

## STEP-BY-STEP GUIDE FOR FILING APPLICATION FORM FOR ENROLLMENT AS PRIMARY MEMBER AND TO UNDERTAKE 50 HOURS EDUCATIONAL COURSE OF ICAI RVO

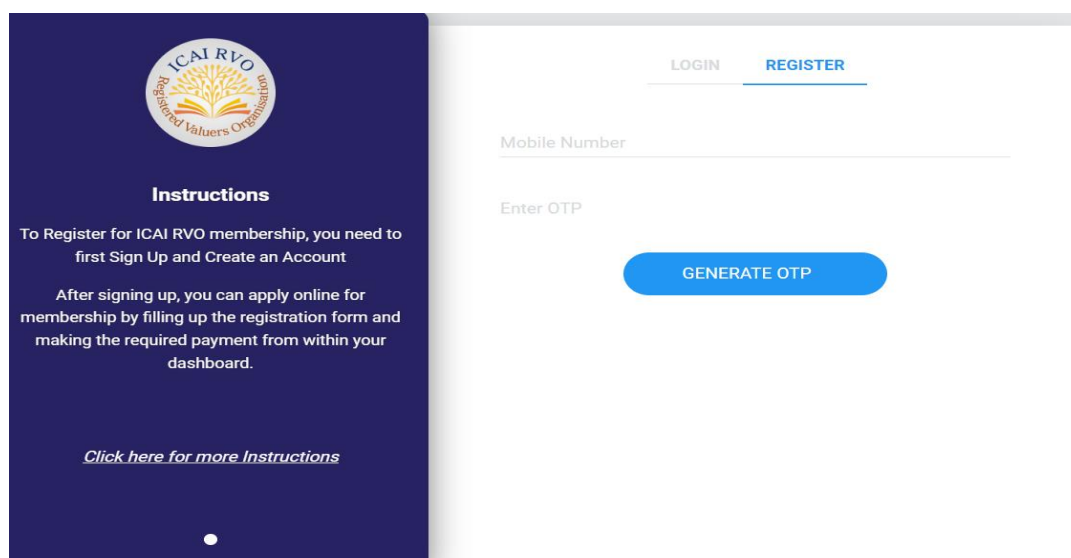
[See Sub-Rule (1) 1<sup>st</sup> proviso of Rule (5)]

- A person who is eligible to become a Registered Valuer in accordance with Rules 3 & 4 of the Companies (Registered Valuers and Valuation) Rules, 2017 shall first enroll as a Primary Member with ICAI Registered Valuers Organisation (ICAI RVO) and then undertake a 50-Hours Educational Course.
- Any eligible participant may create his/her account on ICAI RVO Member's portal <https://icairvo.in/Registration/Rlogin.aspx> and fill the Primary Membership Enrolment Form and [upload relevant attachments](#). After filling the form, the applicant is required to pay Primary Membership Fee (₹5000 + applicable GST).
- After verification of Form by ICAI RVO, if the applicant meets the eligibility criteria, ICAI RVO will proceed to enrol the applicant as a Primary Member for the specified asset class. A Certificate of Primary Membership with Primary Membership Number will be issued to the applicant by ICAI RVO.

To fill the **Primary Membership Form**, kindly follow the below instructions carefully:

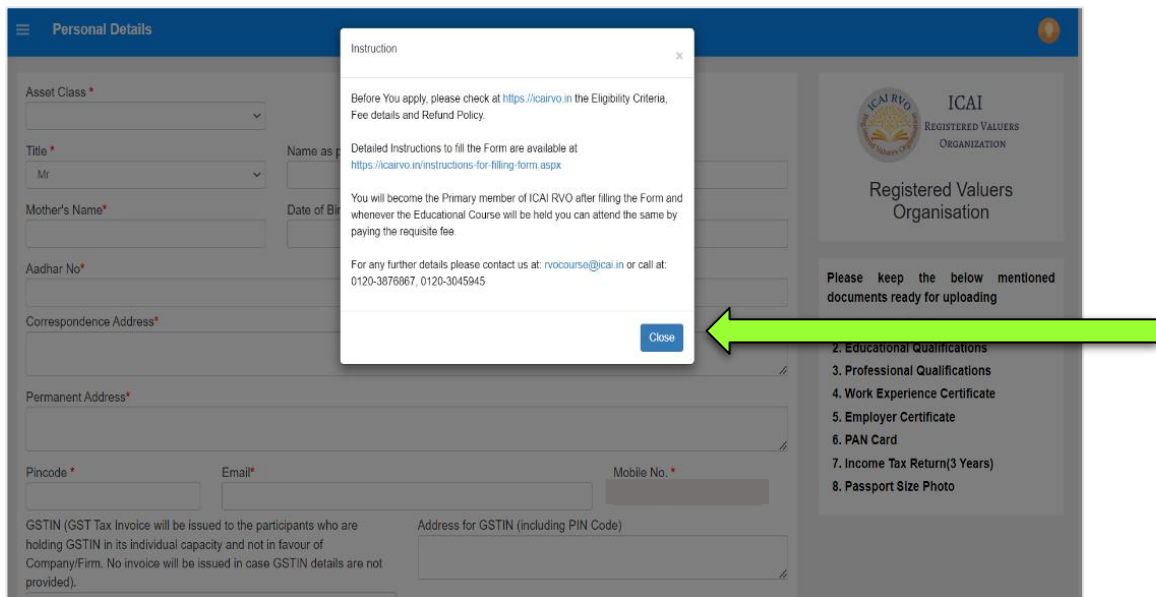
**Step 1:** Go to <https://icairvo.in/> and click on "**Sign In**" option available on the top-right corner, to create your login ID and password to login to the ICAI RVO portal and apply for registration.

