



COMPANY SECRETARIES COURSE (CS)

**A COURSE THAT
TRANSFORMS STUDENTS
INTO MODERN CORPORATE
PROFESSIONALS**

A photograph of a person's hands typing on a laptop keyboard. The person is wearing a blue and white striped sweater. The laptop is open, and the screen is visible. The background is a plain, light-colored wall.

**CAREER AS
A COMPANY
SECRETARY**



We're leading the Corporate Governance movement for India... globally

The Institute of Company Secretaries of India defines Corporate Governance as the application of best management practices, compliance of law in letter and spirit and adherence to ethical standards for effective management and distribution of wealth and discharge of social responsibility for sustainable development of all stakeholders. In fact, it is the vision of ICSI "To be a global leader in promoting good corporate governance." Towards giving shape to this belief, ICSI has taken significant steps to ensure highest standards of Corporate Governance in India's business sector:

- Setting up of ICSI-Centre for Corporate Governance Research and Training to foster and nurture research initiatives.
- ICSI National Award for Excellence in Corporate Governance to recognize and promote best practices of governance among Indian companies.
- Linkages and alliances with International Organisations – OECD, GCGF, GRI, INSOL International, CISI, IOD(London), SID etc.
- Founder member of Corporate Secretaries International Association.
- Founder Trustee of National Foundation for Corporate Governance.
- Conducts Directors Development and Capacity Building Programmes throughout India and abroad.
- Investor Education and Awareness Programmes – a member of IEPF, ICSI has conducted nearly 600 programmes across the country.
- Focus on Corporate Governance in the Course Curriculum.
- Post Membership Qualification Course in Corporate Governance.
- Secretarial Standards – a pioneering initiative of ICSI to integrate, harmonise and standardize the diverse secretarial practices. So far 10 Secretarial Standards issued.
- ICSI Recommendations to Strengthen Corporate Governance Framework – a basis for the Corporate Governance Voluntary Guidelines, 2009 issued by MCA.
- Regular publications on Corporate Governance highlighting contemporary developments, challenges and best practices through research studies.
- 'ICSI Corporate Governance Week' observed as an annual event.



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Website: www.icsi.edu



CONTENTS

Introduction	2
Company Secretaries: Governance Specialists	3
How to become a Company Secretary	5
24X7 Study through CS e-Learning portal	12
Awards and scholarships for CS students	14
Academic Pursuits: PMQ Course, MOUs	18
Interview with the President, ICSI	20
Corporate Governance initiatives	24
Where quality is a consistent endeavour	26
Interview with Secretary & CEO	28
Services rendered by a CS	32

INTRODUCTION

ABOUT ICSI

The Institute of Company Secretaries of India (ICSI) is a premier national professional body. Its vision is “to be a global leader in promoting good corporate governance”. The mission of the Institute is “to develop high calibre professionals facilitating good corporate governance”. Constituted under the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries, it functions under the jurisdiction of Ministry of Corporate Affairs, Government of India. ICSI has its headquarters at New Delhi, four Regional Councils at New Delhi, Chennai, Kolkata and Mumbai and 68 Chapters across India. In addition, the Institute has appointed more than 100 counsellors to act as a bridge between ICSI and the students in those towns where the Institute does not have chapters. It has established Centre for Corporate Governance, Research and Training at Navi Mumbai. It has 97 examination centres across the country and one overseas centre in Dubai.

The affairs of the Institute are managed by the Council of the Institute consisting of 15 elected members and 5 nominees of the Central Government. To discharge its functions effectively, the Council has constituted Standing and Non-standing committees from among its members. The Institute regularly brings out publications to equip members and other executives in the corporate sector with the legal and procedural aspects of Corporate Management and Governance.

ABOUT THE BOOKLET

This 36-page dossier of quick information has been brought out by the ICSI for its students and members. It guides students about how to become a competent CS and follow a path towards a successful career. It acquaints students and ICSI members with various facilities the Institute provides them like e-Learning portal, Corporate Governance and quality initiatives, etc. The ICSI acted as a content provider to bring out this booklet while Shipra Goel researched and compiled the matter.

CS: GOVERNANCE SPECIALISTS

COMPANY SECRETARIES (CS), WHO ARE CONFIDANTS OF THE BOARD OF DIRECTORS, ACT AS ADVISORS TO COMPANY HEADS



RECOGNITION OF EXCELLENCE AWARD TO ICSI presented by Her Excellency Smt. Pratibha Devisingh Patil, Hon'ble President of India.

Company Secretaries (CS) have the responsibility of setting up the contours for the deliberations of the Board and ensuring regulatory compliance with respect to all the decisions. They act as governance professionals.

WHERE CAN THEY WORK

A qualified CS can either be employed by a company or can start his/her own practice. As per section 383A of the Companies Act 1956, it is mandatory for companies with a paid up share capital of Rs.5 crores or more

to appoint a Company Secretary.

A CS to start practice requires a Certificate of Practice (CoP) from ICSI (after having qualified as a CS). The Company Secretaries can then issue compliance certificates to companies and firms (with a paid up share capital between Rs.10 lakhs to Rs. 5 crores) and undertake diligence report for banks etc. They can also render their on retainership basis for professional advice and support.

POWER+ RESPONSIBILITY

The crucial role that a CS plays in a company can be gauged by the fact that the Companies Bill, 2011 equates him to the Chief Executive Officer (CEO) and Chief Financial Officer (CFO) of the company by including him in the definition of Key Managerial Personnel thus placing heavy responsibility on his shoulders. In companies, a Company Secretary is more involved in corporate restructuring, formulating corporate policies, managing public issues, mergers and acquisitions, joint ventures within and outside India, to name a few. The Company Secretaries also act as the confidants of the Board of Directors (BoD) while also liaising with various government departments. They are even foraying in capital markets and financial services.

One can also specialise in corporate governance through ICSI's Post

Membership Qualification course (PMQ).

CAREER GROWTH

Normally, the designation ascribed within an organisation is “Company Secretary” or “Assistant Company Secretary”. But, keeping in consideration the internal hierarchy of an organization, one can start with at least “Senior Executive” or “Assistant Manager” in an organization. With experience one can go up to heading a Legal and Secretarial Department of a firm and even rising to the post of Director, Managing Director or Chairman.

PAY PACKAGE

A fresher can start with a salary of around 3 to 5 lakh per annum. Packages vary depending on individual capabilities and the sector.

Opportunities exist abroad as well for ICSI members. The ICSI has signed MOUs with Institute of Chartered Secretaries and Administrators (ICSA) in London and Chartered Institute for Securities and Investment (CISI) in London.

HOW TO BECOME A COMPANY SECRETARY

SELF STUDY IS THE MANTRA FOR A CS ASPIRANT BESIDES PLANNED TIME-TABLE AND FOCUS ON ALL TOPICS ACCORDING TO ONE'S STRENGTHS



BEHIND GREAT CORPORATE PROGRESS THERE'S A STRONG BACKBONE : THE COMPANY SECRETARY

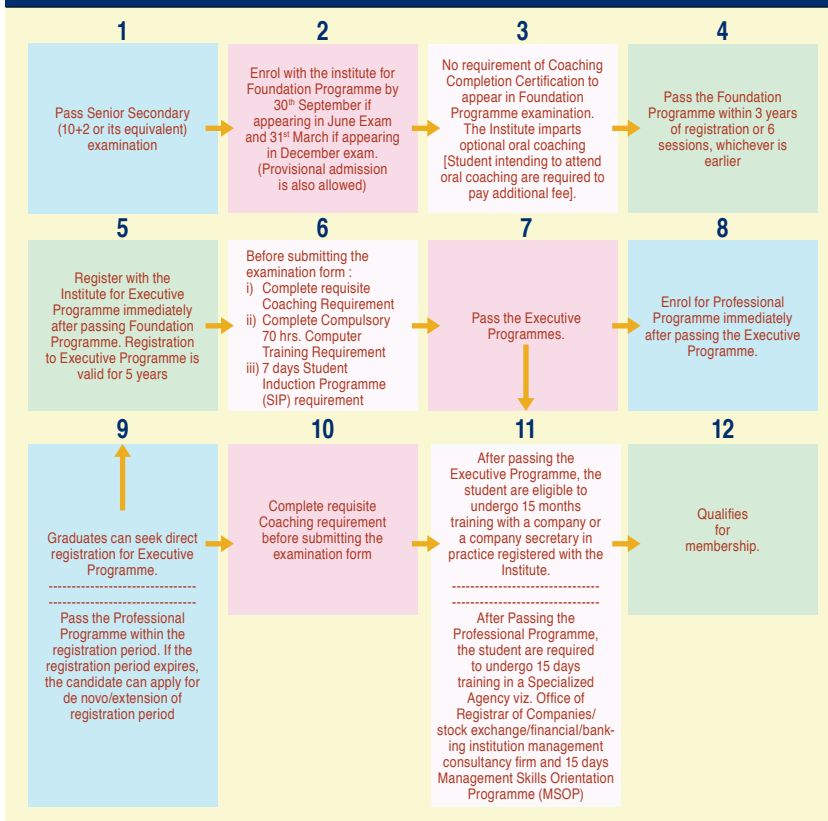
Studying six hours a day eases cracking of all subjects in the first attempt in a Company Secretary examination, says Anubhuti Goel who bagged second position in CS Professional level exam recently. Now fascinated to think like a lawyer with knowledge of civil and criminal laws through the course, she shares that thorough revision of subjects helps a great deal to crack it. A Company Secretary takes care of corporate

