

ATTENTION STUDENTS !

It is expected that all students desirous of appearing in June, 2018 Session of Examinations are well aware of important guidelines to be followed during the examination enrollment and while appearing in the examinations. All important information pertaining to examination enrollment for June, 2018 Session is given hereunder and students are advised to go through the same for reference and compliance.

EXAMINATION ENROLLMENT FOR JUNE, 2018 SESSION OF EXAMINATIONS

LAST DATE FOR SUBMISSION OF EXAMINATION FORM

25TH MARCH, 2018 (23:59 HOURS)

(LATE FEE IS ADMISSIBLE AFTER 25TH MARCH, 2018)

LAST DATE FOR SUBMISSION OF EXAMINATION FORM **(WITH LATE FEE)**

9TH APRIL, 2018 (23:59 HOURS)

(STUDENTS WILL NOT BE ALLOWED SUBMIT EXAMINATION FORM AFTER 9TH APRIL, 2018)

MODE OF ENROLLMENT

ONLY THROUGH ONLINE MODE

(OFFLINE APPLICATIONS WILL NOT BE ACCEPTED)

STUDENTS MAY CONTACT THE INSTITUTE THROUGH :

1. Call Centre (0120-6204999 / 3314111)
2. Grievance Portal at www.icsi.edu
3. CS Touch (Mobile App)
4. E-mail id grievance.solutions@icsi.edu

IMPORTANT INSTRUCTIONS

1. Students are advised to select the Examination Centre, Combination of Module(s), Medium of Examination (English OR Hindi), etc. carefully. Students are advised to verify the parameters selected by them meticulously since for all changes in enrollment status, even if allowed upto certain stipulated dates, additional fee as decided from time to time will be levied.
2. Important : Students are advised to retain a copy of the receipt for the examination fee remitted by them during the examination enrollment process. The Fee Receipt is automatically generated by the system for all successful transactions.
3. Students may please note that for all the transactions (including failed transactions), Request Id and Transaction Id are generated by the system. Therefore, generation of Request Id and Transaction / Payment Id does not always result in a successful transaction. It is in the interest of the students to verify the payment status to avoid complications at a later stage. Please re-submit the examination forms wherever the payments are NOT successful.
4. All examination applications without a valid fee receipt shall be rejected without notice. In case the amount is deducted from the bank / debit/ credit card account

but the acknowledgement is not automatically generated by the system, students should verify the status of payment from their banker.

5. In case of payment of examination fee through Canara Bank Challan, the Date Of Deposit Of Cash with the branches of Canara Bank will be treated as the eligibility date. Students will have to wait for atleast 3-4 days from the date of deposit of cash for reconciliation & transfer of the amount into the Institute's Bank Account. They shall be able to generate formal payment receipt / acknowledgement only after realisation of the amount in the Institute's bank account. In case the payment does not get reconciled within 3-4 days, students are advised to send a copy of the Challan at enroll@icsi.edu for verification of receipt of payment.
6. Important : Students generating the Challan upto 25th March, 2018 have to deposit the cash on or before 25th March, 2018 to avoid applicability of Late Fee failing which they will have to re-generate the Challan and deposit the cash inclusive of the late fee. Similarly, students generating Challan during the period from 26th March, 2018 to 9th April, 2018 will have to deposit the cash with the bank on or before 9th April, 2018. The examination enrollment applications in respect of students who deposit the cash with bank after 9th April, 2018 will be rejected without further notice. Please ascertain bank holidays, if any, to ensure that the cash is deposited well in advance to avoid rejection of application.
7. In every examination session, lakhs of students are expected to seek enrollment and to avoid difficulties at the online portal due to peak load, students are encouraged to submit the examination form well in advance without waiting for the last dates. The Institute may not be held responsible for failure of submission of form and/ or payment due to technical or other problems.
8. Students will not be allowed to submit the examination form and fee after the stipulated dates and such examination forms will be summarily rejected without notice.
9. Students are advised to verify the preliminary enrollment details in their online accounts to avoid complications at a later stage.
10. Students may please note that changes in the enrollment status are not ordinarily allowed. However, in unavoidable circumstances, they may seek change of Examination Centre, Combination Module(s), Medium of Examination and Cancellation of Paper-wise Exemptions granted during the periods mentioned below :-

Stage	Start Date for submission of Online Requests for change of Examination Centre, Medium & Combination of Modules	Last Date for submission of Online Change Requests
Foundation, Executive & Professional Programme Examinations	10 th April, 2018	17 th May, 2018 upto 16:00 Hours
Fee applicable for each change	Rs. 250/=	

(In case of submission of request for Change of Examination Centre from any of the Centres located in India to Dubai, Surcharge of US\$ 100 or its equivalent amount in Indian rupee will be applicable in addition to

the prescribed fee of Rs.250/-).

REQUESTS FOR CHANGES, IF ANY, RECEIVED AFTER THE LAST DATES MENTIONED ABOVE WILL BE REJECTED WITHOUT FURTHER NOTICE.