**Step 2:** Then click on **Register**, enter your Mobile Number and generate OTP. Enter the OTP received on your mobile number and click on the verify button. After successful registration you will receive the password on your registered mobile number to login to the ICAI RVO portal. Please remember to change the password according to your preference.



The image shows a two-panel screenshot of the ICAI RVO registration process. The left panel is a dark blue box with the ICAI RVO logo at the top. Below the logo, the text reads: "Instructions", "To Register for ICAI RVO membership, you need to first Sign Up and Create an Account", "After signing up, you can apply online for membership by filling up the registration form and making the required payment from within your dashboard.", and "Click here for more Instructions" with a link. The right panel is a white box with a "LOGIN" and "REGISTER" tab at the top. Below the tabs, there are two input fields: "Mobile Number" and "Enter OTP". A blue button labeled "GENERATE OTP" is positioned below the "Enter OTP" field.

**Step 3:** After logging in to the portal, you will get a pop-up window of Instructions. Read the Instructions carefully and click on **"Close"** button.

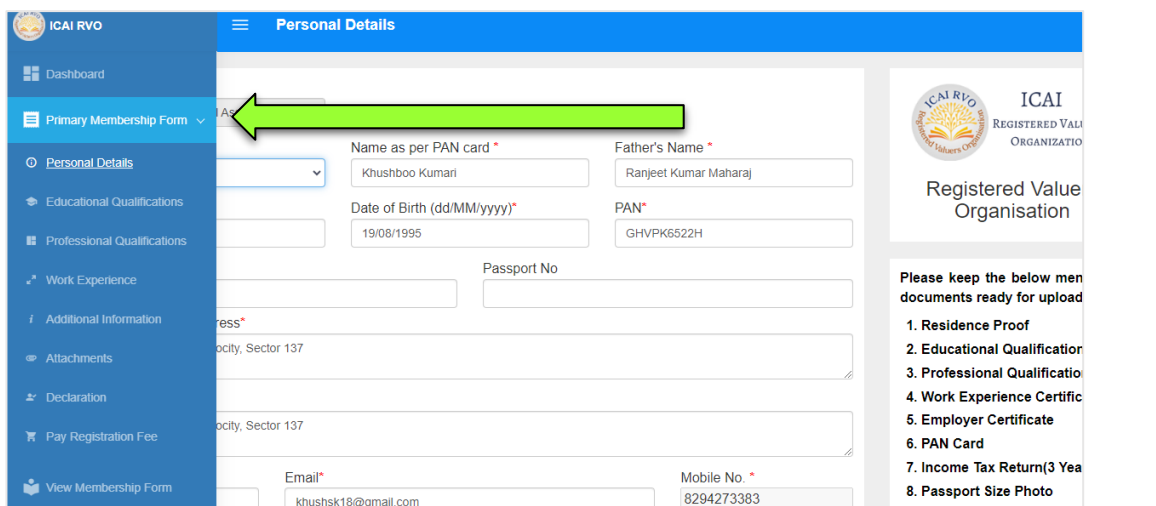


**Step 4:** After clicking on **"Close"** button, the first interface of Primary Membership Form will open automatically. The Primary Membership registration process is an eight-interface process. You are required to update information in each interface to complete the registration process.

1. Personal Details
2. Qualifications: Educational
3. Qualifications: Professional
4. Work Experience
5. Additional Information
6. Attachments
7. Declaration
8. Pay Registration Fee

**OR**

To complete your registration process, simply hover your mouse cursor over the left side of the screen and you will find several tabs. Click on the tab labeled **"Primary Membership Form"** and proceed to update your information.



**Step 5:** Fill all your required personal details in accordance with your proof of documents and click on **"Saver & Next"** to continue.