governance and even legal matters of a company apart from their traditional responsibilities. To reach that level of excellence, a student needs to go through a planned and determined preparation.

PREPARATION STRATEGY

Institute of Company Secretaries of India (ICSI), offers a three-level course to be started after Class 12. Class 12 pass students need to clear

STEPS FOR ENTRY TO COMPANY SECRETARIES PROFESSION THROUGH FOUNDATION PROGRAMME



3 levels of examinations along with around 16 months of training, on completion of which they become eligible to be enrolled as an Associate member of the Institute and designated as Associate Company Secretary (ACS). Laws such as company, corporate, securities, economic and labour laws form an important part of the course and the students are

groomed to learn how to manage the affairs of a company.

A systematic approach is the key to success for a CS aspirant. You should plan your study hours and decide how much emphasis is to be given to each subject. Maintain a balance between practical and theoretical subjects to avoid monotony.

Latest initiatives

A new syllabus has been introduced for Foundation programme with effect from February 1, 2012. The first examination under this new syllabus will be held from December 2012 session.
Examination would be based on Optical Marks Recognition consisting of Objective type multiple choice questions.
The requirement of Coaching Completion Certificate has been discontinued for Foundation programme students, under new syllabus.
New syllabus is underway for Executive and professional programme (stage II and III) examinations also.
A Board of Studies reviews syllabus regularly and looks after other ICSI courses for members for capacity building.

Fee Structure for CS Course

CS Foundation Programme Rs.3600/-
CS Executive Programme Rs.7000/- for Commerce Graduates
Rs.7750/- for Non Commerce Graduates
CS Professional Programme Rs.7500/-

Cut-off dates for CS admissions

CS Foundation Programme – 31st March / 30th September
CS Executive Programme – 28th February / 31st May / 31st August / 30th November
Note: Examinations are held twice a year in June and December

Attend classes regularly and take out time to relax too. Shruti Goyal who topped CS Professional level exam this year shares that morning is the mentally-best time for her. So she chose 6 am to 9 am to prepare for difficult papers. On the other hand, CS Executive level first-ranker Nupur Kedia studied at night when everyone sleeps and there are no distractions.

In terms of the subjects, knowing one's strengths is important. Focus on covering topics from each subject. The study material provided by ICSI can be solely relied upon for the examination, yet students are advised to refer to recommended books and ICSI publications. Devote more time to difficult subjects. Shruti Agarwal, another topper, used to compile short notes and make flowcharts for difficult topics for quick revision.

Balance between theory and practical, and time to relax are also important. For instance, you can do one chapter of Accounts and then do three chapters of theory. And when it's time for a break, do what you like the most because creative satisfaction is necessary. When Shruti Goyal used to feel sluggish, she went out for a walk or chat with friends and family. "Relaxation is must so that all my energy goes well to my brain. Proper sleep, chatting, walking released a lot of tension," she says.

Self-study is one of the most important things to be done by a student for qualifying any exam. Most of the times even number of hours and best books fail to give out results if revision is absent. Some students even think that too much tuition can kill self-learning and their aptitude.



ANUBHUTI GOEL, CS 2ND RANKER, says revising syllabus thoroughly in systematic manner is the key

Bharathi K, who stood second in Executive level exam, says, “You will have more doubts if you self-study, and spend more time on them, leading to better clarification. The level of understanding and conceptual knowledge would also be better this way.”

TRAINING

After clearing the Executive/Professional Programme, students are compulsorily required to undergo 15 months of practical training in a company or under a Practising Company Secretary during which they are paid a stipend ranging from Rs. 8000-15,000 per month. They are sponsored by the Institute for the same. There is also a 15-day practical training with Registrar of Companies, Stock Exchange,

financial or banking institutions. “Training is important to gain practical experience and understand industry trends which are significant for becoming a competent Company Secretary. It would not be possible to cater to your clients in the best possible way, unless you have hands-on training,” says Geetika Bhatia, who cleared her exam in second position.

Along with this, computer training has also become an important requirement for a professional Company Secretary (CS). Becoming a brilliant professional sans hands-on-computer knowledge would not sell. Good knowledge of MS office, and accounting software, apart from other basic computer knowledge, is needed. The ICSI has a provision under which a student can be exempted from computer training. One should pass the online test on website “<http://icsi.sifyitest.com>” developed by M/s Sify Software. Once cleared, students are able to download their certificates after 15 days and then they do not have to undergo the said training.

ORAL TUITION CENTRES

To help the students who are in need of personal coaching, the Institute has made provisions of Oral Coaching. The Regional Councils and Chapters of the Institute to impart oral tuition. The Institute also provides Oral tuition through Public-Private Partnership model. The students interested

Levels to become a CS				
Level	Eligibility	Minimum duration	Maximum durationw	Papers
Foundation Programme	Class 12 pass	8 months	Needs to be completed within 3 years of registration	1. Business Environment and Entrepreneurship 2. Business Management, ethics and Communication 3. Business Economics 4. Fundamentals of Accounting and Auditing
Executive Programme	Clear Foundation Programme/ Graduates from all disciplines except Fine Arts can directly enrol	1 year	Needs to be completed within 5 years of registration for the Executive Programme	Module I - 1. General and Commercial laws 2. Company Accounts, Cost and Management Accounting 3. Tax laws Module II - 1. Company Laws 2. Economic and Labour Laws 3. Securities Laws Compliances
Professional Programme	Cleared Executive Programme	1 year	Needs to be completed within 5 years of registration for the Executive Programme	Module I - 1. Company Secretarial Practice 2. Drafting, Appearances and Pleadings Module II - 1. Financial, Treasury and Forex Management 2. Corporate restructuring and insolvency Module III - 1. Strategic Management, Alliances and International Trade 2. Advance Tax Laws and Practices Module IV - 1. Due Diligence and Corporate Compliance Management 2. Governance, Business Ethics and Sustainability

in having further details may contact the office of the concerned Regional Council or Chapter as per the addresses given in the ICSI brochure and website. Beside oral tuition classes, personal contact programmes are also organized from time to time for the benefit of the students.

DE NOVO: RE-REGISTRATION

The registration to CS course is valid for a period of five years. A person whose registration has been cancelled on expiry of 5 years period or otherwise, may within 2 years

of cancellation of registration seek registration de novo on payment of Rs. 1500.

On being registered de novo a student is given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student is not supplied with the study material afresh. Study material can, however, be obtained on payment of Rs. 160 per subject. For Student Company Secretary - magazine for students is

Exemptions of papers

Executive Programme
General and commercial Laws - Candidate should have MA in Corporate Secretaryship with 50% or more marks OR degree in Law from a recognized University with 50% or more marks
Company Accounts, Cost and Management Accounting - Candidate should be MA in CS with 50% or more marks OR MBA, MCom/BCom with full paper in Cost accounting/Management accounting with 50% or more marks OR Financial Management at MA Corporate Secretaryship with 50% or more marks OR ICWAI Final pass student
Tax Laws – Candidate should be MA in CS with 50% or more marks OR ICWAI Final pass student
Professional Programme
Financial, Treasury and International Finance - Candidate is ICWAI Final pass student
Advanced Tax Laws & Management Practice - Candidate is ICWAI Final pass student

sent free of cost during the validity period of registration de novo from the month subsequent to the month in which the student was registered de novo.

