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) 1st 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 <u>https://icairvo.in/Registration/Rlogin.aspx</u> and fill the Primary Membership Enrolment Form and <u>upload relevant attachments</u>. 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 <u>https://icairvo.in/</u> 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.

CALRIO Toppenson	LOGIN REGISTER
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.	GENERATE OTP
Click here for more Instructions	
•	

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.

≡ Personal Details	Instruction	x		
Asset Class *	Name as p Detailed In https://cam Date of Bir you will be yaying the	apply, please check at https://icairvo.in the Eligibility Criteria, and Refund Policy. structions to fill the Form are available at vo in/instructions-for-filling-form aspx come the Primary member of ICAI RVO after filling the Form and the Educational Course will be held you can attend the same by requisite fee.	ICAI RESISTENT VALUERS ORGANIZATION Registered Valuers Organisation	
Aadhar No* Correspondence Address*	For any fur 0120-3876	ther details please contact us at: rvocourse@icai in or call at: 867, 0120-3045945	Please keep the below mentioned documents ready for uploading	Ļ
Permanent Address*			4. Work Experience Certificate 5. Employer Certificate 6. PAN Card	
Pincode * Email*		Mobile No. *	7. Income Tax Return(3 Years) 8. Passport Size Photo	
GSTIN (GST Tax invoice will be issued to the partic holding GSTIN in its individual capacity and not in f Company/Firm. No invoice will be issued in case G provided).	cipants who are favour of ISTIN details are not	Address for GSTIN (including PIN Code)		

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.

Dashboard			
Primary Membership Form	IAS		REGISTERED V
⑦ Personal Details	Name as per PAN care	d * Father's Name *	Tratuers of ORGANIZA
	 Knushboo Kuman 	Ranjeet Kumar Manaraj	Registered Valu
Educational Qualifications	Date of Birth (dd/MM/y	yyyy)* PAN*	Örganisatio
	19/08/1995	GHVPK6522H	
		Passport No	Please keep the below r documents ready for upl
	ress*		1. Residence Proof
	ocity, Sector 137		2. Educational Qualifica 3. Professional Qualifica
			4. Work Experience Cert
	ocity, Sector 137		5. Employer Certificate 6. PAN Card
	Email*	Mobile No. *	7. Income Tax Return(3
View Membership Form	khushsk18@gmail.com	8294273383	8. Passport Size Photo

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

Personal Details Asset Class *	J					CAI
Securities or Financial Assets Land & Building	Name as per PAN card *		Father's Name			REGISTERED VALUERS ORGANIZATION
Plant & Machinery Mother's Name*	Date of Birth (dd/MM/yyyy)*		PAN*			Registered Valuers Organisation
Aadhar No*		Passport No				Please keep the below mentioned documents ready for uploading
Correspondence Address*						1. Residence Proof 2. Educational Qualifications 3. Professional Qualifications 4. Work Experience Certificate
Permanent Address*						5. Employer Certificate 6. PAN Card
Pincode * Email*				Mobile No. * 7706898260	li	7. Income Tax Return(3 Years) 8. Passport Size Photo
GSTIN (GST Tax Invoice will be issued to the participan individual capacity and not in favour of Company/Firm. I GSTIN details are not provided).	its who are holding GSTIN in its No invoice will be issued in case	Address for GSTIN (inclu	uding PIN Code)		li	
4						
Save & Next						

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.

Course/Class*	Passing Year*	Marks(Percent)*	
	~		
Grade / Class*	University/College*		
Remarks (if any)			
Add Qualification			
4			h
1			
4			Save & Next
x			Save & Next
х 			Save & Next
x			Save & Next
x			Save & Next

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.

rofessional Qualification*	Institute/Professional Body*	
Membership No.*	Date of Enrolment(dd/MM/yyyy)*	
Remarks (if any)		
1		
Add Qualification		

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	Employm ent/ 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

Work Experience				O
Please Provide Work Experience				
1. Are you presently in practice / employment? *			Point No 4 and 5 are compulsory	
O Pratice	Employed			
2. Number of years in practice or of work experience in the	e relevant profession or in valuation (in years and	months):		
Years		Months		
2		0		~
4. Number of years in employment (in years and months)."				
2	0	~		
5. Experience Details*				
Date From *	Date To •	Employment / Practice *		
04/01/2024	04/01/2024			
If employed, Name of Employer and Designation *	If in practice, experience	in the relevant profession/ valuation *	Area Of Work *	

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.

asse Provide Additional Information tave you over been convicted for an offence? Yes or No. If yes, Please give details.* to C Abvector any Disciplinary Proceedings by your Institute/Digatisation is pending against you? (Yes or No) If yes, please give details.* to C Abvector any Disciplinary proceedings by your Institute/Digatisation is pending against you? (Yes or No) If yes, please give details.* to C Abvector any Disciplinary proceedings by your Institute/Digatisation is pending against you? (Yes or No) If yes, please give details.* to C Abvector any Disciplinary proceedings by point (Yes or No) If yes, please give details.* to C Ave you over been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? (Yes or No) If yes, please give details.* to C Ause you over been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? (Yes or No) If yes, please give details.* to C Ause you over been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? (Yes or No) If yes, please give details.* to C Ause you over been declared in any Company, (Yes/No) If yes provide DIN Number.* C Ause a Director in any Company, (Yes/No) If yes provide DIN Number.* C Ause you were been declared in any Company, (Yes/No) If yes provide DIN Number.* C C C C C C C C C C C C C	Additional Information	
aase Provide AddItional Information		
Have you ever been convicted for an offence? Yes or No. If yes, Please give details. •	lease Provide Additional Information	
be c c c c c c c c c c c c c c c c c c	Have you ever been convicted for an offence? Yes or No. If yes, Please give details. •	
	No	
Whether any Disciplinary Proceedings by your Institute/Organisation is pending against you? (Yes or No) If yes, please give details, * acae net that pending Disciplinary proceedings against you will disqualify you to register as a Registered Valuer) a	NO	
	Whether any Disciplinary Proceedings by your Institute/Organisation is pending against you? (Yes or No) if yes, please give details, *	
	ease note unit perioring obseptimary processings against you will uniquearly you to register as a registered valuer) No	
Are any criminal proceedings pending against you? (Yes or No) If yes, please give details. * io	NO	
	Are any criminal proceedings pending against you? (Yes or No) If yes, please give details. •	
	No	
Have you ever been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? (Yes or NojH yes, please give details, • Io P Rease provide any additional information that may be relevant for your application. • D Are you a Director in any Company. (Yes/Noj H yes provide DIN Number.* Io P P P P P P P P P P P P P P P P P P	NO	
Io	Have you ever been declared as an undischarged Bankrupt, or applied to be adjudged as Bankrupt? (Yes or No)If yes, please give details.*	
0 Rease provide any additional information that may be relevant for your application.* D Tre you a Director in any Company. (Yes/No) If yes provide DIN Number.* Iv	No	
Please provide any additional information that may be relevant for your application. * O Are you a Director in any Company. (Yes/No) If yes provide DIN Number.* In	NO	
o Are you a Director in any Company. (Yes/No) If yes provide DIN Number.* Io Inve & Next Inve & Inve & Inve Inve Inve Inve Inve Inve Inve Inve	Please provide any additional information that may be relevant for your application. •	
Are you a Director in any Company. (Yes/No) If yes provide DIN Number.*	0	
	Are you a Director in any Company. (Yes/No) If yes provide DIN Number.	
per & Next	No	
www.8.Next	1	
	Saw & Next	

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".

⊟ Attachments	Q
Please upload documents	
1. Copy of proof of residence.	2. Copies of documents in support of educational qualifications, *professional qualifications
(Passport, Voter ID Card, Driving License, Aadhar Card, Utility Bill not more than 3 months old). Please note: Complete address should be should be should be should be address to be address and the should be should be should be address and the should be should be address and the should be address and t	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.
Choose File No file chosen	
(File size should be less than 2MB and .pdf format is supported. File should not be password protected)	Choose File No file chosen
	(File size should be less than 2MB and .pdf format is supported. File should not be password protected)
3. Copies of documents demonstrating practice or work experience for the relevant period.	4. Copies of certificate of employment by the relevant employer(s), specifying the period of such
Please note: In case of practice, you are requested to submit self-declaration on company letter head. Please click here for	employment.
sample self-declaration.	Please upload a single combined file.
Choose File No file chosen	Choose File No file chosen
(File size should be less than 2MB and .pdf format is supported. File should not be password protected)	(File size should be less than 2MB and .pdf format is supported. File should not be password protected)
	Page 1

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.