The screenshot shows the 'Personal Details' form. At the top left, there is a blue header with a menu icon and the text 'Personal Details'. The form contains several input fields: 'Asset Class' (a dropdown menu with options like 'Securities or Financial Assets', 'Land & Building', and 'Plant & Machinery'), 'Name as per PAN card', 'Father's Name', 'Mother's Name', 'Date of Birth (ddMM/yyyy)', 'PAN', 'Aadhar No', 'Passport No', 'Correspondence Address', 'Permanent Address', 'Pincode', 'Email', and 'Mobile No.'. There is also a section for 'GSTIN' details. A blue button labeled 'Save & Next' is located at the bottom left, with a large green arrow pointing to it from the right.

**Step 6:** In the next step you are required to fill in the details of your educational qualifications. Kindly complete the mandatory fields and select **"Add Qualification"** to proceed. For multiple qualifications, kindly add the details and click on "Add Qualification" for each one separately. After entering all the information, click on **"Save & Next"** to continue.

**Note:** Please provide Educational Qualifications from Bachelor's degree onwards.

The screenshot shows the 'Educational Qualifications' form. At the top left, there is a blue header with a menu icon and the text 'Educational Qualifications'. Below the header, there is a blue button labeled 'Add Qualification' and a large green arrow pointing to it from the right. The form contains several input fields: 'Course/Class', 'Passing Year', 'Marks(Percent)', 'Grade / Class', and 'University/College'. There is also a 'Remarks (if any)' field. At the bottom right, there is a blue button labeled 'Save & Next' with a large green arrow pointing to it from the right.

**Step 7:** In the next step you are required to fill in the details of your professional qualifications. Kindly complete the mandatory fields and select **"Add Qualification"** to proceed. For multiple professional qualifications, kindly add the details and click on "Add Qualification" for each one separately. After entering all the information, click on **"Save & Next"** to continue.

**Step 8:** In the next step you are required to fill in the details of your Work Experience. Kindly complete the mandatory fields and select **"Add Experience"** to proceed. For multiple work experience, kindly add the details and click on "Add Experience " for each one separately. After entering all the information, click on **"Save & Next"** to continue.

An example is given for your reference below:

If the form is filled on 15 January 2024, and you have worked in four organisations the details will be filled as follows:

From Date	To Date	Employment/ Practice	If Employed Name of Employer and Designation	If in practice, experience in the relevant profession/ valuation	Area of Work
1/10/2008	15/08/2010	Employment	M/S ADF and Company	Employee	Audit, taxation, Valuation
1/09/2010	30/09/2015	Employment	XYZ Company, Manager	Employee	Audit, taxation, Valuation
1/10/2015	15/11/2022	Practice	M/S ABC and Company	Partner	Audit, taxation, Valuation
16/11/2022	15/01/2024	Practice	XYZ Company,	Proprietor	Audit, taxation, Valuation

**Step 9:** In the next step you are required to provide some Additional Information. Please read the questions carefully and ensure to provide accurate responses. In case your response to any of the question is "Yes", kindly furnish complete details in the space provided after each question. After entering all the information, click on "**Save & Next**" to continue.

Please note that providing incorrect information may lead to cancellation of your registration form.

**Step 10:** In the next step you are required to upload the attachments in proof of all the information provided by you. Please read the below instruction carefully:

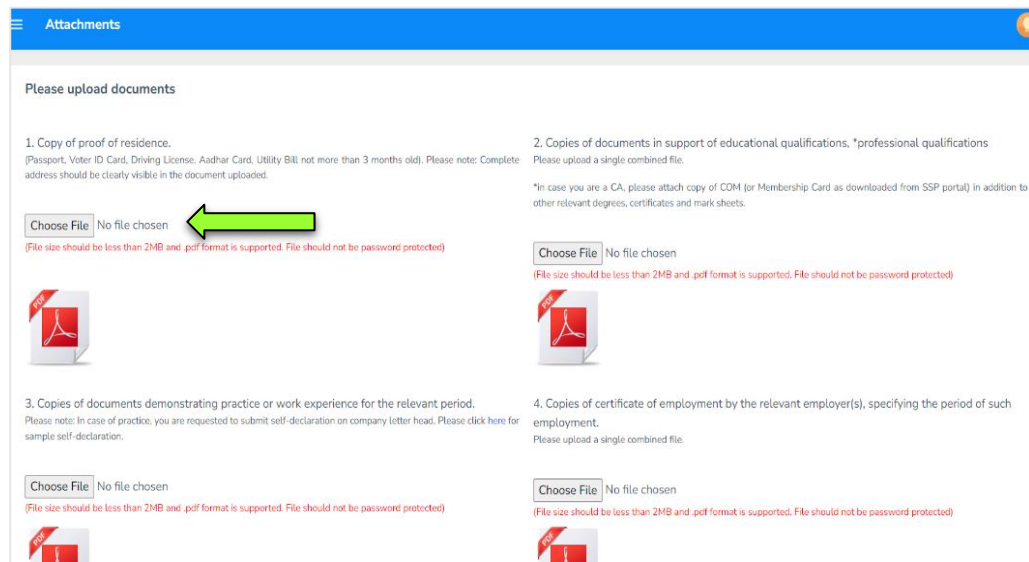
**1. Copy of proof of residence**

- a) **If Correspondence address & Permanent address are same-** Enclose Aadhar card/ Driving License/ Passport/ Voter Id
- b) **If Correspondence address & Permanent address are different-** Enclose Electricity bill/ Gas Bill/ Rent Agreement/ Internet Connection Bill/ Telephone Bill/

House Tax receipt/ etc. for correspondence address proof; & Enclose Aadhar card/ Driving License/ Passport/ Voter Id for permanent address proof

**Note :**

- Correspondence and Permanent address should be filled in as per the proof of address submitted by you.
- If Correspondence address & Permanent address are different, attached proofs of both the addresses in single pdf in "Copy of proof of residence".

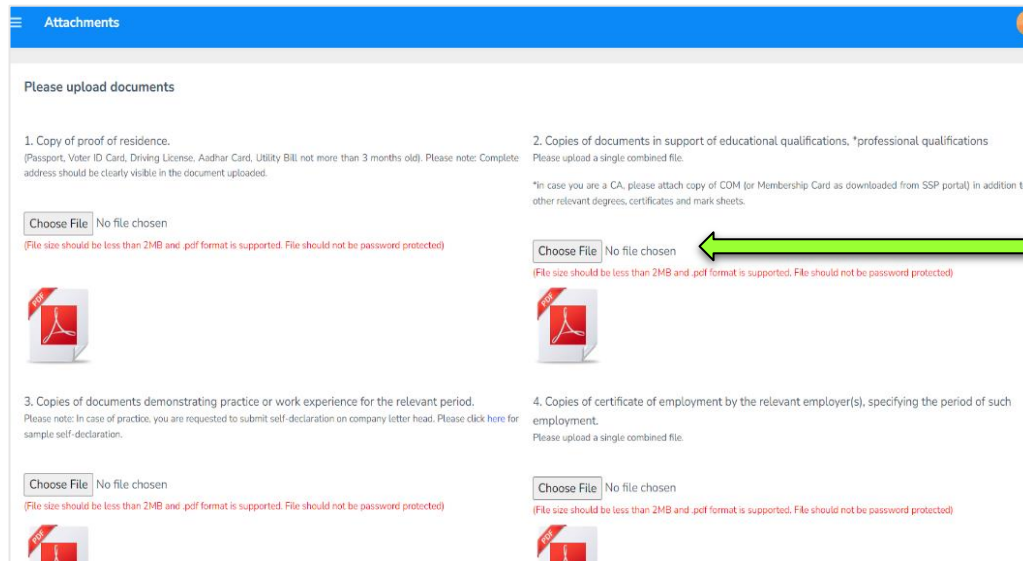


**2. Copies of documents in support of educational qualifications, \*professional qualifications**

Attach proofs of all your educational qualifications and professional qualifications in a single pdf file.

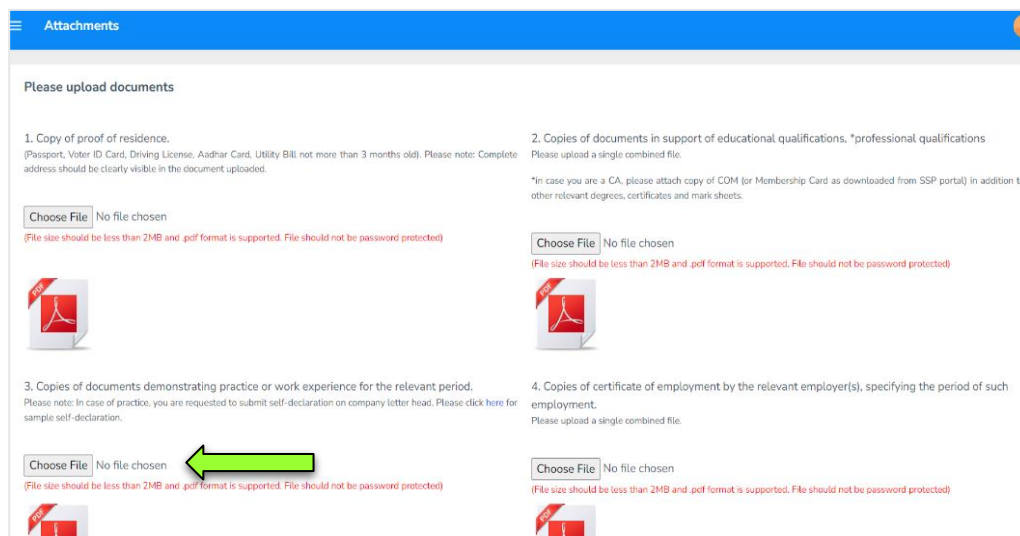
**Note :**

- If you are a Chartered Accountant, attach Certificate of Practice, Certificate of Membership, Certificate of Practice issued by the Institute and Members card downloaded from SSP Portal.
- If you are holding other Professional Qualifications, attach all professional qualification proofs issued by the respective institutes.



