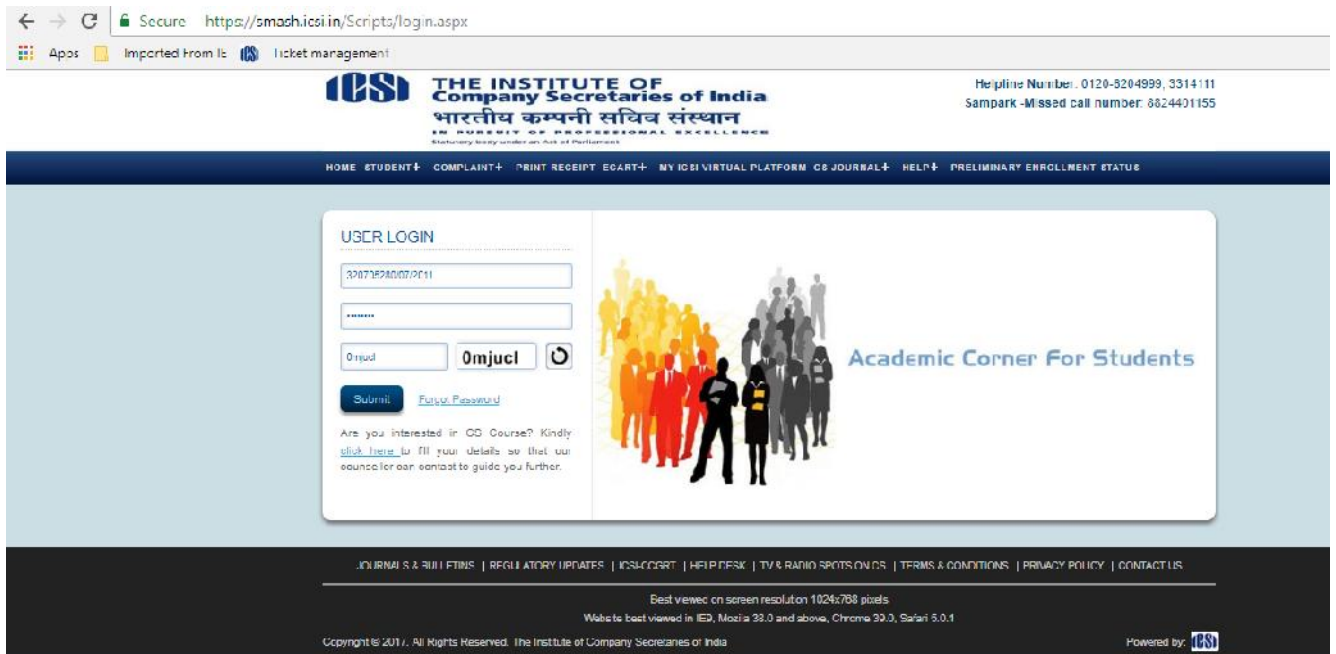


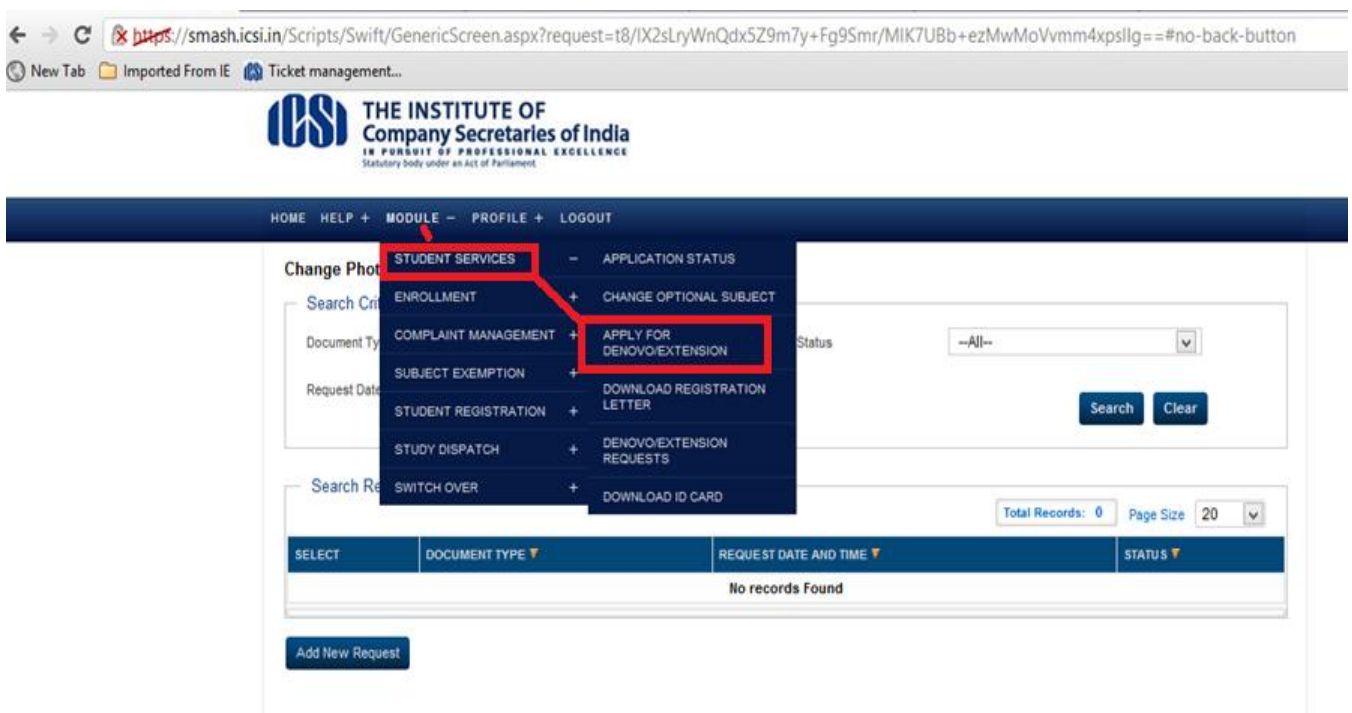
# User Manual for “De novo & Extension”

## DENOVO & EXTENSION PROCESS

**Step 1:** In order to apply for denovo/extension service, student will visit link <https://smash.icsi.in/Scripts/login.aspx> in recommended browser (Chrome 39.0)



**Step 2:** Click on Module > Student Services > Apply For De novo / Extension



**Step 3:** Select service name: De novo or Extension

**Step 4:** After verifying details, click on “Proceed to payment”

The screenshot shows the user interface of 'THE INSTITUTE OF Company Secretaries of India'. At the top, there is a navigation bar with 'HOME', 'MOBILE', 'PROFILE', and 'LOGOUT'. Below this is a form with various fields. The 'Service Name' field is highlighted with a red box and has a red arrow pointing to the text 'Denovo Extension' written in red. Other fields include 'Registration Number', 'Current Course' (Executive), 'Registration Date' (12/07/2011), 'Expiry Date' (30/09/2016), 'New Expiry Date' (21/05/2021), 'Current Syllabus' (2012), 'Category' (General), 'Amount Applicable' (7071.00), 'Item Code' (261336), and 'Tax Name' (SERVICE TAX). Below the form is a table titled 'Student Module Details' with columns for 'COURSE NAME', 'GROUP NAME', and 'EXAM RESULT'. The table contains one row with 'No Record Found'. At the bottom of the form, a 'Proceed to Payment' button is highlighted with a red box.

**Step 5:** Select Payment Mode like Bill desk, Axis Bank

The screenshot shows a screen titled 'Choose Payment Mode/Gateway'. It features a dropdown menu for 'Payment Mode/Gateway\*' with 'Billdesk' selected. Below the dropdown is a 'Next' button. At the bottom, there are three asterisked notes: '\* 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.', and '\* Chellan can be submitted to any Branch of Canara Bank.'

**Step 6:** Request ID and Transaction ID will generate on successful submission of the request.

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/on technical issues whatsoever.