EXAMINATION FEE AND CONCESSION

Apart from the registration fee, a student has to submit examination fee also. It is;

- Foundation programme – Rs. 875 lump sum
- Executive programme – Rs. 900 per module
- Professional programme – Rs. 750 per module

If a student is late by 15 days in paying the exam fee and he wants to get his exam centre or group or medium changed, he has to pay Rs. 100. After the exam papers are checked and the student is not satisfied, facility for verification of marks is also there for which a student has to pay Rs. 100

per subject.

As a social welfare measure, the Institute grants 50% concession in payment of the Registration and Exam fee to physically handicapped (including blindness) and SC/ST category. Such applicants are eligible for concession only subject to submission of requisite certificate by the competent authority. The guidelines for the same are available on the institute's website.

QUESTION PAPERS AND GUIDELINES

Institute's previous examinations' question papers are generally made available on the Institute's website for the benefit of students. The Institute also brings out guideline answers to previous examination question papers written by competent persons with a view to help the students in preparation for the exams. These guideline answers should be treated

Practical experience and training requirements

S. No.	Training programme	Duration	Stage
1.	Student Induction Programme (SIP)	7 days	Within 6 months of Registration to Executive programme
2.	Executive Development Programme (EDP)	8 days	After Executive programme
3.	Management Skills Orientation Programme (MSOP)	15 days	After Professional programme
4.	Professional Development Programme (PDP)	25 hours	Mandatory after MSOP
5.	Management training	15 months	After passing the Executive Programme or Professional Programme
6.	Practical training	3 months	Exempted for students who have undergone 15 months training.
7.	Specialised agency training	15 days	Training in a specialized agency such as Registrar of Companies (ROC)/Stock Exchange/Financial and Banking Institution

The students can be exempted from undergoing training totally or partially depending on the practical experience possessed by them. A student after passing the Professional Programme may enrol as 'Licentiate ICSI' at his/her option until completion of training requirements.

CS Course Highlights

- 10+2 pass or equivalent / Graduate can join
- No Entry Barrier – opportunity for every student
- Cost Effective
- Distance Learning with Provision of Optional Oral Coaching
- 24x7 study through e-learning
- Excellent career opportunities for C S professional
- Position of Power and Prestige
- Offers Self Employment and Job Opportunities
- Direct Access to Top Management / Board Room
- Good remuneration and growth opportunities
- Opportunities Abroad
- Opportunity to pursue B.Com with Major in Corporate Affairs and Administration and M.Com in Business Policy and Corporate Governance from IGNOU.

as model answers and not as exhaustive answers. These answers are available for sale at various offices of the Institute across the country.

ASSOCIATE / FELLOW CS

After qualifying the Professional Programme and on completion of Pre-membership/Management training as provided under the Regulations, a candidate is enrolled as an

Associate Member of the Institute and can use the descriptive title "Associate Company Secretary" or "Company Secretary" after his or her name. A person is entitled to get himself enrolled as a Fellow, if he is an Associate Member for at least five years and fulfils the conditions as stipulated in Regulation 4(2) of the Company Secretaries Regulations, 1982.

24X7 STUDY THROUGH CS e-LEARNING PORTAL

e-LEARNING PORTAL REPLICATES CLASSROOM ENVIRONMENT PROVIDING LOADS OF VALUE ADDITIONS THROUGH DOUBT CLEARING SESSIONS AND MORE

In order to facilitate students, an e-learning portal is available for the Company Secretary Foundation Programme, Executive Programme and Professional Programme. Its url is <http://elearning.icsi.edu/>. Students throughout the country including those in rural and semi-urban areas as well as from other countries can avail this 24x7 hours online study facility as the portal has a global reach. The online CS Course includes-

WEB BASED TRAINING (WBT)

- Quick quizzes & Mastery test
- Hyperlinks & Hot-Spots
- Live Chat and Discussion Board facility
- Multimedia slides covering the entire study material.

VIDEO BASED TRAINING (VBT)

- Quality Video Lectures
- Learn from expert faculties replicating classroom training experience
- Questions at regular intervals



LIVE VIRTUAL CLASSROOM (LVC)

- Live broadcast of lectures over the internet
- Live interaction with the faculty to remove doubts / Queries on difficult lessons
- Playback facility on specified date & time.

Under e-learning, students can have continuous access to studies and guidance of faculties online. The



STUDENTS WHO enrol for e-learning get continuous on-line support and guidance from faculties.

e-learning module enables the students to have access to learning and faculty support at any time as per their convenience. Interactivity is established by modules such as Discussion Boards and Online Chat. With its new exam preparatory addons, the Company Secretaryship (CS) course studies will take the students virtually into the space age.

Undergoing of e-learning is in

addition and not in substitution to compulsory postal tuition.

E-learning is designed to provide a virtual contact between the teacher and the taught. Students intending to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

As of now the student is not getting any certification after completing the e-learning program but it is advisable for real examination preparation.

AWARDS AND SCHOLARSHIPS FOR CS STUDENTS

ICSI GIVES AWAY AWARDS, BASIC SCHOLARSHIPS AND HAS ESTABLISHED STUDENTS EDUCATION FUND TRUST TO RECOGNISE STUDENTS



PROUD MOMENT : CS Topper receiving ICSI Award at the Hands of Hon'ble Governor of Uttar Pradesh Shri B.L.Joshi at the 39th National Convention of Company Secretaries

The Institute of Company Secretaries of India (ICSI) awards prizes and scholarships to its students to generate healthy competition. This inspires the candidates to perform brilliantly in examinations as well as achieve recognition. One of the scholarships aim at providing financial assistance to economically weaker students so that they can pursue the CS course without any hiccup.

SCHOLARSHIPS

There are two scholarships awarded by the institute – Merit scholarship and Merit-cum-Means Assistance. The first one, given under the “Merit Scholarship (Company Secretaryship Course) Scheme, 1983”, aims at recognizing meritorious students in the Institute’s examination and accordingly, provide scholarships to pursue a level further. Under this, a

student is given Rs. 500 per month. The second one valued at Rs. 350 a month along with exemption from all the fees during the period except the registration fee is awarded under the “Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983” and specifically intends to provide financial assistance to economically needy candidates to enable them to pursue the course.

For the Merit Scholarship, if the student is aspiring for the Executive Programme, they should have passed all the papers of Foundation examination at one sitting in maiden attempt without exemption in any paper with at least 55 % marks in aggregate. They must also have applied for registration as a student of the Institute by filling application along with the requisite registration fee within three

PRIZE AWARDS

All India prizes	No. of awards
Foundation level	04
Executive level	10
Professional (Final) level	26
Regional Councils prizes	
Eastern India Regional Council	6
Northern India Regional Council	2
Southern India Regional Council	11
Western India Regional Council	12
Chapter prizes	
Bangalore	5
Hubli-Dharwad	1
Hyderabad	7
Ahmedabad	2
Pune	1
Total	87

months from the date of declaration of his/her result of the Foundation examination. On the other hand, for seeking scholarship for the Professional Programme (Final Course), the candidate should have passed all the papers in both the earlier levels in first attempt without exemption with at least 55 % marks in aggregate. Not more than 50 scholarships of both types can be given each year as per rule. In case the number of candidates eligible for scholarships is more than the scholarships available, ICSI can decide to award stipulated number of scholarships in order of merit of marks obtained, proportionately dividing the total scholarship amount equally in some or all cases.

The Merit-cum-Means Scholarship is granted only to registered students again for either of the levels. The

eligibility criteria for both of them remain the same as in Merit Scholarship except the qualifying percentage which is 5% less in this case. In addition, the candidate's income, if employed, should not be more than Rs. 1.5 lakh a year to receive this assistance and if unemployed, then income from all sources should not be more than Rs. 2.5 lakh per year. They should not have been awarded any such scholarship simultaneously from any other source also.

The Institute can cancel the scholarship if the student is found not performing well or has left the ICSI course. The Merit-cum-Means scholarship can also be taken away if the information provided by the candidate is found to be false in any respect or if he or she fails in the examination.



