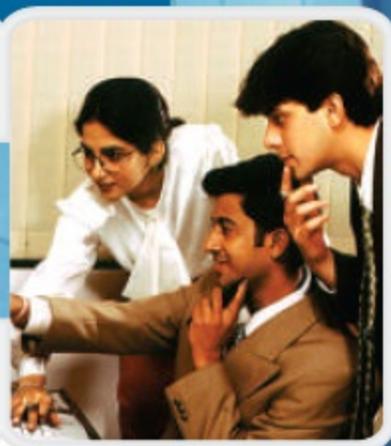


Prospectus

Company Secretaries Course



Uniting talent with opportunity



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

CAREER IN COMPANY SECRETARYSHIP

A HANDBOOK

(Corrected upto 26th July, 2013)



**THE INSTITUTE OF
Company Secretaries of India**

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

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

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Headquarters

ICSI HOUSE, 22 Institutional Area, Lodi Road
New Delhi 110 003

Phones:
New Delhi : 011-41504444, 45341000

Fax : 011-24626727
Website : www.icsi.edu
E-mail : info@icsi.edu

**For All Students' Related Queries and Services
Contact/Write to :**

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Institutional Area, Sector – 62
NOIDA – 201 309

E-mail : dss@icsi.edu
Phones : 0120 – 4522061, 4522071, 4522081

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PROSPECTUS – EXECUTIVE PROGRAMME

CHAPTER I INTRODUCTION

1.1 The Institute

The Institute of Company Secretaries of India constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India and to award the certificate bestowing the designation of Company Secretary to a candidate qualifying for membership of the Institute. It was in 1960 that the Government of India formed an Advisory Committee to standardize the basic qualifications needed for company secretaryship course and to conduct the company secretaryship examination. Initially, the Company Law Board registered the students, conducted company secretaries examination, provided practical training facilities and issued Government Diploma in Company Secretaryship to qualified candidates from 1960 to 1968. As the number of persons taking up the company secretaryship course grew, the Government promoted on 4th October, 1968 the Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government of India, to conduct the company secretaryship examination. The Institute has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980.

The Institute has on its rolls over 31,000 members including over 5,000 members holding certificate of practice. Besides, more than 3,80,000 students are pursuing the Company Secretaryship Course.

The Institute has its headquarters at New Delhi and four regional offices located at New Delhi, Chennai, Kolkata and Mumbai. In addition, the Institute has 70 Chapters (including Dubai Chapter) located in various cities as per details given in Annexure VII.

The affairs of the Institute are managed by a Council consisting of fifteen elected members and five nominees of the Central Government. The President is the Chief Executive Authority of the Council.

1.2 Role of a Company Secretary/Range of Functions

Company Secretary is an important professional aiding the efficient management of the corporate sector. Under the Companies Act, 1956, he has a primary duty to ensure all compliances. Company Secretary is specifically designated as officer in default under the Companies Act, along with the whole time and managing director(s). In many other legislations-fiscal, labour, industrial and economic laws, Secretary is specifically included in the definition of the term 'Principal Officer'. In essence, Company Secretary has the primary duty of ensuring compliances with various legislations. For this purpose, he has to interact, coordinate, integrate and cooperate with various other functional heads in a company. He acts as a confidant of the board of directors. He counsels the Board of Directors and other functional heads on the legal implications of any proposal under contemplation. With his multidisciplinary background in law, management and finance, backed by rigorous training and continuing education, a modern corporation needs the services of a qualified secretary to ensure that all legal compliances are

adequately and promptly met. The rapid corporatisation, which began in the wake of the liberalization of the economy, has brought about a sea change in the role and profile of a Company Secretary.

The job of a Company Secretary now involves diverse responsibilities such as formulating long-term and short-term corporate policies and programmes, accounting and finance functions.

Company secretaries are being seen as corporate development planners who explore the expansion opportunities such as arranging various collaborations, amalgamations, acquisitions, and setting up of subsidiaries and joint ventures within and outside India. The Company Secretaries have made forays into the capital market and financial services industry. The Company Secretaries are also taking care of tax planning and tax management for the company and advising the management on the tax concessions, incentives and reliefs.

1.3 Career prospects for Company Secretaries

Detailed and thorough study of the legal, secretarial, accounting, managerial and administrative functions of a company on the way to attain the company secretaryship qualification makes the person competent for taking up a wide range of responsible positions in the secretarial, legal, finance, accounts, personnel and administrative departments of companies or other organisations in the private as well as public sector.

1.4 Company Secretary in Employment

Pursuant to section 383A of the Companies Act, 1956, companies having a paid-up share capital of ₹ 5 crores or more, as prescribed by the Central Government, are statutorily required to appoint a whole-time Company Secretary. Membership of the Institute is the only prescribed qualification, which a person must possess for appointment as a Company Secretary in such a company. Pass in Executive Programme examination of the Institute is one of the alternative qualifications prescribed for appointment of Company Secretary in companies having paid-up share capital of less than ₹ 5 crores. Also, all companies seeking listing on stock exchanges are required to have whole-time qualified Company Secretary.

Membership of the Institute has been recognized by the Ministry of Education, Government of India, for appointment to superior posts and services under the Central Government. It is also one of the essential qualifications for recruitment to Grades I to IV in the Accounts Branch of the Central Company Law Service of the Central Government.

Almost every kind of organization whose affairs are controlled by boards, councils and other corporate structures be it a co-operative, trust, society, association, federation, statutory authority, commission, board or the like, finds it useful to appoint a person who holds the qualifications of Company Secretaryship in key administrative positions. Professional Institutes and educational bodies also consider utilization of the services of Company Secretaries on full or part-time basis for academic or research assignments in the fields of accountancy, law or management. Besides, Department of Personnel and Administrative Reforms of the Central Government empanels Company Secretaries as professionals for assignment of Indian experts to the developing countries of Asia, Africa and Latin America.

1.5 Company Secretary in Practice

A member of the Institute may also practice independently as a professional after obtaining a certificate of practice from the Institute as provided in the Company Secretaries Act, 1980. The scope of work of a Company Secretary in practice has been greatly enhanced by the Companies (Amendment) Act, 1988. Under section 161 of the Companies Act, 1956, the annual return of a listed company is compulsorily required to be signed by a whole-time practicing Company Secretary. A Company Secretary in practice who is engaged in the formation of the company can also sign a declaration under section 33(2) that all the requirements of the Companies Act and the rules made thereunder have been complied with in respect of registration of the company. A Company Secretary in practice is also authorized to give a verified declaration under section 149. Again under the guidelines laid down in Schedule XIII for appointment of managerial personnel and payment of managerial remuneration, a Company Secretary in whole-time practice can also certify that the requirements of Schedule XIII have been complied with.

The enactment of the Companies (Amendment) Act, 2000, has further expanded the scope of work of a Company Secretary in practice with the insertion of the proviso to sub-section (1) of Section 383A. This proviso provides that every company not required to employ a whole-time secretary and having a paid-up share capital of rupees ten lakhs or more shall file with the Registrar a certificate from a secretary in whole-time practice as to whether the company has complied with all the provisions of the Companies Act and that a copy of such certificate shall be attached with the Board's report.

For a detailed list of recognitions secured so far for company secretaries in practice, and in employment please refer to Annexure VIII.

1.6 Further Academic Pursuits

1.6.1 The company secretaryship qualification has been recognised for admission to the Ph.D course by 55 universities so far. The list of universities, which have recognised CS qualification as equivalent to post graduate for the purposes of doing Ph.D. is given at Annexure XI.

1.6.2 The persons who pass the Professional Programme examination of the ICSI and wish to pursue the Cost Accountancy Course, are entitled to certain paper wise exemptions in the Institute of Cost Accountant of India (ICAI-CMA) examinations as under:

Foundation Examination – Full Exemption

Intermediate Examination

1. Group 1, Paper 8: Cost Accounting and Financial Management
2. Group 1, Paper 7: Direct Taxation
3. Group 2, Paper 12: Company Accounts and Audit

Final Examination

1. Group 3, Paper 13: Corporate Laws and Compliance
2. Group 3, Paper 14: Advanced Financial Management
3. Group 3, Paper 16: Tax Management and Practice

1.7 The Company Secretaries Regulations, 1982

All the students registered with the Institute are governed by the Company Secretaries Regulations, 1982, as amended, and shall pay the fees as applicable from time to time.

1.8 The Secretariat of the Institute

CS M.S. Sahoo, is the Secretary and CS Sutanu Sinha is the Chief Executive of the Institute. The Secretariat comprises of Academic and Administrative wings such as Academics and Professional Development, Publications, Student Services, Examination, Administration, Human Resource, Public Relations, Training, Membership, Legal, Placement, Accounts & Finance, Information Technology, Professional Discipline, Infrastructure and Dean, CCGRT in Navi Mumbai, etc.

For removal of difficulties or seeking further information or clarification on any of the matters, the following officers of the Institute can be contacted.

Administrative and Support Services (Administrative Wing)

1. Sohan Lal
Director (Student Services)
Tel. No. 0120-4522014
Administration of Students admission/ registration, enrolment of examinees, issue of Identity Cards, Pass Certificates, payment of fees, administration of postal/oral coaching and examination including exemptions, mailing of Student Company Secretary Bulletin/Foundation Programme Bulletin and Employment Services etc.
2. T.R. Manik
Joint Director (Examination)
Tel. No. 0120-4522011
Conduct of examinations and declaration of results, administration of prize award schemes, merit scholarships & merit-cum-means assistance schemes, verification of marks, issue of duplicate mark-sheets, issue of certified copies, answer books and all other added matters.
3. Dr. (Ms.) Amita Ahuja
Sr. Director (Public Relations & Corporate Communication)
Tel. No. 011-45341013
Image building through TV/AIR/Press Publicity, Career Fairs, production of films and informative literature, Advertisements in Newspapers, Press Releases, Press Conferences, liaison with Industry, Ministries and other platforms including general guidance to prospective students.
4. Ankur Yadav
Sr. Director (Information Technology)
Tel. No. 0120-4522012
Information Technology and related activities pertaining to infrastructure Networking. Website, E-learning and other E-initiatives of the Institute.
5. P.K. Grover
Director (Administration & HR)
Tel. No. 011-45341015
All administrative matters and matter relating to Human Resources.
6. A.K. Dixit
Joint Director (Council Affairs) & Director (Discipline)
Tel. No. 011-45341022
All matters relating to professional discipline and Council affairs.
7. M.K. Gupta
Joint Director (Finance & Accounts)
Tel. No. 0120-4522013
All matters relating to Finance and Accounts.
8. Meenakshi Gupta (Ms.)
Joint Director (Legal & Membership)
Tel. No. 011-45341047
All work relating to Licentiatehip, Membership, Legal Services and Company Secretaries Benevolent Fund (CSBF). Apprenticeship & Practical Training including exemption thereof and Placement Services for Members.

Academics and Professional Development (Academic Wing)

1. Dr. S. K. Dixit
Director
Tel. No. 011-45341016
Academic Research and Guidance, preparation of study materials, conducting of Professional Development, Continuing Education and Participative Certificate Programmes. Post Membership Qualification Courses, ICSI National Award for Excellence in Corporate Governance and matters relating to Corporate Governance and Sustainability, International Perspective of the profession. All matters of Professional Development – Practising Company Secretaries, Capital Markets, Company and Corporate Laws, Quality Review, Peer Review, Guidance Notes and Expert Opinion. Academic support to e-learning and monitoring of Library Facilities at Headquarters, Regional Councils and Chapters.
2. CS. Alka Kapoor
Director
Tel. No. 011-45341018
Printing, Publishing, Marketing and sale of Publications including Journals and CDs of the Institute.

III. Centre for Corporate Governance Research & Training (CCGRT)

1. Gopal Chalam
Dean, CCGRT
Navi Mumbai
Tel. No. (022) 27577814-15
All matters relating to Research, Preparation of publications, Organization of Professional Development Programmes at CCGRT. Secretarial Standards and Guidance Notes thereon.

1.9 Regional Offices of the Institute

The Institute has Regional Offices at New Delhi, Chennai, Kolkata and Mumbai to help and assist the activities of the Institute in these regions. The regional offices provide the following facilities to students:

- (i) answering of queries relating to company secretaryship course;
- (ii) general guidance to the students pursuing the course;
- (iii) oral coaching;
- (iv) library service;
- (v) students training/contact programmes;
- (vi) assistance to students in filling up of registration and examination forms;
- (vii) sale of Institute's study materials, publications, audio lectures, forms;
- (viii) acceptance of registration/examination forms, response sheets under postal coaching scheme etc.; and
- (ix) employment services to students/members.

CHAPTER II
FOUNDATION PROGRAMME

2.1 Objectives of C.S. Foundation Programme

1. To offer an opportunity to students passing the Senior Secondary examination, the stage at which they decide their career, to have wider options towards their career building.
2. To attract talented students to the profession at the right age, having requisite aptitude; to plan their future at the right age.
3. To enable students, desiring to take up company secretaryship profession, to enter early in the profession - to be able to stay longer.

2.2 Eligibility for Admission in C.S. Foundation Programme

Candidates who have passed Senior Secondary (10+2 or equivalent) examination of a Board/University constituted by law in India or any examination recognized by the Central Government as equivalent thereto can join the course. There is no minimum pass percentage and students who have passed the Senior Secondary (10+2) examination or any examination equivalent thereto are eligible to join CS Foundation Programme.

Provisional admission, however, is allowed to candidates at any time after they have appeared or enrolled for appearing in the final of Senior Secondary examination (10+2 pass or equivalent), subject to the condition that such provisional admission would be valid for not more than 6 months from the date of admission within which time the student should furnish proof of having passed the Senior Secondary (10+2 pass or equivalent) examination.

2.3 Cancellation of Provisional Admission

The Provisional admission of the students who fail to submit within the specific time, the requisite proof of having passed the Sr. Secondary (10+2) examination shall stand cancelled and no refund of Tuition Fee, Admission fee etc. will be made.

2.4 Exemption from C.S. Foundation Programme

All graduates and post graduates (excluding fine arts) and those having passed in the Foundation examination of The Institute of Cost Accountants of India or the Common Proficiency Test (CPT) conducted by The Institute of Chartered Accountants of India or of any other accountancy institution in India or abroad recognised as equivalent thereto by the Council of the Institute are exempted from passing the Foundation Programme examination. Such students may directly seek registration to Executive Programme stage of CS Course.

2.5 Last Date for Seeking Admission:

31st March for appearing in December Examination in the same year.

30th September for appearing in June Examination in the next year.

COURSE FEE: ₹ 4,500/- payable at the time of admission (₹ 1,500/- towards Admission Fee & ₹ 3,000/- towards Education Fee)

Foundation Programme is a part of 3-stage professional examination of Company Secretaryship Course (i.e. Foundation/Executive/Professional Programmes).

The admission is open throughout the year. The admission to the Foundation Programme will be valid for a period of three years from the month in which the application complete in all respects, is accepted by the Institute for admission, in accordance with the Company Secretaries Regulations, 1982.

2.6 Registration Procedure

Students may seek admission to Foundation Programme through online and offline modes. E-Mail Ids and Mobile Numbers are invariably required to be mentioned for prompt response.

(A) Online Registration process

(i) Online Registration for Foundation/Executive Programme

1. Click the online services button on top of the ICSI website (<http://www.icsi.edu>)
2. Then go to Students tab and click on Student Registration
3. Click on the documents mentioned below, if you have the soft copy of the same otherwise you will not be able to register yourself

Note:

- File format should be jpg, jpeg, png, gif, bmp
 - File sizes of documents should not exceed 5 MB
 - Size of Student Photo should be between 20KB – 50 KB
 - Size of Student Signature should be between 10KB – 20KB
4. Now Click on Proceed to Registration
 5. Select the Course type as applicable to you (Foundation/Executive)
 6. Fill other fields and click Register
 7. After this you will get your Requested ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered e-mail ID.
 8. After this Click on Make Payment. Fee can be remitted through Debit/ Credit Card/Net Banking facility.
 9. You will get username and password at your E mail ID within 24 hours of payment. Please upload documents at the link sent at your E mail and upload documents. Hard copies are not accepted, if student is applying through online mode.

(ii) Process of accessing your account after registering to ICSI for uploading documents

Please follow the below steps to access your registered account:

10. Click the online services button on top of the ICSI website (<http://www.icsi.edu>) and subsequently click on log in button.
11. Enter your Username and Password

12. Then Click Login
13. After Login, Go to Students and then click My Account
14. Click on Manage Account
15. Upload documents at various tabs given under manage account option as applicable to you

(iii) Through Offline Mode (Physical Submission of the Registration Application at Headquarters, Regional Offices & selected Chapter Offices of the Institute)

Students desirous to take admission in CS Foundation Programme are required to submit the prescribed registration form alongwith the requisite fee and copy(ies) of the documents i.e. Date of Birth Certificate (10th) and 10+2 Pass Certificate/Mark Sheet (Admit Card/ Hall Ticket in case appearing in the Senior Secondary Examinations) at Headquarters, Regional Offices & selected Chapter Offices.

The Headquarters, Regional Councils & selected Chapter Offices issue the Study Materials instantly to the students if the application submitted by them are *prima facie* in order.

The Registration Form is also available on the website of the Institute at www.icsi.edu. If the student is desiring to submit the “downloaded” or Photocopy of registration form, he/she is required to add ₹ 500/- in the total fees, while preparing the demand draft, for the cost of Registration form.

2.7 There is no late fee for admission to the Foundation Programme

Candidates are admitted for the Foundation Programme throughout the year. Examinations are held twice a year in June and December. Candidates admitted upto 31st March, are eligible to appear in December examination to be held in the same year and those admitted upto 30th September can appear earliest in June examination to be held next year. There is no system of late fee for admission to Foundation Programme and students who miss the cut-off dates of 31st March/30th September will not be eligible for appearing in the next December/June Sessions of Examinations.

2.8 Prescribed subjects of study for the C.S. Foundation Programme

1. Business Environment and Entrepreneurship
2. Business Management, Ethics and Communication
3. Business Economics
4. Fundamentals of Accounting and Auditing.

2.9 Registration Letter

(A) On completion of registration, the admission number will be intimated to the student through E-Mail and/or SMS. Students may also check the registration status at www.icsi.edu by using the online services button on home page on the basis of Application Number, Mobile Number, E-mail Id, etc. Students can download the Registration Letter, Important Instructions, etc. through Institute’s website www.icsi.edu by using the login button at home page by entering the Admission Number received through E-Mail/SMS.

(B) Process of downloading registration letter/Identity card online

Students can download their identity card and registration letter from Institute's website www.icsi.edu

1. Click the online services button on top of ICSI website (<http://www.icsi.edu>) and subsequently click on log in button
2. Enter your username/password
3. Click on student option
4. Open my account
5. Go to the others option at your account
6. Student can download registration letter/Identity card at others option at his account
7. After downloading Identity card, student needs to get it attested by any gazetted officer or any other authorised person as specified below.

Please note that no hard copy of the identity card and Registration letter is sent by post to the student.

2.10 Identity Card

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

2.11 Uniformity in Signatures

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Admission/Registration Form – “REG”
- Examination Form – “EXA”
- Attendance Sheet to be provided in the Examination Hall.

2.12 Syllabus

Details of syllabus alongwith suggested books of readings on each of the subjects of study and examination of the Foundation Programme is appended at Annexures-I and II to this prospectus.

Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examination.

2.13 Class Room Teaching

(a) Regional Councils and Chapters and their Collaborative Centres

The Institute provides facility of Class Room Teaching also. The Regional Councils/ Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place.

Students interested in having further details may, as per their convenience, contact any Regional Council/Chapter Office of the Institute as per the addresses given in “Annexure-III” in this prospectus.

(b) Recognized Class Room Teaching of the Institute

The Institute has also recognized certain colleges/Senior Secondary Schools/Private Institutions to impart Class Room Teaching to the CS Foundation Programme Students. A list of such Accredited/Private Institutions is available at the website of the Institute viz. www.icsi.edu. Students have the option to attend the class room teaching through any of these institutions subject to his/her convenience. The fees charged by these centres may vary from place to place.

2.14 E-Learning (<http://elearning.icsi.edu>)

Apart from the conventional mode of Oral Coaching Classes, E-learning portal is also available for the students of Company Secretary Foundation Programme. Students throughout the country including rural and semi-urban areas as well as from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students have continuous access to studies and guidance of academic faculty on-line. The 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. Virtual classroom facility under e-learning portal enables the students to interact live with the faculty.

For details about E-learning facility and fees thereof, students may visit E-learning Portal of ICSI at <http://elearning.icsi.edu>

2.15 24 Hours CS Helpline

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course and Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu

2.16 Fees

The fee for admission and Education Fee is ₹ 4,500 which is payable in lumpsum at the time of admission. Payment is to be made by demand draft drawn in favour of ‘The Institute of Company Secretaries of India’, payable at New Delhi if applying through Offline mode. **A candidate once admitted is not entitled to refund of fees paid by him/her under any circumstances.** However, a person whose application

for admission is not accepted is entitled to refund of fees subject to deduction of administrative charges which presently are ₹ 25 only.

NOTE : Payment by way of cheque (including 'at par'/multi-city cheques) is not accepted by the Institute.

2.17 Concession in Registration Fee/Examination Fee

(a) Scheduled Caste/Scheduled Tribe Candidates

Applicants belonging to Scheduled Castes/Scheduled Tribes are eligible for 50% concession in fee subject to submission of requisite certificate issued by the competent authority.

(b) Physically Handicapped Students

As a social welfare measure, the Council of the Institute has decided to grant concession in Registration Fee/Examination Fee for physically handicapped students, as per details given below:

(i) Registration/ Admission Fee

Only Registration/Admission Fee will be charged (At present, Registration/Admission Fee is ₹ 1,500/-)

(ii) Examination Fee

25% of the fee applicable to general candidate.

The above concession would be granted subject to the following guidelines:-

- (i) The concerned students should submit a certificate issued by a Physician/ Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).
- (ii) The following shall be regarded as permanent physical disability:-
 - (a) permanent physical disability of more than 50% in one limb; or
 - (b) permanent physical disability of more than 60% in two or more limbs; or
 - (c) permanent deafness with hearing impairment of 70 decibels and above; or
 - (d) permanent and total loss of voice.
- (iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:-
 - 6/60 to 1/60 or field vision 110/2
 - 3/60 to 1/60 or field vision 100
 - FC at 1 foot to Nil or field of vision 100
 - Total absence of sight

It is clarified that all other services shall be available **on full payment basis** as applicable to general category students.

2.18 EXAMINATION

2.18.1 Foundation Programme Examination

After completion of a minimum period of 8 months from the date of admission (excluding the month of admission and the month of examination), the candidates would be eligible to seek enrolment for appearing in the Foundation Programme

examination presently conducted twice a year in June and December. Examination would be conducted in OMR System comprising objective type multiple-choice questions. There would be two parts in a paper consisting of two subjects of 100 marks each.

2.18.2 Examination Timings:

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)

After-noon Session: 1.30 P.M. to 3.00 P.M. (90 minutes)

Morning Session (10.00 A.M. to 11.30 A.M.)				
<i>Part</i>	<i>Subjects Name</i>	<i>Maximum Marks</i>	<i>Total No. of Qns.</i>	<i>Allotment of Marks</i>
1	Business Environment and Entrepreneurship	100	50	2 Marks for each Correct Answer
2	Business Management, Ethics and Communication	100	50	2 Marks for each Correct Answer
Afternoon Session (1.30 P.M. to 3.00 P.M.)				
3	Business Economics	100	50	2 Marks for each Correct Answer
4	Fundamentals of Accounting and Auditing	100	50	2 Marks for each Correct Answer

2.18.3 Qualifying Marks

A candidate shall be declared to have passed in the Foundation Programme examination if he/she obtains at one sitting a minimum of forty per cent marks in each subject and fifty per cent marks in the aggregate of all subjects.

2.18.4 Application for Examination

Students are advised to submit the examination form through online services of the Institute at www.icsi.edu on using login button at home page.

In case he/she is desiring to fill up the examination form through offline mode (i.e. hard copy), the same can be obtained from the offices of the Institute/Regional Councils/Chapters on payment of ₹ 500/- (Rupees Five Hundred only).

The hard copy of the examination form can also be obtained by post from the Institute (Noida Office) by sending demand draft of ₹ 540/- (Rupees Five Hundred and Forty only) drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi, along with the request letter for the same, detailing the name of the student, Registration Number and complete postal address.

2.19 EXAMINATION FEES

₹ 1,200/- (Rupees One Thousand Two Hundred only).

Last date for receipt of enrolment applications for examination in the Institute:

(i) 25th March (with late fees of ₹ 250, 9th April) for June examination.

(ii) 25th September (with late fees of ₹ 250, 10th October) for December examination.

2.19.1 Examination Requirements

Students are required to comply with such other conditions relating to examination as may be laid down by the Council of the Institute from time to time.

2.19.2 Admit Card

An admit card stating the place, dates and times at which the candidate may present himself/herself for an examination shall be uploaded on the website of the Institute www.icsi.edu not less than 15 days before the date of commencement of the examination.

2.19.3 Examination Centres

(i) Examination Centres in India

The Institute's examinations are currently held at the following 85 centres in India.

EIRC	NIRC	SIRC	WIRC
1 Bhubaneswar	1 Agra	1 Bangalore	1 Ahmedabad
2 Dhanbad	2 Ajmer	2 Belgaum	2 Aurangabad
3 Guwahati	3 Allahabad	3 Calicut	3 Bhopal
4 Hooghly	4 Alwar	4 Chennai	4 Gwalior
5 Howrah	5 Ambala	5 Coimbatore	5 Indore
6 Jamshedpur	6 Bareilly	6 Ernakulam	6 Jabalpur
7 Kolkata (N)	7 Bhilwara	7 Hubli-Dharwad	7 Kolhapur
8 Kolkata (S)	8 Bikaner	8 Hyderabad	8 Mumbai (CG)
9 Patna	9 Chandigarh	9 Kottayam	9 Mumbai (GTK)
10 Ranchi	10 Dehradun	10 Madurai	10 Mumbai (JOG)
11 Siliguri	11 Delhi (East)	11 Mangalore	11 Nagpur
	12 Delhi (North)	12 Mysore	12 Nashik
	13 Delhi (South)	13 Pudducherry	13 Navi Mumbai
	14 Delhi (West)	14 Salem	14 Panaji
	15 Faridabad	15 Thiruvananthapuram	15 Pune
	16 Ghaziabad	16 Thrissur	16 Raipur
	17 Gorakhpur	17 Tiruchirapalli	17 Rajkot
	18 Gurgaon	18 Vijayawada	18 Surat
	19 Hisar	19 Visakhapatnam	19 Thane
	20 Jaipur		20 Vadodara
	21 Jalandhar		
	22 Jammu		
	23 Jodhpur		
	24 Kanpur		
	25 Kota		
	26 Lucknow		
	27 Ludhiana		
	28 Meerut		
	29 Noida		
	30 Shimla		
	31 Sonapat		
	32 Srinagar		
	33 Udaipur		
	34 Varanasi		
	35 Yamunanagar		

(ii) Overseas Examination Centre: Dubai

Candidates desiring to appear from overseas Examination Centre at Dubai are required to pay in addition to the examination fee, surcharge which presently is **US\$100 or its equivalent** amount in Indian Currency.

Note: Institute reserves the+- right to open new Examination Centre(s) and to close any of the existing examination centre(s) without any notice or assigning any reason.

2.19.4 Option of Hindi Medium Question Papers for examination

Candidates who opt Hindi as a medium for the Foundation Programme examination would be supplied Question Paper Booklet printed in English along with Hindi version except for Business Management, Ethics and Communication subject. However, the OMR Answer Sheet will be in English language only. If any candidate fails to indicate the option for the examination in his/her Examination Form, English language will be taken as the option by default.

The study material, however, is supplied in English medium only.

2.19.5 Change of Examination Centre

Applications for change of examination centres are not ordinarily entertained by the Institute. However, applications in this regard together with a fee of ₹ 250/-, with a valid reason for change of examination centre received in the Institute not less than 15 days before the date of the commencement of an examination may be considered by the Council.

2.20 EXAMINATION RESULTS

The results of the Foundation Programme examination held in June/December are generally declared within two months from the date of conclusion of the examination. The result along with the individual candidate's subjectwise break-up of marks will be made available on Institute's website www.icsi.edu after the declaration of the results. Formal E-Result-cum-Marks Statement will be uploaded on the website of the institute www.icsi.edu which can be downloaded by the students for their reference and records.



CHAPTER III
ENTRY TO STUDENTSHIP

3.1 Qualifying examinations for membership

A person desirous to qualify for membership of the Institute is required to pass the Foundation, Executive and Professional Programmes examinations conducted by the Institute. He/she is further required to possess practical experience and undergo training and comply with other requirements laid down in the Company Secretaries Regulations, 1982 as amended from time to time (Refer to Chapter VI of this Handbook).

3.2 Registration of students

Registered students of the Institute having valid registration number can enroll themselves for writing Executive Programme and Professional Programme examinations.

3.3 Minimum entry requirements for Executive Programme

A person desirous of registering himself as a student for pursuing Executive Programme should satisfy himself that he/she fulfills the following two conditions:

- (i) he is not less than 17 years of age on the date of his application; and
- (ii) he has either passed the Foundation Programme examination of the Institute or is eligible for exemption therefrom.

3.4 Exemption from passing the Foundation Programme examination

A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination:

- (i) A degree or master's degree in any discipline (other than Fine Arts); or
- (ii) Pass in the Foundation examination of the Institute of Cost Accountants of India (ICAI-CMA) or Common Proficiency Test (CPT) conducted by the Institute of Chartered Accountants of India (ICAI) or any other Accountancy Institution in India or abroad recognized as equivalent thereto by the Council.

A non-commerce candidate seeking exemption from the Foundation Programme examination is however provided the study materials of four subjects of Foundation Programme, which he/she is advised to do self-study to acquire the basic knowledge of the related subjects.

3.5 How to apply for registration as a student

Students may seek registration to CS Executive Programme through online and offline modes. E-Mail Ids and Mobile Numbers are invariably required to be mentioned for prompt response.

(A) Online Registration process

(i) Online Registration for Foundation/Executive Programme

1. Click the online services button on top of the ICSI website (<http://www.icsi.edu>)
2. Then go to Students tab and click on Student Registration
3. Click on the documents mentioned below, if you have the soft copy of the same otherwise you will not be able to register yourself

Note:

- File format should be jpg, jpeg, png, gif, bmp
 - File sizes of documents should not exceed 5 MB
 - Size of Student Photo should be between 20KB – 50 KB
 - Size of Student Signature should be between 10KB – 20KB
4. Now Click on Proceed to Registration
 5. Select the Course type as applicable to you (Foundation/Executive)
 6. Fill other fields and click Register
 7. After this you will get your Requested ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered e-mail ID.
 8. After this Click on Make Payment. Fee can be remitted through Debit/ Credit Card/Net Banking facility.
 9. You will get username and password at your E mail ID within 24 hours of payment. Please upload documents at the link sent at your E mail and upload documents. Hard copies are not accepted, if student is applying through online mode.

(ii) Process of accessing your account after registering to ICSI for uploading documents

Please follow the below steps to access your registered account:

10. Click the online services button on top of the ICSI website (<http://www.icsi.edu/>) and subsequently click on log in button.
11. Enter your Username and Password
12. Then Click Login
13. After Login, Go to Students and then click My Account
14. Click on Manage Account
15. Upload documents at various tabs given under manage account option as applicable to you

(iii) Through Offline Mode (*Physical Submission of the Application for Registration at Headquarters, Regional Offices & selected Chapter Offices of the Institute*)

Student desirous to take registration in CS Executive Programme through offline mode (i.e. hardcopy) is required to submit the prescribed registration form (attached

at the end of this prospectus) alongwith the requisite fee and copy(ies) of the desired documents as mentioned on page nos. 16 and 17 at the Institute's Noida Office/Regional Offices/Selected Chapter Offices.

The Headquarters, Regional Councils & selected Chapter Offices issue the Study Materials instantly to the students if the application submitted by them are *prima facie* in order.

The Registration Form is also available on the website of the Institute at www.icsi.edu. If the student is desiring to submit the "downloaded" or Photocopy of registration form, he/she is required to add ₹ 500/- in the total fees, while preparing the demand draft, for the cost of Registration form.

Fees:

	₹
(i) Registration fee	2,000
(ii) Foundation Programme Exemption fee (if applicable)	500
(iii) Education Fee for Executive Programme	6,500
(iv) Education Fee for Foundation Programme payable by non-commerce graduates who are seeking exemption from passing the Foundation Programme Examination under Clause (iii) of Regulation 38	1,000

Total Amount of Fees Payable by:

<i>(i) Students Passed Foundation Programme Examination of ICSI</i>	<i>8,500</i>
<i>(ii) Commerce Graduate or Students Passed Foundation Examination of ICAI-CMA / Students Passed CPT of ICAI</i>	<i>9,000</i>
<i>(iii) Non-Commerce Graduates</i>	<i>10,000</i>

Fee concession to SC/ST Candidates:

Applicants belonging to Scheduled Castes/Tribes are required to pay half the fees as applicable subject to submission of requisite certificate issued by the competent authority.

Fee Concession to Physically Handicapped Students

As a social welfare measure, the Council of The Institute has decided to grant concession in Registration Fee/Examination Fee to physically handicapped students, as per details given below:

(a) Registration Fee for Physically Handicapped Students

Stage	Registration Fee to be paid by Physically handicapped students:
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is ₹ 2,000)
Professional Programme	Only Registration Fee will be charged (At present, Registration Fee is NIL)

(b) Examination Fee for Physically Handicapped Students

Stage	Examination Fee to be paid by Physically handicapped students:
Executive and Professional Programme	25% of the fee applicable to general candidate

The above concession would be granted subject to the following guidelines:-

- (i) The concerned students should submit a certificate issued by a Physician/ Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).
- (ii) The following shall be regarded as permanent physical disability:-
 - (a) permanent physical disability of more than 50% in one limb; or
 - (b) permanent physical disability of more than 60% in two or more limbs; or
 - (c) permanent deafness with hearing impairment of 70 decibels and above; or
 - (d) permanent and total loss of voice.
- (iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:-
 - 6/60 to 1/60 or field vision 110/2
 - 3/60 to 1/60 or field vision 100
 - FC at 1 foot to Nil or field of vision 100
 - Total absence of sight

It is clarified that all other services shall be available **on full payment basis** as applicable to general category students.

Desired documents to be attached along with registration form (Online as well as Offline Mode):

Scanned/Photocopies of following documents are required to be attached alongwith registration from:

- (i) School leaving certificate/Class X pass certificate in proof of age.
- (ii) Degree certificate (if degree certificate has not been awarded, provisional certificate or any other documentary evidence along with the mark sheets in support of having passed the degree examination issued by the College/ University may be sent).
- (iii) Foundation pass certificate of ICAI-CMA or Common Proficiency Test (CPT) pass certificate of ICAI, wherever applicable.
- (iv) Caste Certificate in case of Scheduled caste/tribe issued by the competent authority for availing fee concession.
- (v) Certificate for Physically Handicapped issued by the Medical Superintendent or Competent Authority of Central/State Government.

3.6 Mode of payment of fees

In case of applying through offline mode, fees should be paid by way of Demand Draft drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi. **The Institute does not accept any payments by way of cheque (including at par/multi-city cheques).**

If applying through online mode, fee is to be paid invariably through online payment gateway at the institute's website www.icsi.edu on using the online services at home page.

3.7 Dates of Registration

Candidates are registered as students throughout the year.

Under the regulations of the Institute, candidates registered as students upto and including the month of February in a year will be eligible to appear in both modules in December examination and those registered upto and including the month of August in a year will be eligible to appear in both modules in June examination of next year.

Candidates registered upto and including the month of May in a year will be eligible to appear in one module only in December examination and those registered upto and including the month of November in a year will be eligible for appearing in one module only in June examination of next year.

<i>Candidates registered in</i>	<i>Eligible to appear in</i>
June/July/August	Both modules of Executive Programme Examination to be held in June next year
September/October/November	One module of Executive Programme examination to be held in June next year
December/January/February	Both modules of Executive Programme Examination to be held in December
March/April/May	One module of Executive Programme examination to be held in December

Provisional registration in Executive Programme

"A person who has appeared or enrolled himself for appearing in the final year degree examination in any discipline other than the Fine Arts or an examination recognized by the Central Government as equivalent thereto may be provisionally enrolled for undergoing coaching for the Executive Programme:

Provided that the provisional enrolment for undergoing coaching for the Executive Programme shall be confirmed after satisfactory proof of having passed the aforesaid examination has been furnished by him to the Institute within a period of six months from the date of provisional enrolment:

Provided further that if such a person fails to produce such proof within the aforesaid period, his provisional enrolment shall be cancelled and no tuition fees or any other fee paid by him shall be refunded and no credit shall be given for the coaching undergone by him."

The provisional registration in Executive Program shall be taken subject to fulfillment of other requirements as defined by the Institute from time to time.

3.8 Registration Number/Registration Letter

(A) On completion of Registration, the Registration Number will be intimated to the

student through e-mail/SMS. Students can download the Registration letter, important instructions, etc. through institute's website www.icsi.edu on using the login button by entering the Registration Number received through e-mail/SMS or by accessing of the details through his user Id i.e. the Registration Number received by him.

(B) Process of downloading registration letter/Identity card online

Students can download their identity card and registration letter from Institute's website www.icsi.edu

1. Click the online services button on top of ICSI website (<http://www.icsi.edu>) and subsequently click on log in button
2. Enter your username/password
3. Click on student option
4. Open my account
5. Go to the others option at your account
6. Student can download registration letter/Identity card at others option at his account
7. After downloading Identity card, student needs to get it attested by any gazetted officer or any other authorized person as specified below.

Please note that no hard copy of the identity card and Registration letter is sent by post to the student.

3.9 Identity Card

After downloading the Identity Card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI.

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centers, etc.

3.10 Uniformity in Signatures

Candidates are required to maintain uniformity in their signatures on all correspondence with the Institute including:

- Identity Card
- Admission/Registration Form – “REG”
- Examination Form – “EXA” (i.e. Hardcopy)
- Attendance Sheet to be provided in the Examination Hall.

3.11 24 Hours CS Helpline

The Institute has launched a 24 Hours CS Help line to inform the students about the CS Course and Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu

3.12 Undertaking

Every Candidate applying for registration is required to give an undertaking that he shall, as a registered student, conduct himself in a manner befitting the ideals and standards of the profession of company secretaries generally as specified by the Council from time to time and shall abide by such bye-laws or other standing orders as may be framed by the Council and made applicable to him from time to time.

3.13 Refund of fee

Please note that once an application for registration is accepted by the Institute, no part of the fee is refunded under any circumstances. However, a person whose application for registration is not accepted is entitled to refund of fee paid by him subject to deduction of administrative charges, which presently are ₹ 25/- only.

3.14 Registration as student and time limit for completing examination

3.14.1 Registration Period: Every person applying to become a registered student is registered in accordance with the Company Secretaries Regulations, 1982 for a period of five years from the month in which his application, complete in all respects, is accepted by the Institute for registration.

3.14.2 Time limit for completing examination: A registered student shall be required to complete the Executive Programme and Professional Programme examinations within the normal valid registration period of five years.

3.14.3 Termination of registration: The registration of a student shall terminate on the expiry of five years or on passing/completing the Professional Programme examination whichever is earlier.

The Council may, however, subject to such guidelines as may be laid down in this behalf, extend the registration period of a student beyond five years. (For guidelines for seeking extension of registration on year-to-year basis, please refer to Annexure VI).

3.15 Registration *de novo*

3.15.1 For candidates seeking registration de novo within two years of the expiry of previous registration.

A person whose registration has been cancelled after the expiry of five years period or otherwise may, within two years of cancellation of his former registration, apply for registration *de novo* in Form ST-3 along with the following fees:

- (i) Registration fee: ₹ 2,000;
- (ii) Education Fee:
 - (a) in case of candidate who has not completed coaching for both modules of Executive Programme/all modules of Professional Programme -
Balance of ₹ 6,500 for Executive Programme or ₹ 12,000 for Professional Programme, after adjusting the postal tuition fee for Executive Programme or Professional Programme, as the case may be, already paid under the previous registration;
 - (b) In case of a candidate who has completed coaching for both modules of Executive Programme/all modules of Professional Programme -
Arrears of postal Tuition Fee, if applicable.

3.15.2 For candidates seeking registration *de novo* after two years of the expiry of previous registration but within five years thereof

A person whose registration has been cancelled and who has not sought registration *de novo* within two years of the cancellation of former registration may apply for seeking registration *de novo* within five years of the cancellation of his former registration in Form ST-3 along with the following fees:

	₹
(i) Registration <i>De-novo</i> Fee	2,000
(ii) Foundation Programme Exemption Fee (Lump Sum)	500
(iii) Executive Programme Exemption Fee (Lump Sum) (Applicable if passed Executive Programme examination)	750
(iv) Paper wise Exemption Fee (per paper) Executive/Professional Programme.	1,000
(v) Education Fee:	
(a) In case of a candidate who has not completed coaching for both modules of Executive Programme/all modules of Professional Programme: Balance of ₹6,500 for Executive Programme or ₹12,000 for Professional Programme, after adjusting the postal tuition fee for Executive Programme or Professional Programme, as the case may be, already paid under the previous registration;	
(b) In case of a candidate who has completed coaching for both modules of Executive Programme/all modules of Professional Programme: Arrears of Postal Tuition Fee, if applicable.	

On registration *de novo*, a candidate is deemed for all purposes to have been admitted as a fresh student except that he/she is entitled to claim exemption from individual subject(s)/module(s) of the Executive Programme and/or Professional Programme examination previously secured by him under his former registration. Also he may be allowed credit for the coaching completed/examination passed by him in the corresponding subject(s) during the validity of his previous registration. He will not be supplied with the study material afresh. Fresh study material can, however, be purchased on payment which presently is ₹ 120 per subject by cash from the Institute or ₹ 160 per subject by registered post.

In case a candidate does not seek registration *de novo* within five years of the expiry of his previous registration, he/she is required to seek fresh registration as a student and no benefit of Institute's examination passed/coaching completed or papers exempted will be available to him.

Last date for seeking Registration Denovo/Extension of Registration

- (i) Students intending to appear in June examination : 20th February
(ii) Students intending to appear in December examination : 20th August

(Students whose status can be ascertained only after declaration of the results in February/August may apply for Denovo/Extension alongwith examination application for the June/December session of examination.)

A candidate who was registered under the old syllabus will be registered *de novo* only under the current syllabus. He may, however, be allowed exemption in the corresponding subject(s) of the Executive/Professional Programme examination on the basis of exemption from individual subject(s)/group(s)/module(s) previously secured by him under his former registration as per the following scheme:

*EXISTING/OLD SYLLABUS		REVISED NEW SYLLABUS (Effective From 1 ST February 2013)	
PAPER	CODE	PAPER	CODE
General and Commercial Laws(*)	221	See Note below(*)	323
Company Accounts and Cost & Management Accounting	222	Cost and Management Accounting	322
Tax Laws	223	Tax Laws and Practice	324
Company Law	224	Company Law	321
Economic and Labour Laws(*)	225	See Note below(*)	327
Securities Laws and Compliances	226	Capital Markets and Securities Laws	326

* Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

<i>Papers passed/exempted under old syllabus (CCB)</i>	<i>Exemption from papers under the Syllabus effective from 01.02.2008</i>
--	---

(1)

(2)

Final Course

Group-I (Three Papers)

1. Advanced Company Law and Practice
2. Secretarial Practice relating to Economic Laws and Drafting & Conveyancing
3. Secretarial, Management and Systems Audit

Group-II (Three Papers)

4. Financial, Treasury and Forex Management
5. Corporate Restructuring Law and Practice
6. Banking and Insurance – Law and Practice

Group-III (Three Papers)

7. World Trade Organization – International Trade, Joint Ventures and Foreign Collaborations
8. Direct and Indirect Taxation – Law and Practice
9. Human Resources Management and Industrial Relations

Professional Programme

Module-I

- Company Secretarial Practice
- Drafting, Appearances and Pleadings
- Due Diligence and Corporate Compliance Management (Module-IV)

Module-II

- Financial, Treasury and Forex Management
- Corporate Restructuring and Insolvency
- Governance, Business Ethics and Sustainability (Module-IV)

Module-III

- Strategic Management, Alliances and International Trade
- Advanced Tax Laws and Practice
- Governance, Business Ethics and Sustainability (Module-IV)

<i>Papers passed/exempted under old syllabus effective from 01.02.2008</i>	<i>Exemption from papers under the Syllabus effective from 01.09.2013</i>
(1)	(2)
Professional Programme	Professional Programme
Module-1	
1. Company Secretarial Practice	Advanced Company Law and Practice (Module 1, Paper 1)
2. Drafting, Appearance and Pleading	Drafting, Appearance and Pleading (Module 3, Paper 8)
Module-2	
3. Financial, Treasury and Forex Management	Financial, Treasury and Forex Management (Module 2, Paper 5)
4. Corporate Restructuring and Insolvency	Corporate Restructuring, Valuation and Insolvency (Module 1, Paper 3)
Module-3	
5. Strategic Management Alliances & International Trade	NIL
6. Advanced Tax Laws and Practice	Advanced Tax Laws and Practice (Module 3, Paper 7)
Module-4	
7. Due Diligence and Corporate Compliance Management	Secretarial Audit, Compliance Management and Due Diligence (Module 1, Paper 2)
8. Governance, Business Ethics and Sustainability	Ethics, Governance and Sustainability (Module 2, Paper 6)

3.16 Status of registered students

The registration as a student does not confer on such person any right of a member nor entitles him to claim any form of membership of the Institute or its Regional Council or Chapter.

However, a registered student may be permitted to borrow books from the Library of the Institute, located at its Regional Council, Chapters, students may also participate in the activities of the Institute, its Regional Council, Chapters, as the case may be, subject to such conditions as may be imposed by the Central Council, Regional Council or Chapter concerned.

3.17 Fees

All fees payable by an applicant for any examination or for registration as a student for particular service to be rendered to him shall be as determined by the Council from time to time. Table of current fees is given at **Annexure V**.

3.18 Compulsory postal tuition

Every registered student of Executive/Professional Programme is required to undergo a course of compulsory postal tuition imparted by the Institute from headquarters at New Delhi/Noida office.

Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are five test papers out of which three are compulsory. Students are required to submit to the Institute only One Response Sheet [out of compulsory test papers] per subject of the

respective module(s) he/she intends to write the CS Executive/Professional Programme examinations, under examination conditions after going through the study material and the recommended books. A student may submit response sheets to the optional test papers also, if he/she so desires.

