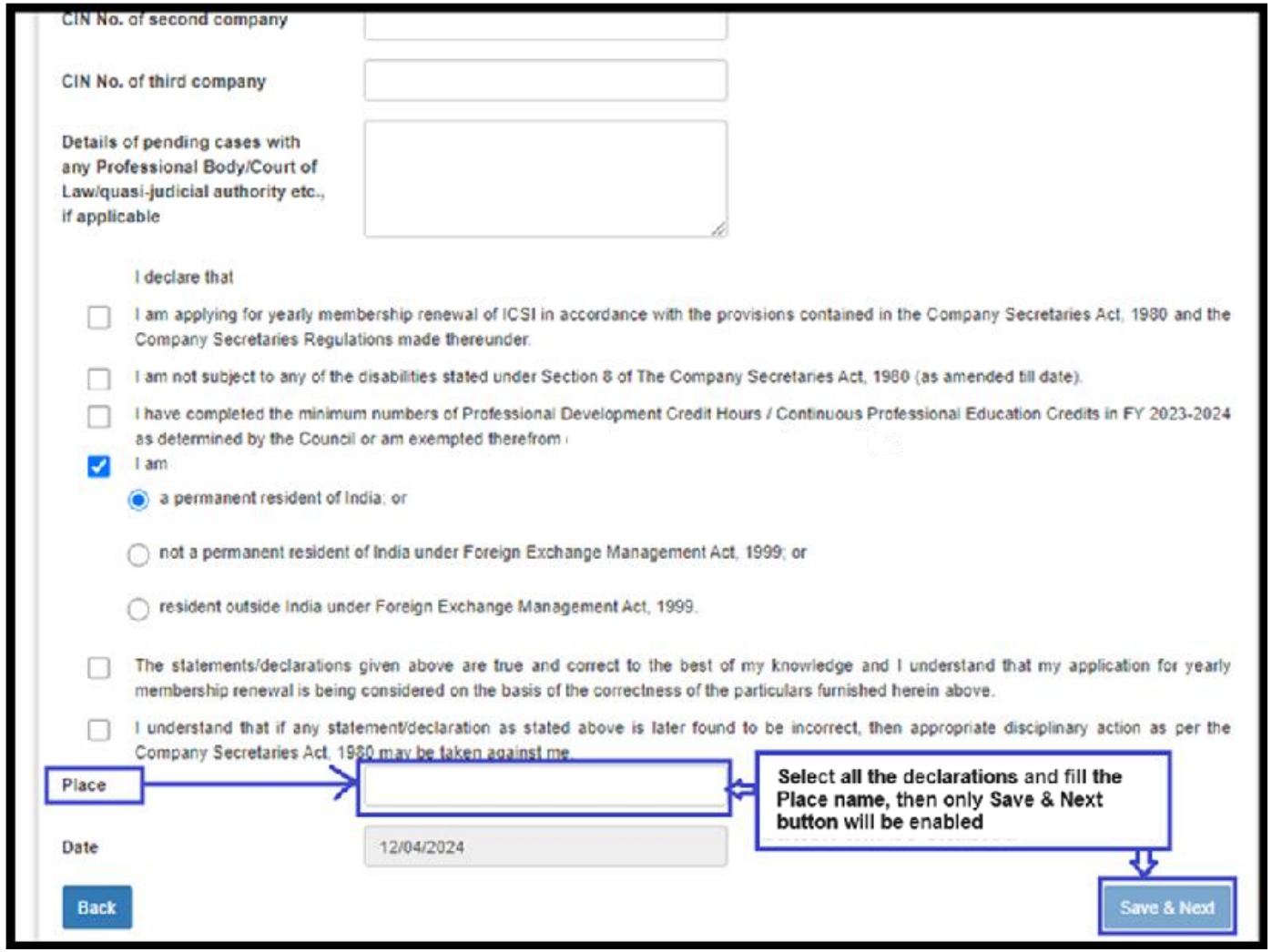
Back

Save & Next

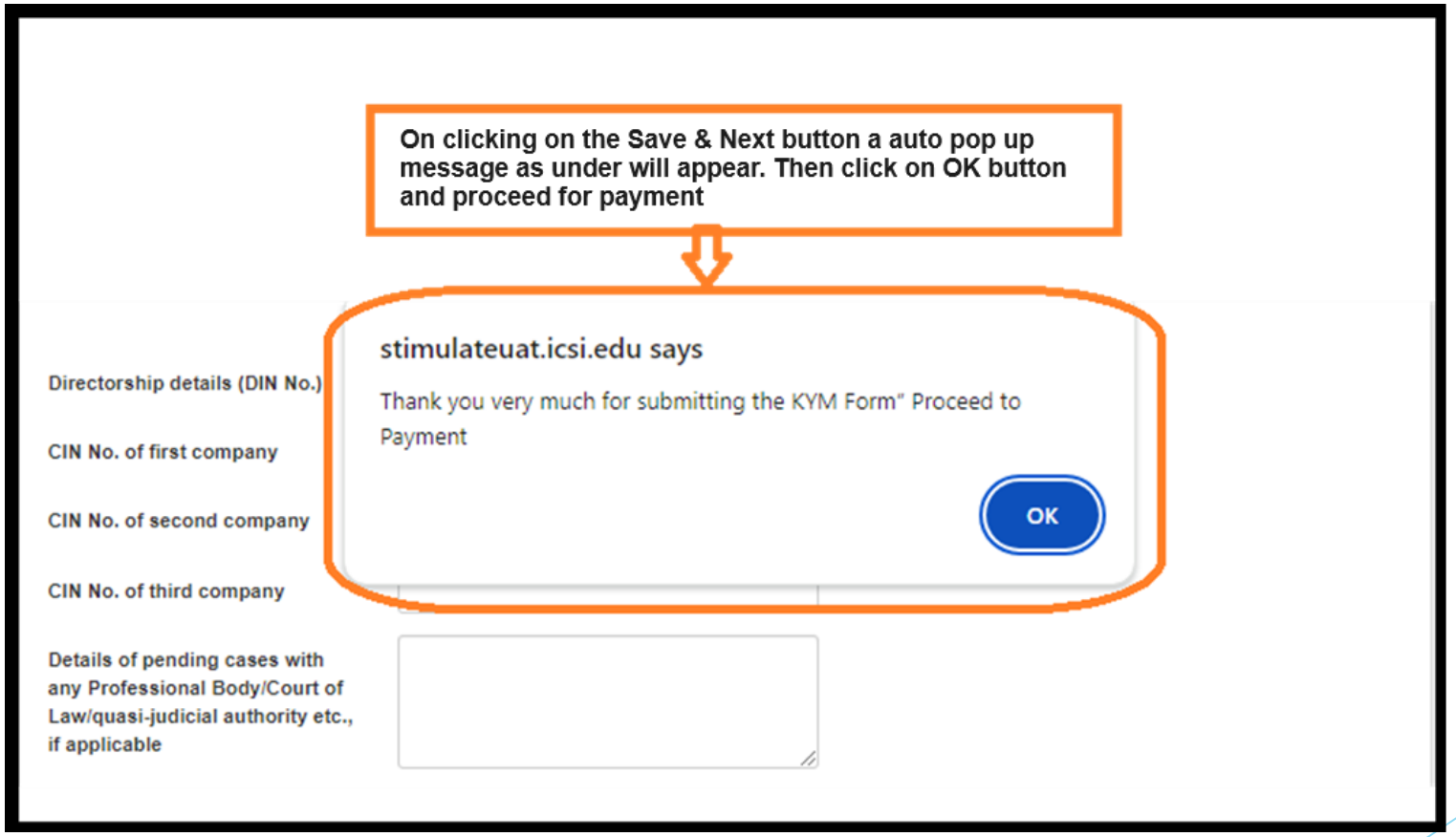
Photo/Signature & Declaration



