

Student Company Secretary

(e-bulletin for Executive & Professional Students)

August 2017



Message From The President

Dear Students

In the month of August, saluting India and the people who had a stern will to fight for the cause of freedom of our country! India, where each day is a celebration of unity, harmony and synthesis. I wish you all a **Happy Swatantra Diwas 2017**. Though we did not get an opportunity to 'die' for the country but we have the opportunity to 'live' for the country.

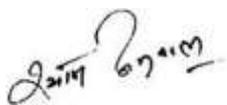
You are a proud student of an Institute that is making its contribution towards Nation Building by holding the torch of Corporate Governance Profession in India high since the last 49 years. This year, in the month of October, we would be commemorating our propitious Golden Jubilee as we enter the 50th year of our existence. **I am glad to share with you all that Hon'ble Prime Minister Sh. Narendra Modi has extended his gracious consent to inaugurate the celebrations meant to mark the beginning of this Golden Jubilee 'in person'**. Though, we are making every endeavour to make this event historical, yet, we also firmly believe that your invaluable and innovative inputs may make these celebrations even better. Therefore, *we cordially invite your creative suggestions and innovative ideas for the same*. You may please send the same to my Office by dropping a mail at harpreet.bahl@icsi.edu at the earliest.

The Institute is taking myriad initiatives for aiding learning of you all. Lately, ICSI has launched 'Missed Call facility' for students under Project – Sampark to provide guidance on Company Secretaryship Course by giving a missed call at the number "8824401155". You are advised to make the best use of this facility.

Furthermore, ICSI has also launched Mission "ICSI Giri Sagar Vidhyarthi Vikas Yojana", unique mission of which is to reach out to the student community and schools/colleges in the coastal areas/ hilly regions on PAN India basis. Around 300 cities have been identified for this Project.

Along with these endeavours by ICSI, we are also open to all ideas and suggestions sent by you to augment your learning and knowledge. But, as a mentor, I must assert that there should be a burning desire to learn and excel within you in your life as champions are a product of desire, dedication, determination, concentration and the will to win.

Keep excelling.



सी एस (डॉ.) श्याम अग्रवाल
अध्यक्ष, भारतीय कंपनी सचिव संस्थान

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Academic Guidance

Comprehending Economic Value Added*

Introduction

To ascertain whether the entrepreneurs are really increasing the networth of the organization or whether they are killing it gradually; to know whether if and how much entrepreneurs try to assess the real growth they add to shareholders' wealth.; and to analyze the true utilization of funds made available to company by its investors. Financial engineers use one method that is Economic Value Added (EVA) to find the above mentioned facts. The major questions that EVA asks is with reference to the '*notional cost of reserves.*' Moreover, the computation (definition) of EVA's would further be more complex if it has to be carried out for an enterprise that is owned and managed by the owner himself. This is because in such a case, the owner will have to consider a fair amount of remuneration for the effort and time he invest as the manager of his enterprise.

Shareholder value maximization has gained much of steam. In the 1980's, shareholder activism reached unforeseen levels among companies in the United States. The theory of Economic Value Added has traditionally suggested that every company's primary goal is to maximize the wealth of its shareholders, which should be a given since it is the shareholders that own the company and any sensible investor expects a good return on his or her investment. Moreover, enhancing the wealth of shareholders and other stakeholders has become a key goal for majority of the organizations. In view of this, it is worth to refer some economic texts which explains that wealth is welfare and further states that the wealth of individuals tends to move north when their welfare is improved at the end of a specific time period. In view of this, the suitable metric for gauging this improvement, wealth increment and welfare is to compute economic value added which is based on economic factors.

In the past, however, other methods such as Return on Investment and Earnings Per Share have been the most important performance measurement systems and have been used in determining bonus-based incentives even though they do not correlate well with shareholder value creation.

Economic value added (EVA) is a measure of by how much a company's returns exceed those required by suppliers of capital. It therefore tells one how much wealth the company has created for providers of capital (meaning shareholders).

$$EVA = P - WACC \times (D + S)$$

The operating profit number used is adjusted in a number of ways, including for amortization. The amount of capital used is also subject to various adjustments including capitalising R & D and operating leases. The aim of EVA is to provide management with a measure of their success in increasing shareholder's wealth: a better measure than profit of how much the company had made for shareholders.

* Akinchan Buddhodev Sinha, Assistant Director, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

Economic Value Added (Background)

Maximization of shareholders wealth is no more a promise but a definite obligation. In the 1980s, the shareholder activism reached high levels especially with the companies in the United States of America. Thereafter investors in Europe have pressurized the management to maximize shareholders value. Even in Finland the so-called Shareholder value approach has gained grounds. The financial theories, from a long time had advocated the need of maximization of shareholders wealth and in fact that should be the case, as shareholders own the company and as rational investors expect good long-term yield on their investment. In the past, this ultimate aim has however been often partly ignored or at least misunderstood. This is evident from metrics like Return on Investments, Return on Capital Employed, Earnings Per Share etc. However, the induction of EVA as a metric to gauge shareholders wealth is gaining steam.

Economic Value Added was developed by a New York Consulting firm, Stern Steward & Co in 1982 to promote value-maximizing behavior in corporate managers. It is a single, value based measure that was aimed at evaluating business strategies, capital projects and to maximize long-term shareholders wealth. Value that has been generated or destroyed by the firm during the period can be gauged by comparing profits with the cost of capital used to generate them. Thus, economic value added assisted managers in deciding to withdraw value-destructive and invest in projects that are important for shareholders wealth creation. Hence, it gave a tool in the hands of management to enhance the market value of their companies. EVA helped the management in setting managerial performance target and linked it to reward systems.

Limitations of other tools

Return on Capital Employed

The main limitation with ROCE is that it measures return against the book value of the assets in the business. As these are depreciated the ROCE will increase even though cash flow has remained the same. Thus, older businesses with depreciated assets will tend to have higher ROCE than newer, possibly better businesses. In addition, while cash flow is affected by inflation, the book value of assets is not. Consequently revenues increase with inflation while capital employed generally does not (as the book value of assets is not affected by inflation).

Return on Equity

Return on equity needs to be taken with a grain of salt, when valuing a company. The reason being buyback of shares, as it can have a drastic impact on return on equity. Normally, corporates engage in buybacks for numerous reasons. Sometimes, they buy back the stock, so that they can influence the financial ratios such as return on equity. When a company purchases huge number of shares from the market, they can affect financial ratios like return on equity. When a company buys a huge chunk of shares from the market, it results in substantial reduction in shareholders equity. Now, when the company performs such an action, it tends to improve the return on equity ratio. In process, the return on equity jumps significantly, without registering any change in the fundamentals. Another major issue associated with the return on equity is that it fails to take into consideration the amount of debt of a company. It only takes cognizance of the net income and shareholders equity. Thus, a company could have huge amounts of excessive debt and still look like it is managing things well according to the return on equity calculation. Even though it might reflect a good ratio, it could be nearing a collapse because it has more debt than it can manage.

Return on Investment

As the numerator, Net Income, used in computing return on investment, is an unreliable corporate performance measurement, the result of the formula for ROI should also be unreliable to ascertain

success or corporate value. The degree to which return on investment overstates the economic value is influenced by five factors, viz; Length of project life (the longer the life of the project, the bigger the overstatement), Capitalization policy (the smaller the fraction of total investment capitalized in the books, the greater will be the overstatement), The rate at which depreciation is taken on the books (depreciation rates faster than straight-line basis will result in a higher ROI), The gap between investment outlays and the recovery of these outlays from cash inflows (the greater the time lag, the higher the magnitude of overstatement) and the growth rate of new investment (faster growing companies will register a lower return on investment).

Earnings per share

The major problem with computing earnings per share is what number of shares to use. Another drawback with EPS method is that the capital needed to generate the earnings (net income) is often ignored. In addition to looking at earnings per share, the cost involved in generating the earnings should also be taken into consideration, which is not done. Two organizations could generate the same earnings per share number, but one could do so with lower equity than the other one. Therefore, the company with less equity would be more efficient at using its capital to generate income, thereby misguiding the investors. Moreover, earnings can be manipulated, thereby affecting the quality of the earnings number.

There are limitations associated with using treasury stock method used for including the effects of warrants and options in EPS calculations. The treasury stock method affects the denominator of the EPS equation. The method considers the proceeds from exercised options would be utilized to repurchase outstanding stock, therefore the net number of shares added to the denominator is less than the additional shares that would be outstanding from exercised options. For instance, if we assume that 10,000 options are outstanding to buy shares at \$24 per share. However, shares have been selling at an average of \$30 per share. Using the treasury stock method, we would calculate an additional number of shares to be added to the denominator. The proceeds from the options would be \$240,000 (10,000 x \$24). Using the proceeds of \$240,000 to buy stock at \$30 per share would result in the acquisition of 8,000 shares ($\$240,000/\30). Hence, the incremental number of shares would be:

Shares under option: 10,000

Shares repurchased: 8,000

Incremental shares: 2,000

Using the numbers, it can be observed that if the average market price per share were less than the option price, the incremental number of shares would be negative, indicating an anti dilutive security and anti dilutive securities are ignored in EPS calculations. Moreover, while calculating fully diluted EPS, shares are repurchased at the average or year-end market price, whichever is more. If the year-end market price is higher, fewer shares can be repurchased from the proceeds, thereby enhancing the incremental number of shares to be added to the denominator. Therefore, the higher year-end price further results into the EPS statistic.

As a mnemonic device, Stern Stewart describes for important applications of EVA with four words beginning with the letter M.

