Foreword

In today’s ever changing economic scenario, change is an inevitable facet in every sphere of life. The change is not only palpable in terms of structures, processes, efficiency in operations, developing competitiveness and ability to leverage organisational strengths and opportunities for sustainable growth of the organisation but also in terms of updating guidelines, procedures, norms etc in keeping with the change. It is in this context that a need has been felt to update and issue the guidelines relating to 'Members' Facilities and Services Committee' for the general guidance of our members.

The members of our Institute are required to comply with the requirements of different prescribed forms for various purposes. However, with change in time and because of the increasing use of online applications, most of these forms were re-designed and re-cast to serve the intended purpose of collecting updated information of the members to provide timely and prompt services.

I must congratulate my colleagues CMA Aruna Vilas Soman, Chairman for 2011 and 2012 and CMA H.K. Goel, Chairman for 2013 and other members of the Committee and the officials of the Department for their untiring efforts, new initiatives and substantial value additions to provide improved services to the members.

I am confident that the guidelines will be of immense help not only to the members of the Institute but also to the future CMA's.

CMA S.C. Mohanty,
President,
The Institute of Cost Accountants of India

Dated: 31st December 2013

Delhi Office: CMA BHAWAN, 3, Institutional Area, Lodhi Road, New Delhi-110 003, Phones: +91-11-2463 4084, 4734-0746
Resident: Plot No. 511, Sahid Nagar, Bhubaneswar-751007 (ODISHA), Phone: +91-674-2548605, Mobile: 09437205605, Email: mohantysc@gmail.com
Foreword

At the time of making various applications to the Institute for various matters in connection with new membership, Certificate of Practice etc., it has been observed that sometimes members used some kind of guidelines in completing the applications. With the increasing use of online applications, which has now become the order of the day, the need for evolving comprehensive guidelines was felt. The Institute already had the guidelines in this regard but it was felt that the same be modified and made user-friendly to take care of changing times.

The main objective of these guidelines is to make the existing as well as the prospective members conversant with the mode and manner of making applications and to make the process smoother and simpler for them as well as speedy disposal of all matters relating to membership. All the members and prospective members are requested to go through these guidelines before making any application to the Institute in respect of a particular matter.

While I hope that the new guidelines will be useful to the members and all other concerned, any constructive suggestions in this regard will be most welcome.

CMA H.K. Goel
Chairman, Members’ Facilities & Services Committee
The Institute of Cost Accountants of India

Place: Kolkata
Date: 1st January 2014
<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>A. ASSOCIATE MEMBERSHIP GUIDELINES</th>
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<tbody>
<tr>
<td>1</td>
<td>An applicant for admission to Associate Membership of the Institute is required to produce evidence to the satisfaction of the Council that he has acquired for a period of not less than three years’ practical experience covering different branches of Costing or Industrial Accounting in a responsible position in any one or more Industrial or Commercial or Government units or departments.</td>
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<td>2</td>
<td>Experience in Banking, Insurance and other Financial Institutions involving project analysis, feasibility reports, financial profitability analysis, economic efficiency analysis – 3 years (minimum).</td>
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<td>3</td>
<td>In Universities and Management Institutions etc. – practical experience in handling projects and specific studies in costing and management accounting and in other management functions with economic content and analysis – 3 years (minimum).</td>
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<tr>
<td>4</td>
<td>Experience on full-time basis with a practising Cost Accountant – 3 years (minimum).</td>
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<td>5</td>
<td>Experience on part-time basis with any organization – 5 years (minimum).</td>
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<tr>
<td>6</td>
<td>Experience with engineering bias involving system analysis, project study and allied disciplines, cost and project estimation, inventory control and accounting, budgeting – 3 years (minimum).</td>
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<tr>
<td>7</td>
<td>Teaching experience for Degree/Post-Graduate courses or recognized Institutes in subjects – Costing/Management Accounting and/or other papers covered in the syllabus of ICAI for minimum of 3 years on full-time basis.</td>
</tr>
<tr>
<td>8</td>
<td>Teaching experience for Degree/Post-Graduate courses or recognized Institutes in subjects – Costing/Management Accounting and/or other papers covered in the syllabus of ICAI for minimum of 5 years on part-time basis.</td>
</tr>
<tr>
<td>9</td>
<td>Articled Service under C. A. Regulations is not recognized.</td>
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</tbody>
</table>
### Procedure for application:

