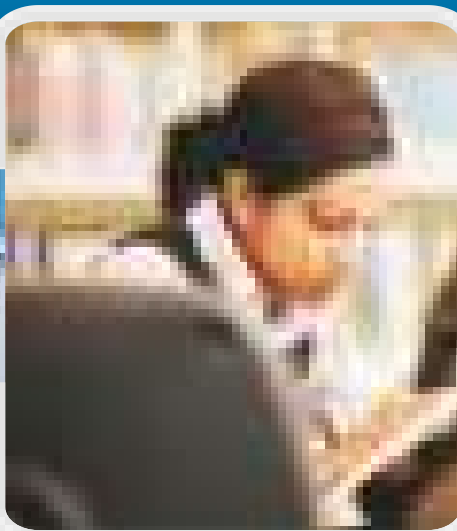


Students can
Register online at:
www.icsi.edu

Company Secretaries (CS) Course: "A Course that transforms students into modern corporate professionals"

Uniting talent with opportunity



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament



Introduction

About the Institute

- ICSI is a premier national professional Institute established under an Act of Parliament
- Functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India
- ICSI has been set up to regulate and develop the profession of Company Secretaries
- ICSI has its Headquarters at New Delhi and 4 Regional Offices at Chennai, Kolkata, Mumbai, New Delhi and 70 Chapters spread all over India. Including One Overseas Chapter at Dubai.
- ICSI has its own Centre for Corporate Governance, Research and Training (CCGRT) at Navi Mumbai
- Conducts examination at 87 centres including one Overseas Centre at Dubai

Managing Excellence



Vision

“To be a global leader in promoting good corporate governance”

Mission

“To develop high calibre professionals facilitating good corporate governance”



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FUNCTIONS OF COMPANY SECRETARY

A Company Secretary is :

- An expert in Company Law, Corporate and Securities Laws
- A vital link between the company and its:
 - Board of Directors
 - Shareholders
 - Government and Regulatory Authorities
- A conscience seeker of the company
- A compliance officer of the company
- A corporate planner and strategic manager
- An in house legal counsel

EMPLOYMENT PROSPECTS

A qualified Company Secretary has openings in Employment and can also practice as an Independent Professional.

Company Secretary in Employment:

- Companies with a paid up share capital of Rs. 5 crore or more are compulsorily required to appoint a whole-time Company Secretary under section 383A of Companies Act, 1956.
- All companies seeking listing on Stock Exchange are required to appoint a whole-time Company Secretary.
- Membership of the Institute is recognised for appointment to superior posts and services under Central Government.
- Membership of the Institute is recognised for recruitment to Grade I to Grade IV in the Accounts Branch of the Indian Company Law Service.

Self Employment (practice)

- After obtaining a 'Certificate of Practice' from the Institute, Members of the Institute can go for independent practice.
- Every company not required to employ a whole-time secretary and having a paid-up share capital of Rs. 10 Lakh or more, is required to engage the services of a Secretary in Whole-time Practice for issue of compliance certificate.
- Pursuant to clause 49 of the Listing Agreement, Practising Company Secretaries have been authorized to issue Certificate regarding compliance of conditions of Corporate Governance as stipulated in the Clause.

Company Secretary as an independent professional

- A Company Secretary in Practice is recognised to issue compliance certificates and attest documents under:
 - Companies Act, 1956
 - SEBI Act, SCRA and Regulations made there under
 - Depositories Act, 1996
 - Exim Policy

Company Secretaries in Practice also render following services:

- Legal, Secretarial and Corporate Governance
- Corporate Restructuring
- Foreign Collaborations and Joint Ventures
- Arbitration and Conciliation
- Project Financing
- Financial Management
- Project Planning
- Capital Market and Investor Relations
- Due Diligence
- Corporate Advisory Services.
- * Tax advisory services
- * Sales Tax Audit & Representation order sales tax facilities (in many states)

ROLE OF A COMPANY SECRETARY

A Company Secretary being multi-disciplinary professional renders services in the following areas:

Corporate Governance Legal and Secretarial Services :

- Corporate Governance Services
- Corporate Secretarial Services
- Secretarial/Compliance Audit and Certification Services.

