

User Manual for “Denovo & Extension”

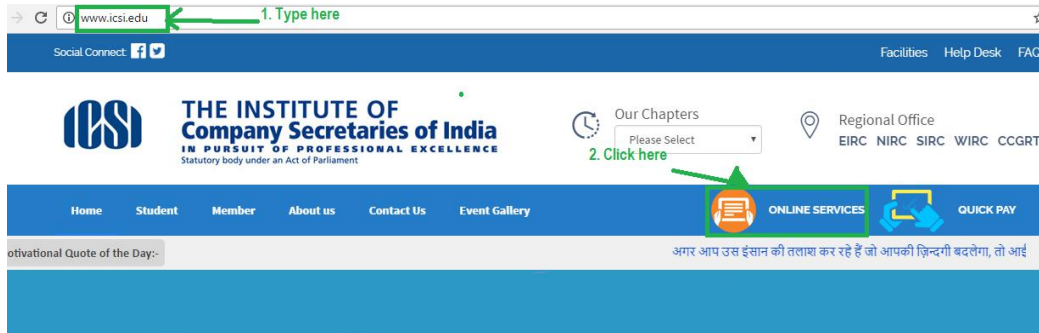
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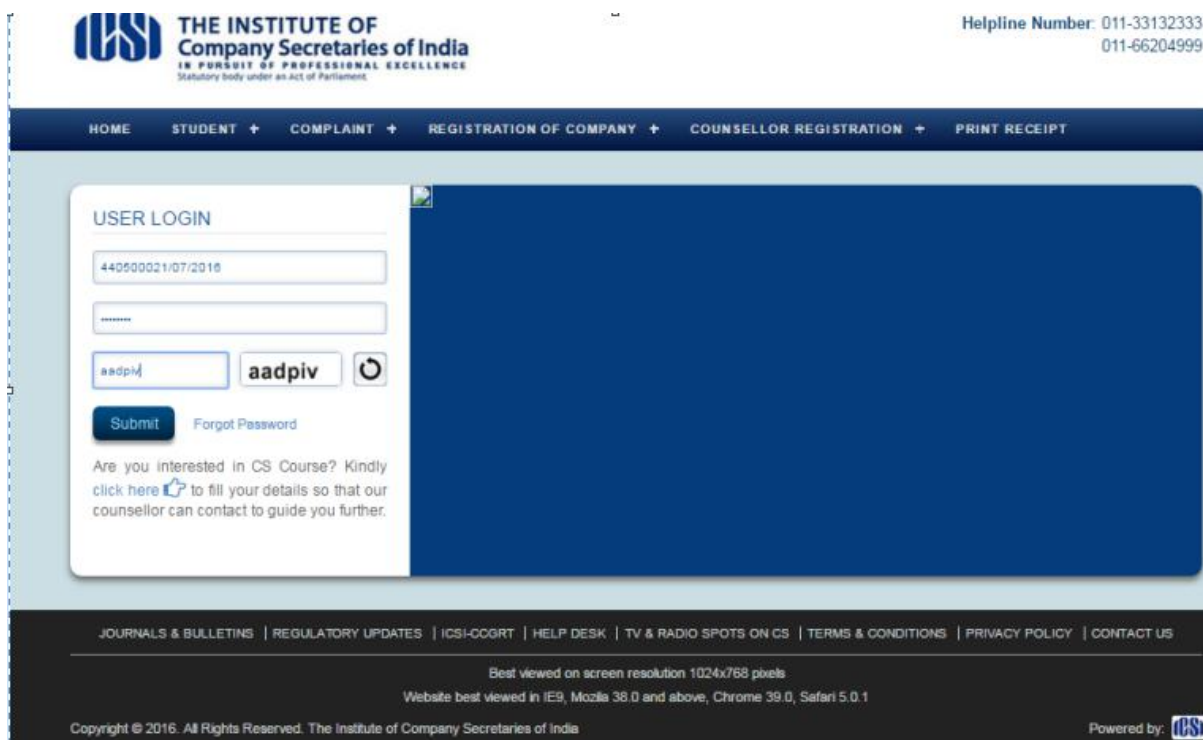
Apply for Denovo service (Student Part)