Application for admission as Associate Member should be made in prescribed Form M-2 ‘Form of Application for Admission as Associate/ Fellow Member’ available at the Headquarters of the Institute in Kolkata and the offices of Regional Councils and Chapters. This form should be accompanied by prescribed fees to be paid by way of a demand draft/at par cheque drawn in favour of “The Institute of Cost Accountants of India”. In addition to the general information to be furnished by members like, name, Date of Birth, Qualifications, details of experience etc, other details are also required which have been made mandatory (indicated with asterisk) and it is obligatory for applicants for Associate membership to fill in those fields without which, their applications cannot be processed.

The Form M-2 should be accompanied with experience certificate(s) duly attested by the employer(s) in original and photocopy of certificates, duly attested by a Gazetted Officer or any member of the ICAI with Membership No., of date of birth and highest academic qualification of the applicant. The experience can also be certified by the employer(s).

The form can be filed online and the fees paid online through the Payment Gateway of the Institute’s website www.icmai.in. Applicants desirous of filing the Form M-2 online should go through the following stages:

- Go to the Institute portal www.icmai.in
- Go to the ‘Members’ menu tab on the home page
- Select ‘Online membership Application’ for applying for Associate membership
- Click ‘Apply for Membership’ under ‘Online Membership application’ menu and then click on “Application Form” button under the heading ‘Choose Application Type’.
- The applicant must go through the instructions carefully before filling in the application form
- Click ‘Application Form’ and then you will be immediately led to the first page of the application form for admission as an Associate member.
- The payment is to be made using a credit card
- Relevant attachments to be done

The application process consists of three steps which need to be followed:

- **STEP 1**: This section consists of the personal, professional information of the member.
- **STEP 2**: This section deals with the documents to be attached.
- **STEP 3**: This section deals with Payment.

As you go through different steps of the soft copy of the application form, you will be required to fill in several details, some of which are mandatory (marked by asterisk) without which the application cannot be processed. All the above mentioned three steps are to be followed strictly (like attachment of documents and payment particulars) for making online application for Associate membership.
Details of prescribed Fee:
Effective from FY 2013-14, the annual membership fee for Associateship is ₹1000/-
The entrance fee for Associateship is ₹ 1000/-

Issue of Photo Identity Card:
The applicants should apply for Photo Identity Card, in prescribed form, along with the application for Admission as Associate, Fellowship.

Procedure for Renewal:
Every Associate Member has to pay the Membership Fees, as may be decided by the Council from time to time, which falls due on 1st April in each year, not later than 30th September of every year.
Every Associate Member has to furnish the Certificate/s showing the requisite CEP credit hours along with details of their fee payment.

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**A. FELLOW MEMBERSHIP GUIDELINES**