Corporate Laws Advisory and Representation Services :

- Corporate Laws Advisory Services
- Representation Services
- Arbitration and Conciliation Services.

Financial Market Services :

- Public Issue, Listing and Securities Management
- Banking Services
- Takeover Code, Insider Trading.
- Securities Compliance and Certification Services
- Finance and Accounting Services
- Taxation Services
- International Trade and WTO Services.

Management Services :

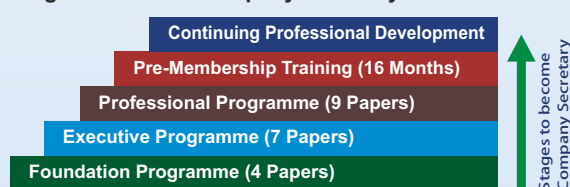
- General/Strategic Management
- Corporate Communication and Public Relations
- Human Resources Management
- Information Technology.

ADMISSION & EXAMINATION

The CS Course is a Correspondence/Distance Learning Course with provision for optional class room teaching.

Admission is open throughout the year. Students can register online on www.icsi.edu.

Stages to become Company Secretary



CS FOUNDATION PROGRAMME

Eligibility :

- Senior Secondary (10+2) Examination Pass candidates in Arts, Science & Commerce Streams (excluding Fine Arts) are eligible for admission
- Duration of the Course is 8 months
- Admission is valid for three years
- Fee payable at the time of admission: ₹ 4,500/-
- Register online at www.icsi.edu by clicking on online services.
- Student should upload scanned copies of Sr. Secondary Examination Pass Certificate or mark sheet, date of birth, passport size photograph and signature while submitting online registration form at appropriate place.
- Regional Councils and Chapters conduct class room teaching for students which are optional
- Study material is provided after approval of the online registration application.
- Provisional admission is allowed subject to submission of proof of passing Sr. Secondary Examination (10+2) within six months.**
- Cut off dates : 31st March and 30th September however the admission is open throughout the year**

Subjects

- Business Environment and Entrepreneurship
- Business Management, Ethics and Communication
- Business Economics
- Fundamentals of Accounting and Auditing

CS EXECUTIVE PROGRAMME

Eligibility :

- CS Foundation Programme Pass
- Foundation Examination Pass of The Institute of Cost Accountants of India
- Common Proficiency Test (CPT) of The Institute of Chartered Accountants of India (ICAI)
- Arts, Science, Commerce Graduates/ Post Graduates (excluding Fine Arts) are eligible for admission
- Duration : 9 Months
- Candidates not less than 17 years of age
- Candidates possessing any of the following qualifications



are exempted from passing CS Foundation Programme:

- (i) A degree or master's degree in Corporate Secretaryship or Commerce; or
 - (ii) Pass in Final examination of ICAI (Cost) or ICAI or any other Accountancy Institution in India or abroad recognised as equivalent thereto by the Council; or
 - (iii) A degree or master's degree in any disciplines other than Fine Arts.
- Student Registration is valid for five years
 - Fee Payable
 - For CS Foundation Programme pass candidates: ₹8,500
 - For Commerce Graduates Foundation Pass of ICAI (Cost)/CPT Pass of ICAI : ₹9,000
 - For Non Commerce Graduates: ₹ 10,000
 - Students must upload scanned copies of degree / marks certificate, date of birth, passport size photograph and signature while submitting online registration form.
 - **Students need to register online at www.icsi.edu**
 - Study material is provided after approval of the online registration
 - However the admission is open throughout the year
 - Students must undergo Compulsory Computer Training or exempted thereof, before writing the CS Executive Programme examination
 - Students must undergo 7 days Student Induction Programme (SIP) within 6 months of registration and before appearing in Executive Programme Examination.
 - Students intending to attend class room teaching are required to pay additional fee to the Regional Councils/ Chapters as determined by them from time to time.
 - **Cut off dates : 28th February, 31st May, 31st August & 30th November for seeking registration**
 - Non-Commerce candidates seeking exemption from the Foundation Programme Examination are required to pay in addition, education fee of ₹500 for those subject(s) of the CS Foundation Programme which they had not studied at the graduate or post graduate level.

