

ANNOUNCEMENT

RE-REGISTRATION POLICY FOR THE STUDENTS WHOSE REGISTRATIONS HAVE EXPIRED AFTER PASSING INTERMEDIATE COURSE/ EXECUTIVE PROGRAMME STAGE UNDER THE VARIOUS SYLLABI OF CS COURSE

The Institute is pleased to announce a Re-Registration policy specifically for such students who are not able to seek Registration Denovo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute and discontinued pursuing the CS Course due to various reasons.

Eligibility	Any student of CS Course who has passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute.
FAQ	Detailed FAQ may be seen at Annexure-A.
Benefits	1. Students may resume the CS Course from Professional Programme Stage. 2. Students are eligible for corresponding paper-wise exemptions against certain papers passed by them under the Final Course/ Professional Programme under old syllabus as per Annexure-B.
Fee	Rs.12000/- to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida
Validity Period of Registration	Five Years from the date of Re-Registration.
How to apply	Students have to submit the duly filled up Registration Form alongwith the requisite Fee. Registration Form given at Annexure-C.
Documents to be submitted alongwith the application	Two latest passport size photographs, Demand Draft towards the fee, Copies of Mark Sheets and Pass Certificates, Date of Birth Certificate, Qualification Certificate, etc.
Where to apply	Directorate of Student Services, C-37, Sector-62, Noida – 201 309(UP)
Contact Person	Ms. Archana Sethi, Executive Admin(Student Services) E-Mail Id : archana.sethi@icsi.edu Tel. No. : 0120-4522082

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FAQ ON THE RE-REGISTRATION POLICY FOR THE STUDENTS WHOSE REGISTRATIONS HAVE EXPIRED AFTER PASSING INTERMEDIATE COURSE/ EXECUTIVE PROGRAMME STAGE UNDER THE VARIOUS SYLLABI OF CS COURSE

S.NO.	QUERY	REPLY
1.	Can you please explain how the Re-Registration policy works ?	<p>The registration to the regular stage of CS Course (consisting of Executive Programme & Professional Programme stages) is valid for a period of five years. Students are eligible to seek Registration Denovo / Extension in case they are not able to complete both the stages within the five year period. However, the Registration Denovo has to be sought within a maximum period of five years after expiry of their registration failing which the benefits accrued under the said registration will get cancelled and the students will have to seek fresh registration and have to start <i>ab initio</i>.</p> <p>The Re-Registration policy is specifically for such students who are not able to seek Registration Denovo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute within stipulated time fixed for Registration Denovo.</p>
2.	Is the Re-Registration policy different from Registration Denovo? If yes how it works?	<p>Yes. Under the Re-Registration policy, total exemption will be granted from Executive Programme Stage for those students who have passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute from time to time. Such students will be eligible to resume the CS Course from Professional Programme Stage on seeking fresh registration. The Re-Registration policy is only applicable for students who have passed the Intermediate Course/ Executive Programme Stage in the past but are not eligible to seek Registration Denovo.</p>
3.	I am eligible to seek Registration Denovo / Extension. Am I eligible to resume CS Course through Re-Registration policy?	<p>No. Students eligible for seeking Registration Denovo/ Extension will not be eligible to resume CS Course through Re-Registration policy.</p>

S.NO.	QUERY	REPLY
4.	I have passed certain papers of Final Course/ Professional Programme Stage also. Am I eligible for corresponding paper-wise exemptions against the papers passed by them in the Final Course/ Professional Programme Stage in addition to total exemption from Executive Programme Stage under the Re-Registration policy?	Yes. Students will be eligible for corresponding paper-wise exemptions against certain papers passed by them under the old syllabi of Final Course/ Professional Programme Stage. The details of corresponding paper-wise exemptions may be seen at Annexure-B .
5.	How the students will seek registration?	Students will fill up the prescribed registration form (Annexure C) and the send the same to the Institute alongwith the requisite documents & fee. Development of Online facility is also being explored which will be introduced subsequently.
6.	What is the registration fee and what will be the mode of payment ?	The registration fee is Rs.12000/- which is equivalent to the fee applicable for registration to the Professional Programme Stage. The fee has to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida.
7.	What will be the validity period of Re-registration and what if the students are not able to complete the Professional Programme Stage within the validity period?	The registration will be valid for five years and such students will have to seek Registration Denovo after the said period. Further, the cut-off dates for examinations and other eligibility conditions will remain the same as applicable to the other regular students i.e. students who re-register upto 28th February/ 31st August will be eligible for appearing in All Modules in December (same year) / June (subsequent year) Sessions and those who register upto 31st May/ 30th November will be eligible to appear in Any One Module in December (same year) / June (next year) Sessions.
8.	Which are the documents to be attached with the registration form?	Two latest passport size photographs, Demand Draft, Copies of Mark Sheet(s), Pass Certificate(s) relating to their passing of CS Examinations, Date of Birth Certificate & Other Qualification Certificate
9.	Where the application is to be forwarded?	Directorate of Student Services, C-37, Sector-62, Noida – 201 309(UP)
10.	From where I can get more information/ clarification on the Re-Registration policy?	For any information/ clarification on the matter, please contact : - Ms. Archana Sethi Executive Admin(Student Services) E-Mail Id : archana.sethi@icsi.edu Tel. No. : 0120-4522082

