



The Institute of Corporate Secretaries of Pakistan

(Incorporated Under Companies Ordinance 1984 Limited by Guarantee)

Fee Payment Procedure

Members/Students may submit their fees/subscriptions directly into the account of the Institute in any branch of the below mentioned banks by following ways.

1. Online Deposit Facility

- Visit your nearest branch of NIB/ABL/Bank Al Habib/Faysal Bank.
- Obtain and fill in the deposit slip.
- Submit cash or crossed cheque at the relevant counter and obtain receipt duly stamp.
- Send original deposit slip (customer copy) to the Institute office through courier/e-mail mentioning your membership/student number.
- Inform the Institute that fee has been submitted so that an official receipt may be issued.

2. ATM Transfer

- Visit your nearest bank where ATM facility is available.
- Insert your ATM/Debit Card.
- Select Fund Transfer.
- Select the Bank i.e. NIB/ABL/Bank Al-Habib/Faysal Bank (where ICSP is maintaining its account).
- Enter the ICSP's Account No. of the selected bank.
- Enter the amount you need to transfer to ICSP.
- Press Enter.
- Obtain the transfer receipt from ATM machine.
- Send transfer receipt through e-mail/fax mentioning your membership/ Student Number.
- Inform the Institute that fee has been submitted so that an official receipt may be issued.

3. Through Internet Banking

If you are registered with internet banking with any bank (banks with Link1) you may transfer the fee/subscription amount through Internet banking into the account of the Institute using the details of bank accounts maintained by ICSP (given below). On providing the details of payment, an official receipt will be issued by the Institute for your record.

Bank	Account Title	Account Number	Branch Code	Branch
	The Institute of Corporate Secretaries of Pakistan	0015-0000189267	0015	Allama Iqbal Road Branch, Karachi.
	The Institute of Corporate Secretaries of Pakistan	1001-0081-164509-01-1	1001	I.I Chundrigar Road Branch, Karachi.
	ICSP (Seminar Account)	01-200-1719-8	0745	Shireen Jinnah Colony Branch, Karachi
	The Institute of Corporate Secretaries of Pakistan	7972270007	0422	Zainab Market Branch, Abdullah Haroon Road, Sadar, Karachi.

4. By Credit Card

Fees may also be submitted through credit card by visiting Institute office during 9:30 am to 5:00 pm

In case of any difficulty with respect to online submission/transfer of fees and subscriptions you may contact at following Nos.:

Contact Person : Mr. Arshad Fareed, Assistant Manager, I.T. & Student affairs.
Contact No. : 92-21-34394646-7 Ext. 801, 0346-2030401