

**Manual for “Call for” /Edit of application and Change Mobile number
and email id**

Process 1: “Call for”/Edit of application2

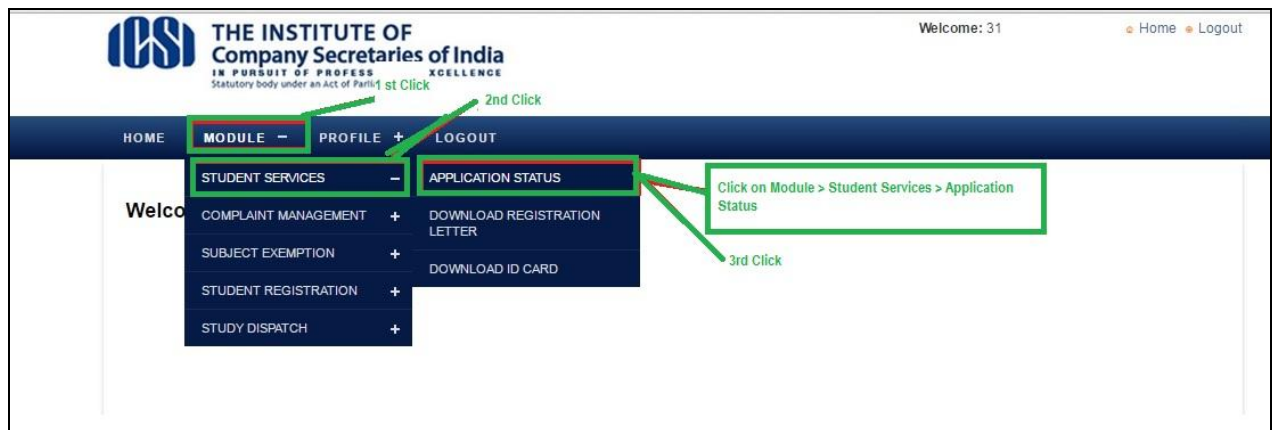
Process 2: Change Mobile Number and Email address.....4

Process 3: Process to change correspondence /permanent address5

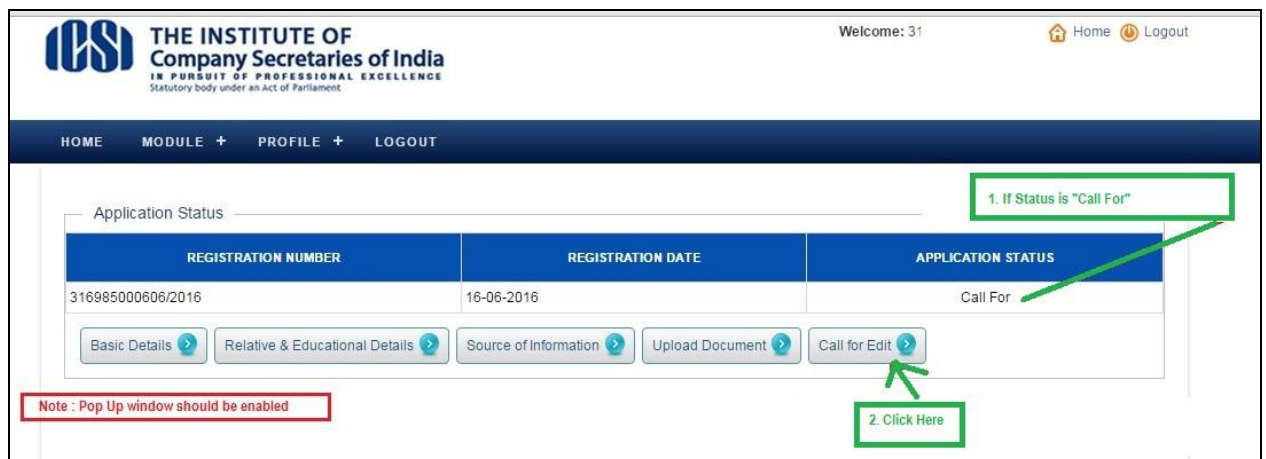
Process 1: “Call for”/Edit of application

Step 1: Log in with valid credentials on smash.icsi.in

Step 2:



Step 3:



Step 4:

Middle Name		<input type="checkbox"/>	
Last Name	R	<input type="checkbox"/>	
Father/Spouse	Father	<input type="checkbox"/>	Please Select
Father Name/Spouse Name	GS Ravikumar	<input type="checkbox"/>	
Mother Name	R Jayashree	<input type="checkbox"/>	
Aadhar Card Number		<input type="checkbox"/>	
Gender	Male	<input type="checkbox"/>	Select Gender
Nationality	Indian	<input type="checkbox"/>	Select Nationality
Date of Birth	04/09/1998	<input type="checkbox"/>	
Category	OBC	<input checked="" type="checkbox"/>	Select Category
Qualification	10th+2 passed	<input type="checkbox"/>	Select Qualification
Sub Criteria	Select SubCriteria	<input type="checkbox"/>	Select SubCriteria

Tick Represents that user will have to enter same or new value before submitting the application.

Document Upload

Qualification/Certificate Name: Select Document Semester/Year: Select File Path: Choose File No file chosen **Upload**

SL NO	DOCUMENT TYPE	SEMESTER/YEAR	UPLOAD DATE	STATUS	PREVIEW	REMOVE
1	DOB Certificate / 10th Certificate		15-05-2016	Approved	Download	
2	ID Proof		15-05-2016	Approved	Download	
3	Category Certificate		15-05-2016	Not Approved	Download	
4	Signature		15-05-2016	Approved	Download	
5	Photo		15-05-2016	Approved	Download	
6	10+2 Marksheet / Certificate	2016	15-05-2016	Approved	Download	

"Not Approved" means user will have to re-upload this document, in order to submit this application.

Remarks History

SL NO	REMARKS DATE	REMARKS	ACTION TAKEN BY
1	27/05/2016	Either re upload your category certificate or change it to General.	Admin

Remarks *

User will have to put remarks (For example: I have re upload the document) before click on "Submit" button.

Submit **Close**

* Image File should be having extensions .jpg, .png only.
 * Document file should be having extension .pdf, .jpg, .png only.
 * The size of file should be less than 2 MB.

Step 5:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

REGISTRATION NUMBER	REGISTRATION DATE	APPLICATION STATUS
310985000808/2018	18-08-2018	ReSubmit

Basic Details Relative & Educational Details Source of Information Upload Document

Now Application status will be "ReSubmit" , till the time application is approved.

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Best viewed on screen resolution 1024x788 pixels
Website best viewed in IE9, Mozilla 38.0 and above, Chrome 39.0, Safari 5.0.1

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Process 2: Change Mobile Number and Email address

Step 1:

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

Change Communication Details

Current Mobile Number 917777777777

Update New Mobile Number 91

Current Email Address abc@gmail.com

Update New Email Address

Save

Enter your new mobile number

Enter your new email address

After Updating Communication detail, click on "Save" button

Process 3: Process to change correspondence /permanent address

Step 1: After Log in

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HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

CHANGE PASSWORD

BASIC INFORMATION

DOCUMENT DETAILS

EDUCATION DETAILS

CHANGE ADDRESS

CHANGE COMMUNICATION DETAILS

CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address

The screenshot shows the 'Change Address' page with a search criteria section and a search result table. The search criteria section includes a dropdown for 'Address Type' set to '--All--' and 'Search' and 'Clear' buttons. The search result table has columns for 'SELECT', 'ADDRESS TYPE', 'FULL ADDRESS', and 'PIN CODE'. Two rows are visible: one for 'Correspondence Address' and one for 'Permanent Address'. The 'Correspondence Address' row has a checked checkbox in the 'SELECT' column. Below the table is an 'Update' button. Green arrows point to the checkbox (labeled '1st Click') and the 'Update' button (labeled '2nd Click').

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Step 3:

The screenshot shows the 'Change Address' form with the following fields: Country (dropdown), State/Province (dropdown), District (dropdown), City (dropdown), Address Line 1 (text input), Address Line 2 (text input), Address Line 3 (text input), and Postal Code (text input). At the bottom left are 'Save' and 'Close' buttons. A green note on the right says: 'After Updating new address, click on "Save" button.'

Note: Same process will be for changing permanent address.