ICSI AWARDS scholarships to meritorious students to generate a healthy competition among the students

ICSI STUDENTS EDUCATION FUND TRUST		
Stage	For Students with Family Income below Rs. 1,00,000 per annum	For academically bright students without any limit on their family income
Foundation Programme	75% marks in both Matriculation & Senior Secondary Stages	90% marks in both Matriculation & Senior Secondary Stages
Executive Programme	75% marks in both Matriculation & Senior Secondary Stages and 60% marks in Bachelor's Degree stage	90% marks in both Matriculation & Senior Secondary Stages and 85% marks in Bachelor's Degree stage

A special scholarship, Late P D Bangur Memorial Merit Scholarship, is provided for pursuing studies for Professional programme. For this award, the candidate must have passed in all the papers of the level three examinations in maiden attempt and obtained highest marks on pan-India basis. This scholarship is given for a period of 10 months from the month following the month of declaration of Executive programme examination results.

PRIZES

The prizes instituted by the ICSI are usually endowments offered by individuals and organizations. They are given under three categories – All India prize awards, Regional Council prize awards, and Chapters of ICSI. An organization or an individual can propose a new award anytime by filling up an application form available at <http://www.icsi.edu/Student/NewPrizeAwardsGuidelines.aspx>.

A student can receive these awards if he/she has passed all the papers in first attempt in one sitting without

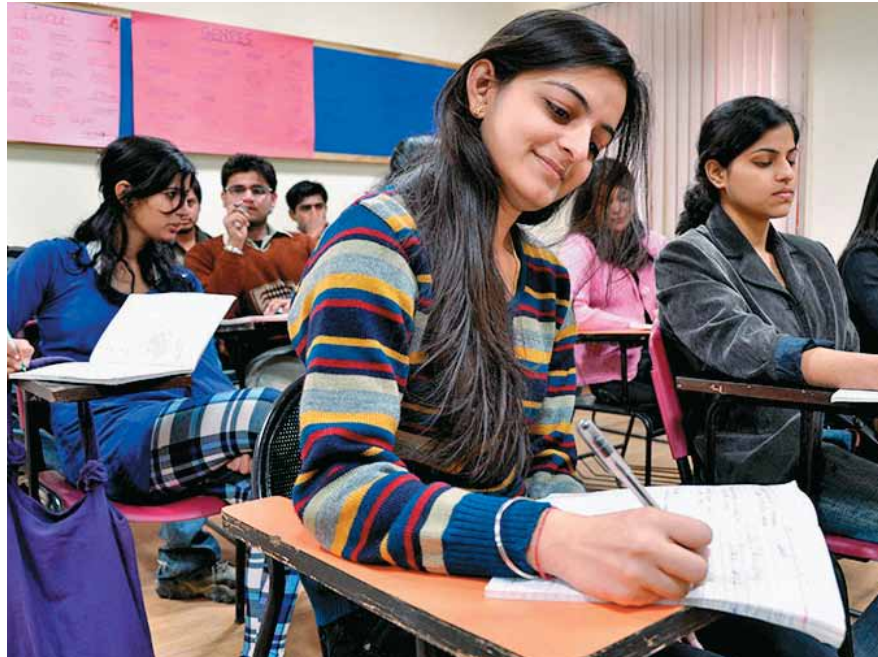
claiming exemption in any with highest marks in aggregate in examination or in the particular group of examination or in paper of an examination for which the prize award is instituted.

ICSI STUDENTS EDUCATION FUND TRUST

The Institute of Company Secretaries of India Students Education Fund Trust came into being in 2008 to help economically backward and academically bright students to pursue CS course. It helps candidates for level 1 and 2 to get full exemption from paying any kind of fee at the time of admission to the programmes. However, there are eligibility criteria for both the categories, the details of which can be viewed in the table above. A desirous candidate has to submit an application in the prescribed format given on the ICSI website along with supporting documents to the institute's Director (Student Services). Students who have been granted any other scholarship or assistance through other ICSI schemes, are only be eligible for the shortfall in total amount.

ACADEMIC PURSUITS: PMQ COURSE/ ICSI MOUs

RESEARCH AND TRAINING HELP CANDIDATES GAIN EXPERTISE IN NASCENT AREAS. PMQ COURSE ACTS AS AN ICING ON THE CAKE.



ACADEMIC PURSUIT: CS qualification is recognised by 52 universities for admission to PhD courses

Though Company Secretaryship is a comprehensive qualification in itself, many students opt to go for other related courses as additional qualification in order to enhance their knowledge and expertise in a particular field. In that regard, the CS course is recognised by 52 universities for admission to PhD course. ICSI also conducts Post Membership Qualification (PMQ) course in

Corporate Governance. The organisation has also signed MOUs with various organisations for capacity building of its members.

POST MEMBERSHIP QUALIFICATION (PMQ)

The Institute has introduced PMQ Course in Corporate Governance. The Institute's members are eligible to do this course and its registration

is valid for a period of five years. It has two parts - Group first and second consisting of five papers in total. Registration is open throughout the year. A candidate should, however, register at least six calendar months prior to the month in which the examination commences.

19 MOUs FOR RESEARCH

The ICSI has signed Memorandum

of Understanding (MOUs) with the following institutions for undertaking joint-research, holding of professional development programmes and exchange of resources:

- National Law School of India, University, Bangalore
- National Institute of Small Industry Extension Training, Hyderabad
- NALSAR University, Hyderabad
- Bombay Stock Exchange Ltd
- Symbiosis Intl University
- ASSOCHAM
- Indian Institute of Banking and Finance (IIBF)
- Federation of AP Chamber of Commerce and Industry
- Merchant Chamber of Commerce
- Bangalore Chamber of Industry and Commerce
- Indira Gandhi National Open University (IGNOU)
- Pithampur Audhyogik Sangathan
- Urla Industries Association
- Institute of Public Enterprises
- Federation of Karnataka Chamber of Commerce & Industry
- Central Board of Excise & Customs
- MCX-SX Stock Exchange Ltd
- United Stock Exchange of India Ltd
- National Stock Exchange of India

“CS - A KEY MANAGERIAL PERSONNEL”: ICSI PRESIDENT

INDIA IS THE ONLY COUNTRY WHERE A COMPANY SECRETARY'S POSITION IS MANDATED BY STATUTE.

A Company Secretary now holds the position of a key managerial personnel and his/her duties are more than a principal officer in a firm, says Nesar Ahmad, ICSI President. Reliability, integrity, ethics, ownership and being stakeholder-centric are his mantra for becoming a competent CS. In a tête-à-tête with **Shipra Goel**, he shares how the role of a CS has changed over the years and new initiatives taken by ICSI for its members and students.

Q: Is the CS given due importance in the organizations in India?

A: Earlier, a CS was considered the principal officer of a company to which he was associated in terms of law, the Companies Act, and it is mandatory for a company to have a CS on the basis of the capital it has. Now after a journey of more than 30 years, companies have realized the potential of a CS and as per Parliamentary Standing Committee recommendations; a clause has been

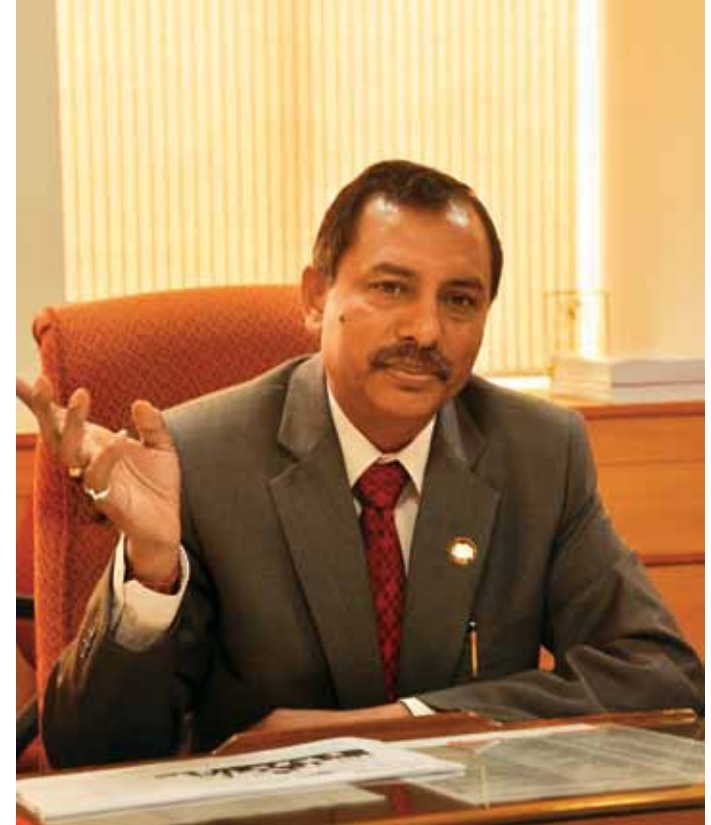
added to the Bill that a CS is now the key managerial personnel. Now CS is going to be a part of the upper management and that shows the kind of importance attached to the position.