Measurement: It is considered to be the most accurate measure of corporate performance over any given period. Fortune magazine had termed it "today's hottest financial idea," and Peter Drucker very rightly observed in the Harvard Business Review that EVA is a measure of "total factor productivity" whose growing popularity shows the new demands of the information age.

Management system: While simply measuring EVA can provide companies a better focus on how they are performing, its true value can be seen when used as the foundation for a comprehensive financial management system that encompasses all the policies, procedures, methods and measures that guide operations and strategy. The EVA system takes into account the full range of managerial decisions, including strategic planning, allocating capital, pricing acquisitions or divestitures, setting annual goals and even day-to-day operating decisions.

Motivation: To incorporate both the sense of urgency and the long-term perspective of an owner, Stern Steward designed cash bonus plans that cause managers to think like and act like owners because they are paid like owners. Indeed, basing incentive compensation on improvements in EVA is the source of greatest power in the EVA system.

Mindset: When implemented in its totality, the EVA financial management and incentive compensation system transforms a corporate culture. By putting all financial and operating functions on the same basis, the EVA system offers a common language for employees across all corporate functions. EVA helps in communication and cooperation among divisions and departments, it links strategic planning with the operating divisions, and it eliminates much of the mistrust that typically exists between operations and finance.

Correlation between EVA & Share prices

As EVA-theory states that the market value of a company is its book value plus the current value of future EVA, hence this strict relationship between EVA and the market value of the company suggests that EVA drives the market value of shares. This relationship between EVA and MVA has been studied in the recent years with the assistance of several methods which had yielded different results.

Steward has first studied this relationship with market data of 618 U.S.companies. He had presented the results in his book. "The quest for value". He states that EVA and MVA complement each other in real life very much among US companies. Only the relationship between negative EVA and MVA does not hold good. According to Stewart, this is due to the potential of liquidation, recovery, recapitalization, or takeover sets a floor on company's market value. For instance, with companies which have good number of fixed assets this is quite simple to understand. Market value always reflect the value of assets even though the company has extremely low or negative rate of return and so theoretically it must dispose of a lot below book value). It is because the company can always be liquidated; the owners have no choice to liquidate the assets if the returns appears to be feeble in the future. On the other hand markets do not believe that the weak returns can go on forever. Markets are expecting a chance, an improvement, in the long run. If EVA is positive, the relationship is considered to be more direct. Then the market valuation takes place on the basis of return and growth potential and not on the basis of liquidation or recovery value. Stewart also finds that MVA and EVA correspond each other best when we discuss about changes in EVA and MVA and not the absolute levels. Changes in EVA and MVA are not affected to a greater extent by accounting distortions and inflation than the absolute values.

Lehn and Makhija studied EVA and MVA as performance parameters and signals for strategic change. Their data comprises of 241 U.S. companies and cover years 1987, 1988, 1992 and 1993. The researchers first found that both measures correlate positively with stock returns and that the correlation is little better than with traditional performance metrics such as return on assets (ROA), return on equity (ROE) and return on sales (ROS).In addition to this, they studied how companies performance in terms of EVA and MVA, affect on the CEO firings. Lastly, they examined the relationship between EVA/MVA and corporate focus. Lehn and Makhija find an inverse relation between EVA/MVA and abnormal CEO turnover. They also find that companies which lay more emphasis on their business activities have significantly greater MVA than their less focused counterparts. Therefore, Lehn and

Makhija conclude that their results suggest EVA and MVA to be effective performance measures that contain information about the quality of strategic decisions and serve as signals of strategic change.

O'Byne from Stern Stewart & Co makes use of capitalized EVA as independent variable in a regression where market value divided by capital is the dependent variable. His findings reveals that the level of EVA explains 31% of the variance in market value, whereas the level of net operating profit after taxes explains merely 17%. When observing the changes in EVA and market value O'Byne observed that changes in EVA explain 55% of variations in changes in market value. Changes in NOPAT explain only 33%.

Grant calculates regression statistics between the MVA-to-capital and EVA-to-capital ratios from the data of 983 firms. He finds explanatory levels (R squared) of 32% with statistical significance. Regressing MVA-to-capital and the spread between return and cost of capital reveals R squared of 37%.

Dodd and Chen study the correlation between stock returns and different profitability measures including EVA, non-adjusted residual income, ROA, EPS and ROE. In their study ROA explained stock returns best with R squared of 24,5%. The R squared for other metrics are: EVA 20,2%, residual income 19,4% and EPS, ROE approximately 5-7%. The writers concluded that firms adopting EVA might as adopt simple residual income concept, while residual income correlates with share prices almost as well as its adjusted version called EVA. The study was based on 566 U.S. companies from 1983-1992.

Grey areas of EVA

No doubt, EVA seems to be a good measurement of the efficiency with which the entire capital is used by an enterprise. A negative EVA indicates 'destruction of capital'. The EVA suffers from the following limitations:

- ❖ A flat rate of total cost of capital may not be appropriate, as it does not consider the 'rate advantage' enjoyed by an enterprise, by raising cheap funds.
- ❖ EVA fails to consider the 'appreciation in the price of fixed assets', on account of market variables. Some enterprises and their owners may be strategically happy with the 'asset price appreciation', than the regular operating income made through business operations.
- ❖ EVA does not provide a correct, specific computation of the 'net real growth' in the owner's wealth. This is due to the fact that, 'total cost of capital at a blanket rate' also includes 'cost of owners fund'.
- ❖ Many organizations have begun using EVA as one of the important 'performance appraisal parameters', in deciding executive remuneration. Along with EVA, other financial measures such as Profitability, Return on Equity are also utilized for performance appraisal. Actually EVA is the end result of profitability and ROE. Therefore, use of all these parameters together amounts to 'duplication'.
- ❖ Calculation of Segmental or Divisional EVA depends on accurate division of assets among the various segments. Division of 'Common assets' used for 'common purpose functions' is extremely difficult rather impossible.
- ❖ A positive EVA indicates 'value addition to the enterprise's capital. This net positive addition is not a 'benchmarked' addition. The fundamental question of 'rate of such absolute growth' remains unanswered by the EVA.

Precautions for implementing EVA & Complexities

For attaining desired results by adopting EVA, it is imperative that few common mistakes that are often committed in the implementation of EVA. The common mistakes are: Defining capital costs

intentionally wrong that is usually too high for some reason, Usage of EVA being restricted to top management and Investing scant resources in the training of the employees for EVA. The discussion pertaining to these mistakes are as follows:

- *Wrong definition of capital costs*- Some companies have simplified the reporting by building the tax costs into capital cost rate, hence there is no taxes in reporting but capital cost percentage is a little bit more than normally. Ideally this is not recommendable for two reasons: Taxes are computed erroneously because in this method they depend on capital base and not on the result and capital costs are defined too high and thus in operating activities capital is considered more expensive than it really is and therefore optimal inventory etc. levels are not maintained.
- *EVA only for top management*- Under-capacity situation arises when EVA training is not imparted to the lower levels of management, thereby employees at bottom level remain in dark regarding the concept of EVA and due to ignorance they become unwilling to use the same. As now a day, maximum number of employees are well qualified and they possess the ability to understand and embrace EVA if properly explained to them. Hence, top management needs to change their thought process towards lower levels of management employees that is they should not be underestimated. Hence, when planning the training programs for EVA, ample budget should be allocated so that everyone right from top to bottom is benefitted.

A big complexity arises regarding economic value added computation when it is applied for large companies especially when their capital structure comprises of debt. Now, in such a scenario, a business can use the debt component to its advantage by going for restructuring of its debt, bank loans, credit lines, mortgages, and so forth for enhancing the value of EVA. Hence, if an organization has the flexibility to restructure its debts, it can go for two adjustments in the EVA analysis. First adjustment is regarding the usage of an all-encompassing cost of capital. All-encompassing cost of capital approach considers both the cost of equity and cost of any debt. Second adjustment is regarding the use of an adjusted net income number that consists of not only the amounts paid to the shareholders, but also the amount paid to the shareholders.

Conclusion

It is debated that linking performance to profit breeds a short-termist boom- bust culture. For example, an organization might embrace a cost minimization program to boost up profits and to this effect commit immediate redundancies. In other words, there is every possibility that short-term decision may trigger problems in the medium to long term for the business. In this regard, EVA provides adequate succor by using performance metric as a link between long-term wealth maximization and discount factor techniques. Studies have revealed the companies had adopted EVA as a performance measuring rod had outshined their peers by 8.5% annually, and for those organizations operating in a declining market this jumps to over 12% per annum.

In order to derive the fruits of EVA, it is essential that it is linked to management compensation packages. The studies shown that companies which had adopted the mentioned approach, outperformed their peers by 57% over a five-year period.

Stern Stewart argues that EVA is the financial performance measure that comes closer than any other to capturing the true economic profit of an organization, and is the performance measure most directly linked to the creation of shareholder wealth over time.

