

**Procedure for Members of The Institute of Cost Accountants of India (ACMA & FCMA)  
to get Membership of the  
Chartered Institute for Securities & Investment (CISI), U.K.**

1. By virtue of mutual recognition between Chartered Institute for Securities & Investment (CISI), UK & The Institute of Cost Accountants of India **if you are an Associate member (ACMA) or Fellow member (FCMA) of The Institute of Cost Accountants of India, you can apply for Membership of CISI without appearing for any examination of CISI.**
2. CISI offers entry to membership, upon application at Associate (ACSI) level to Associate members of The Institute of Cost Accountants of India and Member (MCSI) level to members of The Institute of Cost Accountants of India with three years of relevant experience or Fellow members of the Institute. – Kindly refer to the eligibility criteria for MCSI application
3. The Institute of Cost Accountants of India will also encourage their students to apply for CISI membership at Student level and its Associate and Fellow Members to apply for membership at Associate (ACSI) level and Member (MCSI). Depending on their eligibility criteria

**4. Membership subscriptions fees**

All applications for CISI membership (except Student applications) are payable on a pro-rata basis, depending on the time of year that the application is made. The reason for using this system is that all members renew their memberships annually every April 1st, so to bring everyone into line with this, the fee payable is a percent of the full annual fee, dependent on the quarter the application is made. The subscription for the first year is payable at the time of application. Credit/debit card payments are acceptable or cheques should be made payable to the Chartered Institute for Securities & Investment Ltd and crossed 'A/c Payee only'. The payment should be in GBP only and to be sent to CISI London office directly - Registered office: 8 Eastcheap, London EC3M 1AE

Please see below for details of the current pro-rata rates for all grades.

\* The joining fee for membership is usually £25. However, CISI has agreed to waive the joining fee for ICAI Members.

<b>Grade</b>	<b>1st Quarter (April - June)</b>	<b>2nd Quarter (July - Sept)</b>	<b>3rd Quarter (Oct- Dec)</b>	<b>4th Quarter (Jan - March) includes fees for the following subscription year</b>
<b>ACSI by Experience</b>	*£90	*£67.50	*£45	*£112.50
<b>MCSI By experience</b>	*£123.75	*£93.00	*£62.00	*£155.00

\*above prices are annual membership fee mentioned on Pro-rata basis for membership request from April'12-March'13

(FULL FEE FOR A YEAR IS TO BE SPECIFIED FOR CONVENIENCE. ALSO THE REVISED FEE FROM 1.4.2012, TO BE GIVEN AS PER THE ABOVE CHART.)

**5. Membership application forms**

Application forms for The Institute of Cost Accountants of India members for ACSI, MCSI By experience, are available on The Institute of Cost Accountants of India website [www.icwai.org](http://www.icwai.org) or alternatively from the CISI website.

The application should be completed in full, including your The Institute of Cost Accountants of India membership number (under section 3 of form)

If the payment is done through credit/debit card it has to be sent to:

- Fax it on 022 4091 9499
- Scan the copy & forward it to [southasia.office@cisi.org](mailto:southasia.office@cisi.org) / [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in)

If the payment is done through cheque it has to be sent to London office directly on the address mentioned below:

The Chartered Institute for Securities & Investment  
8 Eastcheap, London EC3M 1AE  
Tel: +44 20 7645 0600

#### 6. Application Processing Time:

**ACSI:** Application for ACSI would normally be processed within 5 working days. A confirmatory email from the CISI membership department will be sent the following day giving members details of their membership number and password. This will then be followed by a membership pack which includes your membership certificate the following week.

**MCSI:** As for any of The Institute of Cost Accountants of India members applying for MCSI through the experience route, it could ideally take at least approximately 3months, which again depends on if the credentials & approval of the advisory board.

#### 8. Contacting us about membership of the CISI:

For further information about membership of the CISI please contact:

Email: [southasia.office@cisi.org](mailto:southasia.office@cisi.org) / [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in)

Tel: 022 40919402

#### Compliance by the members of The Institute of Cost Accountants of India (ACMA & FCMA):

9. Please ensure that your membership dues to The Institute of Cost Accountants of India have been paid. It may be noted that the membership fee falls due on 1<sup>st</sup> April each year and is required to be paid prior to application for Membership of CISI and renewal thereof in the subsequent years. **To apply for Membership of CISI now, you must have cleared all your membership dues of The Institute of Cost Accountants of India upto 2011-12.**
10. **For certification of The Institute of Cost Accountants of India qualification and membership of status to CISI by The Institute of Cost Accountants of India**, send an application in the format given in Appendix I to The Institute of Cost Accountants of India along with the following fee:

Year of application	Fees for The Institute of Cost Accountants of India members residing in India	Fees for The Institute of Cost Accountants of India members residing outside India
In first year for Membership of	INR 2000	US\$ 100

CISI		
In subsequent years for renewal of Membership of CISI	INR 1000	US\$ 50

11. **For getting Membership of CISI**, you should directly apply to CISI in the prescribed manner.