Step 1:

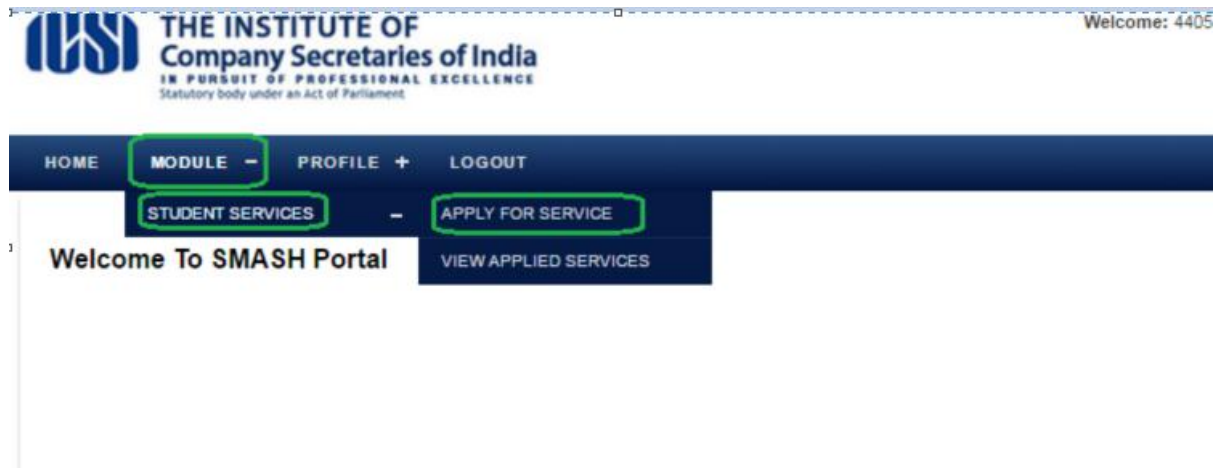
1. In order to apply for denovo service, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on “Online Services”.



2. Now, click on link “New Foundation Student Login/Executive Student Login” as per below screen ; user will be shown below screen.

