

Check-List for applying for Associate Membership of ICSI

Sl.No	Particulars	No.of copies required	Detailed Specifications
1.	Form-A	-	Application form for admission as an Associate Company Secretary (ACS)
2.	Passport Size photograph	02	One photo is to be affixed on specimen signature card provided along with Form-A, which is to be self attested Scanned image of your photograph in .jpeg format. The size of the photograph should be of maximum 50 kb. And forward to acs@icsi.edu or Santosh.jha@icsi.edu
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 (on form provided along with the Form-A)
5.	Proof of Date of Birth	01	Attested photocopy of Class X certificate or marks sheet (attestation is to be done by any office bearer or Member of the Council/ Regional Council/Managing Committee of the Chapter of the Institute or any Officer of the Institute of the rank of Desk Officer or above)
6.	Proof of Graduation (Not required if student has	01	Attested photocopy of Degree of Graduation

	completed Foundation Examination of the ICSI)		provided by the University concerned (please attach all parts of Marks sheets of Graduation, if degree certificate is not yet received from the university) • Please attach photocopy of Marks Sheet/ or certificate of Foundation Examination of ICSI (attestation is to be done by any office bearer or Member of the Council/ Regional Council/Managing Committee of the Chapter of the Institute or any Officer of the Institute of the rank of Desk Officer or above)
7.	Proof of passing of Final Examination of ICSI	01	• Photocopy of Final pass certificate or Marks sheet (of all groups) issued by ICSI
8.	Proof of completion of all Training requirements as per ICSI Regulations: • SIP • TOP/EDP • ADP/PDP-25 hours • SMTP/MSOP	01 (of each)	• Photocopy of completion certificates of each training issued by ICSI
9.	Proof of completion of all Training requirements as per ICSI Regulations • Management Training/ or Apprenticeship Training • Practical training (as required) • ROC /Stock Exchange/OL/MCA/RD/ LLP	01 (of each)	• Attested Photocopy of Completion certificate of each such training issued by respective companies or ROC /Stock Exchange/OL/MCA/RD/ LLP • Please attach the photocopy of confirmation letter issued by ICSI, if exemption granted from undergoing any of these training.

10.	Fee • Entrance fee for Associate Membership: Rs. 1500/- • Annual Subscription for ACS: Rs.1125/- (if applying between April-Sep) Rs. 562.50/- (if applying between Oct- March) ICSI's Tie: Rs. 50/-		• Payable by cash or demand draft (drawn in favour of “ The Institute of Company Secretaries of India” payable at New Delhi)
12.	Computer Training Completion Certificate i.e. NIIT/APTECH/SIFY (if applicable)		