

Company Secretaries (CS) Course:

**"A Course that transforms
students into modern
corporate professionals"**

Uniting talent with opportunity



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

Introduction

About the Institute

- ICSI is a premier national professional Institute established under an Act of Parliament
- Functions under the administrative jurisdiction of the Ministry of Corporate Affairs, Government of India
- ICSI has been set up to regulate and develop the profession of Company Secretaries
- ICSI has its Headquarters at New Delhi and 4 Regional Offices at Chennai, Kolkata, Mumbai, New Delhi and 69 Chapters spread all over India
- ICSI has its own Centre for Corporate Research and Training (CCRT) at Navi Mumbai
- Conducts examination at 67 centres across the country and one Overseas Centre at Dubai

Managing Corporate Excellence



Vision

“To be global leader in development of professionals specialising in corporate governance”

Mission

“To continuously develop high calibre professionals ensuring good corporate governance and effective management and to carry out proactive research and development activities for protection of interest of all stakeholders thus contributing to public good”



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FUNCTIONS OF COMPANY SECRETARY

A Company Secretary is :

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

EMPLOYMENT PROSPECTS

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

Company Secretary in Employment:

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

SELF EMPLOYMENT (PRACTICE)

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

Company Secretary as an independent professional

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

Company Secretaries in Practice also render following services:

- Legal, Secretarial and Corporate Governance
- Corporate Restructuring
- Foreign Collaborations and Joint Ventures
- Arbitration and Conciliation
- Project Financing
- Financial Management
- Project Planning

- Capital Market and Investor Relations
- Due Diligence
- Corporate Advisory Services.

ROLE OF A COMPANY SECRETARY

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.

MEMBERSHIP

- After qualifying the CS Professional Programme and on completion of training as provided under the Regulations, a candidate is enrolled as an Associate Member of the Institute and can use the descriptive title "ACS" after his/her name
- Members can also prefix CS with their names.

FURTHER ACADEMIC PURSUITS

CS (Programme) Course :

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

POST MEMBERSHIP QUALIFICATION (PMQ) COURSE IN CORPORATE GOVERNANCE

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

Eligibility Criteria

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



COURSE FEE & REGISTRATION

Rs. 12,500/- payable at the time of registration
Registration is open throughout the year.

ADMISSION & EXAMINATION

The CS Course is by Correspondence/Distance Learning, with provision for optional oral coaching classes. **Admission is open throughout the year.**

CS FOUNDATION PROGRAMME

Eligibility :

- Senior Secondary (10+2) Examination Pass candidates in Arts, Science & Commerce Streams (excluding Fine Arts) are eligible for admission
- Duration of the Course is 8 months
- Fee payable at the time of admission: Rs. 3,600/-
- Application should be accompanied by attested photocopies of Sr. Secondary Examination Pass Certificate, date of birth and two passport size photographs
- Students must undergo compulsory postal tuition
- Regional Councils and Chapters conduct oral coaching classes for students which are optional
- Study material is provided at the time of admission
- Provisional admission is allowed subject to submission of proof of passing Sr. Secondary Examination (10+2) within six months.
- **Cut off dates : 31st March and 30th September**
- Admission is valid for three years

Subjects

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

CS EXECUTIVE PROGRAMME

Eligibility :

- CS Foundation Programme Pass
- Arts, Science, Commerce Graduates (excluding Fine Arts) are eligible for admission
- Candidates not less than 17 years of age
- Candidates possessing any of the following qualifications are exempted from passing CS Foundation Programme:
 - (i) A degree or master's degree in Corporate Secretaryship or Commerce; or
 - (ii) Pass in Final examination of ICWAI or ICAI or any other Accountancy Institution in India or abroad recognised as equivalent thereto by the Council; or
 - (iii) A degree or master's degree in any disciplines other than Fine Arts.

FEE PAYABLE

- For CS Foundation Programme pass candidates: Rs. 6,500
- For Commerce Graduates : Rs. 7,000
- For Non Commerce Graduates: Rs. 7,750
- Application must be accompanied with attested photocopies of degree/marks certificate, date of birth and two passport size photographs
- Study material is provided at the time of registration
- Students must undergo compulsory postal tuition

- Students must undergo Compulsory Computer Training or exempted thereof, before writing the CS Executive Programme examination
- Students intending to attend oral tuition classes are required to pay additional fee to the Regional Councils/Chapters/Accredited OT Centres and/or Private Oral Coaching Centre (empanelled under Public Private Partnership Scheme) as determined by them from time to time.

