

FAQ'S ON MEMBER SERVICES

1. FAQ's on Creating Login Credentials in SSP Portal

Q.1. What is the procedure for creating login credentials in Self Service Portal of ICAI.

Ans. Existing Students/Members can create login credentials through the Self-Service Portal icon on Institute's website www.icai.org or by clicking on the following link:
<https://eservices.icai.org/EForms/configuredHtml/1666/87785/Registration.html>

Q.2. I have entered the details, but my details are not validating?

Ans. Kindly check the Regn. No. or Membership No. & Date of Birth before validating. You must have unique Student Regn. No. (e.g., CRO0111111, NRO0111111 etc.) or six-digit membership no. (e.g., 411111, 311111, 015645 etc.)

Q.3. My details are validated & I have filled other details also but OTP not coming on my Mobile no.?

Ans. If OTP is not coming on your mobile, kindly check the OTP received in your E-mail ID.

Q.4. I have not received any OTP in my mobile & also in my E-mail & considerable time has passed?

Ans. In this case, kindly send an e-mail at hossp@icai.in.

Q.5. I am a member residing outside India, will I receive OTP on my International Mobile No.?

Ans. No, OTP will not be sent to International mobile no., in that case, member will receive OTP on his registered E-mail ID.

Q.6. Whether it is mandatory to upload the requisite documents like Passport, Pan card etc.

Ans. Yes, it is mandatory to upload the requisite documents.

Q.7. I have successfully submitted the login ID credential form, in how much time/days I will receive my login ID credentials.

Ans. If login ID credential form is completed in all respects, then you will receive the credentials **on the same working day or the next working day** (if applied on holiday). You will receive credentials on your registered E- mail ID.

2. FAQ's on Form 2 (Membership Enrollment)

Q 1. Which form is to be filled to take Associate Membership of Institute?

Ans. Form 2 is to be filled to take Associate Membership of Institute.

Q 2. What is the Eligibility to become Associate Member of Institute?

Ans. A Student who has passed both groups of Final Exam, completed 2/3 years article training, passed AICITSS course, Advance ITT online test (conducted by Exam department) & SPMT test is eligible to become Associate member of Institute.

Q.3. What is the fee for applying for form 2?

Ans. The total fee is Rs 4130/- without COP & Rs 7670/- with COP. A discount of Rs 590/- is applicable if E-Journal is opted.

Q.4. If I am eligible, what is the procedure to apply for form 2?

Ans. You can apply for form 2 online by logging into SELF SERVICE PORTAL through institute website www.icaai.org. Form 2 is available in **Fresh Membership Enrollment tab in Student Module**. You have to login through your student's login ID.

Q.5. I don't remember my login ID or I forgot the password?

Ans. Your student login ID is your student registration no. @icaai.org (For e.g. CRO011222@icaai.org). For password, kindly click on Forgot password option available on login page of Self-Service Portal.

Q.6. After logging into SSP portal, Form 2 is not visible in Student Module.

Ans. There are two possible reasons due to which form 2 is not visible, 1. Either the applicant has not completed his articles training or training completion is not updated in SSP portal. 2. Applicant has not passed final both group Exam or final both group marks are not updated in SSP portal.

Q.7. If my article details or my Final exam marks are not updated, whom should I contact for updation?

Ans. Kindly raise ticket through help desk in SSP Portal.

Q.8. I am filling form 2 but many of my details like Education, training details etc. are not updated?

Ans. You have to first update all your details which are not appearing through “**update your profile**” tab . After Approval of edit profile request, you may proceed to submit Form 2.

Q.9. I am updating my qualification, but portal is asking to fill form 112 (breach of regulation 65).

Ans. The Council of ICAI had permitted to pursue two correspondence courses & one regular course during the period of article training provided the timings of the course do not clash with timings of article training. In all other cases, Form 112 is to be filled. Please note that there is no condonation fee for Form 112.

Q.10. I have opened form 2 but now it is not appearing in new member form 2.