12. **Please note that for getting membership of CISI, all fees as mentioned above are to be paid to the respective Institutes.**

13. **Mode of payment of fees to The Institute of Cost Accountants of India:**

- **If you reside outside India**, fees can be remitted by any of the following ways:

a) **By transfer to The Institute of Cost Accountants of India's Bank Account through JP Morgan Chase Bank, New York:**

**U.S Dollars:**

<b>Ultimate beneficiary is an individual:</b>	
<b>To (Intermediary Bank) Field 56</b>	JP Morgan Chase Bank New York (payment should be routed either via CHASUS33 OR CHIPS Participant No. 0002 OR FED ABA 021000021)
<b>For credit to: (Bene Bank) Field 57</b>	0011404332 OR CHIPS UID 373060 Punjab National Bank (PUNBINBBCLN)
<b>Ultimate bene: Field 59</b>	Acct No. 0093002109030025 Bene Name: The Institute of Cost Accountants of India Address: 12, Sudder Street, Kolkata – 700 016, India.
<b>Bank to bank info: Field 72</b>	/BNF/ for further credit to Punjab National Bank New Market Branch

**Punjab National Bank's reference no. must be mentioned to facilitate quick identification.**

b) **By transfer to The Institute of Cost Accountants of India Bank Accounts directly:**

**(i) Details of Bank Account with Punjab National Bank**

A/C Name - The Institute of Cost Accountants of India

PNB A/C NO. (Current a/c) - 0093002109030025

Swift Code: PUNBINBBCLN

IFSC Code of PNB --- PUNB0009300

Address : New Market Branch, Kolkata.

**(ii) Details of Bank Account with HDFC Bank Ltd.**

A/C Name - The Institute of Cost Accountants of India

HDFC A/C NO. (Current a/c) - 0140350000373

Swift Code: HDFCINBBCAL

IFSC Code of HDFC --- HDFC0000014

Address : 2/6, Sarat Bose Road,  
Central Plaza,  
Kolkata - 700020.

**c) By Cheque / Demand Draft**

# **If you reside outside India**, fees may also be paid by Cheque/Demand Draft in U.S. Dollars drawn in favour of “The Institute of Cost Accountants of India” payable at **New York** adding appropriate bank charges.

# **If you reside outside India**, no fee is acceptable other than in US\$ (i.e. US\$ 100 in first year and US\$ 50 in subsequent years).

# **If you reside in India**, fees (INR 2000 in first year and INR 1000 in subsequent years) may be paid in INR by Demand Draft in favour of “**The Institute of Cost Accountants of India**” payable at **Kolkata, India** or in cash at the Headquarters of The Institute of Cost Accountants of India at Kolkata.

Please send e-mail to [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in) quoting your name and The Institute of Cost

Accountants of India Membership no. intimating the details of payment made in all cases.

14. For renewal of membership in subsequent years, you should ensure that you have no dues with The Institute of Cost Accountants of India towards membership or other fees.

15. The The Institute of Cost Accountants of India would send a status certificate in respect of you directly to CISI in hard copy with a scanned copy to you through e-mail.

16. To maintain CISI Membership, you need to maintain CPD requirements of 35 hours each year

17. Contact Mr. Arup Sankar Bagchi, Director (Membership), The Institute of Cost Accountants of India, 12 Sudder Street, Kolkata – 700 016.

Phone: 91-33-22521031/1034/1035/1492/1602/1619,

Fax: 91-33-22521723, e-mail: [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in) for any clarification.

**APPENDIX I**

**Format of Application**

Date:

The Secretary  
The Institute of Cost Accountants of India  
12, Sudder Street,  
Kolkata – 700 016.

Dear Sir,

Sub: **Membership of CISI, UK**

I wish to apply to CISI, UK for their apply for membership at the level of Associate (ACSI)/ Member (MCSI) and request you to issue a certificate to them directly with a copy to me certifying that I have successfully passed the Final Examination of The Institute of Cost Accountants of India and I am a member of The Institute of Cost Accountants of India.

Requisite fee of US\$ 100/INR 2000 by Demand Draft drawn in favour of “The Institute of Cost Accountants of India” payable at Kolkata, India along with copy of The Institute of Cost Accountants of India Final Pass Certificate & Membership Certificate are enclosed herewith.

Thanking you,

Yours faithfully,

Full Signature

Name: \_\_\_\_\_

The Institute of Cost Accountants of India Membership No. \_\_\_\_\_

Full address with Zip/Pin Code: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Phone no.: Landline & Mobile

E-mail:

Encl:

1. Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for US\$ 100/ INR 2000 drawn in favour of “The Institute of Cost Accountants of India” payable at Kolkata, India.
2. Copy of The Institute of Cost Accountants of India Final Pass Certificate.
3. Copy of The Institute of Cost Accountants of India Membership Certificate.