The response sheets are evaluated by the Institute's examiners and returned to the students with comments, if any, of the examiner for improvement of the answers.

The qualifying marks in respect of each response sheet are 40%. If a student does not secure the qualifying marks in a response sheet to a compulsory test paper, he/she should resubmit the same. The last date for submission of response sheets is 28th February for appearing in June examination and 31st August for December examination.

On successful completion of the postal tuition in a subject, the student is supplied with suggested answers for that subject and on his completing coaching successfully in all the subjects of a module; he/she is issued with Coaching Completion Certificate for that/those module(s).

The students are admitted to the Executive Programme or Professional Programme examinations of the Institute only on production of the Coaching Completion Certificate. However, if a student has already submitted all the response sheets for the subjects of a particular module and the response sheets are still under evaluation, he/she may apply for admission to the examination with the stipulated date pending issue of Coaching Completion Certificate.

Students who have passed both the modules of the Executive Programme examination are required to seek enrolment for undergoing postal tuition for the Professional Programme on payment of the education fee, which presently is ₹12,000.

3.19 Class Room Teaching

The Regional Councils/Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students. The students interested in having further details may contact the office of the concerned Regional Council/Chapter as per the addresses given in 'Annexure VII' of this Handbook.

3.20 Class Room Teaching Centres of the Institute (empanelled under Public Private Partnership Scheme)

The Institute has also granted accreditation to certain Colleges/Senior Secondary Schools and Private Institutions (empanelled under Public Private Partnership Scheme) to impart Class Room Teaching under the above said scheme. A list of such Accredited/Public Private Institutions are available at the website of the Institute viz. www.icsi.edu. Students have the option to attend such classes.

Undergoing of class room teaching conducted by the Regional Councils or Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) of the Institute; is in addition to and not in substitution of the compulsory postal tuition. Class room teaching is thus optional and is designed to provide a personal contact between the teacher and the taught. Students intending to attend class room teaching are, therefore, required to pay additional fee to the Regional Councils/Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) as determined by them from

time to time. No concession in payment of fees to the Institute shall be available in the event of student opting to undergo oral tuition.

A student completing class room teaching is, however, not required to submit the response sheets to the test papers, which are required to be submitted under Compulsory Postal Tuition Scheme. Instead, he is issued with Coaching Completion Certificate and suggested answers by the Institute on receipt of Performance Report(s) from the respective Regional Council/Chapter/Accredited Centres that he had attended not less than 75% of the classes held and had passed in at least three out of four tests held in each subject under the oral tuition scheme.

Besides oral tuition classes, personal contact programmes are also organized from time to time for the benefit of students.

3.21 Compulsory Computer Training

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory computer training programme for becoming eligible to seek enrolment to appear in CS Executive Programme examination.

The students may undergo computer training from any Institute or training center including Aptech Limited all over India at his/her convenience. For details about computer training course being conducted by M/s Aptech for the students of the Institute; the options under Students → Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal <http://icsi.aptechtrainingsolutions.com> for this purpose.

The Institute, in compliance of the above said requirements, has tied up with

- M/s Sify Software Limited for conducting online exemption test for the students, who claim to have adequate knowledge on computer operation. The students who will pursue the computer training from any Institute including M/s Aptech will have to enrol for and appear this online exemption test to the computer training requirement of the Institute. For details about online exemption test being conducted by M/s Sify for the students of the Institute; the options under Students → Miscellaneous on the Institute's website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal <http://icsi.sifyitest.com> for this purpose.

Grant of Total Exemption from undergoing Compulsory Computer Training Programme to Physical handicapped Students.

(a) To Physically Handicapped Students

The Institute has decided to grant total exemption from undergoing the compulsory Computer Training Programme to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

- Physically Handicapped Students:
 - Permanent physical disability of more than 50% in one limb; or
 - Permanent physical disability of more than 60% in two or more limbs.

- Visually Disabled Students:
 - 6/60 to 1/60 or field vision 110/2
 - 3/60 to 1/60 or field vision 100.
 - FC at 1 foot to Nil or field of vision 100
 - Total absence of sight

The above said category shall be regarded as permanent physical disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Programme.

For availing the aforesaid benefit, such applicant/students will be required to submit a certificate issued by the Medical Superintendent of State/Central Government Hospital to this effect.

(b) Total Exemption on the basis of working experience

In exceptional cases Director of IT could grant total exemption from Compulsory Computer Training to deserving students with the approval of the Chief Executive/Secretary. The criteria for considering such cases of total exemption is as under:

“A student may be considered for granting total exemption from Compulsory Computer Training if, he/she possesses not less than 3 years working experience on the computer in any organization and has acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E-mail or any other package which is deemed relevant for the course.”

(c) Reciprocal Arrangement between ICSI and ICAI-CMA (earlier ICWAI) on exemption from Computer Training

Under the reciprocal arrangement between the ICSI and ICAI-CMA (earlier ICWAI) on exemption from Computer Training, the students of ICAI-CMA (earlier ICWAI) who have already undergone the computer training to comply with the requirements of that course will be fully exempted from the compulsory computer training requirements of the ICSI. The interested students have to however submit to the ICSI the related computer training certificate issued by the ICAI-CMA in this regard.

3.22 E-learning (<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary course. 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.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom facility, students will be able to interact live with the faculty. This takes the CS course studies 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.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>.

3.23 Student Induction Programme (SIP)

Every candidate registered – on or after 01.09.2009 – for the Executive Program is required to undergo Seven days ‘Student Induction Programme’ (SIP); within 6 months of his/her registration. For further details students are advised to contact the office(s) of respective Regional Council/Chapter of the ICSI.

ICSI STUDENTS EDUCATION FUND TRUST

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship 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 and Family Income upto ₹ 1,00,000 per annum	Academically Bright Students
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-CMA	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-CMA

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration/ Admission Fee, Education Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme).

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector-62, Noida – 201 309.**

CHAPTER IV
EXAMINATIONS

4.1 Examinations

The Institute conducts its examination in three stages, namely — (1) Foundation Programme Examination; (2) Executive Programme Examination; and (3) Professional Programme Examination. Subjects of the examinations are set out below:

Foundation Programme Examination

- I. Business Environment and Entrepreneurship
- II. Business Management, Ethics and Communication
- III. Business Economics
- IV. Fundamentals of Accounting and Auditing

Executive Programme Examination

Module I

- I. Company Law
- II. Cost and Management Accounting
- III. Economic and Commercial Laws
- IV. Tax Laws and Practice

Module II

- V. Company Accounts and Auditing Practices
- VI. Capital Markets and Securities Laws
- VII. Industrial, Labour and General Laws

Professional Programme Examination

Module I

- I. Advanced Company Law and Practice
- II. Secretarial Audit, Compliance Management and Due Diligence
- III. Corporate Restructuring, Valuation and Insolvency

Module II

- IV. Information Technology and Systems Audit
- V. Financial, Treasury and Forex Management
- VI. Ethics, Governance and Sustainability

Module III

- VII. Advanced Tax Laws and Practice

VIII. Drafting, Appearances and Pleadings

IX. **Electives** 1 out of below 5 subjects

1. Banking Law and Practice
2. Capital, Commodity and Money Market
3. Insurance Law and Practice
4. Intellectual Property Rights – Law and Practice
5. International Business – Laws and Practices

4.2 Syllabus

Syllabus for each subject of the Foundation Programme, Executive Programme and Professional Programme examination is set out in Annexure I, II and III respectively. Candidates are required to be conversant with the amendments to the laws made upto six months preceding the date of examination.

Periodic revision and updation of syllabus and course-curriculum is done to incorporate latest changes and developments related to examinations.

4.3 Medium of Instructions and Study

At present, the medium of imparting postal tuition is English and candidates are supplied with Study Material in English medium as a part of compulsory postal tuition. However, the candidates may, exercise option to submit the response sheets to the test papers appended to Study Material either in English medium or Hindi medium.

4.4 Option of Hindi Medium for writing Examinations

Candidates are allowed to use Hindi as an optional medium for all papers of the Executive Programme and Professional Programme examinations subject to the following conditions:

- (i) option must be exercised for all papers or a particular module of examination, and not for individual paper(s);
- (ii) option once exercised is irrevocable for that particular session of examination;
- (iii) answer books of candidates who write/answer part of papers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- (iv) if a candidate writes his/her answers in Hindi medium without exercising such an option in the examination form, he/she may not be given credit for his/her answers;
- (v) the option for medium for writing a particular examination is to be exercised each time while filling up the examination form.

4.5 Examination Centres

(i) Examination Centres in India

The Institute's examinations are currently held at the following 85 centres in India.

EIRC	NIRC	SIRC	WIRC
1 Bhubaneswar	1 Agra	1 Bangalore	1 Ahmedabad
2 Dhanbad	2 Ajmer	2 Belgaum	2 Aurangabad
3 Guwahati	3 Allahabad	3 Calicut	3 Bhopal
4 Hooghly	4 Alwar	4 Chennai	4 Gwalior
5 Howrah	5 Ambala	5 Coimbatore	5 Indore
6 Jamshedpur	6 Bareilly	6 Ernakulam	6 Jabalpur
7 Kolkata (N)	7 Bhilwara	7 Hubli-Dharwad	7 Kolhapur
8 Kolkata (S)	8 Bikaner	8 Hyderabad	8 Mumbai (CG)
9 Patna	9 Chandigarh	9 Kottayam	9 Mumbai (GTK)
10 Ranchi	10 Dehradun	10 Madurai	10 Mumbai (JOG)
11 Siliguri	11 Delhi (East)	11 Mangalore	11 Nagpur
	12 Delhi (North)	12 Mysore	12 Nashik
	13 Delhi (South)	13 Pudducherry	13 Navi Mumbai
	14 Delhi (West)	14 Salem	14 Panaji
	15 Faridabad	15 Thiruvananthapuram	15 Pune
	16 Ghaziabad	16 Thrissur	16 Raipur
	17 Gorakhpur	17 Tiruchirapalli	17 Rajkot
	18 Gurgaon	18 Vijayawada	18 Surat
	19 Hisar	19 Visakhapatnam	19 Thane
	20 Jaipur		20 Vadodara
	21 Jalandhar		
	22 Jammu		
	23 Jodhpur		
	24 Kanpur		
	25 Kota		
	26 Lucknow		
	27 Ludhiana		
	28 Meerut		
	29 Noida		
	30 Shimla		
	31 Sonipat		
	32 Srinagar		
	33 Udaipur		
	34 Varanasi		
	35 Yamunanagar		

(ii) Overseas Examination Centre: Dubai

Candidates desiring to appear from overseas Examination Centre at Dubai are required to pay in addition to the examination fee, surcharge which presently is **US\$100 or its equivalent** amount in Indian Currency.

Note: Institute reserves the right to open new Examination Centre(s) and to close any of the existing examination centre(s) without any notice or assigning any reason.

4.6 Examination Time-Table & Programme

The examinations are currently held twice a year in the months of June and December. Announcements regarding Examination Time-Table and Programme are published from time to time in the 'Foundation Course Bulletin' and 'Student Company Secretary' bulletin and hosted on the Institute's website www.icsi.edu.

4.7 Submission of Examination Form

Students are advised to submit the examination form through online services of the Institute at www.icsi.edu on using the login button on home page

In case he/she is desiring to fill up the examination form through offline mode (i.e. hard copy), the same can be obtained from the offices of the Institute/Regional Councils/Chapters on payment of ₹ 500/- (Rupees Five Hundred only).

The hard copy of the examination form can also be obtained by post from the Institute (Noida Office) by sending demand draft of ₹ 540/- (Rupees Five Hundred and Forty only) drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi, along with the request letter for the same, detailing the name of the student, Registration Number and complete postal address.

4.8 Admit Card

An admit card stating the place, dates and times at which the candidate may present himself/herself for an examination shall be uploaded on the website of Institute www.icsi.edu not less than fifteen days before the date of commencement of the examination.

Students will be required to download the same from the website, take a printout and carry the same alongwith student's identity card to the examination centre, to be allowed to appear in Institute's examination.

4.9 Result-cum-Marks Statement

Result-cum-Marks Statement in physical form (printed hard copy) is issued only to candidates of Professional Programme Examination. Students of Foundation Programme and Executive Programme are not provided the Result-cum-Marks Statement in physical form. Formal E-Result-cum-Marks Statement of Foundation Programme and Executive Programme is uploaded on Institute's website; www.icsi.edu; and respective students can download/take printout of the same from Institute's website for reference and records.

4.10 Pass Certificate

Pass Certificate is issued to only such students who pass examinations of all modules of Professional Programme. Students of Foundation Programme and Executive Programme are not provided the Pass Certificates.

4.11 Change of Examination Centre

Applications for change of examination centres are not ordinarily entertained by the Institute. However, applications in this regard together with a fee of ₹ 250/-, with

a valid reason for change of examination centre received in the Institute not less than 15 days before the date of the commencement of an examination may be considered by the Council.

4.12 Admission to Examination, Expulsion and Withholding of Results

- (a) The Examination Committee or a person authorised by it in this behalf may for reasons to be recorded in writing —
 - (i) refuse to admit a candidate to an examination;
 - (ii) admit him/her to an examination subject to such conditions as may be considered to be expedient and/or reasonable;
 - (iii) expel him/her from an examination after he/she has been admitted to it in the usual course.
- (b) Notwithstanding the fact that a candidate has obtained the minimum number of marks for passing an examination, the Examination Committee may, for reasons to be recorded in writing, withhold his/her result.
- (c) Any order passed by the person so authorised by the Examination Committee may be reviewed by the said Committee, and any order passed by the Examination Committee may be reviewed by the Council.

4.13 Suspension/Cancellation of Examination Results or Studentship Registration

In the event of any misconduct by a registered student or a candidate enrolled for any examination conducted by the Institute, the Council or the Committee concerned may *suo motu* or on receipt of a complaint, if it is satisfied that the misconduct is proved after such investigation as it may deem necessary and after giving such student or candidate an opportunity to state his/her case, suspend or debar the person from appearing in any one or more examinations, cancel his/her examination results or studentship registration, or debar him/her from future registration as a student, as the case may be.

Explanation: Misconduct for the above purpose shall mean and include behavior in a disorderly manner in relation to the Institute or in or around examination premises/centre, breach of any regulation, instruction, condition, guideline or direction laid down by the Institute, malpractices with regard to postal or oral tuition or resorting to or attempting to resort to unfair means in connection with the writing of any examination conducted by the Institute.

4.14 Examination Requirements

Candidates are required to comply with such requirements and conditions relating to examination as may be laid down by the Council from time to time.

4.15 Foundation Programme Examination

4.15.1 Eligibility for admission/appearing in examination

- A candidate will be admitted to Foundation Programme examination —
- (i) if he/she has enrolled himself/herself as a candidate for the Foundation Programme at least eight calendar months prior to the month in which the

examination commences, i.e., candidates enrolled upto and including the month of March are eligible to appear in the Foundation Programme examination to be held in December of that year, similarly candidates enrolled upto and including the month of September are eligible to appear in the examination to be held in June of the following year.

- (ii) A candidate admitted to the Foundation Programme is eligible to seek enrolment for appearing in the Foundation Programme examination on making an application in the prescribed Examination Form (through online or offline mode) along with requisite examination fee, which at present is ₹1,200/-, so as to reach the Institute on or before 25th March for the June examination and 25th September for December examination (with late fee of ₹ 250 within 15 days of the scheduled last date, i.e., 9th April/10th October respectively).

4.15.2 Total exemption from Foundation Examination

A candidate possessing Bachelor Degree or Master Degree in arts, commerce, management, science, law, etc., (except fine arts), passed CPT of Institute of Chartered Accountants of India, passed Foundation Examination of Institute of Cost Accountants of India is eligible for exemption from passing the Foundation Programme examination.

4.15.3 Qualifying Marks

A candidate is declared to have passed the Foundation Programme examination if he/she obtains at one sitting a minimum of forty per cent marks in each paper and fifty per cent marks in the aggregate of all the papers put together.

4.16 Executive Programme Examination

4.16.1 Eligibility for admission/appearing in examination

A candidate will be admitted to the Executive Programme examination, if —

- (i) he/she has registered himself/herself as a student at least nine calendar months prior to the month in which the examination commences. In other words, candidates registered as students upto and including the month of February in a year are eligible to appear in both modules of the Executive Programme examination to be held in December of that year, and those registered between March and August during a year are eligible to appear in both modules of the Executive Programme examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching and computer training.

However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in one module of the Executive Programme examination, that is to say, a candidates registered as a student upto and including the month of May in a year will be eligible for appearing in any one module in the December examination and the one who is registered upto and including in the month of November in a year will be eligible to appear in any one module of Executive Programme examination to be held in the month of June next year;

- (ii) he/she has satisfactorily undergone a course of postal or oral tuition for the module(s) to which he/she intends to appear in the examination;
- (iii) he/she has successfully completed Student Induction Program (SIP).
- (iv) he/she has successfully completed computer training programme as may be specified from time to time by the Council and in the manner so specified or exempted therefrom; and
- (v) he/she makes an application in the prescribed Examination Form (through online or offline mode) together with requisite examination fee, which at present is ₹ 1,200/- per module, so as to reach the Institute on or before 25th March for the June examination and 25th September for December examination (with late fee of ₹ 250 upto 15 days of expiry of the scheduled last date, i.e., 9th April/10th October respectively).

4.16.2 Qualifying Marks

- (a) *For Both Modules:* A candidate shall be declared to have passed in Both Modules of the Executive Programme examination —
 - (i) If taken simultaneously and if he/she secures at one sitting, a minimum of forty per cent marks in each of the papers in which he/she is required to appear and fifty per cent marks in aggregate of all the papers put together; or
 - (ii) If he/she has passed in any one Module of Executive Programme examination held under the old syllabus, prior to the introduction of the Executive Programme examination under the current syllabus specified in Annexure-II and secures at one sitting a minimum of forty per cent marks in each of the remaining papers in which he/she is required to appear and fifty per cent marks in the aggregate of all such remaining papers of the Executive Programme examination put together.
- (b) *For One Module:* A candidate is declared to have passed in one module of the Executive Programme examination if he/she secures at one sitting a minimum of forty per cent marks in each paper and fifty per cent marks in the aggregate of all papers of that module and is declared to have completed the Executive Programme examination on passing both the modules.

Provided that a candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured sixty per cent or more marks in any paper(s) and a minimum of twenty-five per cent marks in each of the remaining papers of the module, but has failed in that module, shall be exempted from that or those paper(s) in which he/she secured sixty per cent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear;

Provided further that if a candidate who has appeared in all the papers of a module for which he/she was enrolled without obtaining any exemption and has failed in one paper of the module, but got a minimum of sixty per cent of the total marks of the remaining papers of that module, shall be declared to have passed in that module if he/she re-appears in the remaining one paper in which he/she had failed and obtains fifty per cent marks in any subsequent examination.

Explanation: For the purpose of the above provisos, the marks obtained by a candidate in the paper(s) in which he/she had obtained exemption on the basis of having secured sixty per cent or more marks shall not be taken into account for computing his/her result of the remaining paper(s) of the module in any subsequent examination.

4.16.3 Distinction

A candidate shall be declared to have passed with distinction in the Executive Programme examination if he/she obtains at one sitting a minimum of sixty per cent marks in each paper and seventy per cent or more marks in the aggregate in both the modules, without obtaining exemption in any paper.

4.16.4 Exemption from individual paper(s) of the 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 last date for enrolment for the examination paying requisite exemption fee which at present is ₹ 1,000/- per paper :

1. **Industrial, Labour and General Laws:** M.A./M.B.A.(Corporate Secretaryship)/a 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.
2. **Cost and Management Accounting (CMA):** M.A. (Corporate Secretaryship)/ M.Com./M.B.A. (with Advanced Accountancy as one of the subjects at B.Com/B.B.A./B.A. (Corporate Secretaryship) level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com./M.B.A. level having secured 50% marks in the subject concerned) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

A candidate who has done Post Graduate Diploma in Management will be considered for exemption from the paper (CMA) only if he/she submits documentary evidence from AICTE/AIU to the effect that PGDBM issued is equivalent to MBA.
3. **Tax Laws and Practice:** M.A./M.B.A. (Corporate Secretaryship) 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).

Note: Subject-wise exemption on the basis of qualification (if any) is to be claimed by student separately, after getting the Registration Number. For details, please visit www.icsi.edu.

Last date for claiming paper-wise Exemption (on the basis of qualification):

- | | | |
|---|---|--------------------------|
| (i) Students intending to appear in June Examination | : | 31 st January |
| (ii) Students intending to appear in December Examination | : | 31 st July |

4.17 Professional Programme Examination

4.17.1 Eligibility for admission/appearing in examination

A candidate will be admitted to the Professional Programme examination, if —

- (i) 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. In other words, candidates registered as students upto and including the month of February in a year are eligible to appear in all the three modules of the Professional Programme examination to be held in December of that year, and those registered between March and August during a year are eligible to appear in all the three modules of the Professional Programme examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching;
However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Programme examination, that is to say, a candidate registered as a student upto and including the month of May in a year will be eligible for appearing in one or two module(s) in December examination and those who are registered from September onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Programme examination to be held in the month of June next year;
- (ii) he/she has satisfactorily undergone postal or oral tuition for the module(s) in which he/she intends to appear in the examination;
- (iii) he/she makes an application in the prescribed Examination Form (through online or offline mode) together with requisite examination fee, which at present is ₹ 1,200/- per module, so as to reach the Institute on or before 25th March for the June examination and 25th September for December examination (with late fee of ₹ 250 upto 15 days of expiry of the scheduled last date, i.e., 9th April/10th October respectively).

Candidate enrolled in	Eligible to appear in
June/July/August	All Modules of Professional Programme Examination to be held in June next year.
September/October/November	Any One or Two Modules of Professional Programme Examination to be held in June next year.
December/January/February	All Modules of Professional Programme Examination to be held in December.
March/April/May	Any One or Two Modules of Professional Programme Examination to be held in December.

4.17.2 Qualifying marks

- (a) For All Modules: A candidate shall be declared to have passed in all modules of Professional Programme examination —
- (i) If taken simultaneously and if he/she secures at one sitting, a minimum of forty per cent marks in each of the papers in which he/she is required to appear and fifty per cent marks in the aggregate of all the papers put together; or
 - (ii) If he/she has passed in any one or more group(s)/module(s) of Final/Professional Programme examination held under the old syllabus prior to the commencement of Professional Programme examination under the current syllabus, as specified in **Annexure-III** and secures at one sitting a minimum of forty per cent marks in each of the remaining papers in which he/she is required to appear and fifty per cent marks in the aggregate of all such remaining papers put together.
- (b) For One Module: A candidate shall be declared to have passed in a module of Professional Programme examination if he/she secures at one sitting a minimum of forty per cent marks in each of the paper(s) and fifty per cent marks in the aggregate of all the papers of that module and shall be declared to have completed the Professional Programme examination on passing all the modules.

Provided that a candidate who has appeared in all the papers of a module for which he/she was enrolled and has secured sixty per cent or more marks in one paper and a minimum of twenty-five per cent marks in the remaining papers of that module but failed in the module, shall be exempted from that paper in which he/she secured sixty per cent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear.

Provided further that if a candidate who has appeared in all the subjects of

the module for which he/she was enrolled without obtaining any exemption and has failed in one paper comprised in the module, but got a minimum of sixty per cent of the total marks of the remaining subjects of the module shall be declared to have passed in that module if he/she reappears in the paper in which he/she had failed and gets fifty per cent, marks in any subsequent examination.

Explanation: For the purpose of the above proviso, the marks obtained by a candidate in the paper in which he/she had obtained exemption on the basis of having secured sixty per cent or more marks shall not be taken into account for computing his/her result of the remaining paper of that module in any subsequent examination.

4.17.3 Distinction

A candidate shall be declared to have passed with distinction in the Professional Programme examination if he/she obtains at one sitting a minimum of sixty per cent marks in each paper and seventy per cent or more marks in the aggregate in all modules, without obtaining exemption in any paper.

4.17.4 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 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-CMA) 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).

4.18 No Revival of Exemption Cancelled on Student's Request

If a candidate applies for and is allowed cancellation of exemption in any paper(s) of an examination granted to him/her earlier on the basis of qualification(s) or results of previous examination(s) of the Institute under the regulations, he/she shall not be eligible for revival of such exemption(s) or the benefit of having passed such module(s) of an examination, as the case may be, in any subsequent examination(s).

4.19 Examination Results

4.19.1 The results of examinations held in June are usually declared on 25th August of the same year and examinations held in December are declared on 25th February of the next following year and hosted on the Institute's website.

4.19.2 The result along with individual candidate's subjectwise break-up of marks will be available on the website after declaration of results; but in no circumstances the marks obtained in individual questions or sections of a paper shall be furnished.

4.19.3 Duplicate Result-cum-Marks Statement

A duplicate Result-cum-Marks Statement is issued to a candidate on receipt of his/her written request together with a requisite fee of ₹ 100 per Result-cum-Marks Statement within a maximum period of 5 years from the date of declaration of the examination results.

The request for issue of duplicate Result-cum-Marks Statement should contain the candidate's name, stage of examination, month and year of examination, Roll No. and complete mailing address.

4.20 Verification of Marks

A candidate can seek verification of marks obtained by him/her in any paper(s) of an examination by making an application together with requisite verification of marks fee, which at present is ₹ 250/- per paper, within 30 days of the declaration of the result of the said examination. The fee is only for verifying whether the candidate's answers in any paper(s) have been examined, evaluated and awarded marks by the Examiner(s), and not for re-evaluation of the answers. Re-evaluation of the answers is not permissible under the regulations.

Provided that where it is found that the result of an examination has been affected by any error or fraud or use of unfair means during the examination, the Examination Committee shall have the power to amend the marks and/or result, as the case may be.

4.21 Supply of Certified copy(ies) of evaluated Answer Books

A candidate can obtain certified copy(ies) of his/her evaluated answer book(s) of any subject(s) as per the prescribed guidelines of the Institute by making an application on a prescribed form, which can be downloaded from the Institute's website www.icsi.edu along with a requisite fee, which is presently ₹ 500/- per subject, within 45 days from the date of declaration of the result of the said examination.

4.22 Issue of Pass Certificate

Every candidate passing/completing the Professional Programme examination shall be issued with a Pass Certificate to that effect in Form ST-7 by the Institute.

4.23 Refund or Appropriation of Examination Fee

- (i) A candidate once issued with an Admission Certificate (Roll No.) for an examination is not entitled to refund of the examination fee paid by him/her under any circumstances.
- (ii) However, where a candidate applies to the Institute within 15 days of the completion of examination for considering his/her request for appropriation of examination fee to the next examination on the ground that he/she was prevented from appearing for the examination on account of circumstances beyond his/her control and furnishes requisite documentary proof and information to the satisfaction of the Institute, the Institute may permit 50% of the examination fee paid by him/her to be appropriated against the fee

payable for the next following examination for the same module(s) for which he/she was enrolled.

4.24 Rail Concession

For appearing in the Institute's examination, railway authorities allow concession in rail fare to the students who are not in full time employment and are below the age of 25 years. Rail concession is allowed from the place of residence or duty to the nearest examination centre and vice-versa. The application for rail concession with necessary particulars should reach the Institute at least 30 days before the commencement of an examination for obtaining rail concession certificate. Local rail travel concession is not allowed by the railway authorities. The concession being allowed by Railways are subject to change without notice.

4.25 Air Concession

The Air India and Jet Airways provides 50% concession in base fare for domestic travel, to students of the Institute if on the date of journey he/she is 12-25 years of age.

The concession being allowed by airlines are subject to change without notice.

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CHAPTER V
STUDENT FACILITIES

5.1 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.

5.2 Chartered Secretary

Chartered Secretary is the official monthly journal of the Institute, which the students may subscribe at a concessional rate of ₹ 500 for one year as against the regular annual subscription of ₹ 1,000. It is a very popular journal in professional circles and is known for its high standards. Students will find the journal very useful for obtaining up-to-date information on the professional course. Besides articles on current issues, there are several regular features such as 'Secretarial Practice Recorder', 'Legal World', 'From the Government', 'Book Reviews', 'Readers Forum' and 'News from the Institute'. Students are advised to read the journal regularly.

5.3 Student Company Secretary

The Institute also brings out bi-monthly bulletin for students titled 'Student Company Secretary' which is sent to every student (whose registration is active and valid) free of cost. The bulletin contains useful academic information, important announcements from the Institute regarding examinations, postal tuition, employment services etc. Also important activities of the Institute, its Regional Councils and Chapters pertaining to students are published therein.

5.4 A Guide to Company Secretaryship - Study and Examination

The Institute has brought out a booklet titled 'A Guide to Company Secretaryship-Study and Examination' for the benefit of students. The guide is supplied to the students free of cost at the time of registration alongwith the study material. The primary objective of this guide is to facilitate the learning process of the students so that they may not waste their valuable time either due to incomplete information from the right source or due to ignorance. The guide acquaints students with the requirements of Company Secretaryship Course, the course-curriculum spelt out in the syllabus, the exemptions available, the work load involved in terms of number of hours and the study plan to be followed for systematic studies besides suggesting a few practical hints for preparation to examination, and narrating some golden rules for examination writing. Students are recommended to refer to the guide to be able to plan their studies in a logical and systematic manner.

5.5 Question Papers and Guideline Answers

Institute's previous examinations' question papers are generally made available on the Institute's website www.icsi.edu 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 examinations. It is, however, to be noted that the guideline answers are to be treated as model answers and not as exhaustive answers and that the Institute is not in any

way responsible for any inaccuracy or otherwise of the answers compiled and published. The guideline answers are available for sale at the offices of the Institute at New Delhi/Noida, its Regional Councils and major Chapters on payment.

5.6 Employment Assistance

The Institute and its Regional Offices maintain an Employment Service Scheme for students who have passed the Executive Programme or Professional Programme examination of the Institute and are available for employment. Names of suitable candidates are sponsored to prospective employers on request. Various advertisements for jobs also regularly appear in 'Chartered Secretary' and 'Student Company Secretary'.

5.7 Merit Scholarship Scheme

Merit Scholarships are granted to registered students for pursuing the Executive Programme and Professional Programme examinations purely on the basis of their meritorious performance in the Foundation Programme and Executive Programme examinations, as the case may be, in order of their merit ranking.

5.7.1 Minimum Eligibility Criteria

5.7.1.1 For award of Merit Scholarship for Executive Programme :

The candidate should —

- (i) have passed all the papers of the Foundation Programme examination at one sitting, in the first attempt, without claiming exemption in any paper and obtained a minimum of 55 per cent marks in the aggregate; and
- (ii) have applied for registration as a student of the Institute by submitting his/her application in the prescribed forms together with the requisite registration fees within three months from the date of declaration of his/her result of the Foundation Programme examination.

5.7.1.2 For award of Merit Scholarship for Professional Programme :

The candidate should have passed all the papers included in both the modules of the Executive Programme at one sitting, in the first attempt, without claiming exemption in any paper and obtained a minimum of 55 per cent marks in the aggregate.

5.7.2 Number of Merit Scholarships

5.7.2.1 For Executive Programme :

The number of scholarships for Executive Programme is 25 per session or 50 in a year. If the number of candidates eligible for scholarship is more than the number of scholarships available at any particular session, the Institute may award scholarships in order of merit or award half scholarship amount in some or all cases.

5.7.2.2 For Professional Programme :

The number of scholarships for Professional Programme is 25 per session or 50 in a year. If the number of candidates eligible for scholarship is more than the number of scholarship available at any particular session, the Institute may award scholarship in order of merit or award half scholarship amount in some or all cases.

5.7.3 Amount of Scholarship

At present, the amount of full scholarship per student is ₹ 500 per month.

5.7.4 Duration of Scholarship

The period of scholarship commences from the month following the month of declaration of results of the Foundation Programme and Executive Programme examinations and lasts upto and including the month in which the candidate for the first time becomes eligible to appear in the Executive Programme or Professional Programme examination, as the case may be, or 12 months, whichever is earlier.

5.8 Merit-cum-Means Assistance Scheme

The scheme aims to provide financial assistance to the economically needy and meritorious candidates to enable them to pursue the company secretaryship course. Announcement inviting applications for award of assistance is published in the Institute's bulletin "Student Company Secretary" normally in the March/April and September/October issues and hosted on the Institute's website www.icsi.edu.

5.8.1 Minimum Eligibility Criteria

5.8.1.1 For award of Assistance for Executive Programme

The candidate should —

- (i) have passed all the papers of Foundation Programme, in the first attempt at one sitting, without claiming exemption in any paper, and secured a minimum of 50 per cent marks in the aggregate;
- (ii) have applied for registration as a student to the Institute by submitting his/her application in the prescribed forms together with the requisite registration fee and also for grant of financial assistance in the prescribed form within three months from the date of declaration of his/her result of the Foundation Programme examination;
- (iii) not have an income (if employed or is having an independent source of income) more than ₹1,50,000 in a year if living on his/her independent income OR if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not exceed ₹2,50,000 in a year; and
- (iv) not be in receipt of financial assistance/scholarship from any other source simultaneously for pursuing the company secretaryship course.

5.8.1.2 For award of Assistance for Professional Programme

The candidate should —

- (i) be a *bona fide* registered student of the Institute;
- (ii) have passed all the papers included in both modules of the Executive Programme examination in the first attempt, at one sitting, without claiming exemption in any paper and secured a minimum of 50 per cent marks in the aggregate;
- (iii) not have an income (if employed or is having an independent source of income) more than ₹1,50,000 in a year if living on his/her independent

income OR if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not exceed ₹2,50,000 in a year; and

- (iv) not be in receipt of financial assistance/scholarship from any other source simultaneously for pursuing the company secretaryship course.

5.8.2 Number of Awards of Assistance

5.8.2.1 For Executive Programme

The maximum number of assistance award for the Executive Programme is 25 per session or 50 in a year.

5.8.2.2 For Professional Programme

The maximum number of assistance award for Professional Programme is 25 per session or 50 in a year.

Out of the above awards, two awards per session each for the Executive Programme and Professional Programme are provisionally reserved for candidates belonging to SC/ST and Physically Handicapped candidates fulfilling minimum eligibility conditions given in the scheme.

5.8.3 Value of Assistance

- (i) At present, the financial assistance per student is ₹ 350 per month.
- (ii) The candidate selected for the award of assistance is exempted from payment of postal tuition fees and examination fees paid/payable during the period of assistance.

5.8.4 Duration of Assistance

The period of assistance commences from the month of registration or from the month following the month of declaration of results of the examination, as the case may be, and lasts upto and including the month in which the candidate is for the first time becomes eligible to appear in the Executive Programme or Professional Programme examination, or 12 months, whichever is earlier.

5.9 Prize Awards Schemes for Company Secretaryship Course

The Institute has established a number of prize award schemes on all-India as well as Regional/Chapter basis for recognising meritorious performance of students in the examinations. According to the prize schemes in vogue, the students considered eligible for prize awards should have passed all the papers of examination concerned in the first attempt, in one sitting, without claiming exemption in any paper, securing highest percentage of marks in the respective examination/module of examination or paper of examination as given in the scheme. Consequent upon recent revision in course curriculum and nomenclatures of papers, these schemes are being revised so as to take into consideration the meritorious performance of candidates who would be appearing in Foundation Programme, Executive Programme and Professional Programme examinations of old syllabus and new syllabus as well.

ALL INDIA PRIZE AWARDS

Sl. No.	Name of the Prize Award	Criteria
PROFESSIONAL PROGRAMME EXAMINATION		
1.	PRESIDENT'S GOLD MEDAL	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus provided that the aggregate is not less than 55%.
2.	C.C. SUTARIA'S CASH AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
3.	LATE DR. TARIT KUMAR GHOSH MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
4.	LATE P.D. BANGUR MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
5.	SMT. PARMESHWARI DEVI JANKI BALLABH DANI MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
6.	RAI BAHADUR SETH GUJARMAL MODI MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
7.	SARASWATI DHANUKA MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
8.	SMT. ARUNA MEHTA MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
9.	CS RENU GUPTA MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
10.	LATE SMT. PROTIMA GHOSH MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
11.	PT. GOPAL CHANDRA SHASTRI MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
12.	MANTARAM MEMORIAL ANNUAL CASH PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates in <i>June</i> and <i>December</i> examinations under the old/new syllabus.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
13.	KAPOOR CHAND MOTI CHAND MOHTA MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates in <i>June</i> and <i>December</i> examinations under the old/new syllabus.
14.	BEST STUDENT OF THE YEAR AWARD BY JAYPEE GROUP	Awarded to a candidate who passes in all the papers of <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates in <i>December</i> and <i>June</i> examinations under the old/new syllabus.
15.	JAYPEE GROUP PRIZE AWARD (MODULE-I)	Awarded to a candidate who passes in all the papers of <i>Module-I</i> of <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate in <i>Module-I</i> taking into account the performance of all such successful candidates under the old/new syllabus.
16.	JAYPEE GROUP PRIZE AWARD (MODULE-II)	Awarded to a candidate who passes in all the papers of <i>Module-II</i> of <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate in <i>Module-II</i> taking into account the performance of all such successful candidates under the old/new syllabus.
17.	JAYPEE GROUP PRIZE AWARD (MODULE-III)	Awarded to a candidate who passes in all the papers of <i>Module-III</i> of <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate in <i>Module-III</i> taking into account the performance of all such successful candidates under the old/new syllabus.
18.	R & A EXCELLENCE AWARD (MODULE-IV)	Awarded to a candidate who passes in all the papers of <i>Module-IV</i> of <i>Professional Programme Examination</i> , at first attempt, in one sitting,

Sl. No.	Name of the Prize Award	Criteria
		without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate in Module-IV taking into account the performance of all such successful candidates under the old syllabus.
19.	PT. NEHRU BIRTH CENTENARY ANNUAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ' Corporate Restructuring & Insolvency ' paper under the old syllabus OR in ' Corporate Restructuring, Valuation and Insolvency ' paper under the new syllabus, taking into account the performance of all successful candidates in December and June examinations.
20.	D.L. MAZUMDAR'S SILVER MEDAL	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ' Company Secretarial Practice ' paper under the old syllabus OR in ' Advanced Company Law and Practice ' paper under the new syllabus, taking into account the performance of all successful candidates.
21.	D.L. MAZUMDAR'S SILVER MEDAL	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ' Corporate Restructuring & Insolvency ' paper under the old syllabus OR in ' Corporate Restructuring, Valuation and Insolvency ' paper under the new syllabus, taking into account the performance of all successful candidates.
22.	LATE SHRI SHYAMAL SEN MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ' Company Secretarial Practice ' paper under the old syllabus OR in ' Advanced Company Law and Practice ' paper under the new syllabus, taking into account the performance of all successful candidates.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
23.	PAST PRESIDENT CHINUBHAI R. SHAH'S SILVER MEDAL	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Drafting, Appearances and Pleadings</i> ' paper under the old/new syllabus, taking into account the performance of all successful candidates.
24.	VIDYA NAND MEHTA MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Financial Treasury and Forex Management</i> ' paper under the old/new syllabus, taking into account the performance of all successful candidates.
25.	TAXMANN'S PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Advanced Tax Laws and Practice</i> ' paper under the old/new syllabus, taking into account the performance of all successful candidates.
26.	GHANSHYAM DAS SARAF MEMORIAL GOLD MEDAL	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> EITHER in ' <i>Governance, Business Ethics & Sustainability</i> ' paper under the old syllabus OR in ' <i>Ethics, Governance and Sustainability</i> ' paper under the new syllabus, taking into account the performance of all successful candidates.
27.	SMT. G.P. PODDAR MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> EITHER in ' <i>Due Diligence & Corporate Compliance Management</i> ' paper under the old syllabus OR in ' <i>Secretarial Audit, Compliance Management and Due Diligence</i> ' paper under the new syllabus, taking into account the performance of all successful candidates.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
<i>EXECUTIVE PROGRAMME EXAMINATION</i>		
28.	PRESIDENT'S SILVER MEDAL	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks in the aggregate</i> taking into account the performance of all successful candidates under the old/new syllabus provided that the aggregate is not less than 55%.
29.	JAYPEE GROUP PRIZE AWARD	Awarded to a candidate who passes in all the papers of <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the <i>highest percentage of marks</i> in the aggregate, taking into account the performance of all successful candidates under the old/new syllabus.
30.	LATE P.D. BANGUR MEMORIAL AWARD	Awarded to a candidate who passes in all the papers of <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the <i>highest percentage of marks</i> in the aggregate, taking into account the performance of all successful candidates under the old/new syllabus.
31.	LATE SHRI JAGDISH CHANDRA MALHOTRA MEMORIAL ANNUAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus in <i>June</i> and <i>December</i> examinations
32.	KEDARNATH PRAHLADRAI DHANUKA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
33.	MAUJI RAM JAIN MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
34.	SMT. BONDADA SAMANTHAKAMANI MEMORIAL SILVER MEDAL	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus.
35.	TAXMANN'S PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Tax Laws</i> ' paper under the old syllabus, OR in ' <i>Tax Laws and Practice</i> ' paper under new syllabus whichever is higher, taking into account the performance of all successful candidates.
36.	PREETI PURASKAR	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Company Law</i> ' paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates.
37.	CS S. RAMAKRISHNAN MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> EITHER in ' <i>Economic and Labour Laws</i> ' paper under the old syllabus OR in ' <i>Economic and Commercial Laws</i> ' paper under the new syllabus, taking into account the performance of all successful candidates.
FOUNDATION PROGRAMME EXAMINATION		
38.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Foundation Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
39.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Foundation Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
40.	SULTAN CHAND TRUST PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the third highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.
41.	DURGADEVI SARAF MEMORIAL GOLD MEDAL	Awarded to a lady candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus.

REGIONAL COUNCIL PRIZE AWARDS

EASTERN INDIA REGIONAL COUNCIL PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	EIRC CASH PRIZE	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in 'Company Law' paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the Eastern Region .
2.	KEDARNATH DHANUKA MEMORIAL CASH PRIZE	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Eastern Region .
3.	KEDARNATH PRAHLADRAI DHANUKA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Eastern Region .

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
4.	NIRMAL CHANDRA CHATTERJEE MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ' Drafting, Appearances and Pleadings ' paper under the old/new syllabus, taking into account the performance of all successful candidates from examination centres within the Eastern Region ..
5.	BHAGABATI CHATTERJEE MEMORIAL AWARD	Awarded to a lady candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all such successful lady candidates under the old/new syllabus from examination centres within the Eastern Region .
6.	GAURA DEVI KOTHARI MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Eastern Region ..

NORTHERN INDIA REGIONAL COUNCIL PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	NIRC SILVER SOUVENIR AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Northern Region .
2.	NIRC PRIZE AWARD FOR BOTH MODULES	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Northern Region .

SOUTHERN INDIA REGIONAL COUNCIL PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	SIRC SILVER MEDAL	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Southern Region .
2.	SIRUBALAKKADU SAMBAMOORTHY SRINIVASAN MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Southern Region .
3.	SMT. NAGAMMA MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Southern Region .
4.	SRI CHAKRA'S CASH AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Southern Region .
5.	SIRC PRIZE AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ' Corporate Restructuring & Insolvency ' paper under the old syllabus OR in ' Corporate Restructuring, Valuation and Insolvency ' paper under the new syllabus, taking into account the performance of all successful candidates from examination centres within the Southern Region .

Sl. No.	Name of the Prize Award	Criteria
6.	SIRC – MRS. PANKAJAM RENGACHARI PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks EITHER</i> in ‘ <i>Company Secretarial Practice</i> ’ paper under the old syllabus OR in ‘ <i>Advanced Company Law and Practice</i> ’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centres within the <i>Southern Region</i> .
7.	SIRUBALAKKADU SAMBAMOORTHY SRINIVASAN MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <i>Southern Region</i> .
8.	SRI CHAKRA’S CASH AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <i>Southern Region</i> .
9.	LATE G. SUNDARA RAJAN ENDOWMENT AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks EITHER</i> in ‘ <i>Securities Laws and Compliances</i> ’ paper under the old syllabus OR in ‘ <i>Capital Markets and Securities Laws</i> ’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the <i>Southern Region</i> .
10.	SIRC – V. KUMAR MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks EITHER</i> in ‘ <i>Tax Laws</i> ’ paper under the old syllabus OR in ‘ <i>Tax Laws and Practice</i> ’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the <i>Southern Region</i> .

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
11.	LATE SHRI K HARIHARAN ENDOWMENT AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ' <i>Company Law</i> ' paper under the old/new syllabus, taking into account the performance of all successful candidates from examination centers within the <i>Southern Region</i> .
12.	HUKLAMAKKI MANJUNATHA HEGDE MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks EITHER</i> in ' <i>Company Accounts, Cost and Management Accounting</i> ' paper under the old syllabus OR in ' <i>Company Accounts and Auditing Practices</i> ' paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the <i>Southern Region</i> .

BANGALORE CHAPTER OF SIRC (ICSI) PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	GOWRI GANAPATI JOSHI VAJAGADDE MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <i>Bangalore</i> centre(s).
2.	SMT. NAGAMMA MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <i>Bangalore</i> centre(s).
3.	HUKLAMAKKI MANJUNATHA HEGDE MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <i>Bangalore</i> centre(s).

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
4.	LATE SMT. M K VEDAVALLI MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘ Securities Laws and Compliances ’ paper under the old syllabus OR in ‘ Capital Markets and Securities Laws ’ paper under the new syllabus, taking into account the performance of all successful candidates from Bangalore centre(s).
5.	LATE SHRI G V SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Bangalore centre(s).

HUBLI-DHARWAD CENTRE OF SIRC (ICSI) PRIZE AWARD

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	C. MADAN MOHAN RAO MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hubli-Dharwad examination centre.

HYDERABAD CHAPTER OF SIRC (ICSI) PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	LATE MADINEEDI RAMA KRISHNA SUBHADRA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
2.	DR. VASUDEORAO JATKAR MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all such successful candidates under the old/new syllabus in June and December examinations held during a calendar year from Hyderabad centre(s).
3.	LATE SHRI M. GURU RAJ RAO MEMORIAL GOLD MEDAL	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).
4.	SMT. & SRI GADEPALLI SURYANARAYANA RAO MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).
5.	SMT. PUTTAPARTHI NARAYANAMMA MEMORIAL PRIZE AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus from Hyderabad centre(s).
6.	CS S. RAMAKRISHNAN MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks EITHER</i> in ' <i>Economic and Labour Laws</i> ' paper under the old syllabus OR in ' <i>Economic and Commercial Laws</i> ' paper under the new syllabus, taking into account the performance of all successful candidates from Hyderabad centre(s).
7.	MS. YENUGULA LALITHA MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in

Sl. No.	Name of the Prize Award	Criteria
		' <i>Company Law</i> ' paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from Hyderabad centre(s).
8.	LATE MADINEEDI RAMAKRISHNA SUBHADRA MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).

