

FAQ's relating to ICAI Know Your Member (KYM)

Q1.What is ICAI Know your Member (KYM) ?

Ans. ICAI Know Your Member (KYM) is a Form in which member is required to provide certain information as desired in the KYM Form on an annual basis online through Self Service Portal login.

Q.2. Who is required to fill KYM form ?

Ans. All Active members are required to fill KYM Form annually before making the payment of annual membership fees.

Q.3. What is the procedure to submit the KYM form ?

Ans. The procedure to submit the KYM form is as under:

Login into Self Service Portal --> click on Member functions --> KYM Form

Q.4. Is it mandatory to fill KYM Form on annual basis?

Ans. Yes, it is mandatory to submit KYM Form annually before making the payment of annual membership fees. However, those members who have submitted the KYM form in the previous year & their KYM form was approved by ICAI & if there is no change in their details, they can submit the KYM form by clicking on "YES" option available on KYM form itself & their KYM form will be auto approved immediately.

In case, there is change in KYM form details, member can click on "NO" option & will need to submit the KYM form as a fresh KYM form. Members can pay the annual membership fees only after approval of KYM form.

Q.5. Can I pay annual membership fees after submission of KYM form.

Ans. Annual membership fees can be paid after approval of KYM form. In other words, mere submitting the form will not allow paying annual membership fees unless the KYM form is approved.

Q.6. I have tried to fill the KYM Form earlier, but it is now not appearing under member functions?

Ans. Once the KYM Form is opened but not successfully submitted, the same will be available under Member Module option. Follow the following path:

Login into Self Service Portal --> click on Member functions --> KYM Form

Q.7. Which details are required to be filled in the Form?

Ans. You are required to update the following and upload the prescribed documents :

1. PAN No. along with Proof (If already not updated)
2. GST No. along with Proof (If already not updated)
3. Residential Address along with supporting document.
4. Latest passport size official Photograph
5. Designation in Employment (If applicable)
6. Self Employed Details (Those who are neither in practice nor in employment)
7. Professional Address along with supporting document
8. Independent Directorship details
9. Pending cases details with Professional Bodies or any court/authority etc. , if applicable
10. Declaration for its correctness and Section 8 compliance.

Q.8. What documents are required to be uploaded for Residential Address as address Proof ?

Ans : Any one of the following documents –

- Driving License,
- Passport (Both Front and Back Page),
- Voter Id (Election Card), (Both Front and Back Page),
- Electricity/ Water/ Gas Bill not more than 3 months old)
- Property Tax Receipt
- Rent Agreement (Should be on Stamp Paper and should not be expired)
- Bank Statement not older than 3 months (Statement of your Individual name only)

In case, you are residing with your parents or relatives, you can upload the electricity/water/Gas Bill/ Property Tax Receipt Documents of your relatives along with permission letter from them (Format Attached).

Q.9. What documents are required to be uploaded as a identity Proof ?

Ans : Any one of the following documents –

- Driving License (Should not expired)

- Passport (Front and Back Copy and should not expired),
- Voter Id (Election Card), (Front and Back Copy),
- Pan Card

Q. 10 Can I update my employment joining/leaving from KYM form ?

Ans. No, you can update Joining/leaving of your employment through update employment/engagement option available in member module of SSP portal. You can only update the present employment designation through KYM Form. Kindly update the designation in KYM form only if, your employment details is currently updated in KYM form otherwise, kindly update the employment details before submission of KYM form.

Q. 11 What documents are required to be uploaded for professional address?

Ans. Members are required to upload the following documents, as applicable for updating Professional Address:

| Sl. No | Member Status | Professional Address | Documents Required |
|--------|---|---|---|
| 1 | Member not holding COP and also not in employment | not in employment Place of Residence | Documents as mentioned in Q7 above.. |
| 2 | Member in Employment (other than CA Firm) | In case, member choose the place of Employment Or Place of Residence | Certificate of address issued by the Employer at his/her letter head . Documents as mentioned in Q7 above. |
| 3 | Member Employed as Paid Assistant in CA Firm | Professional Address of Employer | Certificate of address issued by the CA Firm.(Format Attached) |
| 4 | Member holding COP and not In-charge of firm/ branch& also not the Paid Assistant with Firm | Place of Profession | <p>Any one of document-</p> <ul style="list-style-type: none"> • i. Electricity/ Water/ Gas Bill not older than 3 months, • ii. Property Tax Receipt • iii. Rent Agreement(Should be on Stamp Paper and should not be expired, may be with Nil rent), • iv. Bank Statement of not older than three month, • v. GST Certificate, <p>Note :</p> <ul style="list-style-type: none"> • 1. Documents mentioned (i) to (iii) of above may be in the name of Firm or in the name of proprietor/ any partner. However, documents mentioned (iv) & (v) above should be in the name of firm. • 2. Office occupied by you which is in parents or relatives(Father, Mother, Spouse, Son/Daughter) place, you can upload documents (i) to (iii) of above in the name of your parents/relatives along with their permission letter.(Format Attached) |

