



**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:

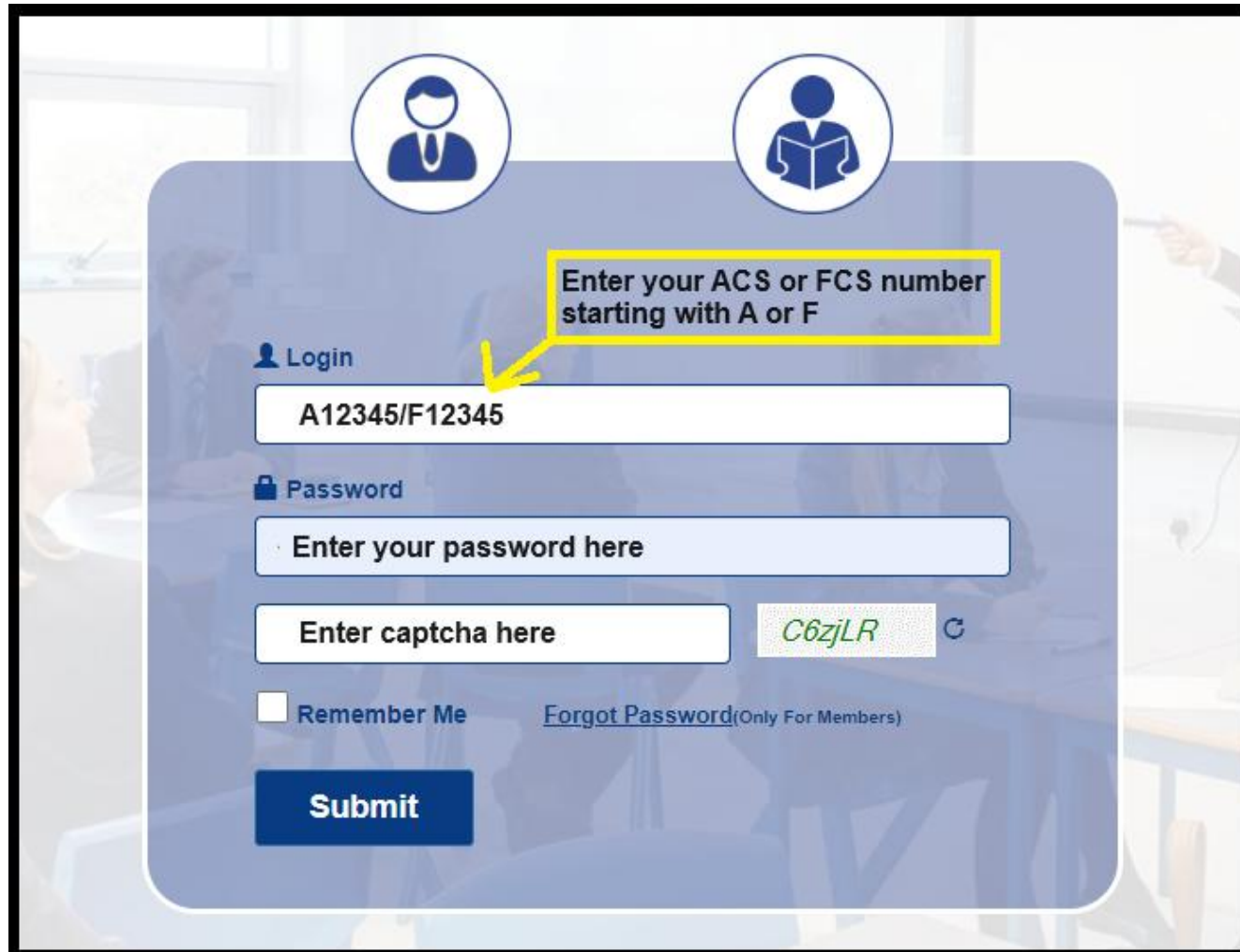
- ▶ Use ONLINE SERVICES tab on www.icsi.edu
- ▶ • Select Member Portal from dropdown
- ▶ • Login using your membership number e.g. A1234/F1234
- ▶ • Enter your password
- ▶ • On member dashboard see "Announcements"
- ▶ • Click on the Renewal Link to fill KYM Form and make payment for Annual Membership fees and CoP Fees for FY 2026-27 [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 2026-27

The screenshot shows the ICSI website homepage. At the top left is the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India" and "भारतीय कम्पनी सचिव संस्थान". To the right are navigation links: "RO/CCGRT", "STUDY CENTERS", "CHAPTERS", "OVERSEAS PRESENCE", and "SEC. 8 CO.". Further right are "RTI", "FAQs", and font size controls. A search bar is located at the top right with the text "Enter your search term". Below the header is a banner with "Vision", "Motto", and "Mission" sections. The "Vision" section states: "To be a global leader in promoting good corporate governance". The "Motto" section contains the text: "सत्यं वद। धर्मं चर। इष्टकारे त्रेष्ट तन्पथे, पुण्ड्रुष्ट मेष्ट्रेण्डरुष्टइष्टइष्ट". The "Mission" section states: "To develop high calibre pro facilitating good corporate go". Below the banner is a dark blue navigation bar with links: "HOME", "PROFILE", "MEMBER", "STUDENT", "EMPLOYEE", "ONLINE SERVICES", "MEDIA CENTRE", "CAREERS", "TENDERS", "CONTACT US", "EXAMIN". The "MEMBER" link is highlighted, and a dropdown menu is open, listing various links. The first link, "Annual Membership And COP Fees For FY 2026-27", is circled in red. Other links in the dropdown include: "Handbook On Benefits For The Members", "Recognitions Secured For Company Secretaries", "User Manual For Filling The KYM Form", "Member Search", "Guidance Note On MOU Between ICSI And CGI (ICSA)", "Universities Recognising CS For Ph.D.", "Placement Portal", "CSBF", "Register For Upcoming Events", "Chartered Secretary", "Quality Review Board", "Peer Review Board", and "Guidelines Applicable To Members". On the left side of the page, there are social media icons for WhatsApp, X, Facebook, YouTube, LinkedIn, and Instagram. Below the navigation bar, there are several content blocks: a "Home" link, a "CS Podcast" section with an ICSI logo, a "Calendar of Events" section, and a photograph of five people standing together, one of whom is holding a bouquet of flowers.

