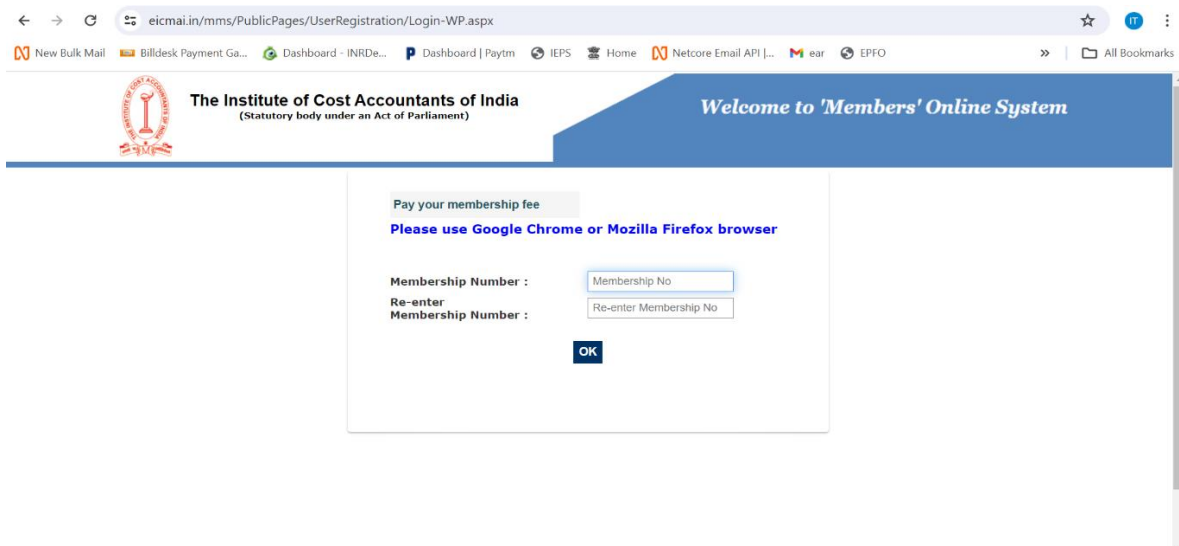## Membership Restoration steps: -

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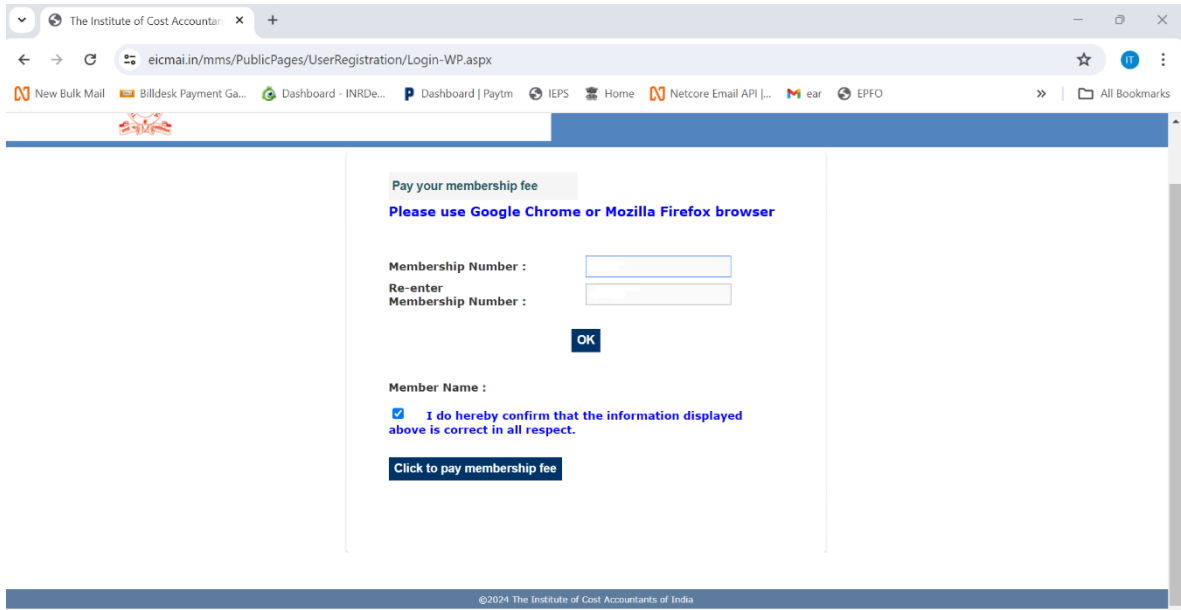