Compulsory Computer Training:

- No candidate shall be admitted to the Executive Programme examination unless he/she has successfully completed Computer Training Programme as may be specified from time to time. For details on ICSI-APTECH Course and the recognized centers for the same, you may visit the website of the Institute viz. www.icsi.edu

Exemption from Computer Training

- To facilitate the mandatory requirement for students having computer knowledge to pass the online test, M/s Sify Software has developed an online testing portal where students can appear for online test and will be able to download their certificates after 15 days of passing of online test. This will ensure that there is no delay in receiving the certificates after clearing the online test. Students can go to the online portal, register for the test and block a centre for appearing in the test. Payment for the online test can be done both in online or offline mode (through branches of SBI using Powerjyoti scheme). Students can register them selves for the said online test on <http://icsi.sifyitest.com>



CS Executive Programme

MODULE I

1. Company Law
2. Cost and Management Accounting
3. Economic and Commercial Laws
4. Tax Laws and Practice

MODULE II

5. Company Accounts and Auditing Practices
6. Capital Markets and Securities Laws
7. Industrial, Labour and General Laws

Exemption from individual paper(s) of the CS Executive Programme Examination

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before the specific last date for exemption paying requisite exemption fee which at present is ₹ 1,000/- per paper :

1. Industrial, Labour and General Laws: Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

4.16.5 Paperwise Exemption to Cost Accountants

A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the Executive Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ ₹ 1,000/- per paper on or before the last date of submission of enrolment application for the examination:

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)
3. Company Accounts and Auditing Practices (Module 2, Paper 5).

A candidate who has passed the Final examination of the Institute of Cost Accountants of India shall be exempted from the following papers of the Professional Programme examination on making an application in this behalf together with attested copy of the Final Examination Pass Certificate of Institute of Cost Accountants of India ICAI (Cost) and the requisite exemption fee @ ₹ 1,000/- per paper on or before the last date for submission of enrolment application for the examination :

1. Advanced Company Law and Practice (Module 1, Paper 1).
2. Financial, Treasury and Forex Management (Module 2, Paper 5).
3. Advanced Tax Laws and Practice (Module 3, Paper 7).

CS PROFESSIONAL PROGRAMME

Eligibility :

- A candidate will be admitted to the Professional Programme Examination, if he/she has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. Fee payable: ₹12,000/-

CS Professional Programme

Module-I

1. Advanced Company Law and Practice
2. Secretarial Audit, Compliance Management and Due Diligence
3. Corporate Restructuring, Valuation and Insolvency

Module-II

4. Information Technology and Systems Audit
5. Financial, Treasury and Forex Management
6. Ethics, Governance and Sustainability

Module-III

7. Advanced Tax Laws and Practice
8. Drafting, Appearances and Pleadings
9. **Electives 1 out of below 5 subjects**
 - 9.1 Banking Law and Practice
 - 9.2 Capital, Commodity and Money Market
 - 9.3 Insurance Law and Practice
 - 9.4 Intellectual Property Rights - Law and Practice
 - 9.5 International Business-Laws and Practices

Exemption from individual paper(s)

A candidate who has passed the Final examination of the ICAI (Cost) is eligible to seek exemption from the following papers of CS Professional Programme:

Module 1, Paper 1 : Advanced Company Law & Practice

Module 2, Paper 5 : Financial, Treasury and Forex Management

Module 3, Paper 7 : Advanced Tax Laws and Practice

Time limit for completing CS (Programme) Examination

- A student is required to complete the CS Executive and Professional Programmes within the validity of his/her registration period.