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 the 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 is a refresh button with the text "C6zjLR" and a circular arrow icon. Below the "Captcha" field is a "Remember Me" checkbox and a link for "Forgot Password(Only For Members)". At the bottom of the form is a "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 shows a member dashboard with a dark blue navigation bar at the top containing the following links: Home, CSBF, Member Privacy Options, Change Request, CPE Certificate, Reporting Entity, Membership Online Request, MSMEs and Start-ups Catalyst, Transaction History, ACS Membership, FCS Membership, Firm Management, COP, ICSI Election, and MEMBER TRANSCRIPT. Below the navigation bar, the user's profile information is displayed on the left, including fields for Membership Number, PAN Number, Aadhar Number, Date of Birth, Email, Mobile, and Address, with a 'View and Update' button. On the right, there are three main sections: 'Announcements' (highlighted with a red circle), 'Fee Status' (highlighted with a green circle), and 'CSBF Details' (highlighted with a blue circle). The 'Announcements' section contains a message about annual membership fees and a 'Renew Link' (highlighted with a red circle). The 'Fee Status' section shows the current status as 'Active'. The 'CSBF Details' section has an 'Apply For CSBF' button. A 'Last Login at' timestamp is visible in the top right corner.

Home CSBF Member Privacy Options Change Request CPE Certificate Reporting Entity Membership Online Request
MSMEs and Start-ups Catalyst Transaction History ACS Membership FCS Membership Firm Management COP ICSI Election
MEMBER TRANSCRIPT

Last Login at

Announcements ▾

Click on the Renewal Link to make payment of Annual Membership fees and CoP fees for FY 2026-2027 [Renew Link](#)

Fee Status ▾

Current Status : **Active**

CSBF Details ▾

[Apply For CSBF](#)

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.

Upload Aadhaar (Self Attested Copy)* No file chosen

PAN no.

Upload Pan (Self Attested Copy)* No file chosen

Email ID

Mobile No.

GSTIN No. (Optional)

Upload GSTIN Proof (Optional) No file chosen

Professional Qualification(s) Other than CS, if any

For any updation in Qualification please use "Change Request" tab given at the top of the screen

The field marked in Grey color will be auto filled.

The field marked in white color are to be checked /updated and supported documents need to uploaded

First choose the file and then click on Upload button

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

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 filed will not be enabled.

If there is no change in the address you simply required to upload supporting document as mention below using Choose File option and then click on Upload button

Once 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. A57426

PROFESSIONAL ADDRESS

Company Name

Designation COMPANY SECRETARIES (*)

Address Line 1 305, SECTOR-16

Address Line 2 NEAR COMMUNITY CENTRE

Address Line 3 HISAR

Country India

State / Province Haryana

District HISAR

City HISAR

Pin Code 125001

Upload Professional Proof

Choose File No file chosen

Upload

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

Back

Save & Next

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 on Click Here the address field will not be enabled

If there is no change in the address you simply required to upload supporting document as mentioned below using Choose File option and then click on Upload button

Once 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 [REDACTED]

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

Photograph

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

No file chosen

Signature

No file chosen

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 the declaration 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 fields on the left are: Directorship details (DIN No.), CIN No. of first company, CIN No. of second company, CIN No. of third company, and Details of pending cases with any Professional Body/Court of Law/quasi-judicial authority etc., if applicable. The pop-up message, titled 'stimulateuat.icsi.edu says', contains the text 'Thank you very much for submitting the KYM Form* Proceed to Payment' and a blue 'OK' button. An orange box highlights the pop-up message, and an orange arrow points from a text box above it to the pop-up.

On clicking on the Save & Next button and auto pop up message appear. click on OK button and proceed for payment.

stimulateuat.icsi.edu says

Thank you very much for submitting the KYM Form* Proceed to Payment

OK

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

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

Membership Fee Payment * CSJ-Physical opt-out
CSJ-Normal Post charges
CSJ-Registered Post charges

Amount (Including GST @ 18%) * 2950.00

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

Submit

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

Amount (Including GST @ 18%) * Current Year
Current plus Two Years
Current plus Four Years

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
Total Fee	2950.00

[Proceed to Payment](#)

Choose payment gateway option

Choose payment mode / gateway

Payment Mode/Gateway *

Please Select

Please Select
Billdesk
HDFC

**Select Payment Gateway
Billdesk Or HDFC**

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

Payment Methods	Internet Banking	Merchant name ×
 Net Banking >	Popular Banks	Institute of Company Secretaries of India - Registration and Membership Fees
 Credit / Debit Cards >		  
 QR >	Select Bank	Payment Amount ₹2.00
 Wallets >		 
 UPI >	<input type="text" value="Search..."/>	
Select your payment option and make the payment	Make Payment for ₹	 <small>Privacy policy Terms & conditions</small>

THANK YOU !