WESTERN INDIA REGIONAL COUNCIL PRIZE AWARDS

Sl. No.	Name of the Prize Award	Criteria
1.	WIRC MEDAL	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region .
2.	WIRC CASH PRIZE	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region .
3.	LATE SHRI S NARAYANAN MEMORIAL PRIZE AWARD	Awarded to a lady candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus from examination centres within the Western Region .
4.	PAST PRESIDENT CHINUBHAI R. SHAH AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
		EITHER in ‘ <i>Company Secretarial Practice</i> ’ paper under the old syllabus OR in ‘ Advanced Company Law and Practice ’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centres within the <i>Western Region.</i>
5.	SUKHLAL C. MODY MEMORIAL PRIZE	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> EITHER in ‘ <i>Corporate Restructuring & Insolvency</i> ’ paper under the old syllabus OR in ‘ <i>Corporate Restructuring, Valuation and Insolvency</i> ’ paper under the new syllabus, taking into account performance of all successful candidates from examination centres within the <i>Western Region.</i>
6.	WIRC PAST CHAIRMAN V.K. MATHUR MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest marks</i> in ‘ <i>Drafting, Appearances and Pleadings</i> ’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the <i>Western Region.</i>
7.	SHRI KANHAIYALAL N. DUSANEWALA VAKIL (NANDURBAR) MEMORIAL AWARD	Awarded to a <i>lady</i> candidate who passes in all papers of the <i>Professional Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>second highest percentage of marks</i> in the aggregate taking into account the performance of all successful <i>lady</i> candidates under the old/new syllabus from examination centres within the <i>Western Region.</i>
8.	WIRC MEDAL	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <i>highest percentage of marks</i> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <i>Western Region.</i>
9.	WIRC CASH PRIZE	Awarded to a candidate who passes in all papers of the <i>Executive Programme Examination</i> , at first

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
		attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region .
10.	PAST PRESIDENT CHINUBHAI R. SHAH AWARD	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in 'Company Law' paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the Western Region .
11.	SUGUNA MEMORIAL PRIZE	Awarded to a lady candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus from examination centres within the Western Region .
12.	ELVINA PINTO MEMORIAL PRIZE AWARD	Awarded to a candidate who passes in all papers of the Foundation Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region .

AHMEDABAD CHAPTER OF WIRC (ICSI) PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	SHRISH H. SHAH MEMORIAL PRIZE	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Ahmedabad Centre(s).

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
2.	SHRISH H. SHAH MEMORIAL PRIZE	Awarded to a candidate who passes in all papers of the Executive Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Ahmedabad Centre(s).

PUNE CHAPTER OF WIRC (ICSI) PRIZE AWARDS

<i>Sl. No.</i>	<i>Name of the Prize Award</i>	<i>Criteria</i>
1.	SMT. SHAKUNTALABAI N. NAVARE & SHRI BHAGWAN D. BHAVE MEMORIAL AWARD	Awarded to a candidate who passes in all papers of the Professional Programme Examination , at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Pune Centre.

SCHOLARSHIP

“LATE P. D. BANGUR MEMORIAL MERIT SCHOLARSHIP”

(For pursuing studies for Professional Programme of “Company Secretaryship” Course)

(i) Eligibility Criteria for award of Scholarship :

To be awarded to a candidate who passes in all the papers of the **Executive Programme** examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the **highest percentage of marks** taking into account the performance of all successful candidates under the old/new syllabus in **Executive Programme** Examination on **all-India basis**.

Duration : For a period of 10 months from the month following the month of declaration of results of Executive Programme Examination

CHAPTER VI

DATE OF TRAINING, PRACTICAL EXPERIENCE AND TRAINING REQUIREMENTS AND MEMBERSHIP

6.1 A candidate who has passed the Professional Programme examination of the Institute is required to possess the practical experience and undergo the practical training or be exempted therefrom, as specified below for becoming eligible to Associate Membership of the Institute.

6.2 Practical Experience or Training

Every candidate registered as a student on or after the commencement of the Company Secretaries (Amendment) Regulations, 2001 (including a student registered *de novo*) and passing the Professional Programme Examination of the Institute and every candidate registered as a student before the commencement of the said regulations and who has not completed the training in accordance with the regulations in force within five years of date of his registration shall be required either:

- (a) to possess practical experience to the satisfaction of the Council in any one of the following manners, namely:
 - (i) One year experience as an Assistant/Deputy Company Secretary or any other post higher thereto in the Secretarial Department or three years' experience as Secretarial Officer/ Executive in Secretarial Department in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;
 - (ii) two years' experience as an executive or three years' experience as an assistant under a Company Secretary in whole-time practice or in a firm of such Company Secretaries, which in the opinion of the Council provides scope for acquiring sufficient professional experience;
 - (iii) three years' experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/internal audit or providing management consultancy services or three years' experience of continuous practice as an Advocate in a High Court having rendered services as Counsel/Advisor to a Company having paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;
 - (iv) three years' experience as an executive or four years' experience as an assistant in the secretarial, administration, accounts, finance, personnel

or legal departments in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having fixed assets of not less than rupees fifty lakhs including Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- (v) have acquired practical experience equivalent to those specified under clause (b) or clause (c) of this Regulation in such professional institutions in India or abroad as may be recognized by the Council in this behalf on reciprocal basis;

OR

- (b) to undergo training in the manner and areas specified by the Council for a period of fifteen months in a company having a paid-up share capital of not less than rupees fifty lakhs or any other institution or organization as may be approved by the Council from time-to-time;

OR

- (c) to undergo training under a Company Secretary in whole-time practice or in a firm of such Company Secretaries as approved by the Council for a period of fifteen months on whole-time basis working during normal working hours.

6.3 Training after passing Executive Programme Examination

A candidate who has passed the Executive Programme Examination of the Institute may commence his training with companies or under a company secretary in practice or a firm of company secretaries in practice, recognized for the purpose by the Institute with prior approval and sponsorship from the Institute for fifteen months.

6.4 Compulsory Practical Training

Every candidate passing the Professional Programme Examination of the Institute in addition to acquiring practical experience or undergoing training as stipulated in regulation 48 shall be required to undergo compulsory practical training for a total period of four months as specified below:

- (a) to undergo three months' training in a public limited company or body corporate having a paid-up share capital of not less than rupees twenty-five lakhs as approved by the Council from time-to-time in the following manner:
 - (i) Secretarial Department (including shares and Legal) - one month;
 - (ii) Finance and Accounts Department (including Costing, Management Accounting, Internal Audit and Taxation) - one month;
 - (iii) Administration Department (including Personnel, General Administration, Industrial, Public Relations, Marketing and Materials Management) - one month;

Provided that a candidate who has undergone training for a period of fifteen months as specified in clauses (b) and (c) of regulation 48 may be exempted from the requirement of clause (a) of this regulation:

Provided further that the Council may on an application made in this behalf by the candidate exempt him from undergoing practical training if the Council is satisfied that the candidate has already undergone the training prescribed by such professional institutions, in India or abroad as may be recognized by the Council in this behalf on reciprocal basis.

- (b) to attend and complete successfully Management Skills Orientation Programme for fifteen days in such manner and areas as determined by the Council and training in a specialized agency such as the Office of the Registrar of Companies, stock exchange, financial or banking institution or management consultancy firm for another fifteen days:

Provided that the Council may on an application made in this behalf by the candidate exempt him from undergoing Management Skills Orientation Programme and training in a specialized agency specified in clause (b) if the Council is satisfied that the candidate has already undergone the training prescribed by such professional institutions, in India or abroad as may be recognized by the Council in this behalf on reciprocal basis.

6.5 Exemption from undergoing practical training except Management Skills Orientation Programme (MSOP)

A candidate may be exempted from undergoing practical training for a maximum period of 3 ½ months except MSOP if he possesses at least one year's experience as assistant secretary or any post higher thereto in the secretarial department in a company or a body corporate having a paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous body, financial institution or bank which in the opinion of the Council, provides scope for acquiring sufficient professional experience.

6.6 Partial exemption from undergoing practical training

A candidate who has acquired practical experience as prescribed in para 6.2(a) above may be exempted for a maximum period of one month in any one of the three compulsory areas of practical training in company and a maximum period of fifteen days in a specialized agency such as the office of the Registrar of Companies, Stock Exchange, Financial or Banking Institutions, Management Consultancy firm provided the candidate gives documentary evidence to show that the candidate has acquired substantial portion of practical experience in that area.

6.7 Exceptions with regard to 6.2(a), 6.4 and 6.5

Any person not falling in all or any respect with regard to practical experience and practical training requirements as specified in 6.2(a), 6.4 and 6.5, but claims to have acquired practical experience and undergone practical training equivalent to those specified above may apply for full or partial exemption from acquiring practical experience or undergoing practical training as the case may be, and the

Council may determine each case for partial or total exemption except MSOP taking into account the evidence produced by such person or after interviewing him.

6.8 Training procedure

A candidate intending to undergo training should apply to the Institute in Form ST-10. The application form should be submitted in duplicate specifying the names and addresses of recognized companies/approved company secretaries in practice, in order of preference where training is to be undertaken. On receipt of the application, the Institute would forward the particulars of the candidates to the company/company secretary in practice as per the option given by the candidate. Further on receipt of confirmation about the selection of the candidate by the company/company secretary in practice, the Institute would issue sponsorship letter to the company or the company secretary in practice as the case may be in favour of the candidate. The candidate can commence the training on receipt of the sponsorship letter from the Institute after intimating the date of commencement of training with the company or under a company secretary in practice. Candidates undergoing training under a company secretary in practice are also required to execute an agreement with the company secretary in practice on a stamp paper of ₹10* and send the particulars to the Institute for registration in the prescribed format within 15 days from the date of commencement of training.

The Council of the Institute has decided the following training structure for the students registered for Executive Programme Course on or after 01/09/2009:

- (1) Every student registered for Executive Programme course is required to attend 7 days Student Induction Programme (SIP) organized by Regional Council/Designated Chapters of the Institute within 6 months from the date of registration for the Executive Programme.
- (2) Every student requiring to undergo 15 months training should compulsorily attend 8 days Executive Development Programme (EDP) organized by Regional Council/Designated Chapters of the Institute before sponsored for 15 months training in a company or under Company Secretaries in Practice.
- (3) Every student undergoing 15 months training is also required to attend 25 hours Professional Development Programme (PDP) which would be organized by the Institute and its Regional Councils/Chapters.
- (4) Every student after passing Professional Programme Examination and on completion of 15 months training or being exempted there from should compulsorily attend 15 days Management Skills Orientation Programme** (MSOP) organized by Regional Councils/Designated Chapters of the Institute and training in a specialized agency such as office of the Registrar of Companies, stock exchange, financial or banking institution or management consultancy firm for another fifteen days.

6.9 A candidate who has undergone training for a period of 15 months in a company or under a company secretary in practice may not be required to undergo 3 months compulsory practical training in the company after passing the Professional Programme examination.

* (For Delhi only. In case of other States, the value as may be applicable to the particular State where the contract is executed).

** SMTP is renamed as MSOP.

6.10 Similarly the Professional Programme pass candidates intending to claim exemption from training on the basis of working experience as prescribed under the Regulations should apply to the Institute in the Form ST-10 given in this Handbook along with the relevant supporting documents.

6.11 The students undergoing training in a company or under a company secretary in practice are required to send quarterly-reports specifying the details of training undertaken duly countersigned by the company secretary or training officer of the company/company secretary in practice as the case may be.

6.12 Any training undertaken without previously having been sponsored by the Institute will not be recognized. It may be noted that no cognizance or credit shall be given for training undertaken without the prior approval/ sponsorship of the Institute.

6.13 A candidate who claims to have possessed the requisite practical experience as specified in sub-clause (a) of para 6.2 and/or is seeking partial/total exemption from undergoing practical training is required to apply in the Form ST-10 and should attach with his application the following documents:

- (i) Appointment letter for past and present employer.
- (ii) Experience certificate, indicating exact designation, duration of service, salary drawn, and job contents in brief duly signed by the MD/Chief Executive/Authorised Signatories.
- (iii) A Copy of the annual report & accounts of the organization(s) for the relevant period; and
- (iv) Organization chart indicating the position of the applicant in the organization hierarchy duly certified by the MD/Chief Executive/ Authorised Signatories of the organization.
- (v) Salary slip for the beginning and the last pay drawn from the organization.

6.14 Proforma for Training

The proforma for training can be obtained from the Institute by sending a self-addressed envelope with stamp of the value of ₹ 5/- or can be typed from the format published in the Handbook - Career in Company Secretaryship or downloaded from the website of the Institute www.icsi.edu by clicking the training link.

6.15 Proof of Practical experience and training

A candidate who possesses the requisite practical experience and has undergone the requisite practical training or has been exempted therefrom shall be required to produce necessary documentary proof to the satisfaction of the Council along with his application in the appropriate form for Associate membership.

6.16 Requirement of certificate of fitness

Every applicant for membership claiming to have acquired the necessary practical experience and undergone the prescribed practical training shall be required to obtain certificate from at least two members having a standing of three years' membership as approved by the Council, certifying that in the opinion of the certifying members, the candidate is a fit and appropriate person to be admitted to the Associate Membership of the Institute.

6.17 Disciplinary action in connection with training including Management Skills Orientation Programme

In the event of any misconduct by a candidate undergoing training including Management Skills Orientation Programme (MSOP), the Council or the Disciplinary Committee may *suo motu* or on receipt of a complaint, if it is satisfied that the misconduct is proved after such investigation as it may deem necessary and after giving him an opportunity of being heard, reprimand the candidate or cancel or suspend his registration as a student or suspend or debar him from appearing in any one or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purposes of regulation 48 or regulation 50 or declare that such a candidate is not a fit and appropriate person to be admitted to the Associate Membership of the Institute.

Explanation - For the purposes of the regulation “misconduct” shall include “a behavior in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations of the organization in which he/she is undergoing training.”

6.18 Licentiate ICSI

A person who has completed the Professional Programme examination of the Institute may within six months from the date of declaration of results in which he has passed the Professional Programme examination, apply in Form ST-8 for enrolling him as a licentiate along with annual fee of ₹ 1000.

6.19 Attestation of Certificates

Candidates seeking licentiateship/membership are required to attach copies of date of birth & degree certificate duly attested by any officer of the Institute/ Executive Officer of a Regional Office/any office bearer of the Regional Council/ Chapter. Alternatively, original certificates and their copies may be sent along with the Licentiate/membership application form. Original certificates will be returned by registered post after necessary verification.

On being enrolled as a Licentiate of the Institute, he shall be entitled to use the descriptive letters “Licentiate ICSI” to indicate that he has qualified in the Professional Programme examination of the Institute. He is also provided the monthly journal “Chartered Secretary” having a subscription rate of ₹ 1000 per annum free of charge. Every student qualifying in the Professional Programme examination is, therefore strongly recommended to enroll himself as a ‘Licentiate ICSI’ as it helps him to have a medium of communication with the Institute’s activities and also to update his professional knowledge during the period he spends in acquiring experience or undergoing practical training for admission to associate membership. It will also facilitate him to maintain continuous link with the Institute. A licentiate shall not ordinarily be eligible to renew his enrolment for more than five years after completing/passing the Professional Programme examination.

Grant of licentiate does not confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be. However, such licentiate may be permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter subject to such conditions as may be imposed by the Council, Regional Council or Chapter as the case may be.

6.20 Application for Membership

A candidate who has passed the Professional Programme examination of the Institute and completed the training requirements in all respects or exempted therefrom on the basis of experience may apply for Associate membership of the Institute in the approved Form 'A' available on the website of the Institute www.icsi.edu. The form must be completed in all respects and no column should be left blank. If any item is not applicable, the words 'not applicable' should be stated. Candidates who are in employment at the time of filling of application must give office address in the column 'Professional Address'. In case professional address is not provided, the residential address would be treated as communication address by default and the same would be displayed on the website. The application should be accompanied with the following:-

1. Two fitness certificates in the prescribed form from the members of the Institute having at least three years standing as a member of the Institute.
2. A crossed demand draft for the requisite amount of the fee payable at the time of applying for membership as under:-
 - ₹ 1500 towards entrance fee
 - ₹ 1125 towards annual fee
(50 per cent payable if admitted between October and March)
 - ₹ 500 for Necktie (optional)
 - ₹ 100 for Lady Broach (optional)
3. A passport size photograph be pasted on the specimen signature card.
4. Scanned image of photograph in jpeg format be sent separately at e-mail Ids acs@icsi.edu / santosh.jha@icsi.edu .

Application for membership can be made online alongwith remittance of the requisite fee by net banking through Institute's portal www.icsi.in.

6.21.1 Associate Member

A person who has passed the Professional Programme examination of the Institute and has completed training requirements in all respects or exempted therefrom on the basis of experience shall be entitled to get himself enrolled as an Associate Member. On his admission to Associateship, he is entitled to use the descriptive letters "ACS" after his name to denote that he is an Associate Member of the Institute and also to use the designation "Company Secretary" under his name.

6.21.2 Fellow Member

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 other conditions stipulated in the Regulation 4 (2) of the Company Secretaries Regulations, 1982. Eligible members

may apply for Fellow Membership of the Institute in approved Form B available on the website of the Institute www.icsi.edu. The application should be accompanied with the following:

1. Experience Certificate indicating the designation, period of employment, details of nature of duties, paid up share capital of the organization issued by the competent authority or copy of certificate of practice of the respective professional body/ Institute;
2. A crossed demand draft for the requisite amount of the fee payable at the time of applying for Fellow membership as under:
 - ₹ 1000 towards entrance fee
 - ₹ 1500 towards annual fee

Members who have already paid the annual membership fee for the relevant year will pay the difference of annual membership from Associate to Fellow i.e. 375/- along with entrance fee of ₹ 1000/-.

Application for membership can be made online alongwith remittance of the requisite fee by net banking through Institute's portal www.icsi.in.

Upon his advancement to Fellowship, he is entitled to use the descriptive letters "FCS" after his name to denote that he is a Fellow Member of the Institute.

**SYLLABUS
FOR
FOUNDATION PROGRAMME**

PAPER 1: BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Level of Knowledge: Basic Knowledge

Objective: *To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws and entrepreneurship.*

Contents:

PART A: BUSINESS ENVIRONMENT (30 MARKS)

1. Business Environment

- Introduction and Features
- Concepts of Vision & Mission Statements
- Types of Environment:
 - Internal to the Enterprise
 - Value System, Management Structure and Nature, Human Resource, Company Image and Brand Value, Physical Assets, Facilities, Research & Development, Intangibles, Competitive Advantage
 - External to the Enterprise
 - **Micro:** Suppliers, Customers, Market Intermediaries
 - **Macro:** Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio-Cultural and International
- Business Environment with reference to Global Integration

2. Forms of Business Organization

Concept and Features in relation to following business models:

- Sole Proprietorship
- Partnership
- Company
- Statutory Bodies and Corporations
- HUF and Family Business
- Cooperatives, Societies and Trusts
- Limited Liability Partnership
- Other Forms of Organizations

3. Scales of Business

- Micro, Small and Medium Enterprises
- Large Scale Enterprises and Public Enterprises
- MNCs

4. Emerging Trends in Business

Concepts, Advantages and Limitations

- Network Marketing
- Franchising
- Business Process Outsourcing (BPO)
- E-Commerce
- M-Commerce

5. Business Functions

- Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy
- Supply Chain: Objectives, Importance, Limitations, Steps, Various Production Processes
- Finance: Nature, Scope, Significance of Financial Management, Financial Planning (Management Decisions – Sources of Funds, Investments of Funds, Distribution of Profits)
- Marketing: Concept, Difference between Marketing and Selling, Marketing Mix, Functions of Marketing
- Human Resources: Nature, Objectives, Significance
- Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology

PART B: BUSINESS LAWS (40 MARKS)

6. Introduction to Law

- Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law

- Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-Governance

8. Elements of Law relating to Partnership

- Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership

9. Elements of Law relating to Contract

- Contract – Meaning; Essentials of a Valid Contract; Nature and

Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods

- Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of Unpaid Seller

11. Elements of Law relating to Negotiable Instruments

- Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments

PART C: ENTREPRENEURSHIP (30 MARKS)

12. Entrepreneurship

- **Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship:** Who is an Entrepreneur, Why Entrepreneurship
- **Types of Entrepreneurs** - Idealist, Optimizer, Hard Worker, Sustainer, Improver, Advisor, Superstar, Artiste, Visionary, Analyst, Fireball, Juggler, Hero, Healer
- **Distinction Between Entrepreneur and Manager**
- **Entrepreneurship and Intrapreneurship:** Definition, Features, Examples and Difference

13. Entrepreneurship - Creativity and Innovation

- **Entrepreneurial Venture Initiation:** Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment
- **Assessment of Business Opportunities:** Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise
- **Entrepreneurial Motivation:** Meaning and Concept, Process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action
- **Developing Effective Business Plan**

14. Growth & Challenges of Entrepreneurial Venture

- **Strategic Planning for Emerging Venture:** Entrepreneurial Opportunities in Contemporary Business Environment
- **Financing the Entrepreneurial Business:** Resource Assessment—Financial and Non-Financial, Fixed and Working Capital Requirement, Funds Flow, Sources and Means of Finance
- **Managing the Growing Business:** Effecting Change, Modernization, Expansion, and Diversification

PAPER 2: BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Level of Knowledge: Basic Knowledge

Objectives: *To acquaint with the basic principles of management, ethics and communication techniques.*

Contents:

PART A: BUSINESS MANAGEMENT (40 Marks)

1. Nature of Management and its Process

- Meaning, Objectives, Importance; Nature of Management- Science, Art, Profession; Management Approaches; Management Functions- Planning, Organizing, Human Resource Management, Directing and Control; Principles of Management- Fayol's and Taylor's Principles; Managerial Skills; Task and Responsibilities of Professional Manager

2. Planning

- Concept, Features, Importance, Limitations; Planning Process; Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making

3. Organisation

- Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation

4. Human Resource Management

- Concept, Features, Importance, Limitations; Recruitment Process- Selection; Training and Development- Methods; Functions of Personnel Manager; Performance Appraisal

5. Direction and Co-ordination

- Direction: Concept, Features, Importance, Limitations; Elements of Direction –Supervision, Motivation, Leadership, Communication;
- Co-ordination: Concept, Features, Importance, Limitations; Types- Internal and External; Co-ordination- the Essence of Management

6. Controlling

- Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control- Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling

7. Recent Trends in Management

- Change Management
- Crisis Management
- Total Quality Management
- Risk Management
- Global Practices

PART B: BUSINESS ETHICS (20 MARKS)

8. Business Ethics

- Genesis, Concepts, Elements, Ethics in Business
- Challenges of Business Ethics and Corporate Leadership
- Ethical Principles in Business – Indian Perspective

PART C: BUSINESS COMMUNICATION (40 Marks)

9. Business Communication

- Concept, Features, Importance, Limitations; Means of Communication — Written, Oral, Visual, Audio-Visual
- Principles and Essentials of Business Communication
- Process of Communication
- Barriers to Communication

10. Essentials of Good English

- Grammar and Usage; Enriching Vocabulary, Words - Multiple Meaning, Single Word for a Group of Words - Choice of Words - Words Frequently Mis-spelt; Punctuations, Prefix and Suffix; Parts of Speech; Articles; Synonyms and Antonyms; Tenses; Idioms and Phrases; Foreign Words and Phrases commonly used; Abbreviations and Numerals; Pronunciation. Latin, French and Roman words which are used in abbreviated form like “e.g., RSVP, viz. etc.”

11. Business Correspondence

- Human Resource: Preparation of Resume, Job application, Drafting of Interview Letters, Call Letters and Offer of Appointment, Provisional and Final Appointment Orders; Goodwill Messages, Condolence Letters
- Purchase: Requests for Quotations, Tenders, Samples and Drawings; Purchase Order, Order Acceptance, Complaints and Follow-Up
- Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales Reports, Sales Promotion Matters, Customers’ Correspondence - Regarding Dues, Follow up Letters
- Accounts: Correspondence with Various Agencies; Banks - Regarding Over-Drafts, Cash Credits and Account Current, Insurance Companies - Regarding Payment, Renewal of Insurance Premium, Claims and their Settlement
- Secretarial: Correspondence with Shareholders and Debenture-Holders Pertaining to Dividend and Interest, Transfer and Transmission, Stock Exchanges, Registrar of Companies and Various Authorities like Reserve Bank of India, SEBI
- Introduction to Preparation of Agenda and Minutes for Meetings

12. Administration

- Drafting of Messages; Messages through Electronic Media; Public Notices and Invitations; Representations to Trade Associations, Chambers of Commerce and Public Authorities

13. Inter-departmental Communication

- Internal Memos; Office Circulars; Office Orders; Office Notes; Representation to Chief Executive and Replies thereto; Communication with Regional/Branch Offices

14. Preparation of Press Releases

15. E-Correspondence

PAPER 3: BUSINESS ECONOMICS

Level of Knowledge: Basic Knowledge

Objective: *To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.*

Contents:

PART A: ECONOMICS (70 MARKS)

1. Nature and Scope of Economics

- Economics : Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialistic Economy, Mixed Economy); Economic Cycles; Inflation and Recession

2. Theory of Demand and Supply

- Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers' Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer's Behaviour – Marshallian Approach and Indifference Curve Approach

3. Theory of Production, Costs and Revenue

- Meaning and Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers' Equilibrium

4. Forms of Markets and its Equilibrium

- Forms of Markets - Meaning and Characteristics
- Price and Output Determination - Equilibrium for Firm and Industry under
 - Perfect Competition
 - Monopoly
 - Monopolistic Competition

5. Money and Banking

- Concept of Money - Functions; Quantity Theory of Money; Credit Creation
- Central Bank (Reserve Bank of India) - Role and Functions
- Commercial Banks - Role and Functions
- Monetary Policy in India

6. Basic Characteristics of Indian Economy

- Development Initiatives through Five Year Plans
- Agriculture
 - Causes of Low Productivity
 - Farm Size Productivity Debate
 - Land Reforms: Meaning, Importance and Evaluation
 - Green Revolution and its Effects
 - Globalisation and Indian Agriculture
- Industry
 - Development Policies and Experience
 - Industrial Policy Resolutions

- New Industrial Policy 1991

7. Selected Areas of Indian Economy

- Population - Size, Rate of Growth and its Implication for Growth
- Poverty - Absolute and Relative Poverty and Main Programmes for Poverty Alleviation
- Unemployment - Types, Causes and Incidence of Unemployment
- Infrastructure - Energy, Transportation, Communication, Health and Education

PART B: ELEMENTARY STATISTICS (30 MARKS)

8. Statistics: An Overview

- Definition and Functions of Statistic; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics

9. Collection and Presentation of Statistical Data

- Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs

10. Measures of Central Tendency

- Mean
- Median
- Mode
- Standard Deviation

11. Mathematics of Finance

- Simple Interest
- Compound Interest
- Present Value & Future Value of an Annuity

12. Probability

- Sample Spaces, Events and Probability
- Set Theory: Union, Intersection, and Complement of Events
- Conditional Probability, Intersection, and Expected Value
- Random Variable, Probability Distribution, and Expectation

13. Index Numbers and Time Series Analysis

- Familiarization with the concepts relating to Index Numbers and Time Series (Simple Numerical Problems)

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic Knowledge

Objective: *To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.*

Contents:

PART A: FUNDAMENTALS OF ACCOUNTING (70 MARKS)

1. Theoretical Framework

- Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates

2. **Accounting Process**
 - Documents & Books of Accounts : Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
 - Capital and Revenue : Expenditures and Receipts; Contingent Assets and Contingent Liabilities
 - Rectification of Errors
3. **Bank Reconciliation Statement**
 - Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement
4. **Depreciation Accounting**
 - Methods, Computation and Accounting treatment of Depreciation; Change in Depreciation Methods
5. **Preparation of Final Accounts for Sole Proprietors**
 - Preparation of Profit & Loss Account, Balance Sheet
6. **Partnership Accounts**
 - Goodwill
 - Nature of Goodwill and Factors affecting Goodwill
 - Methods of Valuation : Average Profit, Super Profit and Capitalization Methods
 - Treatment of Goodwill
 - Final Accounts of Partnership Firms
 - Admission of a Partner
 - Retirement/Death of a Partner
 - Dissolution of a Partnership Firm
7. **Introduction to Company Accounts**
 - Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

PART B: FUNDAMENTALS OF AUDITING (30 MARKS)

8. **Auditing**
 - Concepts and Objectives
 - Principles of Auditing
 - Types of Audit
 - Evidence in Auditing
 - Audit Programmes
9. **Audits and Auditor's Reports**
 - Internal Audit
 - Statutory Auditor : Appointment, Qualification, Rights and Duties
 - Secretarial Audit: An Overview
 - Cost Audit: An Overview
 - Auditor's Report : Meanings, Contents, Types, Qualifications

EXECUTIVE PROGRAMME

MODULE I

PAPER 1: COMPANY LAW

Level of Knowledge: Expert Knowledge

Objective: To acquire knowledge and develop understanding of the regulatory framework of companies with reference to various provisions of Companies Act and its schedules, rules, notifications, circulars, clarifications there under including case laws and Secretarial standards.

Detailed contents:

1. Introduction

Historical Development of Concept of Corporate Law in India.

Company – Definition, Meaning, Nature and its Characteristics.

Nature and Forms of Business.

Company vis-à-vis other Forms of Business.

Concept of Corporate Personality, Corporate Veil, Limited Liability and Citizenship.

2. Incorporation and its Consequences

Types of Companies and their incorporation.

Promoters – Meaning, Position, Duties, Rights, Responsibilities and Liabilities.

Formation of Companies – Procedural Aspects.

Memorandum of Association & Articles of Association and their Alteration.

Contracts and Conversion of Companies.

Commencement of Business.

Doctrine of *Ultra-Vires*, Constructive Notice, Indoor Management, *Alter Ego*.

3. Financial Structure

Concept of Capital and Financing of Companies – Sources of Capital; Classes and Types of Shares; Equity Shares with Differential Rights; Issue of Shares at Par, Premium and Discount; Forfeiture and Surrender of Shares; Bonus Issues; Rights Issues; Issue of Sweat Equity Shares; Employees Stock Option Scheme; Private Placement; preference shares and other forms of securities.

Alteration of Share Capital – Reduction of Capital; Buy-Back of Shares.

Prospectus – Definition; Abridged Prospectus; Red-Herring Prospectus; Shelf Prospectus; Information Memorandum; Contents, Registration; Misrepresentations and Penalties.

Debt Capital – Debentures, Debenture Stock, Bonds; Recent Trends and Dynamics of Corporate Debt Financing; Debenture Trust Deed and Trustees; Conversion of and Redemption of Debentures.

Securing of Debts: Charges; Creation, Modification and Satisfaction of Charges.

Allotment and Certificates – General Principles and Statutory Provisions related

to Allotment; Minimum Subscription; Irregular Allotment; Procedure of Issue of Share Certificates and Warrants.

4. Membership in a Company

Modes of Acquiring Membership.

Rights and Privileges of Members, Register of Members.

Dematerialisation and Rematerialisation of Securities.

Transfer and Transmission of Securities in Physical and Dematerialized forms.

Nomination.

5. Management and Control of Companies

Directors – Types, Director's Identification Number (DIN), Appointment/ Reappointment, Qualifications, Disqualifications, Vacation of Office, Retirement, Resignation and Removal of Managing and Whole-Time Directors and Manager.

Role and Responsibilities of Directors.

Powers and Duties.

Loans to Directors.

Remuneration of Directors.

Office or Place of Profit.

Contracts in which Directors are Interested.

Board of Directors and its Committees.

Company Secretary – Appointment, Role and Responsibilities.

Company Secretary as a Key Managerial Personnel.

Meetings:

Meetings of Board and Committees – Frequency, Convening, Proceedings, Video Conferencing of Board/Committee(s); Resolution by Circulation; Minutes and Evidence.

General Meetings – Kinds of Meetings; Law, Practice and Procedure relating to Convening and Proceedings at General and Other Meetings; Notice, Quorum, Chairman, Proxy, Voting including voting through Electronic Means; Resolutions, Circulation of Members' Resolution, etc.; Postal Ballot; Recording, Signing and Inspection of Minutes.

Distribution of Powers of a Company – Division of Powers between Board and General Meetings; Acts by Directors in Excess of Authority; Monitoring and Management.

Sole Selling and Buying Agents – Meaning, Appointment and Reappointment, Removal; Powers of Central Government and Rules Framed for the Purpose.

6. Investments, Loans and Deposits

Law relating to making investments in and granting loans to other bodies corporate and giving guarantees and providing security.

Acceptance of Deposits, Renewal, Repayment, Default and Remedies.

7. Accounts and Audit

Books of Accounts.

Financial Statements.

Auditors – Appointment, Resignation and Removal; Qualification and Disqualification; Rights, Duties and Liabilities.

Audit and Auditor's Report.

Cost Audit and Special Audit.

8. Dividends

Profit and Ascertainment of Divisible Profits.

Declaration and Payment of Dividend.

Treatment of Unpaid and Unclaimed Dividend.

Transfer of Unpaid and Unclaimed Dividend to Investor Education and Protection Fund.

Board's Report and Disclosures Contents and Annexure to Board's Report.

Directors' Responsibility Statement – Preparation and Disclosures.

Compliance Certificate – Need and Objective; Issue and Signing by Practising Company Secretary.

Corporate Governance Report.

9. Registers, Forms and Returns

Statutory Books and Registers prescribed under various provisions of the Company Law – Maintenance, Authentication Place of Keeping and Inspection.

Filing of various Forms and Returns with the Authorities.

Procedure and Penalties for Delayed Filing.

Annual Return – Nature and Significance; Contents; Certification by Practising Company Secretary.

10. Inspection and Investigation

Inspection of Documents.

Powers of the Inspector.

Seizure of Books and Documents.

Inspector's Report.

Power of the Registrar of Companies.

Investigation into Affairs of the Company.

11. Majority Rule and Minority Rights

Law relating to Majority Powers and Minority Rights.

Shareholder Remedies – Actions by Shareholders; Statutory Remedies; Personal Actions.

Prevention of Oppression and Mis-Management.

12. Merger, De-merger, Amalgamation, Compromises and Arrangements – An Overview

13. Producer Companies

Concept, Formation, Functioning and Dissolution.

14. Limited Liability Partnerships

Concept, Formation, Membership, Functioning and Dissolution.

15. Application of Company Law to Different Sectors

Banking.

Insurance.

Others.

16. Offences and Penalties

Introduction.

Officer in Default.

Penalties.

17. Compounding of Offences

18. Winding up of Companies – An Overview

Concept and Modes.

19. Striking Off Name of Companies

20. An Introduction to E-Governance and XBRL

PAPER 2: COST AND MANAGEMENT ACCOUNTING

Level of Knowledge: Working Knowledge

Objective: To acquire knowledge and understanding of the concepts, techniques and practices of cost and management accounting and to develop skills for decision making.

Detailed contents:

1. Introduction to Cost and Management Accounting

Cost Accounting: Evolution, Meaning, Objectives and Scope.

Concepts of Costs , Classifications and Elements of Cost.

Cost Centre and Cost Unit.

Methods and Techniques of Costing.

Cost Accounting Standards.

Installation of a Costing System.

Practical Difficulties in Installing a Costing System.

Role of Cost Accountant in Decision Making.

Management Accounting: Evolution, Meaning, Objectives and Scope.

Tools and Techniques of Management Accounting.

Relationship of Cost Accounting, Financial Accounting, Management Accounting and Financial Management.

Conflicts in Profit versus Value Maximisation Principle.

Role of Management Accountant in Decision Making.

2. Material Cost

Materials Control – Concept and Techniques.

Procurement Procedures and Documentation: Methods of Purchasing; Procedure of Purchases, Stores and Issue of Material; Stock Verification.

Methods of Pricing of Material: FIFO, LIFO, Simple Average, Weighted Average.

Accounting and Control of Material Losses, Wastage, Scrap, Spoilage and Defectives.

Inventory Management: Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC Analysis; Stock Verification and Perpetual Inventory.

3. Labour Cost

Meaning and Classification of Labour Costs.

Accounting and Control of Labour Costs.

Time Keeping and Time Booking.

Attendance and Payroll Procedures, Time Recording, Overtime and Idle Time.

Labour turnover and Remedial Measures.

Efficiency Rating Procedures; Remuneration Systems and Incentive Schemes.

4. Direct Expenses and Overheads

Direct Expenses: Meaning, Nature, Collection, Classification and Treatment of Direct and Indirect Expenses.

Overheads: Meaning, Nature, Collection and Classification Functional Analysis: Factory, Administration, Selling, Distribution, Research and Development.

Behavioural Analysis: Fixed, Variable, Semi variable and Step Cost Allocation, Apportionment, Absorption and Control of Overheads.

Preparation of Cost Sheet.

5. Activity Based Costing (ABC)

Meaning, Importance, Characteristics.

Elements and Steps involved.

ABC vs. Traditional Costing.

Uses and Limitations.

6. Cost Records

Cost Ledgers – Integrated Accounts and Non-Integrated Accounts.

Reconciliation of Cost and Financial Accounts.

7. Costing Systems

Unit and Output Costing.

Job Costing: Job Cost Cards, Collecting Direct Costs, Allocation of Overheads and its Applications.

Batch Costing: Features and Applications.

Contract Costing: Features, Distinction between Job and Contract Costing, Progress Payments, Retention Money, Escalation Clause, Contract Accounts, Accounting for Material, Accounting for Plant Used in a Contract, Contract Profit and Accounting Entries.

Process Costing: Features, Applications and Types of Process Costing, Process Loss, Abnormal Gains and Losses, Equivalent Units, Inter-Process Profit, Joint Products, By-Products and Accounting.

Service Costing: Features and Applications, Unit Costing and Multiple Costing, Application, Identification of Cost Unit and Cost Determination and Control.

8. Marginal Costing

Meaning, Advantages, Limitations and Applications.

Breakeven Analysis.

Cost-Volume Profit Analysis.

P/V Ratio and its Significance.

Margin of Safety.

Absorption Costing: System of Profit Reporting and Stock Valuation.

Difference between Marginal Costing and Absorption Costing.

Income Measurement under Marginal Costing and Absorption Costing.

9. Standard Costing

Definition, Significance and Applications.

Various Types of Standards.

Installation of Standard Costing System-for Material, Labour, and Overhead.

Variance Analysis for Materials, Labour and Overheads and Accounting

Treatment of Variances.

Benchmarking for Setting of Standards.

Variance Reporting to Management.

10. Budget, Budgeting and Budgetary Control

Budget Concept, Manual.

Fixed and Flexible Budgets.

Preparation and Monitoring of Various Types of Budgets.

Budgetary Control System: Advantages, Limitations and Installation.

Zero Base Budgeting.

Programme and Performance Budgeting.

11. Cost Accounting Records and Cost Audit

Nature and Scope of Cost Audit.

Cost Accounting Records and Cost Audit under Companies Act, 1956.

Purpose, Scope and Advantages of Cost Audit.

Implementing Authorities of Cost Audit.

Cost Audit Techniques and Programmes.

Cost Audit Report.

Cost Auditor – Appointment, Rights and Responsibilities.

12. Analysis and Interpretation of Financial Statements

Financial Statements: Nature, Attributes, Objectives, Importance, Limitations.

Recent Trends in Presenting Financial Statements.

Financial Statements Analysis: Types, Methods, Objectives, Limitations.

Ratio Analysis: Accounting, Uses, Classification, Advantages, Limitations.

Cash Flow Statement.

Fund Flow Statement.

Difference between Cash Flow and Fund Flow Statement.

Management Reporting.

PAPER 3: ECONOMIC AND COMMERCIAL LAWS

Level of Knowledge: Part A-Advance Knowledge

Part B-Working Knowledge

Objective: To acquire knowledge and understanding of Economic and Commercial Laws.

Detailed contents:

PART A: ECONOMIC LAWS (70 Marks)

1. Foreign Exchange Management

Objectives and Definitions under FEMA, 1999.

Current Account Transactions and Capital Account Transactions.

FDI Policy.

Foreign Direct Investment in India and Abroad.

Acquisition and Transfer of Immovable Property in India and Abroad.

Establishment of Branch, Office etc. in India.

Export of Goods and Services.

Realization and Repatriation of Foreign Exchange.

Authorized Person.

Penalties and Enforcement.

Foreign Contribution (Regulation) Act, 2010.

Foreign Contributions and Hospitality.

Exemptions.

Powers of Central Government.

Adjudication, Appeal and Compounding.

Offences and Penalties.

2. Foreign Trade Policy and Procedures

Main Features.

Special Focus Initiatives.

Served from India Scheme.

Export Promotion Council.

Vishesh Krishi and Gram Udyog Yojana.

Focus Market Scheme; Focus Product Scheme; Duty Exemption and Remission Schemes; Advance Authorization Scheme; DFRC; DEPB; EPCG, etc.

EOUs, EHTPs, STPs, BPTs and SEZs.

3. Competition and Consumer Protection

Concept of Competition.

Development of Competition Law.

Competition Policy.

Competition Act, 2002 – Anti Competitive Agreements, Abuse of Dominant Position, Combination, Regulation of Combinations, Competition Commission of India; Appearance before Commission and Appellate Tribunal, Compliance of Competition Law.

Consumer Protection Act, 1986.
Consumer Protection in India.
Genesis of the Law and Objects.
Rights of Consumers.
Nature and Scope of Remedies.
Appearance before Consumer Dispute Redressal Forums.

4. Intellectual Property Rights

Introduction – GATT, WIPO and TRIPS.
Concept and Development of Intellectual Property Law in India.
Law and Procedure Relating to Patents, Trade Marks and Copyrights.
Geographical Indications.
Design Act.
Overview of Laws Relating to Other Intellectual Property Rights.
Intellectual Property Appellate Board.

5. Law relating to Arbitration and Conciliation

Introduction to UNCITRAL MODEL LAW.
Law of Arbitration in India.
Types of Arbitration.
Appointment of Arbitrators – Procedure.
Judicial Intervention.
Venue – Commencement.
Award – Time limit, Enforceability, Interest.
Recourse against Award – Appeals.
Conciliation and Compromise.
International Commercial Arbitration ; Foreign Awards.
Arbitration Agencies – ICADR, ICA, Chambers of Commerce, Professional Arbitrators.
Alternate Disputes Resolution.

6. Law relating to Transfer of Property

Important Definitions.
Types of Properties.
Movable and Immovable Property.
Properties which cannot be Transferred.
Rule Against Perpetuities.
Lis Pendens.
Provisions Relating to Sale.
Mortgage, Charge, Lease, Gift and Actionable Claim.

7. Law relating to Stamps

Methods of Stamping.
Consequences of Non-Stamping and Under-Stamping.
Impounding of Instruments.
Construction of Instruments for Determination of Stamp Duty Payable.

Adjudication.
Allowance and Refund.
Penal Provisions.
Concept of E-Stamping.

8. Law relating to Contract

Contract – Introduction.
Legality of Objects.
Standard Form of Contract.
Multinational Agreement.
E-Contracts.
Strategies and Constraints to enforce Contractual Obligations.
Special Contracts: Indemnity and Guarantee; Bailment and Pledge; Law of Agency.

9. Prevention of Money Laundering

Genesis.
Prevention of Money Laundering Act, 2002.
Concept and Definitions, Various Transactions, etc.
Obligations of Banks and Financial Institutions.
RBI Guidelines on KYC.

PART B: COMMERCIAL LAWS (30 Marks)

10. Law relating to Essential Commodities, Weights and Measures

Overview of Essential Commodities Act, 1955.
Objects.
Powers of Central Government.
Seizure and Confiscation of Essential Commodities.
Summary Trial.
The Legal Metrology Act, 2009.

11. Law relating to Societies

General Concept Relating to Registration of Societies.
Property of Societies.
Suits by and against Societies.
Enforcement of Judgment against Societies.
Dissolution of Societies.

12. Law relating to Trusts

General Concept relating to Trusts.
Creation of Trust.
Duties and Liabilities of Trustees.
Rights and Powers of Trustees, Disabilities of Trustees.
Rights and Liabilities of the Beneficiary.

13. Industries Development and Regulation

Objects and Definitions.
An Overview of Industrial Policy.

Regulatory Mechanism under IDRA.

The Micro, Small and Medium Enterprises Development Act, 2006.

14. Law relating to Pollution Control and Environmental Protection

Concept of Sustainable Development, Bio Diversity and Carbon Credit.

Government Policy Regarding Environment.

Law Relating to Prevention and Control of Air Pollution and Water Pollution.

Environment (Protection) Act, 1986.

National Green Tribunal.

Appearance before Environment Tribunal/Authority.

Public Liability Insurance Act, 1991.

15. Law relating to Registration of Documents

Registration of Documents – Compulsory and Optional.

Time and Place of Registration.

Consequences of Non-Registration.

Description of Property.

Miscellaneous Provisions.

PAPER 4: TAX LAWS AND PRACTICE

Level of Knowledge: Working Knowledge

Objective: To acquire expert knowledge of practical and procedural aspects relating to Direct Tax Laws, Service Tax and VAT.

Detailed contents:

PART A: INCOME TAX AND WEALTH TAX (70 Marks)

1. Basics and Definitions – Income Tax Act , 1961

Background, Concept and Mechanism of Income Tax.

Definitions, Concept of Income, Previous Year, Assessment Year, Distinction between Capital and Revenue Receipts and Expenditure, Residential Status.

Basis of Charge and Scope of Total Income.

2. Incomes which do not form part of Total Income

3. Computation of Total Income under Various Heads

Salaries, Income from House Property, Profit and Gains of Business or Profession, Capital Gains, Income from Other Sources.

4. Income of Other Persons included in Assessee's Total Income; Aggregation of Income and Set Off or Carry Forward of Losses; Various Deductions to be made in Computing Total Income, Rebates and Relief's; Applicable Rates of Taxes and Tax Liability.

5. Taxation of Individuals including Non-Residents, Hindu Undivided Family, Firms, LLP, Association of Persons, Cooperative Societies, Trusts, Charitable and Religious Institution.

6. Classification and Tax Incidence on Companies; Computation of Taxable

Income and Assessment of Tax Liability, Dividend Distribution Tax, Minimum Alternate Tax and Other Special Provisions Relating to Companies.