Class Room Teaching

- The Institute imparts class room teaching through interactive learning
- Students intending to attend class room teaching are required to pay additional fee to the Regional Councils/Chapters as determined by them from time to time.
- Duration is 6-7 months for Foundation Programme and 4-5 months for Executive/Professional Programme - two hours a day and six days a week

Medium of Examination

- The Institute allows the students to write the examination in English/Hindi medium as well for writing the examination.

Library

- The Institute has libraries located in its four Regional Offices and most of the Chapters. For borrowing books, interested students may become members of the library on payment of security deposit and annual subscription to the concerned Regional Office/ Chapter Office as decided by them from time to time.
- Institute's Publications for students viz. 'Student Company Secretary' (Bi-Monthly) & 'CS Foundation Programme Bulletin' (Bi-Monthly) are sent to the concerned students free of cost.

Prizes, Merit Scholarship & Merit-cum-Means Assistance

- The Institute awards Prizes and merit scholarship to the meritorious students.
- Merit-cum-Means Assistance is granted to the Economically weaker/Academically bright students
- **Financial Assistance to Economically Backward Students with Good Academic Record**

The Institute provides financial assistance to the needy economically backward students possessing good academic record with a minimum 65% marks in the concerned examinations (Matriculate, Senior Secondary

and/or 60% marks in Bachelor's Degree stage, as the case may be) as part of its social responsibility.

ICSI Students Education Fund Trust

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaries Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
		Economically backward students with good academic records
	For Students with Family Income up to Rs.1,00,000 per annum	For Academically bright Students without any limit on their Family Income
Foundation Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages	Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages
Executive Programme	Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 60% Marks in Bachelor's Degree Stage / or 65% marks in aggregate in CPT of ICAI / or 65% marks in aggregate in Foundation exam of ICAI (Cost)	Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) & Senior Secondary (Class XII) Stages and 70% Marks in Bachelor's Degree Stage / or 75% marks in aggregate in CPT of ICAI / or 75% marks in aggregate in Foundation exam of ICAI (Cost)

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

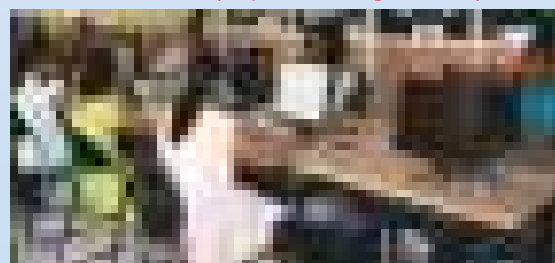
Eligible Students shall be refunded the full amount of the Registration / Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally paid by the students at the time of admission to Foundation / Executive Programmes. Eligible Students shall also be refunded the Examination Fees paid by them subject to the condition that such student should seek enrollment to the respective examination at the first available opportunity vis-a-vis their admission date and pass it at the first attempt.

Please note that under all above mentioned provisions, students concerned is firstly required to make the full payment of the requisite fees and then submit his/her claim for refund in the prescribed application form. If found eligible, his/her fees will be refunded.

QUALIFYING MARKS

- A candidate is declared to have passed the CS Foundation/ Executive/Professional Programme, if he/she secures at one sitting a minimum of 40% marks in each paper and 50% marks in the aggregate of all subjects.

24x7 E-LEARNING (<http://elearning.icsi.edu>)



- In order to facilitate students, e-learning portal is available for the Students of Foundation Programme, Executive Programme and Professional Programme. Students through out the country including rural and semi-urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

Note: Applicants belonging to Scheduled Castes/Tribes/ Physically Handicapped are eligible for concession in the fees only subject to submission of requisite certificate issued by the competent authority



- **The online CS Course includes:**
 - Web based Training (WBT)
 - Video Based Training (VBT)
 - Live Virtual Classroom (LVC)
- Students intending to join e-learning are required to pay additional fees as determined by the Institute from time to time.
- To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

ICSI-IGNOU COURSE EXCLUSIVELY FOR CS STUDENTS

The Institute of Company Secretaries of India (ICSI) and Indira Gandhi National Open University (IGNOU) offer a specialized B.Com Course with Major in Corporate Affairs and Administration and specialized M.Com Course in Business Policy and Corporate Governance both for CS Students and Members. The Courses have been designed with an objective to develop skills and competencies of the students in the field of Corporate Affairs and Administration and Business Policy and Corporate Governance respectively. For further details please log on to www.icsi.edu/ICSI-IGNOU Course.