Screen -1

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 his/her membership no two times and then click "OK" button. (Screen – 2). After clicking the "OK" button, his/her name will be populated below with a disclaimer. Members have to choose the disclaimer and then click "Click to pay membership fee" button (Screen – 3).
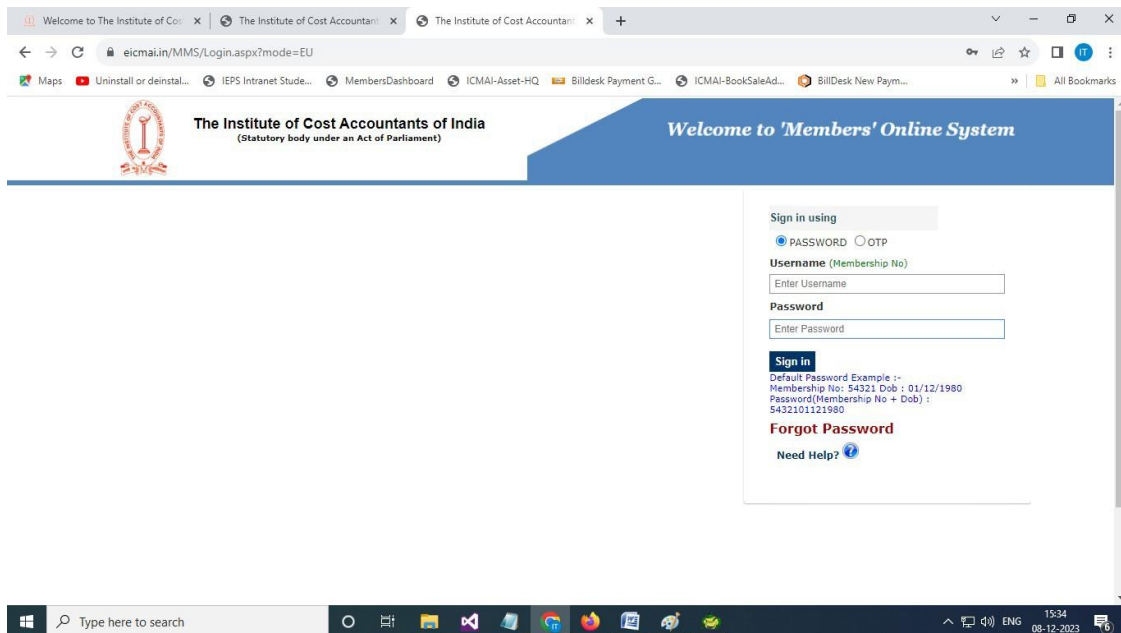