Q: What differences do you find between a CS professional in India and those abroad?

A: In India, CS position is mandated by statute whereas outside India, it is a position i.e there is no statutory prescription. Abroad, a CS is known by different nomenclature like Chartered Secretary or Corporate Secretary.

Q: Do you think a Commerce student at 10+2 is excited to become a Company Secretary?

A: In our recent internal assessment, it was found that first-hand information is available to Class 12 students about CS as a profession. They know it is not a secondary one. Students have started choosing a career in CS, especially girl students. Currently more than 40% of our students are



NESAR AHMAD: “Bigger plans this year to reach out to smaller districts.”

female. This is because a CS works in a corporate environment instead of going to factory site and also, is free from initial articleship. We have a bigger plans this year to go to the smaller cities/towns to increase our reach.

Q: Quality is considered to be the most important aspect in a CS's life. How does ICSI ensure that in its members as well as students?

A: ICSI turned out to be the institute to have a vision document. It clearly

states the expectations of all the stakeholders. According to the quality aspects in it, we pursue five core values - integrity, reliability, ethics, ownership and being stakeholder-centric. Other than this, we have Quality Review Board, Secretarial Standards Board and a Peer Review Board (PRB). The quality checks ICSI used to do are now being done in the form of Peer Review. Through this mechanism the members are able to review peer work through practicing units. We already have 50 such units and the target is to have

500 within this financial year. We now have around 100 peer reviewers who are trained periodically. Once we'll have good number, we'll talk to the government to give some preference to this Board. We have been doing this on voluntarily basis.

Q: How does the membership of ICSI make a difference to the people who are CS? What is the current membership figure?

A: Membership of the Institute of Company Secretaries of India is a license to pursue the profession. So it is after acquiring this membership

“ICSI is coming up with a placement portal around June this year which will do matchmaking for students and recruiters free of cost”

Nesar Ahmad, ICSI President.



that a qualified CS becomes a complete Company Secretary professional. This membership also adds to the person's brand value. There are currently around 30,000 members of the ICSI.

Q: What is the role of ICSI Counsellors?

A: Wherever we are not available or our chapters are not there, a counsellor is appointed. They are our brand ambassadors. If any student or the guardian is seeking advice on CS, a counsellor becomes the immediate focal point. There are certain guidelines in place for one to become a counsellor. Today we have 100-plus counsellors. Also, a decision has been taken to setup a representative office in all those areas where the population is equal to or more than 5 lakh and first such office is being set up in Aligarh Muslim University.

Q: Placements for students...Is ICSI doing something in this direction?

A: We work under Open (Distance) Learning (ODL) mode under which you do not have to undergo any kind of classes. In here, institute's role is till once you acquire your certificate. However, last year a Placement Committee was set up at the centre. It conducted 8 campus interviews

“IF SOMEONE, acquires ICSI membership, it means he has the permission to be called a professional.”

and most of the recruiters like SEBI, Stock Exchanges, RBI, banks, merchant bankers, registrar to the issues, etc. picked up students. This year a decision has been taken to set up placement committees at Regional and Chapter level also. So more and more placement programmes will be initiated at the local level and students will not have to come all the way to the Centre. A placement portal is also coming around June this year which will do matchmaking for the students and the recruiters, and ICSI will not charge any fee from either of them for it. Both of them will put their requirements in the system and the portal will help them find each other. One point of caution, we are not building ourselves as an employment exchange but as a facilitator.

Q: How was your experience with cracking the three-level CS course? Were you able to pass all the papers in the first attempt?

A: I started my career way back in 1984. When I came to Delhi from Bihar, I joined CS. I could not clear the first group in first attempt. Then I appeared for first and second group together, and again cleared only one. And then I cleared the third group. Meanwhile, my perception also changed and I got more interested in Company laws instead of taxation. Then I was picked up by the Thapar group and then I joined as a management trainee in Ballarpur Industries

for 3 years. Afterwards I applied for my Certificate of Practice (CoP). I did join a law course in DU but because of my commitment to my employer, I couldn't do it. However now I am satisfied with my CS. As you see, CS is now entitled to appear before all tribunals.

Q: How important is English language skills for a CS?

A: It is important and it can be practiced. We do not put any pressure on the students and allow them to write papers in Hindi also. Having said that, learning English is important as a CS is a part of Board which can have people from all spheres. So the language is important but is not an impediment.

CORPORATE GOVERNANCE INITIATIVES BY ICSI

ICSI ACTS AS A PLATFORM FOR CS PROFESSIONALS TO CARRY OUT RESEARCH IN THE FIELD OF CORPORATE GOVERNANCE AND THUS MEETING THE GLOBAL STANDARDS EFFICIENTLY

The ICSI defines Corporate Governance as the application of best management practices, compliance of law in true letter and spirit and adherence to ethical standards for effective management and distribution of wealth and discharge of social responsibility for sustainable development of all stakeholders. In this regard, its three main initiatives - Centre for Corporate Governance, Research and Training, Corporate Secretaries International Association (CSIA) and National Award for Excellence in Corporate Governance - are worth a mention.

CCGRT: CENTER FOR CORPORATE GOVERNANCE

ICSI Centre for Corporate Governance, Research and Training, located in Navi Mumbai, aims at fostering and nurturing research initiatives among members of the Company Secretaries profession and other researchers. It seeks to develop on an on-going basis information and insights into corporate/related laws, their delivery mechanism, need for harmonization/changes in the

light of emerging realities, corporate governance etc, using this developed knowledge base for brand building and for purposes of interacting with the government, regulatory bodies and international agencies.

CORPORATE SECRETARIES INTERNATIONAL ASSOCIATION (CSIA)

CSIA is an international federation of professional bodies to promote good governance. The CSIA is incorporated in Switzerland and ICSI is one of its founder members. CSIA represents a group of people that have a unique skill-set - a combination of legal, governance, ethics, business finance, accounting, secretarial, strategic and administration skills. The ICSI had constituted a Core Group to make recommendations for policy and regulatory changes in the legal framework. The Corporate Governance Voluntary Guidelines issued by the Ministry of Corporate Affairs was substantially drawn from the ICSI Recommendations to Strengthen the Corporate Governance Framework.



WIPRO CHAIRMAN Azim Premji (L) receiving the 11th ICSI National Award for Excellence in Corporate Governance, 2011 from Union Corporate Affairs Minister M Veerappa Moily (R)

ICSI NATIONAL AWARD FOR EXCELLENCE IN CORPORATE GOVERNANCE

The ICSI, in keeping with its commitment to benchmark good corporate governance practices, bestows the ICSI National Award for Excellence in Corporate Governance, annually on companies adjudged by the jury as a front-runner in adhering to the corporate governance norms in true letter. To add glory to the Award and

making it a symbol of prestige, the jury for the ICSI National Award for Excellence in Corporate Governance comprises of personalities enjoying unparalleled eminence and reputation in their respective fields.

WHERE QUALITY IS A CONSISTENT ENDEAVOUR

QUALITY STANDARDS IN ALL ASPECTS ARE THE ONES THAT DEFINE THE ROLE AND RESPONSIBILITY OF AN EFFICIENT CS

Institute of Company Secretaries of India (ICSI) is constantly striving to improve the quality services rendered to its members and corporations served by them. Many initiatives have been taken to raise the bar and substantially increase customer satisfaction. Its noteworthy initiatives are setting up of Quality Review Board, Peer Review Board and establishing Secretarial Standards.

QUALITY REVIEW BOARD

Quality Review Board (QRB) has been constituted by Government of India in exercise of the powers conferred by Section 29 A of the Company Secretaries Act, 1980 (56 of 1980) read with rules 8, 9 and 10 of the Company Secretaries Procedures of Meetings of Quality Review Board, and Terms and Conditions of Service and Allowances of the Chairperson and Members of the Board Rules, 2006. The Board has been set up to review and enhance the quality of the services rendered by the members of the ICSI.