Prospectus

- Available at Headquarters / Regional Councils/ Chapters
- For C.S. Foundation Programme-Cash payment: ₹200/- or by Post / Courier - DD or P.O. ₹250/-
- For C.S. Executive Programme-Cash payment: ₹200/- or by Post / Courier - DD or P.O. ₹250/-
- Demand Draft/Postal Order in favour of: 'The Institute of Company Secretaries of India', payable at New Delhi.
- Students can apply online at our website www.icsi.in by making payment through online payment gateway.

EXAMINATION FEE

Foundation Programme : ₹1200/-

Executive Programme : ₹1200/- per module

Professional Programme : ₹1200/- per module

- Examination is conducted twice a year in June and December
- **Last date for submission of Examination Form Online at Institute's website: www.icsi.edu**
 - 25th March** (with late fee of ₹ 250/- till 9th April)
 - 25th September** (with late fee of ₹250/- till 10th October)

PRACTICAL EXPERIENCE AND TRAINING REQUIREMENTS

The students are required to undergo the following training:

- 15 months training** after passing the Executive Programme or Professional Programme
- 3 months practical training.** This training will be exempted to the students who have undergone 15 months training as at (i) above.
- 15 days training within a specialized agency** such as the office of the Registrar of Companies, stock

exchange, financial or banking institution or management consultancy firm

- 7 days Student Induction Programme (SIP):** (to be completed by the students within 6 months of registration to the Executive Programme)
- 8 days Executive Development Programme (EDP)** [after passing the Executive Programme]
- 15 days Management Skills Orientation Programme (MSOP)** — [after passing Professional Programme]
- The students will be required to complete **25 hours of Professional Development Programme (PDP).**

- **A student after passing the CS Professional Programme may enrol as 'Licentiate ICSI' at his/her option until the completion of training requirements**

PLACEMENT

The Institute's Headquarters and its Regional Offices and Chapters assists members in getting placement.

Candidates are sponsored to the prospective employers against their requirements.

MEMBERSHIP

- After qualifying the CS 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 "ACS" after his/her name
- Members can also prefix CS with their names.

FURTHER ACADEMIC PURSUITS

Company Secretaries (CS) Qualification is :

- Recognised by various Universities for admission to Ph.D Course
- Utilisation of services of members by various professional / educational bodies for academic activities

POST MEMBERSHIP QUALIFICATION (PMQ) COURSE IN CORPORATE GOVERNANCE

The Institute also conducts PMQ Course in Corporate Governance for its members to enable them to master and apply the principles and practices of good corporate governance in real life situation.

Eligibility Criteria

A person who is a member of the Institute is eligible for the admission to the course. Registration for the Course is valid for a period of five years during which period the candidate is required to complete both the parts. A candidate should however, register at least six calendar months prior to the month in which the examination commences e.g. **if any examination commences in December, candidates registered upto and including May of that calendar year shall be eligible.**

COURSE FEE & REGISTRATION

₹ 25,000/- for the entire course payable as :

₹ 12,500/- payable at the time of registration

Registration is open throughout the year.