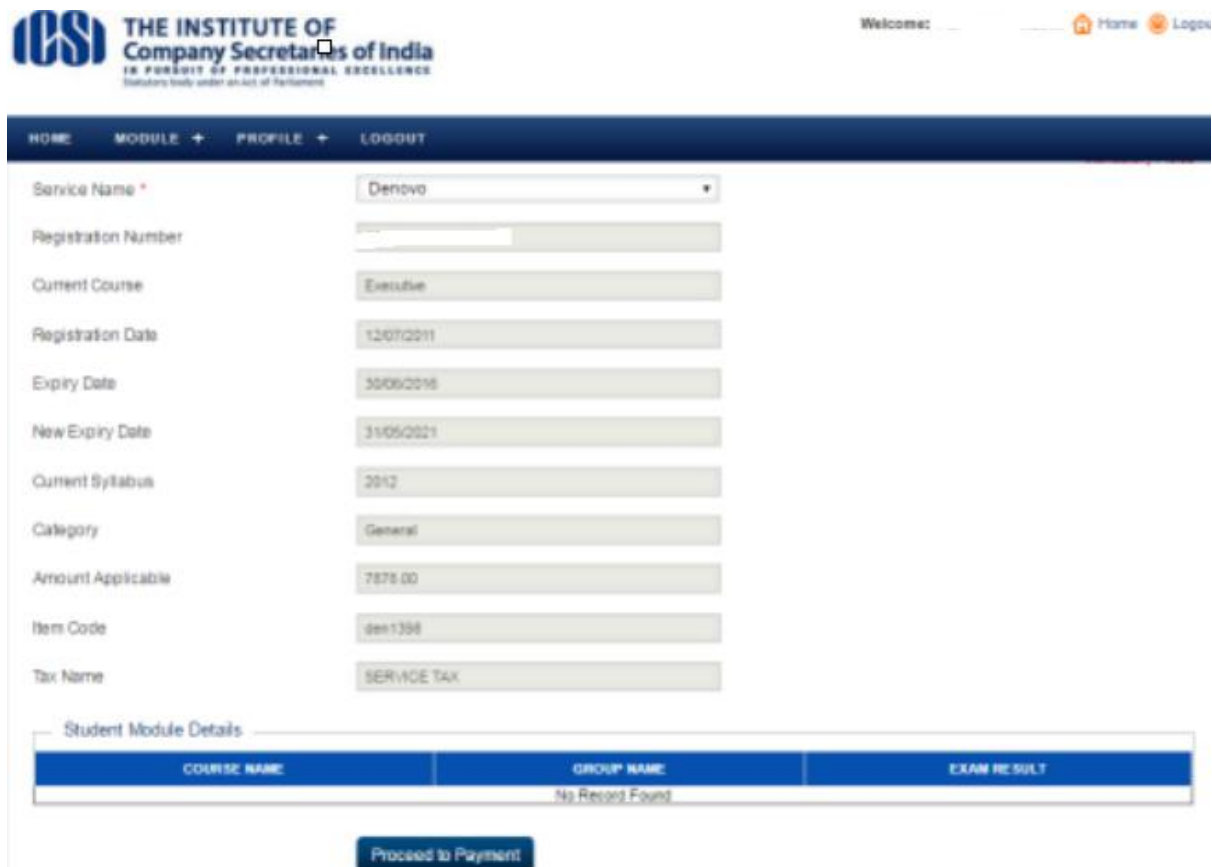


Step 2: Click on Module > Student Services > Apply For Service



Step 3: Student Request Screen

After verifying details, Click on “Proceed to Payment” button on below screen



Step 4 : Selection of Payment Mode

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Statutory body under an Act of Parliament

Welcome: J... Home Logout

HOME MODULE + PROFILE + LOGOUT

Choose Payment Mode/Gateway

Payment Mode/Gateway* ▼

- Please select
- Please select**
- Challan
- Billdesk
- Axis Bank

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Step 5 : Transaction Id Generation

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Statutory body under an Act of Parliament

Welcome: 4... Home Logout

HOME MODULE + PROFILE + LOGOUT

Your Request id is: 9950000196

Your Transaction id is: 5000907

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 transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Denovo
Name:- A...
Mobile Number:- 9...
Email Address:- ...
Amount:- 8665.80
Payment Mode:- Billdesk

Proceed

Step 6: Payment Receipt

803019 Receipt Summary



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THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

HEAD OFFICE- ICSI HOUSE, 22 INSTITUTIONAL AREA, LODI ROAD, NEW DELHI- 110003
Phone: (011) 45341000 Fax: (011) 24629727
NOIDA OFFICE- ICSI HOUSE, C 37, INSTITUTIONAL AREA, SEC 13B-42, NOIDA U.P.-201309
Phone: (0120) 4522000 Fax: (0120) 4264443
E-mail: info@icai.edu, Website:www.icai.edu, www.icai.in
Call Centre helpline numbers : (011) 33132333, (011) 96204990

Receipt No : HQ/OL/99995000196	Receipt Date : 23-Aug-2016
Request ID : 93	Transaction ID : 5000907
Service Tax No : AAATT1103FST001	Memb./Regn./Ref.No : 440500021/07/2016

Mr/Ms/M/S : Anchal Rameshchandre Jain
Address : Room No - 4, Daruwala Chawl N.S. Mankikar
Marg, Sion Churabhatti, Mumbai, Mumbai,
Maharashtra, India, 400022
anchal.jain@icai.org Status: Applied

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online (BilDesk) for Rs. 8665.80 towards the following fees) :-

S.No.	Description	Amount
1	Service	7872.00
2	Service Tax	787.80
Total Amount:		8665.80

Basic ST @ 14%	S.R.Cess @ 0.50%	K.K.Cess @ 0.50%	Total Tax Amount	Total Amount	Rounding Off	Receipt Amount
0.00	0.00	0.00	0.00	8665.80	0.00	8665.80

Accepted Fees 8665.80
Amount in words: Eight Thousand Six Hundred and Sixty-Six Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
Authorized Signatory

Step 7: Student Screen; View Applied Services



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Welcome: _____

[Home](#) [Logout](#)