• Cut off dates : 28th February, 31st May, 31st August & 30th November for seeking registration

- Student Registration is valid for five years

Non-Commerce candidates seeking exemption from the Foundation Programme Examination are required to pay in addition, postal tuition fee @ Rs. 188 per subject for those subject(s) of the CS Foundation Programme which they had not studied at the graduate or post graduate level and for which they will be required to undergo satisfactorily a course of postal or oral tuition before becoming eligible for undergoing coaching for the CS Executive Programme Examination

• Financial Assistance to Economically Backward Students with Good Academic Record

The Institute provides financial assistance to the needy economically backward students possessing good academic record with a minimum 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

CS Executive Programme

Module-I

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

Module-II

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

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:

General and Commercial Laws: M.A. (Corporate Secretaryship) or a degree in law from a recognized University.

Company Accounts, Cost and Management Accounting: M.A. (Corporate Secretaryship)/M.Com./M.B.A. (with Accountancy as one of the subjects at B.A. (Corporate Secretaryship) / B.Com level and with full paper in Cost Accounting / Management Accounting/ Financial Management at M.A. (Corporate Secretaryship) / M.Com. / M.B.A. level and must have secured 50% marks in the subject concerned) from a recognized University.

Tax Laws

M.A. (Corporate Secretaryship)

Paper-wise Exemption to Cost Accountants :

A candidate, who has passed the Final examination of the Institute of Cost & Works Accountants of India, is eligible to seek paper-wise exemption from the following papers of the CS Executive Programme examination.

1. Company Accounts, Cost and Management Accounting.
2. Tax Laws

ADMISSION TO PROFESSIONAL PROGRAMME

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

Fee payable: Rs. 7500/-

CS Professional Programme

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 International Trade
- VI Advanced Tax Laws and Practice

Module-IV

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

Exemption from individual paper(s)

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

- Financial, Treasury and Forex Management; and
- Advanced Tax Laws and Practice

Time limit for completing CS (Programme) Examination

- A student is required to complete the CS Executive and Professional Programmes within the validity of

his/her registration period.

Postal/Oral Coaching

- The Institute imparts oral coaching through interactive learning
- Students intending to attend oral tuition classes are required to pay additional fee to the Regional Councils/Chapters/Accredited OT Centres and/or Private Oral Coaching Centers (empanelled under Public Private Partnership Scheme) as determined by them from time to time.
- Duration is 6-7 months for Foundation Programme and 4-5 months for Executive/Professional Programme - two hours a day and six days a week
- On successful completion of Postal/Oral Coaching and Compulsory Computer Training Programme (or exempted thereof), students are eligible for appearing in CS Executive Programme examination subject to payment of requisite examination fee with the prescribed application form.

Medium of Examination

- The Institute allows the facility to submit the response sheets to the test papers in English/Hindi as well for writing the examination.

Library

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

Prizes, Merit Scholarship & Merit-cum-Means Assistance

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

QUALIFYING MARKS

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

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

- 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.

Note: Applicants belonging to Scheduled Castes/Tribes/ Physically Handicapped are required to pay half the fees only subject to submission of requisite certificate issued by the competent authority



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 student. 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 650/- (Rupees Six hundred fifty only) plus taxes for the Executive Programme 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 Learning Solutions Div : Duflo Polymers Pvt. Ltd. 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.

ICSI-IGNOU COURSE EXCLUSIVELY FOR COMPANY SECRETARYSHIP STUDENTS

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

EXAMINATION FEE

Foundation Programme Rs. 875/-

Executive Programme Rs. 900/- per module

Professional Programme Rs. 750/- per module

- Examination is conducted twice a year in June and December

• Last date for submission of application for appearing in the examination

25th March (with late fee of Rs. 100/- till 9th April)

25th September (with late fee of Rs. 100/- till 10th October)

Practical experience and training requirements

The students are required to undergo the following training:

- 5 days Training Orientation Programme (TOP) before commencement of training
- 15 months training after passing the Executive Programme or Professional Programme
- 3 months practical training. This training will be exempted to the students who have undergone 15 months training
- 15 days training with Registrar of Companies (ROC), Stock Exchange, financial or banking institution
- 15 days Secretarial Modular Training Programme (SMTP) after passing the Professional Programme and completion of other Training requirements.

