

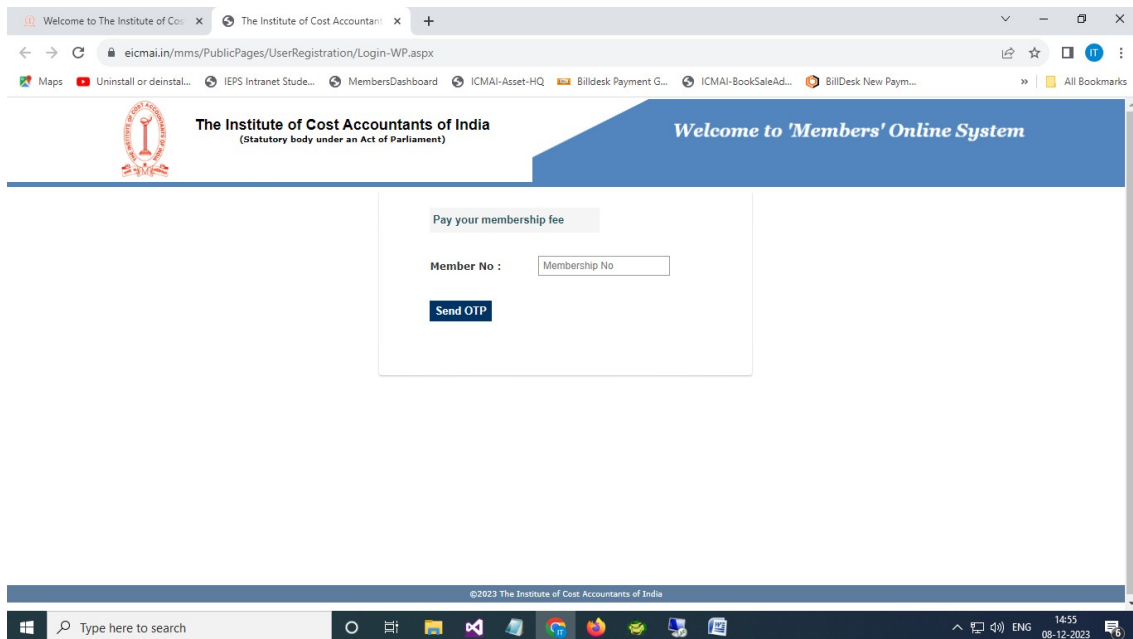
Membership Restoration steps:-

Members can apply for restoration of membership from Direct Membership Fee Payment option or through Login option.



Screen - 1

1. From the screen – 1, members have to click on the Direct Membership Fee payment link to redirect to the Pay your membership fee page.
2. Members have to provide membership no and an OTP will be received to his/her mobile number which is registered to the membership database.



Screen - 2

3. Below is the login screen of Members Online System. Members can try to login either through the password option or through the mobile OTP option.

Welcome to The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)

Welcome to 'Members' Online System

Sign in using
☒ PASSWORD ☐ OTP

Username (Membership No)
Enter Username

Password
Enter Password

Sign in
Default Password Example :-
Membership No: 54321 Dob : 01/12/1980
Password(Membership No + Dob) :
5432101121980

Forgot Password

Need Help?

Screen - 3

4. If a removed member tries to login, then the below screen (Screen - 4) will appear with this POP Message.
5. Click "YES" button will redirect to the Restoration Application page.

Welcome to The Institute of Cost Accountants of India (Statutory body under an Act of Parliament)

Welcome to 'Members' Online System

Oops! your name has been removed due to non-payment of dues.

For restoration of your name, please fill up the form M-4 with Attachments(Photo & Signature) and pay the arrears of annual membership fee, entrance fee-restoration of Rs.1000/- and restoration fee of Rs.500/- plus applicable taxes (18% GST).

Do you want to Restore ?
Yes No

Sign in using
☒ PASSWORD ☐ OTP

Username (Membership No)
Enter Username

Password
Enter Password

Sign in
Default Password Example :-
Membership No: 54321 Dob : 01/12/1980
Password(Membership No + Dob) :
5432101121980

Forgot Password

Need Help?

Screen - 4

6. The Restoration Application consists of three steps

- Personal Information
- Document Attachment
- Payment

Welcome to The Institute of Cost Accountants of India

The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

'Members' Online System

Welcome

Home Search Help Logout

FORM OF APPLICATION FOR RESTORATION OF MEMBERSHIP FORM : M4

Personal Information

Membership No.

Salutation

First Name

Middle Name

Last Name

Father's Name

Date of Birth

Gender ☒ Male ☐ Female

Nationality

Mobile No.