Ans. Once form 2 is opened, it moves to pending/ submitted application.

Q.11. I have successfully submitted form 2 & paid the requisite fees, in how many days my form 2 will be processed.

Ans. Normally it takes about 2-3 days to process form 2 if it is complete in all respects. Once form 2 is approved, you will receive Membership intimation letter through E-mail.

Q.12 I have also applied for Certificate of Practice along with Membership, will I get any Separate COP Number.

Ans. No, ICAI do not issue any separate COP number you will get Certificate of Practice from the date of Membership.

Q. 13 . Will I get any physical signed letter form ICAI for Membership & COP (if applied).

Ans. ICAI had discontinued sending physical letters after the launch of SSP portal you will get membership letter through E-mail. Membership letter can also be downloaded from Member letters option in member module in SSP portal.

3. FAQ's on Form 6 (Grant of COP)

Q 1. Which form is to be filled to take COP?

Ans. Form 6 is to be filled to take COP whether you are Associate or Fellow Member of Institute.

Q 2. What is the Eligibility to take COP?

Ans. Any Active Associate or Fellow member of the Institute is eligible to take COP.

Any member who is engaged in any other business/occupation besides the profession of accountancy, not permitted by the council under general or specific permission is not eligible for COP.

Q.3 What is the fee for applying for form 6?

Ans. The total fee is Rs 3540/- for Associate member & Rs 4720/- for Fellow member.

Q.4 If I am eligible, how I have to apply for form 6?

Ans. You can apply for form 6 online by logging into SELF SERVICE PORTAL through institute website www.icaai.org. Form 6 is available in other forms in Member Module in Member Functions.

Q.5 What is the criterion for getting Full Time COP or Part Time COP.

Ans. If any member is in full-time employment in any organization or paid assistant

in any CA Firm, in that case Part Time COP will be granted. If member is not employed anywhere then Full Time COP will be granted.

Q.6 Will I get any Separate COP Number.

Ans. No, ICAI do not issue any separate COP number.

Q.7 After my COP is approved when I will receive my COP Certificate?

Ans. The Certificates are prepared at our Head Office and normally it takes 1-2 months' time for preparation of Certificates.

4. FAQ's on Employment/Engagement (Regulation 190A):

Q.1. How to update my employment/engagement in Self Service Portal.

Ans. You can update your employment or engagement through "update employment/engagement" tab in member functions in SSP Portal.

Q. 2. My organization name does not appear in the drop-down list in the update employment section?

Ans. If name of organization does not appear in the drop-down list, you can create the organization name through the following procedure:

Log on to SSP > Member Functions > Member Module > Other Forms > Organization empanelment/Addition form.

Q.3. I am not able to update employment for the period of holding Full-time COP?

Ans. Members are not allowed to update employment for the period of holding Full-time COP or for the period in which membership was Inactive.

5. FAQ's on Form 3 (Grant of Fellow Membership)

Q 1. Which form is to fill in to take Fellow membership of the Institute?

Ans. Form 3 is to be filled in to take Fellow membership of Institute.

Q 2. What is the Eligibility to become Fellow Member of the Institute?

Ans. Any Active Associate member of the Institute who has been doing continuous practice in India or been in Employment or both for at least five years and has continuous membership of the Institute is eligible to take Fellow membership of the Institute.

Q.3 If I am eligible, how I have to apply for form 3?

Ans. You can apply for form 3 online by logging into SELF SERVICE PORTAL through institute website www.icaai.org. Form 3 is available in other forms in Member Module in Member Functions.

Q.4 What is the fee for applying for form 3?

Ans. The total fee is Rs.6490/- for non-COP holders & Rs.11210/- for members holding COP. A discount of Rs 590/- is applicable in membership fees if E-Journal is opted.

Q.5 After my Fellowship is approved when I will receive my FCA Certificate?

Ans. The Certificates are prepared at our Head Office and normally it takes 1-2 months' time for preparation of Certificates.

6. FAQ's on Form 9 (Restoration of Membership)

Q.1 How can I restore my ICAI membership??

