



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)



**Chartered  
Governance  
Institute**

**Frequently Asked Questions  
on  
Memorandum of Understanding (MOU)  
between  
The Institute of Company Secretaries of India (ICSI)  
and  
The Chartered Governance Institute (CGI)**

(formerly The Institute of Chartered Secretaries and Administrators)

**1. Who is eligible to be covered by the MOU between the ICSI and CGI?**

All persons that are Associates or Fellows and are a fully paid-up member in good standing for a minimum of two years of either Institute are eligible to be covered by this MOU.

**2. How do I prove that I am a member of respective Institute?**

You will need to contact endorsing officer of your respective Institute for endorsement of Member Verification form. The member verification form is enclosed to this FAQs. After endorsement, it will be sent to other Institute. In July, 2020, the ICSI has enabled the system of online Endorsement of Member Verification under the MoU. ICSI members can access the same through their online account at the ICSI website. The user manual for the same is available at: <https://www.icsi.edu/media/webmodules/UsermanualICSA.pdf>

**3. Will I need to have post membership experience in order to become a member of the other Institute?**

No. membership of your Institute assumes that you have the minimum number of years of experience. You will only need to study the additional subjects to qualify for membership of the other Institute.

**4. Will I become an Associate or a Fellow of the other Institute once I have met all the requirements?**

Yes, If you are a Fellow of your Institute you will become a Fellow of the other Institute and if you are an Associate you will become an Associate in the other Institute.

**5. Will I have to pay a membership fee to the other Institute?**

Yes, you will be expected to pay the same fee as any other member. Please check the websites of the ICSI or relevant division of the CGI for membership fees.

**6. Can I transfer my membership between CGI divisions?**



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Yes. All members of the CGI are members of the same Institute, regardless of which division they are registered in. If you wish to transfer your membership please contact the CGI division where you are a member and they will arrange for your details to be transferred.

#### **7. How much will it cost to enroll as a student?**

It will vary depending on whether you study with the ICSI and with the CGI...which division you study with. Please see the website of the ICSI and the respective division of the CGI, where you want to enroll as student.

#### **8. Will I have to pay extra for study materials or tutorials?**

The arrangements for student support services such as study materials, text books, tutorials etc. will vary depending on respective institute. Please contact or check the website of respective institute.

#### **9. What are the cut-off dates for registration as a student of ICSI/CGI?**

Cut-off dates vary depending on whether you study with the ICSI and with the particular division of CGI. Please see the website of the ICSI and each division of the CGI.

#### **10. When will the examinations take place?**

Examination dates vary depending on whether you study with the ICSI and with the particular division of CGI. Please see the website of the ICSI and the respective division of the CGI.

#### **11. If I am not a resident when I am studying and therefore studying by distance education, can I sit my examination in the country where I live?**

Yes, you can take your examination where you live. You will have to arrange for an invigilator to supervise your examination. Please contact the ICSI or respective CGI division.

#### **12. Do I have to be resident in the country where I want to study?**

No, You need not be a resident if you wish to study the CGI's course from the UK, Canada and Zimbabwe. However, you must be a resident if you wish to study the CGI's papers in Australia, Hong Kong, Malaysia, New Zealand, South Africa and Singapore.

You don't have to be a resident if you wish to study with ICSI, India.

#### **13. Do the terms of the MOU entitle me to gain a student visa?**

No. Attaining a visa is a matter for each member and the MOU does not entitle a person to a visa, nor does the CGI or ICSI assist a person to attain a visa for study. All matters pertaining to student visas are a matter for the individual.



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**14. Once I attain membership does this entitle me to an automatic visa to study or work?**

No. When you become a member of the CGI or ICSI through this MOU there is no automatic entitlement to attain a resident/work visa. Attaining a resident/work visa is a matter for each member and the MOU does not entitle a person to a visa, nor does the CGI or ICSI assist a person to attain a visa to work. All matters pertaining to resident/work visas are a matter for the individual.

**15. Will each Institute assist me in finding work in their country?**

No. Finding work is a matter for each member. The MOU does not entitle a person to assistance from either the CGI or ICSI in securing employment. All matters pertaining to employment are a matter for the individual.



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## **Member verification form for CGI Members Only**

(Application for the registration of a member of the CGI as a student of the ICSI)

Please complete in **CAPITAL LETTERS** and in black ink

(All fields are compulsory)

### **Personal details**

Title: Mr/Mrs/Mis/Ms/Dr (Please circle one) (**NAME AS PER RECORDS OF CGI**)

Surname: \_\_\_\_\_

Middle Name: \_\_\_\_\_

First name (s): \_\_\_\_\_

Date of birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address:

- Building : \_\_\_\_\_

- Street: \_\_\_\_\_

- City: \_\_\_\_\_

- State: \_\_\_\_\_

- Country: \_\_\_\_\_

- Postcode: \_\_\_\_\_

Phone number (country and area code) \_\_\_\_\_

### **CGI Membership details**

Date elected to membership: \_\_\_\_\_

Membership number: \_\_\_\_\_

(Enclose self-certified copy of certificate of CGI/ICSA membership)



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### **Applicant's signature**

I certify that the information given above is a true and correct record in all aspects. Should any information be found to be false or misleading I acknowledge that my registration can be cancelled without any liability by either the ICSI or CGI.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Membership verification**

This section must be signed and completed by the ICSA endorsing officer.

I certify that the CGI membership details given above are accurate and that the above mentioned has been a member in good standing for two years or more, as required by the Memorandum of Understanding between the ICSI and CGI.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Verification forms are to be forwarded to your Institute for completion**

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**CGI:** Your local division.

### **For office use only**

Registration number: