

ANNEXURE-A

Specimen of the ICSI - Know Your Member (KYM) Form

[See Reg. 6(4)]

1. Membership No. o ACS o FCS _____

2. Name of the member of ICSI:

Title: Mr. / Mrs. / Ms. / Dr.

First Name _____ Middle Name _____ Last Name/Surname _____

3. CoP No. (if applicable): _____

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

5. Aadhaar No.

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[for updation in Aadhaar No., use the 'View and Update' option available on the homepage of member login]

(Attach self-attested copy)

6. PAN

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[for updation in PAN, use the 'View and Update' option available on the homepage of member login]

(Attach self-attested copy)

7. Email ID: _____ [for updation in email id, use the 'View and Update' option available on the homepage of member login]

8. Mobile No.

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 [for updation in mobile number, use the 'View and Update' option available on the homepage of member login]

9. GSTIN No. (optional): _____ (upload proof)

10. Professional Qualification(s) (other than CS, if any): _____

11. Residential Address: [for change in residential address use the 'View and Update' option available on the homepage of member login]

Country: _____ State: _____

District: _____

City: _____ Pin code / Zip code: _____

Upload supporting document (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.

12. Professional Address: _____

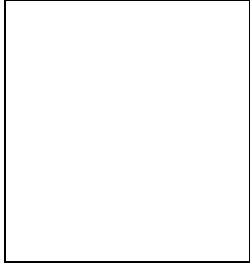
**Country_____ State:
_____ District_____**

**City_____ Pincode /
Zipcode_____**

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 be 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.



13. Photograph:

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.

Details of Present Employment: eCSIN no. _____

14. Designation in Current Employment: _____

**15. Name of the Company where currently employed: _____
and Remuneration: _____**

**16. Self Employed Details (those who are neither in practice nor in employment):

_____**

17. Directorship details (DIN No.): _____

CIN No. of first company: _____

CIN No. of second company: _____

CIN No. of third company: _____

18. Details of pending cases with any Professional Body/Court of Law/quasi-judicial authority etc., if applicable: _____

19. Declaration: 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 as determined by the Council or am exempted therefrom.**
- I am a permanent resident of India; or**

I am not a permanent resident of India under Foreign Exchange Management Act, 1999; or

I am 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:

(Signature)

[for updation in Signature, use the 'View and Update' option available on the homepage of member login]