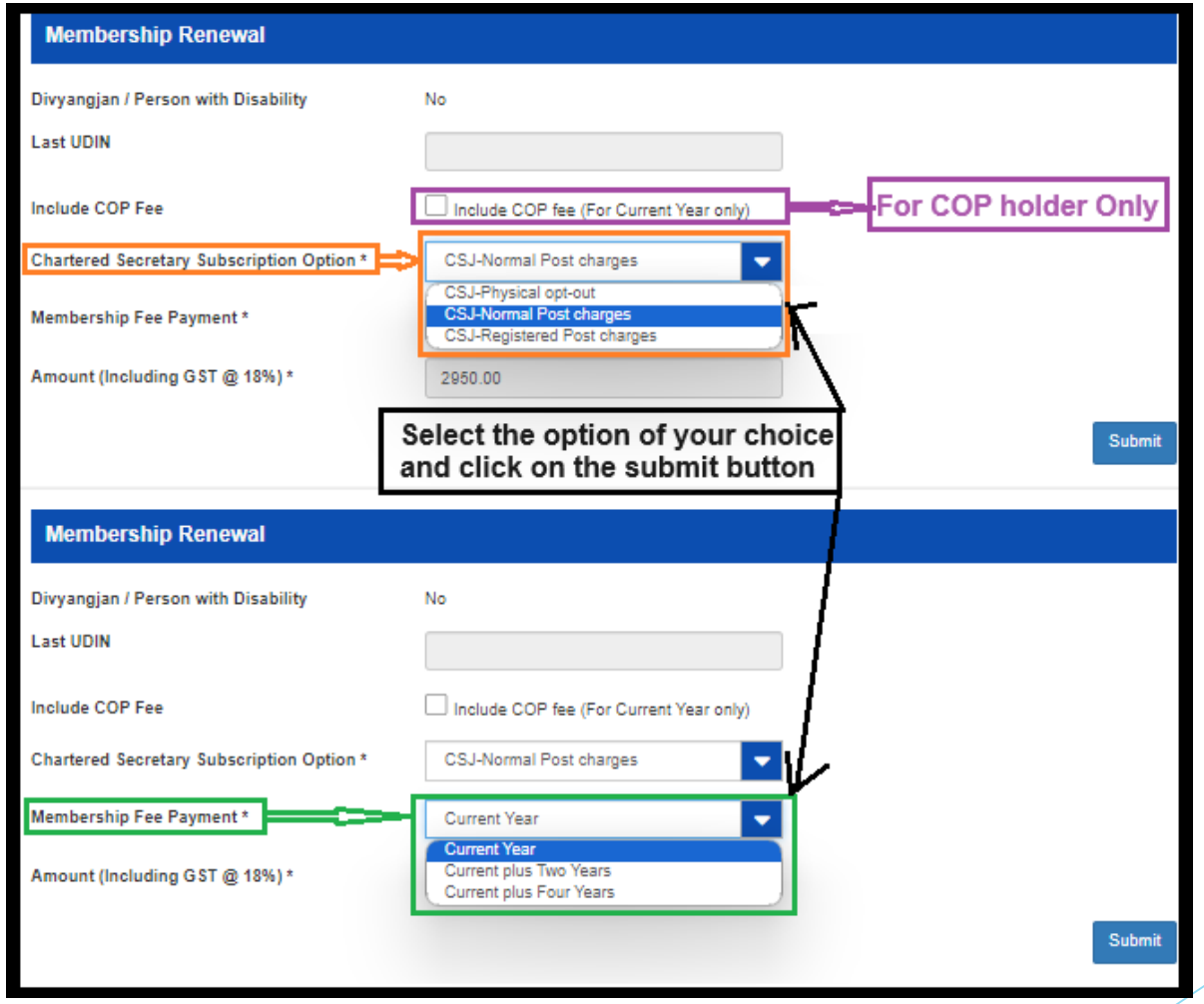
Photo/Signature & Declaration



Click on OK button to proceed for payment