11. Students whose registrations to Foundation and Executive Programme Stages are on provisional basis are advised to upload proof of passing the 10+2 Examinations (Mark Sheet/ Pass Certificate) or Proof of passing the Bachelor's Degree Examinations (Degree Certificate OR Mark Sheets of all the three years) for regularizing their provisional registrations within a maximum period of six months from the date of registration failing which they shall NOT be eligible to enrol and/ or appear in the examinations.
12. Registration Denovo / Extension of Registration/ Re-Registration: Students whose registrations have expired on completion the validity period of five years are required to seek Registration Denovo/ Extension through the online facility available at www.icsi.edu (after logging into the student account at www.icsi.edu). Students must seek Registration Denovo or Extension of Registration well in advance so that they shall able to seek examination enrollment by 9th April, 2018 to become eligible for seeking enrollment to June, 2018 session of examinations. The Institute may not be held responsible for any delay on the part of students to seek Registration Denovo/ Extension / Re-registration timely resulting in non-submission of examination form.
13. Paper-wise Exemption on the basis of Higher Qualifications : Even if the students fulfil the eligibility conditions of paper-wise exemption on the basis of higher qualifications viz. ICAI-Cost Final Pass and LL.B. Pass with 50% Marks, the last date for submission of such applications for Paper-wise exemption is 9th April, 2018 to become eligible for grant of such exemptions & its applicability in June, 2018 session of examinations. Students who submit the paper-wise exemption applications after 9th April, 2018, even if they are eligible, will not be considered for the purpose of June, 2018 Examinations. Students may submit the request for Paper-wise exemption through this portal.
14. Paper-wise exemptions based on scoring 60% marks criteria : Exemptions based on their performance in December, 2017 examinations will be granted to the students by the Institute and in case the students are not interested in availing the exemption, they may seek cancellation of the same by submitting online request at www.icsi.edu well in advance but in any case by 17th May, 2018.
15. If any student appears in the examinations disregarding the exemption(s) so granted under the 60% marks criteria and shown in the Admit Card, the appearance will be treated as valid for the purpose of computation of results and the exemption granted will be cancelled without notice. Students are advised to be extremely careful while cancelling the exemptions and while appearing in exempted papers as it shall lead to cancellation of paper-wise exemptions in all the inter-related papers which may have an adverse impact at the time of computation of results.
16. **Compulsory Bulk Switchover of Foundation Programme 2012 (Old Syllabus) to Foundation Programme 2017 (New Syllabus) :** From June, 2018 Session onwards, Foundation Programme Students shall only be allowed to enroll and appear in the examinations under 2017 (New Syllabus) only.

Students switching over from Foundation Programme 2012 (Old Syllabus) to 2017 (New Syllabus) shall be eligible for corresponding paper-wise exemptions on as under :

Passed / exempted under 2012 (Old Syllabus)	Corresponding Exemption under New(2017) Syllabus on switchover from 2012 (Old Syllabus)
Business Environment and Entrepreneurship	Business Environment and Law
Business Management, Ethics and Communication	Business Management, Ethics and Entrepreneurship
Business Economics	Business Economics
Fundamentals of Accounting and Auditing	Fundamentals of Accounting and Auditing

17. Switchover to Professional Programme(New Syllabus) : The last examination under Professional Programme 2007 (Old) Syllabus was held in June,2016 session. All current students Professional Programme shall be required to appear in the examinations under 2012(New) Syllabus only. Such students shall only be able to submit examination form only after submitting their request for switchover to Professional Programme 2012 (New) Syllabus if not already done. While submitting the online requests for switchover, the students are essentially required to select the Elective Subject (under Module-3). The elective subject so chosen by the students can not be changed after submission of examination application for a particular session.

According to modified scheme announced by the Institute on 17.09.2016, the corresponding paper-wise exemptions in the Professional Programme (New Syllabus – 2012) are available as under :

Passed / Exempted Paper under Old (2007) Syllabus	Paper Code	Corresponding Exemption under New (2012) Syllabus on switchover from 2007 (Old Syllabus)	Paper Code
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	Elective Subject shall be exempted under the New Syllabus	341 to 345
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337

Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336
		Information Technology and Systems Audit (code No. 334) under 2012 (New) Syllabus shall be exempt for all students switching over from 2007(Old) Syllabus to 2012(New Syllabus).	

SUMMARISED CHECK POINTS FOR STUDENTS TO AVOID COMPLICATIONS IN EXAMINATION ENROLLMENT (Please also go through the detailed instructions given above)

Have you correctly filled up the following?

1. Examination Centre
2. Combination of Module(s)
3. Medium of Examination

Have you checked the following?

1. Availability of correct photograph and signature in your online account
2. Preliminary enrollment details in your online account
3. Validity of your existing registration

Have you gone through the following ?

1. Guidelines of paper-wise exemption and complied with the requirements thereof
2. Guidelines of switchover to new syllabus and complied with the requirements thereof

Have you successfully remitted the examination fee and downloaded the fee receipt / acknowledgement?

Have you regularised your provisional registration to Foundation Programme / Executive Programme by submitting the proof of passing 10+2 Examinations / Bachelor's Degree Examinations respectively?

NOTE : In case your answer to any of the questions given above is "NO", there is every chance of rejection of your examination enrollment request. Therefore, please make it a point to ensure compliance with all the check points given above to avoid complications in your examination enrollment.

Stage	Examination Fee (Rs.)
Foundation Programme	1200/-

Executive Programme	1200/- Per Module
Professional Programme	1200/- Per Module
Late Fee (for all Stages)	250/-
Fee for Change of Examination Centre/ Combination of Module(s) / Medium of Examination	250/-
Surcharge applicable for appearing from Dubai Centre	US\$100 or equivalent amount in Indian Rupees

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