### 3. Copies of documents demonstrating practice or work experience for the relevant period

If you are currently in practice or have a previous experience shown for practice, then attach a duly signed declaration in the specified format on the letterhead. Sample format has been provided there. Modify the format according to your professional qualification.



### 4. Copies of certificate of employment by the relevant employer(s), specifying the period of such employment.

Attach all the proofs of your work experience in a single pdf file.

#### Note :

- Your experience letter should clearly mention the period of your employment. For example, Mr. A is employed in ABC Company from 1st January 2000 to 9th October 2015.
- Do not enclose the appointment letter as it does not indicate the duration of the employment.

- In case of absence of work experience letter, enclose both appointment as well as relieving letters with the date of joining and leaving the company.
- The work experience letter must include information about the specific field or area in which you worked. If this information is not mentioned, a confirmation email from your previous employer should be provided to support the mentioned details.

**Attachments**

Please upload documents

1. Copy of proof of residence.  
(Passport, Voter ID Card, Driving License, Aadhar Card, Utility Bill; not more than 3 months old). Please note: Complete address should be clearly visible in the document uploaded.

2. Copies of documents in support of educational qualifications, \*professional qualifications  
Please upload a single combined file.  
\*In case you are a CA, please attach copy of COM (or Membership Card as downloaded from SSP portal) in addition to other relevant degrees, certificates and mark sheets.

3. Copies of documents demonstrating practice or work experience for the relevant period.  
Please note: In case of practice, you are requested to submit self-declaration on company letter head. Please click [here](#) for sample self-declaration.

4. Copies of certificate of employment by the relevant employer(s), specifying the period of such employment.  
Please upload a single combined file.

## 5. Copy of PAN Card



Upload your PAN Card in the specified attachment option.

Where there is a difference in your name in various certificates/documents enclosed by you, please enclose a dual name affidavit along with your PAN Card in single pdf file. Format of dual name affidavit can be downloaded from [https://icairvo.in/documents/policy/Annexure A.pdf](https://icairvo.in/documents/policy/Annexure_A.pdf) given on our website.

Affidavit is required in the following cases (for example):



- In PAN Card, it is appearing as "Ajay Jain" and in graduation degree, it is appearing as "Ajay Mradula Jain"
- Also, if the name is appearing in some documents as "Ajay S. Jain" and in some documents, it is appearing as "Ajay Jain"
- In some documents as "Ajay Jain" and in some documents, it is appearing as "Ajai Jain"
- In any case if there is mismatch in name.



<p>5. Copy of PAN Card</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 500kb and .jpg, .png, .jpeg, .pdf format are supported)</small></p> 	<p>6. Income Tax Returns for the last three years. Please upload a single combined file.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 2MB and .pdf format is supported. File should not be password protected)</small></p> 
<p>7. Passport-size photo.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 500kb and .jpg, .png, .jpeg format is supported)</small></p>	

### 6. Income Tax Returns for the last three years

Upload Income-tax Returns for the last three years and ensure that they should not be password protected. You can also attach the ITR-V acknowledgement of the last 3 years.

<p>5. Copy of PAN Card</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 500kb and .jpg, .png, .jpeg, .pdf format are supported)</small></p> 	<p>6. Income Tax Returns for the last three years. Please upload a single combined file.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 2MB and .pdf format is supported. File should not be password protected)</small></p> 
<p>7. Passport-size photo.</p> <p><input type="button" value="Choose File"/> No file chosen</p> <p><small>(File size should be less than 500kb and .jpg, .png, .jpeg format is supported)</small></p>	

### 7. Passport-size photo.

Upload your passport-size photograph in .jpg, .png, .jpeg format and ensure that the file size should not exceed 500 KB.

After uploading all the attachments click on "Save & Next" to continue.

(File size should be less than 500kb and .jpg, .png, .jpeg, .pdf format are supported)

Choose File No file chosen

(File size should be less than 2MB and .pdf format is supported. File should not be password protected)

7. Passport-size photo.

Choose File No file chosen

(File size should be less than 500kb and .jpg, .png, .jpeg format is supported)

Save & Next

**Step 11:** In this step, you are required to fill a declaration. Read the declaration carefully, enter the date, your current state, your current city, agree to the declaration and click on **“Save & Proceed for Payment”** to complete your registration process.

Declaration

Declaration by applicants

1. Copies of documents, as listed in section E of this application form have been attached/ uploaded. The documents attached/ uploaded are I undertake to furnish any additional information as and when called for.

2. This application and the information furnished by me along with this application is true and complete. If found false or misleading at any stage, my registration shall be summarily cancelled. I hereby undertake to comply with the requirements of the Companies Act, 2013, the rules made thereunder, the directions given by the authority, and the bye-laws, directions and guidelines issued or the resolutions passed in accordance with the bye-laws by the registered valuers organisation with which I am enrolled.

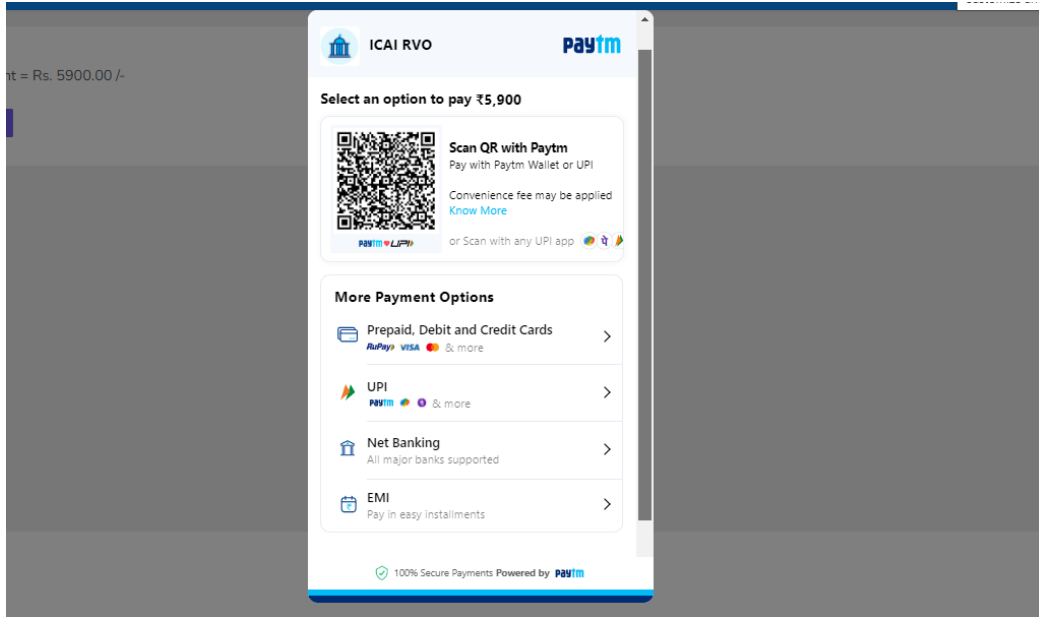
Date: 11/09/2023 Current Location State: Delhi Current Location City: New Delhi

I Agree

Save & Proceed for Payment

**Step 12:** This is last step of the Primary Membership Enrolment Form. Click on **“Pay Membership Fees”** to pay the Enrolment Fee of ₹5900/- . A Pop-up will appear with multiple payment options.

Select your preferred mode of payment and proceed to pay ₹5900/-.



After successful payment, you will receive an acknowledgment receipt. Please save the acknowledgment receipt for your future reference.

Upon successful registration, your application will be processed at ICAI RVO and in case of any discrepancy, you will be intimated via email at your registered email address.

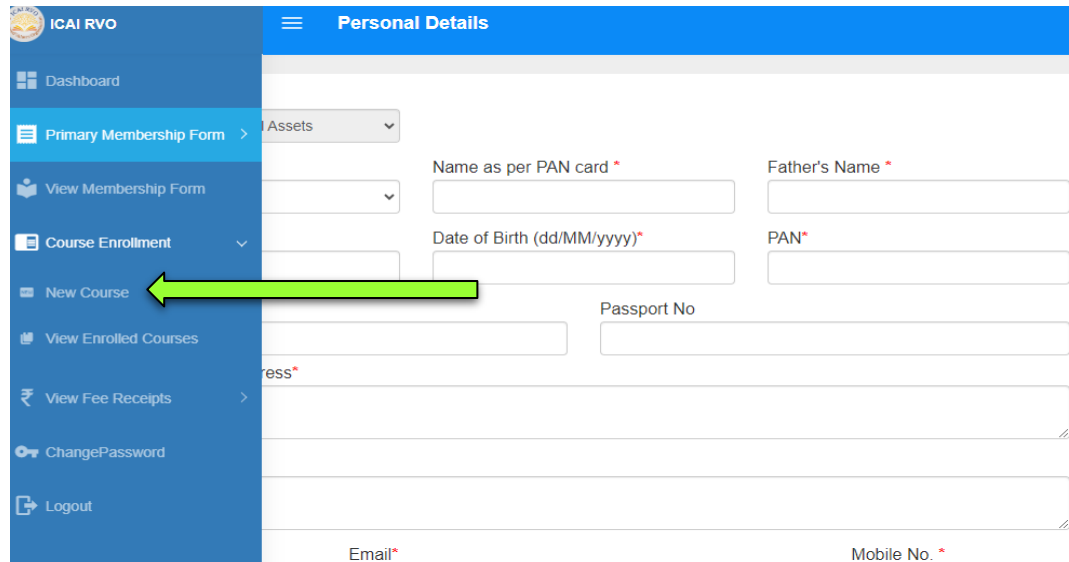
After verification of Form by ICAI RVO, if the applicant meets the eligibility criteria, ICAI RVO will proceed to enrol the applicant as a Primary Member for the specified asset class. Subsequently, a Certificate of Primary Membership will be issued to the applicant by ICAI RVO.

**To enrol for Educational Course, read the Instructions carefully given on next page onwards.**

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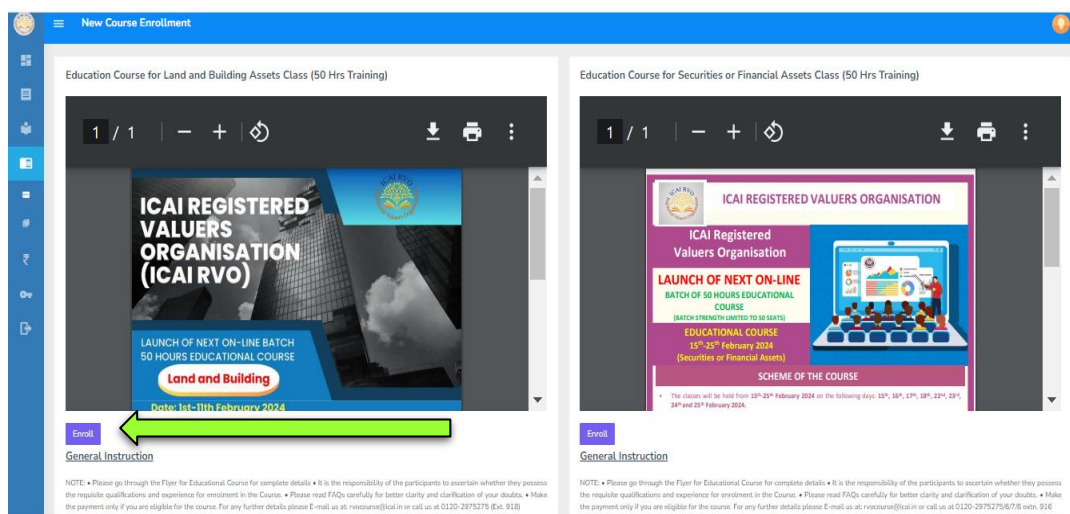
## STEP-BY-STEP GUIDE TO REGISTER FOR 50 HOURS EDUCATIONAL COURSE

**Step 1:** After enrolment as Primary Member, you can register for the Educational Course through your dashboard, by clicking on **"Course Enrolment→New Course"** and make the fee payment (Fee for online batch: ₹15000 + applicable GST), subject to availability of seat.



The screenshot shows the ICAI RVO Personal Details page. The left sidebar menu is open, and the 'Course Enrolment' option is selected, with a sub-menu showing 'New Course' highlighted by a green arrow. The main content area contains a form for personal details with fields for Name as per PAN card, Father's Name, Date of Birth (dd/MM/yyyy), PAN, Passport No, Email, and Mobile No. There is also a field for 'Assets' at the top.