Select the option and click on Submit button



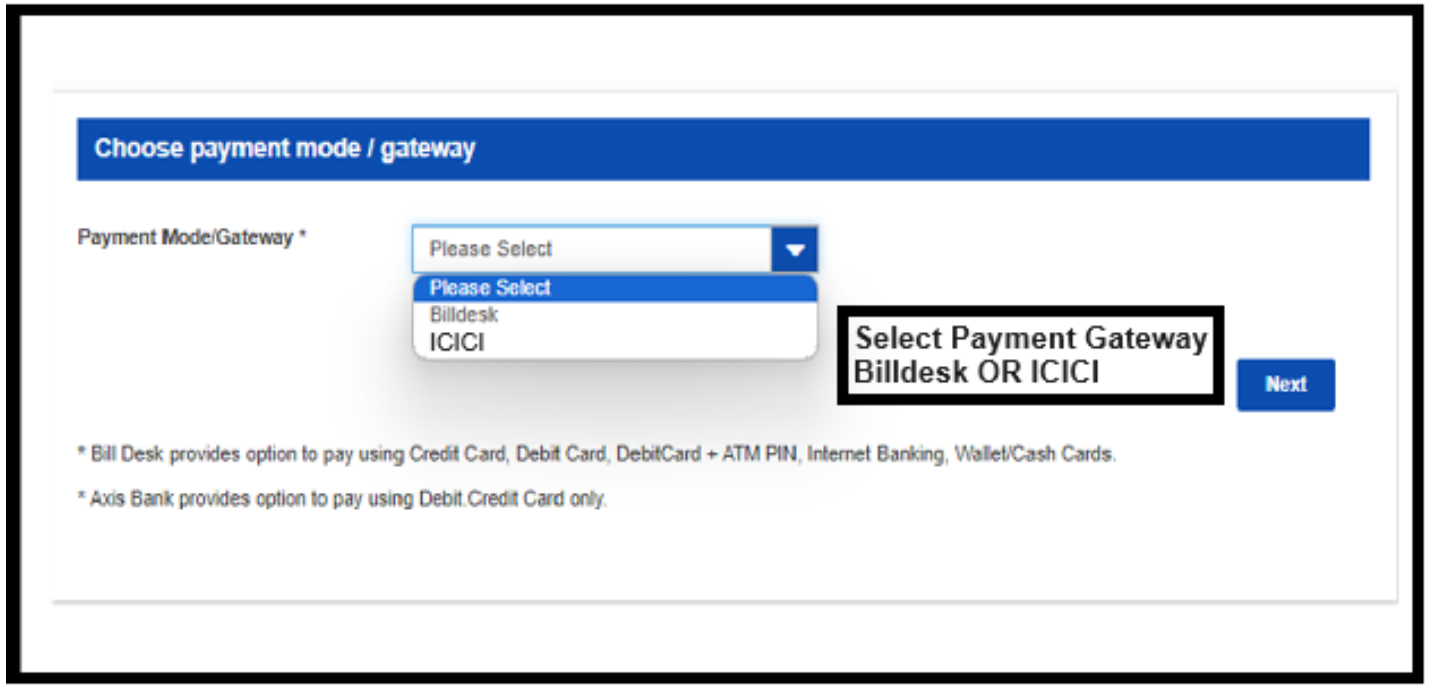
Amount will be calculated accordingly

