



**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:

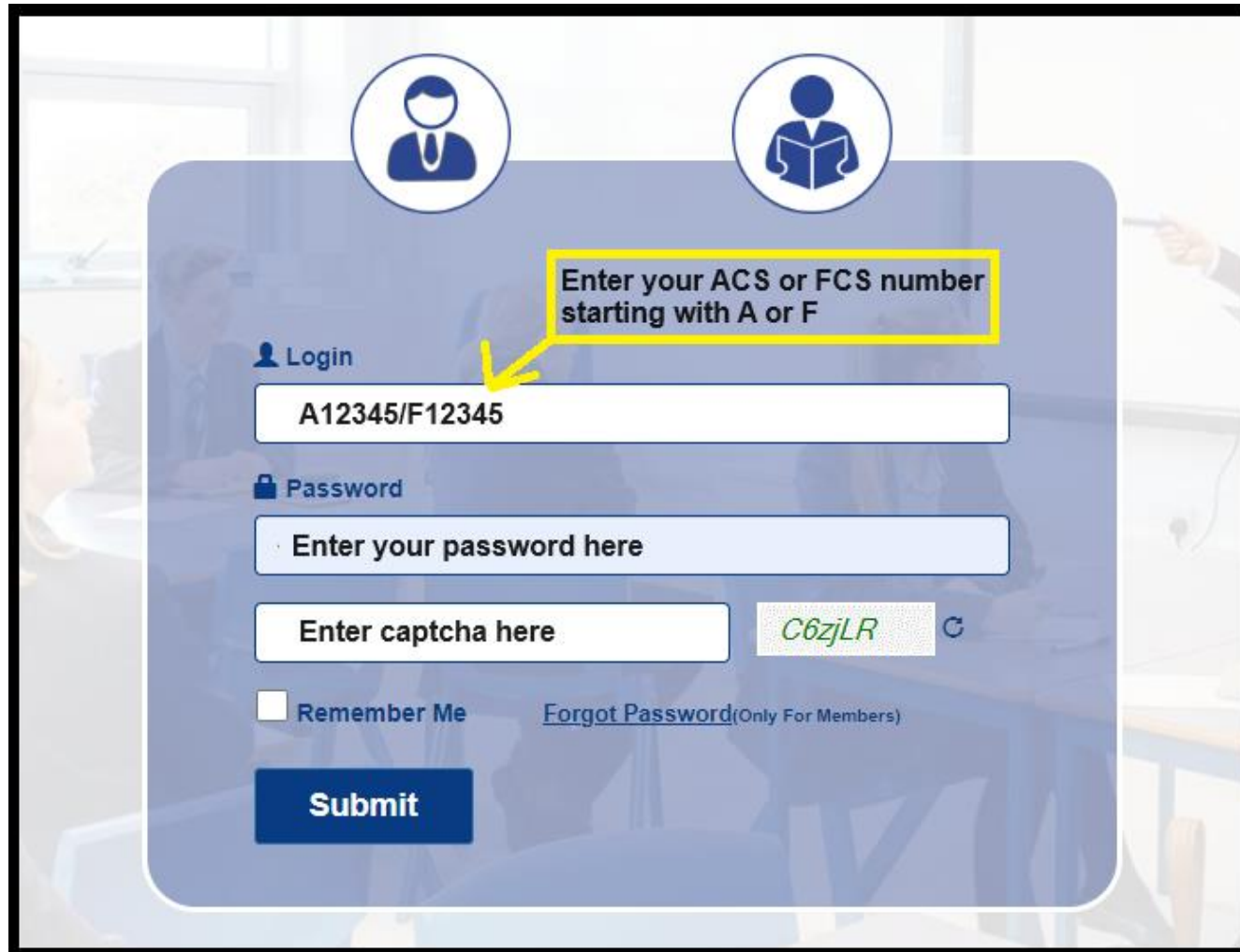
- ▶ Use ONLINE SERVICES tab on [www.icsi.edu](http://www.icsi.edu)
- ▶ • Select Member Portal from dropdown
- ▶ • Login using your membership number e.g. A1234/F1234
- ▶ • Enter your password
- ▶ • On member dashboard see "Announcements"
- ▶ • Click on the Renewal Link to fill KYM Form and make payment 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](https://www.icsi.edu)