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

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

Placement

- The Headquarters and Regional Offices offer placement services to:
 - Members
 - Executive or Professional Programme passed students
 - Candidates are sponsored to prospective employers on request
 - Placement assistance is also provided online on the Institute's Website: www.icsi.edu

Prospectus & Application Form

- Available at Headquarters/Regional Councils/Chapters
- For C.S. Foundation Programme-Cash payment: Rs. 200/- or by Post / Courier - DD or P.O. Rs. 250/-
- For C.S. Executive Programme-Cash payment: Rs. 300/- or by Post / Courier - DD or P.O. Rs. 350/-
- Demand Draft/Postal Order in favour of 'The Institute of Company Secretaries of India', payable at New Delhi.

Note : In case the 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. The same follow path shall be adopted while accepting the applications for appearing in the CS Examinations.



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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 011-2461 7321-24, 4150 4444 fax +91-11-2462 6727

email info@icsi.edu website www.icsi.edu

For further details please Contact/Write to

The Institute of Company Secretaries of India

C-37, Sector-62, NOIDA 201309 (UP) Ph: 0120-4239993-99

Email: dss@icsi.edu/ss_fond@icsi.edu

REGIONAL COUNCILS & CHAPTERS OF THE INSTITUTE

EASTERN INDIA REGIONAL COUNCIL

ICSI-EIRC Building, 3-A Ahiripukur I Lane, Kolkata 700 019

Phone: 22832973, 22816541, 22816542 Fax: 22816542 E-mail: eiro@icsi.edu

Chapters: Bhubaneswar: 2552282, Dhanbad: 2205076 Hooghly: 32402164
North Eastern Chapter (Guwahati): 2600401 Jamshedpur: 2224670 Patna: 2322405,
9234705754 Ranchi: 3254128

NORTHERN INDIA REGIONAL COUNCIL

ICSI-NIRC Building, Plot No.4, Prasad Nagar Institutional Area, New Delhi 110 005

Phone: 25763090, 25767190, 25816593 Fax: 25722662

Email: niro@icsi.edu; eoniro@icsi.edu

Chapters: Agra: 2881618 Ajmer: 2420616 Allahabad: 9335117477 Alwar: 9413740652
Amritsar: 2227270 Bareilly: 2310708 Bhilwara: 329603 Chandigarh: 2661840
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
Noida: 9811231064 Rohtak: 279353, 279748 Shimla: 2807923 Sonapat: 9416972240
Srinagar: 2481927 Udaipur: 2413977, 9414158294 Varanasi: 2507491, 506077
Yamunanagar: 227541, 9355337541

SOUTHERN INDIA REGIONAL COUNCIL

ICSI-SIRC House, No.9 Wheat Crofts Road, Nungambakkam, Chennai 600 034

Phone: 28279898, 28222212 Fax: 28268685 E-mail: siro@icsi.edu

Chapters: Bangalore: 22286574, 22287158 Calicut: 2762239, 2762338
Coimbatore: 2452006 3065455 Hyderabad: 23399541, 23396494 Kochi: 2392950
Madurai: 2340797 Mangalore: 2216482 Mysore: 2516065 Palakkad: 6451871
Puducherry: 2205017, 9842367578 Salem: 9442620009 Thiruvananthapuram: 2451915
Thrissur: 2383960 Tiruchirapalli: 2416337 Visakhapatnam: 2533516

WESTERN INDIA REGIONAL COUNCIL

13 Jolly Maker Chambers, No.2, First Floor Nariman Point, Mumbai 400021

Phones: 22021826, 22844073, 22047569, 22047580 22047604 Fax: 22850109

E-mail: wiro@icsi.edu

Chapters: Ahmedabad: 26589343, 32918705 Aurangabad: 2329968, 9325211844
Bhopal: 2577139 Dombivli: 2445423, Goa: 2435033 Indore: 2491643, 2494552
Kolhapur: 266077, 9423859480 Nagpur: 2453276 Nashik: 2509989, 2500150
Navi Mumbai: 27800663 Pune: 24263228, 24260341 Raipur: 5069290, 9893126091
Rajkot: 2477516 Surat: 2463404 Thane: 25444478-79 Vadodara: 2331498

CENTRE FOR CORPORATE RESEARCH AND TRAINING (ICSI-CCRT)

Plot No.101, Sector 15, Institutional Area, CBD Belapur, Navi Mumbai 400 614

Phone: 022-27577814-16 Fax: 022-27574384 E-Mail: ccrt@vsnl.com

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

The CS Course is by Correspondence/ Distance Learning

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

24 x 7 Study through E-learning



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