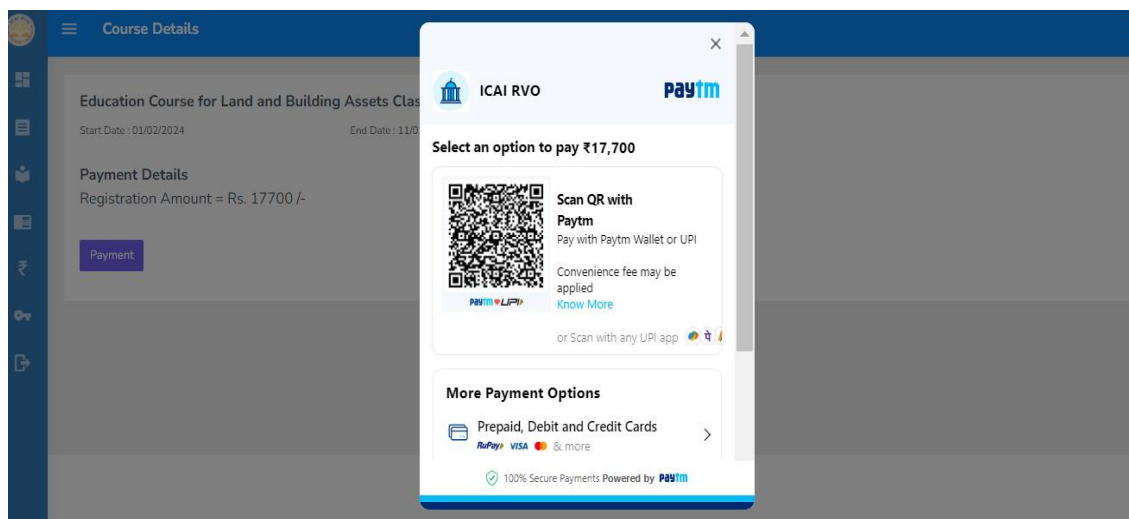
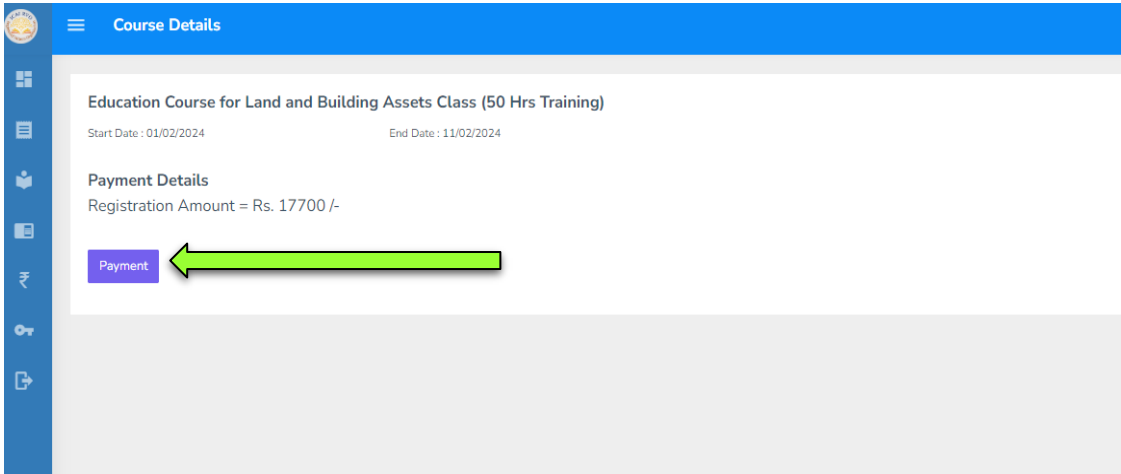
**Step 2:** Once you click on **"New Course"** you will see a flyer with certain information. Read the instructions carefully on the flyer of your respective asset class and then click on **"Enrol"** button to proceed for payment.



The image shows two side-by-side screenshots of course enrollment flyers. The left flyer is for the 'Education Course for Land and Building Assets Class (50 Hrs Training)' and features the ICAI Registered Valuers Organisation logo and the text 'LAUNCH OF NEXT ON-LINE BATCH 50 HOURS EDUCATIONAL COURSE Land and Building Date: 1st-11th February 2024'. The right flyer is for the 'Education Course for Securities or Financial Assets Class (50 Hrs Training)' and features the ICAI Registered Valuers Organisation logo and the text 'LAUNCH OF NEXT ON-LINE BATCH OF 50 HOURS EDUCATIONAL COURSE (BATCH SIZE LIMITED TO 50 SEATS) EDUCATIONAL COURSE 15<sup>th</sup>-25<sup>th</sup> February 2024 (Securities or Financial Assets) SCHEME OF THE COURSE'. Both flyers have an 'Enroll' button highlighted with a green arrow.

**Step 3:** This is last step of this procedure. Click on **"Payment"** to pay the Course Enrolment Fee of ₹17700/- . A Pop-up will then appear with multiple payment options.

Select your preferred mode of payment and proceed to pay ₹17700/-.



After successful payment, you will receive an acknowledgment receipt. Please save the acknowledgement receipt for your future reference.

Upon successful registration, an email will be sent to you by ICAI RVO to inform you that your application is being processed. If there are any discrepancies, you will be intimated via email. Subsequently, you will receive a confirmation email from ICAI RVO regarding your enrolment in the upcoming batch of the Educational Course, subject to seat availability.

**Note-** The Educational Course fee is refundable if the participant informs ICAI RVO, 48 hours prior to the launch of the Course. In case, the participant does not inform, an amount of ₹2000/- will be deducted.

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