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

The screenshot shows the homepage of The Institute of Company Secretaries of India (ICSI). The URL <https://www.icsi.edu/home/> is circled in red in the browser's address bar. The header features the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India" along with its Hindi name "भारतीय कम्पनी सचिव संस्थान" and the tagline "IN PURSUIT OF PROFESSIONAL EXCELLENCE". Navigation links include "RO/CCGRT", "STUDY CENTERS", "CHAPTERS", "OVERSEAS PRESENCE", and "SEC. 8 CO.". A banner below the header displays the motto "सत्यं वद। धर्मं चर।" and "इष्टार्थं कुरु तन्मार्गं शब्देनैव नृपु कुरु ते". The main navigation menu includes "HOME", "PROFILE", "MEMBER", "STUDENT", "EMPLOYEE", "ONLINE SERVICES", "MEDIA CENTRE", and "CAREERS". The "MEMBER" tab is circled in red, and its dropdown menu is open, showing "Annual Membership And COP Fees For FY 2024-25" as the first option, which is also circled in red. Other menu items include "Member Search", "Guidance Note On MOU Between ICSI And CGI (ICSA)", "Universities Recognising CS For Ph.D.", "Placement Portal", "CSBF", "Handbook On Benefits For The Members", "Register For Upcoming Events", "Chartered Secretary", "Group Health Insurance", and "Quality Review Board".

# Enter your credential in login window



The image shows a login window with a blue background and white text. At the top, there are two circular icons: a person in a suit and a person reading a book. Below these icons, there is a yellow callout box with the text "Enter your ACS or FCS number starting with A or F". A yellow arrow points from this box to the "Login" input field, which contains the text "A12345/F12345". Below the "Login" field is a "Password" field with the placeholder text "Enter your password here". Below the "Password" field is a "Captcha" field with the placeholder text "Enter captcha here" and a refresh button. To the right of the "Captcha" field, there is a small box containing the text "C6zjLR" and a refresh button. Below the "Captcha" field, there is a "Remember Me" checkbox and a link for "Forgot Password (Only For Members)". At the bottom of the form is a blue "Submit" button.

Enter your ACS or FCS number starting with A or F

Login  
A12345/F12345

Password  
Enter your password here

Enter captcha here C6zjLR

Remember Me [Forgot Password](#) (Only For Members)

Submit

# On Member dashboard under “Announcement” click on the Renew Link

The screenshot displays a member dashboard with a dark blue navigation bar at the top containing links such as Home, CSBF, Member Privacy Options, Change Request, CPE Certificate, MSMEs and Start-ups Catalyst, and ACS Membership. Below this is a secondary navigation bar with Transaction History, ACS Membership, FCS Membership, Firm Management, COP, ICSI Election, and MEMBER TRANSCRIPT. The main content area includes a profile section on the left with fields for Membership Number, PAN Number, Aadhar Number, Date of Birth, Email, Mobile, and Address, and a 'View and Update' button. On the right, there is an 'Announcements' section with a red header and a text box containing instructions for renewal, with a 'Renew Link' highlighted in red. Below the announcement is a 'Fee Status' section with a green header showing 'Current Status : Active'. The top right corner of the dashboard indicates 'Last Login at : 12/04/2024 12:57PM'.

# Basic Details tab

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

Membership No.

Title

First Name

Middle Name

Last Name

COP No.

Whether CSBF member Y/N, if Yes then CSBF LM No.

Aadhaar No. (Optional)

Upload Aadhaar (Self Attested Copy) (Optional)

PAN no. (Optional)

Upload Pan (Self Attested Copy) (Optional)

Email ID

Mobile No.

GSTIN No. (Optional)

Upload GSTIN Proo (Optional)  No file chosen

Professional Qualification(s) Other than CS, if any

For any query relating to updation or discrepancies in Qualification, please email at member@icsi.edu

Back Save & Next

**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**

# Residential Details tab

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

Membership No.

**RESIDENTIAL ADDRESS**

Address Line 1

Address Line 2

Address Line 3

Country

State / Province

District

City

Pin Code

Upload Residential Proof \*  No file chosen

( 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.

