

Restoration of your membership of this esteemed Institute

Dear Member, For all of us, The Institute of Company Secretaries of India, New Delhi ("Institute") is our alma mater. As token of our love and respect for our alma mater, we pay a nominal annual membership fee to the Institute. The Institute, in turn, reciprocates by taking up our common cause whenever a need arises and preparing us professionally for tomorrow's challenges. However, some of our members inadvertently fail to pay the annual membership fee at due dates. As a result, they get deprived of the services of the Institute, stripped of the letters ACS or FCS, as the case may be, etc. With a little care from all of us, the members can avoid this unfortunate situation. Members must make all efforts to ensure "Once a member, always a member".

As per records of the Institute your membership status is not "Current" as on date, as your annual membership fee in any previous years and thereafter, as the case may be, was not received timely and resultantly your name was removed from the Register of Members. We therefore urge you to urgently get your membership of this esteemed Institute restored in the Register of Members by paying the arrears of annual membership fee due over the years plus entrance fee of Rs. 2000/- & restoration fee of Rs. 250/- along with applicable GST@18% through our online process.

The restoration can be done through **ONLINE** mode only using Institute's website www.icsi.edu through members login portal (<https://www.icsi.in/student/Login.aspx>) by entering your Username and Password. (Only through member login under **Manage Account** → **Restoration of Old Defaulter Members**). You are required to upload scanned copy of Form-BB duly filled and signed. The Form-BB is available for download there. Kindly note that your restoration will be effective from the date of receipt of Form-BB.

Members who do not have PASSWORD (User Name is your ACS / FCS number for eg. A12345 / F12345) can retrieve their password (if their email id & mobile number is registered with the Institute). The members who do not have registered email id & mobile number may make the request on <http://support.icsi.edu> by attaching scanned copy of Photo ID proof.

Please note that once you get your membership restored, thereafter the normal annual membership fee from the following financial year becomes due on 1st April each year and the last date for payment of the same shall be 30th June of that year.

Provision for concessional fee: Only for current financial year i.e. FY 2020-21, a member who is of the age of seventy years or above can claim 75% concession. There is no concession in the payment of entrance fee and restoration fee to such senior citizens.

We are always open for any suggestions or queries in case you are facing any problem. Do make use of ICSI support at <http://support.icsi.edu>

Looking forward to your restoration at the earliest.

Thanking you,
Team ICSI