1. A member, being an Associate who has been in continuous practice in India for at least five years, whether before or after the commencement of the Cost Accountants Act, or whether partly before and partly after the commencement of the said Act, and a member who has been an Associate for a continuous period of not less than five years and who possesses such qualifications as the Council may prescribe with a view to ensuring that he has experience equivalent to the experience normally acquired as a result of continuous practice for a period of five years as a cost accountant shall, on payment of the prescribed entrance fee and on application made and granted in the prescribed manner, be entered in the Register as a Fellow of the Institute.
<table>
<thead>
<tr>
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<th>Guidelines – Members Facilities &amp; Services</th>
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<tbody>
<tr>
<td>2</td>
<td>For purposes of sub-section (4) of section 5 of the CWA Act, an associate who, for a continuous period of not less than five years has held a position as Chief Cost Accountant or an equivalent appointment, by whatever name designated, in an organization approved for the purpose by the Council shall be deemed to have experience equivalent to the experience acquired as a result of continuous practice for a period of five years as a Cost Accountant.</td>
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<tr>
<td>3</td>
<td>Chief Cost Accountant, Chief Accountant, FA &amp; CAO/Chief of Finance, Jt. or Dy. FA&amp;CAO/Jt. or Dy. Chief (Finance), Financial Controller, Controller of Accounts, Finance Manager or equivalent designations.</td>
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<td>4</td>
<td>Cost Accountant, where he is the head of the Cost Department or Division.</td>
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<tr>
<td>5</td>
<td>In some private sector companies the post of Accountant/Divisional Accountant/ Senior Executive, where he is the head of Cost Department.</td>
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<td>6</td>
<td>Secretary of a Company if the Chief Accountant and/or the Cost Accountant reports to him.</td>
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<tr>
<td>7</td>
<td>Works Accountant of a Factory</td>
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<tr>
<td>8</td>
<td>Deputy Finance Manager/Deputy Controller of Accounts/ Sr. Accounts Officer, Deputy Manager (Accounts), Assistant Manager, Accounts Officer, Finance Officer, Cost Accounts Officer, Income Tax Officer or equivalent of an organization, but not below the rank of Accounts Officer or equivalent.</td>
</tr>
<tr>
<td>9</td>
<td>Management Accountant, Budget Manager, Manager (I&amp;A)</td>
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<tr>
<td>10</td>
<td>As per provisions of Section 5(4) of the CWA Act, a member who has held certificate of practice as Cost Accountant continuously for at least a period of five years is eligible for Fellowship.</td>
</tr>
<tr>
<td>11</td>
<td>Teaching experience of 5 years as Lecturer or Professor or Head of the Department of any recognized University or University affiliated Colleges or Institute</td>
</tr>
<tr>
<td>12</td>
<td>Articled Service under C.A. Regulations is not recognized. Experience either by Service or practice in firms of Chartered Accountants/Company Secretaries is not recognized. However, if a firm of Chartered Accountants/ Company Secretaries has separate Management Consultancy Division and if the applicant has exclusively worked in that Division, credence to such service is given on percentage basis depending on the nature of job related with cost/management accounting/financial accounting/ taxation/ MIS or of similar nature, size of the firm, nature of the client companies duties, etc. handled by the applicant, size of the client companies, etc.</td>
</tr>
<tr>
<td>13</td>
<td>Management Consultant in individual capacity depending on the size of the firm, nature of duties handled by the applicant related with cost / management accounting/ financial accounting / taxation/ MIS or of similar nature, size of the client companies, etc.</td>
</tr>
<tr>
<td>14</td>
<td>In all cases mentioned above, the nature of experience of the applicant in applicant in practice/consultancy/service, his position and responsibility, whether the authority to whom he reports is sufficiently high in the organization are taken into account. If the applicant holds second or third position, regard is paid to the size and set-up of the organization, the applicant’s responsibility, division of work in the organization and the authority to whom he is directly responsible.</td>
</tr>
<tr>
<td>15</td>
<td>Out of five years to be computed, if the applicant has held the approved post, say, for 2 or 3 years, the lesser position held by him previously has also been approved in suitable cases taking into account the size and nature of the organization.</td>
</tr>
<tr>
<td>16</td>
<td>A gap not exceeding one year is condoned so as not to affect the interpretation of the word ‘immediately’ appearing in Section 5(4) of the CWA Act.</td>
</tr>
<tr>
<td>17</td>
<td>Note: Officiating or acting in a particular post does not entitle a member to be considered as equivalent for that post.</td>
</tr>
</tbody>
</table>

**Procedure for obtaining Fellow Membership of the Institute**

An associate member, who has been in continuous practice in India
for at least five years be eligible to apply for fellow membership of the Institute. The application should be made in prescribed Form M-2 available at the Headquarters of the Institute in Kolkata and the offices of Regional Councils and Chapters as well as can be downloaded from the Institute website www.icmai.in. Both sides of this form have to be filled in. This form should be accompanied by prescribed fees to be paid by way of a demand draft/at par cheque drawn in favour of “The Institute of Cost Accountants of India”. In addition to the general information to be furnished by members like, name, Date of Birth, Qualifications, details of experience etc., there certain other details are also required that have been made mandatory (indicated with asterisk) and it is obligatory for applicants for Fellow membership to fill in those fields without which their applications cannot be processed.