Screen -2

Screen -3

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

Screen -4

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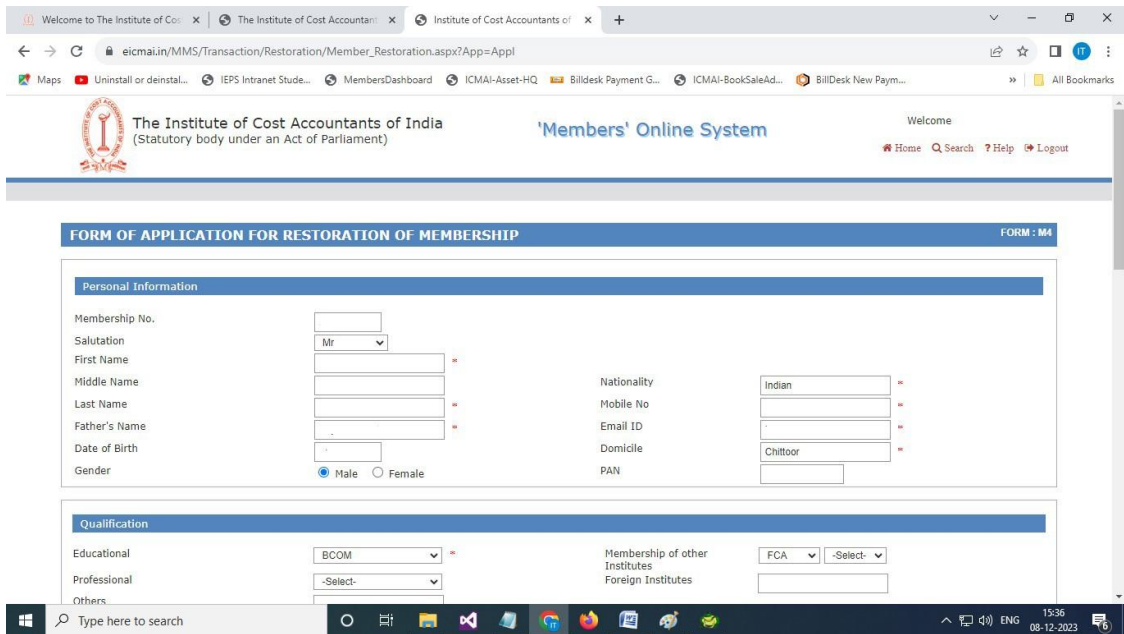
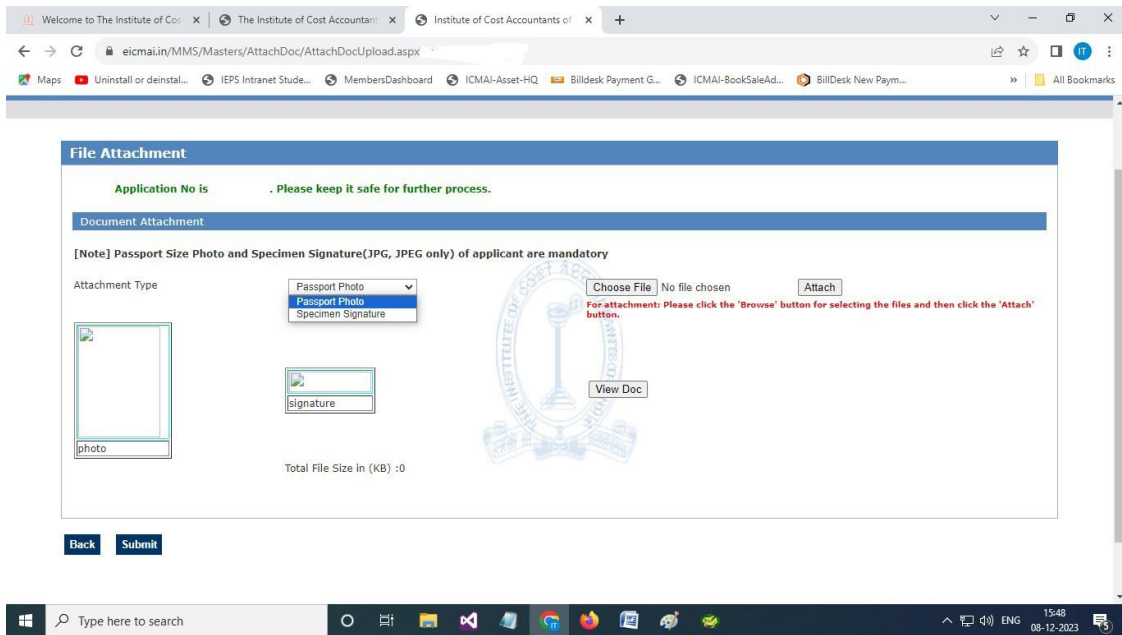5. Click "YES" button will redirect to the Restoration Application page.