Payment for Membership Renewal

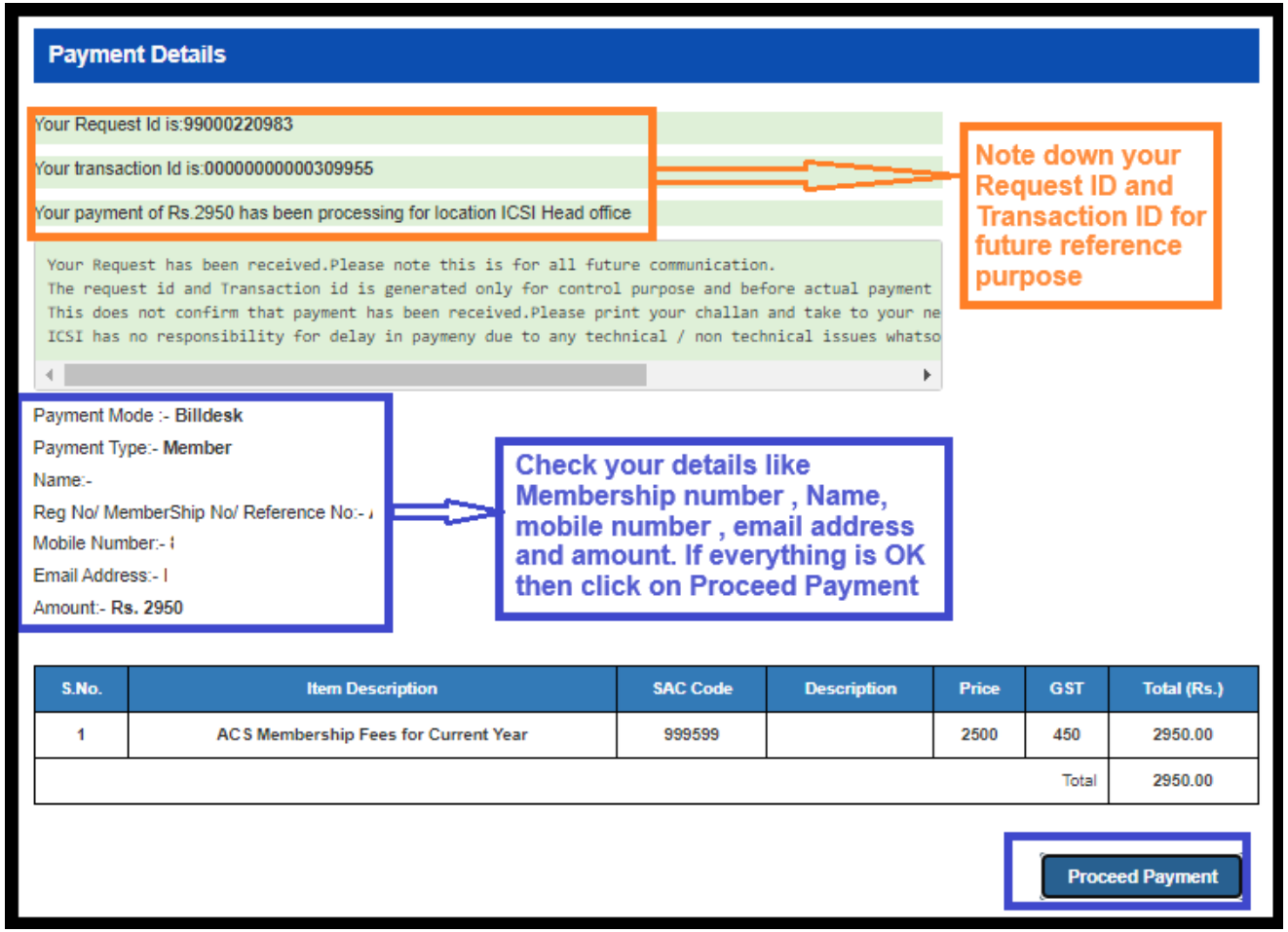
Description	Amount (Rs.)
ACS Membership Fee for current year	2500.00
COP Annual Fee	0.00
CSJ-Normal Post charges	0
GST (18%)	450.00
Total Fee	2950.00