Exhibit 1
How companies have used EVA

<i>Name</i>	<i>Timeframe</i>	<i>Use of EVA</i>
The Coca-Cola Co.	Early 1980s	Focused business managers on increasing shareholder value
AT&T Corp.	1994	Used EVA as the lead indicator of a performance measurement system that included "people value added" and "customer value added"
IBM	1999	Conducted a study with Stern Stewart that indicated that outsourcing IT often led to short-term increases in EVA
Herman Miller Inc.	Late 1990s	Tied EVA measure to senior managers' bonus and compensation system

Source : http://www.caclubindia.com/articles/print_this_page.asp?article_id=505

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SWOT Analysis*

"Build your Weakness until they become your strengths"-Knut Rockne

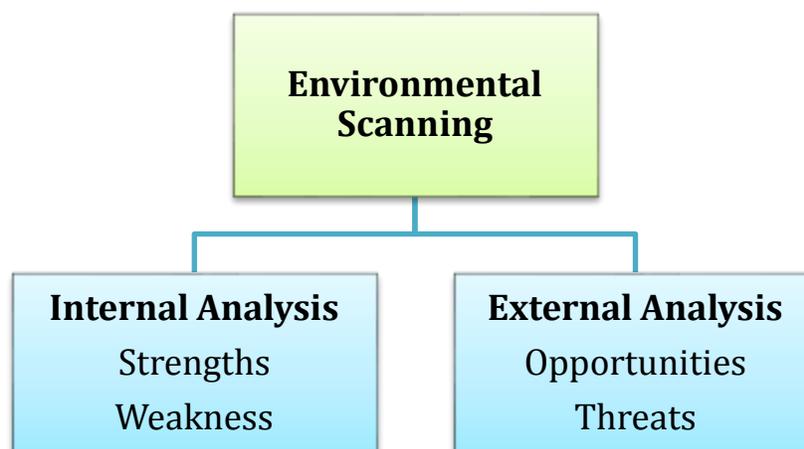
INTRODUCTION

SWOT Analysis is a technique founded by Albert Humphrey who led a research project at Stanford University in the 1960s and 1970s. It is the most well-known tool for audit and analysis of the overall strategic position of the business and its environment. It is the foundation for evaluating the internal prospective and limitations and the probable opportunities and threats from the external environment. It views all positive and negative factors inside and outside the firm that affect its success. A consistent study of the environment in which the firm operates helps in forecasting the changing trends and also helps in including them in the decision-making process of the organization. It is a framework that allows managers to synthesize insights obtained from an internal analysis of the company's strengths and weaknesses with those from the analysis of external opportunities and threats.



SWOT is an acronym for Strengths, Weaknesses, Opportunities and Threats. Strengths (S) and Weaknesses (W) are considered to be internal factors and Opportunities (O) and Threats (T) are considered to be external factors. Strengths and weaknesses are internal to the company and can be directly managed by it, while the opportunities and threats are external and the company can only anticipate and react to them.

SWOT ANALYSIS FRAMEWORK



* Pankila Bhardwaj, Consultant, ICSI.

The views expressed are personal views of the author and do not necessarily reflect those of the Institute.

Four factors of SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) are given below:-

- ❖ **Strengths** - Strengths are the qualities that enable us to accomplish the organization's mission. These are the basis on which continued success can be made and continued/sustained. It gives an edge for the company over its competitors.
- ❖ **Weaknesses** - Weaknesses are the factors that prevent us from accomplishing organization mission. These weaknesses deteriorate influences on the organizational success and growth. It can be harmful if used against the firm by its competitors.
- ❖ **Opportunities** - Opportunities are presented by the environment within which organization operates. These arise when an organization can take benefit of conditions in its environment to plan and execute strategies that enable it to become more profitable. Organizations can gain competitive advantage by making use of opportunities.
- ❖ **Threats** - Threats arise when conditions in external environment jeopardize the reliability and profitability of the organization's business. Threats are uncontrollable. When a threat comes, the stability and survival can be at stake. It is an unfavorable situation which can negatively affect the business.

ADVANTAGES OF SWOT ANALYSIS

SWOT Analysis helps in strategic planning in following manner-

- Focuses on the key internal and external factors affecting the company
- Helps to identify future goals
- Builds organization's strengths
- Reverse its weaknesses
- Maximize its response to opportunities
- Overcome organization's threats.

LIMITATIONS OF SWOT ANALYSIS

Although there are clear benefits of doing the analysis, many managers and academics heavily criticize or don't even recognize it as a serious tool. According to many it is a 'low-grade' analysis. Here are the main flaws identified by the research:

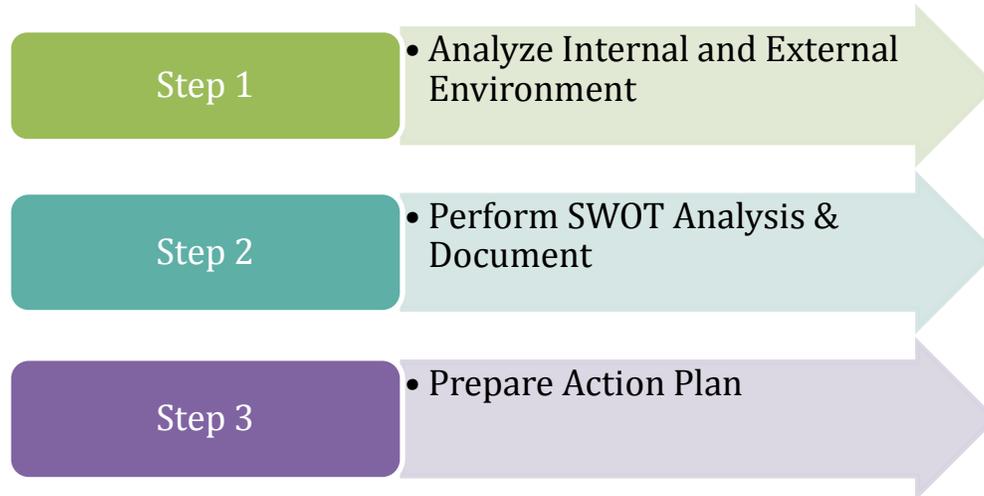
Limitations of SWOT Analysis which are not in control of management. These include-

- a. Price increase
- b. Unavailability of Inputs/raw materials
- c. Government new legislation
- d. Economic environment
- e. Searching a new market for the product which is not having overseas market due to import restrictions.

Internal limitations may include-

- a. Insufficient research and development facilities
- b. Faulty products due to poor quality control
- c. Poor industrial relations
- d. Lack of skilled and efficient labour

HOW TO CONDUCT SWOT ANALYSIS



Analyze Internal and External Environment

Organizational environment consists of both external and internal factors. Environment must be scanned so as to determine opportunities, threats and development factors that will influence organizational success. Strengths and weaknesses are internal to the company and can be directly managed by it, while the opportunities and threats are external and the company can only anticipate and react to them.

Perform SWOT Analysis & Document

This step includes the following:-

- ✓ Establish the objectives
- ✓ Select Contributors
- ✓ Allocate research and information gathering tasks
- ✓ Create a workshop environment
- ✓ List SWOT Analysis
- ✓ Evaluate listed ideas against objectives
- ✓ Carry finding forward

Prepare Action Plan

Once the SWOT Analysis has been completed, mark each point with:

- ✓ Things that must be addressed immediately
- ✓ Things that can be handled now
- ✓ Things that should be researched further
- ✓ Things that should be planned for the future.

COMMON MISTAKE IN SWOT ANALYSIS

It is very important to conduct a SWOT Analysis that is effective and produces results. However, there are certain common mistakes that business units tend to make while conducting a SWOT Analysis. The five common mistakes that business units make while conducting a SWOT Analysis are as follows:-

- ✘ Unclear goals or objectives
- ✘ Not taking advice from others
- ✘ Keeping a narrow focus
- ✘ Conducting an analysis only once

✚ Relying on SWOT as a holistic diagnostic strategy.

CONCLUSION

The SWOT analysis framework has gained widespread acceptance because of its simplicity and power in developing strategy. SWOT Analysis can be a very useful tool for a company's development to succeed in any venture, diversification, new start up etc. SWOT analysis can be performed for multiple reasons like to understand the role and position of a company in the market, to compare current plan and resource allocation to the size of the opportunity presented by the analysis etc. SWOT Analysis is instrumental in strategy formulation and selection. It is best when used as a guide, and not as a prescription. Successful businesses build on their strengths, correct their weakness and protect against internal weaknesses and external threats. They also keep a watch on their overall business environment and recognize and exploit new opportunities faster than its competitors. It is a framework that allows managers to synthesize insights obtained from an internal analysis of the company's strengths and weaknesses with those from an analysis of external opportunities and threats.

Sourced from the following web link-

<http://www.managementstudyguide.com/index.html>



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

Applicability of GST in December 2017 Examination

NOTIFICATION No. 7 of 2017

FOR STUDENTS APPEARING IN DECEMBER 2017 EXAMINATION

EXECUTIVE PROGRAMME

With the implementation of Goods & Services Tax from July 1, 2017, the students of Executive Programme are hereby notified that Part B (Marks 30) of the syllabus for **Tax Laws and Practice Paper** (Module - 1 Paper - 4) has been replaced with "The Goods & Services Tax (GST)" for December, 2017 examination.

The syllabus for Part-B of **Tax Laws and Practice Paper** Module - 1 Paper - 4 (30 Marks) for Executive Programme for December, 2017 exam shall be as under:

- a) The Central GST Act, 2017
- b) The Integrated GST Act, 2017
- c) The Union Territory GST Act, 2017
- d) The GST(Compensation to States) Act, 2017

The rules relating to GST regime shall not be applicable for December 2017 exam.

Note:

1. Questions relating to Service Tax Laws and Value Added Tax will not be asked in December, 2017 exam.
2. *There is no change in the syllabus of Part A – Income Tax (70 Marks) of Tax Laws and Practice Paper (Module - 1 Paper – 4) of Executive Programme.*

**Supplement relating to Indirect Tax covering the Goods and Services Tax "GST" will be uploaded at ICSI website under academic corner shortly.*

Dinesh Chandra Arora
Secretary



THE INSTITUTE OF Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

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FOR STUDENTS APPEARING IN DECEMBER 2017 EXAMINATION

PROFESSIONAL PROGRAMME

With the implementation of Goods & Services Tax w.e.f July 1, 2017, the students of Professional Programme are hereby notified that the selected topics of **Part B** of the syllabus for “**Advance Tax Laws and Practice**” (Module 3 Paper 7) of Professional Programme has been replaced with **Goods and Services Tax (GST)** for December, 2017 examinations.

The syllabus of Part B (70 Marks) of Advance Tax Law and Practice Paper (Module - 3 Paper- 7) for Professional Programme for December, 2017 exam shall be as under:

PART B: CUSTOMS LAWS & GOODS AND SERVICE TAX (70 MARKS)

CUSTOMS LAWS

1. Introduction

Special Features of Indirect Tax Levies – All Pervasive Nature, Contribution to Government Revenues; Constitutional Provisions Authorizing the Levy and Collection of Customs

2. Customs Laws

- Levy of Customs Duties, Types of Customs Duty Leviable, Tariff Classification & Exemptions, Valuation of Imported and Exported goods
- Provision of Assessment, Payment of Duties, Recovery and Refund of Customs Duties
- Duty Drawback
- Procedure for Clearance of Imported and Exported Goods
- Transportation and Warehousing
- Confiscation of Goods and Conveyances and Imposition of Penalties; Search, Seizure and Arrest, Offences and Prosecution Provisions
- Adjudication, Appeal and Revision; Settlement of Cases, Advance Ruling
- Other Relevant Areas and Case Studies under Custom Laws and Rules

3. **Promissory Estoppel in Fiscal Laws** – Principles and Applicability with reference to Indirect Taxes
4. **Tax Planning and Management** – Scope and Management in Customs, with Specific Reference to important Issues in the Respective Areas

GOODS AND SERVICES TAX

- a.) The Central GST Act, 2017
- b.) The Integrated GST Act, 2017
- c.) The Union Territory GST Act, 2017
- d.) The GST(Compensation to States) Act, 2017

The rules relating to GST regime shall not be applicable for December, 2017 exam.

Note:

1. Questions relating to Central Excise Laws, Service Tax Laws and Value Added Tax will not be asked in December 2017 exam.
2. *There is no change in the syllabus of Part A – Direct Tax Management (30 Marks) of Advance Tax Laws and Practice Paper (Module - 3 Paper -7) of Professional Programme.*

**Supplement relating to Indirect Tax covering the Customs Law & Goods and Services Tax “GST” will be uploaded at ICSI website under academic corner shortly.*

Dinesh Chandra Arora
Secretary

Educational Series on Goods and Services Tax

With a view to equip our students and to enhance their knowledge, the Institute has started an Educational Series which is regularly uploaded on the website. Kindly click on the link below to access the information

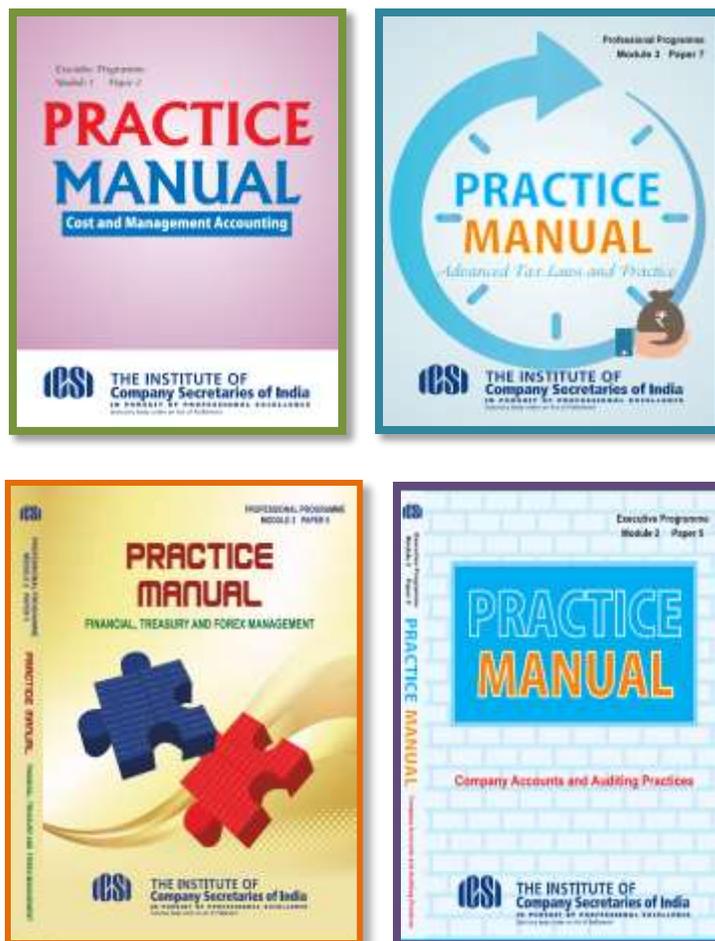
<https://www.icsi.edu/GSTEducationalSeries.aspx>

PRACTICE MANUAL

To build competency in practical oriented subjects by providing the students with a pool of solved practical problems, **Practice Manual** for the following papers have been released by the Institute.

- Cost and Management Accounting (Executive Programme)
- Company Accounts and Auditing Practices (Executive Programme)
- Advanced Tax Laws and Practice (Professional Programme)
- Financial Treasury and Forex Management (Professional Programme)

Soft copies of the Practice Manuals are available on ICSI website under the head Academic corner at the link : <https://www.icsi.edu/AcademicCorner.aspx>. The students, who wish to procure printed copies, may purchase from sale counters at ICSI Regional offices/ Chapter offices or order it online through e-cart on ICSI website.



For any feedback / queries, students may please write at academics@icsi.edu.

Hindi Books relevant for CS Course Curriculum

From Shree Mahavir Publications:

- Vyavsayik Arthshashtra, Part – I, by M D Aggarwal
- Vyavsayik Vatavaran Avem Udhamitta by Gupta & Chaturvedi
- Vyavasayik Prabandh, Neeti shastra Avem Sanchar, by Sharma & Chaturvedi,
- Vyavasayik Arthashashtra Part – II, by S C Sharma,
- Lekhankan Ke Mool tatv Avem Ankenshan, by P C Gupta & C L Chaturvedi
- Aarthik Avem Samanaye Vidhi, by Jain & Gupta
- Prabhandh Lekhanken by M D Aggarwal & N P Aggarwal
- Lagat Lekhanken by S N Maheshwari & S N Mittal
- Cost Accounting – Theory & Problems by Maheshwari SN & Mittal SN
- Cost Accounting & Financial Management, by S N Maheshwari & S N Mittal
- Audhyogik, Shram Avem Samanye Vidhi by Jain & Gupta
- Pratibhouthi Sanniyam Avem Anupalan, by Jain & Gupta
- Adhunik Bhartiya Company Adhinyam by M C Kuchhal
- Adhunik Bhartiya Company Law by M C Kuchhal

From Taxmann Publications:

- Vyaparik Evam Samanya Vidhi by Shubham Aggarwal

Bharat Law House:

- Systematic Approach to Taxation Containing Income Tax & Indirect Taxes by Dr. Girish Ahuja & Dr. Ravi Gupta

Eastern Book Company:

- Administrative Law (Prashasanik Vidhi) by C K Tekwani
- Consumer Protection Law (Upbhokta Sanrakshan Vidhi) by S P Gupta
- Company Law (Company Vidhi) by Avtar Singh
- Constitution of India (Bharat KaSamvidhan) by EBC
- Art of Conveyancing and Pleading (Abhivachonon ke Prarooparn aur Abhihastantarn - lekhan ki kala) by Murli Manohar
- Systematic Approach to Income Tax, Service Tax & VAT (Hindi Edn.) by Dr. Girish Ahuja

CORPORATE LAWS

Land mark Judgement

J.K. (BOMBAY) LTD v. BHARU MATHA MISHRA & ORS [SC]

Criminal Appeal No. 87 of 2001

K.T. Thomas & R.P. Sethi, JJ. [Decided on 18/01/2001]

Equivalent Citations: 2001 (1) SCR 439; AIR 2001 SC 649; (2001) 104 Comp Cas 424 ;(2001) 2 JT 36.

Companies Act, 1956 – section 630 – criminal proceedings against directors/employees – refusal to vacate quarters – whether family members of the defaulting officer, who is alive, could be prosecuted – Held, No.

Brief facts: Whether the family members of an employee or an ex-employee of a company can be proceeded with in a criminal court, convicted and sentenced for the commission of offence under Section 630 of the Companies Act? ("the Act") is the question of law to be determined by us in this appeal.

Relying upon the judgment of this Court in *Abhilash Vinod Kumar Jain (Smt.) v. Cox & Kings (India) Ltd. & Ors.*, [1995] 3 SCC 732, it has been argued on behalf of the company that the expression "officer or employee" appearing in Section 630 of the Act would include all his family members.

One Mata Harsh Mishra, who is the husband of respondent No. 1 and father of respondent No. 2, joined the employment of the appellant-company as Trainee Supervisor in its plant, He was allotted Flat No. 8 in Anil Co-operative Housing Society Ltd. After resigning from the job, he refused to vacate the flat on the pretext that as he had not been paid his dues, he had a right to remain in occupation. Company filed a complaint under Section 630 of the Act against Mishra, its ex-employee and the respondents 1 and 2 herein. The recall application of respondents herein was rejected by the Trial Court. High court allowed the writ petition and quashed the process against the respondents herein. Company challenged the above order before the Supreme Court.

Decision: Appeal dismissed.