7. Tax Deduction at Source, Tax Collection at Source, Recovery and Refund of Tax; Provisions of Advance Tax.
8. Provisions concerning Procedure for Filing Returns, Signatures, E-Filing, Assessment, Reassessment and Settlement of Cases Special Procedure for Assessment of Search Cases, E-Commerce Transactions, Liability in Special Cases, Collection and Recovery of Tax; Refunds, Appeals and Revisions; Penalties Imposable, Offences and Prosecution.

9. Tax Planning & Tax Management

Concept of Tax planning, Tax planning with reference to setting up a New Business; Location; Nature of Business; Tax Holiday, etc. Tax Planning with regard to Specific Management Decisions such as Mergers and Takeovers; Employees' Remuneration; Voluntary Retirement Tax Planning with reference to Financial Management Decisions such as Borrowing or Investment Decisions; Reorganization or Restructuring of Capital.

10. Wealth Tax Act, 1956

Background, Concept and Charge of Wealth Tax.

Assets, Deemed Assets and Assets Exempt from Tax.

Valuation of Assets, Computation of Net Wealth.

Return of Wealth Tax and Provisions concerning Assessment.

11. Basic Concepts of International Taxation

Residency Issues; Source of Income; Tax Havens; Withholding Tax, Unilateral Relief and Double Taxation Avoidance Agreements Controlled Foreign Corporation, Advance Rulings and Tax Planning, Authority for Advance Rulings.

12. Transfer Pricing

Concepts, Meaning of International Transactions.

Computation of Arm's Length Price & Methods.

Documentation and Procedural Aspects.

13. General Anti Avoidance Rules (GAAR)

PART B - SERVICE TAX & SALES TAX (30 Marks)

14. An Overview of Service Tax: Background, Negative List Approach, Taxable Services, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of Service Tax.
15. An Overview of Value Added Tax: Legislative Background, Concept of VAT, Declared Goods, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of VAT.
16. Central Sales Tax; Tax on Inter- State Trade and Exports - Registration, Preparation and Filing of E>Returns, Rates of Tax, Assessment and Refunds.

MODULE II
**PAPER 5: COMPANY ACCOUNTS AND
AUDITING PRACTICES**

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge and understanding of the concepts, principles and practices of company accounts and auditing in accordance with statutory requirements.

Detailed contents:

PART A: COMPANY ACCOUNTS (70 Marks)

1. Share Capital

Issue of Shares: at Par, at Premium, at Discount, on Conversion and for consideration other than Cash; Forfeiture and Re-issue of Shares, Buyback of Shares, Redemption and Conversion of Preference Shares, Bonus Shares, Rights Issue, ESOPs, ESPS, Sweat Equity Shares.

Alteration of Share Capital.

Underwriting of Shares.

2. Debentures

Issue of Debentures: at Par, at Premium, at Discount and for consideration other than Cash.

Accounting Treatment and Procedures.

Redemption of Debentures.

Conversion of Debentures into Shares.

3. Final Accounts of Companies

Conceptual Framework, Preparation and Presentation of Financial Statements, Schedule VI, Interpretation and Scrutiny of Balance sheet.

Treatment of Profit Prior to Incorporation, Preoperative and Preliminary Expenses.

Preparation of Final Accounts under Company Law.

4. Corporate Restructuring

Concept and Accounting Treatment as per AS.

Methods of Amalgamations Accounting.

The Pooling of Interests Method.

The Purchase Method.

Consideration.

Treatment of Reserves, Goodwill and Pre- Acquisition & Post-Acquisition Profit.

Accounting in the books of Transferor and Transferee.

Merger and De-merger.

Acquisition of Business.

Internal Reconstruction.

5. Consolidation of Accounts

Holding and Subsidiary Companies - Accounting Treatment, Disclosures and Consolidation of Accounts.

6. Valuation of Shares and Intangible Assets

Valuation of Shares, Methods of Valuation, Price Earning Multiple Valuation, Discounted Cash Flow (DCF) Method.

Valuation of Intangibles: Brand, Goodwill and IPRs.

7. Liquidation of Company

Preparation of Statement of Affairs including Deficiency /Surplus Account.

8. Corporate Financial Reporting

Various Requirements of Corporate Reporting.

Value Added Statements: Economic Value Added (EVA), Market Value Added, Shareholders' Value Added.

9. Accounting Standards

Relevance and Significance.

National and International Accounting Standards and Authorities.

Adoption, Convergence and Interpretation of International Financial Reporting Standards (IFRS) and Accounting Standards in India.

PART B: Auditing Practices (30 Marks)

10. Auditing Concepts

Nature, Scope and Significance of Auditing.

Basic Principles Governing an Audit.

Overview of Auditing and Assurance Standards- National and International.

11. Types of Company Audit

Statutory Audit.

Internal Audit.

Branch Audit.

Joint Audit.

Special Audit.

CAG Audit.

12. Internal Audit

Forms of Audit - Propriety Audit, Compliance Audit and Efficiency Audit.

Nature, Scope and Techniques of Internal Audit; Functions and Responsibilities of Internal Auditors; Organisational Status of Internal Auditing Function, Internal Audit vis-à-vis Statutory Audit.

13. Internal Control

Nature, Scope And Elements

Internal Control distinguished from Internal Check and Internal Audit.

Techniques of Internal Control System, Flow Charts, Internal Control Questionnaires.

Steps for Internal Control and Audit Evaluation.

Audit Testing – Need For Sampling and Various Approaches to Statistical Sampling.

Inter-Firm and Intra-Firm Comparisons – Ratio And Trend Analysis; Audit In Depth.

14. Review of Internal Control

Review of Purchasing Operations.

Review of Efficacy of Management Information System.

Review of Selling and Distribution Policies and Programmes.

Review of Manufacturing Operations.

Review of Personnel Policies.

Appraisal of Management Decisions.

15. Audit Engagement and Documentation

Audit Procedures: Audit Plan , Audit Programme, Vouching and Verification.

Documentation: Audit Working Papers and Files.

Sampling, Test Checking, Techniques of Test Checks.

PAPER 6: CAPITAL MARKET AND SECURITIES LAWS

Level of Knowledge: Expert Knowledge

Objective: To acquire knowledge and understanding of securities laws and the regulatory framework of capital markets.

Detailed contents:

PART A: Capital Market (60 Marks)

1. Overview of Capital Market

Indian Capital Market.

Authorities Governing Capital Markets in India.

Profile of Securities Market.

Securities Market Reforms and Regulatory Measures to Promote Investor Confidence.

Features of Developed Capital Market: IOSCO.

Overview of Depository System in India.

2. Capital Market Instruments and Rating

Capital Market Instruments: Equity, Debentures, Preference Shares, Sweat Equity, Non-Voting Shares, Share Warrants.

Pure, Hybrid and Derivatives.

Rating and Grading of Instruments: Concept, Scope and Significance, Regulatory Framework.

Rating Agencies in India, Rating Methodologies.

3. Securities Market Intermediaries

Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees,

Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists.

4. Market Infrastructure Institutions - Stock Exchanges

Functions and Significance of Stock Exchanges.

Operations and Trading Mechanism of Stock Exchanges.

Settlement of Securities, Stock Market Indices, Risk Management, Surveillance Mechanism at Stock Exchanges, Straight through Processing.

Demutualization of Stock Exchanges.

SME Exchange.

5. Debt Market

Debt Market: Instruments, Listing, Primary and Secondary Segment.

6. Money Market

Growth of Money Market in India – Structure and Institutional Mechanism.

Money Market Instruments: Treasury Bills, Commercial Bills, Commercial Paper, Factoring Agreements & Discounting of Bill.

7. Mutual Funds

Mutual Fund: Introduction, Definitions, Schemes, Risks Involved, Setting Up of Mutual Funds, Role in Financial Market.

Advantage of Investment in Mutual Fund.

Concept of Trustee and Asset Management Company.

Legal & Regulatory Framework.

Offer Document, Accounting Valuation & Taxation.

Investment Management: Equity & Debt Portfolio, Measuring & Evaluating Mutual Fund Performance.

Investor's Rights and Obligations.

8. Venture Capital

Concept of Venture Capital.

Registration, Investment Conditions and Restrictions.

Foreign Venture Capital Investors.

Private Capital Funds.

9. Collective Investment Schemes

Regulatory Framework.

Restrictions on Business Activities.

Submission of Information and Documents.

Trustees and their Obligations.

10. Resource Mobilization in International Capital Market

Listing of Securities Issued Outside India.

Foreign Currency Convertible Bonds.

Global Depository Receipts.

American Depository Receipts.

External Commercial Borrowings.

Procedure for Issue of Various Instruments.

11. Indian Depository Receipts

Indian Depository Receipts: Procedure for Making Issue of IDRs, Conditions for Issue of IDRs, Listing of IDRs.

PART B: Securities Law (40 Marks)

12. Securities Contracts (Regulation) Act, 1956

13. SEBI Act, 1992

Objective, Power and Functions of SEBI.

Securities Appellate Tribunal, Appeals, Appearance before SAT.

14. Depositories Act, 1996

Definitions, Setting up of Depository, its type, Role and Functions.

Depository Participants.

Admission of Securities.

Difference between Dematerialization & Rematerialisation.

Depository Process.

Inspection and Penalties.

Internal Audit and Concurrent Audit of Depository Participants.

15. Issue and Listing of Securities

Listing of Securities.

Issue of Capital and Disclosure Requirements (ICDR).

Procedure for Issue of Various Types of Shares and Debentures.

Employee Stock Option Scheme and Employee Stock Purchase Scheme.

Delisting of Securities.

16. Regulatory Framework relating to Securities Market Intermediaries

Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Custodians, Credit Rating Agencies, Venture Capitalists.

17. An Overview of Law relating to Insider Trading and Takeovers

PAPER 7: INDUSTRIAL, LABOUR AND GENERAL LAWS

Level of Knowledge: Working Knowledge

Objective: To acquire knowledge and understanding of Industrial, Labour and General Laws.

Detailed contents:

PART A: INDUSTRIAL AND LABOUR LAWS (70 Marks)

1. Factories Act, 1948

Object and Scope.

Application and Major Provisions of the Act.

- 2. Minimum Wages Act, 1948**
Object and Scope.
Application and Major Provision of Minimum Wages Act.
- 3. Payment of Wages Act, 1936**
Object and Scope.
Application and Major Provisions of the Act.
- 4. Equal Remuneration Act, 1976**
Object and Scope.
Application and Major Provisions of the Act.
- 5. Employees' State Insurance Act, 1948**
Object and Scope.
Application and Major Provisions of the Act.
- 6. Employees' Provident Funds and Miscellaneous Provisions Act, 1952**
Object and Scope.
Application and Major Provisions of the Act.
- 7. Payment of Bonus Act, 1965**
Object and Scope.
Application and Major Provisions of Payment of Bonus Act.
- 8. Payment of Gratuity Act, 1972**
Object and Scope.
Application and Major Provisions of Payment of Gratuity Act.
- 9. Employees Compensation Act, 1923**
Object and Scope.
Application and Major Provisions of the Act.
- 10. Contract Labour (Regulation and Abolition) Act, 1970**
Object and Scope.
Application and Major Provisions of the Act.
- 11. Maternity Benefit Act, 1961**
Object and Scope.
Application and Major Provisions of the Act.
- 12. Child Labour (Prohibition and Regulation) Act, 1986**
Object and Scope.
Application and Major Provisions of the Act.
- 13. Industrial Employment (Standing Orders) Act, 1946**
Object and Scope.
Application and Major Provisions of the Act.
- 14. Industrial Disputes Act, 1947**
Object and Scope.
Application and Major Provisions of the Act.

15. Trade Unions Act, 1926

Object and Scope.

Application and Major Provisions of the Act.

16. The Labour Laws Exemption from Furnishing Returns and Maintaining Register by Certain Establishments Act, 1988

Object and Scope.

Application and Major Provisions of the Act.

17. Employment Exchanges(Compulsory Notification of Vacancies) Act, 1959

Object and Scope.

Application and Major Provisions of the Act.

18. Apprentices Act, 1961

Object and Scope.

Application and Major Provisions of the Act.

19. Labour Audit covering the above Acts and those Industry specific Acts

PART B: General Laws (30 Marks)

20. Constitution of India

Broad Framework of the Constitution of India: Fundamental Rights, Directive Principles of State Policy.

Ordinance Making Powers of the President and the Governors.

Legislative Powers of the Union and the States.

Freedom of Trade, Commerce and Intercourse.

Constitutional Provisions relating to State Monopoly.

Judiciary, Writ Jurisdiction of High Courts and the Supreme Court.

Different Types of Writs - *Habeas Corpus*, *Mandamus*, *Prohibition*, *Quo Warranto* and *Certiorari*.

Concept of Delegated Legislation.

21. Interpretation of Statutes

Need for Interpretation of a Statute.

General Principles of Interpretation.

Internal and External Aids to Interpretation.

Primary and Other Rules.

22. An Overview of Law relating to Specific Relief; Limitation and Evidence

23. Code of Civil Procedure

Elementary Knowledge of the Structure of Civil Courts, their Jurisdiction.

Basic Understanding of Certain Terms - Order, Judgment and Decree, Stay of Suits, *Res Judicata*.

Suits by Companies, Minors.

Basic Understanding of Summary Proceedings, Appeals, Reference, Review and Revision.

24. Indian Penal Code and Criminal Procedure Code

Important Definitions and Salient Features, *Mens Rea*.

Cognizable and Non-Cognizable Offences, Bail, Continuing Offences, Searches.

Limitation for taking Cognizance of Certain Offences.

25. Right to Information

Salient Features of the Right to Information (RTI) Act, 2005.

Objective.

Public Authorities & their Obligations.

Designation of Public Information Officers (PIO) and their Duties.

Request for Obtaining Information.

Exemption from Disclosure.

Who is excluded.

Information Commissions (Central & State) and their Powers.

Appellate Authorities.

Penalties.

Jurisdiction of Courts.

Role of Central/State Governments.

PROFESSIONAL PROGRAMME

MODULE I

PAPER 1 : ADVANCED COMPANY LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of the practical and procedural aspects of the Companies Act.

Contents:

1. Company Formation and Conversion

- Choice of Form of Business Entity; Conversion/ Re-conversion of One Form of Business Entity into Another
- Incorporation of Private Companies, Public Companies, Companies Limited by Guarantee and Unlimited Companies and their Conversions/ Re-conversion/Re-registration
- Formation of Nidhi Companies, Producer Companies and Mutual Benefit Funds
- Commencement of Business and New Business; Pre Incorporation Agreements and Contracts
- Formation of Non Profit Companies
- Procedure Relating to Foreign Companies Carrying on Business in India

2. Procedure for Alteration of Memorandum and Articles

- Alteration of Various Clauses of Memorandum: Name Clause, Situation of Registered Office Clause, Objects Clause, Capital Clause and Liability Clause
- Effects of Alteration of Articles

3. Procedure for Issue of Securities

Part A: Shares

- Public Issue, Rights Issue and Bonus Shares, Issue of Shares at Par/Premium/Discount; Issue of Shares on Preferential /Private Placement Basis
- Allotment, Calls on Shares and Issue of Certificates
- Issue of Sweat Equity Shares, Employees Stock Option Scheme (ESOPs), Employees Stock Purchase Scheme (ESPS), Shares with Differential Voting Rights
- Issue and Redemption of Preference Shares
- Alteration of Share Capital - Forfeiture of Shares and Reissue of Forfeited Shares; Increase, Consolidation, Conversion and Re-conversion into

Stock, Subdivision and Cancellation and Surrender of Shares

- Buy Back of Shares
- Reduction of Share Capital

Part B: Debt Instruments

- Issue of Debentures and Bonds, Creation of Security and Debenture Redemption Reserve, Drafting of Debenture Trust Deed, Redemption of Debentures, Conversion of Debentures into Shares
- Deposits

4. Procedure relating to Membership, Transfer and Transmission

- Induction of Members, Nomination of Shares, Variation of Shareholders' Rights, Cessation of Membership including Dispute Resolution
- Transfer/Transmission/Transposition
- Admission of Securities in Electronic Mode
- Dematerialization/Rematerialisation of Securities
- Compliances relating to Insider Trading and Takeovers

5. Directors and Managerial Personnel

- Obtaining DIN
- **Directors and Managerial Personnel**- Appointment, Reappointment, Resignation, Removal and Varying Terms of Appointment/Re-appointment
- Payment of Remuneration to Directors and Managerial Personnel and Disclosures thereof; Compensation for Loss of Office
- Waiver of Recovery of Remuneration
- Making Loans to Directors, Disclosure of Interest by a Director, Holding of Office or Place of Profit by a Director/Relative
- **Company Secretary** - Appointment, Resignation and Removal
- **Company Secretary in Practice** - Appointment, Resignation and Removal

6. Meetings

- **Collective Decision Making Forums** - Authority, Accountability, Delegation and Responsibility
- **Board Meetings** - Convening and Management of Meetings of Board and Committees; Preparation of Notices and Agenda Papers
- **General Meetings** - Convening and Management of Statutory Meeting, Annual and Extra-Ordinary General Meetings, Class Meetings; Creditors' Meetings; Preparation of Notices and Agenda Papers; Procedure for Passing of Resolutions by Postal Ballot; Voting through Electronic Means; Conducting a Poll and Adjournment of a Meeting
- **Post-Meeting Formalities** - Preparation of Minutes and Dissemination of Information and Decisions

7. Auditors

- **Auditors** - Procedure for Appointment/Re-appointment, Resignation and Removal of Statutory Auditors and Branch Auditors; Appointment of Cost Auditors
- Special Auditors; CAG audit

8. Distribution of Profit

- Ascertainment of Distributable Profits and Declaration of Dividend; Payment of Dividend
- Claiming of Unclaimed/Unpaid Dividend; Transfer of Unpaid/Unclaimed Dividend to Investor Education and Protection Fund

9. Procedure relating to Charges

- Creation and Registration, Modification, Satisfaction of Charges
- Inspection of charges

10. Procedure relating to Inter-Corporate Loans, Investments, Guarantees and Security

- Making Inter-Corporate Loans, Investments, Giving of Guarantee and Security

11. Preparation & Presentation of Reports

- Preparation of Financial Statements, Auditors' Report, Directors' Report and Report on Corporate Governance

12. E- Filing

- Filing and Filing of Returns and Documents
 - (a) Annual Filing, i.e., Annual Accounts; XBRL Filing, Compliance Certificate, Annual Return
 - (b) Event Based Filing

13. Striking off Names of Companies

- Law and Procedure

14. Recent Trends and Developments in Company Law

15. Trusts and Non-Profit Organisation

PAPER 2: SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective:

- (i) To acquire thorough understanding of secretarial audit and Corporate Compliance Management.
- (ii) To acquire understanding of the due diligence of various business transactions.

Contents:

Part A: Secretarial Audit (25 Marks)

1. Secretarial Standards

- Concept, Scope and Advantages
- Secretarial Standards issued by the ICSI
- Compliance of Secretarial Standards for Good Governance
- Relevance of Guidance Note(s)

2. Secretarial Audit

- Need, Objective and Scope
- Periodicity and Format for Secretarial Audit Report
- Benefits of Secretarial Audit
- Professional Responsibilities and Penalties

3. Checklist for Secretarial Audit

Part B: Due Diligence and Compliance Management (75 Marks)

4. Due Diligence – An Overview

- Introduction, Nature, Need and its Significance
- Objectives, Scope and Types of Due Diligence
- Process of Due Diligence
- Concept of Data Room in Due Diligence
- Due Diligence vs. Audit

5. Issue of Securities

- Introduction and Regulatory Framework
- Pre and Post Issue Due Diligence – IPO/FPO
- Due Diligence – Preferential Issues of Listed and Unlisted Companies
- Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues
- Issue of Securities by SMEs
- Role of Company Secretary in Issue of Securities

6. Depository Receipts Due Diligence

- Introduction; Broad Regulatory Framework; Parties, Approvals, Documentation and Process
- Issue of ADRs, GDRs, IDRs and FCCBs

7. Merger & Acquisition (M&A) Due Diligence

- Introduction
- Stages of M&A Due Diligence
- Data Room Management
- Business, Financial, Legal and Corporate Governance Due Diligence
- HR and Cultural Due Diligence

- Impact of Due Diligence on Valuation
- Takeovers and Acquisitions Due Diligence

8. Competition Law Due Diligence

- Introduction
- Need for Competition Compliance Programme
- Mergers & Acquisitions and Competition Law Aspects
- Reasons for Due Diligence of Competition Law Aspects
- Process of Due Diligence of Competition Law Aspects
- Due Diligence of Various Agreements
- Some Common Anti Competitive Practices
- Due Diligence on Abuse of Dominance
- Due Diligence Checklist for Compliance with Competition Act 2002
- Checklist for Anti Competitive Agreements/Abuse of Dominant Position/Regulation of Combinations

9. Legal Due Diligence

- Introduction
- Objectives, Scope, Need and Process
- General Documents/Aspects to be covered
- Possible Hurdles in Carrying out a Legal Due Diligence and Remedial Actions

10. Due Diligence for Banks

- Introduction
- Need for Due Diligence for Banks
- Process of Due Diligence for Banks
- Due Diligence Report to Banks

11. Environmental Due Diligence

- Introduction
- Need for Environmental Due Diligence
- Process involved in Environmental Due Diligence
- Regulatory Framework relating to Environment
- Check List on Major Regulatory Compliances
- Environmental Guidelines for Industries by Ministry of Environment
- Environmental Impact Assessment
- Environmental Management Plan
- Preparation of Risk Analysis Matrix
- Identification of Potential Issues
- Impact Analysis
- Suggestions and Mitigation Measures

12. Search and Status Reports

- Importance and Scope
- Verification of Documents relating to Charges
- Requirements of Financial Institutions and Corporate Lenders
- Preparation of Report

13. Compliance Management

- Concept and Significance
- Establishment of Compliance Management System
- Absolute, Apparent and Adequate Compliance

PAPER 3: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY (100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge of the legal, procedural and practical aspects of Corporate Restructuring, Valuation and Insolvency.

Contents:

Part A - Corporate Restructuring (50 Marks)

1. Introduction and Concepts

- Meaning of Corporate Restructuring
- Need, Scope and Modes of Restructuring
- Historical Background
- Emerging Trends
- Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off
- Expanding Role of Professionals

2. Merger and Amalgamation

- Introduction
- Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters
- Interest of Small Investors
- Merger Aspects under Competition Law
- Jurisdiction of Courts; Filing of Various Forms
- Amalgamation of Banking Companies and Government Companies
- Cross Border Acquisition and Merger

3. Corporate Demerger and Reverse Merger

- Concept of Demerger; Modes of Demerger - by Agreement, under Scheme of Arrangement

- Demerger and Voluntary Winding Up
- Legal and Procedural Aspects; Tax Aspects and Reliefs
- Reverse Mergers – Procedural Aspects and Tax Implications

4. Takeover

- Meaning and Concept
- Types of Takeovers; Legal Aspects – SEBI Takeover Regulations
- Disclosure and Open Offer Requirements
- Bail Out Takeovers and Takeover of Sick Units
- Takeover Defences
- Cross Border Takeovers

5. Funding of Merger and Takeover

- Financial Alternatives; Merits and Demerits
- Funding through various Types of Financial Instruments including Equity and Preference Shares, Debentures, Securities with Differential Rights, Swaps, Stock Options; ECBs, Funding through Financial Institutions and Banks
- Rehabilitation Finance
- Management Buyouts/Leveraged Buyouts

6. Financial Restructuring

- Reduction of Capital
- Reorganization of Share Capital
- Buy-Back of Shares – Concept and Necessity
- Procedure for Buy-Back of Shares by Listed and Unlisted Companies

7. Post Merger Reorganization

- Factors involved in Post Merger Reorganization
- Integration of Businesses and Operations
- Assessing Accomplishment of Post Merger Objectives; Measuring Post Merger Efficiency

8. Case Studies

Part B – Valuation (30 Marks)

9. Introduction

- Meaning, Objective & Scope of Valuation
- Principles of Valuation
- Preliminary Work relating to Valuation
- Valuation Standards and Valuation Analysis

10. Valuation Techniques

- Historical Earnings Valuation
- Asset Based Valuation
- Market Based Valuation

11. Regulatory and Taxation Aspects

- Legal & Regulatory aspects related to Valuation such as SEBI Regulations/ RBI Regulations
- Income Tax Implications

12. Valuations for Different Strategies

- Merger & Acquisition, Demerger, Slump Sale
- Liquidation and Corporate Insolvency
- Internal & External Restructuring
- Valuation of Intangibles
- Valuation of Securities

Part C – Insolvency (20 Marks)

13. Introduction

- Concept of Insolvency, Historical Developments
- History of Bankruptcy Laws in USA, UK and India

14. Revival, Rehabilitation and Restructuring of Sick Companies

- Sick Companies and their Revival with Special Reference to the Law and Procedure relating to Sick Companies

15. Securitization and Debt Recovery

- Overview of the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002; Process; Participants
- Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB)
- Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993
- Tribunal, Procedure; Compromises and Arrangements with Banks and Creditors

16. Winding Up

- Concept; Modes of Winding Up; Administrative Machinery for Winding Up
- Winding up Process and Procedure; Managing Stakeholders and Parties in Liquidation; Conducting Meetings of Shareholders/Creditors; Dealing with Contracts; Managing Estate
- Outsourcing Responsibilities to Professionals/Service providers such as Valuers, Security Agencies
- Best Practices in Performing Liquidation/Administrator Functions; Accountability and Liabilities; Role of Liquidators and Insolvency Practitioners
- Consequences of Winding Up; Winding Up of Unregistered Companies; Dissolution

17. Cross Border Insolvency

- UNCITRAL Model Law on Cross Border Insolvency
- UNCITRAL Legislative Guide to Insolvency Law
- World Bank Principles for Effective Insolvency and Creditor Rights
- Asian Development Bank Principles of Corporate Rescue and Rehabilitation
- Bankruptcy under Chapter 11 of US

MODULE 2

PAPER 4: INFORMATION TECHNOLOGY AND SYSTEMS AUDIT (100 Marks)

Level of Knowledge: Working Knowledge

Objective: To acquire knowledge of Information Technology Law, Information Systems and Systems Audit.

Contents:

1. Information Technology Law

- Information Technology Act – Definitions, Important terms under Information Technology Legislation
 - Digital Signatures
 - Electronic Records
 - Certifying Authority
 - Digital Signature Certificate
 - Cyber Regulation Appellate Tribunal
- Offences and Penalties

2. Information Systems

- Systems - An Overview, • Information and Data: Definition and Distinctions
- Information as a Corporate Resource • Features and Qualities of Information
- Types of Information • Process of Generating Information • Value and Cost of Information • Information Needs at Various Levels of Management • Factors Influencing Information Needs • Information Systems: Definition and Elements
- Information System Activities • Types of Information Systems • Information Systems in Business Management • Recent Trends in Information Systems

3. Computer Hardware – An Overview

- Computers: An Introduction
- Computer System: Concept, Types, Categories and Emerging Technologies
- Components of a Computer System
- Primary and Secondary Storage, Computer Storage Capacities
- Computer Peripherals – Inputs, Output and Storage Devices

4. Computer Software – An Overview

- Computer Software: An Introduction, Software Trends

- Multi-Programming, Multi-Processing, Time Sharing, Batch Processing
- On-Line and Real Time Processing
- Application Software
- Systems Securities

5. Database Management

- Data Base Concepts
- Data Structure
- Data Base Management System
- Data Base Files
- Data Mining and Warehousing

6. Programming – An overview

- Programming: Concepts, Stages of Programming
- Programme Development Approach
- Lgorithm, Flow Charting Concepts
- High Level Languages
- Machine Level Languages

7. Internet and Other Technologies

- Internet and World-Wide Web, Intranets, Extranets, Applications Of Internet,
- Internet Protocols
- E-Commerce - Nature, Types (B2B, B2C, C2C), Supply Chain Management, CRM,
- Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), Payment Portal,
- E-Commerce Security
- Mobile Commerce, Bluetooth and Wi-Fi

8. Management Information Systems – An Overview

- Concept, Evolution and Elements
- Structure
- Computerized MIS
- Approaches of MIS Development
- Pre-requisites of an Effective MIS
- MIS and Decision Support Systems
- MIS and Information Resource Management
- Artificial Intelligence and Expert System

9. Enterprise Resource Management

10. E-Governance in India

11. Systems Audit – An Overview

- Nature, Significance and Scope of Systems Audit
- Steps Involved in Conducting Systems Audit

- Systems Audit and Management Functions
- Systems Audit of Computerized Secretarial Functions
- Norms and Procedure for Computerization, Computers Control and Security
- Testing of Computer Systems – Documentation Standards, Policies and Procedures, Audit Approach

PAPER 5: FINANCIAL, TREASURY AND FOREX MANAGEMENT (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of practical aspects of the management and techniques of financial, treasury and forex management.

CONTENTS:

1. Nature and Scope of Financial Management

- Nature, Significance, Objectives and Scope (Traditional, Modern and Transitional Approach)
- Risk-Return and Value of the Firm
- Financial Distress and Insolvency
- Financial Sector Reforms and their Impact
- Functions of Finance Executive in an Organisation

2. Capital Budgeting

- Time Value of Money
- Planning and Control of Capital Expenditure
- Capital Budgeting Process
- Techniques of Capital Budgeting- Discounted and Non-Discounted Cash Flow Methods, Choice of Methods
- Capital Rationing; Risk Evaluation and Sensitivity Analysis, Simulation for Risk Evaluation
- Linear Programming and Capital Budgeting Decisions - under Constraints and with Multiple Objectives using Mathematical Programming Models, Inflation, Uncertainty and Evaluation using Statistical Decision Theory
- Analysis of Capital Budgeting Decisions- Some Case Studies

3. Capital Structure

- Meaning and Significance
- Capital Structure vis-à-vis Financial Structure; Planning and Designing; Optimal Capital Structure
- Determinants of Capital Structure; Capital Structure and Valuation - Theoretical Analysis
- EBIT – EPS Analysis, EBITDA Analysis (Earning before Interest, Tax, Depreciation and Amortization)
- Risk and Leverage; Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders' Returns

4. Cost of Capital

- Meaning; Factors Affecting Cost of Capital
- Measurement of Cost of Capital, Weighted Average Cost of Capital, Marginal Cost of Capital

5. Services

- Meaning, Significance, Scope and Structure of Financial Services
- Types of Financial Services- Merchant Banking, Securitization of Debt, Loan Syndication, Housing Finance, Custodial and Advisory

6. Project Finance

- Project Planning - Preparation of Project Report
- Project Appraisal under Normal, Inflationary and Deflationary Conditions
- Project Appraisal by Financial Institutions – Lending Policies and Appraisal Norms by Financial Institutions and Banks; Loan Documentation, Project Review and Control; Social Cost and Benefit Analysis of Project. (UNIDO Approach), Term Loans from Financial Institutions and Banks; Lease and Hire Purchase Finance; Venture Capital Funds; Private Equity; International Finance and Syndication of Loans, Deferred Payment Arrangements; Corporate Taxation and its Impact on Corporate Financing
- Financing Cost Escalation

7. Dividend Policy

- Introduction; Types, Determinants and Constraints of Dividend Policy
- Forms of Dividend
- Different Dividend Theories - Walter's Model, Gordon's Model and Modigliani-Miller Hypothesis of Dividend Irrelevance
- Dividend Policy - Practical and Legal Constraints
- Corporate Dividend Practices in India

8. Working Capital

- Meaning, Types, Determinants and Assessment of Working Capital Requirements, Negative Working Capital
- Operating Cycle Concept and Applications of Quantitative Techniques
- Management of Working Capital - Cash, Receivables, Inventories; Financing of Working Capital; Banking Norms and Macro Aspects
- Factoring and Forfeiting

9. Security Analysis and Portfolio Management

- Security Analysis - Measuring of Systematic and Unsystematic Risk, Fundamental Analysis (Economic, Industry and Company), Technical Approach and Efficient Capital Market Theory
- Portfolio Management - Meaning, Objectives; Portfolio Theory – Traditional Approach; Fixed and Variable Income Securities, Markowitz Portfolio Theory; Modern Approach - CAPM Model; Economic Value Added, Sharpe Single & Multi Index Model; Arbitrage Pricing Theory (APT); Risk Adjusted Measure of Performance

10. Derivatives and Commodity Exchanges- An Overview

11. Treasury Management

- Meaning, Objectives, Significance, Functions and Scope of Treasury Management
- Relationship between Treasury Management and Financial Management; Role and Responsibilities of Chief Finance Officer
- Tools of Treasury Management; Internal Treasury Controls; Environment for Treasury Management
- Liquidity Management, Regulation, Supervision and Control of Treasury Operations, Implications of Treasury on International Banking

12. Forex Management

- Nature, Significance and Scope of Forex Management
- Foreign Exchange Market and its Structure
- Foreign Exchange Rates and its Determination
- Exchange Rate Quotes; Types of Exchange Rates; Forex Trading; Currency Futures and Options
- Foreign Exchange Risk Exposures and their Management; Exchange Rate Forecasting; Risk in Foreign Exchange Business

13. Practical Problems and Case Studies

PAPER 6: ETHICS, GOVERNANCE AND SUSTAINABILITY (100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge of ethics, emerging trends in good governance practices and sustainability.

Contents:

Part A: Ethics and Governance (70 Marks)

1. Introduction

- Ethics, Business Ethics, Corporate Governance, Governance through Inner Consciousness and Sustainability
- Failure of Governance and its Consequences

2. Ethical Principles in Business

- Role of Board of Directors
- Organization Climate and Structure and Ethics
- Addressing Ethical Dilemmas
- Code of Ethics; Ethics Committee; Ethics Training; Integrity Pact
- Case Studies and Contemporary Developments

3. Conceptual Framework of Corporate Governance

- Introduction, Need and Scope

- Evolution of Corporate Governance
- Developments in India
- Developments in Corporate Governance – A Global Perspective
- Elements of Good Corporate Governance

4. Board Effectiveness - Issues and Challenges

- Board Composition; Diversity in Board Room; Types of Directors; Board's Role and Responsibilities
- Chairman, CEO, Separation of Roles
- Relationship between Directors and Executives
- Visionary Leadership
- Board Charter, Meetings and Processes
- Directors' Training and Development
- Performance Evaluation of Board and Directors

5. Board Committees

- Introduction
- Various Board Committees, their Composition, Role and Responsibilities, Contribution to Board Governance
 - Audit Committee
 - Shareholders Grievance Committee
 - Remuneration Committee
 - Nomination Committee
 - Corporate Governance Committee
 - Corporate Compliance Committee
 - Other Committees

6. Legislative Framework of Corporate Governance in India

- Under Listing Agreement, SEBI Guidelines, Companies Act
- Corporate Governance in
 - PSUs
 - Banks
 - Insurance Companies

7. Legislative Framework of Corporate Governance – An International Perspective

- Australia
- Singapore
- South Africa
- United Kingdom
- Contemporary Developments in the Global Arena

8. Risk Management and Internal Control

- Risk and its Classification
- Risk Management and Oversight

- Enterprise Risk Management
- Internal Control
- Roles and Responsibilities of Internal Control
- Disclosure about Risk, Risk Management and Internal Control

9. Corporate Governance and Shareholder Rights

- Rights of Shareholders
- Challenges in Exercising Shareholders Rights
- Corporate Governance issues with regard to Related Party Transactions
- Role of Investor Associations in Securing Shareholders Rights
- Role of Institutional Investors in Corporate Governance

10. Corporate Governance and Other Stakeholders

- Employees
- Customers
- Lenders
- Vendors
- Government
- Society

11. Corporate Governance Forums

- The Institute of Company Secretaries of India
- National Foundation for Corporate Governance
- Organisation for Economic Co-operation and Development
- Global Corporate Governance Forum
- Institute of Directors
- Commonwealth Association of Corporate Governance
- International Corporate Governance Network
- The European Corporate Governance Institute
- Conference Board
- The Asian Corporate Governance Association
- Corporate Secretaries International Association

Part B: Sustainability (30 Marks)

1. Sustainability

- Meaning and Scope
- Corporate Social Responsibility and Corporate Sustainability
- Sustainability Terminologies and Meanings
- Why is Sustainability an Imperative
- Sustainability Case Studies
- Triple Bottom Line (TBL)

2. Corporate Sustainability Reporting Frameworks

- Global Reporting Initiative Guidelines
- National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Business
- International Standards
- Sustainability Indices
- Principles of Responsible Investment
- Challenges in Mainstreaming Sustainability Reporting
- Sustainability Reporting Case Studies

3. Legal Framework, Conventions, Treaties on Environmental and Social Aspects

4. Principle of Absolute Liability – Case Studies

5. Contemporary Developments – Integrated Reporting

MODULE 3

PAPER 7: ADVANCED TAX LAWS AND PRACTICE (100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire Advance knowledge of the practical and procedural aspects of Direct and Indirect Tax Laws.

Contents:

PART A: Direct Tax Management (30 Marks)

Chapter 1: Taxation of Individual Entities, Partnership, LL.P, Companies.

Chapter 2: International Taxation Covering Taxation of Non Resident Entities, Advance Ruling, Transfer Pricing, Direct tax Avoidance Agreement.

Chapter 3: Case studies and Practical Problems covering Advance Tax Planning relating to Companies and Business Entities.

Part B: Central Excise, Customs, VAT and Service Tax (70 Marks)

1. Introduction

- Special Features of Indirect Tax Levies - All Pervasive Nature, Contribution to Government Revenues; Constitutional Provisions Authorizing the Levy and Collection of Duties of Central Excise and Customs

2. Central Excise Laws

- Basis of Chargeability of Duties of Central Excise - Goods, Manufacture, Classification and Valuation of Excisable Goods
- CENVAT Credit Mechanism
- Registration, Assessment, Provisional Assessment, Manner of Payment of Duty, Exemption, Recovery and Refunds of Duties
- Clearance of Excisable Goods; Invoice System, Central Excise Bonds; Maintenance of Accounts and Records and Filing of Returns, Large Tax Payer Units, Excise Audit 2000, Audit u/s 14 and 14AA of Central Excise Act 1944

- Exemption to First Clearance of Specified Goods
- Export Incentives under Central Excise such as SEZs, STPI, EHTP, EPZ
- Investigation, Adjudication, Appeal and Revision, including Appearance before CESTAT by Company Secretary as Authorized Representative; Settlement of Cases, Advance Ruling
- Search, Seizure, Arrest, Prosecution and Compounding; Offences and Penalty
- Miscellaneous Provisions under Central Excise

3. Customs Laws

- Levy of Customs Duties, Types of Customs Duty Leviable, Tariff Classification & Exemptions, Valuation of Imported and Exported goods
- Provision of Assessment, Payment of Duties, Recovery and Refund of Customs Duties
- Duty Drawback
- Procedure for Clearance of Imported and Exported Goods
- Transportation and Warehousing
- Confiscation of Goods and Conveyances and Imposition of Penalties; Search, Seizure and Arrest, Offences and Prosecution Provisions
- Adjudication, Appeal and Revision; Settlement of Cases, Advance Ruling
- Other Relevant Areas and Case Studies under Custom Laws and Rules

- 4. Promissory Estoppel in Fiscal Laws** – Principles and Applicability with reference to Indirect Taxes
- 5. Tax Planning and Management** – Scope and Management in Customs, with Specific Reference to important Issues in the Respective Areas
- 6. Background, Negative List Approach, Statutory Provisions, Taxable Services, Valuation, Point of Taxation, Place of Provision of Service, Administrative Mechanism and Procedural Aspects, Assessment, Computation, Levy, Collection and Payment of Service Tax, Exemptions, CENVAT Credit for Service Tax, Returns, Refunds, Demands, Appeals, Revisions, Advance Rulings, Settlement Commission, Audit under Section 72A of Finance Act, 1994.**
- 7. Goods and Service Tax (GST)** – Concept and Developments
- 8. Background, Concept and Mechanism of VAT**, Classification, Invoicing, Exemption, Returns, Refunds, Demands, Appeals, Revisions, Liability under VAT
9. Set off and Composition Scheme, Computation of VAT, Assessment, VAT on Works Contract, Right to use Property, Rate of Tax, Procedural Aspects including Registration, Preparation and Filing of E>Returns, Audit and Appearances

PAPER 8: DRAFTING, APPEARANCES AND PLEADINGS (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of drafting, pleadings and advocacy techniques.