Screen -5

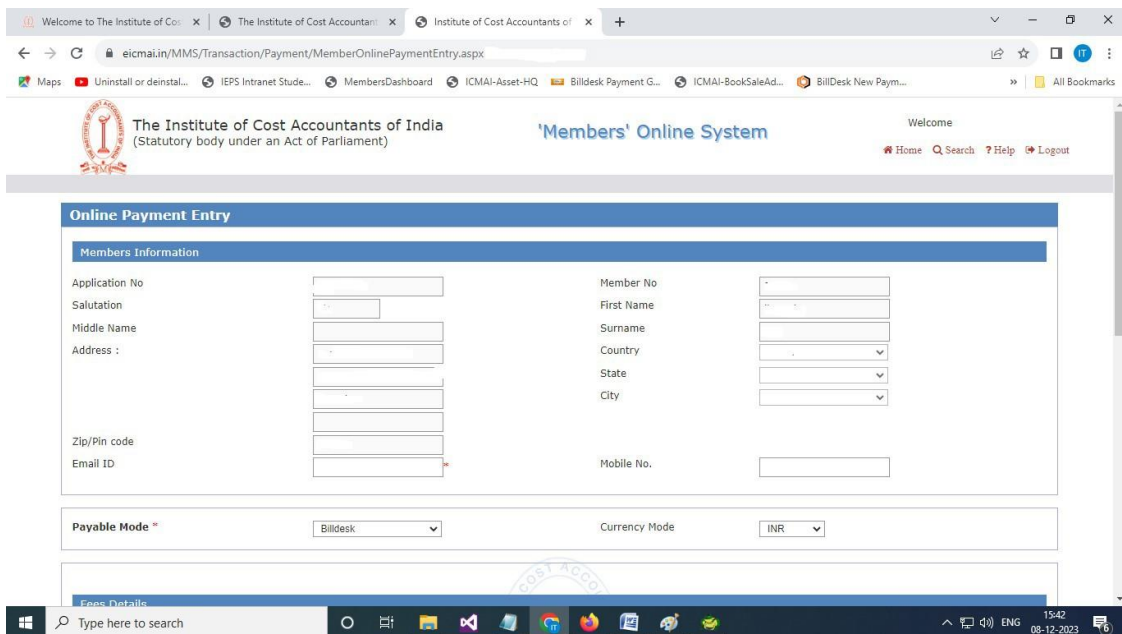6. The Restoration Application consists of three steps
   - ✓ Personal Information
   - ✓ Document Attachment
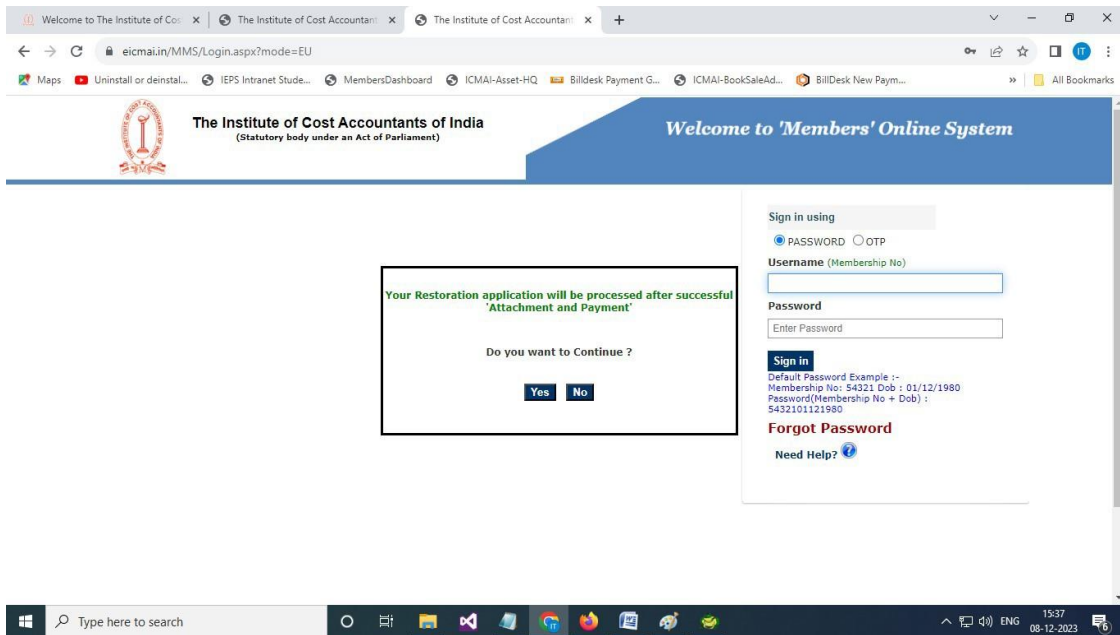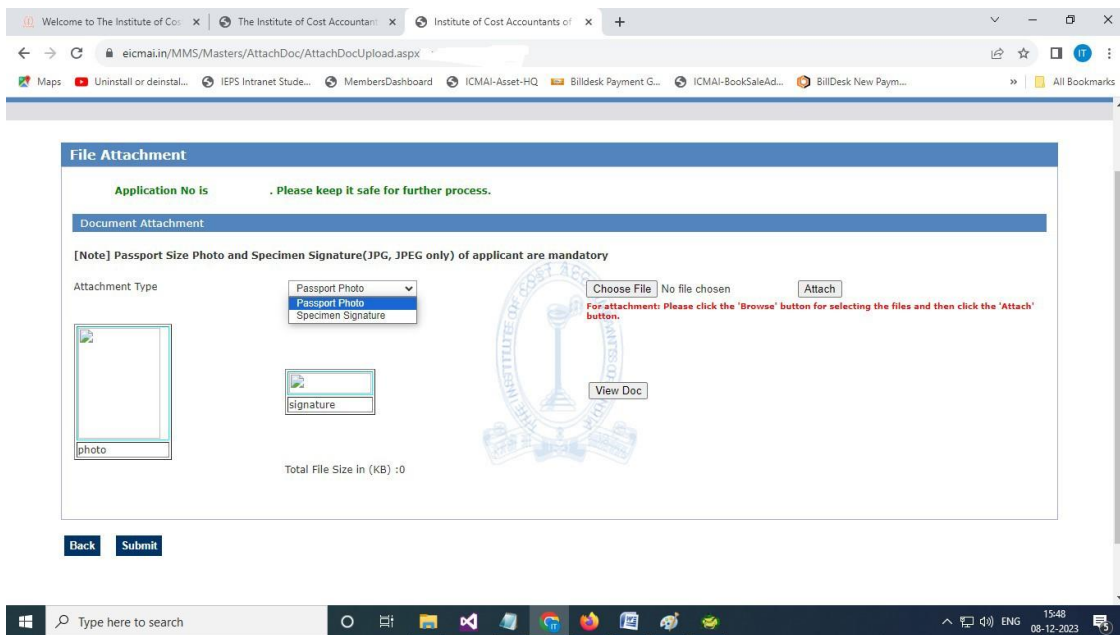   - ✓ Payment