₹12,500/- payable after completion of Part-I and before commencement of Part-II



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 011-4534 1000, 4150 4444 fax +91-11-2462 6727
email info@icsi.edu website www.icsi.edu

**For further details please contact / write to
Directorate of Students Services**
The Institute of Company Secretaries of India (ICSI)
C-37, Sector 62, NOIDA 201 309 (U.P.),
Tel: 0120-4522 061 / 071 / 081, E-Mail: dss@icsi.edu

REGIONAL COUNCILS & CHAPTERS OF THE INSTITUTE

EASTERN INDIA REGIONAL COUNCIL

ICSI-EIRC Building, 3-A Ahipukur I Lane, Kolkata 700 019 Phone: 22832973, 22816541,
22816542, 22901065, 2290 2178-79 Fax: 22816542, E-mail: eiro@icsi.edu

Chapters: **Bhubaneswar:** 2552282 **Dhanbad:** 2205076 **North Eastern Chapter (Guwahati):** 2600401
Hooghly: 26720315 **Jamshedpur:** 2234273 **Patna:** 9234705754 **Ranchi:** 3254128

NORTHERN INDIA REGIONAL COUNCIL

ICSI-NIRC Building, Plot No.4, Prasad Nagar Institutional Area, New Delhi-110005
Phone: 49343000 Fax: 25722662 Email: niro@icsi.edu

Chapters: **Agra:** 2581174 **Ajmer:** 2425013 **Allahabad:** 9415306147 **Alwar:** 9413740652
Amritsar: 2566861, 2227270-71 **Bareilly:** 2310708 **Bhilwara:** 329603, 238044
Chandigarh: 2661840 **Dehradun:** 9411108794 **Faridabad:** 9136606601-05 **Ghaziabad:** 4559681
Gurgaon: 2380021 **Jaipur:** 2707236, 2707736 **Jalandhar:** 2280315, 9872397506 **Jammu:** 2475148
Jodhpur: 5102551 **Kanpur:** 2296535, 2212767 **Karnal-Panipat:** 3290035 **Kota:** 2476176
Lucknow: 4109382, 7388892362 **Ludhiana:** 2545456 **Meerut:** 9212605990 **Modinagar:** 243048
Noida: 9811231064 **Shimla:** 9805761656 **Sonepat:** 9416972240 **Srinagar:** 9796341055
Udaipur: 2413977 **Varanasi:** 2507491, 2506077 **Yamunanagar:** 227541, 9355337541

SOUTHERN INDIA REGIONAL COUNCIL

ICSI-SIRC House, No.9 Wheat Crofts Road, Nungambakkam, Chennai -600 034
Phone: 28279898, 28222212 Fax: 28268685 E-mail: siro@icsi.edu

Chapters: **Bangalore:** 22286574, 22287158 **Calicut:** 2374702 **Coimbatore:** 2452006
Hyderabad: 23399541, 23396494 **Kochi:** 2392950, 4050502 **Madurai:** 2340797
Mangalore: 2216482 **Mysore:** 2516065 **Palakkad:** 2544061 **Puducherry:** 2251151, 9362251151
Salem: 8754340840 **Thiruvananthapuram:** 2451915 **Thrissur:** 2327860, 9995639511
Tiruchirapalli: 2461662 **Visakhapatnam:** 2533516

WESTERN INDIA REGIONAL COUNCIL

13 Jolly Maker Chambers, No.2, First Floor, Nariman Point, Mumbai 400021
Phones: 22844073, 22047569, 22047580, 22047604 Fax: 22850109 E-mail: wiro@icsi.edu

Chapters: **Ahmedabad:** 26589343, 32918705 **Aurangabad:** 2451124 **Bhayandar:** 28183888 **Bhopal:**
2577139 **Dombivli:** 2445423 **Goa:** 2435033 **Indore:** 4248181, 2494552
Kolhapur: 2659498 **Nagpur:** 2453276 **Nashik:** 2509989, 2500150 **Navi Mumbai:** 27721488 **Pune:**
24263228, 24260341 **Raipur:** 3267784 **Rajkot:** 3059646 **Surat:** 2463404, 3917164
Thane: 25444478, 25444479 **Vadodara:** 2331498

Overseas Chapter: **Dubai:** +97.55.886.8029

CENTRE FOR CORPORATE GOVERNANCE, RESEARCH AND TRAINING (ICSI-CCGR)

Plot No. 101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai 400 614
Phone: 022-27577814-16 Fax: 022-27574384 E-mail: ccgrt@icsi.edu