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

[Click Here](#) to update Residential 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**

# 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  No file chosen

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

**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**

**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




# Photo/Signature & Declaration

## Know Your Member (KYM) Form for FY 2024-2025


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

### Photograph



**Choose File** No file chosen **Add**

### Signature



**Choose File** No file chosen **Add**

Member who wishes to change his/her photo and signature, can click on Choose File option and then click on Add button

Latest passport size colour Photograph (of size 2 inch x 2 inch) having full face, front view, eyes open with full head from top of hair to bottom of chin with head at centre. There should not be any distracting shadows on the face or on the background. The photograph should be taken in a colored attire against a plain white background. Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the face must be clearly shown. The expression on the face should look natural.

Membership No.

Details of Present Employment

eCSIN no.  For any change in Company details, please go to ECSIN link available at the Home page / Dashboard of this portal

Designation

# 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 or will complete the same by **30-06-2024**
- I am
  - a permanent resident of India; or
  - not a permanent resident of India under Foreign Exchange Management Act, 1999; or
  - 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

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

The image shows a screenshot of a web form with a pop-up message. The form has several input fields and a text area. The pop-up message is highlighted with an orange border and contains the text: "stimulateuat.icsi.edu says Thank you very much for submitting the KYM Form" Proceed to Payment". Below the message is a blue "OK" button. An orange arrow points from the text above to the pop-up message.

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

Directorship details (DIN No.)

CIN No. of first company

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

stimulateuat.icsi.edu says  
Thank you very much for submitting the KYM Form" Proceed to Payment

OK

# Select the option and click on Submit button

**Membership Renewal**

Divyangjan / Person with Disability No

Last UDIN

Include COP Fee  Include COP fee (For Current Year only) **For COP holder Only**

**Chartered Secretary Subscription Option \*** CSJ-Normal Post charges  
CSJ-Physical opt-out  
**CSJ-Normal Post charges**  
CSJ-Registered Post charges

Membership Fee Payment \* 2950.00

Amount (Including GST @ 18%) \*

**Select the option of your choice and click on the submit button** Submit

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**Membership Renewal**

Divyangjan / Person with Disability No

Last UDIN

Include COP Fee  Include COP fee (For Current Year only)

Chartered Secretary Subscription Option \* CSJ-Normal Post charges

**Membership Fee Payment \*** Current Year  
**Current Year**  
Current plus Two Years  
Current plus Four Years

Amount (Including GST @ 18%) \*

Submit

# 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
<b>Total Fee</b>	<b>2950.00</b>

[Proceed to Payment](#)

# Choose payment gateway option

**Choose payment mode / gateway**

Payment Mode/Gateway \*

Please Select

Please Select  
Billdesk  
ICICI

**Select Payment Gateway  
Billdesk OR ICICI**

Next

\* Bill Desk provides option to pay using Credit Card, Debit Card, DebitCard + ATM PIN, Internet Banking, Wallet/Cash Cards.  
\* Axis Bank provides option to pay using Debit, Credit Card only.

# Check your payment Details

### Payment Details

Your Request Id is:99000220983

Your transaction Id is:00000000000309955

Your payment of Rs.2950 has been processing for location ICSI Head office

Your Request has been received.Please note this is for all future communication.  
The request id and Transaction id is generated only for control purpose and before actual payment  
This does not confirm that payment has been received.Please print your challan and take to your ne  
ICSI has no responsibility for delay in paymeny due to any technical / non technical issues whatso

Payment Mode :- Billdesk  
Payment Type:- Member  
Name:-  
Reg No/ MemberShip No/ Reference No:-  
Mobile Number:-  
Email Address:-  
Amount:- Rs. 2950












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

S.No.	Item Description	SAC Code	Description	Price	GST	Total (Rs.)
1	ACS Membership Fees for Current Year	999599		2500	450	2950.00
Total						2950.00

Proceed Payment

# Select the payment option and make the payment

<b>Payment Methods</b>	Internet Banking	Merchant name <span>×</span>
 Net Banking >	Popular Banks	Institute of Company Secretaries of India - Registration and Membership Fees
 Credit / Debit Cards >		  
 QR >	Select Bank	Payment Amount
 Wallets >		 
 UPI >	<input type="text" value="Search..."/>	
<b>Select your payment option and make the payment</b>	<b>Make Payment for ₹</b>	 Privacy policy   Terms & conditions



THANK YOU !