



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

<b>Timings of Headquarters</b>	
<b>AT NEW DELHI &amp; NOIDA OFFICE</b>	
<b>1. Working Days</b>	<b>Monday to Friday</b> (Closed on Saturday, Sunday and Gazetted Holidays)
<b>2. Office Timings</b>	<b>9.00 AM to 5.30 PM</b>
<b>3. Public Dealing Timings (without financial transactions)</b>	<b>9.30 AM to 5.00 PM</b>
Like any query relating to students i.e. Change of Address, Information regarding Registration, Enrollment, Transcripts, Duplicate Professional Pass Certificate.	
<b>4. Public Dealing Timings (with financial transactions)</b>	<b>9.30 AM to 4.00 PM</b>
<b>5. Lunch Break</b>	<b>1.00 PM to 1.30 PM</b>

**Headquarters**

ICSI House, 22 Institutional Area, Lodi Road, New Delhi - 110 003

Website : [www.icsi.edu](http://www.icsi.edu)

E-mail : [info@icsi.edu](mailto:info@icsi.edu)

**For All Students' Related Queries and Services**

**Helpline nos. 0120 - 6204999, 3314111**

**(Monday–Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)**

**Now, instant access to ICSI**

DIAL ICSI Call Centre  
@  
**0120 - 3314111**  
**0120 - 6204999**  
(Monday - Friday 7 a.m. to 11 p.m.  
& Saturday 9 a.m. to 9 p.m.)

**ICSI Academic Helpline No.: 0120-6267777**

Updated as on 15<sup>th</sup> December, 2017

## ADMISSION / REGISTRATION TO THE CS COURSE

Admission / Registration is open throughout the year. Examinations are held twice a year in June & December. Students have to register through online :

FOR TAKING REGISTRATION IN CS FOUNDATION / EXECUTIVE

Click on



[www.icsi.edu](http://www.icsi.edu)

then  
Click on



[ONLINE SERVICES](#)



Students are advised to follow the instructions carefully. The fee can be remitted through Debit/Credit Cards /Net Banking /Canara Bank Challan facility.

**After filling the particulars, uploading the scanned copies of desired documents and making the payment of fees the system gives the Registration Number instantly.**

For details information regarding Registrations, Examination, etc. & FAQ of Students, Please click on below link :

[https://www.icsi.edu/webmodules/student/faq\\_student\\_services.pdf](https://www.icsi.edu/webmodules/student/faq_student_services.pdf)

## **The Institute of Company Secretaries of India (ICSI)**

The Institute of Company Secretaries of India (ICSI) is constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (Act No. 56 of 1980). ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.

The Institute of Company Secretaries of India awards the certificate of bestowing the designation of Company Secretary (CS) to a candidate qualifying for the membership of the Institute. It was in 1960 that the Company Law Board started a course in Company Secretaryship leading to the award of Government Diploma in Company Secretaryship. As the number of students taking up the Company Secretaryship course grew, the Government promoted on 4th October, 1968, Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government the conduct of Company Secretaryship examination.

The Institute of Company Secretaries of India (ICSI) has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980. The Institute of Company Secretaries of India (ICSI) has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai. 69 Chapters located in various cities. For address & contact details of Regional /Chapter offices, please call our Helpline nos. 011-33132333, 011-66204999, and for Rout maps please click below link :

<http://www.icsi.edu/contactus/chaptersroutemap.aspx>

### **The Company Secretary is:**

- An in-house legal expert; a compliance officer of the Company.
- An expert in corporate laws, securities laws & capital market and corporate governance
- Chief advisor to the board of directors on best practices in corporate governance
- Responsible for all regulatory compliances of company
- Corporate planner and strategic manager

### **Role of a Company Secretary**

A Company Secretary being multidisciplinary professional renders services in the following areas:

#### **Corporate Governance and Secretarial Services**

- Corporate Governance Services
- Corporate Secretarial Services
- Secretarial/ Compliance Audit and certification Services

#### **Corporate Laws Advisory and Representation Services**

- Corporate Laws Advisory Services
- Representation Services
- Arbitration & Conciliation Services

#### **Financial Market Services**

- Public Issue, listing and Securities Management
- Takeover Code, Insider trading, Mergers & Amalgamation
- Securities Compliance and Certification Services
- Finance & Accounting Services
- Taxation Services
- International Trade & WTO Services

#### **Management Services**

1. General/ Strategic Management
2. Corporate Communication and Public Relations
3. Human Resources Management
4. Information Technology

## **Company Secretary in Employment A Key Managerial Personnel (KMP)**

The Companies Act, 2013 Act confers a special status to Company Secretary as the key managerial personnel and has bracketed him along with Managing Director (MD) or Chief Executive Officer (CEO) or Manager, Whole-time director(s) or Chief Financial Officer (CFO).

