

FAQ'S ON MEMBER SERVICES

1. FAQ's on Creating Login ID & Password in SSP Portal

Q.1. 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 Regn. No. (e.g., CRO01111111, NRO01111111 etc.) & six-digit membership no. (e.g., 411111, 311111, 015645 etc.)

Q.2 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.3. 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 ssp.helpdesk@icai.in

Q.4. I am a member residing outside India, will I receive OTP in my International Mobile No.?

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

Q.5 After OTP is validated, E-mail verification link not coming in my E-mail ID?

Ans. Kindly check whether the E-mail ID you have provided is correct or not. Also check junk/spam folder as sometimes e-mail verification link goes to junk/spam folder.

Q.6 I have checked junk/spam folder & also considerable time has passed but I still not received any link for E-mail verification?

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

Q.7 I have to take print of the declaration form & sign it & upload it but currently not having printer. Is there any other way out?

Ans. Yes, you can write the format of the declaration format in plain paper, sign it & upload the same by taking photo from your mobile.

Q. 8. 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.9. 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 respect, then you will receive the credentials in 1-2 working days. You will receive credentials in 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, AICITSS course and Advance ITT online test is eligible to become Associate member of Institute. Please note that Advanced IT Training & Test (conducted by Exam section) is compulsory.

Q.3 What is the fees 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 opted.

Q.4 If I am eligible, how I have 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 New Member forms in Student Module.

Q.5 I do not have login ID in SSP portal, how can I create one?

Ans. For creating login ID & password in SSP Portal, click on link

<https://eservices.icaai.org/EForms/configuredHtml/1666/87785/Registration.html>

Q.6 I do not have Unique Registration No. (e.g., CRO0111111, NRO0111111 etc.), for creating login ID in SSP portal, whom should I contact for unique registration no.

Ans. Kindly send an e-mail at ssp.helpdesk@icaai.in for unique registration no.

Q.7 After logging into SSP portal, Form 2 is not visible in New Member forms 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.8 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.9 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 Edit profile option in new member forms. After Approval of edit profile request in 4-5 days, you may proceed to submit Form 2.

Q.10. I am updating my qualification but portal is asking to fill form 112 (breach of regulation 65).

Ans. If you have undergone any course during article ship & have not taken prior permission from ICAI, then you have to fill form 112. You can proceed to fill form 2 only after approval of form 112 & qualification.

Q.11. 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.12 I have successfully submitted form 2 & paid the requisite fees, in how much days my form 2 will be processed.

Ans. Normally it takes about 5-7 days to process form 2 once approved. You will receive Membership number through SMS as well as E-mail.

Q.13 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. In SSP portal your COP status will be become Active.

Q.14 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 as well as Membership letter is available for download 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.

Q.3 What is the fees 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 5-6 months' time for preparation of Certificates.

4. FAQ's on Employment/Engagement:

Q. 1 My organization name is not appearing in the drop-down list in the update employment section?

Ans. If name of organization is not appearing 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.2. 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 be filled to take Fellow membership of the Institute?

Ans. Form 3 is to be filled for taking 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 fees 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 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 5-6 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 from 1st April and the request is submitted within 30th April, the Certificate of Practice of the member will be cancelled even though he has not remitted the Certificate of Practice fees. However, the member has to pay the annual membership fee within the specified time.)

8. FAQ's on Death Entry

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

Ans. A member is required to apply for death intimation application of deceased member through his login id on Self Service Portal as follows.

Click on Member functions > Member Module > Other Forms > Death Intimation application.

9. FAQ's on ICAI Know Your Member (KYM) Form.

Q.1. What is ICAI Know your Member (KYM) Form.

Ans. ICAI know your member is a newly developed 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.

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

Ans. All Active members are required to fill KYM Form

Login into Self Service Portal > Member functions > KYM Form

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

Ans. Yes, it is mandatory to fill KYM Form annually.

Q.5. I have opened the KYM Form but it is now not appearing under member functions tab.

Ans. Once the KYM Form is opened but not successfully submitted, the same will be available in the Pending/Submitted/Ask for correction application in the member module under member functions.

Q.6. Which details are required to be filled in the Form.

Ans. Basic details like Permanent address, Professional address, Photo, PAN No., GST No., Other details like updation of Employment designation, Self Employment details, Directorship details, details regarding if any case pending with any court/authority etc.

Documentary proofs are also required to be uploaded as required and given in KYM Form.

Q.7. What attachments to provide for proof of professional address.

Ans. Member status wise documents required for updating professional address is mentioned in the chart below.

Sl. No	Member Status	Professional Address	Documents Required
1.	Member not holding COP and also not in employment	Place of Residence	Any one of the following document - Driving License, Passport (Front and Back Copy), Voter Id (Election Card), Electricity/ Water/ Gas Bill, Rent Agreement, Bank Statement of last three month (With Stamp)
			Certificate of address issued by the Employer
2.	Member in Employment (Other Than CA Firm)	If it is the place of Employment or Place of Residence	Any one of document- Driving License, Passport (Front and Back), Voter Id (Election Card), Electricity/ Water/ Gas Bill, Rent Agreement, Bank Statement of last three month with stamp
3.	Member Employed as Paid Assistant in CA Firm and not holding COP	Professional Address of Employer	Certificate of address issued by the Employer / CA Firm

4.	Member holding COP and not In-charge of firm or branch	Place of Profession	Any one of document- Electricity/ Water/ Gas Bill, Rent Agreement, Bank Statement of last three month with stamp.
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5. Member holding COP and Head In-charge of firm or a Branch
- Address of HO or Branch as the case may be.

Any one of document in favour of the Firm HO / Branch) - Electricity/ Water/ Gas Bill, Rent Agreement, Bank Statement of last three month with stamp.

Note: Member will need to submit the separate application through Firm Module in case of a change.

Q.8. Can I update my employment joining/relieving from KYM form.

Ans. Joining/relieving of employment can be updated only through update employment/engagement option under member module in SSP.

Q.9. Can I update my professional address from KYM form if I am In charge of a CA firm.

Ans. Professional address of Head In charge of CA firm can be updated only through Firm module in SSP.

Q.10. Will I receive any intimation if there is any discrepancy in my KYM form.

Ans. If there is any discrepancy or in case of incomplete information provided in KYM form, the application will be sent for "Ask for correction" with remarks. The said application will appear in Pending/Submitted/Ask for correction application under member module in SSP where members are required to update the information or upload the desired documents & then the KYM form has to be re submitted.

Q.11. Will I receive any confirmation after my KYM Form is approved .

Ans. Members will receive confirmation through E-mail after the KYM Form is approved.

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 of members abroad) – Rs. 2478/- (optional) including 18% GST (Shall not be applicable if member opts for e-journal)		

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