Proceed to Payment

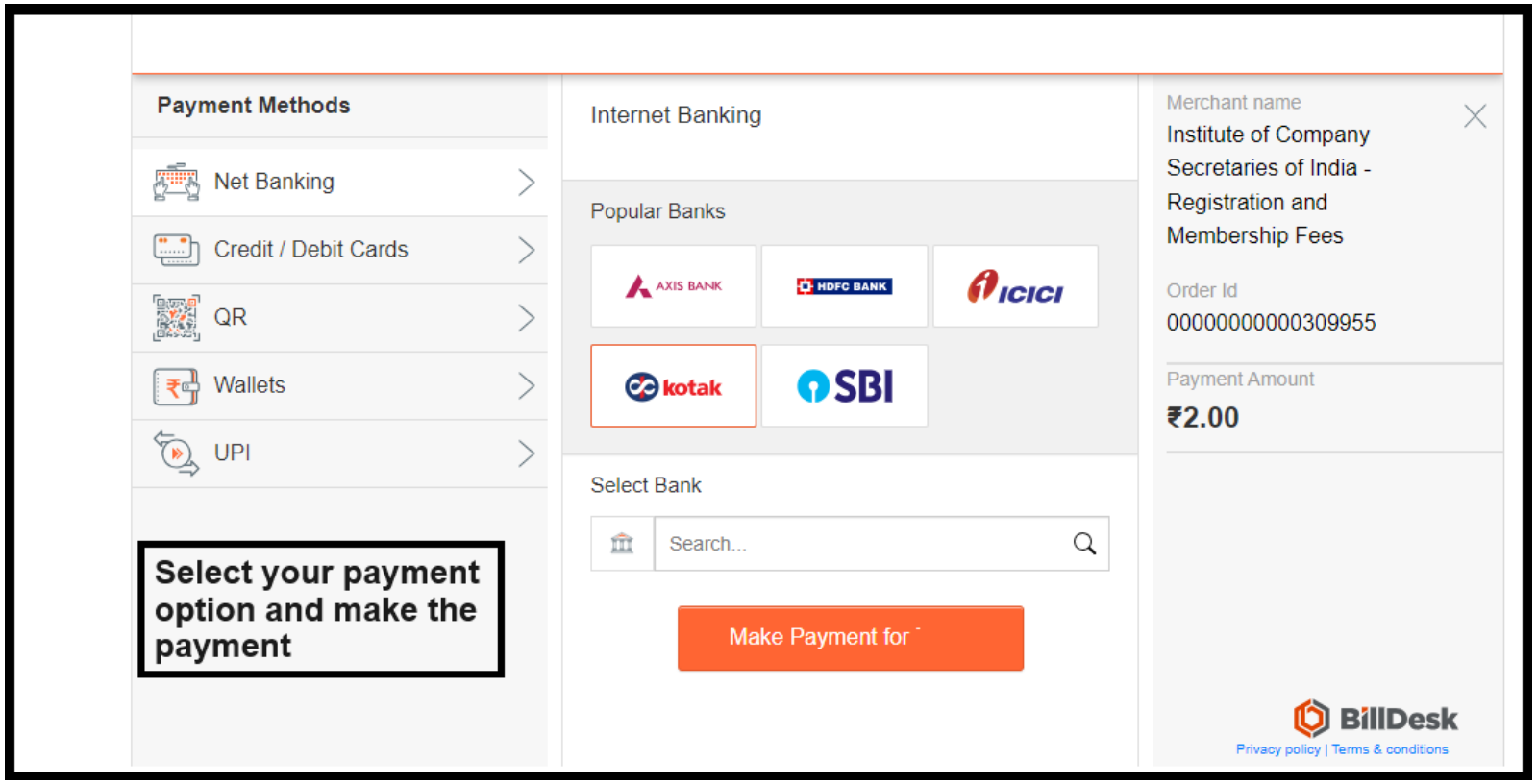
Choose payment gateway option



Check your payment Details



Select the payment option and make the payment



THANK YOU !