Reason: The divergence of opinion between various High Courts regarding interpretation of the expression "an officer or employee of a company" appearing in Sub-section (1) of Section 630 of the Act was resolved by this Court in *Baldev Krishna Sahi v. Shipping Corporation of India*, [1987] 4 SCC 361 holding that the expression "officer or employee of a company" applies not only to existing officer or employee but also includes past officers or employees where such officer or employee; either (a) wrongfully obtains possession of any property, or (b) wrongfully withholds the same after the termination of his employment.

Section 630 of the Act which makes the wrongful withholding of any property of a company by an officer or employee of the company a penal offence, is typical of the economy of language which is characteristic of the draughtsman of the Act, The Section is in two parts. Sub-s. (1) by clauses (a) and (b) creates two distinct and separate offences. First of these is the one contemplated by clause (a), namely, where an officer or employee of a company wrongfully obtains possession of any property of the company during the course of his employment, to which he is not entitled. Normally, it is only the

present officers and employees who can secure possession of any property of a company. It is also possible for such an officer or employee after termination of his employment to wrongfully take away possession of any such property. This is the function of clause (a) and although it primarily refers to the existing officers and employees, it may also take in past officers and employees. In contrast, clause (b) contemplates a case where an officer or employee of a company having any property of a company in his possession wrongfully withholds it or knowingly applies it to purposes other than those expressed or directed in the articles and authorised by the Act. It may well be that an officer or employee may have lawfully obtained possession of any such property during the course of his employment but wrongfully withholds it after the termination of his employment. That appears to be one of the functions of clause (b). It would be noticed that clause (b) also makes it an offence in any officer or employee of a company having any property of the company in his possession knowingly applies it to purposes other than those expressed or directed in the articles and authorised by the Act. That would primarily apply to the present officers and employees and may also include past officers and employees. There is therefore no warrant to give a restrictive meaning to the term 'officer or employee' appearing in Sub-section (1) of Section 630 of the Act. It is quite evident that clauses (a) and (b) are separated by the word 'or' and therefore are clearly disjunctive."

Again, this Court in *Amritlal Chum v. Devoprasad Dutta Roy*, [1988] 2 SCC 269; *Atul Mathur v. Atul Kalra*, [1989] 4 SCC 514 and *Gokak Patel Vokart Ltd. v. Dundayya Gurushiddaish Hiremath*, [1991] 2 SCC 141, interpreted the position of law and approved the dictum of this Court in Baldev Krishna Sahi's case.

In Abhilash Vinod Kumar Jain's case (supra) this Court was concerned with the prosecution of the legal representatives of the deceased employee and in that context, it held;

"Thus, our answer to the question posed in the earlier part of this judgment is in the affirmative and we hold that a petition under S.630 of the Act is maintainable against the legal heirs of the deceased officer/employee for retrieval of the Company's property wrongfully withheld by them after the demise of the employee concerned."

Stretching further the verdict of the Court in Abhilash Vinod Kumar Jain's case, the learned counsel appearing for the appellant has submitted that as legal heirs of the erstwhile employee can be prosecuted, the other family members of such employee, living with him cannot escape their liability of prosecution. The argument, though attractive on the face of it, is devoid of any force when examined in depth in the light of the constitutional mandate and the legal provisions applicable in the case. The penal law cannot be interpreted in a manner to cover within its ambit such persons who are left out by the legislature. The position of the legal heirs of the deceased employee cannot be equated with the family members of an erstwhile employee against whom, admittedly, the criminal prosecution is launched and pending. In criminal cases the law which entails conviction and sentence, liberal construction, with the aid of assumption, presumption and implications cannot be resorted to for the purpose of roping in the criminal prosecution, such persons who are otherwise not intended to be prosecuted or dealt with by criminal court. Accepting the contention of the appellant would amount to the violation of fundamental right of personal liberty as enshrined under Article 21 of the Constitution which declares that no person shall be deprived of his life or personal liberty except according to the procedure established by law. The paramount object of Article 21 is to prevent the encroachment of the right of a person with respect to his life and liberty, save in accordance with the procedure established by law and in conformity with the provisions thereof. Personal liberty envisaged under this Article means freedom from physical restraint of a person by incarceration or otherwise. Agreeing with the plea of the appellant would also be against the public policy, inasmuch

as under similar circumstances the companies would be authorised to resort to harassment tactics by having recourse of arraigning minors and old members of the family of its officer or employee in office or even past.

We are of the firm opinion that all the family members of an alive 'officer' or 'employee' of a company cannot be proceeded with and prosecuted under Section 630 of the Act. The order impugned does not suffer from any illegality, requiring our interference.

COMPETITION LAW

FX ENTERPRISE SOLUTIONS INDIA PVT. LTD. v. HYUNDAI MOTOR INDIA LTD. [CCI]

Case Nos. 36 & 82 of 2014

**D.K.Sikri, S. L. Bunker, Sudhir Mital, Augustine Peter, U. C. Nahta, Justice G. P. Mittal
[Decided 14/06/2017]**

Competition Act, 2002 – section 3 – anti competition agreements – Resale price maintenance through discount control mechanism – cease and desist order passed – penalty also imposed on HMIL.

Brief facts: The Informants alleged the following violations against HMIL.

The OP enters into exclusive dealership arrangements with its dealers, and dealers are required to obtain prior consent of the OP before taking up dealerships of another brand. It is further alleged that HMIL's dealers are bound to procure spare parts, accessories and all other requirements, either directly from OP or through vendors approved by the OP. It is further alleged that the OP also imposes a "Discount Control Mechanism" through which dealers are only permitted to provide a maximum permissible discount and the dealers are not authorised to give discount which is above the recommended range. This is alleged to amount to "resale price maintenance" in contravention of [Section 3\(4\) \(e\)](#) of the Act. It is also alleged that HMIL is responsible for price collusion amongst competitors through a series of "hub - and - spoke" arrangements.

Informant-1 has alleged that HMIL perpetuates hub and spokes arrangement, wherein bilateral vertical agreements between supplier and dealers and horizontal agreements between dealers through the role played by a common supplier, results in price collusion. Finally, it is alleged that HMIL has control over the sources of supply for the dealer's products and ties the purchase of desired cars to the sale of high-priced and unwanted cars to its dealers and HMIL designates sources of supply for complementary goods for dealers as well as, which result in a "tie-in" arrangement in violation of Section 3(4) (a) of the Act.

Decision: Cease and desist order passed. Penalty imposed.

Reason: The Commission is of the considered view that HMIL has contravened the provisions of Section 3(4) (e) read with Section 3(1) of the Act through arrangements which resulted into Resale Price Maintenance. Such arrangements also included monitoring of the maximum permissible discount levels through a Discount Control Mechanism. Further, HMIL has contravened the provisions of Section 3(4) (a) read with Section 3(1) of the Act in mandating its dealers to use recommended lubricants/ oils and penalising them for use of non- recommended lubricants and oils.

Accordingly, HMIL is directed to cease and desist from indulging in conduct that has been found to be in contravention of the provisions of the Act, as noted above.

So far as imposition of monetary penalty is concerned, the Commission notes the submissions made on behalf of HMIL on the issue of quantum of penalty. It was argued that penalty should be proportionate to the contravention established. It was pointed out that the automobile sector currently witnesses robust competition and does not warrant intervention. No supra-normal profits have been made by HMIL during this period. It was also canvassed that the principle of relevant turnover while penalising is to be considered. Lastly, it was highlighted that HMIL already has put in place a competition law compliance program and HMIL is a first time offender with no previous valid orders against it.

Coming to the facts of the present case, the Commission notes that the infringing anti-competitive conduct of HMIL in the instant case included putting in place arrangements, which resulted into Resale Price Maintenance by way of monitoring of maximum permissible discount level through a Discount Control Mechanism and a penalty mechanism for non-compliance of the discount scheme. Such conduct pertains to and emanates out of sale of motor vehicles. Hence, for the purposes of determining the relevant turnover for this infringement, revenue from sale of motor vehicles alone has to be taken into account.

On a careful consideration of the nature of the contraventions made and the points urged by HMIL for mitigation, the Commission decides to impose penalty on HMIL at the rate of 0.3 % of its average relevant turnover of the last three financial years.

Accordingly, the Commission imposes a penalty of Rs. 87 crore on HMIL for the impugned conduct in contravention of the provisions of Section 3(1) read with Section 3(4) of the Act, as detailed in the order.

GENERAL LAWS

ANANTHESH BHAKTA v. NAYANA S. BHAKTA & ORS [(2017) 5 SCC 185]

Civil Appeal No.10837 of 2016 (arising out of SLP(C) No. 31179 of 2014)

R.K. Agrawal & Ashok Bhushan, JJ. [Decided on 15/11/2016]

Arbitration and Conciliation Act, 1966 – disputes between partners – unregistered partnership – partnership deed as well as retirement deed provided for arbitration – whether arbitration proceedings could be refused on the ground that partnership is unregistered – Held, No.

Brief facts: Facts are complicated and elaborate. Suffice to state that disputes arose between the partners of an unregistered partnership firm and a suit was filed to resolve the dispute, in which the defendants have filed an application seeking to refer the dispute to arbitration as the partnership deed as well as the retirement deed contained arbitration clause.

Decision: Appeal dismissed.

Reason: After considering the submissions of learned counsel for the parties and perusing the records, the court framed the following three issues and answered them accordingly.

(1) Whether non-filing of either original or certified copy of retirement deed and partnership deed along with application I.A.No. IV dated 09.05.2014 entailed dismissal of the application as per section 8(2) of 1996 Act.