Every listed company and every other public company having a paid up share capital often crore rupees or more has to appoint a whole time Key Managerial Personnel.

The appointment of whole time KMP has to be made by a Board resolution, which is a testimony of the significance of the role of Company secretary as KMP Registrar of Companies must be notified of the appointment together with any change of details or the termination of the appointment.

## **SELF EMPLOYMENT (PRACTICE)**

After obtaining a 'Certificate of Practice' from the Institute, Members of the Institute can go for Independent Practice.

### **Company Secretary as an independent professional**

Company Secretaries in Practice also render services in the following areas:

1. Legal, Secretarial and Corporate Governance
2. Corporate Restructuring
3. Foreign Collaborations and Joint Ventures
4. Arbitration and Conciliation
5. Financial Management
6. Project Planning
7. Capital Market and Investor Relations
8. Due Diligence
9. Corporate Advisory Services

### **Company Secretary Course Highlights:**

1. 10+2 pass or equivalent / Graduate can join
2. No Entry Barrier – opportunity for every student
3. Cost Effective
4. Distance Learning – any where in the world
5. Flexibility in the schedules – Registration valid for 3 to 5 years.
6. Excellent career opportunities for CS professional
7. Position of Power and Prestige
8. Offers Self Employment and Job Opportunities
9. Direct Access to Top Management / Board Room
10. Good remuneration and growth opportunities
11. Good career option for girls also.
12. Opportunities across various sectors at all locations.
13. Opportunities Abroad – MOU with ICSA, London
14. Opportunity to pursue B.Com with Major in Corporate Affairs and Administration and M.Com in Business Policy and Corporate Governance from IGNOU.

### **Stages to become a Company Secretary:**

The student who would like to join the **Course after 10+2 pass or equivalent** has to undergo **three stages to pursue the Company Secretaries Course i.e.**

- 1. Foundation Programme**
- 2. Executive Programme**
- 3. Professional Programme**

The Student who would like to join the Course after passing the Graduation has to undergo **two stages of the Company Secretaryship i.e.**

- 1. Executive Programme**
  - a. Foundation pass of the ICSI**
  - b. Executive Programme** can be pursued by a **Graduate of all streams** (except Fine Arts)
  - c. Student** who has passed the CPT passed of ICAI / Foundation Program passed of ICAI-CMA is also eligible to take admission in CS Executive Programme.

#### **2. Professional Programme**

**(Professional Programme** can be pursued only **after clearing the Executive Programme of CS Course)**

# 8 Months Foundation Programme

For 10+2 pass or  
equivalent



a course that transforms students into

corporate  
professionals



**ICSI Introduces 24 x 7 Study through E-learning**



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**Foundation Programme** which is of **eight months duration** can be pursued by **10+2 pass or equivalent students of Arts, Science or Commerce stream (Excluding Fine Arts)**

## **Foundation Programme**

### **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.

### **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 in Foundation Programme**, 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.

### **Cancellation of Foundation Provisional Admission**

The Provisional admission of the students who fail to submit **within six months of admission** 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.

### **Exemption from C.S. Foundation Programme**

All graduates and post graduates (excluding fine arts) and those having passed in the Foundation examination of The ICSI, Foundation Programme 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.

### **Cut-Off Dates for Seeking Admission in Foundation Programme**

Please refer our table of Cut-Off Dates in [page no.17](#)

### **For Foundation Programme admission and other Fee Structure & Concession in Fee :**

Please refer our table of Fee Structure & Concession in Fee available in [page nos.18 & 19](#)



# Executive Programme

Uniting talent with opportunity



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## **Executive Programme**

### **Conditions for registration**

(1) In order to become eligible for registration as a student, an applicant shall apply in the appropriate form along with the fees, as determined by the Council from time to time in respect of services to be rendered and produce evidence to the satisfaction of the Council that he,-

- (a) is not less than seventeen years of age on the date of his application, and
- (b) has passed the Foundation examination of the Institute or is eligible for exemption therefrom in accordance with these regulations.

(2) A person applying for registration shall obtain an identity card and also 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 and 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.