HOME
MODULE -
PROFILE +
LOGOUT

STUDENT SERVICES -

SHORT TERM TRAINING +

LONG TERM TRAINING +

TRAINING EXEMPTION +

ENROLLMENT +

COACHING MODULE +

COMPLAINT MANAGEMENT +

ETRAINING +

SUBJECT EXEMPTION +

STUDENT REGISTRATION +

STUDY DISPATCH +

SWITCH OVER +

APPLICATION STATUS

PROFESSIONAL REGISTRATION REQUEST

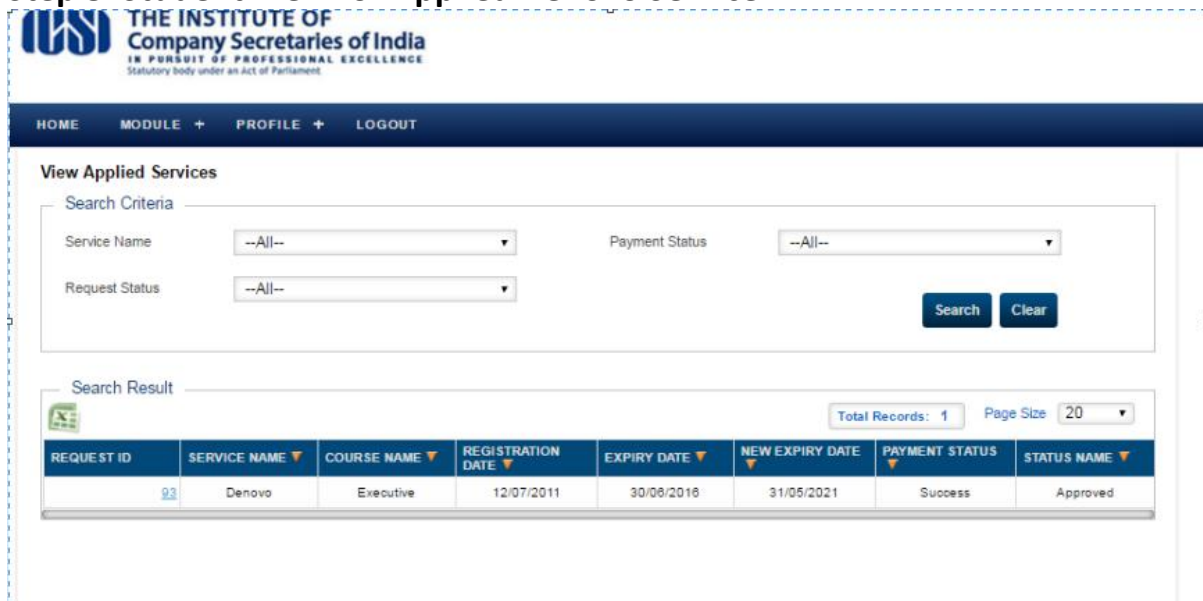
DOWNLOAD REGISTRATION LETTER

APPLY FOR SERVICE

VIEW APPLIED SERVICES

DOWNLOAD ID CARD

Step 8: Student View for Applied Denovo Service



View Applied Services

Search Criteria