In the present case as noted above, the original Retirement Deed and Partnership Deed were filed by the defendants on 12th May and it is only after filing of original deeds that Court proceeded to decide

the application I.A.No. IV. In the present case it is relevant to note the Retirement Deed and Partnership Deed have also been relied by the plaintiffs. Hence, the argument of plaintiffs that defendants' application I.A.No. IV was not accompanied by original deeds, hence, liable to be rejected, cannot be accepted. We are thus of the view that the appellants submission that the application of defendants under Section 8 was liable to be rejected, cannot be accepted.

(2) Whether the fact that all the parties to the suit being not parties to the retirement deed/partnership deed, the Court was not entitled to make the reference relying on arbitration agreement.

The plaintiffs admittedly are parties to the arbitration agreement as noted above. It does not lie in their mouth to contend that since one of the defendants whom they have impleaded was not party to the arbitration agreement, no reference can be made to the arbitrator. In the facts of the present case, it cannot be said that merely because one of the defendants i.e. defendant no. 6 was not party to the arbitration agreement, the dispute between the parties which essentially relates to the benefits arising out of Retirement Deed and Partnership deed cannot be referred.

Learned District Judge has noted that defendant no.6 has not inherited any share either in Partnership deed or in the schedule property and hence there is no question of bifurcation of either cause of action or parties. We fully endorse the above view taken by Learned District Judge.

(3) Whether dispute pertaining to unregistered partnership deed cannot be referred to an arbitration despite there being arbitration agreement in the deed of retirement/partnership deed.

The submission by the petitioner is that partnership being an unregistered partnership, no reference can be made to the arbitration. In the present case there is no dispute between the parties that both Retirement deed and Partnership deed contain an arbitration clause. In Retirement deed which had been signed by retiring partners, continuing partners and concurring partners, following was stated in clause 8:

“...In case of any dispute or difference arising between the parties, regarding the interpretation of the contents of this Deed of Retirement or any other matter or transactions touching the said retirement, it shall be referred to an arbitration under the provisions of the Arbitration & Conciliation Act, 1996...”

When the partners and those who claim through partners agreed to get the dispute settled by arbitration, it is not open for the appellants to contend that partnership being unregistered partnership, the dispute cannot be referred.

The petitioners have not been able to show any statutory provision either in 1996 Act or in any other statute from which it can be said that dispute concerning unregistered partnership deed cannot be referred to arbitration. We thus do not find any substance in the third submission of the appellant.

In the result, we do not find any merit in this appeal which is accordingly dismissed.

TAX LAWS

DIRECTOR OF INCOME TAX (IT) - I v. A.P. MOLLER MAERSK A S [(2017) 5 SCC 651]

Civil Appeal No. 8040 of 2015 with batch of appeals

A.K. Sikri & A.M.Sapre, JJ. [Decided on 17/02/2017]

Income tax Act,1961 - section 9 - foreign shipping company operating through agents in India - agents sharing the common net services of the foreign company - agents charged for using the net services - whether such charge is 'technical fee' and liable to be taxed as such in India - Held, No.

Brief facts: The respondent assessee is a foreign company engaged in the shipping business and is a tax resident of Denmark. There is a Double Taxation Avoidance Agreement (hereinafter referred to as the 'DTAA') between India and Denmark. The Assessing Officer (AO) assessed the income in the hands of the assessee and allowed the benefit of the said DTAA. However, while making the assessment, the AO observed that the assessee had agents working for it, namely, Maersk Logistics India Limited (MLIL), Maersk India Private Limited (MIPL), Safmarine India Private Limited (SIPL) and Maersk Infotech Services (India) Private Limited (MISPL). These agents booked cargo and acted as clearing agents for the assessee. In order to help all its agents, across the globe, in this business, the assessee had set up and was maintaining a global telecommunication facility called Maersk Net System which is a vertically integrated communication system. The agents were paying for said system on pro-rata basis. According to the assessee, it was merely a system of cost sharing and the payments received by the assessee from MIPL, MLIL, SIPL and MISPL were in the nature of reimbursement of expenses. The AO did not accept this contention and held that the amounts paid by these three agents to the assessee was consideration/fees for technical services rendered by the assesses and, accordingly, held them to be taxable in India under Article 13(4) of the DTAA and assessed tax @ 20% under Section 115A of the Income Tax Act, 1961.

The appeal preferred by the assessee against the Assessment Order before the Commissioner of Income Tax (Appeals) was dismissed. Aggrieved by the order passed by the CIT (A), the assessee preferred further appeal before the Income Tax Appellate Tribunal (ITAT), which allowed the appeal. Against this Revenue preferred an appeal before the High court which also dismissed the appeal. Hence the present appeal.

Decision: Appeals dismissed.

Reason: It is clearly held that no technical services are provided by the assessee to the agents. Once these are accepted, by no stretch of imagination, payments made by the agents can be treated as fee for technical service. It is in the nature of reimbursement of cost whereby the three agents paid their proportionate share of the expenses incurred on these said systems and for maintaining those systems. It is re-emphasised that neither the AO nor the CIT (A) has stated that there was any profit element embedded in the payments received by the assessee from its agents in India. Record shows that the assessee had given the calculations of the total costs and pro-rata division thereof among the agents for reimbursement. Not only that, the assessee have even submitted before the Transfer Pricing Officer that these payments were reimbursement in the hands of the assessee and the reimbursement was accepted as such at arm's length. Once the character of the payment is found to be in the nature of reimbursement of the expenses, it cannot be income chargeable to tax.

Pertinently, the Revenue itself has given the benefit of Indo-Danish DTAA to the assessee by accepting that under Article 9 thereof, freight income generated by the assessee in these Assessment Years is not chargeable to tax as it arises from the operation of ships in international waters. Once that is accepted and it is also found that the Maersk Net System is an integral part of the shipping business and the business cannot be conducted without the same, which was allowed to be used by the agents of the assessee as well in order to enable them to discharge their role more effectively as agents, it is only a facility that was allowed to be shared by the agents. By no stretch of imagination it can be treated as any technical services provided to the agents. In such a situation, 'profit' from operation of ships under Article 19 of DTAA would necessarily include expenses for earning that income and cannot be separated, more so, when it is found that the business cannot be run without these expenses.

This Court in *Commissioner of Income Tax-4, Mumbai v. Kotak Securities Ltd, (2016) 383 ITR 1 (SC)* has categorically held that use of facility does not amount to technical services, as technical services denote services catering to the special needs of the person using them and not a facility provided to all.

We have already mentioned in the beginning the issue raised by the Revenue itself which shows that the only contention raised is as to whether the payment in question can be treated as fee for technical services. Having held that issue against the Revenue, no further consideration is required of any other aspects in these appeals. These appeals are, therefore, bereft of any merit and are accordingly dismissed.



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Student-ICSI Academic CONNECT

Students may clarify their subject specific academic queries related to study material between 2.00 p.m. to 3.00 p.m. on all working days (Monday - Friday) at 0120-4082125

Students may also write their academic queries on academics@icsi.edu



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विद्यार्थी ध्यान दें, वह अपने विषय सम्बन्धी संदेह निवारण के लिए सोमवार से शुक्रवार (समय दोपहर २.०० से ३.०० बजे) दूरभाष न. 0120-4082125 पर संपर्क कर सकते हैं या उसे ई-मेल academics@icsi.edu पर भेज सकते हैं।

Dear Students,

We are pleased to share that with a view to update the students on important developments on daily basis, the Institute has initiated '**Info Capsules**' on the Institute's website www.icsi.edu.

Students are requested to take advantage of this new initiative.

Our best wishes for all your endeavors.

Team ICSI

Student Services

The Institute has initiated various steps to provide instantaneous services to its stakeholders by the use of technology. More and more services are being added in this march for automation. The study material is now fully available to one and all through the online portal. Some of the services and their uses which are important for awareness are listed:

CALL CENTRE

The Institute has established a dedicated call centre with Phone Nos. 011-33132333, 011-66204999. The Call Centre provides for Interactive Voice Response as well as a Ticketing Mechanism.



STUDENT ACADEMIC HELPLINE

The Student Academic Helpline' is the helpline launched for students which provides the best of the faculty across the country to guide the students on various subjects. The Helpline remains open at 7 AM in the morning till 11 PM of night.

Students may call us at 011-6675 7777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/ faculty across the country.

'CS TOUCH' MOBILE APP REVAMP

The Institute had launched 'CS Touch', a Android based mobile application for students, members and other users to access the required information via smart phones which is a Mobile Application for Web based Content Management System for iOS and Android platforms. Based on the response of the users and stakeholders, the app has been revamped with enhanced features to serve the users more efficiently.



REGISTRATION

Renewal of Registration (Registration Denovo / Extension)

Registration of students registered upto and including August 2012 stands terminated on expiry of five-year period on July 2017.

Students are advised to apply for Registration De novo/ Extension of registration as per the guidelines published in this bulletin. Online facility for availing Registration Denovo and Extension is available at www.icsi.edu. Students are advised to click on the following link : https://smash.icsi.in/Documents/User_Manual_forDenovoandExtension.pdf for seeking Registration Denovo or Extension subject to meeting the eligibility conditions. Students are required to seek Registration Denovo or Extension by 9th April and 10th October for appearing in June and December sessions of examinations. Detailed process for seeking Registration Denovo and Extension online is given below.

ONLINE DE NOVO & EXTENSION REGISTRATION PROCESS

(FOR EXECUTIVE PROGRAMME & PROFESSIONAL PROGRAMME STUDENTS)

Kindly visit the following link to check the process of Denovo and Extension

https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/SMASH_Links_for_UserManuals.pdf

REGULARISATION OF EXECUTIVE PROGRAMME ADMISSION

Students provisionally admitted to the Executive Programme are advised to upload the scanned copies of their graduation Pass Certificates or marksheets for regularizing their admission at their online account at www.icsi.edu. They are required to login at their account to upload the desired marks sheets/certificates. Students, who have already uploaded / submitted their graduation pass certificate/Marksheet and have not received any confirmation with regard to approval of their admission, must contact the Institute immediately either through online grievance Redressal module or ticketing Mechanism of the Institute quoting the following particulars through online grievance redressal module:

Name

Details of Fee paid

Admission No.