Contents:

1. General Principles of Drafting and Relevant Substantive Rules

- Drafting: Concept, General Principles and relevant substantive rules thereof
- Basic Components of Deeds, Endorsements and Supplemental Deeds, Aids to Clarity and Accuracy, Legal Requirements and Implications

2. Drafting and Conveyancing relating to Various Deeds and Agreements

- Conveyancing in General, Object of Conveyancing
- Drafting of various Agreements including Sale Agreements, Joint Venture and Foreign Collaboration Agreements, Arbitration; Guarantees, Counter Guarantees; Bank Guarantee, Hypothecation Agreement, Outsourcing Agreements, Service Agreements, E-Contracts, Leave and License, IPR Agreements,
- Promissory Note, Power of Attorney- General and Special, Will, Relinquishment Deed, Deed of Dissolution of Partnership, Hire-Purchase Agreement, Deed of Family Settlement and Other Deeds
- Deed of Sale of Land, Building, Mortgage, License, Lease, Assignment, Trust, Gift, Partnership
- Drafting of Writs, Partnership Deed, Sale Agreements, Collaboration Agreements, Hypothecation Agreements, E-Contracts
- Drafting of Legal Opinion
- Shareholder's Agreement

3. Drafting of Agreements under the Companies Act

- Pre incorporation Contracts; Memorandum and Articles of Association and other Agreements like slump sale

4. Pleadings

- Pleadings in General; Object of Pleadings; Fundamental Rules of Pleadings
- Civil: (i) Plaint Structure; Description of Parties (ii) Written Statement (iii) Interlocutory Application (iv) Original Petition (v) Affidavit (vi) Execution Petition and (vii) Memorandum of Appeal and Revision (viii) Petition under Article 226 and 32 of the Constitution of India (ix) Special Leave Petition
- Criminal: (i) Complaints (ii) Criminal Miscellaneous Petition (iii) Bail Application and (iv) Memorandum of Appeal and Revision
- Application for Setting Aside Ex-Parte Decree; Ordinary Suit of Recovery; Suit under Order XXXVII of Code of Civil Procedure, 1908
- Suit for Permanent Injunction; Application for Temporary Injunction; Suit for Specific Performance; General Principles of Criminal Proceedings; Application under Section 125 of Code of Criminal Procedure, 1973; F.I.R

under Section 154 of Code of Criminal Procedure, 1973

5. Appearances

- Appearance before Tribunals/Quasi Judicial Bodies such as CLB, SAT, NCLT, CCI, TRAI, Tax Authorities and Appellate Tribunals
- Drafting of Affidavit in Evidence; Arguments on Preliminary Submissions, Arguments on Merits; Legal Pleadings and Written Submissions
- Dress Code, Etiquettes and Court Craft

6. Compounding of Offences

- Compounding of Offences under the Companies Act, SEBI Act, FEMA
- Consent Orders

7. Practical Exercises

- Notice to the Tenant under section 106 of Transfer of Property Act
- Notice under Section 80 of Code of Civil Procedure, 1908
- Reply to Notice
- General Power of Attorney
- Will
- Agreement to Sale
- Deed of Sale
- Suit for Dissolution of Partnership
- Petition for grant of Probate / Letters of Administration
- Petition under Section 397 of Companies Act, 1956
- Application for Appointment of Receiver/Local Commissioner
- Application for Compromise of Suit
- Application for Appointment of Guardian
- Application to Sue as an Indigent Person under Order 33, Code of Civil Procedure
- Appeal from Original Decree under Order 41, Code of Civil Procedure
- Appeal from Orders under order 43 of Code of Civil Procedure
- Revision Petition / Review Petition
- Application under Section 5 of Limitation Act
- Application for Execution
- Application for Caveat Section 148A of Code of Civil Procedure
- Writ Petition
- Application under Section 482 of Code of Civil Procedure
- Compounding of Offences by way of Compromise under Section 320(i) Code of Criminal Procedure
- Lease Deed / Mortgage Deed
- Special Power of Attorney
- Relinquishment Deed
- Partnership Deed / LLP Agreement

- Reference to Arbitration and Deed of Arbitration
- Deed of Gift
- Notice under Section 434 of the Companies Act
- Notice for Specific Performance of Contract

SYLLABUS OF ELECTIVE PAPERS UNDER PROFESSIONAL PROGRAM

(The students shall have the option to opt any one of the five elective papers)

ELECTIVE PAPER 9.1: BANKING LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge of law and practice relating to Banking

Contents:

1. Overview of Banking System

2. Regulatory Framework and Compliances

A. Provisions of RBI Act 1935, Banking Regulation Act 1949, Prevention of Money Laundering Act, 2002

B. Government and RBI's Powers

- Opening of New Banks and Branch Licensing
- Constitution of Board of Directors and their Rights
- Banks Share Holders and their Rights
- CRR and SLR Concepts
- Cash-Currency Management
- Winding up – Amalgamation and Mergers
- Powers to Control Advances – Selective Credit Control – Monetary and Credit Policy
- Audit and Inspection
- Supervision and Control – Board for Financial Supervision – its Scope and Role
- Disclosure of Accounts and Balance Sheets
- Submission of Returns to RBI
- Corporate Governance

3. Legal Aspects of Banking Operations

- Case Laws on Responsibility of Paying and Collecting Banker Indemnities or Guarantees – Scope and Application – Obligations of a Banker – Precautions and Rights – Laws relating to Bill Finance, LC and Deferred

Payments – Laws Relating to Securities – Valuation of Securities – Modes of Charging Securities – Lien, Pledge, Mortgage, Hypothecation etc – Registration of Firms/Companies – Creation of Charge and Satisfaction of Charge

4. Banking Related Laws

- Law of Limitation – Provisions of Bankers Book Evidence Act – Special Features of Recovery of Debts Due to Banks and Financial Institutions Act, 1993
- TDS
- Banking Cash Transaction Tax
- Service Tax
- Asset Reconstruction Companies
- The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002
- The Consumer Protection Act, 1986
- Banking Ombudsman
- Lok Adalats
- Lender's Liability Act

5. Banker – Customer Relations

- The legal relationship between the Banker and Customer, the Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship
- Nature of Banking Business
- Legal Nature of Banker-Customer Relationship and their Mutual Rights and Duties
- Special Categories of Customers, such as Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners and the Legal Incidence of Each
- Different Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits
- Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services Rendered by Banks
- special features of the relationship between banker and customer – Their mutual rights and duties – lien – Power to combine different accounts – Secrecy of account

6. Loans and Advances

- Law, Practice and Policies governing the employment of the funds in the hands of the banker with special reference to the lending banker
- State Policy on Loans and Advances – Priority sector advances and socio-economic policies - Financial inclusion – Self-Employment Schemes –

Women Entrepreneurs – Small Scale Industries – Agricultural Finance, Export Finance, etc – Micro Finance - How the banker profitably uses the fund – Call loans and loans repayable at short notice – Loans and advances – Overdrafts – Legal control over bank's deployment of funds

7. Securities for Banker's Loans

- The legal issues involved in and the practice governing the different kinds of securities for banker's advances and loans
- Guarantees, pledge, lien, mortgage, charge – subject matters of collateral security
- Corporate Securities
- Documents of title to goods
- Land and Buildings
- Book debts
- Life Policies
- Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers

8. Financial Analysis of Banks

- Introduction; Role of financial analysis in financial management; Techniques of Financial Analysis; DuPont Model of Financial Analysis; Special issues in Financial Analysis of Banking Industry

9. Financial System Contemporary and Emerging Issues: An Overview

- Introduction; Role of Financial System; Capital Flow Through Intermediary Financial Institutions; Direct Capital Flow; Primary Market Products; Primary Market Issue Facilitators; Secondary Market; Economic Importance of Financial Markets (Cross referencing from Study Material)

10. International Banking Management

- International Banking : An Overview
- Legal & Regulatory Framework
- International Banking Operations Management
- Risk Management in International Banking
- Special Issues: Technology and International Banking; Globalisation and International Banking; Financial Innovations in International Banking

11. Electronic Banking and IT in Banks

- IT in Banking : An Introduction
- IT Applications in Banking- Computer-Based Information Systems for Banking; Electronic Banking; Electronic Fund Management
- Enabling Technologies of Modern Banking- Electronic Commerce and Banking; Supply Chain Management; Customer Relationship Management; Integrated Communication Networks for Banks
- Security and Control Systems – Cybercrimes and fraud management
- Planning and Implementation of Information Systems

12. Risk Management in Banks

- Risk Management: An Overview
- Credit Risk Management
- Liquidity and Market Risk Management
- Operational Risk Management
- Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation
- Basel III

13. Ethics and Corporate Governance in Banks

- Ethics and Business
- Corporate Governance
- Corporate Social Responsibility
- Governance in Financial Sector

ELECTIVE PAPER 9.2: CAPITAL, COMMODITY & MONEY MARKET (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge of Capital, Commodity and Money Market

Contents:

1. Economic Framework

- Basic structure of Flow of funds in the economy;
- Capital Markets its Role in Capital formation, Functions of Liquidity, , Resource Allocation and Transaction Cost-reduction

2. Legal Framework

- Ministry of Finance (Capital Markets Division, Department of Economic Affairs)
- Ministry of Corporate Affairs
- Companies Act, 1956
- SEBI Act, 1992
- Securities Contracts (Regulation) Act, 1956 (SCRA)
- Depositories Act, 1996
- SEBI Regulations and Guidelines– An Overview, SEBI (Prohibition of Insider Trading) Regulations, 1992, SEBI (Substantial Acquisitions of Shares and Takeovers) Regulations, 2011 (SAST)
- Prevention of Money Laundering Act, 2002
- Grievance Redressal Mechanism: Stock Exchange (Investor Protection Fund), SEBI, Securities Appellate Tribunal (SAT), Supreme Court
- Enforcement: Economic Offences Wing, Financial Intelligence Unit,

Central Bureau of Investigation, Financial Action Task Force (FATF)

3. Financial Intermediaries Framework

- Framework of Market Infrastructure Institutions (MII), Stock Exchanges Clearing Corporations, Custodians,
- Depositories, Depository Participants, Registrars and Transfer Agents (RTA), Bankers to issue
- Merchant Bankers, Underwriters, , Investment Advisors, Portfolio Managers, Self Certified Syndicate Banks,
- Brokers, Sub-brokers, Market-makers
- Credit Rating Agencies

4. Primary Markets

- IPO, FPO, Offer for Sale, Private Placement, Preferential Allotment, Institutional Placement Procedures (IPP), Qualified Institutional Placement (QIP), Rights Issue, Bonus Issue
- Prospectus, DRHP, Shelf Prospectus, Red Herring prospectus
- Private Investment in Public Equity (PIPE)
- SEBI (Issue of Capital & Disclosure Requirements) Regulations, 2009
- Lead Manager (Pre & Post Issue Activities)
- Due Diligence Review
- Underwriting obligations
- Basis of Allotment
- Book-building
- Pre-issue and Post-issue activities,
- Green-shoe Option
- Pre-listing and Post-listing activities, Listing Agreement

5. Secondary Markets

- Opening day (listing)
- Continuing compliance obligations and disclosures: Post-listing activities, Corporate Actions
- Requirements for Continuing Listing
- Corporate Governance Norms
- Disclosures as per Listing Agreement: Price Sensitive Information, Material Changes, Quarterly results
- Functioning of an Exchange: Margining, Trading, Clearing and Settlement, Trade Guarantee Fund, Trading Software, Arbitration Mechanism
- Stock Market Indices

6. Capital Market Investment Institutions

- Domestic Financial Institutions (DFI), Qualified Institutional Buyers (QIB), Foreign Institutional Investors (FII), Private Equity (PE), Angel Funds,

HNIs, Venture Capital (VC), Qualified Foreign Investors (QFI), Mutual Funds, Alternative Investment Funds (AIF), Hedge Funds, Pension Funds

7. Capital Market Instruments

- Equities
- Preference Shares, Shares with Differential Voting Rights (DVR)
- Corporate Debt :Non Convertible Debentures (NCD), Partly-and Fully-Convertible Debentures (PCD, FCD)
- NCDs with or without Call and Put Features
- Bonds, Foreign Currency Convertible Bonds (FCCB)
- Indian Depository Receipts (IDR)
- Derivatives: Single Stock Futures, Single Stock Options, Index futures (SENSEX, NIFTY), Index Options, Interest Rate Futures, Currency futures
- Exchange Traded Funds (ETF)
- Warrants

8. Resource Mobilization through International Markets

- Global Depository Receipt (GDR)
- American Depository Receipt (ADR)
- Listing on the London Alternative Investment Market (AIM), NASDAQ, NYSE

9. Landmark Studies and Report of Committees on Capital Markets

10. Economics of Commodities Marketing

- (a) Economic Rationale for Commodities Trading Place and store value
- (b) Perishables and non-perishables
- (c) Tangibles and Intangibles (Weather, Freight)
- (d) How resources can be optimized through price hedges

11. Commodities Market Operations

- Origin of Commodity Market in India
- Products, Participants and Functions
- Evolution of Commodity Exchanges; Regulatory Framework
- Structure Of Commodity exchanges, membership, Risk Management, Clearing and Settlement System, Commodities Traded on Stock Exchanges Platform-NCDEX, MCX SX
- Instruments available for Trading
- Using commodity exchanges for Hedging, Speculation and Arbitrage

12. Introduction to Money Market

- Nature & Deployment of Surplus Funds and Raising of Short-term funds, Characteristics of Money Market
- Regulatory framework of RBI, FIMMDA (Fixed Income, Money Market

and Derivatives Association) and Foreign Exchange Dealers Association of India (FEDAI)

- Call Money Market-Players, Utility, Money market Instruments: Commercial Paper, Certificates of Deposits, Bills of Exchange, Treasury Bills (T-Bills), Bill Discounting, Factoring, Letter of Credit, Money Market Mutual Funds, Fixed Maturity Plans

ELECTIVE PAPER 9.3: INSURANCE - LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge of law and practice relating to Insurance.

Contents:

1. Understanding and Managing Risk

Risk Management - Perils - Nature – Risk Analysis – Planning – Control - Mechanism for Transfer of risk – Insurance and Reinsurance

2. General Principles and Concepts of Insurance

Insurable Interest - Indemnity - *Uberrimae fidei* - Proximate Cause - Subrogation and Contribution - Differentiation Insurance and Guarantee - Insurance and Wager - Disclosure – Moral Hazards

3. Insurance Contract and Indian Market Conditions

Nature of Insurance Contract - Features of Insurance Contract - Types of Insurance - Concept of Intermediaries – Market Players and their Roles - Agents, Brokers, Surveyors & Loss Assessors, Health Third Party Administrators, Certification of Insurance Professionals, Training Organizations.

4. Regulatory Environment – Specific Legislations

Regulation of Insurance Business, Insurance Act, Insurance Regulatory and Development Act, Powers and Functions of IRDA, Relevant Regulations and Guidelines issued by IRDA, Licensing, Audit & Supervision, Investments, Amalgamation and Transfer, Grievance Redressal, Rural and Social Sector obligations, Micro Insurance, Financial inclusion, Product Approval.

5. Regulatory Environment - General

Other Relevant Legislation (Motor Vehicles Act, Marine Insurance Act, Employees State Insurance Act etc.), Consumer Protection, Courts, Tribunals, Insurance Ombudsmen, Arbitration.

6. International Regulatory Framework

International Association of Insurance Supervisors – Future Trends

7. Life Insurance - Practices, Procedures

Application of Principles in Life Insurance Contract -- Representation - Assignment and Nomination - Title and Claims - Tax Law Implications - Concept of Trusts in Life Policy - Stamp Duties - Role and Function of Life Insurance Companies.

8. Life Insurance & Pension Products

Life Insurance Products – Proposals, Policy and documentation

9. General Insurance - Practices and Procedures – Focus Underwriting

Application of Principles in General Insurance Contracts – Structure of the Policy – Insurance Documentation – Underwriting and Rating - Disclosure - Terms and Conditions –

10. General Insurance - Practices and Procedures – Focus Claims

Claims Procedures – Underinsurance - Condition of Average - Recovery – Salvage.

11. General Insurance Products

- Property Insurance (Fire and Engineering)
- Marine Insurance (Hull and Cargo)
- Motor Insurance
- Business Interruption
- Liability Insurance (Public, Products, Professional, Directors & Officers etc)
- Personal Lines (Health, Accident, Travel, Residential Premises etc.)
- Rural and Agricultural
- Micro-Insurance
- Other Miscellaneous lines (Burglary, Bankers' Risks, Fidelity etc.)

12. Ethics and Corporate Governance Framework for Insurance Companies

Financial Statements, Protection of Policy holders, Concept of Treating Customers Fairly (TCF), Actuarial and Other Certifications

ELECTIVE PAPER 9.4: INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire advance knowledge of law and practices relating to intellectual property.

Contents:

1. Introduction

- Meaning, Relevance, Business Impact, Protection of Intellectual Property
- Copyrights, Trademarks, Patents, Designs, Utility Models, Trade Secrets and Geographical Indications
- Bio-diversity and IPR
- Competing Rationales for Protection of Intellectual Property Rights
- Introduction to the leading International Instruments concerning Intellectual Property Rights: the Berne Convention, Universal Copyright Convention, The Paris Convention, Patent Co-operation Treaty, TRIPS, The World Intellectual Property Organization (WIPO) and the UNESCO

2. Patents

- Concept of Patent

- Product/Process Patents & Terminology
 - Duration of Patents- Law and Policy Consideration Elements of Patentability - Novelty and Non Obviousness (Inventive Steps and Industrial Application, Non- Patentable Subject Matter
 - Procedure for Filing of Patent Application and types of Applications
 - Procedure for Opposition,
 - Revocation of Patents
 - Ownership and Maintenance of Patents
 - Assignment and licensing of Patents
 - Working of Patents- Compulsory Licensing
 - Patent Agent- Qualification and Registration Procedure
- 3. Patent Databases & Patent Information System**
- Patent Offices in India
 - Importance of Patent Information in Business Development
 - Patent search through Internet, Patent Databases
- 4. Preparation of Patent Documents**
- Lab Notebooks/Log Books/Record Books
 - Methods of Invention Disclosures
 - Patent Application and its Contents
 - Reading & Writing of the Patent Document
- 5. Process for Examination of Patent Application**
- Publication of Patent Applications
 - Request for Examination
 - Process for Examination & Prosecution
 - Reissue & Reexamination
- 6. Patent Infringement**
- Literal Infringement
 - Doctrine of Equivalence and Doctrine of Colorable Variation
 - Contributory Infringement
 - Defenses to Infringement including Experimental Use, Inequitable Conduct, Patent Misuse
 - Legal Aspects (Act, Rules, Procedures)
- 7. Recent Developments in Patent System**
- Software and Business Method Patenting in India & other Jurisdiction
 - Patentable Inventions with Special Reference to Biotechnology Products entailing Creation of New Forms of Life
- 8. Trademarks**
- The rationale of protection of trademark as (a) an aspect of commercial and (b) of consumer rights

- Definition and concept of Trademarks
- Different kinds of marks (brand names, logos, signatures, symbols, well known marks, certification marks and service marks)
- Non Registrable Trademarks
- Procedure for Registration of Trademarks
- Opposition Procedure
- Assignment / Transmission / Licensing of Trademarks
- Infringement of Trademarks
- Passing off Action
- Offences and Penalties
- International Conventions- Madrid Protocol
- Domain Names
- WIPO Internet Domain Name Process

9. Copyrights

- Nature of Copyright
- Works in which Copyrights subsist
- Author & Ownership of Copyright
- Rights Conferred by Copyright
- Assignment, Transmission, Licensing of Copyrights
- Infringement of Copyrights
- Remedies & Actions for Infringement of Copyrights
- Copyright Societies, Office, Board, Registration of Copyrights & Appeals
- International Conventions
- Copyright pertaining to Software/Internet and other Digital media
- Remedies, especially, possibility of Anton Pillar Injunctive Relief in India

10. Industrial Designs

- What is a Registrable Design
- What is not a Design
- Novelty & Originality
- Procedure for Registration of Designs
- Copyright under Design
- Assignment, Transmission, Licenses
- Procedure for Cancellation of Design
- Infringement
- Remedies

11. Geographical Indications

- Meaning and Nature

- Who are entitled for registration
- Conditions & Procedure for Registration
- Offences and Penalties

12. Protection of Trade Secrets

13. Key Business Concerns in Commercializing Intellectual Property Rights

- Competition and Confidentiality Issues, Antitrust Laws
- Employee Confidentiality
- Assignment of Intellectual Property Rights
- Technology Transfer Agreements
- Intellectual Property Issues in the Sale of Business
- Care & Maintenance of Confidential Information
- Legal Auditing of Intellectual Property
- Due Diligence of Intellectual Property Rights in a Corporate Transaction

14. Management and Valuation of Intellectual Property

15. Recent Trends and Development

**ELECTIVE PAPER 9.5: INTERNATIONAL BUSINESS –
LAWS AND PRACTICES (100 Marks)**

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge in International business, law, procedure and practices.

Contents:

1. Introduction

- International Business – Nature and Scope,
- Globalization – Meaning, Levels, Merits, Limitations and irreversibility of Globalization
- Need to go global
- Internationalization Decisions (entry modes)
- SEZ features

2. International Business Environment

- Meaning of Environment
- Dimensions – PEST to STEEPLE
- Internal Environment and External Environment
- SWOT Analysis
- Various approaches to Assess competitiveness including Michael Porter's 5- Forces Model
- Global Competitiveness Index

3. Multi National Enterprises (MNEs) and Foreign Direct Investment (FDI)

- Meaning and Characteristics

- (b) Role of MNEs in host economy
- (c) Trends in Global FDI
- (d) Trends in FDI with reference to India
- (e) Issues with MNEs – Taxation , Restrictive Trade Practices, Currency, Jurisdiction and Technology Transfer

4. Foreign Trade Policy and Procedures

- (a) Introduction to Foreign Trade Policy
- (b) Institutional Framework for Export Promotion
- (c) Export Incentives and Facilities
- (d) EPZ/FTZ/100% EOUs
- (e) Quality Control for Exports
- (f) Export Prospects for Select Products and Services
- (g) INCO Terms
- (h) International Commercial Arbitration-Shipment and Post Shipment Finance
- (i) SEZ-Incentives and Benefits
- (j) Method of Realizing Export Payments and Ensuring Guaranteed Export Payment
- (k) Central Excise Clearance Formalities
- (l) Customs Regulations and Clearance Formalities for Exports & Imports
- (m) Duty Draw Back Claims Procedure
- (n) Foreign Trade Financing – Export & Import
- (o) Foreign Exchange Risk Management
- (p) International Credit Management
- (q) Warehousing
- (r) Instruments of Trade Policy and India's Trade Policy

5. International Trade and Regional Economic Integration

- (a) Theory – Mercantilism, absolute advantage and comparative advantage
- (b) Trends in Global Trade
- (c) Trends in India's Trade
- (d) Types of Regional Economic Integration – Free Trade Area, Custom Union, Common Market, Economic Union, Monetary Union and Political Union etc.
- (e) Trading Blocks- ASEAN,SAFTA,SAARC,NAFTA,EU

6. Institutional Environment

- (a) Pre WTO Scenario, difference between GATT and WTO
- (b) Trade Related Institutions – WTO and UNCTAD
- (c) WTO – Basic Principles, various agreements, Functions and Areas of Operations, Dispute Settlement Mechanism (rules and procedures)
- (d) IMF,IBRD,ADB
- (e) Commodity Agreements

7. Anti-Dumping Duties

- (a) WTO Provisions on Anti-Dumping- , Anti-Dumping Duties, Procedure and Developments
- (b) Regulatory Framework for Anti Dumping in India
- (c) Recent Anti Dumping Cases in India

8. Subsidies and Countervailing Duties

- (a) WTO Provisions
- (b) Administration
- (c) Procedure and Emerging Trends
- (d) Regulatory Framework for Subsidies & Countervailing duties in India
- (e) Doha Development Round

9. Foreign Collaborations and Joint Ventures

- (a) Foreign Direct Investment Policy, Industrial Policy
- (b) Kinds of Collaboration and Joint Ventures
- (c) Drafting of Agreement
- (d) Restrictive Clauses in the Foreign Collaboration/Joint Venture Agreements
- (e) International Commercial Arbitration

10. Strategic Alliances

- (a) Meaning, Rationale, Types, Trends in Alliances in New Competitive Environment, Strategic Alliance Failures, Managing Strategic Alliances.

11. Logistics Management

- (a) Logistics Framework- Concept, Objective and Scope
- (b) Transportation, Warehousing, Inventory Management, Packing and Unitization, Control and Communication
- (c) Role of IT in Logistics, Logistics Service Firms and Third Party Logistics

**SCHEME OF PAPERWISE EXEMPTION
FOR SWITCHOVER FROM OLD SYLLABUS TO NEW SYLLABUS**

<i>EXECUTIVE PROGRAMME</i>	
<u>Existing syllabus</u>	<u>Paper-wise Exemption under New syllabus</u>
MODULE 1	
1. General and Commercial Laws *	Please Refer Note
2. Company Accounts and Cost & Management Accounting **	M1. P2. Cost and Management Accounting
3. Tax Laws	Tax Laws and Practice
MODULE 2	
4. Company Law	M1. P1. Company Law
5. Economic and Labour Laws *	Please Refer Note
6. Securities Laws and Compliances	M2. P6. Capital Markets and Securities Laws
<p>*Note: In case the student has obtained 60 or more marks in paper 1 AND 5 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 3 (Economic and Commercial Laws) AND 7 (Industrial, Labour and General Laws) under new syllabus.</p> <p>**Note: Since the weightage has been given to Auditing in paper 5, Company Accounts and Auditing. In addition the Institute is pursuing with the regulatory authorities to recognize the Company Secretary as Auditing Professionals, therefore the exemption is given to only Paper 2 Cost and Management Accounting under new syllabus.</p>	
<i>PROFESSIONAL PROGRAMME</i>	
<u>Existing syllabus</u>	<u>Paperwise Exemption under New syllabus</u>
MODULE 1	
1. Company Secretarial Practice	M1. P1. Advanced Company Law and Practice
2. Drafting, Appearances and Pleadings	M3 P8 Drafting, Appearances and Pleadings
MODULE 2	
3. Financial, Treasury and Forex Management	M2. P5 Financial, Treasury and Forex Management
4. Corporate Restructuring & Insolvency	M1 P3 Corporate Restructuring, Valuation and Insolvency
MODULE 3	
5. Advanced Tax Laws and Practice	Advanced Tax Laws and Practice
MODULE 4	
6. Due Diligence and Corporate Compliance Management	M1. P2. Secretarial Audit, Compliance Management and Due Diligence
7. Governance, Business Ethics and Sustainability	M2. P6. Ethics, Governance and Sustainability

LIST OF RECOMMENDED BOOKS

IMPORTANT NOTE

The list of suggested readings has been classified into two categories, viz. (i) Readings; and (ii) References. The books suggested for readings cover a substantial portion of the syllabus. The Institute's publications have also been included under the Readings/References. In some papers, the subject being very vast, it is not possible to recommend one book, and, therefore, students are advised to read a separate book for each functional area in these papers.

Students are also advised to read relevant Bare Acts and Rules and Regulations relating thereto. 'Student Company Secretary', 'Chartered Secretary' and other journals of repute should also be read regularly for updating and supplementing the knowledge particularly, in subjects like Taxation, Economic Laws, Labour Laws and Corporate Laws.

FOUNDATION PROGRAMME

PAPER 1 : BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Readings:

- | | | |
|----|---------------------------------|---|
| 1. | M.C. Shukla | A Manual of Mercantile Laws; Sultan Chand & Company, New Delhi. |
| 2. | N.D. Kapoor | Mercantile Law; Sultan Chand & Co., New Delhi. |
| 3. | N.D. Kapoor & Dinkar Pagare | Business Laws and Management; Sultan Chand & Sons. |
| 4. | M.C. Kuchhal | Mercantile Law; Vikas Publishing House, New Delhi. |
| 5. | Daniel Albvoverove | Legal Aspects of Business; Oxford University Press. |
| 6. | Poonam Gandhi | Business Studies; Dhanpat Rai & Company Private Limited, Delhi. |
| 7. | NCERT | Business Studies Text Book for Class 10+2 |
| 8. | D. Chandra Bose | Business Laws; PHI Learning Pvt. Ltd. |
| 9. | Richard Blundel & Nigel Lockett | Exploring Entrepreneurship; Oxford University Press. |

References :

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|-------------|--|
| Sen & Mitra | Commercial Law; The World Press Pvt. Ltd., Calcutta. |
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PAPER 2 : BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Readings:

1. N.C. Jain, Saakhshi Management: Theory and Practice; A.I.T.B.S. Publishers, Delhi.
2. L.M. Prasad Principles and Practice of Management.
3. Raj Kumar Basic Business Communication; Excel Publication.
4. M.C. Shukla Business Organisation & Management; Sultan Chand & Co., New Delhi.
5. J.S. Chandan Management Theory & Practice; Vikas Publishing House Pvt. Ltd., New Delhi.
6. Madhurima Lal and Shikha Sahai Entrepreneurship; Excel Publication.
7. Andrew Crane & Dirk Matten Business Ethics, 3rd Edition; Oxford University Press.
8. Mory Sankar Mukerjee Business Communication; Oxford University Press.
9. Meenakshi Raman & Prakash Singh Business Communication, 2nd Edition, Oxford University Press.
10. Ashok K. Nadhani Business Ethics and Business Communications; Taxmann Publications Pvt. Ltd., New Delhi.
11. S. Balachandran, Raja, Nair Ethics, Indian Ethos and Management; Shroff Publication.
12. K. K. Sinha Business Communication Galgotia Publishing Company Ltd.
13. Varinder Kumar & Bodh Raj Business Communication & Organisation Management.
14. Reddy, Appannaiah & Nagaraj Raja Rao Essentials of Business Communication Himalaya Publishing House.
15. Ramesh M.S., Pattanshetti & Madhumati M. Kulkarni Business Communication; R. Chand & Co., 1, Ansari Road, Daryaganj, New Delhi.
16. R.C. Bhatia Business Communication; AES Publishers, Daryaganj, New Delhi.
17. R. Satya Raju & A. Parthasarthi Management – Text and Cases, PHI Learning Pvt. Ltd.

References:

1. P.C. Tripathi & P.N. Reddy Principles of Management; Tata McGraw Hills Publishing Company Ltd., New Delhi.
2. Peter F. Drucker Management, Tasks Responsibilities Practice
3. Joseph M. Putti Management: A Functional Approach
4. Oxford University Press The Concise Oxford Dictionary; 2nd Edition.
5. Cambridge University Press Cambridge Advanced Learner's Dictionary
6. Nick Battley The Oxford English Grammar; Oxford University Press.
7. Herta A. Murphy & Herbet W. Hildebrandt Effective Business Communication; McGraw-Hill International Editions.
8. Collins (Publishers) The New Collins Thesaurus; Latest Edition.
9. Merriam-Webster Incorporated Merriam-Webster's Collegiate Thesaurus.
10. Asha Kaul Business Communication, PHI Learning Pvt. Ltd.

PAPER 3 : BUSINESS ECONOMICS**Readings:**

1. H.L. Bhatia Micro Economic Theory; Modern Publisher, Gulab Bhawan, 6, Bahadurshah Zafar Marg, New Delhi.
2. M.L. Jhingan Micro Economic Theory; Konark Publishers Pvt. Ltd., A-149, Vikas Marg, Shakarpur, New Delhi-110 092.
3. S.K. Agarwala Economic System and Micro Economic Theory; Galgotia Publishing Company, 6A/4, WEA, Karol Bagh, New Delhi.
4. Atmanand Managerial Economics; Excel Publication.
5. D.M. Mithani Macro Economics; Himalaya Publishing House.

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| 6. | D.M. Mithani | Money Banking, International Trade and Public Finance; Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Bombay-400 004. |
| 7. | Ruddar Datt & K.P.M. Sundaram | Indian Economy; S. Chand & Company Ltd., Ram Nagar, New Delhi. |
| 8. | S. P. Gupta, P. K. Gupta & Man Mohan | Quantitative Techniques; Sultan Chand & Sons, 23, Daryaganj, New Delhi. |
| 9. | R. S. Bhardwaj | Business Statistics, Excle Books, A-45, Narayana Phase-I, New Delhi |
| 10. | A. K. Agarwal & Sahib Singh | Fundamental of Statistics; Frank Sons, Daryaganj, New Delhi. |
| 11. | B. M. Agarwal | Quantitative Techniques, Sultan Chand & Songs Pvt. Ltd., Daryaganj, New Delhi. |
| 12. | Dr. Vivek Mittal | Business Environment; Excel Publication. |
| 13. | I.C. Dhingra & V. K. Garg | Economic Development & Planning in India. |
| 14. | S. P. Gupta | Statistical Methods; Sultan Chand & Sons, New Delhi. |

References:

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|----|---------------------------------------|----------------------------------|
| 1. | Twelfth Five Year Plan Approach Paper | Government of India Publication. |
| 2. | Economic Survey (Latest) | Government of India Publication. |

PAPER 4 : FUNDAMENTAL OF ACCOUNTING AND AUDITING

Readings:

- | | | |
|----|--|---|
| 1. | M. C. Shukla, T. S. Grewal & S. C. Gupta | Advanced Accounts Vol. I, S. Chand & Company Ltd., Ram Nagar, New Delhi-55. |
| 2. | R. L. Gupta & V. K. Gupta | Financial Accounting, Sultan Chand & Sons, New Delhi - 2. |
| 3. | J. R. Monga | Financial Accounting – Concepts & Applications; Mayoor Paperbacks, A-95, Sector 5, Noida (U.P.) |
| 4. | Paresh Shan | Financial Accounting for Management; Oxford University Press. |

5. S. N. Maheshwari & S.K. Maheshwari
Advanced Accounting, Volume I; Vikas Publishing House (Pvt.) Ltd., Jangpura, New Delhi-14.
6. S. P. Jain & K.L. Narang
Advanced Accounting, Volume I; Kalyani Publishers, Daryaganj, New Delhi - 2.
7. Ashok Sehgal & Deepak Sehgal
Advanced Accounting (Financial Accounting); Taxmann's, New Delhi.
8. S. Jayaraman
Financial Accounting; Excel Publication
9. Aruna Jha
Student's Guide to Auditing & Assurance, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.
10. S.D. Sharma
Auditing Principles & Practice, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.
11. Anand G. Srinivasan
Auditing, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.
12. S. Sundharababu,
S. Sundharsanam, B.N. Tondon
A Handbook of Practice Auditing, S. Chand & Company, New Delhi

References:

1. T. P. Ghosh, A. Banerjee & K.M. Bansal
Principles and Practice of Accounting, Galgotia Publishing Company, New Delhi-5.
2. P. C. Tulsian
Financial Accounting, Sultan Chand & Company, New Delhi.
3. R. Narayanaswamy
Financial Accounting – A Managerial Prospective; PHI Learning Pvt. Ltd.
4. Ashish K. Bhattacharyya
Essentials of Financial Accounting; PHI Learning Pvt. Ltd.

EXECUTIVE PROGRAMME

MODULE I

PAPER 1 : COMPANY LAW

Readings:

1. Dr. Avtar Singh : Company Law; Eastern Book Company, 34, Lalbagh, Lucknow – 226 001
2. C.R. Datta : Datta on the Company Law; Lexis Nexis, Butterworths Wadhwa, Nagpur
3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur
4. K.C. Garg, R.C. Chawla, Vijay Gupta : Company Law; Kalyani Publishers, 1/1, Rajinder Nagar, Civil Lines, Ludhiana – 141 001.
5. A.K. Mujumdar, Dr. G.K. Kapoor : Company Law and Practice; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
6. V.S. Datey : Guide to Tax and Corporate Laws; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
7. M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi-110 006.
8. H.K. Saharay : Company Law; Universal Law Publishing Co., C-FF-1A, Dilkhush Industrial Estate, G.T. Karnal Road, Delhi. -110033.

References:

1. D.K. Jain : Company Law Ready Reckoner; Bharat Law House Pvt. Ltd.; T-1/95, Mangolpuri Industrial Area, Delhi-110083.
2. R. Suryanarayanan : Company Law Ready Reckoner; Commercial Law Publishers, 151, Rajinder Market, Opp. Tis Hazari Court, Delhi-110054.
3. Palmer : Company Law (Vol. 1); Stevens & Sons Ltd., London.
4. L.C.B. Gower : Principles of Modern Company Law; Stevens & Sons Ltd., London.
5. Taxmann's : Circulars & Clarifications on Company Law; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.

6. Bare Act : Corporate Laws; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
The Companies Act, 1956; Universal Law Publishing Co., C-FF-1A, Dilkhush Industrial Estate, G.T. Karnal Road, Delhi. -110 003.

Journals:

1. Chartered Secretary : ICSI, New Delhi
2. Student Company Secretary : ICSI, New Delhi
3. Corporate Law Adviser : Corporate Law Advisers, 613, Metro View Apt., Sector 13, Pocket B, Dwarka, New Delhi-110075.
4. Company Law Journal : Company Law Journal (India) Pvt. Ltd., 53/15, Old Rajinder Nagar, Post Box No. 2844, New Delhi-110060.

Note: The latest edition of all the books referred to above should be read.

PAPER 2 : COST AND MANAGEMENT ACCOUNTING

Readings & References:

1. V.K. Saxena & C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj, New Delhi -110 002.
2. S.N. Maheshwari : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj, New Delhi -110 002.
3. I.M. Pandey : Management Accounting; Vikas Publishing House (P) Ltd., A-22, Sector 4, Noida – 201 301
4. Ravi M. Kishore : Advanced Management Accounting; Taxmann's, Taxmann Publication (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110 005.
5. M.N. Arora : Cost and Management Accounting (Theory and Problems); Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Kelewadi, Girgaon, Mumbai-400 004.
6. S.P. Jain & K.L. Narang : Cost and Management Accounting; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002.

7. C.T. Horngren : Cost and Management Accounting - A Managerial Emphasis; Pearson Education Asia, 482, F.I.E. Patparganj, Delhi-110 092.
8. Jawahar Lal : Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
9. M.Y. Khan & P.K. Jain : Theory and Problems of Management and Cost Accounting; McGraw-Hill Education (India) Ltd. B-4, Sector 63, Gautam Budh Nagar, Noida – 201 301.
10. B.M. Lal Nigam & I.C. Jain : Cost Accounting Principles and Practice; Prentice Hall of India, M-97, Connaught Circus, New Delhi-110 001.
11. Drury Colin : Management and Cost Accounting; International Thomson Business Press, London.
12. K.S. Thakur : Cost Accounting – Theory & Practice; Excel Books, A-45, Naraina, Phase-I, New Delhi-110028.

PAPER-3 : ECONOMIC AND COMMERCIAL LAWS

Readings & References:

1. Vinod Dhall : Competition Law Today – Concepts, Issues and the Law in Practice; Oxford University Press, New Delhi.
2. T. Ramappa : Competition Law in India – Policies, Issues, and Developments; Oxford University Press, New Delhi.
3. ICSI : Practitioner’s Guide to Consumer Protection Law.
4. Dr. K.R. Chandratre : Handbook on Consumer Protection Law; Vidhi Publishing, New Delhi.
5. Dr. V.K. Aggarwal : Consumer Protection Law and Practice; Bharat Law House, 22, Tarun Enclave, Pitampura, New Delhi - 110 034.
6. Dr. Gurbax Singh : Law of Consumer Protection; Bharat Law Publications, 22, Tarun Enclave, Pitampura, New Delhi - 110 034.

7. Kuldeep Saxena : Consumer Protection Act & Rules, Law Links.
8. Sumeet Malik : Environmental Law; Eastern Book Company, Lucknow.
9. Dr. H.N. Tripathi : The Environment Pollution Control Manual; Hari Law Agency, Allahabad.
10. Lall's : Commentaries on Water and Air Pollution Laws; Delhi Law House, Delhi.
11. Rajiv Jain : Guide to New Industrial Policy, with Procedure; India Investment Publications, New Delhi.
12. Bare Act : Prevention of Money-Laundering Act.
13. Richard Parlour : International Guide to Money-Laundering Law and Practice.
14. Bare Act : Foreign Exchange Management Act.
15. SnowWhite : Foreign Exchange Management Manual.
16. S.K. Roy Chaudhary & H.K. Saharay : The Law of Trademarks, Copyright, Patents and Design.
17. B.L. Wadehra : Law Relating to Patents, Trademarks, Copyright, Designs and Geographical Indications.
18. Aswani Kr. Bansal : Law of Trademarks in India.
19. Satyawrat Ponkse : The Management of Intellectual Property.
20. Ministry of Commerce & Industry : Foreign Trade Policy and Procedure.
21. A.M. Satalvad : Mulla on the Transfer of Property Act, 1882; N.M. Tripathi Private Ltd., Bombay.
22. N. Suryanarayan Iyer : Indian Trust Act, 1882; Revised by Dr. R.G. Chaturvedi; Law Book Company, Allahabad.
23. S.K. Roy Chowdhary & H.K. Saharay : Law of Arbitration and Conciliation; Eastern Law House, Calcutta.
24. Avtar Singh : Law of Contract and Specific Relief; Eastern Book Company, 34, Lalbagh, Lucknow-226001.

PAPER 4 : TAX LAWS & PRACTICE

Readings:

I. Income Tax :

1. Dr. V.K. Singhania : Students Guide to Income-tax including Service Tax/VAT; Taxmann Publications Pvt. Ltd., 59/32, New Rohtak Road, New Delhi – 110 005
2. Girish Ahuja and Ravi Gupta : Systematic Approach to Income-tax, Service Tax and VAT; Bharat Law House, T-1/95, Mangolpuri Industrial Area, Phase I, New Delhi-110 083.
3. B.B. Lal and N. Vashist : Direct Taxes, Income Tax, Wealth Tax and Tax Planning; Darling Kindersley (India) Pvt. Ltd., 482, FIE, Patparganj, Delhi.- 110092
4. Dr. H.C. Mehrotra and Dr. S.P. Goyal : Direct Taxes (with Tax Planning); Sahitya Bhawan, Agra.

II. Service Tax and Value Added Tax:

1. V.S. Datey : Service Tax Ready Reckoner; Taxmann Publications, 59/32, New Rohtak Road, New Delhi
2. J.K. Mittal : Law, Practice & Procedure of Service Tax; CCH India, (Walters Kluwer (India) Pvt. Ltd.), 501-A, Devika Tower, 6 Nehru Place, New Delhi.
3. Balram Sangal & Jagdish Rai Goel : All India VAT manual (4 Vols.); Commercial Law Publisheres (India) Pvt Ltd., 151, Rajindra Market, Opp. Tis Hazari Courts, Delhi – 110 054

Reference:

1. Bare Act : Income Tax Act, 1961 & Income Tax Rules, 1962
2. Sampath Iyengars : Law of Income Tax, 11th Edition; Bharat Law House Pvt. Ltd., T-1/95, Mangolpuri Industrial Area, Phase I, New Delhi-110 083.

Journals :

1. Chartered Secretary (Monthly Journal) : I.C.S.I., New Delhi.

2. Student Company Secretary (Bi-Monthly Bulletin) : I.C.S.I., New Delhi.
3. Income Tax Reports : Company Law Institute of India Pvt. Ltd., Tyagaraja Road, Madras.
4. Taxmann : Taxmann; 59/32, New Rohtak Road, New Delhi - 110 005.
5. Tax and Corporate Referencer : Bharat Law House Pvt. Ltd.; 22, Tarun Enclave, Pitampura, New Delhi - 110 034.

Note :

- (i) Students are advised to read the relevant Bare Acts. 'Student Company Secretary' and 'Chartered Secretary' regularly for updating the knowledge.
- (ii) The latest editions of all the books relevant for the applicable assessment year referred to above should be read.

MODULE II

PAPER 5 : COMPANY ACCOUNTS AND AUDITING PRACTICES

Readings & References:

1. M.C. Shukla, T.S. Grewal & S.C. Gupta : Advanced Accounts-Vol. II; S. Chand & Company Ltd., 7361, Ram Nagar, New Delhi-110 055.
2. R.L. Gupta & M. Radhaswamy : Company Accounts; Sultan Chand & Sons, 23, Darya Ganj, New Delhi-110 002.
3. S.P. Jain & K.L. Narang : Advanced Accountancy-Vol. II; Kalyani Publishers, 23, Daryaganj, New Delhi-110 002.
4. S.N. Maheshwari : Corporate Accounting; Vikas Publishing House (Pvt.) Ltd., A-22, Sector 4, Noida-201 301.
5. Ashok Sehgal & Deepak Sehgal : Advanced Accounting-Vol. 2; Taxmann's, 59/32, New Rohtak Road, New Delhi-110 005.
6. J.R. Monga : Fundamentals of Corporate Accounting; Mayur Paperbacks, A-95, Sector 5, Noida-201 301.
7. Kamal Gupta, Ashok Arora : Fundamentals of Auditing; Tata McGraw-Hill Education India Ltd.
8. Kamal Gupta : Contemporary Auditing; Tata McGraw-Hill Education India Ltd.
9. International Financial Reporting Standards (IFRSs) : Taxmann Publication (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110 005.

10. Dolphy D'Souza : Indian Accounting Standards & GAPP; Snow White Publications Pvt. Ltd., Her Mahal, 532, Kalbadevi Road, Mumbai – 400 002.
11. Compendium of Accounting Standards : The Institute of Chartered Accountants of India, New Delhi.

PAPER 6 : CAPITAL MARKETS AND SECURITIES LAWS

Readings:

1. E. Gordon & K. Natarajan : Capital Market in India; Himalaya Publishing House, Ramdoot, Dr. Bhalerao Marg, Girgaon, Mumbai - 400004.
2. Sanjeev Aggarwal : Guide to Indian Capital Market; Bharat Law House, 22, Tarun Enclave, Pitampura, New Delhi – 110 034.
3. V.L. Iyer : SEBI Practice Manual; Taxman Allied Service (P) Ltd., 59/32, New Rohtak Road, New Delhi-110005.
4. M.Y. Khan : Indian Financial Systems; Tata McGraw Hill, 4/12, Asaf Ali Road, New Delhi – 110 002.
5. S. Suryanarayanan & V. Varadarajan : SEBI – Law, Practice & Procedure; Commercial Law Publishers (India) Pvt. Ltd., 151, Rajindra Market, Opp. Tis Hazari Court, Delhi - 110054
6. Mamta Bhargava : Compliances and Procedures under SEBI Law; Shreeji Publishers, 8/294, Sunder Vihar, New Delhi – 110 087
7. Taxmann : SEBI Manual
8. Asim Kumar Mishra : Venture Capital Financing in India; Shipra Publications, 115A, Vikas Marg, Shakarpur, Delhi-110092.

References:

1. SEBI Annual Report : SEBI, Mumbai.
2. Indian Securities Market - A Review : NSE Yearly Publication
3. Website : www.sebi.gov.in
www.nseindia.com
www.bseindia.com

Journals:

1. SEBI and Corporate Laws : Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
2. Corporate Law Adviser : Corporate Law Adviser, Post Bag No. 3, Vasant Vihar, New Delhi-110 052.
3. SEBI Monthly Bulletin : SEBI, Mumbai.
4. NSE News : National Stock Exchange of India Ltd., Mahindra Towers, Worli, Mumbai-400018.

Note: Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. 'Student Company Secretary' and 'Chartered Secretary' should also be read regularly for updating the knowledge.

PAPER 7 : INDUSTRIAL, LABOUR AND GENERAL LAWS**Readings & References:**

1. Relevant Bare Acts : Labour Laws
2. N.D. Kapoor & Rajni Abbi : General Laws and Procedures; Sultan Chand & Sons, 23, Daryaganj, New Delhi – 110 002.
3. Durga Das Basu : Constitution of India; Prentice Hall of India, New Delhi.
4. Taxmann's : General and Commercial Laws; Taxmann Publication (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110 005.
5. M.P. Tandon : Civil Procedure Code; Allahabad Law Agency, Allahabad.
6. Dr. S.C. Banerjee : The Law of Specific Relief; Law Book Company, Allahabad.
7. Ramaswamy Iyer : The Law of Torts; N.M. Tripathi, Private Ltd., Bombay.
8. Dr. D.K. Singh (Ed.) : V.N. Shukla's the Constitution of India; Eastern Book Company, 34, Lalbagh, Lucknow- 226 001.
9. V.P. Sarathi : Elements of Law of Evidence, Eastern Book Company, 34, Lalbagh, Lucknow-226001
10. V.G. Ramachandran : Law of Limitation; Eastern Book Company, 34, Lalbagh, Lucknow- 226001
11. G.P. Singh : Principles of Statutory Interpretation; Wadhwa Publishing Company, Nagpur.

12. Eastern Book Company : Code of Criminal Procedure.
13. Dr. K.N. Chandrasekharan Pillai : Kelkar's Lectures on Criminal Procedure, 4th Edn; Eastern Book Company, 34, Lalbagh, Lucknow- 226 001.
14. B.M.Gandhi : Interpretation of Statutes; Eastern Book Company, 34, Lalbagh, Lucknow-226 001.
15. C.K. Takwani : Civil Procedure; Eastern Book Company, 34, Lalbagh, Lucknow-226 001.
16. Winfield and Jolowicz : Torts Ed. by WVH Rogers, Sweet and Maxwell, London.
17. Avtar Singh : Law of Contract and Specific Relief; Eastern Book Company, 34, Lalbagh, Lucknow-226 001.
18. P.L. Malik : Industrial Law; Eastern Book Company, 34, Lalbagh, Lucknow-226 001.
19. N.D. Kapoor : Handbook of Industrial Law; Sultan Chand & Sons, 23, Darya Ganj, New Delhi-110002.
20. S.S. Gulshan & G.K. Kapoor : Economic, Labour and Industrial Laws; Sultan Chand & Sons, 23, Darya Ganj, New Delhi-110002.
21. H.L. Kumar : Labour Laws; Universal Laws Publishing Co. Pvt. Ltd., G.T. Karnal Road, Delhi-110033.
22. Legal Manual : Labour and Industrial Law; Universal Law Publishing Co. Pvt. Ltd., G.T. Karnal Road, Delhi-110033.

Journals:

1. Student Company Secretary (Monthly) : The ICSI, New Delhi-110 003.
2. Chartered Secretary(Monthly) : The ICSI, New Delhi-110 003.
3. All India Reporter : All India Reporter Ltd., Congress Nagar, Nagpur.

Note:

1. Students are advised to read the above journals for updating the knowledge.
2. Students are advised to read/refer the latest editions of the books in the reading/reference lists.
3. Students are also advised to read legal glossary/legal terms given in Appendix.

PROFESSIONAL PROGRAMME

MODULE 1

PAPER 1 : ADVANCED COMPANY LAW AND PRACTICE

Readings:

1. M. L. Sharma & V. S. : Company Law Procedures , Taxmann
Sowrirajan Publication (P) Limited
2. M.C. Bhandari : Guide to Company Law Procedures ,
LexisNexis Butterworths Wadhwa Nagpur
3. A.M. Chakaraborti & : Company Notices, Meetings and
B.P. Bhargava Resolution, Taxmann Publication (P) Ltd.
4. A. Ramaiya : Guide to Companies Act, LexisNexis
Butterworths Wadhwa Nagpur
5. D.K. Jain : Comprehensive guide to filing of Forms &
Returns, Bharat Law House Pvt. Ltd.
6. D.K. Jain : Company Law Procedures, Bharat Law
House Pvt. Ltd.
7. Company Rules & E- : Taxmann Publication (P) Limited
Company Forms

PAPER 2: SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE

Readings:

1. Taxmann : SEBI Manual
2. Mamta Bhargava : Compliances and Procedures under SEBI
Law, Shreeji Publishers, 8/294, Sunder
Vihar, New Delhi – 110087
3. ICSI : Handbook on Mergers Amalgamations and
takeovers.
4. K. R. Sampath : Mergers/Amalgamations, takeovers, Joint
Ventures, LLPs and Corporate Restructure,
Snow white Publications
5. S. Ramanujam : Mergers et al, LexisNexis Butterworths
Wadhwa Nagpur
6. Alexandra Reed Lajoux & : The Art of M&A Due Diligence
Charles M. Elson
7. Secretarial Standards
issued by ICSI

Important Websites

- (a) www.sebi.gov.in
- (b) www.rbi.org.in

- (c) www.finmin.nic.in
- (d) www.dipp.nic.in
- (e) www.mca.gov.in

Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. 'Student Company Secretary' and 'Chartered Secretary' should also be read regularly for updating the knowledge.

