



**EXTENSION OF LAST DATE FOR PAYMENT OF ANNUAL MEMBERSHIP AND
CERTIFICATE OF PRACTICE FEE FOR THE YEAR 2013-14**

The annual membership fee and certificate of practice fee for the year 2013-14 **became due for payment w.e.f. 1st April, 2013. The last date for payment of fee was 30th June, 2013 which has now been extended upto 31st August, 2013.**

The membership and Certificate of Practice fee payable is as follows:-

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

****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***

MODE OF REMITTANCE OF FEE

The fee can be remitted by way of :

- (i) On-Line (through payment Gateway of the Institute's web-site (www.icsi.edu) by following the steps given below:-

The payment can be made online through Institute's portal www.icsi.edu by following the steps given below:-

Kindly ensure that your browser is IE8, IE9, Mozilla 15.0.1 and above, Chrome 21.0, Safari 4.0.3 and the best resolution for view is 1024x768 pixels.

- Login to portal www.icsi.edu.
- Click online services on the right top corner and then click 'Member's Tab' on page.
- Login for self profile by entering the membership number (like A1234) as per the sample given on the page and password. In case you do not have a password. You may retrieve your password in case your email is correctly registered in the institute alternatively you may send an email request for password with your ACS / FCS membership number to dd.garg@icsi.edu
- After login, select the 'Member Option' then click on "Online Services "



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

- e. Select the check box if you are CP holder (for **COP** payment).
 - f. Click on Proceed for Payment button for payment.
 - g. Keep the generated acknowledgment for future reference and record.
-
- (ii) Credit card at the Institute's Headquarter at Lodi Road, New Delhi or Regional Offices located at Kolkata, New Delhi, Chennai and Mumbai.
 - (iii) Cash/ local cheque drawn in favour of 'The Institute of Company Secretaries of India', payable at New Delhi at the Institute's Headquarter or Regional/ Chapter Offices located at Kolkata, New Delhi, Chennai, Mumbai and Chandigarh, Jaipur, Bangalore, Hyderabad, Ahmedabad, Pune respectively. Out Station cheques will not be accepted. However, at par cheques will be accepted.
 - (iv) Demand draft / Pay order drawn in favour of 'The Institute of Company Secretaries of India', payable at New Delhi (indicating on the reverse name and membership number).

For queries, if any, the members may please contact Mr. D.D. Garg, Admn. Officer or Mrs. Vanitha Dhanesh, Senior Assistant on telephone Nos.011-45341062/64 or through e-mail ids: annualfee@icsi.edu, cp@icsi.edu