## The Institute of Company Secretaries of India

**User Manual KYM Proforma** 

### **INTRODUCTION:**

KYM Proforma will help Member to consolidate all the required information to be captured in one form with all related information in it.

Step 1: Go to the ICSI Portal(www.icsi.edu) in Google Chrome/IE Browser



**<u>Step 2:</u>** Click on "ONLINE SERVICES" option which is marked in the below screen shot in Red Color.

Step 3: Click on Members option.





Step 4:- Click on the instructions given for the link KYM.

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<u>Step 5:</u> After logging in with valid username and password user will be redirected to Welcome page of ICSI and click on Members → Manage Account, below screen shot will highlight it with Red Color.

#### Result:



**Step 6**: After Clicking on Manage Accounts it will be redirected to the profile page of the user, which is marked in the below screen shot in red color.

#### Result:



**Step 7:** After clicking on the Manage Accounts it will be redirected to KYM Proforma URL where it can be redirected to KYM Page which is marked in the above screen shot in red color.

Result:



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Step 8: Click on KYM Link where the user can be re-directed, which is marked in the below screen shot in red color.

Result:

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Step 9: After clicking on KYM Link, Please enter with your Membership No (For Example: A1) and Date of

**Birth(dd/mm/yyyy) (For Eg:08/01/1944)** and click on SHOW Button which is marked in the below screen shot in red color.

<u>Result:</u>

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**<u>Step 10</u>**: After KYM Proforma has been filled with all the required information/details completely filled then click on Save/Update Button.

<u>Result:</u>

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After clicking on the Save/Update button user will be prompt with Valid Message as "Data Updated Successfully"

# THANK YOU