E 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 uplead 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 devec.cettificates and mark sheets.
Choose File No file chosen	
(File size should be less than 2MB and pol format is supported. File should not be password protected)	Choose File No file chosen (File size should be less than 2M8 and .pdf format is supported. File should not be password protected)
 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. 	 Copies of certificate of employment by the relevant employer(s), specifying the period of such employment. Please uplead a single combined file.
Choose File No file chosen	Choose File No file chosen (File size should be less than 2MB and pdf format is supported. File should not be password protected)

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		C C
Please upload documents		
1. Copy of proof of residence. (Passport, Voter ID Card, Driving License, Aadhar Card, Utilit address should be clearly visible in the document uploaded.	y Bill not more than 3 months old). Please note: Complete	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 CDM (or Membership Card as downloaded from SSP portal) in addition to other relevant dogress, certificates and mark sheets.
Choose File No file chosen		
(File size should be less than 2MB and pdf format is supporte	d File should not be password protected)	Choose File No file chosen (File size should be less than 2MB and ,pdf format is supported. File should not be password protected)
 Copies of documents demonstrating practice or Please note: In case of practice, you are requested to submit se sample self-declaration. 	work experience for the relevant period. elf-declaration on company letter head. Please click here for	 Copies of certificate of employment by the relevant employer(s), specifying the period of such employment. Please upload a single combined file.
Choose File No file chosen (File size should be less than 2MB and .pdf format is supporte	d. File should not be password protected)	Choose File No file chosen (File size should be less than 2MB and pet format is supported. File should not be password protected)

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 <u>https://icairvo.in/documents/policy/Annexure A.pdf</u> given on our website.

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

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



6. Income Tax Returns for the last three years

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

5. Copy of PAN Card	6. Income Tax Returns for the last three years.
Choose File No file chosen	Please upload a single combined file.
(File size should be less than 500kb and .jpgpngjpeg .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)	

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 .jpgpngjpeg .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 by app	licants				
Copies of documents, as listed in	section E of this application form have been attached/ uploade	d. The documents attached	d/ uploaded are		
indertake to furnish any additional	information as and when called for.				
This application and the informati	on furnished by me along with this application is true and com	plete. If found false or misl	leading at any stage, my registration	shall be summarily cancelled.	
hereby undertake to comply with the	e requirements of the Companies Act, 2013, the rules made t	hereunder, the directions g	iven by the authority, and the bye-la	ws, directions and guidelines issued	or the resolutions passed in accordance with th
	monication with which I am oncelled				
ve-laws by the registered valuers of	rudnisduuri with which i dhi enrotteu.				
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Ve-Laws by the registeried valuers of the: 11/09/2023 I LAgree Save & Proceed for Payment	Carrel Location State: Dethi	~	Curront Loadon Cley : New Delhi	×	

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/-.

	· · · · · · ·	
- Rs. 5900.00 /-	Select an ention to nav TE	Pdyill
	Select an option to pay ₹5,	900
	Scan QR Pay with F Convenier Know Mo Reference or Scan w	e with Paytm Paytm Wallet or UPI nce fee may be applied re ith any UPI app
	More Payment Options	
	Prepaid, Debit and Cre RuPay> VISA 🛑 & more	edit Cards >
	MUPI Paytim 🥏 🗿 & more	>
	All major banks supported	, >
	Pay in easy installments	>
	100% Secure Payments I	Powered by Payim

After successful payment, you will receive an acknowledgment receipt. Please save the acknowledgement 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.

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.

	≡	Personal	Details	
Dashboard				
Primary Membership Form	Assets	~		
🗳 View Membership Form		~	Name as per PAN card *	Father's Name *
Course Enrollment v			Date of Birth (dd/MM/yyyy)*	PAN*
🖬 New Course 🤇			Passport No	
View Enrolled Courses				
₹ View Fee Receipts >	ress*			
• ChangePassword				10
🕞 Logout				
		Email*		Mobile No. *

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.

Education Cou	urse for Land and Building Assets Clas	s (50 Hrs Training)			Education Cou	rse for Securit	ies or Financial Asse	ets Class (50 Hrs Training	a)		
1 / *	1 - + 🔊	:	± 👼	:	1 / 1	1 -	+ 🔊		<u>+</u>	ē	:
	ICAI REGISTERE			n î l		(NRID)	ICAI REGISTERE	D VALUERS ORGANISA	TION		
	VALUERS	"Gard II"				ICA	Registered				
	ORGANISATION					Valuer	s Organisation				
	(ICAIRVO)					LAUNCH BATCH OF 5	OF NEXT ON-LINE HOURS EDUCATIONAL		34		
						(BATCH STRE	COURSE NGTH LIMITED TO SO SEATS)	1944	4		
	LAUNCH OF NEXT ON-LINE BATCH 50 HOURS EDUCATIONAL COURSE	E Pass				15 th -1 (Securiti	5 th February 2024 is or Financial Assets)				
	Land and Building	S. Barrer					SCHEME O	F THE COURSE			
	Date: 1st-11th February 2024			•		The classes w 24 th and 25 th 1	II be held from 15%-25% February ebruary 2024.	2024 on the following days: 15%, 16%, 17	n, 18 ⁿ , 22 ^u , 23 ^u ,		
Enroll	V				Enroll						
General Instru	uction				General Instru	iction					

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.