(2A) A person who has appeared or enrolled himself for appearing in the degree examination in any discipline other than Fine Arts or an examination recognised 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 Secretary 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 or any other fee paid by him shall be refunded and no credit shall be given for the coaching undergone by him.

(3) Every person whose application for registration is not accepted by the Secretary shall be entitled to a refund of the fee paid by him, subject to deduction of such administrative charges as the Council may from time to time determine.

### **Undertaking**

Every Candidate applying for registration is required to give an undertaking that he/she 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.

## **Registration as a student and time limit for completing examinations**

(1) Registration period: Every person applying to become a registered student shall be registered in accordance with these regulations for a period of five years from the month in which his application, complete in all respects, is accepted by the Secretary for registration.

(2) Time limit for completing examinations: A registered student shall be required to complete the Executive and Professional Programme Examinations within the registration period.

(3) Termination of registration: The registration of a student shall terminate on the expiry of five years or at the end of the year in which the student has completed the Professional Programme Examination whichever is earlier.

Provided that the Council may, subject to such guidelines as may be laid down in this behalf, extend the registration period of a student beyond five years.

### **Cancellation of Executive Provisional Admission**

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.

### **Cut-Off Dates for Seeking Admission in Executive Programme**

*Please refer our table of Cut-Off Dates in [page no. 17](#)*

### **For Executive Programme admission and other Fee Structure & Concession in Fee :**

Please refer our table of Fee Structure & Concession in Fee available in [page nos. 18 &19](#)

### **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 ₹ 500/- only:-

## EXAMINATION

### 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.

### 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](http://www.icsi.edu) not less than 15 days before the date of commencement of the examination.

### Examination Centres

#### (i) Examination Centres in India

The Institute's examinations are currently held at more than 100 examination centres in India. For list of the examination centre please visit our website at the time of examination

#### (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.*

Option of Hindi Medium Question Papers for examination

Computer based examination for cs foundation programme is conducting in bilingual (Hindi & English) both. & in Executive applicable only three papers, i.e., (i) Cost and Management Accounting; (ii) Tax Laws and Practice; and (iii) Industrial, Labour and General Laws

### OMR Based Examination :

Examination for three papers, i.e., (i) Cost and Management Accounting; (ii) Tax Laws and Practice; and (iii) Industrial, Labour and General Laws held in OMR Mode

### 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.

### 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 subject-wise break-up of marks will be made available on Institute's website [www.icsi.edu](http://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](http://www.icsi.edu) which can be downloaded by the students for their reference and records.

### Qualifying Marks

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

## FINANCIAL ASSISTANCE/ SCHOLARSHIP

### Prizes, Merit Scholarship and Merit-cum-Means Assistance

The Institute awards Prizes, merit scholarships to the meritorious students  
Merit-cum-Means Assistance is granted to the economically weaker students

### 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. (As amended upto 01.07.2014)

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	Economically backward students with good academic records	Academically Bright Students
	For Students with Family Income upto Rs.1,00,000 per annum	For Academically Bright Students without any limit on their Family Income
<b>Foundation Programme</b>	Minimum 65% Marks ( or equivalent CGPA ) in Senior Secondary ( Class XII ) Stages	Minimum 85% Marks ( or equivalent CGPA ) & Senior Secondary ( Class XII ) Stages
<b>Executive Programme</b>	Minimum 60% Marks ( or equivalent CGPA ) in Bachelor's Degree Stage / or 65% Marks in aggregate in CPT of ICAI / or 65% Marks in aggregate in Foundation Examination of ICoAI	Minimum 70% Marks in Bachelor's Degree Stage / or 75% Marks in aggregate in CPT of ICAI / or 75% Marks in aggregate in Foundation examination of ICoAI

*(The matriculation / Secondary (10<sup>th</sup>) for Foundation Programme and Matriculation / Secondary (10<sup>th</sup>) and 10+2 or SSC Certificate for Executive Programme is not required to be submitted)*

### NATURE AND EXTENT OF FINANCIAL ASSISTANCE

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

Students aspiring to avail financial assistance under ICSI-SEFT are required to submit the application with the desired documents **WITHIN SIX MONTHS FROM THE MONTH OF TAKING ADMISSION** in Company Secretaryship, Foundation / Executive / Professional Programme; as the case may be Applications received at the Institute after the expiry of the six months period shall not be entertained. Student concerned is firstly required to make all full payment of the requisite fees and then submit his/her claim for refund to the prescribed application form. If found eligible, his/her fees will be refunded.