Email Address

Complete Postal Address with Pin code

CANCELLATION OF PROVISIONAL ADMISSION

Provisional admission of the students, who fail to submit/upload the requisite proof of having passed the graduation examinations within the stipulated time period of six months shall stand cancelled and no refund of fee will be made.

Change of Address/Resetting Password

Students are advised to update their addresses instantly through online services option at www.icsi.edu. Their Registration Number shall be their user Id itself. Students can also reset their password anytime (The new password will be displayed on the screen). The process is given below:

Manual for Change of Mobile number, Email Id, Address and resetting password

Step 1: After Login with your registration no.



Step 2: Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption



Step 3:

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Welcome: 31 Home Logout

HOME MODULE + PROFILE + LOGOUT

Change Communication Details

Current Mobile Number 917777777777 *Enter your new mobile number*

Update New Mobile Number 81

Current Email Address abc@gmail.com *Enter your new email address*

Update New Email Address

Save *After Updating Communication detail, click on "Save" button*

Process to change correspondence/permanent address

Step 1: After Log in

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HOME MODULE + **PROFILE -** LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS** *2nd Click*
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

Step 2: To change Correspondence address

The screenshot shows the 'Change Address' interface. At the top, there are navigation links: HOME, MODULE +, PROFILE +, and LOGOUT. Below this is the 'Change Address' section. It includes a 'Search Criteria' area with a dropdown for 'Address Type' set to '--All--' and buttons for 'Search' and 'Clear'. Below the search criteria is a 'Search Result' section. It shows 'Total Records: 2' and 'Page Size: 20'. A table displays the search results:

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
<input checked="" type="checkbox"/>	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
<input type="checkbox"/>	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Below the table is an 'Update' button. Green arrows indicate the '1st Click' on the checkbox for the 'Correspondence Address' and the '2nd Click' on the 'Update' button.

Step 3:

The screenshot shows the 'Change Address' form. It has a blue header with the text 'Change Address'. The form contains several dropdown menus and text input fields:

- Country * (Select Country)
- State/Province * (Select State)
- District * (Select District)
- City * (Select City)
- Address Line 1 *
- Address Line 2
- Address Line 3
- Postal Code *

At the bottom left are 'Save' and 'Close' buttons. A green text note on the right says: 'After Updating new address, click on "Save" button.'

Note: Same process will be for changing permanent address.

Change/Reset Password

Step 1: Log in with valid credentials on smash.icsi.in

Step 2: Click on Profile > Change Password



The screenshot shows the 'Change Password' form. At the top left is the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. Below this is a dark blue header area. The main content area is titled 'Change Password' and contains three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*'. The 'New Password*' and 'Confirm Password*' fields have a note '(Minimum 8 Characters)' to their right. Below the input fields are two buttons: 'Submit' and 'Reset'. At the bottom of the form, there are four red asterisked notes: '* Password need at least one Uppercase.', '* Password need at least one Lowercase.', '* Password need at least one Special Characters @ # ! ~ ! % ^ \$ & * () + - _ |.', and '* Password need at least one Number.'

Updation of E-Mail Address/ Mobile Number

Students are advised to update their E-Mail Id and Mobile Numbers timely so that important communications are not missed as the same are sent through bulk mail/SMS nowadays. Students may update their E-mail Id/ Mobile Number instantly after logging into their account at www.icsi.edu at request option.

Student Identity Card Identity Card can be downloaded after logging into the Student Portal at www.icsi.edu. After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officer of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

Registration to Professional Programme

Students who have passed/completed **both** modules of Executive examination are advised to seek registration to Professional Programme through online mode. The prescribed fee is Rs.12,000/-.Eligibility of students registered to professional programme for appearing in the Examinations shall be as under: -

<i>Students Registered During</i>	<i>Will be eligible for appearing in</i>
1st December, 2016 to 28th February, 2017	All Modules in December, 2017 Session
1st March, 2017 to 31st May, 2017	Any One Module in December, 2017 Session
1st June, 2017 to 31st August, 2017	All Modules in June, 2018 Session
1st September 2017 to 30th November 2017	Any One Module in June 2018 Session

While registering for Professional Programme, students are required to submit their option for the Elective Subject under Module 3 as per details given below:-

Electives subject 1 out of below 5 subjects
1. Banking Law and Practice
2. Capital, Commodity and Money Market
3. Insurance Law and Practice
4. Intellectual Property Rights - Law and Practice
5. International Business-Laws and Practices

Notwithstanding the original option of Elective Subject, students may change their option of Elective Subject at the time of seeking enrolment to the Examinations. There will be no fee for changing their option for elective subject, but the study material if needed will have to be purchased by them against requisite payment. Soft copies of the study materials are available on the website of the Institute.

Clarification Regarding Paper wise Exemption

- (a) Paperwise exemption is granted only on the basis of specific request received online through website www.icsi.edu from a registered student and complying all the requirements. There is one time payment of Rs. 1000/- (per subject).
- (b) Last date of for submission of requests for exemption, complete in all respects, is 9th April for June Session of examinations and 10th October for December session of Examinations. Requests, if any, received after the said cut-off dates will be considered for the purpose of subsequent sessions of examinations only. For example, if a student requests for exemption(s) after 10th October, 2017, even if he/she is eligible for such exemption(s), the same will NOT be considered for the purpose of December, 2017 Session of Examinations.
- (c) The paperwise exemption once granted holds good during the validity period of registration or passing/completing the examination, whichever is earlier.
- (d) Paper-wise exemptions based on scoring 60% marks in the examinations are being granted to the students automatically and in case the students are not interested in availing the exemption they may seek cancellation of the same by sending a formal request

through the Online facility available. For the purpose, please submit the Online Request by logging into your account at <https://smash.icsi.in><<https://smash.icsi.in/>> 15 days before commencement of examination. The User Manual for submitting the request for cancellation of exemption is furnished below for ready reference :-

USER MANUAL FOR CANCELLATION OF EXEMPTION

Step - 1

After Login with your registration no.

Click on Module-----> Subject Exemption-----> Exempted Subjects



Step - 2

Select the Check Box of the Subject the student want to cancel for the current syllabus and then click on Cancel Exemption :



If any student appears in the examinations disregarding the exemption granted on the basis of 60% marks and shown in the Admit Card, the appearance will be treated as valid and the exemption will be cancelled.

- (e) It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, must see and ensure that the exemption has been granted/cancelled accordingly. Candidates who would presume automatic grant or cancellation of paper wise exemption without obtaining written confirmation on time and absent themselves in any paper(s) of examination and/or appear in the exempted paper(s) would do so at their own risk and responsibility and the matter will be dealt with as per the above guidelines.
- (f) Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- (g) Candidates who have passed either module of the Executive/Professional examination under the old syllabus shall be granted the paper wise exemption in the corresponding subject(s) on switchover to the new/latest syllabus.
- (h) No exemption fee is payable for availing paper wise exemption on the basis of switchover or on the basis of securing 60% or more marks in previous sessions of examinations.

Important

Paper-wise Exemptions are available only on the basis of passing (i) ICAI (The Institute of Cost Accountants of India) Final Examinations (ii) LL.B. Examinations (with 50% marks) or (iii) Members of ICSA-UK in selected subjects of Executive Programme & Professional Programme and no other exemptions are admissible on the basis of any other higher qualifications.

Attention Students !!!

There is no provision for submitting the exemption at the time of submitting the examination form.

If you have already been granted the exemption, it is reflected in your online account under "Programme Info", Examination Enrollment Status and Admit Card issued for examination through online mode.

It may be noted that in some cases, the exemptions granted in accordance with the various provisions contained under the regulations are inter-related with other exemptions granted and cancellation (or appearance) in any one of the papers may result in cancellation of exemptions in all the inter-related papers. For example, if a candidate has been granted paper-wise exemptions in three papers on the basis of scoring 60, 62, 58 & 10 Marks respectively in the four papers contained under Module-I of Executive Programme in previous session and in case he/she appears or cancels the exemption in any one out of the three exempted papers, all the three exemptions shall be cancelled since the exemption criteria in this case is applicable only if all the three papers are taken together. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, it would be better if the candidates seek prior clarifications from the Institute by writing at exemption@icsi.edu before appearing in the examination of exempted subjects or seeking cancellation of exemptions granted.