PAPER 3: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY

Readings:

1. A. Ramaiya : Guide to Companies Act, LexisNexis Butterworths, Wadhwa, Nagpur
2. M.C. Bhandari : Guide to Company Law Procedures, LexisNexis Butterworths Wadhwa Nagpur
3. ICSI : Handbook on Mergers Amalgamations and takeovers.
4. K. R. Sampath : Mergers/Amalgamations, Takeovers, Joint Ventures, LLPs and Corporate Restructure, Snow White Publications
5. S. Ramanujam : Mergers et al, LexisNexis Butterworths Wadhwa Nagpur
6. Ray : Mergers and Acquisitions Strategy, Valuation and Integration, PHI

Important Websites

- (a) www.sebi.gov.in
- (b) www.rbi.org.in
- (c) www.finmin.nic.in
- (d) www.dipp.nic.in
- (e) www.mca.gov.in

Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. 'Student Company Secretary' and 'Chartered Secretary' should also be read regularly for updating the knowledge.

MODULE 2

PAPER 4: INFORMATION TECHNOLOGY AND SYSTEMS AUDIT

Readings:

1. Ramesh Behl : Information Technology for Management, Tata McGraw Hill Education Private Ltd.
2. Jerome Kanter : Managing with Information, Prentice Hall of India
3. P.K. Sinha : Computer Fundamentals: Concepts, Systems and Applications B.P.B. Publications

4. D.P. Mittal : Law of Information Technology (Cyber Law) with Information Technology (Certifying Authorities) Rules, 2000, Taxmann
5. Dr. L.M. Prasad and Usha Prasad : Information Systems & Technology, Sultan Chand Publication

PAPER 5: FINANCIAL, TREASURY AND FOREX MANAGEMENT

Readings:

1. M.Y Khan & P.K.Jain : Financial management - Text and Problems, Mcgraw Hill Education (India) Limited
2. Prasanna Chandra : Financial management - Theory and Practice, Mcgraw Hill Education (India) Limited
3. I.M. Pandey : Financial Management- Vikas Publishing House Pvt. Limited
4. R.P. Rustagi : Strategic Financial Management, Taxmann Publications Pvt. Limited
5. J.B. Gupta : Strategic Financial Management, Taxmann Publications Pvt. Limited
6. Ravi M. Kishore : Strategic Financial Management, Taxmann Publications Pvt. Limited

PAPER 6: ETHICS, GOVERNANCE AND SUSTAINABILITY

Readings:

1. N. Balasubramanian : Corporate Governance and Stewardship, Tata Mcgraw Hill
2. H. C. Mruthyunjaya : Business Ethics and Value System, PHI
3. A. C. Fernando : Business Ethics – An Indian Perspective Pearson
4. Inderjit Dube : Corporate Governance; Lexis Nexis Butterworths Wadhwa, Nagpur
5. Sanjiv Agarwal : Corporate Governance: Concept & Dimensions; Snow White Publications P Ltd.
6. K. R. Sampath : Law of Corporate Governance: Principles and Perspective; Snow White Publications P Ltd.
7. Edited by G.P. Gupta & M.S. Srinivasan : Management by Consciousness, Sri Aurobindo Foundation for Integral Management
8. ICSI & Taxmann : Corporate Governance Beyond Letters

9. ICSI : CG Insight, Gender Diversity on Boardrooms, Shareholder Activism, Sustainability Reporting for Sustainable Future
10. ICSI : Secretarial Standards on Board Meetings, General Meetings, Boards' Report, Guidance Note on Corporate Governance Certification

MODULE 3

PAPER: 7 ADVANCED TAX LAWS AND PRACTICE

Readings:

I. Direct Taxes

1. Girish Ahuja & Ravi Gupta : Professional Approach to Direct Taxes-Law and Practice; Bharat Law House (P) Ltd. 22, Tarun Enclave, Pitampura, New Delhi-110034.
2. E. A. Srinivas : Corporate Tax Planning; McGraw Hill Education (India) Ltd., B-4, Sector-63, Noida – 201 301.
3. Dr. V. K. Singhania : Direct Taxes Law and Practices; Taxmann Publications (P) Ltd; 59/32, New Rohtak Road, New Delhi – 110 005.
4. B.B. Lal and N. Vashist : Direct Taxes, Income Tax, Wealth Tax and Tax Planning; Darling Kindersley (India) Pvt. Ltd., 482, FIE, Patparganj, Delhi.- 110092

II. Indirect Taxes

1. V. S. Datey : Indirect Taxes – Law & Practices; Taxmann Publications, 59/32, New Rohtak Road, New Delhi-110 055.
2. Dr. Sanjeev Kumar : T-195, Mangolpuri Industrial Area, Phase-1, New Delhi-110083
3. V.S. Datey : Service Tax Ready Reckoner; Taxmann, Publications, 59/32, New Rohtak Road, New Delhi
4. J.K. Mittal : Law, Practice & Procedure of Service Tax; CCH India, [Walters Kluwer (India) Pvt. Ltd.], 501-A, Devika Tower, 6 Nehru Place, New Delhi.
5. Balram Sangal & Jagdish Rai Goel : All India VAT manual (4 Vols.); Commercial Law Publisheres (India) Pvt. Ltd., 151, Rajindra Market, Opp. Tis Hazari Courts, Delhi – 110 054

References:

I. Direct Taxes

1. Bare Act : Income Tax Act & Rules and Wealth Tax Act & Rules
2. Annual Finance Act : <http://indiabudget.nic.in/index.asp>
3. Sampath Iyengars : Law of Income Tax, 11th Edition; Bharat Law House Pvt. Ltd., T-1/95, Mangolpuri Industrial Area, Phase I, New Delhi-110083.
4. Kanga & Palkhivala : Shalmadas Gandhi Marg, Chikal House , Opposite Bank of India, Princess Street, Mumbai
5. S. C. Mishra : Transfer Pricing Manual

II. Indirect taxes

1. R. K. Jain's : Central Excise and Custom Law Manual; Centax Publications Pvt. Ltd, 1512-B, Bhishm Pitamah Marg (Opp. ICICI Bank of Defence Colony), New Delhi-110003, India
2. Taxmann : CENVAT Law & Practice; Taxmann Allied Services (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110005

PAPER 8: DRAFTING, APPEARANCES AND PLEADINGS

Readings:

1. G.M. Kothari and Arvind G. Kothari : Drafting, Conveyancing and Pleadings (1982); 2nd Ed., N.M. Tripathi (P.) Ltd., Bombay.
2. P.C. Mogha : The Indian Conveyancer (1987); 10th Ed. Rev. by Justice K.N. Goyal, etc. Eastern Law House, Calcutta.
3. Hargopal : The Indian Draftsman; Guide to Legal Drafting (1995); 10th Ed. Rev. by Nitin Khanna & A.C. Moitra, the University Book Agency, Allahabad. Vol. I & II.
4. N.S. Bindra : Conveyancing Drafting & Interpretation of Deeds (1985); 7th Silver Jubilee Ed. Rev. by S.K. Verma, etc.; Volumes 1 to 5, Law Publishers, Allahabad.
5. Dr. J.C. Verma : Commerical Drafting & Conveyancing, 1988 Ed.; Bharat Law House, New Delhi.
6. P.C. Mogha : The Law of Pleadings in India (1987); 14th Ed. Rev. by Justice K.N. Goyal, etc. Eastern Law House, Calcutta.

7. DeSouza : Forms and Precedents of Conveyancing (1999); 13th Ed. Rev. by C.R. Datta and M.N. Das.
8. Rodney D. Ryder : Drafting Corporate & Commercial Agreements (2005); 1st Ed., Universal Law Publishing Co., Delhi.

References:

1. Maxwell : The Interpretation of Statutes (1976); 12th Ed., second impression Rev. by P. St. J. Langan, N.M. Tripathi (P) Ltd., Bombay.
2. Stanley Robinson : Drafting – Its Application to Conveyancing and Commercial Documents (1980); 1st Ed., Chapters 1 to 11, Butterworths, London.
3. Kelly : Draftsman (1979); 14th Ed. Rev. by R.W. Ramage, pp. 2 to 161, 228 to 235, 476 to 509, Butterworths, London.
4. Shiv Gopal : Conveyancing Precedents and Forms (1975); 4th Ed., Eastern Book Company, Lucknow.
5. G.M. Kothari : Principles & Precedents of the Law of Conveyancing, Draftsman and Interpretation of Deeds & Documents (1995); Law Book Company, Allahabad.
6. M.G. Gurha : A Guide to the Deeds (1981); 2nd Ed., Modern Law House, Allahabad.

RECOMMENDED BOOKS FOR ELECTIVE PAPERS

9.1 BANKING LAW AND PRACTICE

1. M.L.Tannan, revised by : Banking Law and Practice, Wadhwa & C.R. Datta & S.K. Kataria Company, Nagpur
2. A.B. Srivastava and K. : Seth’s Banking Law, Law Publisher’s India Elumalai (P) Limited
3. R.K. Gupta : BANKING Law and Practice in 3 Vols. Modern Law Publications.
4. Prof. Clifford Gomez : Banking and Finance - Theory, Law and Practice, PHI Learning Private Limited

5. J.M. Holden : The Law and Practice of Banking, Universal Law Publishing.

9.2 CAPITAL, COMMODITY AND MONEY MARKET

1. Dr. S. Gurusamy : Capital Market, Tata Mcgraw Hill Education Private Limited
2. Indian Institute of Banking & Finance : Securities Market and Products, Taxmann Publications (p) Ltd.
3. M. Y. Khan : Indian Financial Systems, Tata Mcgraw Hill Education Private Limited
4. Niti Nandini Chatnani : Commodity Markets, Tata Mcgraw Hill Education Private Limited
5. Bharat Kulkarni : Commodity Markets & Derivatives, Excel Books
6. Taxmann : SEBI Manual

9.3 INSURANCE LAW AND PRACTICE

1. M. N. Srinivasan : Principles of Insurance Law, Wadhwa & Co.
2. Rajiv Jain : Insurance Law and Practice, Vidhi Publication Private Limited
3. Taxmann : Insurance Manual, Taxmann Publication Private Limited
4. Bharat : Manual of insurance Laws, Bharat Publication Private limited
5. Dr. Avtar Singh : Law of Insurance, Universal Publication Pvt. Limited
6. George E. Rejda : Principles of Risk Management and Insurance

9.4 INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE

1. S.K. Roy Chaudhary & H.K. Saharay : The Law of Trademarks, Copyright, Patents and Design

2. B.L. Wadehra : Law Relating to Patents, Trademarks, Copyright, Designs and Geographical Indications
3. Aswani Kr. Bansal : Law of Trademarks in India
4. Satyawrat Ponkse : The Management of Intellectual Property
5. Narayanan P. : Intellectual Property Law, 3/E, Eastern Law House Private Ltd.
6. Dr. Subash Chanra Roy : Lecture on Intellectual Property Law, Chanakya Law University, Patna

9.5 INTERNATIONAL BUSINESS-LAWS AND PRACTICES

1. V.K. Pamecha : A Guide to Export-Import Consultancy & Registration Services
2. Justin Paul : International Business – PHI Publications
3. R.K. Gupta : Anti Dumping Law and Procedures
4. R.K. Jain : Foreign Trade Policy and Handbook of Procedures
5. K. Awasthappa : International Business, Mc Graw Hill
6. Francis Cherunilam : International Trade and Export Management, Himalaya Publishing House
7. P.K. Khurana : Export Management

TABLE OF FEES

(As determined by the Council relating to Students and Licentiates)

	₹
1. Registration fee:	2,000
2. Exemption Fee	
(a) Foundation Programme:	500
(b) Executive Programme:	700
3. Postal Tuition Fee	
Foundation Programme	
Payable at the time of registration by non-commerce candidates who are seeking exemption from passing the Foundation Programme examination under clause (ii) of regulation 38.	@₹187.50 per subject for those subjects of the Foundation Programme examination which the candidate had not studied at the graduate or post-graduate level and for which he is required to undergo coaching for the Foundation Programme pursuant to proviso to regulation 38.
(Please refer to paras 2.4 & 2.5 of this Handbook).	
Executive Programme	₹ 6,500
Payable at the time of registration	
Professional Programme	₹ 12,000
Payable after passing the Executive Programme examination	
4. Subjectwise exemption fee	₹ 1,000 per subject
Executive/Professional Programme	
5. Fee for Registration <i>De novo</i>	
(a) If applying within 2 years from the date of expiry of former registration	
(i) Registration Fee	₹ 2,000
(ii) Postal Tuition fee (if completion certificate not obtained for both modules of Executive/all modules of Professional Programme examination).	Balance of ₹6,500 for Executive Programme or ₹12,000 for Professional Programme after adjusting the postal tuition fee already paid for Executive Programme or Professional Programme, as the case may be.
(b) If applying after 2 years but within 5 years from the date of expiry of former registration	
(i) Fees as stated under clause (a) above	
(ii) Exemption fee for Foundation Programme examination	₹ 500

- (iii) Exemption fee from Executive Programme examination (if passed both the modules) ₹ 750
- (iv) Subjectwise exemption fee ₹ 1,000 per subject
6. Extension of registration
- (i) Extension of registration fee ₹ 750 per annum
- (ii) Service charges ₹ 250 per module for which coaching completion certificate has not been issued.
- (iii) Arrears of fee under the previous registration, if any.
7. Examination Fees:
- (i) Examination fee:
- Foundation Programme ₹ 1,200 lump sum
- Executive Programme ₹ 1,200 per module
- Professional Programme ₹ 1,200 per module
- (ii) Late fee for receipt of Examination Application within 15 days of the scheduled last date ₹ 250
- (iii) Change of Examination Centre fee ₹ 250
- (iv) Change of Module fee ₹ 250
- (v) Change of Medium fee ₹ 250
- (vi) Verification of marks fee ₹ 250 per subject
8. Miscellaneous Fees:
- (i) Issue of Duplicate Pass Certificate ₹ 200
- (ii) Issue of Duplicate Marks-Sheet ₹ 100 per session
- (iii) Issue of Transcript ₹ 250 each
9. Annual subscription of Licentiate ICSI ₹ 1,000
10. Apprenticeship Training Fee ₹ 50

NOTE:

- (i) Applicants/Students belonging to Scheduled Caste/Scheduled Tribe are eligible to seek 50% concession in fees on submission of written requests together with attested copy of the relevant certificate issued by the competent authority.
- (ii) Once an application for registration is accepted by the Institute, no part of the fee shall be refunded under any circumstances. Fees in respect of such applications which are not eligible for registration or not accepted, for any other reason, may be refunded after deducting ₹ 25 towards administrative expenses.

APPLICATION FOR EXTENSION OF REGISTRATION

[See Regulation 21(3)]

The Secretary & CEO
 The Institute of Company Secretaries of India
 C-37, Sector-62, Institutional Area
 Noida – 201309
 Ph.: 4522072-4522073
 E-mail: *archana.goel@icsi.edu*

Sir,

I request that my registration as a student may be extended for one year in accordance with Regulation 21(3) of 'The Company Secretaries Regulations, 1982'. The required particulars are furnished below:

- (i) Registration No.
- (ii) Surname
- First & Middle Name:

- (iii) *Additional Educational/Professional Qualifications

Exam. Passed		Medium of Exam		Year	Aggre- gate Marks	Maxi- mum Marks	%age of Marks
Quali. Code	Quali- fication	Med. Code	Medium				

(Refer Code List)

- (iv) Address for communication (if changed)

City :

State :

Pin :

(Refer Code List)

E-mail ID _____ Mobile No. _____

- (v) Paperwise Exemption secured under Previous Registration

Subject Code	Subject	Basis	
		Qualification Code	Qualification

*(Refer Code List)** *Qualifications acquired subsequent to the registration as a student.*

(vi) Passing groups/modules of Final/Professional Programme examination under previous registration

Examination Final/Professional Programme	Group/Module	Session	Year	Roll No.

(vii) Particulars of Postal/Oral Coaching Completion Certificate of Inter/Final Course

Examination	Group/Module	CC No.	Date	Old/New Syllabus
Final/Prof. Prog.	I			
Final/Prof. Prog.	II			
Final/Prof. Prog.	III			
Final/Prof. Prog.	IV			

(viii) Fee-Mode : DD No./Ack. No./CG/SBS No.:
(Refer Code List V)

Date : Amount :
D D M M Y Y Y Y

Bank Code :
(Refer Code List XI)

Bank Name:

Branch :

City :

Details:

(i) Extension of Regn. fee:

(ii) Service Charges:

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, by-laws, rules, standing orders, directions, applicable to me from time to time.

Yours faithfully,

Place:

Date:

Signature

- (b) I request that I may be exempted from the following papers of the Intermediate/Executive Programme/Final/Professional Programme Examination under Regulation 42(3)/45(1):

Examination	Paper		Basis	
	Subject Code	Subject	Code	Qualification

3. I request that I may be supplied with study material for the following subjects of the Executive Programme/Final/Professional Programme Examination:

Subject Code	Subject	Issued date (for office use)	Series (for office use)	Remarks

(Refer Code list X Subject code).

4. 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, byelaws, rules, standing orders, directions, conditions or guidelines as may be laid down by the Council and made applicable to me from time to time.

Yours faithfully,

Place:

Date:

Signature

Name :			Exam. Centre Name :			
Registration / Admission No.	(Number)	(Month)	(Year)	Applied for	Exam. Centre Code	Applied for Module
	1	1	1	Foundation Programme <input type="checkbox"/>	1 1 1	1 1
	2	2	2	Executive Programme <input type="checkbox"/>	2 2 2	2 2
	3	3	3	Professional Programme <input type="checkbox"/>	3 3 3	3 3
	4	4	4	Medium	4 4 4	4 4
	5	5	5	ENGLISH <input type="checkbox"/>	5 5 5	5 5
	6	6	6	HINDI <input type="checkbox"/>	6 6 6	6 6
	7	7	7		7 7 7	7 7
	8	8	8		8 8 8	8 8
	9	9	9		9 9 9	9 9
0	0	0		0 0 0	0 0	
In case of regn. expired please mention			Date of Birth			
De Novo Applied <input type="checkbox"/>			D D M M Y Y			
Extension Applied <input type="checkbox"/>						
Not Applicable <input type="checkbox"/>						
Category						
SC/ST <input type="checkbox"/>						
PH <input type="checkbox"/>						
GEN. & OTHERS <input type="checkbox"/>						

Particulars of Paperwise Exemption (Refer Code List)												Employment Status (IF EMPLOYED PLEASE GIVE DETAILS OVERLEAF)			
Subject Code 1	Basis Code 1	Subject Code 2	Basis Code 2	Subject Code 3	Basis Code 3	Subject Code 4	Basis Code 4	Employed <input type="checkbox"/>	Not Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>					
1	1	1	1	1	1	1	1								
2	2	2	2	2	2	2	2								
3	3	3	3	3	3	3	3								
4	4	4	4	4	4	4	4								
5	5	5	5	5	5	5	5								
6	6	6	6	6	6	6	6								
7	7	7	7	7	7	7	7								
8	8	8	8	8	8	8	8								
9	9	9	9	9	9	9	9								
0	0	0	0	0	0	0	0								
Exemption Already Granted <input type="checkbox"/>	Applied For <input type="checkbox"/>	Exemption Already Granted <input type="checkbox"/>	Applied For <input type="checkbox"/>	Exemption Already Granted <input type="checkbox"/>	Applied For <input type="checkbox"/>	Exemption Already Granted <input type="checkbox"/>	Applied For <input type="checkbox"/>								
								Mobile Number				Phone Number			
								Residence				Office			
								STD				STD			
								Phone				Phone			

Bank Name :	Issuing Branch :	Student's E-mail :																	
Particulars of Examination Fee Paid				Particulars of Examination Fee Paid (In case fee paid by cc letter must attached original letter of credit)				Fee deposited at RC/Chapter				DD/Ack. No./Credit Letter Issuing Date				Bank Code			
Exam Fee	Exemption Fee	Late Fee	Total Amount (Rs.)	Fee Mode	Demand Draft / Acknowledgment No.	Chapter Code	DD/Ack. No.	D	D	M	M	Y	Y	B	B	B	B		
1	1	1	1	DD <input type="checkbox"/>	1 1 1 1 1 1 1 1	1 1	1 1 1 1 1 1 1 1	1	1	1	1	1	1	1	1	1	1		
2	2	2	2	CASH <input type="checkbox"/>	2 2 2 2 2 2 2 2	2 2	2 2 2 2 2 2 2 2	2	2	2	2	2	2	2	2	2	2		
3	3	3	3	CREDIT LETTER <input type="checkbox"/>	3 3 3 3 3 3 3 3	3 3	3 3 3 3 3 3 3 3	3	3	3	3	3	3	3	3	3	3		
4	4	4	4		4 4 4 4 4 4 4 4	4 4	4 4 4 4 4 4 4 4	4	4	4	4	4	4	4	4	4	4		
5	5	5	5		5 5 5 5 5 5 5 5	5 5	5 5 5 5 5 5 5 5	5	5	5	5	5	5	5	5	5	5		
6	6	6	6		6 6 6 6 6 6 6 6	6 6	6 6 6 6 6 6 6 6	6	6	6	6	6	6	6	6	6	6		
7	7	7	7		7 7 7 7 7 7 7 7	7 7	7 7 7 7 7 7 7 7	7	7	7	7	7	7	7	7	7	7		
8	8	8	8		8 8 8 8 8 8 8 8	8 8	8 8 8 8 8 8 8 8	8	8	8	8	8	8	8	8	8	8		
9	9	9	9		9 9 9 9 9 9 9 9	9 9	9 9 9 9 9 9 9 9	9	9	9	9	9	9	9	9	9	9		
0	0	0	0		0 0 0 0 0 0 0 0	0 0	0 0 0 0 0 0 0 0	0	0	0	0	0	0	0	0	0	0		

Particulars of Coaching Completion Certificate(s) if already issued				Completion of Student Induction Programme (SIP)		Completion of Computer Training		DECLARATION				
FP/EP/PROFESSIONAL-MODULE	I	II	III	IV	YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	I hereby confirm that all payments on account of Registration fee, Postal Tuition fee, etc. have been paid upto date. I hereby declare that I have submitted response sheets to all the test papers (including re-submissions) and am awaiting the issue of coaching completion certificate.			
CC No.					Undergoing <input type="checkbox"/>	Undergoing <input type="checkbox"/>	CERT No.		I hereby declare that the particulars furnished are true to the best of my knowledge and belief and if at any time it is proved that the said particulars were untrue, I agree to my enrolment to the examination/result/registration be cancelled without any obligation on the part of the Institute, to refund any fee paid by me to the Institute and without prejudice to the rights of the Institute to take any future action as deemed fit in the matter. I undertake that I shall abide by such regulations, bye laws, rules, standing orders, directions, condition or guidelines as may be laid down by the Council and made application to me from time to time.			
Date					ISSUING DATE dd mm yy	ISSUING DATE dd mm yy	Signature		Date			
In case of Oral Coaching Centre Name												
RC/Chapter Code (Refer Code List)												

Please attach copies of Certificates i.e. Coaching Completion / Student Induction Programme / Computer Training. SPSP - 0079

Registration / Admission No. :	
PLEASE WRITE IN BLOCK LETTERS	NAME :
	ADDRESS :
	PIN CODE
SIGNATURE OF CANDIDATE (Sign in Box)	
AFFIX / PASTE a recent photograph (do not staple or pin) Photograph must not be larger than this box Do not attest the Photograph	

C. No.....

(Emblem)

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
CS Professional Programme Examination Certificate**

THIS IS TO CERTIFY THAT

.....of.....has passed the

CS FOUNDATION/EXECUTIVE/PROFESSIONAL PROGRAMME EXAMINATION

held by the Institute of Company Secretaries of India in the month of..... 20.....

Given under the authority of the Council this..... day
of..... 20.....

Authorised Signatory

Secretary

Application for Licentiate ICSI

The Secretary
The Institute of Company Secretaries of India
'ICSI HOUSE', 22, Institutional Area, Lodi Road
New Delhi – 110 003.

Sir,

I hereby apply for enrolment as a Licentiate of the Institute of Company Secretaries of India in accordance with Regulation 29 of the Company Secretaries Regulations, 1982. The required particulars are furnished below:

1. Name in full: Mr./Miss/Mrs. (in block letters)
2. Father's/Husband's Name: Mr.
3. Nationality
4. Domicile
5. Complete postal address to which communication to be sent
6. Occupation, if any with designation and full address
7. Educational/Professional Qualifications
8. The year and month in which the final examination passed/completed:
Year Month..... Roll No.
9. Student Registration Number
10. I hereby undertake that if admitted as Licentiate ICSI of the Institute, I shall abide by such regulations, bye-laws, rules, standing orders, directions, conditions or guidelines as may be laid down by the Council and made applicable to me from time to time.
11. A Bank draft drawn on..... Bank bearing No..... dated..... for Rs. towards the annual subscription is enclosed.

Yours faithfully,

Place.....

Date.....

Signature & Name

Licentiate No.....

Certification No.....

(EMBLEM)

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA**Licentiate Certificate**

This is to certify that

son/daughter/wife of Shri..... of..... has been enrolled as Licentiate of The Institute of Company Secretaries of India and is entitled to use the descriptive letters "Licentiate ICSI". The certificate is issued subject to the provisions of the Company Secretaries Act, 1980 and the regulations framed thereunder, as amended from time to time and shall be effective from..... Day of..... 20..... And is renewable on year to year basis.

Given under the authority of the Council this..... day of..... 20.....

Secretary

(This Certificate is the property of the Institute)

Form ST 10

Application Form for Management/Apprenticeship/Practical Training/Exemption from Undergoing Training

(Strike out whichever is not applicable)

IN ORDER TO ENABLE US TO TAKE PROMPT ACTION AND AVOID REFERENCE BACK, PLEASE ENSURE TO COMPLETE THE FORM IN ALL RESPECTS BY ENCLOSING REQUISITE TESTIMONIALS/CERTIFICATES

SPECIMEN PROFORMA FOR TRAINING :
(Only Proforma to be submitted in duplicate)

Latest Passport size photograph
countersigned by the candidate to be
submitted with the original copy only

Registration Number : _____ DENOVO Regn No. _____

Name _____ Age _____ years

(In block letters)

Date of Birth _____ Date of Registration _____

Father's Name _____

Details of passing the Intermediate/Executive/Final/Professional Programme examination of Company Secretaryship (Please attach the copies of mark sheets of all the groups/modules of Intermediate/Executive Programme/Final/Professional Programme Examination and Computer Training Certificate from SIFY presently and Completion Certificate of TOP/EDP, ADP//PDP

Sl. No.	Group/Module	Examination/Modules	Session	Roll Number
1.	First	Intermediate/Executive Programme		
	Second	Intermediate/Executive Programme		
2.	First	Final/Professional Programme		
	Second	Final/Professional Programme		
	Third	Final/Professional Programme		
	Fourth	Professional Programme		

Qualifications:

(a) Educational

(c) Computer Knowledge :

(b) *Professional :

(*Please attach the attested/photostat copies of ACA/AICWA certificates, if not sent earlier. In case sent earlier, please give the reference)

Address to which correspondence should be made :

Telephone No.

Mobile _____
Residence _____
Office _____

E-mail address _____

Name & address of the organisation/ Company Secretary in Practice with Membership Number (Registered with the Institute for training purpose) in order of preference where training is to be arranged.

- (i) _____
(ii) _____
(iii) _____
(iv) _____
(v) _____

Particulars of experience (Past & Present), if claiming exemption from training :

Name of the Company & PUC if applicable	Placement in Organisational Hierarchy	Exact Designation	Emoluments Drawn	Period	
				From	To

Have you indicated the particulars of your experience both past and present in the Application Form at the time of registration with the Institute. Give reasons, if these are different from the one given at the time of registration.

Details of exemption from Practical Training, if any, sought on the basis of executive experience gained in those fields (Please refer to Regulations 48, 51 and 52 of the Company Secretaries Regulations, 1982, as amended).

- (1) I am enclosing the following documents in support of my claim for exemption from training :
- (i) Appointment letter from past and present employer.
 - (ii) Experience Certificate(s) indicating exact designation, duration of service, salary drawn and job contents in brief duly signed by the Managing Director(s)/Chief Executive(s)/ authorized signatories of the organisation.
 - (iii) Annual Report(s) in respect of the organisation(s).
 - (iv) Organisation Chart(s) duly certified by the Chief Executive of the organisation(s).
 - (v) Salary slip for the beginning and last pay drawn from the organisation(s).
- (2) Whether undergone Management Training/Apprenticeship, if yes, give the name of Company /Practising Company Secretary and duration.
- Name of Company/ Practising Company Secretary _____ Duration _____
From _____ To _____
- (3) Whether undergone Secretarial Modular Training Programme/MSOP _____
_____ If yes, please attach an attested photostat copy.
If not, the date by which the candidate would like to commence training _____

Declaration

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended from time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as

a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute.

Countersigned by Chief Executive of the Employer Company/
Head of the Organization with Seal/Authorised signatory/
Company Secretary in Practice with seal

Signature of the candidate
Date :

Notes :

1. Training undergone by a student without prior sponsorship from the Institute shall not be reckoned for the purpose of Regulation 48 or 50.
2. It is the endeavour of the Institute to process all applications for exemption from training within a period of 30 days. However, in case you do not hear from the Institute within the said period, kindly get in touch with the Directorate of Training & Placement.

ADDRESSES AND WORKING HOURS OF REGIONAL /CHAPTERS OFFICES

<i>Code No.</i>	<i>Chapter at</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
EASTERN INDIA REGIONAL OFFICE					
19	Kolkata – R.O.	ICSI-EIRC Building 3-A, Ahiripukar 1st Lane Kolkata-700 019 E-mail: eiro@icsi.edu Fax: 033-22816542	Monday to Friday	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	033-22832973/ 22816541/42 22901065 22902178/79
CHAPTERS OF E.I.R.C.					
01	Bhubaneswar	“ICSI BUILDING” Plot No. 70 V.I.P. Colony, I.R.C. Village Bhubaneswar-751 015 E-mail: bhubaneswar@icsi.edu	Monday to Friday	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0674-2552282
02	North Eastern (Guwahati)	ICSI House, House No. 14, 1st Bye Lane Left, L.K.R.B. Road, Nabin Nagar Opp. AIDC, R.G. Baruah Road Guwahati-781 024 E-mail: nechapter@gmail.com	Mon. to Sat.	10.00 A.M. to 6.00 P.M.	0361-2600401 (M) 9435191229
03	Jamshedpur	Room No. 9, Russi Modi Centre for Excellence Jubilee Road, P.O. Bistupur Jamshedpur-831 001 E-mail: jamshedpur@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM	0657-2234273
04	Patna	B-27, 2nd Floor, Luv-Kush Towers Exhibition Road Patna-800 001 E-mail: patna@icsi.edu	Mon. to Fri.	10.30 AM to 6.30 PM	(M) 9234705754

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
05 Ranchi	2-C, Om Shanti Apartment O.C.C. Bangla School Lane, Main Road Ranchi-834 001 E-mail: ranchi@icsi.edu	Mon. to Sat.	10.00 AM to 5.00 PM	0651-3254128
06 Dhanbad	North End Convent Campus, Police Line Dhanbad - 826 001	Mon. to Sat.	8.00 AM to 1.00 PM and 4.00 PM to 7.00 PM	0326-2205076
07 Hooghly	Krishna Kunj Apartment 89/114/2, D.N. Banerjee Road, Rishra Hooghly-712 248 E-mail: hooghly@icsi.edu	Sun. to Fri.	10.00 AM to 6.30 PM	033-26720315 (M) 9088677392
NORTHERN INDIA REGIONAL OFFICE				
39 Delhi – R.O.	ICSI-NIRC Building Plot No. 4, Prasad Nagar Institutional Area New Delhi-110 005 E-mail: niro@icsi.edu		9.00 A.M. to 5.30 PM Lunch:1.00 to 1.30 PM	011-49343003/06 25816593 Fax: 011-25722662
CHAPTERS OF N.I.R.C.				
34 Agra	D-4 (Basement), Kamla Nagar Agra-282 005 E-mail: agra@icsi.edu	Mon. to Sat. Sunday	7.00 AM to 7.00 PM 7.00 AM to 2.00 PM	0562-4031444
82 Bhilwara	B-2-3, Lok Peeda Complex, Near Love Garden Bhilwara-311 001 E-mail: bhilwara@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	01482-329603/ 238044
21 Chandigarh	GGDSD College, Sector-32C Chandigarh-160 047 E-mail: chandigarh@icsi.edu	Mon.to Fri.	10.00 AM to 6.00 PM Lunch: 1.30 to 2.00 PM	0172-2661840

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<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
22	Faridabad Office No. G-45, Ground Floor Vardhman Star Mall, Sector 19 Faridabad-121 002 E-mail: icsifbdchapter@gmail.com	Mon. to Sat.	9.00 AM to 5.00 PM Lunch: 12.30 to 1.00 PM	9136606601-05
23	Ghaziabad 23-B, Nehru Apartment, Nehru Nagar Ghaziabad-201 001 E-mail: gcicsi@yahoo.co.in / ghaziabad@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0120-4559681
37	Gurgaon First Floor, Deenbandhu Sir Chhoturam Bhawan, Jharsa Road (Behind Shiv Mandir) Sector-32, Gurgaon-122 002 E-mail: gurgaon@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0124-2380021
24	Jaipur 'ICSI House', A-5/A, Institutional Area Jhalana Doongari Jaipur-302 004 E-mail: jaipur@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0141-2707736/ 2707236
36	Jodhpur Office No. 6, 2nd Floor, Back of NIIT Abhay Chambers, Jalori Gate Jodhpur – 342 003 E-mail: jodhpur@icsi.edu	Mon. to Sat.	10.00 AM to 6.00 PM Lunch: 1.30 to 2.30 PM	0291-5102551
25	Kanpur 118/90, "Gumti Plaza" (2nd Floor) Kaushalpuri, Gumti No. 5 Kanpur-208 012 E-mail: kanpur@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0512-2296565/ 2212767 Telefax: 0512-2212767
27	Lucknow 1/157, Vivek Khand, Gomti Nagar Lucknow-226 010 E-mail: lucknow@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM	0522-4109382

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
26 Ludhiana	11-B, 2nd Floor, Gurdwara Saheedan Pheruman Complex, G.T. Road Ludhiana-141 003 E-mail: ldh_chapter@yahoo.co.in / ludhiana@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM	0161-2545456
32 Meerut	Meerut Contact Centre of ICSI, Central Gallery Deptt. of Commerce, Meerut College Meerut - 250 001 E-mail: meerut@icsi.edu	Mon. to Sat.	9.30 AM to 5.30 PM Lunch: 1.00 to 1.30 PM	
28 Modinagar	Near Modi Steels Opp. MM Printers Delhi-Meerut G.T. Road Modinagar-201 204 E-mail: icsimodinagarchapter@rediffmail.com	Mon. to Sat.	5.00 PM to 9.00 PM	01232-243048
31 Noida	C-37, Sector – 62, Noida-201 301 E-mail: Noida@icsi.edu	Mon. to Fri.	11.00 AM to 7.30 PM Lunch: 1.00 to 1.30 PM	(M) 9811231064
29 Shimla	1st Floor, Ram Mandir Market, Ram Bazar Shimla-171 001 E-mail: shimla@icsi.edu	Mon. to Sat.	10.00 AM to 5.00 PM Lunch: 1.00 to 2.00 PM	(M) 9805761656
30 Udaipur	M.V. Shramjeevi College, Deptt. of Business Management Studies, Shakti Nagar Corner Udaipur-313 001 E-mail: udaipur@icsi.edu	Mon. to Sat.	1.00 PM to 8.00 PM	0294-2413977

<i>Code No.</i>	<i>Chapter at</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
33	Yamuna Nagar	368/14, Govindpuri Road Professor Colony Yamuna Nagar - 135 001 E-mail: yamunanagar@icsi.edu	Mon. to Sat.	10.00 AM to 1.00 PM 4.00 PM to 6.00 PM	
35	Allahabad	30A/9/2A, Cooper Road, Near Hari Masjid, In front of HT Media Office 2nd Floor, Civil Lines Allahabad - 211 003 E-mail: allahabad@icsi.edu	Mon. to Sat.	10.00 AM to 12.00 Noon	(M) 9415306147 0532-3266100, 9415351209
81	Varanasi	'J' Block, 2nd Floor, Gurukripa Complex Nadesar, Varanasi - 221 002 E-mail: sushilkandai@satyam.net.in	Mon. to Sat.	10.00 AM to 5.30 PM Lunch: 2.00 to 3.00 PM	0542-2507491/ 2506077 Fax: 0542-2504689
83	Bareilly	15, Gulmohar Park, Rajinder Nagar Bareilly - 243 122 E-mail: es_bly@rediffmail.com	Mon. to Sat.	10.00 AM to 5.30 PM Lunch: 1.00 to 1.30 PM	0581-2310708
84	Dehradun	3, Siddharth Enclave, GMS Road Near Wadia Institute Dehradun-248 001 E-mail: dehradun@icsi.edu	Mon. to Fri.	4.00 PM to 7.30 PM	
85	Jammu	204, 2nd Floor, South Block Rail Head Complex Jammu - 180 012 E-mail: jammu@icsi.edu	Mon. to Sat.	10.00 AM to 2.00 PM	0191-2475148
86	Ajmer	270/9, "Pokharna House", Hathi Bhata Ajmer - 305 001 E-mail: ajmer@icsi.edu	Mon. to Sat.	10.00 AM to 1.00 PM	0145-2425013

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
87	Amritsar 3, M.M. Malviya Road Amritsar - 143 001 E-mail: shubhamstock@yahoo.com	Mon. to Sat.	10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM	0183-2227270/71/74
88	Jalandhar Raj Chambers, Hind Samachar Street Jalandhar - 144 001 E-mail: jal.chapter@gmail.com	Mon. to Sat.	10.00 AM to 7.00 PM	0181-2280315 (M) 9872397506
89	Karnal-Panipat 3, Old Ramesh Nagar Karnal - 132 001 E-mail: karnal_icsi@yahoo.co.in	Mon. to Sat.	4.00 PM to 7.00 PM	0184-3290035
90	Alwar 42, Raghu Commercial Complex Opp. Old TV Tower Vijay Mandir Road Alwar – 301 001 E-mail: alwar@icsi.edu	Mon. to Sat.	9.30 AM to 1.30 PM 4.00 PM to 7.00 PM	
91	Kota Five-O-Six, Mahavir Nagar-III Kota - 324 005 E-mail: kota@icsi.edu	Mon. to Sat.	9.00 AM to 6.00 PM Lunch: 1.30 to 3.00 PM	0744-2476176/
93	Sonepat 586/24, Mission Road Sonepat - 131 011 E-mail: sonepatchapter@gmail.com / sonepat@icsi.edu	Mon. to Sat.	9.00 A.M. to 5.00 P.M. Lunch: 1.30 to 2.00 PM	(M) 9416972240
94	Srinagar (J&K) S.P. College Srinagar - 190 001 E-mail: parvez.bazaz@gmail.com	Mon. to Sat.	3.30 PM to 7.00 PM	(M) 9796341055 Fax: 0194 - 2481928

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
SOUTHERN INDIA REGIONAL OFFICE				
59	Chennai – R.O. ICSI-SIRC House No. 9, Wheat Crofts Road, Nungambakkam Chennai-600 034 E-mail: siro@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	044-28279898/ 28222212 telefax: 044-28268685
CHAPTERS OF S.I.R.C.				
41	Bangalore “Sheriff Chambers” (Rear Block - 3rd Floor) 14, Cunningham Road Bangalore-560 052 E-mail: bangalore@icsi.edu / icsibc@sify.com	Mon. to Fri.	10.00 AM to 6.30 PM Lunch 1.30 to 2.00 PM	080-22287158/ 22286574 Fax: 080-22261861
42	Coimbatore ICSI Coimbatore House 556, Mettupalayam Road Near North Coimbatore Flyover Coimbatore-641 043 E-mail: coimbatore@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0422-2452006
44	Hyderabad # 6-3-609/5, Anand Nagar Colony Khairatabad Hyderabad-500 004 E-mail: hyderabad@icsi.edu	Mon. to Fri.	10.00 A.M. to 6.30 P.M. Lunch: 1.30 to 2.00 PM	040-23399541/ 23396494 Fax: 040-23325458

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
43 Kochi	Door No. 25, Mather Square 2nd Floor (Opp. North Railway Station) Ernakulam-682 018 E-mail: kochi@icsi.edu/icsicochin@gmail.com	Mon. to Sat Saturday	10.00 AM to 6.00 PM 9.00 AM to 4.00 PM Lunch: 1.30 to 2.00 PM	0484-2392950/ 4050502
45 Madurai	C-3, 3rd Floor, A.R. Plaza 16/17, North Veli Street Madurai-625 001 E-mail: madurai@icsi.edu	Mon. to Sat.	9.00 AM to 3.00 PM	0452-2340797
51 Mangalore	Grace Towers, 2nd Floor, Bejai Mangalore-575 004 E-mail: mangalore@icsi.edu mngicsi@dataone.in	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	0824-2216482
46 Mysore	125, National Housing Co-operative Society Limited Layout Opp. J.K. Tyres Ltd., Off. KRS Road Mysore-570 016 E-mail: mysore@icsi.edu	Mon. to Sun.	8.00 AM to 8.00 PM	0821-2516065
52 Puducherry	Plot No. 4, Floor -. 1, Rose Garden ECR Bye-pass Road, Lawspet Puducherry-605 008 E-mail: puducherry@icsi.edu	Mon. to Sat.	9.00 AM to 7.00 PM	0413-2251151 (M) 9362251151
49 Thiruvananthapuram	Utsavamadam Building, Fort Thiruvananthapuram-695 023 E-mail: tvn@icsi.edu/icsitvn@gmail.com	Mon. to Sat.	6.30 AM to 8.00 PM	0471-2451915

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
48	Tiruchirappalli 34-A, Promenade Road, Cantonment Tiruchirappalli-620 001 E-mail: tiruchirappalli@icsi.edu	Mon. to Sat.	6.30 PM to 8.30 PM	0431-2416337
50	Visakhapatnam 48-3-3, 1st Floor, Opp. BVK College Lane Srinagar Street Visakhapatnam-530 016 E-mail: vpatnam@icsi.edu	Mon. to Fri. Saturday	10.00 AM to 2.00 P.M. 4.00 PM to 8.00 PM 10.00 AM to 2.00 PM	0891-2533516
55	Thrissur 1st Floor, BECOS Square Machingal Lane Thrissur - 680 001 E-mail: icsitsr@gmail.com	Mon. to Sat.	10.00 AM to 5.00 PM	0487-2327860 (M) 9995639511
57	Salem 25/11A4, Guru Raghavendra Nagar Yerikkarai Road, Reddiyur Salem - 636 004 E-mail: salem@icsi.edu / icisilmsat@yahoo.co.in	Mon. to Sat.	10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM	(M) 8754340840
58	Calicut D5/604, KMO Bldg., Opp. Civil Station Calicut - 673 020 E-mail: calicuticsi@gmail.com	Mon. to Sat.	9.00 AM to 5.00 PM	0495-2374702
60	Palakkad Door No. XII/386, 2nd Floor, SBT Building NH Junction, Chandranagar P.O. Palakkad - 678 007 E-mail: palakkad@icsi.edu / icsi.pkd@gmail.com	Mon. to Sat.	11.00 AM to 4.00 PM	0491-2574061

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
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WESTERN INDIA REGIONAL OFFICE

79	MUMBAI – R.O.	13 (First Floor) and 56 & 57(Fifth Floor) Jolly Maker Chambers No. 2 Nariman Point, Mumbai-400 021 E-mail: wiro@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM Counter Timings 10.15 AM to 4.15 PM	022-22844073/ 22047569/22047580/ 22047604 Fax: 022-22850109
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CHAPTERS OF W.I.R.C.

61	Ahmedabad	ICSI-Maneklal Mills Complex S-2, 'B' Tower, Chinubhai Towers Opp. Handloom House, Ashram Road Ahmedabad-380 009 E-mail: ahmedabad@icsi.edu	Mon. to Sat.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	079-26589343/ (M) 09879765656 Fax: 079-26587965
72	Aurangabad	FR-9, 1st Floor, Kuber Avenue-B Rana Nagar, Beside Seven Hills Flyover Jalna Road, Aurangabad - 431 005 E-mail: aurangabad@icsi.edu	Mon. to Fri.	10.30 AM to 6.30 PM	0240-2451124
63	Bhopal	148, Second Floor, Anchor Mansion Zone-II, M.P. Nagar Bhopal-462 011 E-mail: bhopal@icsi.edu	Mon. to Sat. (Except 2nd Saturday)	11.00 AM to 6.00 PM	0755-2577139
64	Dombivli	Satchidanand Apartment, Ground Floor Near Old Post Office, Tilak Road Dombivli East-421 201 E-mail: csdombivlichapter@gmail.com	Mon to Sat.	4.00 PM to 8.30 PM	0251-2445423

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
65 Goa	INDRAPRASTHA, 6th Floor Opp. Govinda Building & Hero Honda Show Room M.B. Road, Panaji, Goa-403 001 E-mail: goa@icsi.edu	Mon. to Fri. Saturday	9.30 AM to 5.30 PM 9.30 AM to 1.30 PM Lunch: 1.30 to 2.30 PM	0832-2435033
66 Indore	B/1-2-3, Ashray Apartment 2/1, Manormaganj Indore-452 001 E-mail: indore@icsi.edu	Mon. to Sat.	10.00 AM to 6.00 P.M.	0731-4248181/ 2494552
76 Kolhapur	“Kaumudi” 247/7-E Ward Tarabai Park Kolhapur - 416 003	Mon. to Sat.	9.30 PM to 12.30 PM	0231-2659498
67 Nagpur	3A, 3rd Floor, Avinisha Towers Mehadia Square, Dhantoli Nagpur-440 012 E-mail: nagpur@icsi.edu	Mon. to Sat.	10.00 AM to 7.00 PM	0712-2453276
74 Navi Mumbai	# 30, Seawood Corner Building, Plot No. 19A Sector 25, Opp. Seawoods Darare Rly. Station Nerul (East) Navi Mumbai-400 706 E-mail: navimumbai@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM	022-27721488 (M) 8149121488
68 Pune	23, Mukund Nagar, Corner of Lane No. 1 Above Dr. Joshi Hospital, Gupte Market Pune-411 037 E-mail: pune@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM	020-24263228/ 24260341 Fax: 020-24260341
71 Raipur	302-B, Dophin Chamber (3rd Floor) Opp. Bank of Baroda, Cloth Market, Pandari Raipur-492 001 ; E-mail: icsiraipur@yahoo.co.in	Mon. to Sat.	11.00 AM to 8.00 PM	0771-3267784 (M) 9826150853

<i>Code Chapter at No.</i>	<i>Address</i>	<i>Days</i>	<i>Timings</i>	<i>Tel. No. / Mobile No.</i>
73	Rajkot 305, Krishna Con Arch- II, Tagore Road Rajkot-360 002 E-mail: icsi.rajkot@gmail.com	Mon. to Sat.	2.00 PM to 6.30 PM	0281-3059646 (M) 9638514411
69	Surat B-209, Tirupati Plaza, Athwagate Surat-395 001 ; E-mail: surat@icsi.edu	Mon. to Sat.	11.00 AM to 7.00 PM	0261-2463404 3917164
75	Thane Shree Apartment, Ground Floor, Opp. Godbole Hospital, Naupada Near Saraswati Secondary Marathi Medium School Thane (West) - 400 602 ; E-mail: thane@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 PM	022-25444478 FAX: 022-25444479
62	Vadodara Office No. 1, 2nd Floor Stop-N-Shop Plaza, (Offitel Tower-II) R.C. Dutt Road, Vadodara-390 007 E-mail: vadodara@icsi.edu	Mon. to Fri.	10.00 AM to 6.30 P.M.	0265-2331498
70	Nashik Prasanna Archade, 2nd Floor Opp. Hotel Samrat, Old Agra Road Nashik - 422 002 E-mail: dateyvs@yahoo.com / nasik@icsi.org	Mon. to Sat.	12.00 PM to 7.30 PM	0253-2509989/ 2500150
	Bhayander 3, Roop Rajat Plaza, 150 feet Road Near Reena Mehta College Bhayander (West) - 401 101 Thane Distt. E-mail: bhayander@icisi.edu			022-28183888
	International Chapter Dubai & MEA C/o Kaizensox Consulting FZE, UAE F-102/2, Dubai Silicon Oasis HQ Building Post Box 120245, Dubai, UAE E-mail : sunil@kaizensox.com Skype : kkby888			Global Cell : +971.55.886.8029

* For addresses of Head Office and Regional Offices, please refer to the back cover.