Email ID

Domicile

PAN

Qualification

Educational

Professional

Others

Membership of other Institutes

Foreign Institutes

Screen -5

Welcome to The Institute of Cost Accountants of India

The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

'Members' Online System

Welcome

Home Search Help Logout

File Attachment

Application No is [redacted]. Please keep it safe for further process.

Document Attachment

[Note] Passport Size Photo and Specimen Signature(JPG, JPEG only) of applicant are mandatory

Attachment Type

Choose File No file chosen

Attach

For attachment: Please click the 'Browse' button for selecting the files and then click the 'Attach' button.

View Doc

photo

signature

Total File Size in (KB) :0

Back Submit

Screen -6

Welcome to The Institute of Cost Accountants of India

'Members' Online System

Welcome

Home Search Help Logout

Online Payment Entry

Members Information

Application No	<input type="text"/>	Member No	<input type="text"/>
Salutation	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Surname	<input type="text"/>
Address :	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	State	<input type="text"/>
	<input type="text"/>	City	<input type="text"/>
Zip/Pin code	<input type="text"/>		
Email ID	<input type="text"/>	Mobile No.	<input type="text"/>

Payable Mode Currency Mode

Fees Details

Screen -7

- If a member is filled restoration application partial and his/her attachment and payment is incomplete, then from the next time onwards, whenever he/she will try to login, the below POP message will appear.

Welcome to The Institute of Cost Accountants of India

Welcome to 'Members' Online System

Sign in using

☒ PASSWORD ☐ OTP

Username (Membership No)

Password

Enter Password

Sign in

Default Password Example :-
Membership No: 54321 Dob : 01/12/1980
Password(Membership No + Dob) :
5432101121980

Forgot Password

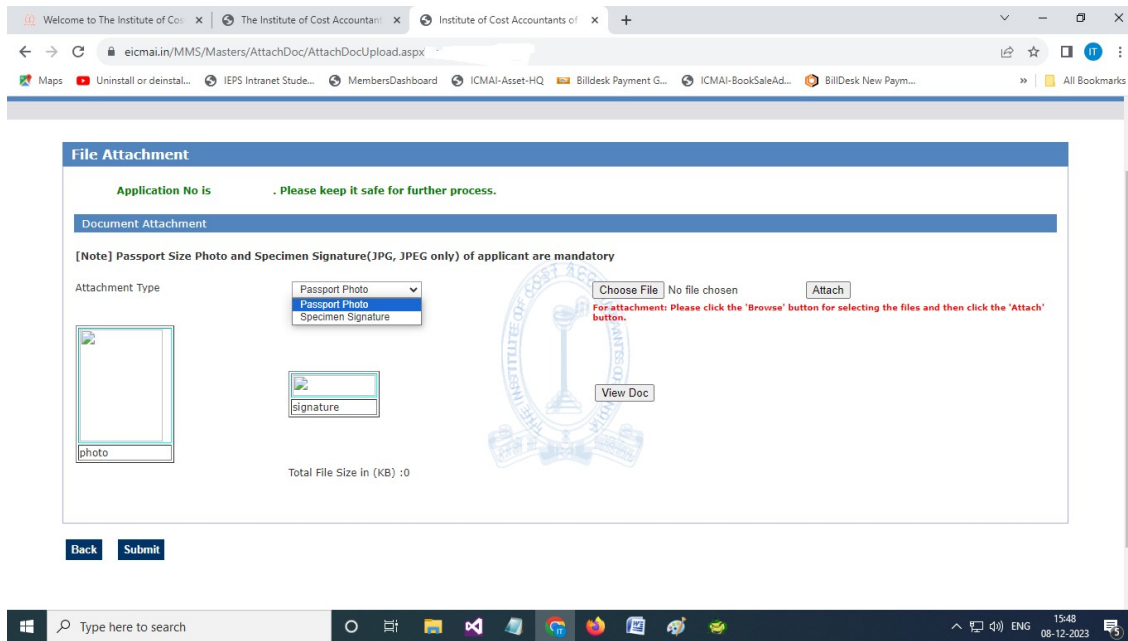
Need Help?

Your Restoration application will be processed after successful Attachment and Payment

Do you want to Continue ?