Screen -6

Screen -7

Screen -8

7. If a restoration application is partial and attachment and payment is incomplete, then from the next time onwards, whenever the member tries to login, the below POP UP message will appear.
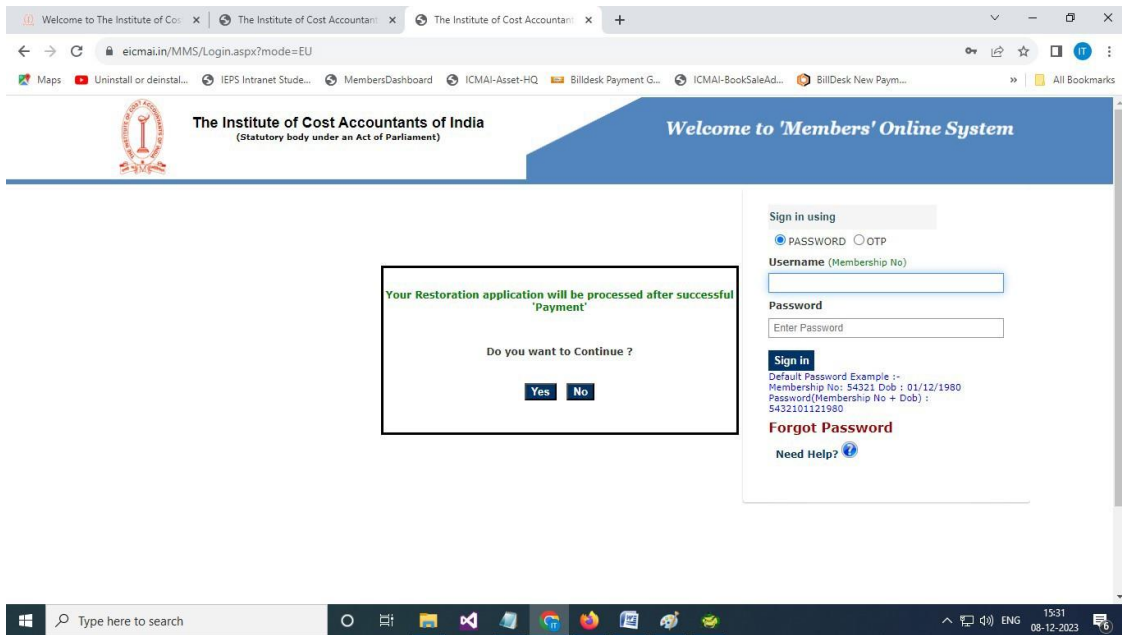
Screen -9