RECOGNITIONS FOR COMPANY SECRETARIES

I. FOR A PRACTISING COMPANY SECRETARY

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
I.	COMPANY LAW		
1.	The Companies Act, 1956	(a) 'Secretary' in whole-time practice defined as member of the Institute in practice and not in full time employment [section 2(45A)].	15 June, 1988
		(b) To make statutory declaration in Form 1 that all requirements of the Companies Act, 1956 and the rules made thereunder have been complied with in respect of registration of a company and matters precedent and incidental thereto [section 33(2)].	15 June, 1988
		(c) To make a verified declaration in Forms 19, 20 and 20A of compliances for obtaining a certificate of commencement of business/ commencement of other business [section 149].	15 June, 1988
		(d) To sign the annual return of listed company (section 161).	15 June, 1988
		(e) To certify that requirements of Schedule XIII have been complied with as regards statutory guidelines for appointment of managerial personnel and payment of managerial remuneration to them without the approval of the Central Government [section 269(2) and Schedule XIII].	15 June, 1988

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		(f) To issue compliance certificate as to whether a company has complied with all the provisions of the Companies Act, 1956, for companies not required to employ a whole-time Secretary under sub-section (1) of section 383A and having paid-up share capital of ten lakh rupees or more [proviso to section 383A(1)].	13 December, 2000
		(g)(i) A member of the Institute having atleast 15 years working experience as a Secretary in whole-time practice is eligible to be appointed as a Technical member of the National Company Law Tribunal [Section 10FD (3)(e)]. (ii) A Practising Company Secretary may be authorized by any person to present his or its case before the National Company Law Tribunal or National Company Law Appellate Tribunal [Section 10GD] (iii) A professional firm of Company Secretaries may be appointed as an Official Liquidator in respect of winding up of a company by the National Company Law Tribunal [Section 448(1)(a)].	To be effective from the date of commencement of the Companies (Second Amendment) Act, 2002, (i.e. from such dates as may be notified by the Central Government)
2.	Companies (Central Government's) General Rules and Forms (Amendment) Rules, 2006	Pre-certification of e-forms: 1. Form No. 1A 2. Form No.2 3. Form No.3 4. Form No.5 5. Form No.10 6. Form No.17 7. Form No.18 8. Form No.23	10 February, 2006

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		9. Form No.23 AC 10. Form No.23 ACA 11. Form No.23AC-XBRL 12. Form No.23ACA-XBRL 13. Form No.24AB 14. Form No.25C 15. Form No.32 Declaration: 16. Form No.1 17. Form No.19 18. Form No.20 19. Form No.20A 20. Form No.61	
3.	Limited Liability Partnership Rules, 2009	LLP forms: 1. Form No.2 2. Form No.3 3. Form No.4 4. Form No.5 5. Form No. 8 6. Form No.11 7. Form No.12 8. Form No.15 9. Form No.17 10. Form No.18 11. Form No.31 12. Form No.32	1st April, 2009
4.	Companies (Declaration of Dividend out of Reserves) Amendment Rules, 2006	Pre-certification of e-form of application for approval for declaration of dividend out of reserves. [Pursuant to Section 205A (3)].	3 March, 2006
5.	Investor Education and Protection Fund (Awareness and Protection of Investors Amendment) Rules, 2006 (Rule 3)	Pre-certification of e-form – Form 1 relating to statement of amounts credited to Investor Education and Protection Fund.	3 March, 2006
6.	Companies (Director Identification Number) Rules,2006 [Rule 6]	To certify form DIN-3 (Form for sending of Director Identification Number intimation by the company to the Registrar)	1 November, 2006
7.	The Companies Regulations, 1956	In respect of section 25 companies, to give a declaration to the effect that the Memorandum and Articles of Association have been drawn up	July, 1989

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		in conformity with the provisions of the Companies Act and that all requirements of the Act and the Rules made thereunder have been duly complied with in respect of the registration or matters incidental or supplementary thereto [Regulation 4(ii)].	
8.	Company Law Board Regulations, 1991 [Reg. 19]	To act as authorised representative before the Company Law Board Benches.	May, 1991
9.	Private Limited Company and Unlisted Public Limited Company (Buy-Back of Securities) Rules, 1999. (Rule 10)	Extinguishment and physical destruction of the bought back share certificates to be done in the presence of a Company Secretary in whole-time practice within seven days from the date of acceptance of shares. To certify compliance with these Rules including the provisions relating to extinguishment and destruction of share certificates.	6 July, 1999
10.	Unlisted Public Companies (Preferential Allotment) Rules, 2003 [Rule 7]	In case of every issue of shares/warrants/fully convertible debentures/ partly convertible debentures or other financial instruments with conversion option, to certify that the issue of the said instruments is being made in accordance with these Rules.	4 December, 2003
11.	Unlisted Companies (Issue of Sweat Equity Shares) Rules, 2003 [Rule 11]	In case of every company that has allotted shares under these Rules, the Board of Directors shall at each annual general meeting place before the shareholders a certificate from Practising Company Secretary/auditors of the company that sweat equity shares have been allotted in accordance with the resolution of the company in the general meeting and the Rules in this regard.	4 December, 2003
II.	CORPORATE AND ECONOMIC LAWS		
12.	Competition Act, 2002 [Section 35 & 53S]	To act as authorised representative before the Competition Commission of India and Competition Appellate Tribunal.	31 March, 2003

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
13.	Central Electricity Regulatory Commission (Miscellaneous Provisions) Order, 1999 (Clause 6)	To act as authorized representative before the Central Electricity Regulatory Commission.	August, 1999
14.	Gujarat Electricity Regulatory Commission (Conduct of Business) Regulations, 1999 (Regulation 23)	To act as authorized representative before the Gujarat Electricity Regulatory Commission.	July, 1999
15.	The Telecom Regulatory Authority of India Act, 1997 (Section 17 and Explanation (b) thereto)	To act as authorized representative before the Telecom Disputes Settlement and Appellate Tribunal.	March, 2000
16.	IRDA (Registration of Indian Insurance Companies) Regulations, 2000 (Regulation 10)	To certify that the company has complied with all the requirements relating to registration fees, share capital, deposits and other requirements of the Insurance Regulatory and Development Authority Act, 1999.	July, 2000
17.	Foreign Trade Policy 2009-2011.	Illustrative List of certificates which may be issued by a Company Secretary in Practice is given hereunder: (i) Certificate for issue of EPCG authorisation (Appendix 26) (ii) Certificate for EPCG Redemption (Appendix 26A) (iii) Certificate showing sales turnover of ammunition (indigenous and imported) during the preceding three licensing years (Annexure ANF 2B) (iv) Certification in respect of Application for grant of Status Certificate (ANF 3A) (v) Certification in respect of application for Served from Indian Scheme (annexure ANF 3B) (vi) Certificate for Agriculture Infrastructure incentive scrip under VKGUY (Annexure to ANF 3D)	Foreign Trade Policy (2009 – 2014)
18.	Special Economic Zones Rules, 2006(Rule 61)	To act as authorized representative before the Board of Approval	February, 2006

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
19.	Foreign Exchange Management Act, 1999 (FEMA)	To issue certificates for exchange control purposes. All certificates, which a Practising Chartered Accountant can issue as documentary evidence in support of certain applications, may also be issued by a Company Secretary in Whole-time Practice.	Original recognition received in 1992 under FERA. RBI clarified vide letter dated April 19, 2001, the recognition is valid under FEMA
20.	Foreign Exchange Management (Transfer of Issue of Securities by a Person Resident Outside India) Regulations, 2008	To certify under FDI Scheme on behalf of Indian companies accepting investment	30 May, 2008
21.	The Trade Marks Rules, 2002 (Rules 148-161)	Qualified to be registered as a trade marks agent.	15 September, 2003.
III. SECURITIES LAWS AND CAPITAL MARKETS			
22.	The Securities and Exchange Board of India Act, 1992. [Section 15V, Explanation (b)]	To appear as authorised representative before the Securities Appellate Tribunal	December, 1999
23.	The Depositories Act, 1996 [Section 23C, Explanation (b)]	To appear as authorised representative before the Securities Appellate Tribunal	December, 1999
24.	SEBI - Circular No. MRD/DoP/SE/Cir-1/06	Certify non-promoter holdings as per clause 35 of Listing Agreement in demat mode in case of the companies which have established connectivity with both the depositories.	13 January, 2006
25.	Clause 47(c) of the Listing Agreement	Certification to the effect that RTA and/or In-house Share transfer facility of Listed Companies have issued all certificates within one month of the lodgement for transfer, subdivision, consolidation, renewal, exchange or endorsement of calls/allotment monies. This certificate is to be issued within one month of the end of each half of the financial year.	February 12, 1998
26.	Clause 49 of the Listing Agreement.	To issue certificate of compliance of conditions of corporate governance.	January, 2006

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
27.	Model Listing Agreement for Listing of Debt Securities. SEBI/CFD/DIL/CIR-39/2004/11/01	To issue certificate regarding maintenance of adequate security cover in respect of listed debentures by either a Practising Company Secretary, every quarter.	1 November, 2004
28.	Model Listing Agreement for Listing of Debt Securities. SEBI/CFD/DIL/CIR-39/2004/11/01	To issue certificate regarding compliance of conditions of Corporate Governance.	1 November, 2004
29.	Listing Agreement for Indian Depository Receipts (IDRs) SEBI/CFD/DIL/IDR/1/2006/3/4	To issue certificate of compliance of conditions of Corporate Governance.	3 April, 2006
30.	SME Listing Agreement	To certify that all transfers have been completed within stipulated time. To certify compliance of conditions of Corporate Governance.	
31.	SEBI (Depositories Participants) Regulations, 1996	Reconciliation of Share Capital Audit: To issue quarterly certificate with regard to reconciliation of the total issued capital, listed capital and capital held by depositories in dematerialized form, details of changes in share capital during the quarter, and in-principle approval obtained by the issuer from all the stock exchanges where it is listed in respect of such further issued capital.	2 September, 2003.
32.	SEBI's Circular IMD/PMS/CIR/1/21727/03	To conduct Internal Audit of Portfolio Managers.	18 November, 2003
33.	SEBI's Circular MRD/DMS/CIR-29/2008	To conduct internal Audit of Stock Brokers/Trading Members/ Clearing Members	21 October, 2008
34.	SEBI's Circular SEBI/MIRSD/CRA/Cir-01/2010	To conduct internal Audit for Credit Rating Agencies (CRAs)	06 January, 2010
35.	SEBI (Investment Advisers) Regulations, 2013	To conduct yearly Audit Investment Adviser in respect of compliance with these regulations.	21 January, 2013

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
36.	Bombay Stock Exchange Limited BSE Notice No. 20061031 - 21	To issue Networth Certificate to be submitted by all active members including representative members of Cash segment, Limited Trading members & Trading and/or Clearing members of the Derivatives segment of the Bombay Stock Exchange.	31 October, 2006
37.	Bombay Stock Exchange Limited	Listing of new equity shares issued to the shareholders of the company pursuant to the reduction of capital/BIFR order -- If there are non-transferable shares in existence, a certificate from Practising Company Secretary specifically certifying that equity share certificates held by promoters, etc. have been stamped "Not to be sold/transferred/hypothecated until" (source: www.bseindia.com)	
38.	Bombay Stock Exchange Limited Circular (Notice 20121126-17)	Issue of Compliance Certificate by a PCS for listing on BSE SME platform	26th November 2012
39.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Details of directors/proprietor in format C-3 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
40.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of shareholding pattern/sharing pattern of corporates in format C-6 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
41.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of shareholding pattern/sharing pattern of firms in format C-6 of Annual Return submitted by Trading Member to the Stock Exchange.	6 September, 2006
42.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of Dominant group of corporates in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange.	6 September, 2006
43.	National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)	Details of Dominant group of firms in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
44.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Undertaking from Relative of Persons constituting Dominant Promoter Group in format C-8 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
45.	National Stock Exchange Limited (NSE Circular No.541, Ref. NSE/MEM/7835)	Undertaking from Corporates supporting Dominant Promoter Group in format C-8 of Annual Return submitted by Trading Member to the Stock Exchange	6 September, 2006
46.	National Stock Exchange	For listing of shares previously kept in abeyance <ul style="list-style-type: none"> Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable). Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend 	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue) http://www.nseindia.com/corporates/content/further_issuues.htm
47.	National Stock Exchange	Grant of approval under Clause 24(f) of the Listing Agreement (Amalgamation) Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956.	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue) http://www.nseindia.com/corporates/content/further_issuues.htm
48.	National Stock Exchange	Grant of approval under Clause 24(f) of the Listing Agreement (Amalgamation - Other than Wholly Owned Subsidiary) Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Section 101, 391 and 394 of the Companies Act, 1956	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue) http://www.nseindia.com/corporates/content/further_issuues.htm

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
49.	National Stock Exchange	<p>Demerger - Resulting Company Seeking Listing at Exchange</p> <p>Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956.</p> <p>In case of a new company formed pursuant to the scheme and proposed to be listed</p> <p>Certified true copy of the certificate from Practising Company Secretary about Networth of the company - post scheme of Arrangement. The certificate should expressly specify reserves forming part of networth.</p>	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>
50.	National Stock Exchange	<p>Grant of approval under Clause 24(f) of the Listing Agreement (Demerger - Others)</p> <ul style="list-style-type: none"> • Certificate from Practicing Company Secretary for Networth (Networth = Equity Share Capital + Sections 101, 391 and 394 of the Companies Act, 1956. • In case of scheme of demerger of a listed company a Certificate from Practicing Company Secretary certifying Percentage turnover and profitability of the division, being hived off vis-à-vis the other divisions of the company. 	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>
51.	National Stock Exchange	<p>Grant of approval under Clause 24(f) of the Listing Agreement (Reduction of Capital under Section 100)</p> <p>Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956.</p>	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
52.	National Stock Exchange	<p>For listing of further issue of securities issued pursuant to scheme of amalgamation/ merger/ scheme of arrangement etc.</p> <ul style="list-style-type: none"> • Certificate from Practicing Company Secretary regarding lock-in details. • Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend. • Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable) 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>
53.	National Stock Exchange	<p>For listing of further issue of securities issued as Bonus</p> <ul style="list-style-type: none"> • Certificate from Practicing Company Secretary to the effect that the SEBI (ICDR) Regulations, 2009 for bonus issue is complied with. • Statement of total bonus entitlement as per the existing capital, bonus shares actually allotted and shares kept in abeyance, if any to be given by the Company Secretary 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>
54.	National Stock Exchange	<p>For listing of shares arising out of Conversion of Debentures/ Warrants/Notes/Bonds into Equity Shares</p> <ul style="list-style-type: none"> • Certificate from Practicing Company Secretary for receipt of money at the time of allotment of Convertible Debentures/Warrants/Notes, etc. • Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable). 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuess.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		<ul style="list-style-type: none"> Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend. 	
55.	National Stock Exchange	<p>For grant of in-principle approval for ESOP under Schedule V, i.e. prior to exercise of Options</p> <p>Confirmation from the company secretary that the new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend.</p>	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>
56.	National Stock Exchange	<p>For listing of equity shares issued pursuant to exercise of options granted under ESOP/ESOS/ESPS under Schedule VI</p> <ul style="list-style-type: none"> Certificate from Company Secretary or any other authorized signatory for receipt of money. Statement of the Compliance Officer/Company Secretary/ Authorised signatory showing number of shares for which the in-principle approval was taken and no. of shares allotted, date of allotment and the balance outstanding. 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>
57.	National Stock Exchange	<p>For listing of further issue of securities issued under Employee Stock Purchase Scheme</p> <ul style="list-style-type: none"> Certificate from Company Secretary or any other authorized signatory for receipt of money. Statement of the Compliance Officer/Company Secretary/ Authorised signatory showing number of shares 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		for which the in-principle approval was taken and no. of shares allotted, date of allotment and the balance outstanding.	
58.	National Stock Exchange	<p>For in-principle approval for Equity Shares issued on conversion of FCCBs (Conversion of FCCBs for the first time)</p> <ul style="list-style-type: none"> • Confirmation from the Compliance officer / Company Secretary / Authorised Signatory regarding conversion rate of the Foreign Currency on the date of allotment . • Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend. • Certificate from the Company Secretary/Managing Director regarding the issue being under 'Automatic Route' as per the Notification of MOF vide FNo. 15/7/99 – NRI dated January 19, 2000 or the relevant permissions from MOF and RBI. • Certificate from Statutory Auditors / Practising Chartered Accountant/ Practising Company Secretary regarding the following: <ul style="list-style-type: none"> ➤ Pricing of the issue along with the detailed working of the same ➤ Stating that the Company has received the entire consideration payable prior to the allotment of shares/FCCBs 	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue) http://www.nseindia.com/corporates/content/further_issues.htm

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
59.	National Stock Exchange	<p>For in-principle approval for Equity Shares issued on conversion of FCCBs (second and subsequent application)</p> <p>Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend</p>	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>
60.	National Stock Exchange	<p>Grant of approval for listing of shares under Preferential issue under Clause 24(a) of the Listing Agreement</p> <p>Certificate from Practising Company Secretary confirming:</p> <ul style="list-style-type: none"> • The entire pre-preferential holding of the allottee and that the same is in dematerialized form. • The Pricing of the issue along with the detailed working of the same. 	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>
61.	National Stock Exchange	<p>For listing of shares/ securities issued on Preferential/Private Placement basis</p> <ul style="list-style-type: none"> • Certificate from Practising Company Secretary for the following confirmations : <ul style="list-style-type: none"> ➤ The company has received the entire consideration payable prior to the allotment of shares. If convertible securities are allotted then the 25%/100% consideration is received prior to the allotment of the convertible securities. ➤ The total shares under lock-in (alongwith the dates of lock-in and distinctive numbers) and additionally confirming that the locked in equity shares 	<p>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		<p>if issued in physical form have been enfaced with non-transferability condition.</p> <ul style="list-style-type: none"> ➤ The entire pre-preferential holding of the allottee (mentioning the quantity) is locked in for the period starting from relevant date up to a period of six months from the date of allotment • In Case allotment under Sec. 81 (3) of Companies Act: <ul style="list-style-type: none"> ➤ A confirmation signed by the compliance officer of the company duly counter confirmed by the statutory auditors of the company/ practicing company secretary confirming that the said allotment has been made in accordance with the provision of section 81(3) of The Companies Act, 1956. 	
62.	National Stock Exchange	<p>Grant of pre In- Principle approval for listing of shares to be issued under Institutional Placement Programme (IPP)</p> <ul style="list-style-type: none"> • Confirmation from the company secretary with respect to the following points: <ul style="list-style-type: none"> ➤ the new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend. ➤ the issue will be in compliance with Chapter VIII-A of SEBI (ICDR) Regulations. ➤ there shall be atleast 10 allottees in every IPP issuance and no single 	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue) http://www.nseindia.com/corporates/content/further_issuues.htm

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		<p>allottee shall be allotted more than 25 % of the offer size.</p> <ul style="list-style-type: none"> ➤ Type of Method selected for allocation/allotment and confirmation from the company whether the same has been disclosed in the Offer document. ➤ The aggregate of all the tranches of institutional placement programme made by the eligible seller shall not result in increase in public shareholding by more than ten per cent or such lesser per cent as is required to reach minimum public shareholding. • Certificate from Practicing Company Secretary confirming that the promoter or promoter group who are offering their eligible securities have not purchased and/ or sold the eligible securities of the company in the twelve weeks period prior to the offer 	
63.	National Stock Exchange	<p>For listing of shares issued under Institutional Placement Programme</p> <ul style="list-style-type: none"> • Confirmations from the Company Secretary with respect to following points: <ul style="list-style-type: none"> ➤ the issue is in compliance with Chapter VIII-A of SEBI (ICDR) Regulations. ➤ the shares issued rank pari-passu with the existing equity shares of the Company including dividend. ➤ Number of allottees are as per the regulation 91H(2) of Chapter VIII- 	(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue) http://www.nseindia.com/corporates/content/further_issuess.htm

Sl. No.	Statute/Authority	Purpose	When Obtained
		<p>A of SEBI (ICDR) Regulations and the allotment is in compliance with regulation 91G(2) of Chapter VIII-A of SEBI (ICDR) Regulations.</p> <ul style="list-style-type: none"> ➤ there are atleast 10 allottees and no single investor receives allotment more than 25% of the offer size. • Certificate from Practising Company Secretary confirming that the promoter or promoter group who are offering their eligible securities have not purchased and/ or sold the eligible securities of the company in the twelve weeks period prior to the offer. 	
64.	National Stock Exchange	<p>Grant of approval for listing of shares to be issued under QIP under Clause 24(a) of the Listing Agreement</p> <ul style="list-style-type: none"> • Certificate from Practising Company Secretary regarding Networth calculation. • Confirmation from Company Secretary in regard to the following: (a) The new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend. (b) The issue will be in compliance with the chapter VIII of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2009. (c) The issue will be in compliance with the prescribed requirements of Clause 40A of the Listing Agreement (d) The aggregate of the proposed QIP and all previous QIP (if any) made by the issuer in the same 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue) http://www.nseindia.com/corporates/content/further_issuues.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		financial year shall not exceed five times the net worth of the issuer as per the audited balance sheet of the previous financial year.	
65.	National Stock Exchange	<p>For listing of shares issued under QIP</p> <ul style="list-style-type: none"> • Certificate from Practising Company Secretary regarding calculation of the floor price. • Confirmation from the Company Secretary regarding the following: a) The issue is in compliance with the chapter VIII of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2009. b) The shares issued rank pari-passu with the existing equity shares of the Company including dividend c) Relevant Date, Date of Open & Close of the offer d) Number of allottees as per the Clause 87 (2) of the ICDR Regulation, 2009 (i.e. The qualified institutional buyers belonging to the same group or who are under same control shall be deemed to be a single allottee). 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>
66.	National Stock Exchange	<p>Post Issue- For in-principle approval for listing of securities issued under Rights/ Public Issues by already listed company</p> <ul style="list-style-type: none"> • Certificate from Practising company secretary stating that allotment has been made as per the basis of allotment approved by the Designated Stock Exchange. • Certificate from Practising Company Secretary confirming securities under lock-in (the certificate should include the distinctive 	<p>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue)</p> <p>http://www.nseindia.com/corporates/content/further_issuues.htm</p>

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
		numbers of securities under lock-in and date from and upto which these shares are under lock-in).	
67.	National Stock Exchange	With regard to application by the company for Name Change, the Certificate from Practicing Company Secretary providing detailed bifurcation of income earned by the Company under various activities.	(Source: NSE-Corporates-Other Information-Check List-Download) http://www.nseindia.com/corporates/content/checklist.htm
68.	National Securities Depositories Limited (NSDL)	Conduct of Internal Audit of operations of the Depository Participants, at intervals of not more than three months and furnish a copy of the internal audit report to the depository.	March, 1999
69.	NSDL Circular No. NSDL/POLICY/2006/0021	Concurrent Audit in case of Demat Account opening, Control and Verification of Delivery Instruction Slips.	June , 2006
70.	Central Depository Services (India) Limited (CDS)	(i) Conduct of Internal Audit of operations of the Depository Participants at such intervals as may be specified by CDS from time to time and furnish a copy of the internal audit report to CDS. (ii) For empanelment by CDS as auditors for conduct of audit of the records of the participants in so far as the records and operations relate to CDS.	September, 1999
71.	(A) Securities Contracts (Regulation) Act, 1956; and Securities Contracts (Regulation) Rules, 1957 [Section 22C, Explanation (b)] (Guideline No. F1/8/SE/82 dt. 20.8.1982).	(i) To appear as authorized representative before the Securities Appellate Tribunal (ii) Certificate to the effect that allotment has been made by the company on the basis approved by the Stock Exchange.	December, 1999 August, 1982

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
IV.	TAXATION		
72.	Income-tax Act, 1961 and Income-tax Rules, 1962 [section 288(2) and Rule 50(2A)]	To act as authorised representative before the Income-tax authorities.	July, 1979
73.	Income-Tax Act, 1961	Ministry of Finance, Department of Revenue, Central Board of Direct Taxes, have notified the profession of Company Secretaries under section 44AA of the Income Tax Act, 1961.	October, 1992
74.	Wealth-tax Rules, 1957 [Rule 8A(7)(i)]	Recognized as registered valuer of stocks, shares & debenture etc.	8 October, 1974
75.	Authority for Advance Ruling, (Customs, Central Excise and Service Tax) Procedures Rules, 2005	To act as authorized representative under Rule 2(d)(i)	January 2005
76.	The Customs, Excise and Service Tax Appellate Tribunal under the Customs Act, 1962 [Section 146A(2)(d)] read with Customs (Appeals) Rules, 1982 [Rule 9(c)] and The Central Excise Act, 1944 [Section 35Q(2)(c)] read with Central Excise (Appeals) Rules, 2001 [Rule 12(c)] and Service Tax vide section 83 of Finance Act, 1994	To act as authorized representative before the Customs, Excise and Service Tax Appellate Tribunal	October, 1982
77.	West Bengal Value Added Tax Rules, 2005	Authorized to appear before Appellate and Revisional Board, the Commissioner, the Special Commissioner, the Additional Commissioner or any person appointed to assist the Commissioner on behalf of a dealer [Rule 2 (1)(a)(iv)].	April, 2005
78.	Bihar Value Added Tax Act, 2005	Authorised to appear before VAT authorities appointed under Section 10 or the Tribunal or an Officer of the Bureau of Investigation constituted under Section 86 of the Act [Section 87(d)].	April, 2005

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
79.	Daman and Diu Value Added Tax Regulation, 2005	Authorised to appear before any VAT authority in connection with any proceedings under this Regulation. [Regulation 82(1)(b)].	April, 2005
80.	Goa Value Added Tax Act, 2005	Authorised to appear before any VAT authority including the Tribunal in connection with any proceedings under this Act [Section 82(1)(b)].	April, 2005
81.	Jharkja Jharkhand Value Added Tax Act, 2005	To conduct VAT Audit under section 63(1) To appear before VAT authorities under Rule 51(1)(c)	February 2006
82.	Karnataka Value Added Tax Act, 2003 read with Karnataka Value Added Tax Rules, 2005	Authorised to appear before any Authority other than the High Court in connection with any proceeding under this Act [Section 86 (c) read with Rule 168(2)(c) (iv)(b)].	April,2005
83.	Kerala Value Added Tax Act, 2003.	Authorized to appear before VAT Authorities in connection with any proceedings under this Act [Section 86 (e)	April 2009
84.	Delhi Value Added Tax Act, 2004	Authorize to appear before VAT Authorities under section 82 (1)(b)	June 2012
V. FINANCIAL INSTITUTIONS			
85.	All India Financial Institutions	Certification with regard to the following:	
	(i) Industrial Development Bank of India	(a) Necessary powers of a company and its directors to enter into an agreement.	July, 1981 December, 1981
	(ii) Industrial Finance Corporation of India	(b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up, and the actual borrowing.	July,1983
	(iii) Industrial Credit and Investment Corporation of India	(c) List of Members of a company.	
	(iv) Unit Trust of India	(d) Copies of resolutions passed at company meetings to be furnished to financial institutions.	
	(v) Life Insurance Corporation of India		
	(vi) General Insurance Corporation of India		
	(vii) Industrial Reconstruction Bank of India	- do - (a) to (d)	January, 1986

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
	(viii) Industrial Development Bank of India	Certification of documents relating to charges.	April, 1991
VI.	BANKS		
86.	Reserve Bank of India Circular DBOD No.BP.PC.46/08.12.001/20 08-09	Diligence Report for Banks	September 19, 2008
87.	Indian Banks Association (Circular No. SO/69-73-III-C-82/9565 dated 15.4.1983 and Circular no. SO/69-73-C-86/4763 dated 16.6.1986).	Status/Search Reports for banks	April, 1983
	(i) Indian Bank	Certification of documents relating to charges.	December, 1990
	(ii) Bank of India	-do-	February, 1991
	(iii) Andhra Bank (Eastern Region)	-do-	February, 1991
	(iv) Canara Bank	-do-	February, 1991
	(v) United Bank of India	-do-	March, 1991
	(vi) Vijaya Bank	-do-	March, 1991
	(vii) Bank of Baroda ²	-do-	July, 1991
	(viii) Corporation Bank	-do-	August, 1991
	(ix) State Bank of India ²	-do-	September, 1991
	(x) Bharat Overseas Bank	-do-	September, 1991
	(xi) State Bank of Mysore	-do-	October, 1991
	(xii) Indian Overseas Bank	-do-	October, 1991
	(xiii) State Bank of Indore ²	-do-	February, 1992
	(xiv) State Bank of Travancore	-do-	April, 1992
	(xv) Laxmi Vilas Bank Ltd.	-do-	June, 1992
VII.	STATE LEVEL AGENCIES		
88.	State Financial/Industrial Investment/ Development Corporations;	A. Certification with regard to the following:	
	(i) Himachal Pradesh Financial Corporation, Shimla	(a) Necessary powers of a company and its directors to enter into an agreement	July, 1982

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		(b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing.	
(ii)	West Bengal Financial Corporation ² , Calcutta	-do-	August, 1982
(iii)	Maharashtra State Financial Corporation, Mumbai	-do-	April, 1984
(iv)	UP State Industrial Development Corporation Ltd., Kanpur	-do-	December, 1985
(v)	Assam Industrial Development Corporation Ltd. ² , Guwahati	(a) Necessary powers of a company and its directors to enter into an agreement. (b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing. (c) List of members of a company. (d) Copies of resolutions passed at company meetings to be furnished to financial institutions.	March, 1982 October 1988
(vi)	Gujarat Industrial Investment Corpn. Ltd. ² , Ahmedabad	-do- (a) to (d)	October, 1982 August, 1986
(vii)	Nagaland Industrial Dev. Corpn. Ltd., Dimapur	-do- (a) to (d)	September, 1983
(viii)	Uttar Pradesh Financial Corpn., Kanpur	-do- (a) to (d)	September, 1983
(ix)	State Industries Promotion Corpn. of Tamil Nadu Ltd. ² , Chennai	-do- (a) to (d)	October, 1983

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(x)	The Tamil Nadu Industrial Investment Corpn. Ltd. ² Chennai	-do- (a) to (d)	November, 1983
(xi)	Karnataka State Indl. Invest. And Dev. Corpn.Ltd ² ., Bangalore	-do- (a) to (d)	July, 1982 February, 1986
(xii)	The Pradeshiya Ind. And Investment Corpn. of UP Ltd., Lucknow	-do- (a) to (d)	March, 1986
(xiii)	Andhra Pradesh State Financial Corpn., Hyderabad	-do- (a) to (d)	June, 1982 March, 1986
(xiv)	The Punjab State Indl. Dev. Corpn. Ltd., Chandigarh	-do- (a) to (d)	March, 1986
(xv)	The State Indl. and Investment Corpn. of Maharashtra Ltd ² ., Mumbai	-do- (a) to (d)	June, 1982 April, 1984 June, 1984
(xvi)	Haryana Financial Corpn. ² , Chandigarh	-do- (a) to (d)	September, 1982, April, 1986, May, 1988
(xvii)	Punjab Financial Corpn., Chandigarh	-do- (a) to (d)	May, 1986
(xviii)	Andhra Pradesh Indl. Dev., Corpn. Ltd., Hyderabad	-do- (a) to (d)	May, 1982 June, 1986
(xix)	Rajasthan State Indl. Dev. & Inv. Corpn. Ltd., Jaipur	-do- (a) to (d)	August, 1986
(xx)	Indl. Promotion & Inv. Corpn. of Orissa Ltd ² ., Bhubaneswar	-do- (a) to (d)	September, 1982 August, 1986
(xxi)	Gujarat State Fin. Corpn ² ., Ahmedabad	-do- (a) to (d)	April, 1982 September, 1986
(xxii)	The Zoram Indl. Dev. Corpn. Ltd., Mizoram	-do- (a) to (d)	March, 1987

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(xxiii)	Kerala State Indl. Dev. Corpn. Ltd ² ., Thiruvnanthapuram	-do- (a) to (d)	August, 1986
(xxiv)	Rajasthan Financial Corpn. ² ,Jaipur	-do- (a) to (d)	September, 1983 July, 1987
(xxv)	West Bengal Indl. Dev. Corpn. Ltd ² ., Calcutta	-do- (a) to (d)	July, 1987
(xxvi)	Orissa State Financial Corporation	-do- (a) to (d)	July, 1987
(xxvii)	Bihar State Financial Corpn., Patna	-do- (a) to (d)	January, 1988
(xxviii)	Delhi Financial Corpn. ² , New Delhi	-do- (a) to (d)	August, 1988
(xxix)	Manipur Indl. Dev. Corpn. Ltd. ² , Imphal	-do- (a) to (d)	April, 1990
(xxx)	Pondicherry Indl. Promotion, Dev. & Inv. Corpn. Ltd., Pondicherry	-do- (a) to (d)	December, 1990
(xxxi)	Arunachal Pradesh Indl. Dev. & Financial Corpn. Ltd. ² , Naharlagum	-do- (a) to (d)	August, 1991
(xxxii)	Gujarat Industrial Development Corporation	To issue certificate with regard to shareholders, and share-holdings of companies, for the purposes of transfer of industrial Plot/Shed.	May, 1999
B. Secretarial Audit			
(xxxiii)	Manipur Industrial Development Corpn. Ltd., Imphal	Secretarial Audit, once a year of the companies assisted by the Corporation	April, 1990
(xxxiv)	Assam Indl. Dev. Corpn. Ltd., Guwahati	Secretarial Audit, once a year, of the companies assisted by the Corpn. under the IDBI's Refinance Scheme. However, companies having whole-time secretary need not perform Secretarial Audit, provided such Company Secretary submits a certificate of compliance of various provisions of law.	July, 1990

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
	(xxv) Gujarat Industrial Investment Corporation Ltd., Ahmedabad	Secretarial Audit, once a year, of the companies assisted by the Corpn. including the joint/ associate sector companies of the corpn. However, companies having whole-time secretary need not perform Secretarial Audit provided such Company Secretary submits a certificate of compliance of various provisions of law.	June, 1991
	(xxxvi) Arunachal Pradesh Industrial Development & Financial Corpn. Ltd., Naharlagun	Secretarial Audit, once a year, of the companies assisted by the Corporation.	August, 1991
C. Due Diligence Certificates/Search Report			
	(xxxvii) Gujarat State Financial Corporation	(i) Certification with regard to the compliance of various laws such as Factories Act, Safety Provisions and other local Acts, by the concerned borrowers.	May, 1999
		(ii) Preparation of Search Report and other work connected with Registrar of Companies.	
VIII. GOVERNMENT DEPARTMENTS			
89.	Department of Agriculture and Cooperation, Ministry of Agriculture	To issue a certificate about certain prescribed details of a company chartering foreign fishing vessels, according to the guidelines issued by the Department of Agriculture and Co-operation.	July, 1987
90.	Entrepreneurship Department of Industries, Government of Orissa	A Company Secretary setting up industrial unit recognised as 'Special Class Entrepreneur' under the category of technical entrepreneurs (Special class entrepreneurs are eligible for 5% extra capital investment subsidy and other additional privileges for setting up industries).	August, 1992

<i>Sl. No.</i>	<i>Statute/Authority</i>	<i>Purpose</i>	<i>When Obtained</i>
91.	Department of Telecommunication, vide its Guidelines No. 820-1/2006-LR, dated 24.8.2007	The "Guidelines and General Information for Grant of Licence for Operating Internet Services" authorise Company Secretaries to issue certificate on net worth of the Companies. The Guidelines provide that a company having ISP licence and a net worth of Rs. One Hundred crore or more can only offer IPTV services subject to approval from Licensor. A certificate from Company Secretary (certifying the net worth of the company) is to be submitted	August, 2007
92.	Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises, vide its ref. no. 18(8)/2005-GM dated 22nd June 2007	The Guidelines on Corporate Governance for Central Public Sector Enterprises 2007 provide that the company shall obtain a certificate from practicing Company Secretary regarding compliance of conditions of corporate governance as stipulated in these Guidelines and Annexes.	June 2007
IX.	HIGH COURT		
93.	Calcutta High Court (letter no. Cor. 424 dated 9.2.1983)	Introduction of panel of Practising Company Secretaries for appointment as receivers, arbitrators, trustees and special officers.	February, 1983

1. Secretary of Company can also undertake such assignment.
2. In addition, certificate in respect of search reports from the records maintained by the office of the Registrar of Companies will be accepted.

II - FOR A COMPANY SECRETARY IN EMPLOYMENT

1.	Ministry of Education	Appointment of superior posts and services under the Central Government.	February, 1968 December, 1971
2.	Section 2(45) of the Companies Act, 1956	"Secretary" redefined to include, a member of the Institute appointed to perform the duties which may be performed by a secretary under the Act and other ministerial or administrative duties.	July, 1981 May, 1988 w.e.f. 15.6.1988

3.	Section 383A of the Companies Act, 1956 read with Companies (Appointment & Qualifications of Secretary) Rules, 1988	(i) Every Company having a paid-up share capital of Rs. 5 crores or more to employ a whole-time secretary who is a member of the Institute. (ii) Pass in Intermediate examination of the Institute eligible for appointment as whole-time secretary in case of companies having paid-up share capital of less than Rs. 5 crores. (iii) Pass in Intermediate examination of the Institute eligible for appointment as a whole-time secretary in case of a company with its registered office and corporate office and works situated in towns with a population of less than one lakh in accordance with Census of India 2001 Report and having a paid-up share capital of rupees two crores or more but less than rupees five crores.	February, 1975 (as amended in December 1988, April 1993, and in June, 2002) 14 October, 2003
4.	Section 581X of the Companies Act, 1956	Every producer company having an average annual turnover exceeding five crores rupees in each of three consecutive financial years to have a whole-time secretary who is a member of the Institute.	6 February, 2003
5.	SEBI vide circular Letter No. SMD/POLICY/CIR-12/99 dated 18.5.1999	Compliance officer to be appointed by Listed companies in Compliance with Circular No. SMD/POLICY/CIR-06/98 dated February, 12, 1988, shall be the Company Secretary of the Company.	May, 1999
6.	Government of Andhra Pradesh	For recruitment in public sector undertakings of the State to superior posts.	September, 1981
7.	Central Government (Ministry of Corporate Affairs)	Qualification for recruitment to Grades I to IV in the Accounts Branch of the Central Company Law Service.	November, 1982
8.	Ministry of Home Affairs, Department of Personnel and Administrative Reforms	Empanelment of Company Secretaries for assignment of Indian experts to the developing countries of Asia, Africa and Latin America.	March, 1984
9.	Government of Gujarat, General Administration, Department Circular No. RDD/1077/1120/K dated 16.1.1978 and letter No. RDD/1081/1781/K dated 23.6.1981	Degrees/diplomas awarded by Universities or other educational Institutes established by an Act of the Central or State legislature or by an Act of Parliament automatically specialize for the purpose of recruitment to the posts and services under the State Government.	January, 1978 June, 1981

10.	Government of Tamil Nadu, Personnel and Administrative Reforms (Personnel) Department, Order No. G.O. Ms. No. 148 dated 7.3.1988	ACS is specialized as one of the qualifications for the purpose of Group 'A' appointments in the State Government Service in the departments concerned with Trade, Commerce, Finance, Commercial Taxes and Industry where such a specialized knowledge is called for.	March, 1988
11.	Government of Kerala, Planning & Economic Affairs (BPE) Department, Thiruvananthapuram, Order No. 10180/BPE – 2/89/Plg. Dated 29.5.1989.	Preference to be given to candidates possessing ACS qualification in addition to ACA/AICWA qualification, for recruitment to the posts of Finance Directors in State Government Undertakings in Kerala.	May, 1989
12.	Karnataka State Financial Corporation, Letter Pers/P- 3214 dated 10.11.1989	ACS as one of the superior qualification for appointment to executive posts.	November 1989
13.	(a) Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) O M No. dated 1/2/89- Estt.(Pay.I) dated 09.04.1999. (b) Office of Comptroller & Auditor General of India vide Letter No. 284/ NGE(ENTT)/44-2005.	Employees passing Intermediate and Final Examinations of Company Secretaryship course are eligible for lump sum incentives of Rs. 2,000 and Rs. 4,000, respectively.	9th April, 1999 April, 1991 (revised in 1999)
14.	Model Listing Agreement for Listing of Debt Securities SEBI/CFD/DIL/CIR-39/ 2004/11/01	Company Secretary or any other person to be designated as compliance officer.	1 November, 2004
15.	Model Listing Agreement for Listing of Indian Depository Receipts SEBI/CFD/DIL/IDR/1/ 2006/3/4	Issuer to appoint its Company Secretary as Compliance Officer.	3 April, 2006

GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

(Ref. Para 3.11.3)

EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme examination during the validity of registration period. All such students will have to seek registration *de novo* only.

PROFESSIONAL PROGRAMME EXAMINATION

1. Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November are eligible for June/December Session without extension of Registration will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.

2. Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme examination:

- (i) if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules**/(groups) of the Professional Programme examination (Final Examination) under new syllabus during the validity of the previous registration period or has passed at least **one module**/(group) of the Professional Programme examination under the New Syllabus during the validity of the previous registration period as the case may be; and
- (ii) makes an application for extension of registration period alongwith requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.

3. Extension of registration shall be granted for one year at a time on payment of extension of registration fee of ₹ 750 per annum, arrears of fee, if any, under the previous registration and service charges @ ₹ 250 per module for which the student has not been issued with the coaching completion certificate for the Professional Programme.

4. On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.

5. No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme examination under the new syllabus.

6. A student who completes the Professional Programme examination (of the Institute) during the extended period of registration will be required to comply with

the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.

7. Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of ₹ 160 per subject.

8. A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.

9. The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

GUIDELINES FOR REGISTRATION DE NOVO

(Para 3.12)

[Registration *de novo* pursuant to regulation 22 read with sub-regulation (2) of regulation 24.]

(A) Guidelines for candidates seeking registration *de novo* within two years of the expiry of previous registration.

1. A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:

(i) Registration fee: ₹ 2,000 w.e.f. 01.02.2013

(ii) - (a) Where a student has not completed coaching for both modules of Executive Programme/all modules of Professional Programme, balance of ₹ 6,500 of the postal tuition fee if enrolled for Executive Programme or balance of ₹ 12,000, if enrolled for Professional Programme, as the case may be, after adjusting the amount paid on this account earlier. However, credit for having completed coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

(b) Postal tuition fee of ₹ 5,000 in the case of students who have passed the Executive Programme examination but not enrolled for the Professional Programme.

(c) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules of Executive/all modules of Professional Programme as the case may be.

2. On the student being registered *do novo* he will be 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 shall not be supplied with the study material afresh. Study material can however be obtained on payment of ₹ 160 per subject. Student Company Secretary will be 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*.

(B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.

1. A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:

- | | |
|---|---------|
| (i) Registration fee | ₹ 2,000 |
| (ii) Exemption fee for | |
| (a) Foundation Programme | ₹ 500 |
| (b) Executive Programme Examination (if already passed) | ₹ 750 |

- (iii) Paperwise exemption fee
- | | |
|----------------------------|-------------------|
| (a) Executive Programme | ₹ 1,000 per paper |
| (b) Professional Programme | ₹ 1,000 per paper |
- (iv) Where a student has not completed coaching for both modules of Executive Programme/all modules of Professional Programme, balance of ₹ 6,500 of the postal tuition fee, if enrolled for Executive Programme or balance of ₹ 12,000 if enrolled for Professional Programme, as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.
- (v) ₹ 12,000 in the case of students who have passed the Executive Programme but not enrolled for the Professional Programme.
- (vi) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules of Executive Programme/all modules of Professional Programme.

2. On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ ₹ 160 per subject. Student Company Secretary will be 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*.

3. The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.

(C) No candidate shall be registered as a student de novo if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.

