



**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)

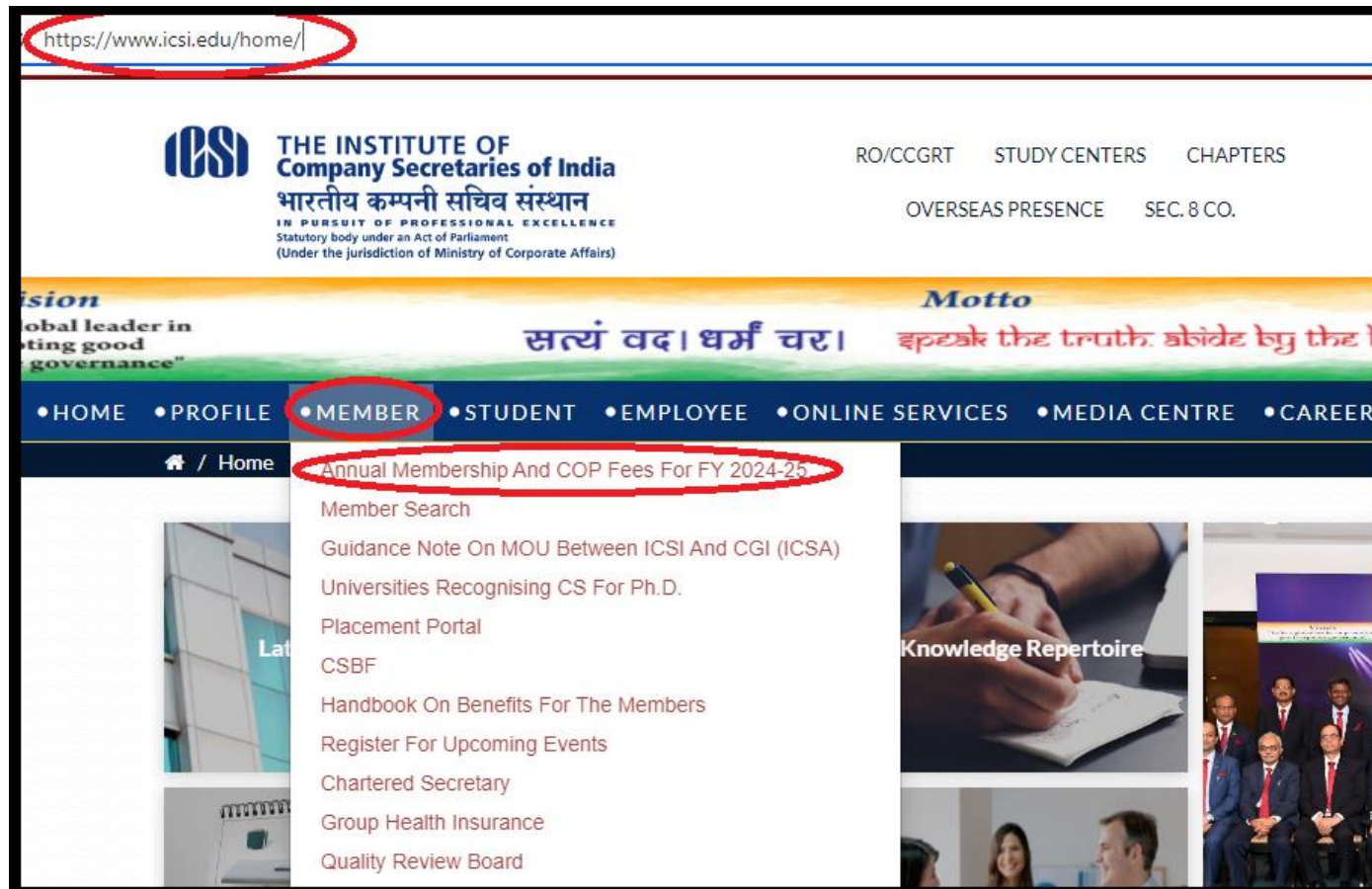
User Manual for filling the KYM Form & payment of Annual Membership / CoP Fee

Procedure to submit the KYM Form:

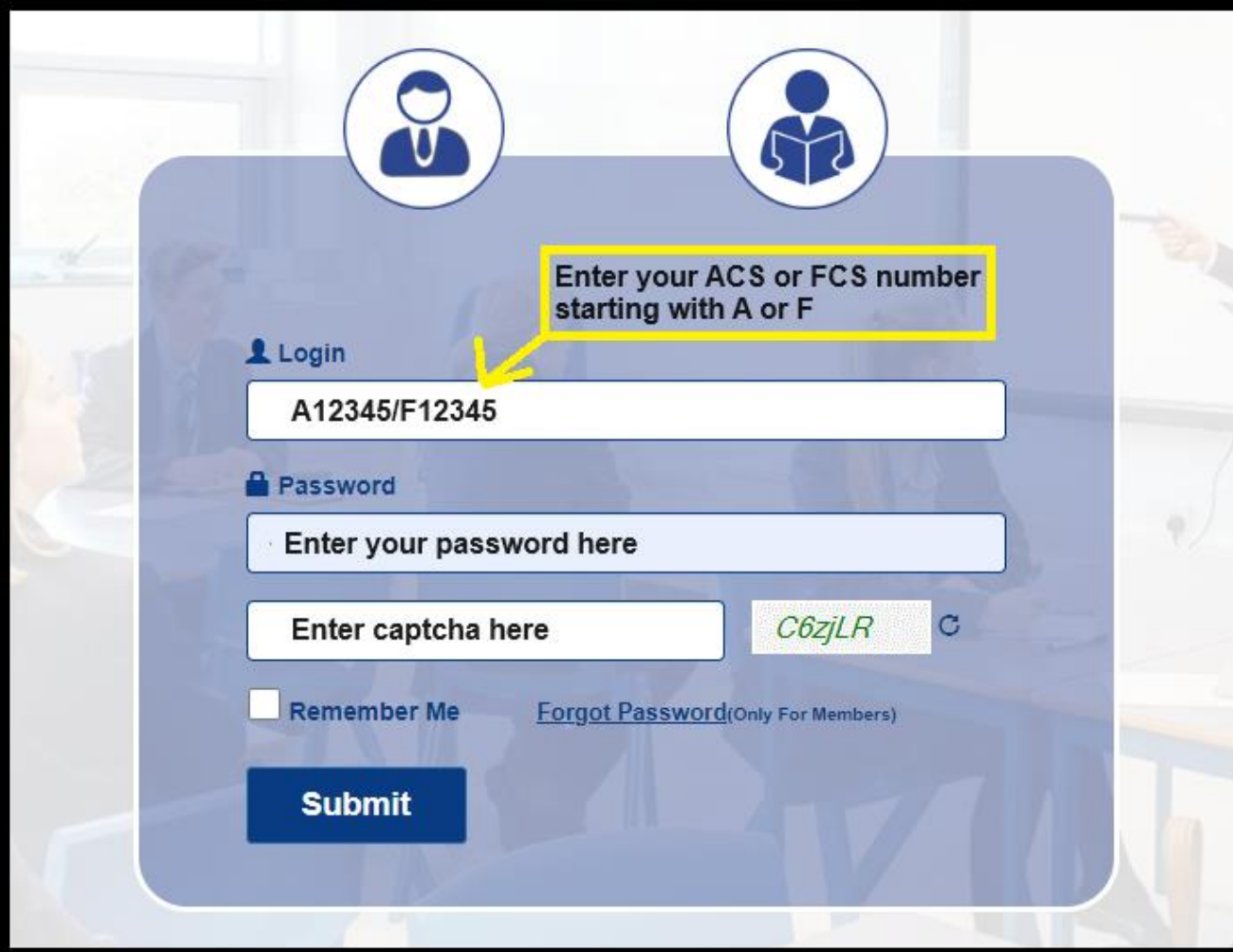
- ▶ Use ONLINE SERVICES tab on www.icsi.edu
- ▶ • Select Member Portal from dropdown
- ▶ • Login using your membership number e.g. A1234/F1234
- ▶ • Enter your password
- ▶ • On member dashboard see "Announcements"
- ▶ • Click on the Renewal Link to fill KYM Form and make payment for Annual Membership fees and CoP Fees for FY 2024-25 [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 2024-25



Enter your credential in login window



The image shows a login window with a blue background and a white border. 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. The "Login" field contains the text "A12345/F12345". Below the "Login" field is the "Password" field, which contains the text "Enter your password here". Below the "Password" field is the "Enter captcha here" field, which contains the text "C6zjLR" and a refresh icon. Below the "Enter captcha here" field is a checkbox labeled "Remember Me" and a link labeled "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 shows a member dashboard with a dark blue header containing navigation links: Home, CSBF, Member Privacy Options, Change Request, CPE Certificate, MSMEs and Start-ups Catalyst, and ACS Membership. A secondary header below it includes Transaction History, ACS Membership, FCS Membership, Firm Management, COP, ICSI Election, and MEMBER TRANSCRIPT. The main content area has a light gray background. On the left, a dark blue sidebar contains fields for Membership Number, PAN Number, Aadhar Number, Date of Birth, Email, Mobile, and Address, with a 'View and Update' button at the bottom. A placeholder image for a profile picture is shown. On the right, the 'Announcements' section (highlighted with a red oval) contains a message about renewing membership for FY 2024-25, with a 'Renew Link' (highlighted with a red oval) provided. Below this, the 'Fee Status' section (highlighted with a green header) shows the 'Current Status' as 'Active'.