Service Name: --All-- Payment Status: --All--

Request Status: --All--

Search Clear

Search Result

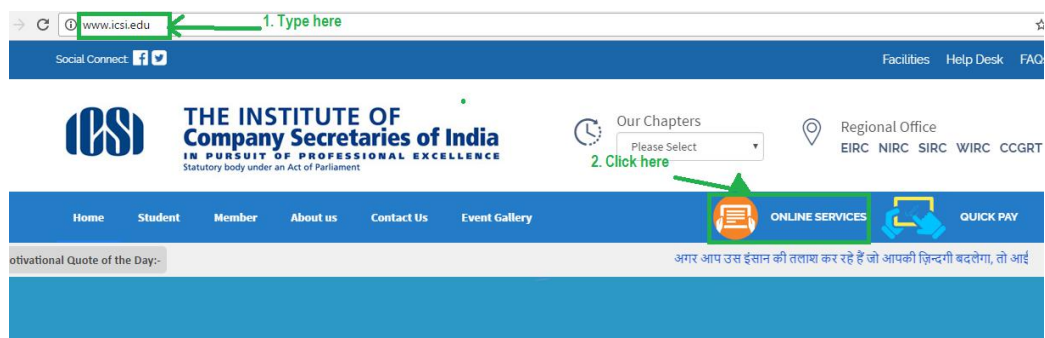
Total Records: 1 Page Size: 20

REQUEST ID	SERVICE NAME	COURSE NAME	REGISTRATION DATE	EXPIRY DATE	NEW EXPIRY DATE	PAYMENT STATUS	STATUS NAME
93	Denovo	Executive	12/07/2011	30/08/2016	31/05/2021	Success	Approved

Apply for Extension service (Student Part)

Step 1:

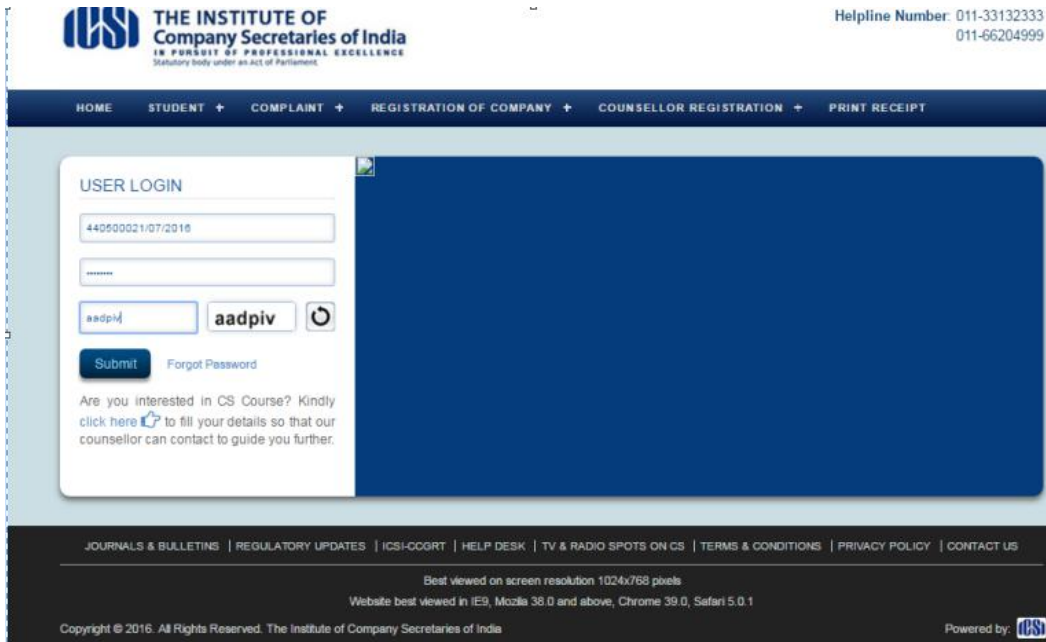
- In order to apply for extension service, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".