**LIST OF UNIVERSITIES WHICH HAVE RECOGNISED COMPANY
SECRETARYSHIP QUALIFICATION AS EQUIVALENT TO POST
GRADUATE DEGREE FOR PURSUING PH.D COURSE**

<i>Sl.No</i>	<i>Name of University</i>	<i>Reference</i>	<i>Subjects</i>
A.	ANDHRA PRADESH		
1.	Kakatiya University, Warangal, Andhra Pradesh-506 009	1111/B4/KU/Recogn.94 dated 5.11.1994	Commerce/Business Management
2.	National Academy of Legal Studies and Research (NALSAR) University of Law, 3-4-761, Barkatpura, Hyderabad-500 027.	MOU dated 10th April, 2004 and letter dated 5.8.2005	Discipline of Law
3.	Osmania University, Hyderabad, Andhra Pradesh-500 007	1/L/2005/Acad. dated 02.01.2006 and 2702/L/2006/Acad. dated 26.10.2006	Commerce/ Business Management
4.	Sri Venkateswara University, Tirupati, Chittoor, Andhra Pradesh-517 502	8008/C- I(2)/2005 dated 29th April, 2005	Management and Commerce
B.	ASSAM		
5.	Gauhati University, Gopinath Bardoloi Nagar, Guwahati-781 014	GU/AC/Equiv/08/886-888 dated 17. 06. 2008	Commerce
C.	BIHAR		
6.	T.M. Bhagalpur University, Bhagalpur, Bihar-812 007.	M/39067 dated 7.11.2003	Commerce and allied subjects
D.	CHANDIGARH		
7.	Punjab University, Chandigarh-160 014.	4416/GM dated 31.3.1983	Business Management/ Commerce
E.	DELHI		
8.	Guru Gobind Singh Indraprastha University, Delhi - 110 006	GGSIPI/DAA/2007- 08/117 dated 02.01. 2008	Management and Law
F.	GUJARAT		
9.	Bhavnagar University, Gruri Shankar Lane Road, Bhavnagar-364 002 (Gujarat)	Acad/PG/1994/4349/2002 dated 8th March, 2002	Commerce

<i>Sl.No</i>	<i>Name of University</i>	<i>Reference</i>	<i>Subjects</i>
10	North Gujarat University, P.B. No.21, University Road, Patan, Gujarat 384 002	Aca/8479/2000 dated 19th August, 2000	Commerce and allied subjects
11.	Sardar Patel University, Vallabh Vidyanagar, Gujarat - 388 120	D:A:4/1/8209 dated 26.12.1980	Commerce
12.	South Gujarat University, University Campus, Udhana-Magdalia Road, Surat - 395 007.	A/Eli/Equi/17388 dated 18/23.2.1981	Commerce and allied subjects
G.	HARYANA		
13.	Maharshi Dayanand University, Rohtak, Haryana - 124 001	AC-III/R81/2375 dated 28.2.1981	Commerce and allied subjects
H.	JAMMU & KASHMIR		
14	Shri Mata Vaishno Devi University, College of Management, Sub Post Office-182 320, Jammu & Kashmir	SMVDU/COM/11/3580 dated 22.11.2011	Management
15.	The University of Kashmir ¹ , Hazart Bal, Srinagar-190 006.	F(Recog.Acad)/KU/002 dated 7.5.2002	Commerce & Management
16.	University of Jammu, Babasaheb Ambedkar Road, Jammu Tawi-180 006.	No.F.Acd/II/11/3911-15 dated 11.07.2011	Commerce/ Management/Law
I.	JHARKHAND		
17.	Ranchi University, Ranchi	GE/1888 dated 19.12.2011	Commerce/ Management/Law
J.	KARNATAKA		
18.	Bangalore University, Jnana Bharathi Campus, Jnana Bharathi Post, Bangalore-560 056	Com./17663/85-86 dated 3.4.1986	Commerce
19.	Karnatak University, Dharwad, Karnataka	KU/Aca/PG/CRT/95/6993 dated 9.1.1995	Management
20.	Kuvempu University, Shankarghatta, Shimoga Distt., Karnataka-577 451	KU/AB/Afn-2/5212/94-95 dated 25.10.1994	Commerce/Law/ Management

(¹ M. Phil Course only)

<i>Sl.No</i>	<i>Name of University</i>	<i>Reference</i>	<i>Subjects</i>
21.	Mangalore University, Mangalagangothri Konage, Dakshina Kannada-574 199	MU/ACC/Ph.D/22 84-85 (A5) dated 31.7.1985	Commerce and allied subjects
22.	National Law School of India University, Nagarbhavi, Bangalore-560 072.	MOU dated 5.11.1997	Business Laws
23.	University of Mysore, Viswavidyanilaya Karya, Soudha "Crawfort Hall", Mysore-570 005	R2/917/84-85 dated 12.12.1985	Commerce
K.	KERALA		
24.	Cochin University of Science & Technology, Kochi, Kerala-682 022.	Ac.A3/10705/85 dated 25.3.1986	Commerce and allied subjects
25.	Mahatma Gandhi University, Kottayam, Kerala-686 560	ACD/3/3384/2005 dated 6th October 2008	Commerce
26.	University of Kerala, Thiruvananthapuram, Kerala-695 034.	Acad.C-3/2034/85 (Recogn.) dated 7.8.1985	Commerce
L.	MADHYA PRADESH		
27.	Devi Ahilya Vishwavidyalaya, R N Tagore Marg, Indore-452 001, Madhya Pradesh	No. 11/06/630 dated 27.04.2006	Commerce and allied subjects
28.	Jiwaji University, Vidya Vihar, Gwalior-474 011 (M.P.)	F/Academy/Arhata/2004/2 942 dated 6/7/2004	Commerce and Allied Disciplines
29.	Rani Durgawati, Vishwavidhyalaya, Jabalpur, Madhya Pradesh-482001	GS/95/31 dated 27.1.1995	Commerce
M.	MAHARASHTRA		
30.	Dr. Babasaheb Ambedkar Marathwada University, Aurangabad, Maharashtra-431 004.	Acad./Elqui/Eligi/94- 95/59314 dated 7/8.12.1994	Commerce and allied subjects
31.	Nagpur University, Ravindra Nath Tagore Marg, Nagpur, Maharashtra-440 001	Exam./Recog./5591 dated 21.9.1983	Commerce

<i>Sl.No</i>	<i>Name of University</i>	<i>Reference</i>	<i>Subjects</i>
32.	North Maharashtra University, Jalgaon, Maharashtra-425 001	NMU/94/5/33-B/8432 dated 6.12.1994	Commerce/Law/ Management
33.	Shivaji University, Vidyanagar, Kolhapur-416 004.	SU/Eligi./JNV/Equivi/364 4 dated 21.12.1988	Commerce
34.	University of Mumbai, Mumbai - 400 032.	EI/C 121 of 1989 dated 9.1.1989	Commerce
35	University of Poona, Ganeshkhind, Pune - 411 007, Maharashtra	Elg/4251 dated 16/19.6.1981 (Revised Rules for the degree of PhD – 2009)	Commerce/Law/ Management
N.	MEGHALAYA		
36.	IIM, Shillong, Mayurbhanj Complex, Nonthyammai, Shillong-793 014, Meghalaya		Business Management
37.	Mahatma Gandhi University, 13th Mile GS Road, Opp. Forest Training College, PO& OP – Byrnihat, Dist.Ri-Bhoi, Maghalaya	Reg./No.739 dated 12th June, 2012	Commerce/ Management/Law
O.	ORISSA		
38.	Berhampur University, Bhanja Bihar, Berhampur-760 007, Orissa.	No.10191/Acad-I dated 30.8.2008	Management
39.	Sambalpur University, Jyoti Vihar, Burla, Sambalpur-768 019, Orissa.	Notification No. 10420/Acd-I dated 10.7.1998	Commerce/ Management and related field
40.	Utkal University, Vani Vihar, Bhubaneswar, Orissa-751 004.	AC/Recog./Gen- 40/(P)20463/94 dated 17.11.1994	Commerce
P.	PONDICHERY		
41.	Pondicherry University, R V Nagar, Kala Pet, Pondicherry-605 014.	Letter dated 21.7.1994	Commerce
Q.	PUNJAB		
42.	Guru Nanak Dev University, Amritsar, Punjab-143 005	Gen/Recog/8130 dated 23.4.1981	Commerce
43.	Punjabi University, Patiala, Punjab-147 002	315/ARB dated 12.3.2003	Commerce/Law/ Management

<i>Sl.No</i>	<i>Name of University</i>	<i>Reference</i>	<i>Subjects</i>
R.	RAJASTHAN		
44.	University of Bikaner, Dungar College Campus, JNV Colony, Bikaner-334 003 (Raj.)	F.12()/UOB/Rese/2006/ 18047-18107 dated 1.11.06	Commerce/ Management/Law
S.	TAMIL NADU		
45.	Algappa University, Algappa Nagar, Karaikudi-623 003, Tamilnadu.	Letter dated 19.9.1991	Commerce/Corporate /Secretaryship/Bank Management
46.	Annamalai University, Annamalainagar, Chidambaram, Tamilnadu-608 002.	B6/6430/2003 dated 5.11.2004	Open recognition
47.	Bharathiar University, Coimbatore - 641 046, Tamilnadu	18732-I/S4/2003 dated 02.01.2004	Commerce
48.	Madurai Kamaraj University, Palkalai Nagar, Madurai-625 021	R3/Ph.D – 2007 dated 13.05.2007	Commerce and Management Studies
49.	Manonmaniam Sundaranar University, Tirunelveli-627 009, Tamilnadu.	MSU/CE/RECOGN/92-93 dated 12.4.1993	Commerce and allied disciplines
50.	University of Madras, University Building, Chepauk, Chennai-600 005	D.2/PH.D./ADMN/2004/5 72 dated 28th June 2004	Commerce
T.	UTTAR PRADESH		
51.	Aligarh Muslim University, Aligarh-202 002 (Uttar Pradesh)	dated : 26/11/2011	Commerce
52.	Banaras Hindu University, Varanasi - 221 005. Uttar Pradesh	Ref No. RAC/Misc/ Equivalence/2004-05/ 232 dated 08.06.2004	Commerce
53.	Chaudhary Charan Singh University, Meerut, Uttar Pradesh-250 005.	Proceeding of the Meeting of Equivalence Committee held on dated 8.12.1983	Commerce
54.	Dayalbagh Educational Institute (Deemed University), Dayalbagh, Agra -282 005 (U.P.)	DE1/GN/ACD-9/1839 dated 2.1.2003	Commerce/ Management
U.	WEST BENGAL		
55.	University of Kalyani, Kalyani, West Bengal-741 235	DR/PhD/2010/15(2) dated 20.07.2010	Commerce and Allied Disciplines

LIST OF CODES

Code List I			
DOMICILE CODES/STATES CODES			
AN	Arunachal Pradesh	014	Kenya
AP	Andhra Pradesh	015	Kuwait
AS	Assam	016	Malasia
BI	Bihar	017	Nepal
CG	Chhattisgarh	018	Netherland
DE	Delhi	019	Nigeria
GO	Goa	020	North Ireland
GJ	Gujarat	021	Pakistan
HR	Haryana	022	Portugal
HP	Himachal Pradesh	023	Saudi Arabia
JH	Jharkhand	024	Singapore
JK	Jammu & Kashmir	025	South Africa
KR	Karnataka	026	Sultanate of Oman
KE	Kerala	027	Tanzania
MP	Madhya Pradesh	028	Thailand
MH	Maharashtra	029	U.A.E.
MN	Manipur	030	Uganda
MG	Meghalaya	031	United Kingdom (UK)
MZ	Mizoram	032	United States of America
NG	Nagaland	033	West Africa
OR	Orissa	034	West Indies
PC	Puducherry	035	Yamen Arab Republic
PB	Punjab	036	Zambia
RJ	Rajasthan	037	Zimbabwe
SK	Sikkim	099	Others
TN	Tamil Nadu		
TR	Tripura		
UA	Uttranchal		
UP	Uttar Pradesh		
WB	West Bengal		
UT	Union Territories		
UK	Uttrakhand		
Code List II			
COUNTRY CODES			
001	Australia		
002	Bahamas		
003	Bahrain		
004	Bangladesh		
005	Bhutan		
006	Canada		
007	Doha Qatar		
008	East Africa		
010	India		
011	Jamaica		
012	Indonesia		
013	Japan		
		Code List III	
		RELIGION CODE	
		01	Hindu
		02	Muslim
		03	Sikh
		04	Christian
		05	Buddist
		06	Parsi
		07	Jain
		10	Others
		Code List IV	
		CATEGORY CODES	
		01	General
		02	SC/ST
		03	OBC
		04	Physically Handicapped
		05	Ex-Serviceman
		06	Staff Member
		07	Ward of staff
		08	Ward of Council Member of ICSI
		09	Ward of Member of ICSI

Code List V
FEE MODE CODES

DD	Demand Draft
BC	Cash - Through Pay-in-slip of Canara Bank E/C, Lodi Road New Delhi
BS	Cash - Through Pay-in-slip of State Bank of Saurashtra, Lodi Road, New Delhi
CA	Cash (Through Reception Receipt)

Code List VI
MEDIUM OF EXAM

01	English
02	Assamee
03	Bengali
04	Gujrati
05	Hindi
06	Kannada
07	Kashmiri
08	Konkani
09	Malayalam
10	Manipuri
11	Marathi
12	Nepali
13	Oriya
14	Punjabi
15	Sanskrit
16	Sindhi
17	Tamil
18	Telugu
19	Urdu
20	Others

Code List VII
QUALIFICATION CODES

01	A.M.I.E.
02	B.Com.
03	B.Ed.
04	B.A. (Other than Fine Arts)
05	B.A. (Corporate Secretaryship)
06	B.A. (Hons.)
07	B.A. (Vocational)

08	B.A.L.
09	B.B.A.
10	B.B.M.
11	B.B.S.
12	B.C.L.
13	B.Com. (Hons.)
14	B.G.L.
15	B.L.
16	B.P.Ed.
17	B.Pharma
18	B.S.L.
19	B.Sc.
20	B.Sc. (Applied Commerce)
21	B.Sc. (Dairy Tech.)
22	B.Sc. (Eng.)
23	B.Sc. (Hons.)
24	B.Tech.
25	Bachelor of Banking & Commerce
26	Bachelor of Computer Science and Application
27	Bachelor of Engineering
28	Bachelor of Library Science
29	BAMS
30	Bus. Admn. of IIM, A'bad, B'lore, Calcutta, Lucknow
31	Business Admn. of Allahabad University
32	Business Management of IMT, Ghaziabad
33	Business Management of XLRI, Jamshedpur
34	Business Management of XISS, Ranchi
35	BV & AH
36	C.F.A.
37	CAIIB
38	D.Phil
39	Diploma in Commerce
40	Diploma in Company Law (Banking Law Prac.)
41	Diploma in Law
42	Diploma in Management
43	Final Pass of ICOSA, London
44	Final Pass of ICWAI
45	Final Pass of the ICAI
46	I.E.T.E.
47	LL.B.
48	LL.M.
49	M.Ed.

50 M.A./M.Com (Corporate Secretaryship)
 51 M.A. (Public Administration)
 52 M.A. (Other than Fine Arts)
 53 M.B.A.
 54 M.B.B.S.
 55 M.C.S.
 56 M.Com.
 57 M.D.
 58 M.Phil.
 59 M.F.A.
 60 M.M.S.
 61 M.S.
 62 M.Sc.
 63 M.Tch.
 64 Master of Computer Science and Application
 65 Master of Finance and Control
 66 Master of Library Science
 67 MBM
 68 MSW
 69 PGD in Business Admn.
 70 PGD in Finance Management
 71 PGD in PMIR
 72 Diploma in Business Management
 73 MBL
 74 B.CAM
 75 B.I.T.
 76 B.M.S.
 77 M.F.M.
 78 B.E.COM
 79 P.G. Dip. in Rural Management
 80 Master in Business Finance
 81 B.I.S. (Information Systems)
 82 P.G. Dip. in Business Management
 83 B.M.I.T.
 84 M.L.P. Management
 85. B.F.I.A. (Bachelor of Financial & Investment Analysis)
 86 B.B.E. (Bachelor of Busi. Economics)
 87 B.I.B.F. (Bachelor of International Business & Finance)
 88 A.C.I.S.
 89 B.A.
 90 Others
 91 Bachelor of Fine Arts

92 Master of Fine Arts
 93 MA.
 94 PH.D
 95 ACA
 96 FCA
 97 AICWAI
 98 FICWAI
 99 Foundation Passed
 100 Inter Pass of ICSI
 101 BBA-LL.B (Integaratted Course)
 102 D.I.T. (Bachelor of Development & Information Technology)
 103 Diploma in Computer in Office Management

Code List VIII
CHAPTER CODES

Under EIRC

Eastern India Regional Council (EIRC) office at Kolkata Comprising the States of Arunachal Pradesh, Assam, Bihar, Jharkhand, Meghalaya, Manipur, Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal

01 Bhubaneswar
 02 Guwahati (North East)
 03 Jamshedpur
 04 Patna
 05 Ranchi
 06 Dhanbad
 07 Kolkata-RO

Under NIRC

Northern India Regional Council (NIRC) Office at Delhi Comprising the States of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttranchal and the Union Territory of Chandigarh

21 Chandigarh
 22 Faridabad
 23 Ghaziabad
 24 Jaipur
 25 Kanpur
 26 Ludhiana
 27 Lucknow
 28 Modinagar
 29 Shimla
 30 Udaipur

31 Noida	<p>Under WIRC</p> <p>Western India Regional Council (WIRC) Office at Mumbai Comprising the States of Goa, Gujarat, Chhatisgarh, Madhya Pradesh, Maharashtra and the Union Territories of Dadra & Nagar Haveli, Diu & Daman.</p>
32 Meerut	
33 Yamuna Nagar	
34 Agra	
35 Allahabad	
36 Jodhpur	
37 Gurgaon	
38 Beawar	
39 Delhi-RO	
81 Varanasi	
82 Bhilwara	
83 Bareilly	
84 Dehradun	
85 Jammu	
86 Ajmer	
87 Amritsar	
88 Jalandhar	
89 Karnal-Panipat	
90 Alwar	
91 Kota	
92 Rohtak	
93 Sonapat	
94 Srinagar	
<p>Under SIRC</p> <p>Southern India Regional Council (SIRC Office at Chennai Comprising the States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Pondicherry and the Union Territories of Andaman & Nicobar Islands and Lakshadweep</p>	
41 Bangalore	<p>Code List IX</p> <p>OCCUPATION CODES</p> <p>Central Government</p>
42 Coimbatore	
43 Kochi	
44 Hyderabad	
45 Madurai	
46 Mysore	
48 Tiruchirapalli	
49 Thiruvananthapuram	
50 Visakhapatnam	
51 Mangalore	
52 Puducherry	
55 Thrissur	
57 Salem	
58 Calicut	
59 Chennai-RO	
60 Palakkad	
61 Ahmedabad	
62 Vadodara	
63 Bhopal	
64 Dombivli	
65 Goa	
66 Indore	
67 Nagpur	
68 Pune	
69 Surat	
70 Nashik	
71 Raipur	
72 Aurangabad	
73 Rajkot	
74 Navi Mumbai	
75 Thane	
76 Kolhapur	
77 Bhayander	
79 Mumbai-RO	
Overseas - Dubai	
<p><i>Important:</i> If address of a candidate falls at a place where there is no Chapter he may indicate code of a nearby chapter for participating in the activities meant for students.</p>	
<p>Code List IX</p> <p>OCCUPATION CODES</p> <p>Central Government</p>	
01 Indian Administrative Service	
02 Indian Foreign Service	
03 Indian Police Service	
04 Indian Audit & Accounts Services	
05 Indian Customs and Central Excise Services	
06 Indian Income Tax Services	
07 Indian Postal Services	
08 Indian Railway Services	
09 Other Civil Services	
10 Indian Economic Service	
11 Company Law Services	
12 Indian Legal Services	
13 Others	

<p>State Government</p> <p>21 State Civil Services</p> <p>22 Others</p> <p>Defence Services</p> <p>26 Officer</p> <p>27 Others</p> <p>All India Financial Institutions/State Financial Institutions/State Industrial Development Corporations</p> <p>31 Chairman/Managing Director/Chief Executive/Director</p> <p>32 Executive</p> <p>33 Non Executive</p> <p>Autonomous Bodies</p> <p>36 Chairman/Managing Director/Chief Executive/Director</p> <p>37 Executive</p> <p>38 Non Executive</p> <p>Local Self Govt./Bodies, Municipal Corporations/Committees</p> <p>40 Mayor</p> <p>41 Commissioner</p> <p>42 Administrator</p> <p>43 Executive</p> <p>44 Others</p> <p>Public Sector Undertaking</p> <p>46 Chairman/Managing Director/Chief Executive/Director</p> <p>47 Executive</p> <p>48 Non Executive</p> <p>Cantonment Boards/Housing/ Electricity Boards</p> <p>50 Chairman</p> <p>51 Secretary/Member</p> <p>52 Executive</p> <p>53 Others</p> <p>Banking Sector</p> <p>55 Chairman/Managing Director/Chief Executive/President/Vice-President/General Manager</p> <p>56 Executive</p> <p>57 Non Executive</p>	<p>Insurance Sector</p> <p>60 Chairman/Managing Director/Chief Executive/President/Vice-President/General Manager</p> <p>61 Executive</p> <p>62 Non Executive</p> <p>Financial Services Sector</p> <p>64 Chairman/Managing Director/Chief Executive/President/Vice-President/General Manager</p> <p>65 Executive</p> <p>66 Non Executive</p> <p>Educational and Research Institutes</p> <p>68 Research</p> <p>69 Teaching</p> <p>70 Administration</p> <p>71 Others</p> <p>Hospital</p> <p>72 Medical</p> <p>73 Para Medical</p> <p>74 Administration</p> <p>75 Others</p> <p>Hotel & Travel</p> <p>76 Executive</p> <p>77 Non Executive</p> <p>Cooperative Sector</p> <p>78 Chairman/Managing Director/Chief Executive/Director</p> <p>79 Executive</p> <p>80 Non Executive</p> <p>Other Private Sector Companies</p> <p>81 Chairman/Managing Director</p> <p>82 Executive</p> <p>83 Non Executive</p> <p>Miscellaneous</p> <p>84 Not Covered in any above Categories</p> <p>Self Employed</p> <p>85 Company Secretary</p> <p>86 Chartered Accountant</p> <p>87 Cost & Works Accountant</p> <p>88 Advocate</p> <p>89 Management Consultant</p> <p>90 Business</p> <p>91 Doctor</p>
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- 92 Architect
93 Engineer
99 Unemployed

Code List X

SUBJECT CODES

FOUNDATION PROGRAMME

- 311 Business Environment and Entrepreneurship
312 Business Management, Ethics and Communication
313 Business Economics
314 Fundamentals of Accounting and Auditing

EXECUTIVE PROGRAMME

Module I

- 321 Company Law
322 Cost and Management Accounting
323 Economic and Commercial Laws
324 Tax Laws and Practice

Module II

- 325 Company Accounts and Auditing Practices
226 Capital Markets and Securities Laws
227 Industrial Labour and General Laws

PROFESSIONAL PROGRAMME

Module I

- 331 Advanced Company Law and Practice
332 Secretarial audit, Compliance Management And Due Diligence
333 Corporate Restructuring, Valuation and Insolvency

Module II

- 334 Information Technology and Systems Audit
335 Finance, Treasury and Forex Management
336 Ethics, Governance and Sustainability

Module III

- 337 Advanced Tax Laws and Practice
338 Drafting, Appearances and Pleadings

Elective 1 out of below 5 subjects

- 341 Banking Law and Practice
342 Capital, Commodity and Money Market
343 Insurance Law and Practice
344 Intellectual Property Rights – Law and Practice
345 International Business - Laws and Practices

Code List XIV

BANK CODES

- 01 Andhra Bank
02 Allahabad Bank
03 ANZ Grindlays Bank
04 Bank of America
05 Bank of India
06 Bank of Baroda
07 Bank of Maharashtra
08 Bank of Tokyo
10 Canara Bank
11 Corporation Bank
12 Citi Bank
13 Dena Bank
14 The Hongkong & Shanghai Bank
15 Indian Bank
16 Indian Overseas Bank
17 State Bank of India
18 State Bank of Indore
19 State Bank of Travancore
20 State Bank of Bikaner & Jaipur
21 State Bank of Patiala
22 State Bank of Saurashtra
23 Syndicate Bank
24 Punjab National Bank
25 Vijaya Bank
26 Standard Chartered Bank
27 Union Bank of India
28 Punjab & Sind Bank
29 The Bank of Rajasthan
30 The Vysya Bank
31 United Bank of India
32 United Commercial Bank
33 ABN Amro Bank
34 State Bank of Mysore
35 Oriental Bank of Commerce
36 State Bank of Hyderabad

37	Central Bank of India	70	Kanaka Durga Grameena Bank
38	Karnataka Bank	71	The Dhanlakshmi Bank Ltd.
39	HDFC Bank	72	Bareilly Corporation Bank Ltd.
40	ICICI Bank	73	Bombay Mercantile Co-op. Bank Ltd.
41	IDBI Bank	74	Centurion Bank
42	UTI Bank	75	The Saraswat Co-op. Bank Ltd.
43	Times Bank	76	Anyonya Sahayakari Mandali Co-op. Bank
44	Deutsche Bank	77	The Nainital Bank Ltd.
45	Swan Bank	78	Purshottam Kanji Exchange Co. Ltd.
46	Delhi State Cooperative Bank	79	National Bank of Baharain
47	Vaish Cooperative Bank	80	The Sakura Bank Ltd.
49	UCO Bank	81	The Jammu & Kashmir Bank Ltd.
50	The South Indian Bank Ltd.	82	Credit Agricole Indosuez
51	The Federal Bank Ltd.	83	The Benares State Bank Ltd.
52	The Lakshmi Vilas Bank Ltd.	84	American Express
53	Bharat Overseas Bank Ltd.	85	Ghaziabad Zila Sahakari Bank Ltd.
54	The Catholic Syrian Bank Ltd.	86	The Bank of Nova Scotia
55	Tamilnad Mercantile Bank Ltd.	87	The Sanwa Bank Ltd.
56	Reserve Bank of India	88	Oman International Bank
57	City Union Bank Ltd.	89	Development Credit Bank Ltd.
58	The Tamil Nadu State Apex Co-op. Bank Ltd.	90	The Delhi Nagrik Sehkari Bank
59	The Delhi State Co-op. Bank Ltd.	91	Jain Co-op. Bank Ltd.
60	The Janalaxmi Co-op. Bank Ltd.	92	Societe Generale
61	The Karur Vysya Bank Ltd.	93	The Bank of Tokyo-Mitsubishi Ltd.
62	Global Trust Bank Ltd.	94	Oman Arab Bank S.A.O.C.
63	The General Co-op. bank Ltd.	95	Madhya Pradesh Rajya Sahakari Bank
64	The Sangli Bank Ltd.	96	Indore Swam Siddh Mahila Co-op. Bank
65	Lord Krishna Bank Ltd.	97	The Sarvodaya Sahakari Bank Ltd.
66	The United Western Bank Ltd.	98	The Vyavsayik Sahakari Bank Ltd.
67	The Nedungadi Bank Ltd.	99	Other Bank
68	Indusind Bank Ltd.		
69	The Karnataka Bank Ltd.		

ONLINE REGISTRATION FOR FOUNDATION/ EXECUTIVE PROGRAMME

To render efficient and quick services to its students, the Institute has introduced Online facility for admission/registration for Foundation /Executive programme through which the students can register themselves through the web site of the institute while sitting at home.

1.1 Online Registration for Foundation/Executive

Please follow the below steps to register online

1. Click the online services on top of the ICSI website (<http://www.icsi.edu>)

The screenshot shows the ICSI website homepage. At the top right, there is a navigation bar with 'ONLINE SERVICES' highlighted. Below the main navigation bar, there is a 'YOU ARE HERE' breadcrumb trail showing 'Home'. The main content area features a 'What's New' section with several news items, a 'PRESIDENT'S MESSAGE' section, and an 'ONLINE SERVICES & NEW STUDENT REGISTRATION' section. A 'REGULATORY UPDATES' section is also visible at the bottom right.

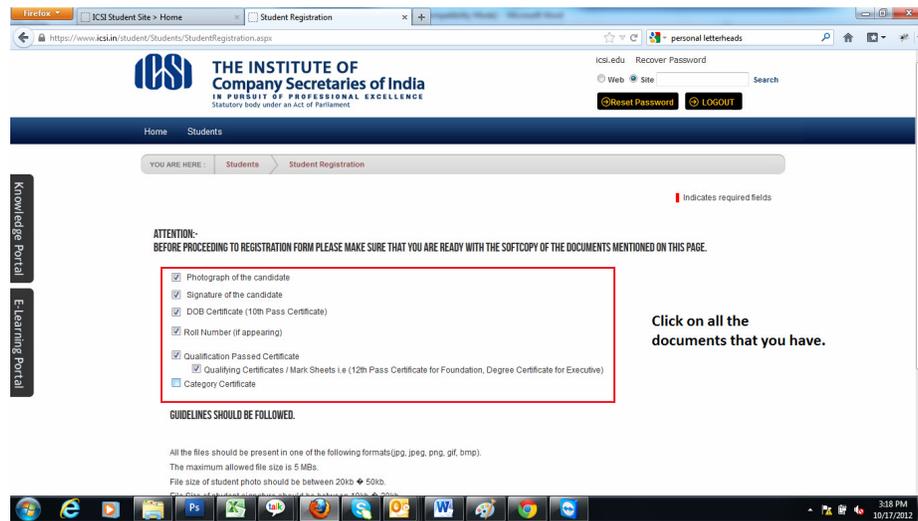
2. Then go to Students and click on Student Registration

The screenshot shows the 'Students' page on the ICSI website. The 'Student Registration' link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is an 'ATTENTION-' section with a list of required documents for registration, including a photograph, signature, DOB certificate, roll number, qualification passed certificate, and category certificate. There are also 'GUIDELINES SHOULD BE FOLLOWED.' and file size restrictions mentioned.

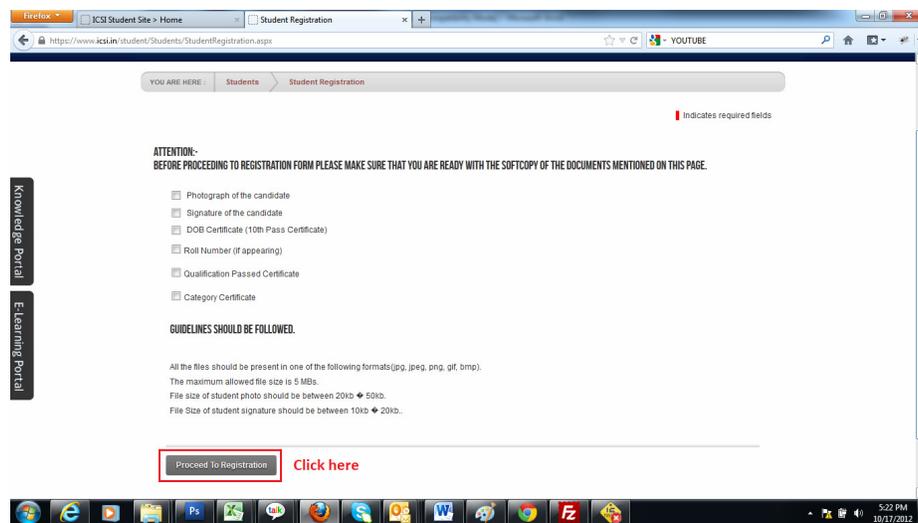
3. Click on the documents mentioned below, if you have the softcopy of the same otherwise you will not be able to Register yourself

NOTE:

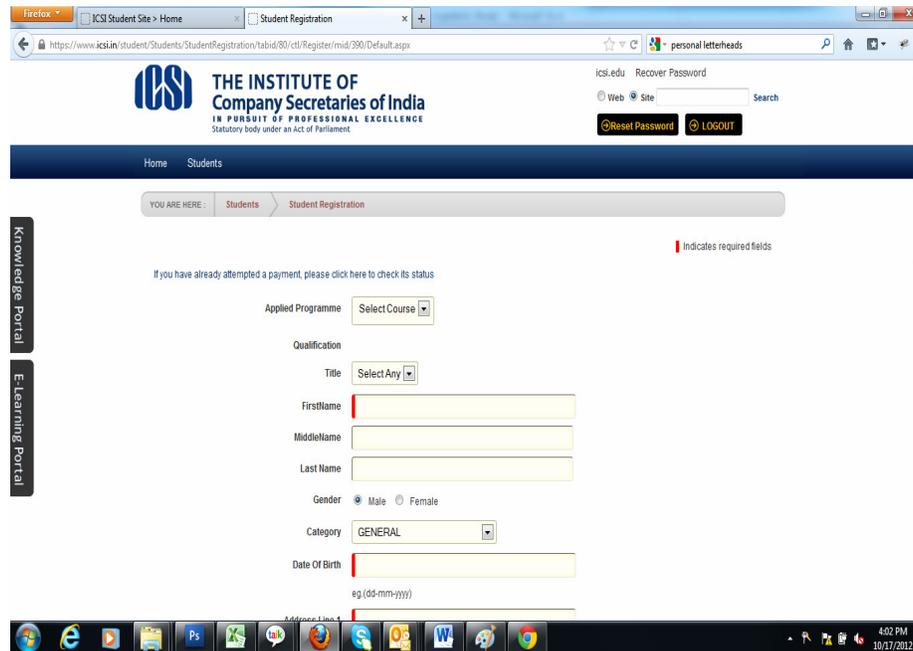
- File format should be jpg, jpeg, png, gif, bmp
- File sizes of documents should not exceed 5 MB
- Size of Student Photo should be between 20KB – 50KB
- Size of Student Signature should be between 10KB – 20KB



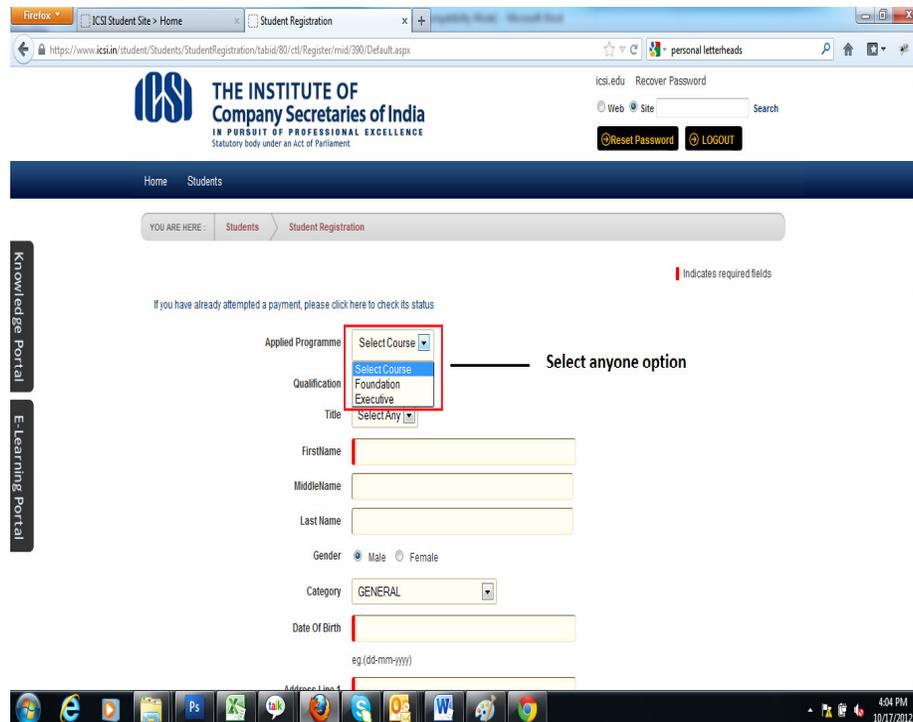
4. Now Click on Proceed to Registration



5. Now you will get a screen as given below.



6. Select the Course type as applicable to you (Foundation/Executive)



7. Fill other fields and click on Register

Relative: Father Spouse

Father/Spouse's Name: N R Nair

Mother's Name: _____

CSJ Subscription (Additional Rs. 500/- will be charged)

Payment Amount: 3600

Payment Mode: Credit/Debit Card NetBanking

43408

Get Audio Code

Type the code from the image

* Student needs to upload requisite documents in support of his qualification in Manage account option immediately and not later than seven days of filling up the preliminary information.

* If you wish to apply for the exemption on the basis of your qualification, please apply within six days of your registration in student Exemption screen in manage account option.

Register Click here to Register

Copyright 2012 © ICSI. All Rights Reserved

5:33 PM 10/17/2012

8. After this you will get your Request ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered ID.

9. After this Click on Make Payment

Citibank India

citi

Welcome to Citibank Payment Gateway **Transaction Amount : 3600.00**

Choose your card:

- Citibank Credit Card / Diners Card
- Citibank Debit Card
- Other Bank Master/Visa Credit Card
- Other Bank Master/Visa Debit Card

Citibank
www.citibank.com

Citigroup Privacy Promise
Terms & Conditions and what's new
Copyright © 2010 Citigroup

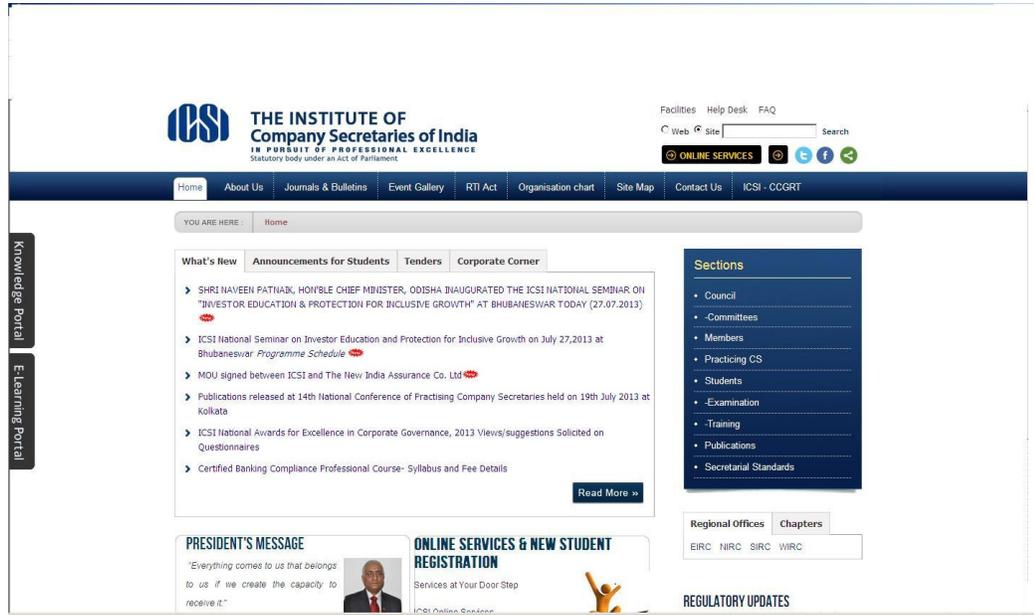
5:42 PM 10/17/2012

10. After payment students would be sent user name and password by E mail. They need to upload documents at manage account option

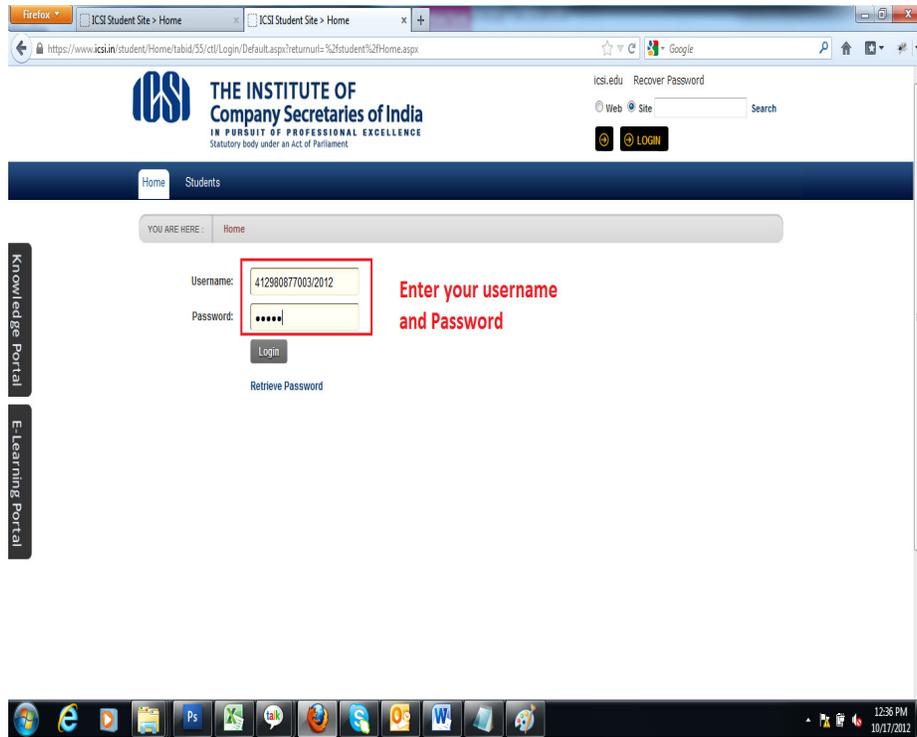
HOW TO ACCESS YOUR ACCOUNT AFTER REGISTERING TO ICSI

Please follow the below step to access your registered account:

1. Click the online services on top of the ICSI website (<http://www.icsi.edu/>)



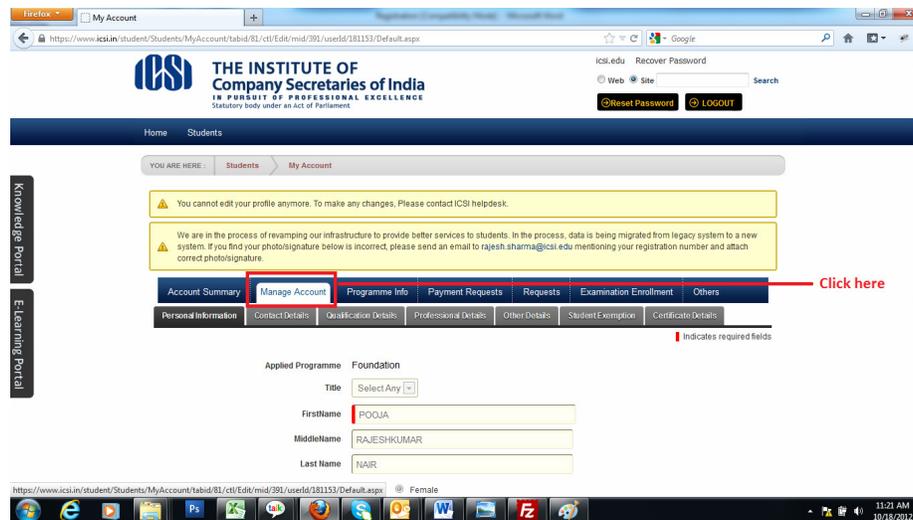
2. Enter your Username and Password



3. Now you will get the following screen.



4. Click on Manage Account



5. Upload all documents in support of your qualification, photograph, and signature online at various browsing options as applicable to you given under manage account option

Note: Hard copies are not accepted in online registrations. Students need to upload documents online only. Online registration of the student would be completed only after approval of his/her application by the Institute. A separate automated communication would be sent to the student through E mail. After that student can download registration letter/Identity card from his/her account. In case student faces any technical problem he/she may send request at info@icsi.edu

LIST OF INSTITUTE'S PUBLICATIONS

(upto 31ST JULY, 2013)

<i>Sl. No.</i>		<i>Rate Per Copy*</i> (₹)
SECRETARIAL STANDARDS		
1	SS-1 Secretarial Standard on Meetings of the Board of Directors	50
2	SS-2 Secretarial Standard on General Meetings	50
3	SS-3 Secretarial Standard on Dividend	50
4	SS-4 Secretarial Standard on Registers and Records	50
5	SS-5 Secretarial Standard on Minutes	50
6	SS-6 Secretarial Standard on Transmission of Shares and Debentures	50
7	SS-7 Secretarial Standard on Passing of Resolutions by Circulation	50
8	SS-8 Secretarial Standard on Affixing of Common Seal	50
9	SS-9 Secretarial Standard on Forfeiture of Shares	50
10	SS-10 Secretarial Standard on Board's Report	50
11	Secretarial Standards – A Compendium	200
GUIDANCE NOTES		
1	Guidance Note on Board's Report	100
2	Guidance Note on Compliance Certificate	125
3	Guidance Note on Dividend	150
4	Guidance Note on Code of Conduct for CS	250
5	Guidance Note on Certification under Investor Education and Protection Fund	50
6	Guidance Note on Buy-Back of Securities	150
7	Guidance Note on Meeting of Board of Directors	150
8	Guidance Note on Passing of Resolution by Postal Ballot(Revised edition)	100
9	Guidance Note on General Meetings	150
10	Guidance Note on Corporate Governance Certificate	200
11	Guidance Note on Preferential Issue of Shares	100
12	Guidance Note on Diligence Report for Banks	499
13	Guidance Note on Internal Audit of Stock Brokers	300
14	Guidance Note on Listing of Corporate Debt	150
15	Guidance Note on Related Party Transactions	150
16	Guidance Note on Board Processes	50
17	Guidance Note on Non – Financial Disclosures	50
OTHERS		
1	Badge	50
2	Cap	60
3	Tie	500
4	T-shirt	300
5	PMQ Prospectus	500

* Postage Extra

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3	Handbook on Mergers, Amalgamations & Takeovers	695
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5	A Guide to Company Secretary in Practice	200
6	CG Insights	200
7	Referencer on Filling and Filing of e-forms 23 AC & 23ACA	100
8	Referencer on Secretarial Audit	500
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11	DNA of Integrity	200
12	Independent Directors	100
13	Corporate Social Responsibility	100
14	Role of Company Secretaries – A New Perspective	100
15	Delisting of Equity Shares	250
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17	Corporate Governance Beyond Letters	1175
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19	Beyond Clause 49	100
20	Board Committees	100
21	Peer Review Manual	200
22	Basics of Mutual Fund Investment	150
23	Referencer on Reconciliation of Share Capital Audit	100
24	Referencer on Certification of Securities Transfer	100
25	SEBI (ICDR) Regulations – A Quick Referencer	200
26	Capital, Money and Commodity Market – Terms One Should Know	250
27	Internal and Concurrent Audit of Depository Participants	200
28	Gender Diversity in Boardrooms	100
29	Responsibly Managing e-waste	100
30	Sustainable Reporting for Sustainable Future	100
31	Referencer on XBRL (Revised edition)	200
32	Referencer on e-forms	100
33	Referencer on Transfer Pricing	100
34	Every Drop Counts	150

* Postage Extra

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36	Guidance Note on Compliance Certificate for Listing at SME Platform at Stock Exchanges	100
37	Referencer on Annual Return	150
38	Referencer on Pre-certification of E-forms relating to Directors	200
CDs		
1	Chartered Secretary on CD ROM Tenth Edition (1971 - 2012 July) (₹400/- for updated edition if any of the previous editions is returned back)	600
2	Secretarial Standards (SS1 – SS10)	100

* Postage Extra