Payment Type:- Denovo  
Name:- A. K. Datta  
Mobile Number:- 9810123456  
Email Address:- a.k.datta@icai.org  
Amount:- 8665.80  
Payment Mode:- Billdesk

Proceed

**Step 7:** Click on Proceed

For all successful payments, Payment receipt is generated otherwise the payment is not successful

Receipt Summary

 **THE INSTITUTE OF  
Company Secretaries of India**  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**  
HEAD OFFICE- ICSI HOUSE, 22 INSTITUTIONAL AREA, LOCHI ROAD, NEW DELHI- 110003  
Phone: (011) 45341000 Fax: (011) 24625727  
NOIDA OFFICE- ICSI HOUSE, C 37, INSTITUTIONAL AREA, SECTOR-62, NOIDA U.P.-201309  
Phone: (0120) 4522000 Fax: (0120) 4254443  
E-mail: [info@icai.edu](mailto:info@icai.edu), [secret@icai.edu](mailto:secret@icai.edu), [www@icai.edu](mailto:www@icai.edu)  
Call Centre helpline numbers : (011) 33132333, (011) 66204999

Receipt No : HQ/DL/999950000188      Receipt Date : 23-Aug-2016  
Request ID : 90      Transaction ID : 5000908  
Service Tax No : AAATT1103FST001      Memb./Regn./Ref.No : 240500178/07/2016

Mr/Ms/M/S :  
Address : Address Line 1 Address Line 2 Address Line 3,  
New Delhi, Central Delhi, Delhi, India, 110001      Status: Applied  
@yahoo.com

Invoice-cum-Receipt

Dear Sir/Madam,

We acknowledge with thanks the receipt of online (Billdesk) for Rs. 700.00 towards the following fee(s) :-

S.No.	Description	Amount				
1	Service	700.00				
<b>Total Amount: 700.00</b>						
Basic ST @ 14%	S.B.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	700.00	0.00	700.00