Ans. A member is required to file the Form 9 through his login id along with the requisite fee at Self Service Portal. Click on Member functions > Member Module > Other Forms > Restoration of Membership (Form-9).

Q.2 How can I restore my COP?

Ans. Member whose Certificate of Practice has been cancelled on account of non-payment of Certificate of Practice fee for the relevant year is eligible for restoration of Certificate of Practice with retrospective effect through his login id at Self Service Portal on or before 31st March of the relevant financial year as follows: Click on Member functions > Member Module > Other Forms > Restoration of COP (Form-101).

7. FAQ's on Surrender of COP

Q. 1 How can I Surrender my Certificate of Practice/Membership?

Ans. The Certificate of Practice/Membership of a member will be cancelled on receipt of online application after receiving the annual membership and COP fees of relevant financial year through his SSP login id as follows. Click on Member functions > Member Module > Other Forms > Membership/COP surrender.

(In case the member desires to cancel Certificate of Practice with effect from 1st April and the request is submitted within 30th April, the Certificate of Practice of the member will be cancelled without Certificate of Practice fee. However, the member has to pay the annual membership fee at the time of COP surrender.)

8. FAQ's on Death Entry

Q.1 How can I update Death intimation of any deceased member.

Ans. Any member can apply for death intimation of any deceased member through his login id on Self Service Portal as follows.

Click on Member functions > Member Module > Other Forms > Death Intimation application. Death certificate of the deceased member has to be attached in the Form.

Or any family member/relative of the deceased member can also apply for death intimation through Death intimation Form available in member services in E-services in Institute's website www.icai.org

9. FAQ's on Updation of Professional/Permanent address.

Q.1. How can I update the Professional or Permanent address in Self-Service Portal.

Ans. Professional address or Permanent address can be updated through “update your contact details” tab in member functions in SSP. For updation of professional/permanent address, requisite documentary proof is to be attached in the application.

10. FAQ's on Updation of Name change, DOB, Nationality etc

Q.1. How can I update my name change, Nationality, DOB correction & other profile in Self-Service Portal.

Ans. Name change, Nationality, DOB correction & other profile in Self-Service Portal can be updated through “update your profile” tab in member functions in SSP.

11. Annual Membership/COP Fees of Associate/Fellow/Sr. Citizen

The applicable amount of Annual Membership Fee/Certificate of Practice Fee is as under:

1. Fees for Members below the age of 60 years as on 01. Apr– Not holding Certificate of Practice		
Associate Membership Fee GST@ 18%	Rs.1,500/- Rs. 270/-	Rs.1,770/-
Fellow Membership Fee GST@ 18%	Rs.3,000/- Rs. 540/-	Rs.3,540/-
2. Fees for Members holding Certificate of Practice (COP)		
Associate Membership Fee Certificate of Practice fee GST@ 18%	Rs.1,500/- Rs.3,000/- Rs. 810/-	Rs.5,310/-
Fellow Membership Fee Certificate of Practice fee GST@ 18%	Rs.3,000/- Rs.4,000/- Rs. 1,260/-	Rs.8,260/-
3. Fees for Members of the age of 60 years or above (as on 01. Apr) and not holding Certificate of Practice {Those holding COP are required to pay the Fees as per 2 above}		

Associate Membership Fee GST@ 18%	Rs.1,100/- Rs. 198/-	Rs.1,298/-
Fellow Membership Fee GST@ 18%	Rs.2,300/- Rs. 414/-	Rs.2,714/-
Air Mail charges for CA Journal (in case member residing abroad) – Rs. 5400/- (Shall not be applicable if member opts for e-journal)		

Members opting e-journal will be given a discount of Rs.590/- (including 18% GST) on total Fee.

Note:

1. A member can remit annual membership/COP fee in advance up to maximum 10 years (1+9).
2. If any member has paid only the current year fee (membership/cop) & wishes to pay advance fee later on, can also remit the same once up to maximum of 9 years up to 30th September.