

**Procedure for ICAI Members (ACMA & FCMA) to get CMA Certification/Recertification of IMA USA**

1. By virtue of mutual recognition between IMA USA & ICAI, IMA's CMA and ICAI are recognized as equivalent. If you are a certificate holder of one of these certifications, you can obtain the other by approved waiver of examination. Hence, **if you are an Associate member (ACMA) or Fellow member (FCMA) of ICAI, you can apply for IMA's CMA Certification without appearing for any examination of IMA.**
2. Please ensure that your membership dues to ICAI 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 CMA Certification and Recertification in the subsequent years. **To apply for CMA Certification or Recertification now, you must have cleared your all your membership dues up-to-date.**
3. **For certification of ICAI qualification and membership status to IMA USA by ICAI,** send application in the format given in Appendix I (for CMA Certification in first year) & Appendix II (for CMA Recertification in subsequent years) to ICAI along with the following fee:

<b>Year of application</b>	<b>Fees for ICAI members residing in India</b>	<b>Fees for ICAI members residing outside India</b>
In first year for CMA Certification	INR 2000	US\$ 100
In subsequent years for CMA Recertification	INR 1000	US\$ 50

4. **For getting CMA Certification of IMA USA,** you should directly apply to IMA and pay the following requisite fees to them after filling up their online application form:

<b>Year of application</b>	<b>Fees for all ICAI members</b>
In first year for CMA Certification	US\$ 485 (as per details given below *)
In subsequent years for CMA Recertification	US\$ 250 (as per details given below **)

\* (i) US\$ 220 towards annual IMA membership fee for North America Regular Members or International members (payable annually), plus US\$ 15 towards application fee (payable in the first year).

(ii) Pay the standard CMA exam entrance fee of US\$ 250 (payable in the first year).

Annual IMA membership fee is valid for one year from the date of payment.

\*\* US\$ 220 towards annual IMA membership fee plus US\$ 30 towards annual CMA maintenance fee after getting your membership status certified by ICAI as mentioned in sl. no. 3 above.

**Payments to IMA USA may be made via credit card, wire transfer, etc. For wire transfers, etc. please contact Ms. Denise Huckins at 201-474-1598, email [dhuckins@imanet.org](mailto:dhuckins@imanet.org).**

**5. Please note that for getting CMA Certification/Recertification of IMA USA, all fees as mentioned in sl. nos. 3 & 4 above are to be paid to the respective Institutes.**

**6. Mode of payment of fees to ICAI:**

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

**a) By transfer to ICAI'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. 0093002100094297 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 ICAI's 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) - 00140350000373

Swift Code : HDFCINBBCAL

IFSC Code of HDFC --- HDFC0000014

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

**c) By Cheque / Draft**

# **If you reside outside India**, fees may also be paid by Cheque/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 Cheque/ Draft in favour of “**The Institute of Cost Accountants of India**” payable at **Kolkata, India**.

Please send e-mail to [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in) quoting your name and ICAI Membership no. intimating the details of payment made in all cases.

7. Once you have been issued a CMA certificate number, you can use the letters “CMA (USA)” as a suffix after your name during the validity period of your certification.
8. For CMA Certification or Recertification in subsequent years, you should ensure that you have no dues with ICAI towards membership or other fees.
9. The ICAI would send a status certificate in respect of you directly to IMA USA in hard copy with a scanned copy to you through e-mail.
10. ICAI Members can access the appropriate IMA Member Application online at IMA’s website: [North American](#) or [International](#). Use Promo Code: ICWAICMA.
11. To join IMA, please go to: [www.imanet.org](http://www.imanet.org):
  1. If you have already created a log in for the IMA website, please log in.
  2. Click on "Online Store" on the right hand side of the page.

3. Click on "Membership Products" on the left hand side of the page.
  4. Click on "Join" to select the membership you qualify to use.
  5. If you have not previously created a log in for the IMA website, the login screen will appear. Under the New User section, click on "Click here to register" and complete the form. All fields identified by red titles are required fields.
  6. You will be asked to select a local chapter to affiliate with based on your address on this form or choose Member At Large.
  7. After selecting a chapter you will be taken to the Shopping Cart. You may see a box next to your selection with a red X and Information Needed. Click this box.
  8. You will be taken to the IMA Statement of Ethical Professional Practice. All IMA members are expected to abide by this statement. At the top is a box to check acknowledging your agreement to abide by the statement.
  9. Click next at the bottom of the screen. The next screen asks if you have any felony charges. Respond appropriately to this question and then click the Finish box.
  10. You will see that you now have a box with a green checkmark and Ready for Checkout.
  11. You may proceed to Checkout or Continue Shopping if there are other items you wish to select; e.g. CMA Program Entrance Fee.
  12. Be sure all Information Needed boxes have changed to a green checkmark and Ready for Checkout.
  13. Click the Checkout box, if applicable add promotion codes or discount codes and provide your credit card information.
  14. After completing your order you will see an Order Summary. At the top next to your name is your IMA member number. This is your unique identifier in the IMA database and should be provided when you correspond with IMA by email or when telephoning Member Services. You do not have to provide the leading zeros or the dash zero at the end.
  15. You can print a receipt using the Print button at the bottom of the page.
12. To maintain CMA Certification, all CMAs must earn 30 Continuing Professional Education (CPE) credits per year (including 2 credits in the subject of Ethics). (See [Rights and Responsibilities of a CMA](#)). Continuing education credits can be used to satisfy requirements for both the ICAI and CMA certifications. Under the IMA/ICAI partnership, certified members seeking mutual recognition must maintain membership in both IMA and ICAI. CPE can be obtained through IMA online or at many other CPE providers. Credits earned from ICAI Continuing Education Programme (CEP) are also acceptable to IMA. IMA members residing in India may opt for CEP conducted by ICAI for renewal of CMA Certification accordingly. The following link explains the CPE rules of IMA USA: <http://www.imanet.org/pdf/561.pdf>
13. Contact Mr. Arup Sankar Bagchi, Director (Membership), The Institute of Cost Accountants of India, CMA Bhawan, 12 Sudder Street, Kolkata – 700 016.
- Phone: 91-33-22521031/1034/1035/1492/1602/1619,  
Fax: 91-33-22527993, e-mail: [membership.bagchi@icmai.in](mailto:membership.bagchi@icmai.in) for any query.
14. Contact IMA's Member Services Team to answer questions about IMA membership and CMA certification. Contact IMA Member Services at 800-638-4427 (North America) or +1-201-573-9000 (Outside of North America), or by e-mail at [ima@imanet.org](mailto:ima@imanet.org).

**APPENDIX I**

**Format of Application**

Date:

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

Dear Sir,

Sub: **CMA Certification by IMA USA**

I wish to apply to IMA USA for their CMA Certification 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 ICAI and I am a member of ICAI.

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 ICAI Final Pass Certificate & Membership Certificate are enclosed herewith.

Thanking you,

Yours faithfully,

Full Signature

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

ICAI 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 ICAI Final Pass Certificate.
3. Copy of ICAI Membership Certificate.

**APPENDIX II**

**Format of Application**

Date:

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

Dear Sir,

Sub: **CMA Recertification by IMA USA**

I wish to apply to IMA USA for their CMA Recertification 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 ICAI and I am a continuing member of ICAI. I have obtained requisite CEP credit hours during the preceding financial year.

Requisite fee of US\$ 50/INR 1000 by Demand Draft drawn in favour of “The Institute of Cost Accountants of India” payable at Kolkata, India along with copy of CEP credit hours certificate are enclosed herewith.

Thanking you,

Yours faithfully,

Full Signature

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

ICAI Membership No. \_\_\_\_\_

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

\_\_\_\_\_

Phone no.: Landline & Mobile

E-mail:

Encl:

1. Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for US\$ 50/ INR 1000 drawn in favour of “The Institute of Cost Accountants of India” payable at Kolkata, India.
2. Copy of CEP credit hours certificate.