Accepted Fees 700.00  
Amount in words: Seven Hundred Only

FOR THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

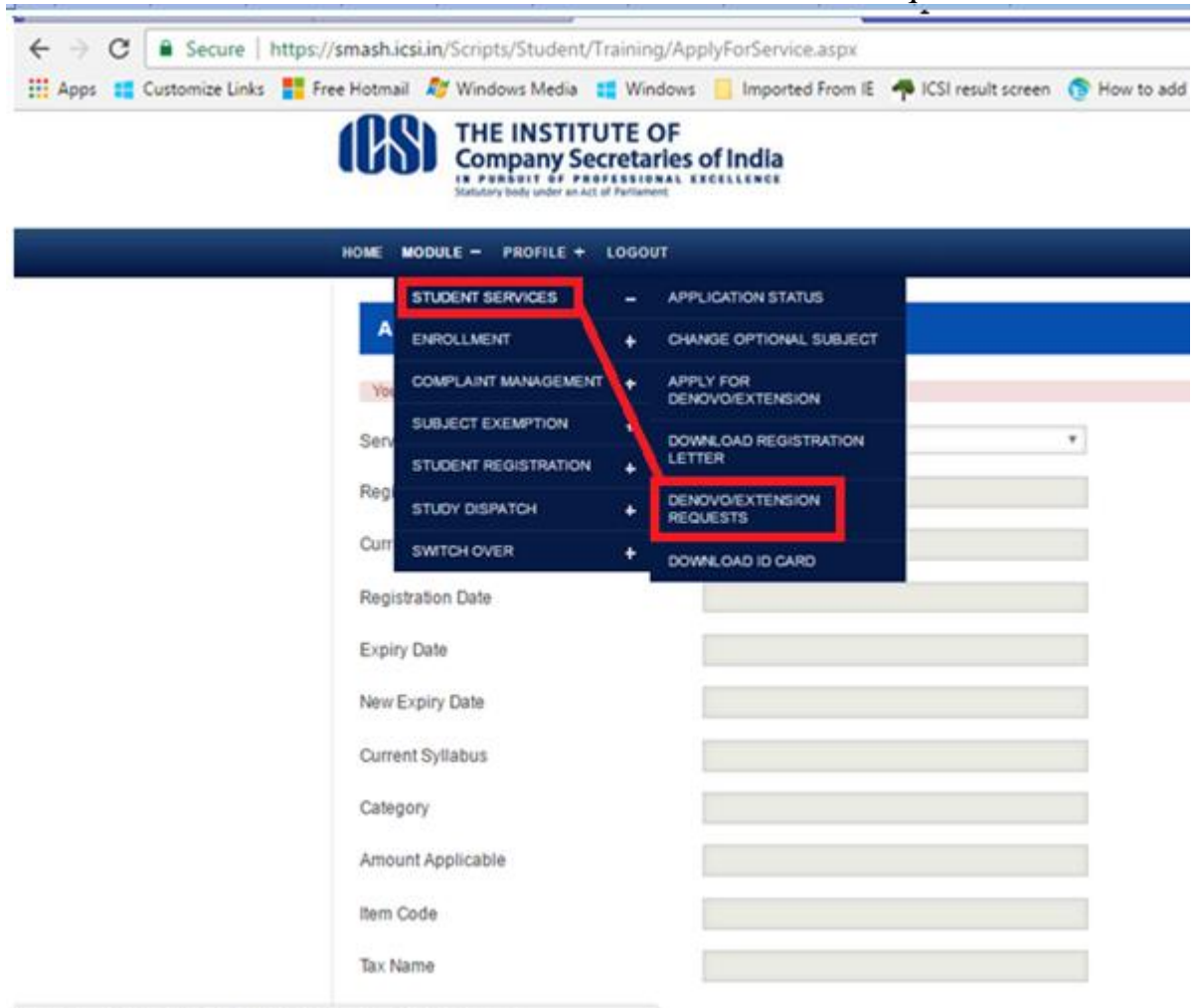
Authorised Signatory

**In case of unsuccessful payment please resubmit your request.**

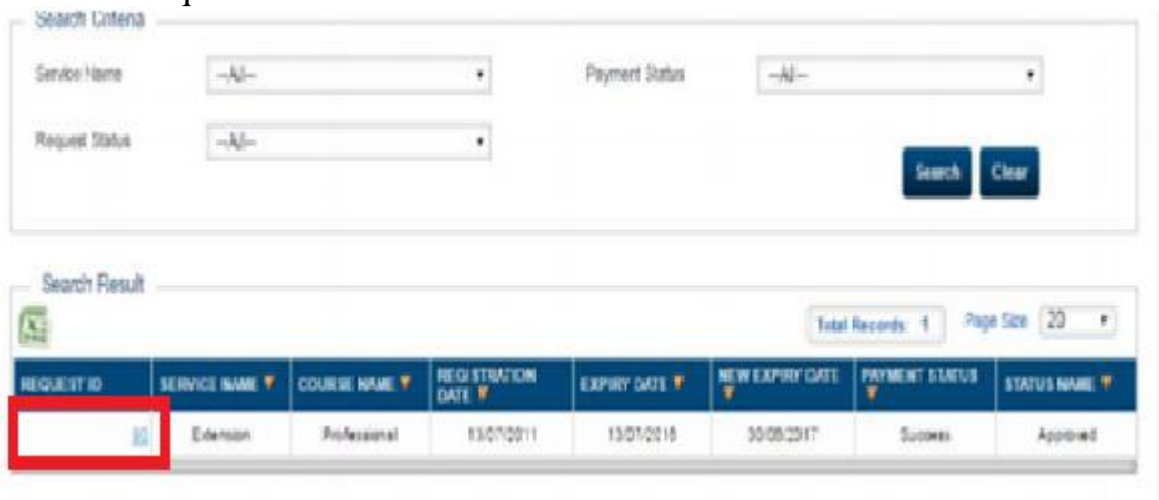
If payment/request is at Initiated or pending, then proceed further with the below steps to complete your registration de novo/extension

Login with user ID and password (<https://smash.icsi.in/Scripts/login.aspx>)

1. Click on Module => Student Services=> De novo/Extension request



2. Click on Request ID



3. In view Applied Service window, Click on Proceed to Payment

**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](#)

4. Select Payment Mode like Bill desk, Axis Bank
5. Click on proceed
6. For all successful payments, Payment receipt is generated otherwise the payment is not successful