The Board aims to standardize the practices followed by the Company Secretaries and enhance the quality of the services rendered by the members of ICSI on continuous basis.

The functions performed by the Board have been framed keeping in mind the need for quality assurance and updation to meet the standards from time to time. It is responsible for making recommendations to the Council with regard to the quality of services provided by the members of the Institute. It reviews the quality of services provided by the members of the Institute including secretarial services. Last but not the least, it guides the members of the institute to improve the quality of services and adherence to the various statutory and other regulatory requirements.

Aiming to solicit views and suggestions of various stakeholders on the quality of services provided by CS, the QRB has designed certain questionnaires to be filled by students,

ICSI MEMBERSHIP sets a CS on a continuous journey of upgrading professional skills



employed and practising members of the Institute by registering themselves online on the ICSI portal.

SECRETARIAL STANDARDS

ICSI is the first professional body in the world to issue Secretarial Standards for integration, harmonization and standardization of corporate secretarial practises.

The Secretarial Standards Board formulates these standards taking into consideration the applicable laws, business environment and the best secretarial practices prevalent.

They aim at bringing more clarity in certain areas where the law is either silent or ambiguous.

The Institute has so far issued ten secretarial standards. They are on Meetings of the Board of Directors, General Meetings, Dividend, Registers and Records, Minutes and Transmission of Shares and Debentures, Passing of Resolution by Circulation, Affixing Common Seal, Forfeiture of Shares, and Board's Report. The Companies Bill 2011 also proposes to make certain Secretarial Standards mandatory for companies.

“CAMPUS PLACEMENTS ACROSS STATES”

N K JAIN, SECRETARY AND CEO, ICSI, SHARES HOW IMPORTANT IS THE ROLE OF A CS AND WHAT CHALLENGES LIE AHEAD FOR THEM

Explaining the importance of a Company Secretary (CS) in an organization, Naresh Kumar Jain, Secretary and CEO of Institute of Company Secretaries of India (ICSI), says that companies today are looking forward to a Company Secretary's advice because one of the major

elements that bothers the Board is the reputational risk. He calls a CS professional the nucleus of the company who plays an important part in the decision making. A law graduate from DU, N K Jain has worked for corporate sector and industry for about 30 years holding senior positions. He has contributed several papers and articles in various journals, magazines, and leading dailies and addressed various workshops, seminars and conferences in India and abroad. Here he shares his experience in a conversation with Shipra Goel.

Q: What is the importance of a Company Secretary in an organization?

A: A Company Secretary (CS) is one of the most vital professional in an organisation who acts as a link between the Board and various stake-holders. He connects the Board with employees, share holders, deposit holders, banks, institutions, stock exchanges, regulatory bodies

and authorities, Central and state governments, and the society at large.

Q: What is the status of a Company Secretary in organizations today?

A: In a large corporate, the decision making takes place essentially through a CS whether in terms of marketing strategies or production strategies. Marketing policies cannot be in conflict with the competition law while the production strategies should be aligned with the government policies. A CS also forms a part of all commercial decisions, apart from corporate matters related to the organization like raising funds from the banks and capital markets, mergers, acquisitions, de-mergers, cross-border mergers, arbitrations, intellectual property rights, all legal matters, and more importantly the governance issues.

After the recent corporate misgovernance incidences, a CS is sought after by the industry to have advice on how to upgrade their governance practices, improve their disclosures, enhance transparency and benchmark their current practices with

the global ones. He is a conscious keeper of the corporate entity and touches its roots. On the other hand, the smaller corporate are yet to realize the importance of the services of a CS.

Q: Do Company Secretaries have opportunities in the government sector also?

A: Those government companies which are listed on the Stock Exchanges or having a paid up capital of Rs.5 crore or more appoint a CS. Moreover, government sector is also now focusing on availing services of professionals. If you see posts of regional directors or registrar of companies, a large number of them are either CS or other finance professionals. And this trend is to multiply.

Q: What are the challenges for a Practicing CS?

A: As a Practicing CS, one has to maintain very high standards of services to the client. They have to provide a competent, timely and cost effective advice. The way economy is growing, companies are looking forward to a CS advice as one of



N K JAIN, SECRETARY AND CEO, ICSI "A CS TOUCHES THE ROOTS OF A CORPORATE."



A CS IS THE NUCLEUS OF A COMPANY AROUND WHOM ALL THE CORPORATE ACTIONS TAKE PLACE.

the major elements that bothers the Board is the risk of loosing reputation. Today one has to think twice before joining a company's board, as he needs to be doubly sure whether a company is fully compliant with all the laws, rules and regulations. A smaller company feels that it can't recruit a fulltime CS, so they avail the services of a Practicing CS.

Q: What is ICSI doing in regards to governance at the level of the students?

A: Our MOU for exchange programmes with Malaysian Institute of Chartered Secretaries and Administrators (MAICSA) provides Indian students an opportunity to visit Malaysia and undergo training with corporate there to get an international flavor. We want to do similar arrangements with other institutions.

Q: Do you suggest a student to go for job experience before starting their practice?

A: A student should be clear in his mind about going for practice or job. If it's the latter, he should directly go for practice. But initially, instead of starting his own practice, he should join a Practicing CS firm and work for 3-5 years and gain adequate experience. Then depending upon his progress and understanding, he should set goal for own practice.

Q: How do you ensure quality standards being maintained in a student?

A: On the academic side, there are inputs regarding quality standards, integrity, honesty, reliability etc. in the syllabus. Plus, training is important. We are proposing to increase the training from 15 to 24 months along with change in contents which will improve the quality of the students further. There are deliberations in regards to soft-skills also. There is a need for about 12-week residential programme. But due to the cost factor, the decision is not yet finalized.

Q: Which are the other nations with which ICSI will be signing MOUs?

A: We are in discussion with Hong Kong, Singapore, Australia, Kenya, Pakistan, Bangladesh, Sri Lanka, and a few more. They are important as leveraging strengths of one another brings quality. We are hopeful that this year will see many new MOUs.

Q: How is the ICSI's Peer Review Board (PRB) doing?

A: The progress is good. The reviewers will soon go to the practicing units and check whether they are following proper practices and in case of gaps, they will be advised. It's a hand-holding exercise and we don't want to be seen as a police. We feel this will improve the audit practices and they will achieve more credibility. Meanwhile, the government has reconstituted the Quality Review Board (QRB). And the work will begin soon on the quality review.

Q: What is ICSI doing on the placement front?

A: Placement is one area that has got our attention in a much focused manner. It is one of the most critical areas for us. We have a separate placement and training cell in place headed by one of the Joint Directors. To strengthen the cell, we have also constituted a committee of the council called placement committee so that council also gives a focused attention. Last year we conducted a series of

campus placements in Delhi, NOIDA, Kolkata, Chennai, Gurgaon and Mumbai, including Centre for Corporate Governance, Research and Training (CCGRT), in a structured manner. It was done for students who are looking for training avenues with the corporate, for the practicing CS and also for fresh members who were looking for jobs. The placement drive was successful with one of our member getting Rs.10-lakh plus package. Other steps taken by us include:

- Placement portal
- Workshops for interactive meetings with HR heads in corporate as well as HR consultancy firms: They will be brought together and introduced to CS as a profession.
- Placement brochure: It will be sent to all the companies, somewhere around 5000 to 6000 with a covering letter. This will be followed by our team members reaching out to these people in different locations and talking to them about the profession and how CS can help them.
- Increase in number of campus placements: We will not only go to mega cities but others like Pune, Hyderabad, Bangalore, Ahmedabad, Jaipur and other locations.
- Ad campaigns for campus placements: Whenever and wherever we will have placements, we will bring out those ads. This will create an impact on the industry and build confidence in our members and students.

SERVICES RENDERED BY COMPANY SECRETARY

COMPANY SECRETARIES IN PRACTICE RENDER SERVICES IN AREAS OF LAW, PROJECT PLANNING, DUE DILIGENCE, MORE...

The educational background, knowledge, training and exposure that a Company Secretary acquires makes him a versatile professional capable of rendering a wide range of services to companies of all sizes, other commercial and industrial organisations, small scale units, firms, etc. The services, which a Practising Company Secretary can render, are listed below:

PROJECT PLANNING

- Promotion, formation and incorporation of companies, and matters related therewith including choice of type of company, availability of name, drafting of MoA and AoA and other documents, their stamping and registration with the Registrar of Companies.
- Identification of Project and selection of location for the project and advising on various incentives available.
- Selection of land, search of titles, and getting required approvals for carrying out industrial/commercial activities on it.