ANNEXURE-B

Subject under the existing Syllabus 2012	Subject /1971 syllabus on which corresponding exemption shall be given.	Subject /1980 syllabus on which corresponding exemption shall be given.	Subject /1986 syllabus on which corresponding exemption shall be given.	Subject /1993 syllabus on which corresponding exemption shall be given.	Subject /2001 syllabus on which corresponding exemption shall be given.	Subject /2007 syllabus on which corresponding exemption shall be given.
1. ADVANCED COMPANY LAW AND PRACTICE*	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
2. SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	No exemption	No exemption	No exemption	SECRETARIAL AND MANAGEMENT AUDIT/1993	SECRETARIAL AND MANAGEMENT SYSTEMS AUDIT	DUE DILIGENCE AND CORPORATE COMPLIANCE MANAGEMENT/2007
3. CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY	No exemption	No exemption	No exemption	No exemption	CORPORATE RESTRUCTURING-LAW AND PRACTICE/2001	CORPORATE RESTRUCTURING & INSOLVENCY/2007
4. INFORMATION TECHNOLOGY AND SYSTEMS AUDIT	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
5. FINANCIAL, TREASURY AND FOREX MANAGEMENT	No exemption	No exemption	FINANCIAL MANAGEMENT/1986	FINANCIAL MANAGEMENT/1993	FINANCIAL, TREASURY AND FOREX MANAGEMENT/2001	FINANCIAL TREASURY & FOREX MANAGEMENT/2007
6. ETHICS, GOVERNANCE AND SUSTAINABILITY	No exemption	No exemption	No exemption	No exemption	No exemption	GOVERNANCE, BUSINESS ETHICS & SUSTAINABILITY/2007
7. ADVANCED TAX LAWS AND PRACTICE	No exemption	No exemption	INDIRECT TAXATION – LAW AND PROCEDURES/1986	CORPORATE TAX MANAGEMENT-INDIRECT TAXES/1993	DIRECT AND INDIRECT TAXATION-LAW AND PRACTICE /2001	ADVANCE TAX LAWS AND PRACTICES/2007
8. DRAFTING, APPEARANCES AND PLEADINGS	No exemption	No exemption	DRAFTING AND CONVEYANCING/1986	No exemption	SECRETARIAL PRACTICE RELATING TO ECONOMIC LAWS AND DRAFTING AND CONVEYANCING/2001	DRAFTING APPEARANCES AND PLEADINGS/2007

(v) Corresponding Paper wise Exemption secured under Previous Registration with current syllabus

Subject Code	Subject	Basis	
		Qualification	Corresponding paper passed

(vi) Educational/Professional Qualifications

Qualification	University/Board	Year	Maximum Marks	%age Marks

(vii) Payment Details

DD No./Ack. No..

Date Amount **Rs. 12000/-**

D D M M Y Y Y Y

Bank Name

Branch/City

2. I hereby undertake that I shall, as a registered student of the Institute, conduct myself in a manner befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by such regulations, bye-laws, rules, standing orders, directions applicable to me from time to time.

Yours faithfully,

Place:

Date:

Signature

Encls: Two latest passport size photographs

Demand Draft

Copies of Mark Sheets and Pass Certificates of CS Course

Date of Birth Certificate

Qualification Certificate

***Incomplete form may result in exclusion and rejection.**

***Once Application Form is completed, please review and ensure all information are correct.**