Students desirous of availing the financial assistance may submit their **Application in the prescribed format ( For Application Format please [click here](#))** along with all supporting documents to :

**Directorate of Student Services, The Institute of Company Secretaries of India, C-37, Sector – 62, Noida – 201 309 (U.P)**  
**(For detailed Guidelines, please [click here](#))**

## **TRAINING**

Please visit Institutes website [www.icsi.edu](http://www.icsi.edu) Training webpage with below link for updated information regarding Training

<http://www.icsi.edu/Student/Training.aspx>

“For any clarification/queries related to training , please send email at [training@icsi.edu](mailto:training@icsi.edu) or call ICSI Call Centre helpline numbers 011-33132333 /66204999 (Monday–Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)”

## **RE-REGISTRATION**

Policy for the students whose registrations have expired after passing Executive Programme stage under the various syllabi of cs course

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

For FAQ of Re-registration please click on below link

<https://www.icsi.edu/docs/webmodules/reregistration.pdf>

## **ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS**

1. Login to Online Services at [www.icsi.edu](http://www.icsi.edu)
2. Click Student and then select My Account
3. Click De novo Registration & Extension under “Payment Requests” option
4. Select Request Type and Payment mode and then click on “Submit Request”
5. Request ID and Transaction ID will generate on successful submission of the request.
6. Proceed for payment through Credit Card / Debit Card / Net Banking/Challan.
7. For all successful payments an acknowledgement receipt is generated and Intimation will be sent on the respective email ID. In case receipt could not be generated due to any reason, follow the procedure as given below:  
Click Student-> select My Account  
Click payment request->Generate payment Receipt  
Write Request id and Transaction id and click on check status.  
If payment is successful then the Receipt would be generated (otherwise the payment is not successful)
8. Please download the de novo registration Letter from Section “Letter for student” in “other” option
9. In case of unsuccessful payment please resubmit your request.

## DENOVO

### Guidelines seeking registration denovo / extension of registration effective from 01<sup>st</sup> December, 2013

#### GUIDELINES SEEKING REGISTRATION DENOVO / EXTENSION OF REGISTRATION EFFECTIVE FROM 1<sup>ST</sup> DECEMBER, 2013

It has been decided by the Council to simplify the process for seeking Registration Denovo and Extension of Registration. Students whose registrations have expired after the validity period of five years may seek Registration Denovo or Extension of Registration (as per their eligibility) by remitting a lumpsum fee. Online facilities for seeking Registration Denovo and Extension are also being introduced shortly. The details are as under :-

Sl. No.	Particulars	Amount	Eligibility Conditions
1.	Registration De Novo	Rs.2,000/- (lump- sum)	Students may apply for Registration <i>de-novo</i> within two years of the expiry of former registration.
		Rs 3,000/- (lump-sum)	If students fail to apply for Registration <i>de-novo</i> within two years of expiry Registration, they may still seek Registration <i>de-novo</i> within a maximum period of five years from the expiry of former registration
2.	Extension of Registration	Rs 1,000/- (lump-sum)	Students who have passed at least One Module of Professional Programme will be eligible to seek extension of registration for one year at a time. The extension has to be sought within six months of expiry of such registration. No student will be allowed more than two extensions that too on a consecutive basis.

Students are not required to remit any other fee to become eligible for grant of Registration Denovo/ Extension.

Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo and Extension

The revised guidelines are effective from 1<sup>st</sup> December, 2013.

There is no change in the cut-off dates for seeking Registration Denovo/ Extension for appearing in the June/ December Examinations.

Students may please note that the cut-off dates for seeking Registration Denovo and Extension to become eligible for appearing in the respective sessions examinations are as under :-

For becoming eligible to appear in the Examination conducted in	Cut-off Date for submission of application and fee for seeking Registration Denovo/ Extension (*)
June	9 <sup>th</sup> April
December	10 <sup>th</sup> October

( \*)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.

Please note that while granting Registration Denovo/ Extension, study materials are not issued to the students. Study materials, if any, required by them may be purchased from the Institute by remitting the requisite amount separately as the cost of study materials is not covered under the Registration Denovo/ Extension Fee



## Exemptions

### ATTENTION STUDENTS !

#### PAPERWISE EXEMPTION ON THE BASIS OF HIGHER QUALIFICATIONS

As per the present guidelines, students pursuing CS Course are eligible for paper-wise exemptions based on the following higher qualifications acquired by them :-

1. Passed LL.B. (with 50% or more marks in the aggregate)
2. Passed the Final Course of The Institute of Cost Accountants of India [ICAI(Cost)]

Further details pertaining to these exemptions are as under :-

Basis of Exemption Qualification	Exemption available in paper(s) covered under Executive Programme Stage	Exemption available in paper(s) covered under Professional Programme Stage
Passed LL.B. (Three Years Degree Course / or Five Years integrated Law Course) from a recognized University / Institute either constituted under an Act of Parliament or approved by AICTE/AIU and having secured 50% or more marks in the aggregate. (Qualification code-047)	1. Industrial, Labour & General Laws (Paper Code – 327 of Module - 2)	No paper-wise exemption available for this qualification in any paper covered under Professional Programme Stage.
Passed Final Course of The Institute of Cost Accountants of India (Qualification code-044)	1. Cost and Management Accounting (Paper Code – 322 of Module - 1)  2. Tax Laws and Practice (Paper Code – 324 of Module - 1)  3. Company Accounts and Auditing Practices (Paper Code – 325 of Module - 2)	1. Advanced Company Law and Practice (Paper Code – 331 of Module - 1)  2. Financial, Treasury and Forex Management (Paper Code – 335 of Module - 2)  3. Advanced Tax Laws and Practice (Paper Code – 337 of Module - 3)

No exemption shall be given on the basis of any other higher qualification effective from 1<sup>st</sup> December, 2013. However, Paper-wise exemptions granted on the basis of other higher qualifications prior to 1<sup>st</sup> December, 2013 will remain valid.

#### IMPORTANT INSTRUCTIONS FOR STUDENTS FOR CLAIMING PAPER-WISE EXEMPTION :

1. Students are required to apply for paper wise exemption in desired subject through 'Online Services' on website [www.icsi.edu](http://www.icsi.edu) and for procedure please follow the link <http://www.icsi.edu/webmodules/student/ONLINE%20REGISTRATION.pdf>
2. Fee for paper wise exemption is Rs.1000/- (per subject) and is to be paid through 'Online Services' using Credit/Debit card or Net banking.
3. Students who have been granted exemption in Executive Programme Stage on the basis of having passed Final Course of The Institute of Cost Accountants of India are required to submit their request for exemptions afresh for papers covered under the Professional Programme Stage & the same are not granted automatically.
4. Students need to upload scanned attested copies of mark sheets of all parts/semesters of LLB degree or scanned attested copies of final pass certificate of ICAI(cost)
5. Last date of applying for exemption is 9<sup>th</sup> April for June Session of examinations and 10<sup>th</sup> October for December session of examinations.

11.08.2016

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## **SUBJECTS FOR CS COURSE**

### **CS FOUNDATION PROGRAMME [4 papers]**

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

**CS EXECUTIVE PROGRAMME:** There are [7 papers] divided into 2 Modules in (New Syllabus wef. 01.02.2013)

#### **Module 1(4papers)**

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

#### **Module 2(3 papers)**

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

**CS PROFESSIONAL PROGRAMME:** There are [9 papers] divided into 3 Modules in (New Syllabus wef. 01.09.2013)

#### **MODULE 1 (3papers)**

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

#### **MODULE 2(3papers)**

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

#### **MODULE 3(3papers)**

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

## CUT-OFF DATES FOR THE YEAR 2018

**Note: It is clarified that on the scheduled cut-off date even if there is a holiday/Off-day, there shall be no change in the prescribed cut-off date**

<b>Particulars of Cut-off Dates</b>	<b>Scheduled Cut-off Date</b>
Declaration of Results of December 2017 Examination.	25.02.2018
Acceptance of Applications for Admission to Executive / Professional Programmes ( for appearing in All modules in Dec 2018 Examination)	28.02.2018
Receipt of Examination Enrollment application (for appearing in June, 2018 Examination)	25.03.2018
Acceptance of Applications for Admission to Foundation Programme ( for appearing in Dec 2018 Examination)	31.03.2018
Receipt of Enrollment application for appearing in June,2018 Examination (with late fee)	09.04.2018
Applying for Paper-wise Exemption on the basis of qualification for June 2018 Examination.	09.04.2018
Applying for Registration De Novo / Extension of registration ( for June 2018 Examination)	09.04.2018
Acceptance of Applications for Admission to Executive/ Professional Programme ( for appearing in Anyone module in Dec 2018 Examination)	31.05.2018
Declaration of Results of June 2018 Examination	25.08.2018
Acceptance of Applications for Admission to Executive/ Professional Programme ( for appearing in All modules in June 2019 Examination )	31.08.2018
Receipt of examination enrollment application for appearing in Dec, 2018 Examination	25.09.2018
Acceptance of Applications for Admission to Foundation Programme ( for appearing in June 2019 Examination)	30.09.2018
Receipt of Examination Enrollment application for appearing in Dec, 2018 Examination (with late fee)	10.10.2018
Applying for Paper-wise Exemption on the basis of Qualification for Dec 2018 Examination.	10.10.2018
Applying for Registration De Novo / Extension of registration ( for Dec 2018 Examination)	10.10.2018
Acceptance of Applications for Admission to Executive/ Professional Programme ( for appearing in Anyone module in June 2019 Examination)	30.11.2018

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## FEE STRUCTURE

PARTICULARS	FEES (₹)	REMARKS
<b>FOUNDATION PROGRAMME</b>		
Admission Fee	1,500	Total Fees → 4,500
Education Fee	3,000	
<b>EXECUTIVE PROGRAMME (INTERMEDIATE)</b>		
<i>(For Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	Total Fees → 9,000
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
<i>(For Non-Commerce Graduates)</i>		
Foundation Examination Exemption Fee	500	Total Fees → 10,000
Registration Fee	2,000	
Education Fee for Executive Programme	7,500	
For CPT pass of the ICAI & Foundation Pass of the ICAI-CMA		
Foundation Examination Exemption Fee	4,000	Total Fees → 12,500
Registration Fee	2,000	
Education Fee for Executive Programme	6,500	
<b>CS Foundation Pass Student</b>	8,500	Total Fees → 8,500
<b>PROFESSIONAL PROGRAMME (FINAL)</b>		
Education Fee	12,000	Total Fees → 12,000
<b>DE-NOVO REGISTRATION</b>		
Registration De-Novo Fee		
Students may apply for Registration de-novo <u>within two years</u> of the expiry of former registration	2,000	
If students fail to apply for Registration de-novo <u>within two years</u> of expiry Registration, they may still seek Registration de-novo within a maximum period of five <u>years</u> from the expiry of former registration.	3,000	
<b>EXTENSION OF REGISTRATION</b>		
Extension of Registration Fee	1,000	
<b>EXAMINATION FEE</b>		
Foundation Programme (Lumpsum)	1,200	
Executive Programme	1,200 (Per Module)	
Professional Programme	1,200 (Per Module)	
Late Fee for submission of Examination Form	250	
Change of Examination Center/Module/Medium	250	
Surcharge for appearing in Examinations from <b>Overseas Centre (Dubai)</b> (over and above normal Examination Fee) <b>US\$ 100 (or equivalent amount in Indian Rupees)</b>		
<b>OTHER FEES</b>		
Paper-wise Exemption	1,000	
Duplicate Pass Certificate	200	
Duplicate Result-cum-Marks Statement	100 (Per Mark-sheet)	
Verification of Marks	250 (Per Paper)	
Transcripts	250 (Per Transcript)	
Verification of Marks Fee	250 (Per Paper)	
Certified Copy of Answer Book	500 (Per Paper)	

## CONCESSION IN FEE

### 1. Students under SC / ST Category

Students belonging to SC/ST Category are required to pay only 50% of the Registration Fee and Examination Fee as applicable to the students under General Category.

### 2. Students under Physically Handicapped Category

Students belonging to Physically Handicapped Category as defined under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act as amended from time to time are required to pay Registration Fee and Examination Fee at concessional rates only as per details given below :

#### (a) For Registration to various Stages of CS Course

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 1,500/-)
Executive Programme	Only Registration Fee will be charged (At present, Registration Fee is Rs. 2,000/-)
Professional Programme	Only Registration Fee will be charged (At present, Registration
Registration Denovo & Extension of Registration	25% of the fee applicable to general category students.

#### (b) Examination Fee

Stage	Concession in Fee available to Physically Handicapped Students
Foundation Programme	25% of the fee applicable to general category students.
Executive Programme	25% of the fee applicable to general category students per module.
Professional Programme	25% of the fee applicable to general category students per module.

### 3. Concession in Fee for Widows and Wards of Martyrs of Military and Para-Military Forces

The widows and wards of Martyrs of the Military and Para-Military Forces are eligible for concession in fee on furnishing the requisite certificate / identity card issued by the concerned Government Departments as per details given below:-

Particulars	Concession to be granted to the Widows and wards of the martyrs
All fee payable at the time of Registration to Foundation Programme, Executive Programme & Professional Programme Stages	50% of the fee applicable to general category students
Examination Fee	50% of the fee applicable to general category students
All Other Fee	As applicable to the general category students

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# THE INSTITUTE OF Company Secretaries of India

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

## The Institute of Company Secretaries of India (ICSI):

- ICSI is a premier national professional Institute established under an Act of Parliament i.e. The Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries.
- ICSI functions under the Jurisdiction of Ministry of Corporate Affairs, Government of India.
- Nationwide Network - Headquarters at New Delhi, 4 Regional Offices at Chennai, Kolkata, Mumbai, New Delhi and 67 Chapters across India.
- Examination centres across India and an overseas centre at Dubai.
- Counsellors at various cities/ remote areas to guide students regarding the course.

## Be a professional, be a Company Secretary

**CS Course** : A course that transforms students into modern corporate professionals



### Company Secretary (CS)

- A Key Managerial Personnel (KMP)
- An expert in Corporate Laws, Securities Laws, Capital Market and Corporate Governance
- Advisor to the board of directors on best practices in Corporate Governance
- Secretarial Auditor
- Managing all regulatory compliances of the company
- Corporate planner and strategic manager

Becoming a CS student is just a click away

Online student registration at [www.icsi.edu](http://www.icsi.edu)

Online admission to the CS Course at <a href="http://www.icsi.edu">www.icsi.edu</a>	Eligibility	Fee Details **	Cut off Dates for Registration (Admission is open throughout the year)	Subjects (Students are provided with the study material at the time of admission.)
<b>CS Foundation Programme</b> (Duration : 8 months)	<ul style="list-style-type: none"> <li>• 10+2 pass or equivalent of any stream except Fine Arts.</li> <li>• Students appeared or enrolled for appearing in 10+2 or its equivalent examination can apply provisionally subject to submission of documents within six months.</li> </ul>	₹4,500/-	<ul style="list-style-type: none"> <li>• 31<sup>st</sup> March for appearing in December examination of the same year</li> <li>• 30<sup>th</sup> September for appearing in June examination of the next year</li> <li>• Registration is valid for 3 years</li> </ul>	<ul style="list-style-type: none"> <li>• Business Environment and Entrepreneurship</li> <li>• Business Management, Ethics and Communication</li> <li>• Business Economics</li> <li>• Fundamentals of Accounting and Auditing.</li> </ul>
<b>CS Executive Programme</b> (Duration : 9 months)	CS Foundation Pass / Graduates of any stream except Fine Arts/Pass in Foundation examination of ICAI (Cost) or CPT of ICAI or final examination of any other Accountancy Institution in India or abroad recognised as equivalent thereto.	<ul style="list-style-type: none"> <li>• CS Foundation Pass ₹8500/-</li> <li>• Commerce Graduate ₹9000/-</li> <li>• Non-Commerce Graduate ₹10000/-</li> <li>• Foundation Exam of ICAI (Cost)/CPT of ICAI Pass ₹12500/-</li> </ul>	<ul style="list-style-type: none"> <li>• 28<sup>th</sup> February (eligible to appear in both the modules of Executive Programme)</li> <li>• 31<sup>st</sup> May (eligible to appear in only one module of Executive Programme), for appearing in December examination of the same year</li> <li>• 31<sup>st</sup> August (eligible to appear in both the modules of Executive Programme)</li> <li>• 30<sup>th</sup> November (eligible to appear in only one module of Executive Programme) for appearing in June examination of the next year</li> <li>• Registration is valid for 5 years</li> </ul>	<b>MODULE I</b> <ul style="list-style-type: none"> <li>• Company Law</li> <li>• Cost and Management Accounting</li> <li>• Economic and Commercial Laws</li> <li>• Tax Laws and Practice</li> </ul> <b>MODULE II</b> <ul style="list-style-type: none"> <li>• Company Accounts and Auditing Practices</li> <li>• Capital Markets and Securities Laws</li> <li>• Industrial, Labour and General Laws</li> </ul>
<b>CS Professional Programme</b> (Duration : 9 months)	CS Executive Programme pass	₹12000/-	<ul style="list-style-type: none"> <li>• A candidate will be admitted to the Professional Programme Examination, if - he/she has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences.</li> <li>• A student is required to complete the Executive &amp; Professional Programmes within the validity of his/her registration period.</li> <li>• Examination is conducted for CS Foundation / Executive / Professional Programmes twice a year in <b>June and December</b>.</li> </ul>	<b>Module-I</b> <ol style="list-style-type: none"> <li>1. Advanced Company Law and Practice</li> <li>2. Secretarial Audit, Compliance Management and Due Diligence</li> <li>3. Corporate Restructuring, Valuation and Insolvency</li> </ol> <b>Module-II</b> <ol style="list-style-type: none"> <li>4. Information Technology and Systems Audit</li> <li>5. Financial, Treasury and Forex Management</li> <li>6. Ethics, Governance and Sustainability</li> </ol> <b>Module-III</b> <ol style="list-style-type: none"> <li>7. Advanced Tax Laws and Practice</li> <li>8. Drafting, Appearances and Pleadings</li> <li>9. Electives 1 out of below 5 subjects                             <ol style="list-style-type: none"> <li>9.1 Banking Law and Practice</li> <li>9.2 Capital, Commodity and Money Market</li> <li>9.3 Insurance Law and Practice</li> <li>9.4 Intellectual Property Rights - Law and Practice</li> <li>9.5 International Business-Laws and Practices</li> </ol> </li> </ol>

\*\* Applicants belonging to SC/ST, War widows and wards of Martyrs of Military and Para-military forces and Physically Handicapped category are eligible for concession in the fees.  
— ICSI Students Education Fund Trust: Provides Financial Assistance to Economically Backward / Academically Bright students with Good Academic Record.





Attention  
**Students & Members**  
ICSI is now closer than you think.  
Call us between 7am - 11pm @  
**011-33132333,**  
**011-66204999**

Students can  
Register online at:  
**www.icsi.edu**

#### TRAINING:

Students have the option to opt for practical training as below -

- I. three years on registration for Executive Programme; or
- II. two years after passing the Executive Programme examination; or
- III. one year after passing the Professional Programme examination;

OR

Exempted therefrom on the basis of experience prescribed

#### DISTANCE LEARNING:

- ICSI imparts Companies Secretaries Course by Distance Learning enabling students to qualify as company secretaries.
- ICSI provides study materials to all registered students: Students may pursue the Course on self study mode.
- Students have the option to attend class room teaching facility organized by the Institute at selected places through Regional Councils/ Chapters on payment of extra fee.

#### MEDIUM OF EXAMINATION:

- The Institute allows the facility to appear in Institute's examination in English or Hindi medium, as per choice of student subject to other prescribed guidelines in this regard.

#### FURTHER ACADEMIC PURSUITS:

- CS qualification has been recognized by various Universities for admission to Ph.D. Course in Commerce/ Management/ Law.
- Post Membership Qualification (PMQ) Courses

#### EMPLOYMENT PROSPECTS:

A qualified Company Secretary has openings in Employment and can also practice as an independent professional. The Headquarters and Regional Offices assist the students and members in seeking Pre-Membership Training and placement respectively.

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

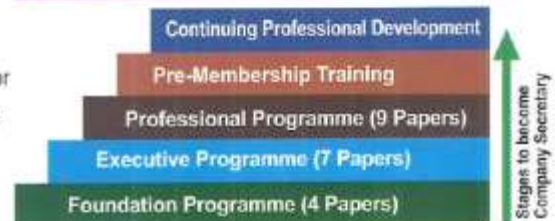
- Students can have continuous access to studies and guidance of academic faculty online at any time as per their convenience.
- Students throughout the country including rural and semi-urban areas as well as from other countries can avail this 24x7 online study facility as the portal has global reach.
- E-learning is in addition and not in substitution to compulsory postal tuition.
- The Online CS Course includes :- Web based Training (WBT), Video based Training (VBT), Live Virtual Class room (LVC)

#### REGISTRATION:

- Students to register online at ICSI Website: [www.icsi.edu](http://www.icsi.edu) at online services options by making payment through payment gateway. Thereafter they need to upload documents in support of their qualification in order to get the registration process completed.

For further details, please contact / write to Students Services  
The Institute of Company Secretaries of India (ICSI), C-37, Sector 62, NOIDA 201 304 (U.P.),  
tel 0120-4522000, email [info@icsi.edu](mailto:info@icsi.edu) / [dss@icsi.edu](mailto:dss@icsi.edu)

#### Stages to become a Company Secretary



**THE INSTITUTE OF  
Company Secretaries of India**

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

#### Headquarters

ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003  
tel 011-4534 1000, Fax 24626727 email [info@icsi.edu](mailto:info@icsi.edu)

**ICSI** Call Centre Number: 011-33132333, 6620 4999 (7 am to 11 pm)

[www.icsi.edu](http://www.icsi.edu)