- Advising on size of the project, drawing schedule of implementation and follow up.
- Advising on expansion and modernisation.

FINANCIAL SERVICES

- Preparation of Project Reports and Feasibility Studies.
- Syndication of loans from financial institutions, banks and other agencies.
- Loan documentation, registration of charges, search and status report.
- Advisor/Consultant in issue of shares and other securities.
- Drafting of prospectus for sale/letter of offer/other documents related to issue of securities, and obtaining various approvals in association with lead managers.
- Listing and delisting of securities with recognised stock exchanges.
- Private placement of shares and securities.
- Buy-back of shares and other securities.
- Raising of funds from international



- markets - American Depository Receipts/ Global Depository Receipts/ External Commercial Borrowing.
- Investment subsidies, sales tax and other incentives.
- Liaisoning with financial institutions, banks, other lenders, and stock exchanges, and furnishing periodical returns, reports and information required by them.
- Advising sick companies with respect to the provisions of the Sick Industrial Companies (Special Provisions) Act, 1985, and drafting of rehabilitation schemes.

COLLABORATION ABROAD

- Advising on Foreign Collaborations.
- Advising on setting up of subsidiaries in India.
- Advising on setting up of joint ventures abroad or setting up of subsidiaries abroad.
- Drafting of Memorandum of Understanding, Agreements of Promoters, Shareholders and Commercial Agreements.

CORPORATE RESTRUCTURING

- Planning strategies for amalgamation/merger, acquisition, takeover, spin off, reconstruction, reorganisation, restructuring and winding up of companies.
- Change of name, change of objects and shifting of registered office of the company.
- Drafting schemes of amalgamation or arrangement, public offer for acquisition or takeover, and Promoters Agreement.
- Complying with necessary legal and procedural requirements.
- Advising the management on post restructured scenario.

CORPORATE LAWS ADVISORY SERVICES

Companies Act:

- Filing, registering, representing, attesting or verifying any document including forms, returns and applications on company's behalf as an authorised representative.
- Compilation of status reports for companies, banks and financial institutions.
- Pre-certification of forms relating to Registration/Modification/ Satisfaction of charges and their filing with the Registrar of Companies.
- Pre-certification of other documents and returns required to be filed with the Registrar of Companies.
- Advising on legal and procedural matters under the Act.
- Maintenance of secretarial records, statutory books and registers.

- Acting as Secretarial Auditor, Advisor or Consultant.
- Filing of petitions before the Company Law Board.
- Appearing as authorised representative before the Company Law Board, Central Government, Regional Director and Registrar of Companies.
- Acting as Scrutinizer for postal ballots voting process.

Competition Act/Consumer Protection Act:

- Appearing as authorised representative before the Competition Commission/Consumer Forums.
- Advising company on dealership agreements, trade practices, sales promotion schemes, marketing and sales campaigns.

Foreign Exchange Management Act:

- Advising on legal and procedural matters falling under Foreign Exchange Management Act.
- Advising Non-Resident Indians regarding investment in India and repatriation of such investments and returns thereon.
- Obtaining RBI/FIPB approvals.

Depositories Act:

- Appearing as authorised representative before Securities Appellate Tribunal.
- Conduct of Internal Audit of Operations of Depository Participants.

State Laws:

- Advising on legal and procedural matters on various laws of different states on Pollution Control, Co-operative Societies, Public Trusts, Non Trading Corporations, Land Ceilings, Sales Tax, Revenue Laws etc.

APPEARANCE BEFORE REGULATORY AUTHORITIES

- Appearing as authorised representative before the Company Law Board, Central Government, Regional Director, Registrar of Companies, Competition Commission, Consumer Forums, Securities Appellate Tribunal, Central Excise authorities, Wealth Tax Authorities, Customs Authorities, Income Tax Authorities, Appellate Tribunals, Central Electricity Regulatory Commission, Gujarat Electricity Regulatory Commission, Telecom Disputes Settlement and Appellate Tribunal, BIFR.

EXPORT-IMPORT AND FOREX DEALINGS

- Advising on Foreign Trade policy and procedures.
- Export-Import documentation.
- Advising on Letters of Credit, and drafting suitable conditions in L/Cs.
- Advising on receipts and remittance of funds in foreign currency.

ARBITRATION AND CONCILIATION

- Advising on arbitration, negotiations and conciliation.
- Drafting Arbitration/Conciliation Agreement/Clauses.
- Acting as Arbitrator/Conciliator in Domestic and International Commercial disputes.

INTELLECTUAL PROPERTY RIGHTS AND WTO

- Advising on Intellectual Property Licensing and agreement drafting.
- Acting as registered Trade Mark Agent.
- Advising on passing off/infringement matters.
- Advising on registration of patents, trademarks and copyrights.
- Advising on all matters related to Intellectual property and TRIPs of WTO.
- Valuation of Intellectual Property Rights.
- Advising on anti-dumping matters-computation of Normal Value, Sale Price, Comparisons and Appraisals.

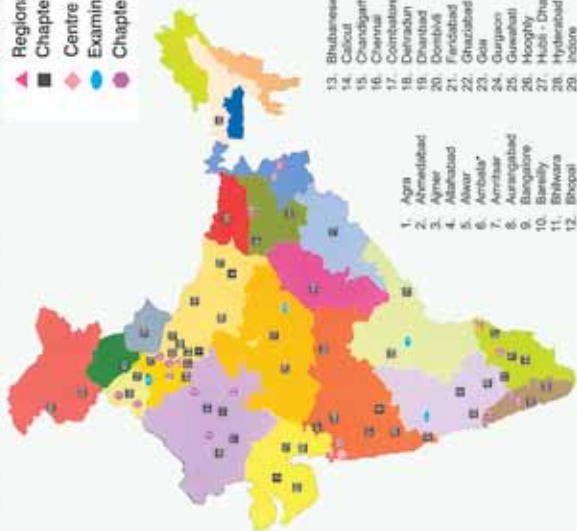
PERSONNEL MATTERS

- Manpower planning/development.
- Recruitments, fixation of terms of appointment and devising pay packages.
- Advising on matters of labour and industrial laws, maintenance of registers and records, filing of various forms and registers, and follow up with the authorities.

The Institute has its Headquarters at New Delhi, 4 Regional Councils at Chennai, Delhi, Kolkata and Mumbai, 68 Chapters, 97 Examination Centres located in various cities all over India and one overseas centre at Dubai and the Centre for Corporate Governance, Research and Training (CCGRT) at Navi Mumbai.

Regional Councils & Examination Centres

- ▲ Chapters & Examination Centres
- Centre for Corporate Research and Training & Chapter Examination Centre only*
- Chapters only



1. Agra
2. Ahmedabad
3. Amre
4. Alwar
5. Amritsar
6. Arrbally*
7. Arrbair
8. Aurangabad
9. Bangalore
10. Bansi
11. Bikanera
12. Bhopal

13. Bhubaneswar
14. Calcutta
15. Chandigarh
16. Chennai
17. Coimbatore
18. Dehradun
19. Dhantwad
20. Dombivli
21. Ferozabad
22. Ghaziabad
23. Goa
24. Gurjao
25. Guwahati
26. Hooghly
27. Hubli - Dharwad*
28. Hyderabad
29. Indore

30. Jabalpur
31. Jaipur
32. Jalendhar
33. Jammu
34. Jambhodour
35. Jodhpur
36. Kanpur
37. Kamal-Paripat
38. Kochi
39. Kolhapur
40. Kolkata
41. Koda
42. Lucknow
43. Ludhiana
44. Madurai
45. Mangalore
46. Meerut
47. Meerut
48. Mumbai
49. Mysore
50. Nagpur

51. Nashik
52. New Mumbai
53. New Delhi
54. Noida
55. Palakkad
56. Patna
57. Pudukchery
58. Pune
59. Raipur
60. Rajkot
61. Ranchi
62. Salem
63. Shimla
64. Sonapat
65. Srirangar
66. Surat
67. Thane
68. Thiruvananthapuram
69. Thiruvr
70. Thriuvargali
71. Udaipur
72. Vidodhara
73. Vinnasli
74. Vijayawada*
75. Visakhapatnam
76. Yamuna Nagar