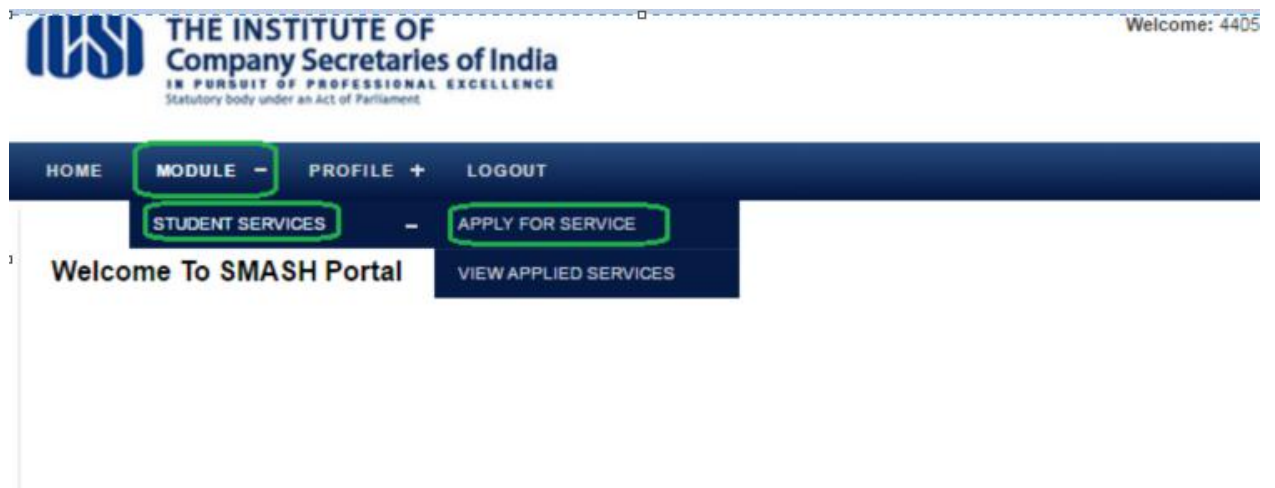
1. Type here

2. Click here

- Now, click on link "New Foundation Student Login/Executive Student Login" as per below screen; user will be shown below screen.



Step 2: Click on Module > Student Services > Apply For Service



Step 3 : Student : Extension Service Apply Screen

View Applied Services

Service Name	Extension
Current Course	Professional
Registration Date	13/07/2011
Expiry Date	13/07/2016
New Expiry Date	30/06/2017
Payment Status	Initiated
Request Status	Pending
Amount	700.00
Tax Amount	0.00

[Proceed to Payment](#) [Close](#)

Step 4: Selection of Payment Mode

Choose Payment Mode/Gateway

Payment Mode/Gateway*

Please select ▼

Please select

Challan

Billdesk

Axis Bank

* Bill Desk provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.
* Axis Bank provides option to pay using Debit/Credit Card only.
* Challan can be submitted to any Branch of Canara Bank.

Step 5: Generation of Transaction Id

Your Request id is: 9950000188

Your Transaction id is: 5000908

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 transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Denovo

Name:- Ganesh Kumar C

Mobile Number:- 91100121215

Email Address:- ganeshkumar1211@yahoo.com

Amount:- 700.00

Payment Mode:- Billdesk

Proceed

Step 6: Receipt

Receipt Summary						
 THE INSTITUTE OF Company Secretaries of India <small>IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament</small>						
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA HEAD OFFICE- ICSI HOUSE,22 INSTITUTIONAL AREA, LOCH ROAD, NEW DELHI- 110003 Phone: (011) 45341000 Fax: (011) 24626727 NOIDA OFFICE- ICSI HOUSE, C 37, INSTITUTIONAL AREA, SECTOR-62, NOIDA U.P.-201309 Phone: (0120) 4522000 Fax: (0120) 4264443 E-mail: info@icsi.edu , Website: www.icsi.edu , www.icsi.in Call Centre helpline numbers : (011) 33132333, (011) 66204999						
Receipt No : HQ/OL/999950000188	Receipt Date : 23-Aug-2016					
Request ID : 90	Transaction ID : 5000908					
Service Tax No : AAATT1103FST001	Memb./Regn./Ref.No : 24050017807/2016					
Mr/Ms/M/S : Address : Address Line 1 Address Line 2 Address Line 3, New Delhi, Central Delhi, Delhi, India, 110001	Status: Applied					
E-mail: ganeshkumar1211@yahoo.com						
Invoice-cum-Receipt						
Dear Sir/Madam,						
We acknowledge with thanks the receipt of online (Billdesk) for Rs. 700.00 towards the following fees(s) :-						
S.No.	Description	Amount				
1	Service	700.00				
Total Amount: 700.00						
Basic ST @ 14%	S.B.Cess @ 0.50%	K.K.Cess @ 0.50%	Total Tax Amount	Total Amount	Rounding Of	Receipt Amount
0.00	0.00	0.00	0.00	700.00	0.00	700.00
Accepted Fees 700.00						
Amount in words: Seven Hundred Only						
FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA						
Authorised Signatory						

Step 5: Student Screen to View Applied Service



Step 6: Student Screen to View Applied Service