8. Click "YES" button will redirect to the pending Restoration Application's document attachment page (Screen -10).
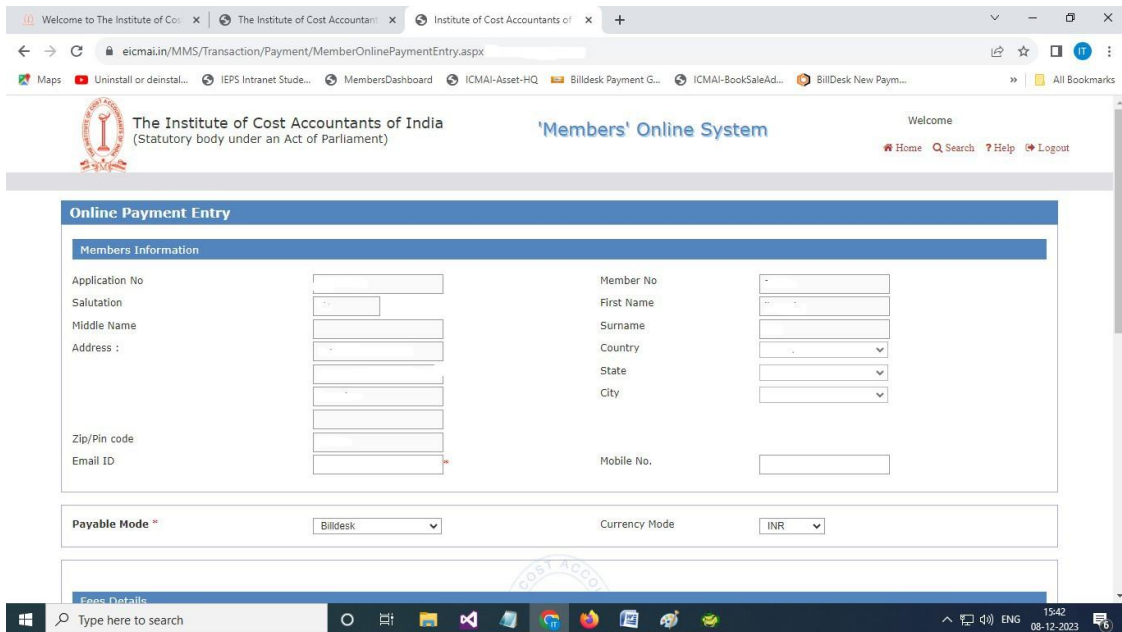

Screen -10

9. If a restoration application is partial and payment is incomplete, then from the next time onwards, whenever the member tries to login, the below POP UP message will appear (Screen – 11).

Screen -11

10. Click "YES" button will redirect to the pending Restoration Application's payment page (Screen -12).

Screen -12

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.

Fees Description Information	Fees Amt	Currency	Payable Amt
ASSOCIATE MEM FEE (REMISSION / AMNESTY) FY 2024-25	1000	INR	1000
ASSOCIATE MEM FEE (REMISSION / AMNESTY) DEFAULT YR	1000	INR	1000
RE-ENTRANCE FEE (REMISSION / AMNESTY)	50	INR	50
RESTORATION FEE (REMISSION / AMNESTY)	50	INR	50

IGST: 378

Total Amount: 2478

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.

Screen -13

11. After successful submission of restoration application, it will be available at the internal module of Member's Online System for departmental processing.

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 restore the member.