

Steps to fill Nomination form for 4th CA Women Excellence Awards

To register and fill out the 4th CA Women Excellence Awards nomination form, follow these steps:

Visit the Women Portal:

1. Go to the URL
2. Click on the nomination form. Below page will appear-



The Institute of Chartered Accountants of India
(Set up by an Act of Parliament)
Women & Young Members Excellence Committee (WYMEC) of ICAI
4th CA Women Excellence Awards
Recognizing and Acknowledging exemplary contribution of CA Women Members

Please sign in

Email Address

Password

ICAI Membership No [Nominee]

Login Create Account

If you are a new user, please create account by clicking on "Create Account"

Forgot Password

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Steps to fill 4th CA Women Excellence Awards Nomination Form

3. First, member has to create an account. Below are the steps to Register and Create an Account for Nominee:

1. **Nominee Name:**
 - Enter the **full name** of the nominee in the "Nominee Name" field.
2. **Email Address:**
 - Provide a **valid email address** that will be used for communication and account verification.
3. **Password:**
 - Create a **strong password** for the account.
4. **ICAI Membership Number:**
 - Enter the **6-digit ICAI Membership Number** in the correct format, such as 123456 or 012345.
5. **Mobile Number:**
 - Provide a **valid 10-digit mobile number** for Contact .
6. **Nominee Date of Birth:**
 - Enter the **nominee's date of birth** in the specified format (e.g., DD/MM/YYYY)
7. **Submit:**
 - After completing all fields accurately, click the "**Sign up**" button.
 - A confirmation mail will be sent successfully to your **registered email address**.

4. After Creation of Account, now login for filling the nomination form and below are the steps to Login

- **Please Sign In:**
 - Access the login page to sign in with your registered account.
- **Email Address:**
 - Enter your **registered email address** in the "Email Address" field.
- **Password:**
 - Provide the **password** you created during the registration process.
- **ICAI Membership Number [Nominee]:**
 - Enter the **ICAI Membership Number** associated with the nominee in the format (123456 or 012345.)
- **Click Login:**
 - Click the "**Login**" button to access your account.

Steps to Fill Out the 4th CA Women Excellence Awards Nomination Form:

1. Access the Nomination Form:

- After a successful login, the registration page will display three sections:
 - **Categories Description**-> Before filling out the form, please **read all the category descriptions** carefully.
 - **Guidelines**
 - **Nomination Form**
- Click on the "**Nomination Form**" section to proceed.

2. Nomination Form Details:

- **Profile Photo:**
 - Upload a profile photo using the "Drag and drop a file" option or by selecting a file.
 - Ensure the image is at least **500x500 pixels**, with valid types such as .jpg, .jpeg, .gif, .png, and a size up to **10MB**.
- **Category Selection:**
 - Choose Once category from the dropdown menu.
 1. CA Woman Life Time Achievement Award
 2. CA Woman Start up Award
 3. CA Woman in Social Services Award
 4. CA Woman of the Year Award
 5. CA Woman Independent Director Award
- **Personal Details:**
 - **Name:** Enter your full name.
 - **ICAI Membership Number:** Provide your 6-digit ICAI membership number.
 - **Membership Status:** Select **Active** or **Inactive** from the dropdown menu:
 - If **Active**, upload proof of active membership, such as acknowledgment of membership fees paid (File size up to 10MB).
 - If **Inactive**, an alert will pop up with the message: **"Only active members can fill the nomination form."**
- **Date of Birth:**
 - Enter your date of birth in the **DD-MM-YYYY** format.
- **Professional Information:**
 - **Designation:** Enter your current job title.
 - **Current Organisation:** Provide the name of your current organization.
 - **CIN/Registration Number:** Provide the organization's CIN or registration number.
- **Contact Information:**
 - **Email:** Enter your primary email address.
 - **Alternate Email:** Provide an alternative email address.
 - **Address:** Fill in the address for communication, including **Country, City,** and **Pin Code**.
 - **Mobile No.:** Enter your 10-digit mobile number.
 - **Alternate Mobile No.:** Optionally, provide another mobile number.
 - **Telephone No.:** Enter your telephone number (if applicable).
- **Financial Details:**

