

Dear Member,

You are well aware that the annual membership fee and certificate of practice fee for the year 2015-16 became due for payment on 1st April, 2015. The last date for payment of annual membership fee was 30th June, 2015, which was subsequently extended upto 31st August, 2015. If you have not yet paid the annual membership fee till date, please pay now, as only three days are left, after which no further date extension will be allowed and your name is liable to be removed from the Register of Members, if payment is not received by 31st August, 2015. Therefore, I urge upon you to hurry and make the payment without loss of any further time and continue to enjoy the miscellaneous benefits of being a member of this esteemed institution. In case, you have already made the payment, please ignore this e-mail.

The membership and certificate of practice fee payable are as follows:

1. Annual Associate Membership fee Rs.1125/- (\*)
2. Annual Fellow Membership fee Rs.1500/- (\*)
3. Annual Certificate of Practice fee Rs.1000/- (\*\*)

\* A member who is of the age of sixty years or above and is not in any gainful employment or practice can claim 50% concession in the payment of Associate/Fellow Annual Membership fee and a member who is of the age of seventy years or above and is not in any gainful employment or practice can claim 75% concession in the payment of Associate/Fellow Annual Membership fee subject to the furnishing of declaration to that effect.

\*\*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<http://icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505](http://www.icsi.edu/icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505)  
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A member can also pay (through offline mode only) annual membership fee in advance for a maximum period of three years. The scheme of accepting the annual membership fee in advance is attached herewith and is also available on the website of the Institute.

## MODE OF REMITTANCE OF FEE

The fee can be remitted by way of:

1. Online (through payment gateway of the Institute's website ([www.icsi.edu<http://icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505>](http://www.icsi.edu<http://icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505>)))
2. Cash/Cheque at par/Demand draft/Pay order payable at New Delhi (indicating on the reverse name and membership number) drawn in favour of 'The Institute of Company Secretaries of India' at the Institute's Headquarter or Regional/Chapter offices.

For queries, if any, the members may please write to Mr. Saurabh Bansal, Asst. Education Officer at email id [saurabh.bansal@icsi.edu<mailto:saurabh.bansal@icsi.edu>](mailto:saurabh.bansal@icsi.edu).

Yours sincerely,

Atul H. Mehta  
President  
The ICSI

Steps for online payment:

- a) Login to portal [www.icsi.edu<http://icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505>](http://www.icsi.edu<http://icsi.emm3.uncm07.com/icsi/ltimdt.php?id=f0UCAVUBVgYJC0pSUIADBEo=VVMDA1ldRVBDBIBTX1FKRFxGWQxyDFNLWhgHARY=&client=2505>)
- b) Click Online services on the right top corner and then click Login
- c) Fill the User name: Enter your membership no. (e.g. A1234) as per the sample given on the page
- d) Password. Fill the password. In case you do not have a password, you may retrieve the password in case your email is correctly registered in the Institute's record. Alternatively, you may send an email request for password with your ACS/FCS membership no. to [meena.bisht@icsi.edu<mailto:meena.bisht@icsi.edu>](mailto:meena.bisht@icsi.edu)
- e) After login, go to Members Option (from top menu) then click on 'My Account'
- f) Click on Payment Requests
- g) Click on Membership fee request
- h) Make the payment and press submit button

### Scheme of acceptance of Annual Membership Fee in Advance

The members, if they so desire, can pay advance membership fee for three years. The scheme for accepting the Annual Membership fee in advance from members within and outside India for a period of period of three years is as under:-

- a) Advance fee would be accepted for a period of three years only. Members desirous of availing this facility may calculate the advance fees, based on the fee/ rates for the time being in force.
- b) The advance amount received by the Institute would not be adjustable for any other fees due, such as amount payable at the time of enrolment as fellow, grant of Certificate of Practice afresh/ renewal after a gap etc. The members would be required to pay such fee separately while submitting the prescribed application form(s) etc. for the purpose.
- c) Payment of advance fees is only a facility to members and that it would in no manner mean that because of the advance payment of fees their membership is secured upto the relevant year(s). In spite of the advance payment of fees, continuance or otherwise of their membership would be subject to the provisions of the Company Secretaries Act, 1980 and the Rules and Regulations framed thereunder.
- d) In case the advance lying to credit of the member's account falls short of subsequent year's fee requirement, it would be the responsibility of the member to send the requisite amount as advance or balance of membership fee for the subsequent year.
- e) Refund of advance fee received would not be allowed under any circumstances except in case of removal of the name of a member from the Register of Members under the provisions of the Company Secretaries Act, 1980, the Company Secretaries Regulations, 1982 and the Rules.
- f) In the case of death, the fee for the year in which deletion of the name takes place would be deducted and the balance of the advance fee paid, if any, would be refunded to nominee(s)/ legal heir(s) of the member concerned. In all other cases, the balance of advance fee, after such a deduction as aforesaid, if any, would be kept to the credit of the member concerned for adjustment towards annual membership fee payable at the time of restoration.
- g) Interest on the advance fee would not be payable at all.
- h) In case of members residing abroad payment of advance fee should be made in Indian currency i.e. the draft/ cheque drawn on the designated Indian branch for credit to the account of the Institute. However, where the fee has been sent in foreign currency, conversion of foreign currency would be at the rate applicable on the date when the Institute bankers give credit.