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|---|---|---|---|
| | | | <ul style="list-style-type: none"> 3. Office occupied by you which is in relative's (other than Father, Mother, Spouse, Son/Daughter) place or friend's place, you can upload documents (i) to (iii) of above in the name of your relative/friend along with their permission letter on Non-Judicial Stamp Paper.(Format Attached) |
| 5 | Member Holding Part Time COP and Partner with CA Firm | Professional Address of Employer or Firm | <p>Attached the documents on the basis of your selection of address. In case, you select the employer address, attached the document as mentioned in point 2 above. Otherwise, attached documents as mentioned in point no. 4 above.</p> |
| 6 | Member holding COP and Head In-charge of firm or a Branch | Address of HO or Branch as the case may be. | <p>Any one of the following documents-</p> <ul style="list-style-type: none"> i. Electricity/ Water/ Gas Bill not older than 3 months, ii. Property Tax Receipt iii. Rent Agreement(Should be on Stamp Paper and should not be expired, may be with Nil rent), iv. Bank Statement of not older than three month, v. GST Certificate, <p>Note :</p> <ul style="list-style-type: none"> 1. Documents mentioned (i) to (iii) of above may be in the name of Firm or in the name proprietor/ any partner. However, documents mentioned (iv) & (v) above should be in the name of firm, if the member is partner in the firm. 2. Office occupied by you which is in parent's or relative's (Father, Mother, Spouse, Son/Daughter) place, you can upload documents (i) to (iii) of above in the name of your parent's/relative's along with their permission letter.(Format Attached) 3. Office occupied by you which is in relative's (other than Father, Mother, Spouse, Son/Daughter) place or friend's place, you can upload documents (i) to (iii) of above in the name of your relative/friend along with their permission letter on Non judicial Stamp Paper.(Format Attached) <p>Note: Members cannot update their professional address through KYM, they need to submit separate application through Firm Module to update the change.</p> |

Q.12. Can I update my Professional/Residential Address of outside India through KYM form ?

Ans. No, you can update the same through Profile Edit form available in Member Module of SSP Portal.

Q.13. I am In charge of a CA firm / its Branch, Can I update my professional address through KYM form ?

Ans. No, Professional address of In-charge of CA firm/ its Branch can be updated only through Firm module of SSP.

Q.14. Will I receive any intimation if there is any discrepancy in my KYM form?.

Ans. If there is any discrepancy in KYM form, the application will be sent for “Ask for correction” with remarks. The said application will appear in KYM Form Option under member module in SSP portal. You can update the required details/upload the required documents and re-submit the form for RO verification.

Q.15. Will I receive any confirmation after approval of KYM Form?

Ans. Members will receive confirmation through E-mail after approval of KYM Form

Q.16. What is prescribed time for approval of KYM Form?

Ans. Approval of KYM form will take normally 5 to 7 working days, however, in some cases, it may takes some more days.

Q.17. What we should do, if any information which is prefilled in KYM form needs correction/ Updation ?

Ans. Before submission of KYM form, kindly visit the respective Module in SSP Portal for its updation/ Correction. The correct information will reflect in KYM form on its approval from RO.

Q. 18. I am a partner or Paid Assistant in CA Firm, can I update my Firm GST No. in the KYM Form ?

Ans. Yes, you can update your GST No. of your firm through the KYM form.

Q.19. My name in PAN Card is not matching with my name in ICAI records, can I upload this as id proof in KYM Form ?

Ans. Yes, you can upload the same and minor difference is acceptable.

Q.20. Can I update my own name Bank Statement as Professional Address proof ?

Ans. No. Bank Statement in the name of Firm may be uploaded for Professional Address verification.

Q.21. I am in employment and also a part time partner in CA Firm, what will be my professional address?

Ans. You can upload your employer’s address as a place of Profession.

Q.22. I have rent agreement with my landlord which is expired and not renewed, can I upload the same as address proof?

Ans. No, you can upload only valid document for verification.

Q.23. My latest photo is not matching with the prescribed documents required to be uploaded for KYM for identity verification?

Ans. You can upload any additional Govt. documents for its verification.

Q.24. What is self-employed option available in KYM ? Can I update my Firm detail or employment details in this option?

Ans. Members who are doing any business can update their business details in this column. Members who are in employment or in practice need not to update their employment or firm details in this option. A separate menu is available for the same.

Q.25. I am residing with my relatives/friend and not having any address proof document in my own name, what should I do?

Ans. In case, you are residing with your parent's or relative's (Father, Mother, Spouse, Son/Daughter) place, you can upload prescribed documents of address in the name of your relatives along with permission letter from them.

In case, you are residing with your relative's (other than Father, Mother, Spouse, Son/Daughter) place or with your friend, you can upload prescribed documents of address in the name of your relative's/friend's along with permission letter from them on Non-judicial Stamp Paper.

Q.26. I have uploaded my address documents in the KYM form, but RO required the valid address document for verification, what I should do?

Ans. You may upload the document which must have House No, Flat No along with name of Building, Area, City with Pin code for verification purposes.

Q.27. I am an Independent Director (Director Simpliciter i.e. Simple Director only for attending Board Meeting and received only [Sitting Fees) do I need to take permission in Form 190A through the Self Service Portal before mentioning details in KYM Form ?

Ans. No, It is not compulsory, you can directly submit KYM form with Independent Directorship details. You need to just mentioned – CIN No. , DIN No. and Name of company

Q.28. Is PAN card is compulsory for each and every member?

Ans. No, It is not compulsory.

Q.29. Can Member with or without COP update both Permanent and Professional address as Foreign address ?

Ans. Yes