

## **Standard Operating Procedure for Issue of Duplicate Certificate of Membership**

1. A written request to be received from the member registered/enrolled with ISAI clearly mentioning the reason for issue of Duplicate Certificate of Membership.
2. Submission of proof of payment of fees amounting to Rs. 500/ (being expenses towards printing, delivery and dispatch) for issue of Duplicate Certificate of Membership.
3. Submission of Original Certificate of Membership by the member which was issued earlier (in case the reason of request for Duplicate Certificate of Membership is name change, damaged in transit etc).
4. Submission of Affidavit as per the attached format.
5. Issue and dispatch of Duplicate Certificate of Membership to the member by Post.

**FORMAT OF AFFIDAVIT FOR ISSUE OF DUPLICATE CERTIFICATE OF MEMBERSHIP**

**To be executed on a non-judicial stamp paper of the value in force in the State and attested by Notary Public**

**AFFIDAVIT**

I .....S/o, D/o, W/o ..... Resident of  
..... having professional address at .....  
.....do hereby solemnly affirm and declare as under:

1. That I am Member of Institute of Social Auditors of India having membership No.....
2. That I was issued Certificate of Membership by Institute of Social Auditors of India.
3. That the said Certificate of Membership has been misplaced / lost due to (state reason here).
4. \*That in case the said original certificate is found, I shall immediately return the Duplicate Certificate of Membership to the Institute of Social Auditors of India. (*\*applicable in case the Certificate of Membership is lost*) That the said original Certificate of Membership by Institute of Social Auditors of India is submitted along with the affidavit.
5. That I am applying for issue of duplicate Certificate of Membership as.....and /or .....

**Deponent**

**Verification**

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Verified at ..... On this .....day of .....  
20.....

**Deponent**

*\*Strike out whichever is not applicable.*