- Enter the organization's turnover in crores (e.g., 15).
 - **Note:** In the CA Women Start up Award category, a **minimum turnover of 3 crores**.
 - For other categories, the turnover is **not mandatory**.
 - Attach the **Balance Sheet and Profit & Loss Account Statement** for the preceding year (File size up to 10MB).
 - **Professional Networks:**
 - Provide your LinkedIn ID.
 - **Experience Details:**
 - **Total Experience:** Enter the total number of years of experience.
 - Provide Experience Details (most recent first):
 - **From:** Enter the start date (DD-MM-YYYY).
 - **To:** Enter the end date (DD-MM-YYYY).
 - **Company Name:** Provide the organization name.
 - **Designation:** Enter the job title held.
 - Upload supporting documents such as an appointment letter, experience certificate, or detailed experience records (File size up to 10MB).
 - **Upload PPT:**
 - Upload a PPT (File size up to 10MB). Download the sample PPT from the **Categories Description** section on the left menu bar.
 - **Other Important details:**
 - Specify your other Important details up to **1000 characters**.
 - Upload relevant documents (File size up to 10MB).
 - **References:**
 - Provide details of three senior officials for verification:
 - **Name**
 - **Designation**
 - **Contact Number**
 - **Email ID**
3. **Self-Nomination Section:**
- **Self-Nomination:**
 - **Self Nomination:** Select **Yes** if the nominee is self-nominating. If selected, click **Save** to proceed to the next page.
 - If **No** is selected, fill in the **Nominator's Details** section.

Nominator's Details:

- **Name:** Enter the nominator's full name.
- **Company Name:** Enter the company name.
- **Address for Communication:** Enter the nominator's address.
- **ICAI Membership No.:** Provide the nominator's ICAI Membership No.
- **Telephone No.:** Enter the nominator's phone number.
- **Mobile No.:** Enter the nominator's mobile number.
- **E-mail of Nominee:** Provide the nominee's email.
- **Designation:** Enter the nominator's designation.
- **Signature of Nominator:** Provide the nominator's signature.

Pop up came that : Registration form details updated, please click the button below to complete the form.

Next

Next Page: Declaration Section

1. Declaration Text:

Declaration: I **test** hereby declare that I have read all guidelines carefully and declare that all the information(s) given above and in the enclosures is/are true and correct to the best of my knowledge and belief. I also declare that, my present organization **test** has complied with all applicable laws, enactments, orders, rules, regulations and other statutory requirements of the Central, State and local & statutory authorities concerning the business and affairs of the organization. If at any time, any of the above information is found to be incorrect, my application would be cancelled from the nomination process.

2. Upload Signature of Nominee:

- **Nominee Signature:** Upload the **nominee's signature** image file.
 - **Supported file types:** .jpg, .jpeg, .png
 - **Note:** Ensure the signature is clear and legible.

3. Uploaded Nominator Signature:

- **Nominator's Signature:** If applicable, the **nominator's signature** will be displayed on this page.
 - The nominator's signature is shown once the nominator has completed their details in the previous step.

4. Proceed:

- After uploading the nominee's and, if necessary, the nominator's signatures, the **Preview** button will allow the user to proceed to the **Preview Page**.

Preview Page:

➤ Display All Details:

- This page will show a summary of all the details entered by the user during the registration and nomination process.
- **Registration Number:** A unique registration number will be displayed at the top of the page.

➤ Final Review:

- The user should review all the information carefully before submitting it.

➤ Submit Button:

- At the bottom of the page, there will be a **Submit** button. Once clicked, the system will:
 - Save all the information to the database.
 - Send a **confirmation email** to the registered email address.

➤ **Success Message:**

- Upon successful submission, the user will see a confirmation message:
- "Form submitted successfully. A confirmation email has been sent to your registered email address."

Note: Once the submit button is clicked, you will not be able to edit your form again.

Forgot Password Section:

1. **Forgot Password Link:**

- Below the login form, there will be a "Forgot Password?" link.
- When the user clicks on it, the system will ask for their **Email ID** to reset the password.

2. **Enter Email ID:**

- A field will appear asking the user to **Enter your Email ID** associated with the account.

3. **Submit Button:**

- The user clicks the **Submit** button to initiate the password reset process.
- Upon successful submission, the system will display the following message:
 - **"OTP successfully sent to your email ID."**

4. **OTP Verification:**

- The user will then be prompted to enter the **OTP (One-Time Password)** sent to their email.
- **OTP Field:** User enters the OTP received in the email.

5. **New Password:**

- After entering the OTP, the user will be asked to create a **New Password** for their account.

6. **Submit Button:**

- The user clicks the **Submit** button to confirm the password change.

7. **Resend OTP Button:**

- If the user didn't receive the OTP, they can click on the **Resend OTP** button to request a new OTP.