



भारतीय कम्पनी सचिव संस्थान
THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

!!Kind Attention Students!!

Students are advised to be extremely careful while filling up the Online Registration Form and in uploading their photograph and signature. Please note that each and every subsequent change in Name, Photograph and Signature in the student records shall be a paid service as per details given below:

Sl. No.	Particulars	Fee per each Change (Rs.)
1.	Change of Name	200/-
2.	Change in Photograph	100/-
3.	Change in Signature	100/-

Further, It may be noted that the request for change of name of students in the Institute's records would be accepted only on receipt/ submission of either of the following documents: -

1. Gazette Notification
2. Publication in Newspaper for change of name alongwith an Affidavit
3. Copy of Marriage Certificate (in case of Female candidates after marriage) alongwith an Affidavit
4. Copy of PAN Card / Aadhaar Card / DIN supporting change of name alongwith an Affidavit.

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