The form can be filed online and the fees paid online through the Payment Gateway of the Institute’s website www.icmai.in. Applicants desirous of filing the Form M-2 online should go through the following stages:

- Go to the Institute portal www.icmai.in
- Click on the members’ log in header menu on the right top of the portal
- The log in page will be displayed
- The Member should log in their own user name and password (the ‘Username’ is the membership number of the member and the ‘Password’ is a combination of the membership number and DoB (in dd-mm-year format) of the member
- Click on the application under Fellowship name for making Fellowship application.
- You will be led to ‘General Information’ which the members are required to go through carefully
- Experience details are to be given
- All relevant attachments to be done
- Then payment is to be made by using credit card

The following is the screen shot of the application form for admission as Fellow member:
Details of prescribed Fee:

Effective from FY 2013-14, the annual membership fee for Fellowship is ₹ 1500/-.
The entrance fee for Fellowship is ₹ 1000/-. Every Fellow Member has to furnish the Certificate/s showing the requisite CEP credit hours along with the payment of fees.

GUIDELINES FOR RENEWAL OF CERTIFICATE OF PRACTICE

For Attention of Practising Members

The members of the Institute holding Certificate of Practice having validity up to 30th June, 2013 are requested to comply with the following guidelines for renewal of their Certificate of Practice:

1. The following changes consequent to amendment to the Cost and Works Accountants Regulations, 1959 vide Notification dated 4th February, 2011 published in the Gazette of India may be noted:

   - The validity of a Certificate of Practice (COP) henceforth would be for the period 1st April to 31st March every year unless it is cancelled under the provisions of the Act and these Regulations. [Regulation 10 of The Cost and Works Accountants Regulations, 1959]. Hence, a member will be required to renew his certificate before 31st March every year.
   - The Certificate of Practice issued shall automatically be renewed subject to payment of renewal fees and subject to the compliance of minimum number of hours of such training to be undergone every year or such block of years or such other alternative conditions as may be determined by the Council by notification from time to time.
   - The COP issued during 2012-13 having validity up to 30th June 2013 would remain valid till that date. Renewal of the same has to be done anytime during 1st April 2013 to 30th June 2013 and the renewed COP will be valid till 31st March 2014.

5. It is also essential to furnish a certificate from the employer in the following form or in a form as near thereto as possible if the practicing member has undertaken any employment or there has been a change in employment:

Detailed procedure for issue of Certificate of Practice

Only members of the Institute ie, ACMA/FCMA are entitled to apply for grant of Certificate of Practice (COP). The same can be done manually by filling up hard copies of the prescribed forms as well as electronically (online) by logging in to the Membership Management System (MMS). The procedural formality to be complied with in this regard is discussed here below:

1. Application:

   An application for grant of Certificate of Practice (ie, first time issuance) has to be made in prescribed Form M-3 (Form of application for issue/renewal of Certificate of Practice) accompanied by Form M-6 (Form of application for approval of
firm name). First the applicant has to file the newly introduced Form M-6 wherein the applicant expresses his intention to practice the profession of Cost Accountancy under Regulation 10 of the Cost and Works Accountants Regulations, 1959 and give four names of the Trade name (in order of preference) under which you intend to practice. The Institute after going through the names given will select one of such names and intimate the same to the applicant. While the applicant can file hard copies of Form M-6 and Form M-3 simultaneously, he/she has to file Form M-6 first and then Form M-3 if he desires to file the Forms electronically. Filing Form M-3 is a mandatory requirement in terms of Regulation 108 of the Cost and Works Accountants Regulations, 1959. The form M-3 should be filed on both the sides. After these have been filed, Form M-5 (Form of application for particulars of Offices and Firms) will have to be filled on both the sides and the same has to be filed. Members, who wish to file these forms electronically can do so by logging in to the MMS and file these forms in the following sequence:

a. Form M-6
b. Form M-3
c. Form M-5

The online filing system has been designed in a manner whereby the applicant has to file first Form M-6, then Form M-3 and then Form M-5 in the sequence in which the forms have been uploaded.

3. Fees:

The application as above is to be accompanied with the requisite fee towards Certificate of Practice (COP). It shall be the duty of every member desirous of applying for COP to ensure that all dues to the Institute on account of annual membership fees and entrance fees are cleared as on the date of application. It may be noted here that under Section 6 of the Cost and Works Accountants Act, 1959 the membership fee falls due on 1st April every year. The fees may be paid by way of a DD/at par cheque payable at Kolkata favouring “The Institute of Cost Accountants of India”, if remitted by post/courier to the Institute HQ at Kolkata. Cash payment at the cash counters at HQ/Regional Councils/Chapters is also permissible.

Alternatively, the members will have the option of making online payment by logging in to the Membership Management System and going to the ‘Certificate of Practice’ menu on the membership portal where they can use their debit/credit cards to pay their Associate/Fellow membership fee along with the COP fee. Members who wish to pay their COP fees may straightaway visit the ‘COP’ menu and pay both their membership fees and COP fees together. It may be mentioned here that members willing to make payment of their COP fees should also pay their membership fee (Associate/Fellow) through the ‘COP’ menu as the latter is inbuilt into the system making it convenient for the members to make the payment.

4. Manner:

The Form M-3 must be duly filled in and preferably nothing should be left blank. The mandatory fields like denoted by * have to be filled in with utmost care as these would constitute information based on which the Certificate of Practice is issued/renewed. The words which are not applicable should be deleted. If a member is engaged in any other occupation as per sl no 3 of Form M-3, he has to comply with the provisions of Appendix No. 6 under Regulation 111 of the Cost and Works Accountants Regulations, 1959 as amended from time to time. If a member is holding any salaried employment as on the date of making the application, a declaration to that effect should be made as per sl no 6 (c) and he has to secure a No Objection Certificate (NOC) in the following form or in a form as near thereto as possible and submit the same to the Institute along with the application for Certificate of Practice (CoP):

“Shri/Smt ......................................................... is employed as (designation) ................................ and (name of Organisation) ............................................. he/she is permitted, notwithstanding anything contained in the terms of his employment, to engage himself in the practice of profession of Cost Accountancy in his spare time in addition to his regular salaried employment with us.

Signature of Employers with seal of organization”
It is pertinent to note that in the event of any change in employment, such a certificate should be obtained from the new employer as above and filed with the Institute forthwith.

Form M-3 can be filled in online by visiting the ‘Certificate of Practice’ menu on the Institute portal and by following the same procedure as stated herein above.

Details of Prescribed Fee:
Effective from 1st April 2013, the fee prescribed for application for issue/renewal of Certificate of Practice (COP) is ₹ 2000/-.

A screen shot of the application for issue/renewal of COP is given below:

New COP Application (M6+M3+M5):
In case of new partnership firm constitution, only one of the partners can fill up Particulars of Offices & Firms (Form M-5). The remaining members will directly come to the Attachment Screen without filling in...
Form M-5. Therefore a provision has been made in Form M-6 for skipping the Form M-5 for others.

In case of an existing firm, the new member who intends to join need not fill in Form M-5. One of the partners of that firm will fill in Form M-5 through Re-Constitution process and COP will be issued to the new entrant on the strength of the signature of one of the partners.

The COP issued/renewed can be viewed online as under:

Institute website à member login-->certificate of practice-->view the validity of cop

Members in practice can now view their validity of Certificate of Practice by following the procedure laid down below:

1. go to the home page of the Institute website, ie www.icmai.in
2. go to the members’ log in on the top and you will be taken to the ‘Membership Management System’ page
3. enter your ‘user ID’ & ‘Password’
4. go to the ‘Certificate of Practice’ menu on that page
5. view validity of ‘Certificate of Practice’

Restoration of names of members:

The names of members may be removed inter alia for non-payment of their membership fee within the time limit stipulated under Regulation 7(6) of The Cost and Works Accountants regulations, 1959. Regulation 17 of The Cost and Works Accountants regulations, 1959, provides for restoration of the names of the members in the Register of Members on an application being made in prescribed Form M-4 on his paying the arrears of annual membership fee, entrance fee and additional fee as may be prescribed. The restoration process can also be done online by visiting the Institute website www.icmai.in wherein the members whose names have been removed can know their arrears of membership fee and the restoration fee and make payment online by filling in Form M-4.

A sample screen shot is given below:
Members are requested to check their status from the menu option Membership Management à Address Changes Application submenu, from the website www.icmai.in.

In case of any change in the professional address and other particulars, the same is to be intimated through prescribed Form M-8.

The following is the screen shot of Form M-8 (Form of application for Change in address):