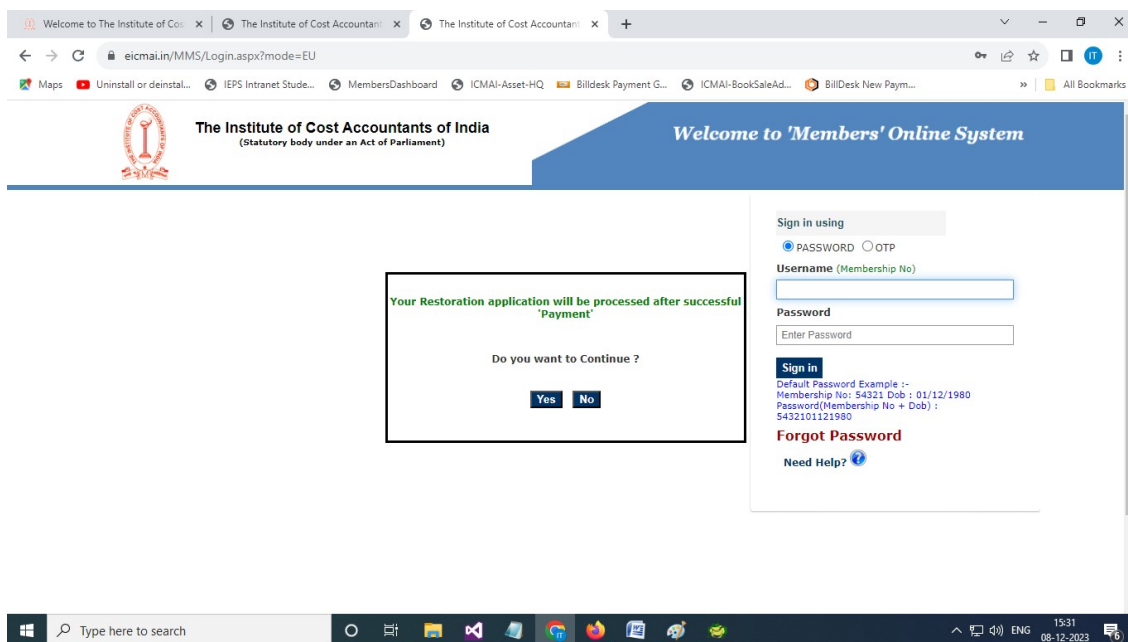
Screen -8

- Click "YES" button will redirect to the pending Restoration Application's document attachment page (Screen -9).



Screen -9

9. If a member is filled restoration application partial and his/her payment is incomplete, then from the next time onwards, whenever he/she will try to login, the below POP message will appear (Screen – 10).



Screen -10

10. Click “YES” button will redirect to the pending Restoration Application’s payment page (Screen -11).

Welcome to The Institute of Cost Accountants of India (Statutory body under an Act of Parliament) 'Members' Online System

Welcome Home Search Help Logout

Online Payment Entry

Members Information

Application No	<input type="text"/>	Member No	<input type="text"/>
Salutation	<input type="text"/>	First Name	<input type="text"/>
Middle Name	<input type="text"/>	Surname	<input type="text"/>
Address :	<input type="text"/>	Country	<input type="text"/>
	<input type="text"/>	State	<input type="text"/>
	<input type="text"/>	City	<input type="text"/>
Zip/Pin code	<input type="text"/>	Mobile No.	<input type="text"/>
Email ID	<input type="text"/>		

Payable Mode * Currency Mode

Fees Details

Screen -11

Welcome to The Institute of Cost Accountants of India (Statutory body under an Act of Parliament) 'Members' Online System

Welcome Home Search Help Logout

Online Payment Entry

Fees Details

[Note] :
 1. Members having Permanent Residential address in the state of West Bengal CGST + SGST (9% + 9%) is applicable.
 2. Members having Permanent Residential address other than the state of West Bengal IGST (18%) is applicable.
 3. Members having Permanent Residential address outside India is exempt from GST. (Import of Service)
 4. GST is exempted on fees collected towards Members Benevolent Fund.
 5. In any circumstances do not pay again either receipt copy generated or not and/or error message is shown, wait T+3 working days to update the same.

Your dues is . (excluding GST).

Fees Description Information	Fees Amt	Currency	Payable Amt
<input checked="" type="checkbox"/> RESTORATION FEE	500	INR	500
<input checked="" type="checkbox"/> ENTRANCE FEE - RESTORATION	1000	INR	1000

IGST:
Total Amount:

Declaration

☐ I declare that to the best of my knowledge and belief the information given above are correct and complete in all respect. In the event of being found otherwise, I shall abide by the decision of the Institute to summarily reject my application. I also undertake to make the payment, which is non-refundable and agree to abide by the rules and regulations framed by the council applicable for admission / renewal.

***** In any circumstances do not pay again either receipt copy generated or not and/or error message is shown, wait T+3 working days to update the same.**

Pay Now

Screen -12

11. After successful payment of restoration application, this application will be available at the internal module of Member's Online System.
12. Internal team of Membership dept. will check the restoration application along with the document attachment and payment, and then they will approve the application and restored the member.