Home CSBF Member Privacy Options Change Request CPE Certificate MSMEs and Start-ups Catalyst ACS Membership

Transaction History ACS Membership FCS Membership Firm Management COP ICSI Election MEMBER TRANSCRIPT

Last Login at : 12/04/2024 12:57PM

Announcements ▾

Click on the Renewal Link to fill KYM Form and make payment for Annual Membership fees and CoP Fees for FY 2024-25 (Please be ready with the copy of PAN card, Aadhaar card, Proof of GSTIN (If available) Residential Proof, Professional Proof)

Renew Link

Fee Status ▾

Current Status : **Active**

Membership Number :
PAN Number :
Aadhar Number :
Date of Birth :
Email :
Mobile :
Address :
View and Update >

Basic Details tab

The screenshot shows a multi-step registration form with four tabs: 1. Basic Details, 2. Residential Details, 3. Professional Address, and 4. Photo/Signature & Declaration. The 'Basic Details' tab is active. The form contains the following fields:

- Membership No. (Grey field)
- Title (Grey field)
- First Name (White field)
- Middle Name (White field)
- Last Name (White field)
- COP No. (White field)
- Whether CSBF member Y/N, if Yes then CSBF LM No. (White field)
- Aadhaar No. (White field)
- Upload Aadhaar (Self Attested Copy)* (Choose File button, No file chosen)
- PAN no. (White field)
- Upload Pan (Self Attested Copy)* (Choose File button, No file chosen)
- Email ID (White field)
- Mobile No. (White field)
- GSTIN No. (Optional) (White field)
- Upload GSTIN Proof (Optional) (Choose File button, No file chosen)
- Professional Qualification(s) Other than CS, if any (Text input field with value B.COM,M.B.A.,M.COM.)

Annotations and instructions:

- Grey fields:** The field marked in Grey color will be auto filled.
- White fields:** The fields marked in white color are to be checked/updated and supporting documents are to be uploaded.
- Upload buttons:** First choose the file and then click on Upload button.
- Save & Next button:** Once you click on the Upload button then only Save & Next button will be enabled.

At the bottom, there is a 'Back' button and a 'Save & Next' button. A note at the bottom right states: 'For any updation in Qualification please use "Change Request" tab given at the top of the screen'.

Residential Details tab

The screenshot shows a web form with four tabs: 1. Basic Details, 2. Residential Details (active), 3. Professional Address, and 4. Photo/Signature & Declaration. The form includes fields for Membership No., Address Line 1, 2, and 3, Country, State/Province, District, City, and Pin Code. Below these is the 'Upload Residential Proof' section with a 'Choose File' button and an 'Upload' button. A 'Save & Next' button is at the bottom right. A 'Back' button is at the bottom left. Several callouts provide instructions: an orange box points to a 'Click Here' link for address updates; a green box states that the address field is disabled without clicking 'Click Here'; a blue box instructs to upload supporting documents and click 'Upload' if no change is made; another blue box states that the 'Save & Next' button is only enabled after clicking 'Upload'. A list of acceptable documents is provided, including Aadhaar Card, Driving License, Passport, Voter Id, Election Card, utility bills, and property tax receipts, with specific instructions for members staying with family or other persons.

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

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

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
- CSJ-Physical opt-out
- CSJ-Normal Post charges**
- CSJ-Registered Post charges

Membership Fee Payment *

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
- 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
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

Note down your Request ID and Transaction ID for future reference purpose

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

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 Institute of Company Secretaries of India - Registration and Membership Fees
 Net Banking >	Popular Banks	Order Id 00000000000309955
 Credit / Debit Cards >		Payment Amount ₹2.00
 QR >	  	
 Wallets >	 	
 UPI >	Select Bank	
Select your payment option and make the payment	 Search... 	
	Make Payment for ₹	
		 Privacy policy Terms & conditions

THANK YOU !