EASTERN INDIA REGIONAL COUNCIL - ICSE-ERC Building, 3-A, Annapurna Flats, Kalyani 700073 Phone: 22520773, 22818541, 22819542, 22819543, 22819544 Fax: 22819542, E-mail: eric@icai.org
 Chennai: Dr. Anveshwar 20220702 Durgabadi 22020701 North Eastern District (Guwahati): 20200701 Hooghly 22420714 Jambhodour 22420715 Patna 22420734 Raebareilly 22420735
NORTHERN INDIA REGIONAL COUNCIL - ICSE-NIRC Building, P.O. Noida, Postal Nagar, Indirapuram, Sector-16, Noida-201301 Phone: 25103000 Fax: 20770202 E-mail: nirc@icai.org
 Chandigarh: Agre 20310101 Alwar: 24250113 Alwar: 24130102 Amritsar: 20260101 Bansi: 21020101 Bikaner: 20260101 Bhopal: 20270101 Bhubaneswar: 20260101 Calcutta: 20210101
 Lucknow: Ghatkoti 2110101 Jaipur: 2110101 Jammu: 2110101 Jambhodour: 2110101 Kanpur: 2110101 Koda: 2110101 Kolkata: 2110101 Kamal-Paripat: 2110101 Kochi: 2110101
 Kolhapur: 2110101 Kamal-Paripat: 2110101 Koda: 2110101 Lucknow: 2110101 Ludhiana: 2110101 Madurai: 2110101 Mangalore: 2110101 Meerut: 2110101 Meerut: 2110101 Mumbai: 2110101 Mysore: 2110101 Nashik: 2110101 Noida: 2110101 Palakkad: 2110101 Patna: 2110101 Pune: 2110101 Raipur: 2110101 Rajkot: 2110101 Ranchi: 2110101 Salem: 2110101 Shimla: 2110101 Sonapat: 2110101 Srirangar: 2110101 Surat: 2110101 Thane: 2110101 Thiruvananthapuram: 2110101 Thiruvr: 2110101 Thriuvargali: 2110101 Udaipur: 2110101 Vidodhara: 2110101 Vinnasli: 2110101 Vijayawada*: 2110101 Visakhapatnam: 2110101 Yamuna Nagar: 2110101

SOUTHERN INDIA REGIONAL COUNCIL - ICSE-SIRC, House No. 3, 9th Cross, Coimbatore, Karnataka-560008. Chennai-400024 Phone: 26729268, 26729212 Fax: 26380808 E-mail: sirc@icai.org
 Chennai: Bangalore 22020174, 22021153 Calicut 2204102 Coimbatore 2402008 Hyderabad 22020541, 22020542 Kochi 22020543, 22020544 Mysore 22020545, 22020546
WESTERN INDIA REGIONAL COUNCIL - 11, Jyoti Nagar, Chennai, No. 2, First Floor, Newmarket, Mumbai-400027 Phone: 22044773, 22047286, 22047290, 22047294 Fax: 22047290, E-mail: wirc@icai.org
 Chennai: Ahmedabad 20200543, 20201670 Aurangabad 2481104 Bhopal 2271109 Durgabadi 2445423 Goa 2030033 Indore 4248181, 2434552 Kolhapur 2020068 Nagpur 2432371 Nashik 2020066, 20201701 New Mumbai 27721488 Pune 24323228, 24323234 Raipur 20201731 Rajkot 20200644 Surat 2404504, 24171138 Thane 20444703, 20444707 Vadodra 2311498

Enjoy Position & Standing

Choose ICSI as your Career



The most coveted profession available today



Course: A course that transforms students into modern corporate professionals

- An expert in Corporate Laws, Securities Laws & Capital Market and Corporate Governance
- Chief advisor to the board of directors on best practices in Corporate Governance
- Responsible for all regulatory compliances of company
- Corporate planner and strategic manager



Foundation Programme: 10+2 Pass or its equivalent
Executive Programme: Graduation

- Students of any discipline in Arts, Commerce and Science (excluding Fine Arts) can pursue the Company Secretaries Course.
- The CS Course is by Correspondence / Distance Learning with provision for optional oral coaching classes
- 24X7 Study through E-Learning (<http://elearning.icsi.edu>)
- The Online CS Course includes: Web based Training (WBT), Video based Training (VBT), Live Virtual Classroom (LVC)

Admission to CS Course :

- Admission is open throughout the year.

Cut-off dates :

- CS Foundation Programme : 31st March / 30th September
CS Executive Programme : 28th February / 31st May / 31st August / 30th November
- Examinations are held twice a year in June and December

Prospectus & Application Form:

- Available at Headquarters/Regional Councils/Chapters

Foundation Programme

- Cash payment Rs. 200/-
- By Speed Post Rs. 250/-

Executive Programme

- Cash payment Rs. 300/-
- By Speed Post Rs. 350/-

(DD/PO drawn in favour of The Institute of Company Secretaries of India payable at New Delhi)

After qualifying the CS Foundation Programme, Students are required to clear the Executive and Professional Programme and undergo Practical and Modular Training to become qualified Company Secretaries.



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Headquarters: ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011-45341076, 45341077, 4534 1000, 4150 4444 fax 24626727 e-mail info@icsi.edu

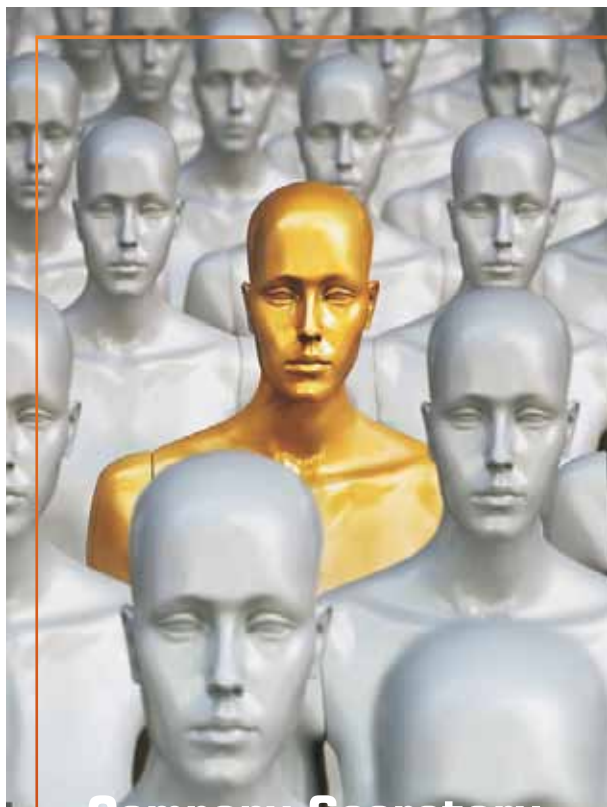
For further details, please contact / write to: Director (Student Services)

The Institute of Company Secretaries of India (ICSI), C-37, Sector 62, NOIDA 201 301 (U.P.),
tel: 0120-4522 061 / 071 / 081, e-mail: ss_reg@icsi.edu; ss_enrol@icsi.edu



ICSI Helpline : 011-41504444

www.icsi.edu / www.icsi.in



Role of Company Secretary

- Corporate Laws
- Corporate Governance
- Corporate Administration
- Board and Shareholders Meetings
- Corporate Compliance Management
- Stakeholder Relationship
- IPO, ADRs / GDRs
- Capital Markets, Stock Exchanges & Listing Agreement
- Mergers & Amalgamations
- Insider Trading & Takeovers
- Representations
- Arbitration & Reconciliation
- Direct and Indirect Taxes
- Investor Education and Protection

Company Secretary

Your scaffold to be a Leader in the Corporate World

Corporate Governance, the buzzword in today's business environment is a combination of legal practices, ethics, best management practices, wealth creation management and foresight. Company Secretary is the key person, who implements all these in an encouraging environment. Besides, he plays a vital role in planning Company's future.

A Company Secretary who represents a company to the internal and external stakeholders, coordinates the management functions and company policies, keeps an eye on ethics and mutual trust, helps in strategic decisions - aligning the company towards excellence.

As a qualified professional from the ICSI, world's largest Institute for Company Secretaries, he is a true multifaceted, who executes the day to day activities encompassing all the key areas of Corporate Governance, all the way to corporate growth through foresight and professional dexterity.

Managing Excellence



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

www.icsi.edu