General Instructions

➢ DOCUMENTS REQUIRED FOR FILLING REGISTRATION FORM:

1. Photo (**(File Size should be less than 500kb)**
2. PAN No.: [scanned image of Pan card] (**(File Size should be less than 500kb)**
3. Aadhar No.: [scanned image of Aadhar card] **(File Size should be less than 500kb)**
4. GSTIN No (GST Tax Invoice will be issued to the member who are holding GSTIN in their individual capacity and not in favour of Company/Firm.) [scanned image of GSTIN certificate] If applicable, **(File Size should be less than 500kb)**
5. Certificate of Membership, if applicable (Attach PDF)
6. Certificate of Practice, if applicable (Attach PDF)
7. Certificate of NISM Series-XXIII: Social Auditors Certification Examination (Attach PDF)
8. Declaration signed and scanned (Attach PDF)
9. Educational certificates and degrees
10. Experience certificate in development sector
    (Only for candidates having qualification other than CA/CS/CWA, format attached)
    - Minimum 3 years for Postgraduate
    - Minimum 6 years for Graduate

➢ FEES DETAILS

1. The one-time enrolment fees for Institute of Social Auditors of India (non-refundable) is ₹ 2000 plus 18% GST = ₹2360/-
2. The annual fees for membership of Institute of Social Auditors of India (non-refundable) is ₹ 2500 plus 18% GST = ₹2950/-
3. Kindly complete the online payment through the link provided in the application form. Amount to be paid ₹ 5310/- including GST.

➢ NOTE:

- It is the responsibility of the participants to ascertain whether they possess the requisite qualifications and experience for enrolment.
- Make the payment only if you are eligible for the enrolment.
- In case of any issue/queries, please contact us at **isai@icai.in** or call us at **022-33671487/532/490/503**

➢ DECLARATION

[Attach SIGNED/SCANNED COPY OF DECLARATION]

To,
The Institute of Social Auditors of India (ISAI)
ICAI Tower, 7th Floor, Plot No C-40, G Block,
Opp. MCA Academy, Beside Standard Chartered Bank,
Bandra Kurla Complex,
Bandra (East),
Mumbai – 400051

Dear Sir/Madam,

I [Name] hereby declare that this application and the attachments and information furnished by me is true and complete. If found false or misleading at any stage, my registration shall be cancelled.

I further declare that:

- I have not been convicted of any offence and I have not been found guilty of any fraud or misfeasance or any of breach of duty under any Acts.
- No Disciplinary/Legal proceedings by my Institute or under any court of law is pending against me.
- No criminal proceeding is pending against me.

I have not been declared as an undischarged Bankrupt, nor applied to be adjudged as Bankrupt.

I hereby undertake to comply with the Bye-Laws, directions and guidelines issued or the resolutions passed in accordance with the Bye-Laws by the Institute of Social Auditors of India (ISAI) with which I am enrolled. I also undertake to furnish any additional information as and when called for.

Name and Signature of applicant

Place:

Date:

Format of Work Experience certificate
(On the letter head of the company)
***Separately for every company where the applicant has worked in development sector**

To,
Institute of Social Auditors of India
"ICAI TOWER", Plot No. C-40, 'G' Block,
Bandra Kurla Complex Bandra (East)
Mumbai – 400 051 [India]

Dear Sir/Madam

Subject: Work Experience certificate

This is to confirm that Mr./Ms./Mrs._____son/daughter/wife of _____residing at _____ Mobile number_____ was/has been working with the organization since _____ and is having total ___ years of experience in the company.

The details of his/her experience in the company are as under:
*(Kindly mention the following details of experience in all the relevant thematic area).

1. Experience in Thematic area (kindly mention the thematic area out of the 17 thematic areas)
2. Years of experience in this thematic area
3. Details of work/projects handled the thematic area mentioning the role in decision making and independence of working
4. Social Impact of project handled

For_____

Name:
Designation:

Date:
Time: