



FAQs

on
Company Secretaryship Course



**THE INSTITUTE OF
Company Secretaries of India**

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

Website : www.icsi.edu

Q.1 What does ICSI stand for ?

Ans. ICSI stands for The Institute of Company Secretaries of India. It is:

- ◆ A Premier National Professional Institute
- ◆ A Statutory body Established under the Company Secretaries Act, 1980
- ◆ Under the administrative jurisdiction of Ministry of Corporate Affairs, Government of India.

The ICSI has-

- ◆ its Headquarters at New Delhi
- ◆ 4 Regional offices at Chennai, Kolkata, Mumbai and New Delhi
- ◆ 69 Chapters all over India
- ◆ Centre for Corporate Research and Training (ICSI-CCRT) at Navi Mumbai.

Q.2 What are the Functions of the ICSI ?

Ans. The functions of ICSI include :

- ◆ Development and Regulation of Profession of Company Secretaries
- ◆ Conduct of Company Secretaryship Examinations
- ◆ Enrolment of qualified students as Members of the ICSI after completing training required
- ◆ Implementation of Code of Conduct and exercising professional supervision over members whether in employment or in practice
- ◆ Conduct of Professional Development and Continuing Education Programmes
- ◆ Issuance of Secretarial Standards and Guidance Notes
- ◆ Regular Interaction with the Government, Regulatory Authorities and Chambers of Commerce & Industry
- ◆ Publication of highly reputed Professional Journal 'Chartered Secretary'
- ◆ Publication of 'Student Company Secretary' and 'CS Foundation Bulletin' for Students
- ◆ Bestows ICSI National Award for Excellence in Corporate Governance to best governed companies;
- ◆ Bestows ICSI Lifetime Achievement Award to eminent corporate personalities for Translating Excellence in Corporate Governance into Reality.

Q.3 What exactly is the role of Company Secretary?

Role of Company Secretary

Ans. A Company Secretary being multi-disciplinary 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 and Conciliation Services.

Financial Market Services :

- ◆ Public Issue, Listing and Securities Management
- ◆ Takeover Code, Insider Trading, Mergers, Acquisitions and Joint Ventures

- ◆ Securities Compliance and Certification Services
- ◆ Finance and Accounting Services
- ◆ Taxation Services
- ◆ International Trade and WTO Services.

Management Services :

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

Q.4 What are the Career Prospects for Company Secretaries both in employment and in practice ?

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

Company Secretary in Employment:

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

Self Employment (Practice)

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

Company Secretaries in Practice also render following Services :

- ◆ Legal, Secretarial and Corporate Governance
- ◆ Corporate Restructuring
- ◆ Foreign Collaborations and Joint Ventures
- ◆ Arbitration and Conciliation
- ◆ Project Financing
- ◆ Financial Management
- ◆ Project Planning
- ◆ Capital Market and Investor Relations
- ◆ Due Diligence
- ◆ Corporate Advisory Services.

Further Academic Pursuits?

The CS Course is:

- ◆ recognized by the various Universities for admission to Ph.D Course

- ◆ Utilisation of services of members by various professional/educational bodies for academic activities
- ◆ ICSI conducts Post Membership-Qualification (PMQ) Course in Corporate Governance for its members

Q.5 What are the stages to be pursued to become a Company Secretary?

Ans. There are three stages to pursue Company Secretary course :

- 1) Foundation Programme
- 2) Executive Programme
- 3) Professional Programme

ADMISSION TO EIGHT MONTHS FOUNDATION PROGRAMME

Minimum qualification is 10+2 examination or any examination equivalent thereto.

REGISTRATION TO EXECUTIVE PROGRAMME

Minimum qualifications : CS Foundation Pass/Graduation in any discipline other than Fine Arts.

Registration Period :

A candidate who has passed the Foundation Programme or exempted therefrom is registered for a period of FIVE years from the month in which his/her application, complete in all respects, is accepted for registration.

ADMISSION TO PROFESSIONAL PROGRAMME

A student is admitted to the Professional Programme after passing the Executive Programme.

Q.6 Does the Institute provide any Helpline Services to the students.

Ans. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System by dialing 011-4150444

Q.7 What is Compulsory Computer Training Programme ?

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

Exemption from Computer Training

A student can be exempted from undergoing the course on the basis of his existing qualifications/degree in the computer field and qualifies the need of 'Course Contents Syllabus as scheduled by NIIT for CS Students, subject to the condition that he/she enrolls himself/herself for an online exemption test (to be conducted by NIIT) from any of the NIIT Center on all India basis and successfully clears the test.

Q.8 Does the Institute provide financial assistance to economically Backward and Meritorious Students ?

Ans. Financial Assistance to Economically Backward Students with Good Academic Record.

The Institute provides financial assistance to the needy economically backward students with good academic record with a minimum 60% marks in the concerned examinations (Matriculate, Senior Secondary and/or Bachelor's Degree stage, as the case may be) as part of its social responsibility.

Remission in Fee to Highly Meritorious Students.

The Institute grants remission in fee to highly meritorious students having exemplary academic record with a minimum of 85% marks in the concerned examinations (Matriculate, Senior Secondary and/or Bachelor's Degree Stage, as the case may be) with a view to attract the best talent to the profession. For further details, please visit Institute's website www.icsi.edu

Q.9 Does the Institute provide 24x7 study through E-learning ?

Ans. ◆ In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme and Executive Programme which will also be extended to Professional Programme in due course. Students throughout 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. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take 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>
- ◆ A nominal annual fee of Rs 450/- ** (Rupees Four hundred and fifty only) plus taxes for the Foundation Programme and Rs. 650/- (Rupees Six hundred fifty only) plus taxes for the Executive Programme for first year has to be paid for WBT (Web Based Training). The candidate can use the following modes of payment for availing the service.
Online on the website <http://elearning.icsi.edu> by Credit Card / Debit Card/ ECS (electronic clearing services).
By way of Demand Draft (DD) in the name of 'ICSI GurukulOnline' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu> **The charges for subsequent years is listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

Q.10 What are the cut off dates for admission to Company Secretaryship Course?

Ans. Admission is open throughout the year.

Examinations are held twice a year.

Last date for seeking admission to CS Foundation Programme 31st March & 30th September

Last date for seeking registration to CS Executive Programme : 28th February, 31st May, 31st August & 30th November

Note: In case the above cut off dates fall on Sunday and/or Public Holiday, the next following day shall be treated as last date for Admission / Registration to CS Foundation / Executive Programme respectively. The same path shall be adopted while accepting the applications for appearing the CS Examinations

Q.11 What are the course contents in Foundation/Executive/Professional Programme ?

Ans. The subjects for Foundation Programme include :

1. English and Business Communication
2. Economics and Statistics
3. Financial Accounting
4. Elements of Business Laws and Management

The Executive Programme consists of two Modules comprising of the following papers :

Module-I

- I General and Commercial Laws
- II Company Accounts, Cost & Management Accounting
- III Tax Laws

Module-II

- IV Company Law
- V Economic and Labour Laws
- VI Securities Law and Compliances

Professional Programme consists of four Modules comprising of the following papers :

Module-I

- I Company Secretarial Practice
- II Drafting Appearances and Pleadings

Module-II

- III Financial, Treasury and Forex Management
- IV Corporate Restructuring and Insolvency

Module-III

- V Strategic Management, Alliances and International Trade
- VI Advanced Tax Laws and Practice

Module-IV

- VII Due Diligence and Corporate Compliance Management
- VIII Governance, Business Ethics and Sustainability

Comprehensive study material is provided for all the subjects by the Institute at the time of admission. The Institute allows the option of writing the examination in English or Hindi Medium. Students can submit the response sheets to the test papers under compulsory postal tuition scheme in Hindi as well, if they so desire.

For passing all the stages, students are required to obtain minimum 40% marks in each paper and an aggregate of 50% in all papers. The Institute also awards achievement, merit certificates, scholarships to the meritorious students based on their performance in the Institute's examination and merit-cum-means assistance to the economically weaker students.

Q.12 Does the Institute impart oral coaching for CS Foundation/ Executive/Professional Programmes ?

Ans. The Institute imparts oral coaching through Interactive learning through its Regional Councils, Chapters and Collaborative Oral Tuition Centres.

Also granted accreditation to certain Colleges/Sr. Secondary Schools and Private Institutions (empanelled under Public Private Partnership Scheme) to impart Oral Coaching Classes for the CS Students. Details of OT Centers have been hosted on the website of the Institute www.icsi.edu

- ◆ Also conducts refresher classes for students
- ◆ Completion of oral tuition coaching entitles student for appearing in examination
- ◆ Libraries for students are located at
 - Regional Offices
 - Chapters
 - Collaborative Oral Tuition Centres

Q.13 What training is required to be undertaken by the students pursuing Company Secretaryship Examination ?

Ans. A candidate who has passed the Professional Programme of the Institute is required to possess the practical experience and undergo practical training or be exempted therefrom to become eligible to Associate Membership of the Institute.

The students are required to undergo the following trainings:

- (i) 5 days Training Orientation Programme (TOP) before commencement of training.
- (ii) 15 months training after passing the Executive or Professional Programme Examination.
- (iii) 3 months practical training after passing the Professional Programme Examination for those who are exempted from undergoing 15 months training.
- (iv) 15 days Training with Registrar of Companies (ROC), Stock Exchange, financial or banking institution.
- (v) 15 days Secretarial Modular Training Programme (SMTP) after passing the Professional Programme Examination and completion of other Training requirements.

The students can be exempted from training totally or partially depending on the practical experience possessed by them.

A student after passing the professional examination, may enrol as 'Licentiate ICSI' at his/her option until he/she completes the training requirements.

Q.14 What is the cost of Prospectus for CS Course ?

Ans. Prospectus and Application Forms are available from the ICSI Headquarters, Regional Councils and Chapter offices spread all over the Country :

- ◆ For CS Foundation Programme-Cash payment: Rs. 200/-
-by Post/Courier : DD/PO - Rs. 250/-

- ◆ For CS Executive Programme-Cash payment : Rs. 300/-
– by Post/Courier : DD/PO - Rs. 350/-
in favour of 'The Institute of Company Secretaries of India' payable at New Delhi.

Q.15 What is the Fee structure for joining the CS Course ?

Ans. The Fee for pursuing the CS course is as under:

Foundation Programme	: Rs. 3,600
Executive Programme	: Rs. 7,000 (for Commerce Graduates)
	Rs. 7,750 (for non-Commerce Graduates)
	Rs. 6,500 (for Foundation Pass Students)
	Rs. 7,500 (for Professional Programme)

Examination fee :

Foundation	: Rs. 875
Executive	: Rs. 900 (per module)
Professional	: Rs. 750 (per module)

Applicants belonging to SC / ST / Physically Handicapped category are required to pay only half the fees.

Last date for submission of application for appearing in the CS Examinations : 25th March (with late fee of Rs. 100 till 9th April) for appearing in June session of CS Examination.

25th September (with late fee of Rs. 100 till 10th October) for appearing in December session of CS Examination.

Q.16 When is one eligible for Membership of ICSI ?

Ans. One is eligible for Membership of ICSI :

- ◆ After Passing of Professional programme and completion of training as provided under the regulations
– Initially one is admitted as an Associate Member and can use the descriptive title 'ACS' after his/her name to indicate that he/she is an Associate Member of the Institute.
- ◆ After fulfilling prescribed criteria, an ACS can become a Fellow Member and can use the Letters 'FCS' after his/her name to indicate that he/she is a Fellow Member of the Institute.

Q.17 Does the Institute provide Placement Assistance ?

Ans. The Institute and its Regional Councils and Chapters offer placement service to members and students.

- ◆ Candidates are sponsored to prospective employers on request
- ◆ Placement assistance is provided online on the Institute's website: www.icsi.edu

Q.18 What is the pay Package offered to a fresh Company Secretary by reputed companies ?

Ans. In recent campus interviews, the meritorious students, having become fresh Company Secretaries, were picked up by regulators and reputed companies at very attractive salaries ranging between Rs. Five lacs to Rs. Seven lacs per annum.

Q.19 Where are the Examination Centres of ICSI ?

Ans. The ICSI has its 67 Examination Centres located in various cities all over India and one overseas centre at Dubai.

Q.20 Does the Institute offer awards to the meritorious students?

Ans. The Institute awards Prizes and Merit Scholarships to the meritorious students. Merit-cum-Means Assistance is granted to the economically weaker students.



Headquarters

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REGIONAL COUNCILS & CHAPTERS OF THE INSTITUTE

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Dehradun: 9837893742 Faridabad: 4080646 Ghaziabad: 2796668 Gurgaon: 2380021,
9717501942 Jaipur: 2707236, 2707736 Jalandhar: 2211792, 280315, 9814064949
Jammu: 2475148, Jodhpur: 2644327, 9460336108 Kanpur: 2296535 Karnal-
Panipat: 3290035, 9354100032 Kota : 2476176, 9829366745 Lucknow: 2392684,
9450465499 Ludhiana: 2545456 Meerut: 2642201 Modinagar: 243048, 9319775237
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Srinagar: 2481927 Udaipur: 2413977, 9414158294 Varanasi: 2507491, 506077
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Madurai: 2340797 Mangalore: 2216482 Mysore: 2516065 Palakkad: 6451871
Puducherry: 2205017, 9842367578 Salem: 9442620009 Thiruvananthapuram: 2451915
Thrissur: 2383960 Tiruchirapalli: 2416337 Visakhapatnam: 2533516

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Navi Mumbai: 27800663 Pune: 24263228, 24260341 Raipur: 5069290, 9893126091
Rajkot: 2477516 Surat: 2463404 Thane: 25444478-79 Vadodra: 2331498

WHEN IT COMES TO CAREER BUILDING



STAND OUT OF THE CROWD

Continuing Professional Development

Pre - Membership Training (16 Months)

Professional Programme (8 Papers)

Executive Programme (6 Papers)

Foundation Programme (4 Papers)

STAGES TO BECOME
COMPANY SECRETARY

THE COMPANY SECRETARY

The Company Secretary is :

- 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 the company
- Corporate planner and strategic manager

Eligibility

For CS Foundation Programme : 10 + 2
For CS Executive Programme:
CS Foundation Pass / Graduation
Students of any stream be it arts, commerce or science (except Fine Arts) can join this course

Our Nation-wide Network

Headquarters at New Delhi
Regional Offices at New Delhi, Mumbai, Chennai and Kolkata
69 Chapters across India
Centre for Corporate Research and Training at Navi Mumbai
24x7 Study through E-learning



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