Schedule of Fees

A.) The details of fee applicable for availing various services are as under:-

PARTICULARS	FEE (Rs.)
A. FOUNDATION PROGRAMME	
(i) Admission Fee	1500
(ii) Education Fee	3000
Total	4500
B. *EXECUTIVE PROGRAMME	
(i) Foundation Examination Exemption Fee	500 (Commerce and non-commerce graduates) 4000 (ICAI-CPT/ICAI (Cost) Foundation Pass Students)
(ii) Registration Fee	2000
(iii) Education Fee for Executive Programme	6500
(iv) Education fee for Foundation Programme payable by non-commerce graduates who are seeking exemption from passing the Foundation Programme examination under clause (iii) of Regulation 38	1000
Total	8500 (CS Foundation Pass Students) 9000 (Commerce Graduates) 12500 ICAI-CPT/ICAI(Cost) Foundation Pass Students) 10000 (Other Graduates)
C. *PROFESSIONAL PROGRAMME	
Education Fee	12000
D. OTHER FEES	
Registration De-novo Fee <ul style="list-style-type: none"> Students may apply for Registration de-novo within two years of the expiry of former registration 	2000
<ul style="list-style-type: none"> If students fail to apply for Registration de-novo within two years of expiry of Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration. 	3000

Extension of Registration Fee	1000
Paper-wise Exemption Fee Per Paper	1000
Issue of Duplicate Pass Certificate Fee	200
Verification of Marks Fee (Per Paper)	250
Certified Copy of Answer Book (Per Paper)	500
Issue of Transcripts (excluding Service Tax)	250
Duplicate Result-cum-Marks Statement	100
Prospectus	200
E. EXAMINATION FEES	
Foundation Programme	1200
Executive Programme(Per Module)	1200
Professional Programme (Per Module)	1200
Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)	US\$ 100 (or equivalent amount in Indian Rupees)
Late Fee for Submission of Examination Application	250
Change of Examination Centre/ Medium/ Module	250

Concession in fee for the widows and wards of martyrs of the military and para-military forces

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

Discontinuation of Public Private Partnership Scheme for Class Room Teaching

The Public Private Partnership Scheme for conducting Class Room Teaching has been discontinued and presently no Centres are authorized to conduct the classes under the Scheme. Students registering at these centres will be doing so at their own risk and responsibility. Students are advised to approach the nearest Regional and Chapter Offices of the Institute for availing the Class Room Teaching facility.

Discontinuation of Requirement of Coaching Completion Certificate

The requirement of coaching completion certificate has been discontinued. This would make students eligible for enrolment to Executive / Professional Programme examinations after expiry of six months or nine months as the case may be, from the date of registration to the respective stage.

Henceforth, students of Executive Programme and Professional Programme are not required to:

- a) submit response sheets to test papers on various subjects to the Institute under Postal Tuition Scheme, or
- b) obtain coaching completion certificate from the Institute or from Class Room Teaching Centres of the Institute, or
- c) submit coaching completion certificate for enrollment to examinations of Executive and Professional Programmes.

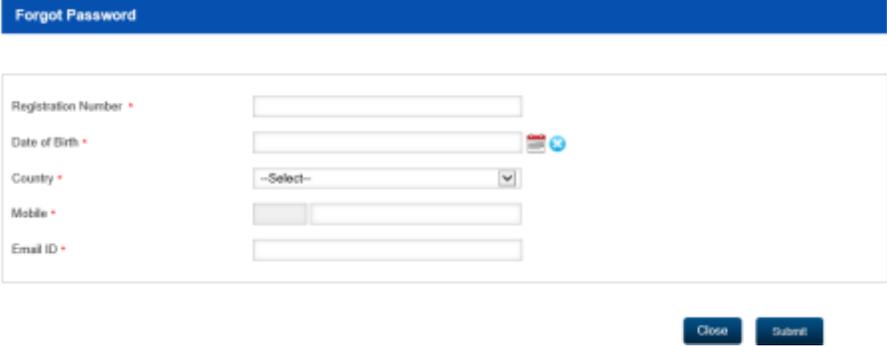
Re-Registration to Professional Programme

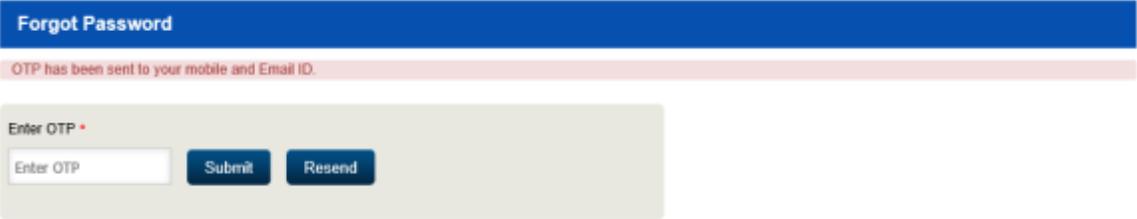
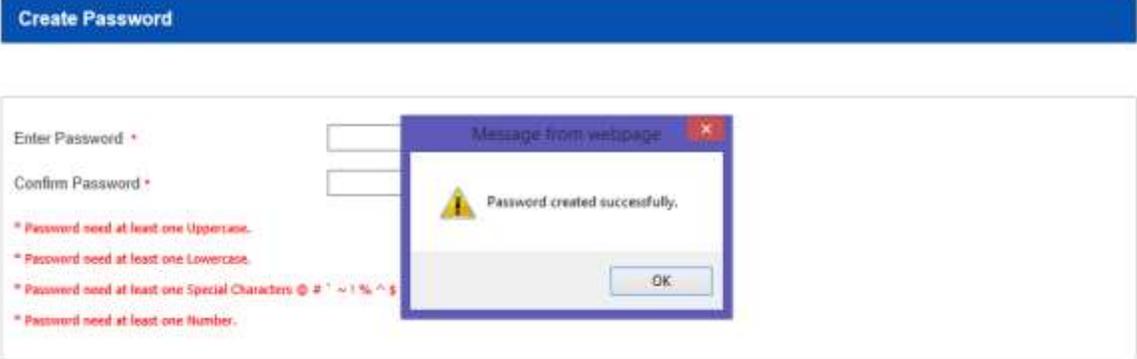
The Institute has introduced a Re-registration Scheme, whereby students who have passed Intermediate Course/ Executive Programme under any old syllabus but not eligible for seeking Registration Denovo may resume CS Course from Professional Programme Stage. It is an opportunity to come back to the profession for those students who had to discontinue the CS Course due to compelling reasons. Detailed FAQ, Prescribed Application Form, etc. may be seen at “for students” option at home page of Institute’s website www.icsi.edu.

Please check FAQ & Application Form for Re-Registration at <http://www.icsi.edu/docs/Webmodules/REREGISTRATION.pdf>

ATTENTION STUDENTS !**PROCEDURE TO CREATE / RESET PASSWORD**

Students are advised to follow the steps as given below for creating/ resetting password for the New Portal launched by the Institute :

<p>Step-1</p>	<p>Click on the following link to visit the SMASH Portal :</p> <p><u>SMASH PORTAL</u></p> <p>The following screen opens :</p> 
<p>Step-2</p>	<p>Students may directly visit the Reset/ Create Password link :</p> <p><u>RESET OR CREATE PASSWORD</u></p> <p>The following screen opens :</p>  <p>Enter the Registration Number and Verification Code</p>
<p>Step-3</p>	<p>The following screen opens :</p>  <p>Enter Registration Number, Date of Birth, Country, Mobile Number and E-Mail Id (the details should exactly match with those appearing in the Old System) and click on the Submit Button</p>

<p>Step 4</p>	<p>On entering the correct details, a One Time Password is automatically sent by the system to the registered E-Mail Id and Mobile Number. Also, the following screen opens :</p>  <p>Click directly on submit screen in case you have not received the OTP. System will automatically take you to the password screen on clicking on submit button.</p>
<p>Step-5</p>	<p>On entering the One Time Password, the following screen opens :</p>  <p>Enter the New Password and Confirm the same. While entering new password, please ensure that the password contains atleast one character in Uppercase, one character in Lowercase, one Special Character and one Numerical character. For example Student@123.</p>
<p>Step 6</p>	<p>The following screen opens :</p>  <p>Password is created, say, Student@123</p>

Note on Step 6 : If the 'Popup' is disabled in your browser, the window "Password created successfully" will NOT open. Therefore, please enable the 'Popup' Window in the browser (Internet Explorer/ Chrome, etc.) as per the image given below to enable the system to reset your password:



Please follow the criteria of password One Upper Case, One Lower Case, One Numeric and One Special Character in the password entered by you. For example, Student#4078, ICSI*2136, etc.

Step 7

Click on OK button, you are now you are ready to login to the new portal and avail the Online Services.

Visit the SMASH portal and login to your Online Account by entering your User Id (Registration Number) and the newly created password.

REVISED PROCEDURE FOR EFFECTING CHANGE OF NAME IN THE INSTITUTE'S RECORDS

In order to ensure uniformity in the procedure for effecting change of name on the basis of specific requests from students, it has been decided that henceforth request for change of name of students in the Institute's records would be accepted only on receipt/ submission of either of the following documents : -

- (i) Gazette Notification
- (ii) Publication in Newspaper for change of name alongwith an Affidavit
- (iii) Copy of Marriage Certificate (in case of Female candidates after marriage)
- (iv) Copy of PAN Card / Aadhaar Card / DIN supporting change of name.

Students may send any such request at dss@icsi.edu alongwith the requisite supporting documents as mentioned above while quoting their Registration Numbers. It may be further noted that no request would be accepted without registration number.

UPDATES /NOTIFICATIONS FROM THE INSTITUTE ARE NOW AVAILABLE ON SOCIAL NETWORKING SITES

Students can now visit the webpage of the Institute on the following Social networking sites to get details regarding various notifications and updates of the Institute.

1. Facebook
2. Twitter

Click on appropriate links on home page of ICSI website to get access to these webpages.

https://twitter.com/icsi_cs

<https://www.facebook.com/ICSI>

ATTENTION STUDENTS!**DEDUCTION OF 30% OF THE TOTAL FEE REMITTED BY THE APPLICANT IN RESPECT OF REGISTRATIONS LYING PENDING FOR MORE THAN A YEAR**

The Institute has decided to reject the applications of such students who do not submit the documents within one year after their registration in Foundation and Executive programme by deducting 30% of the fee remitted by them towards administrative charges after expiry of one year. Therefore it is advised that all such students may submit their documents in the stipulated time period failing which their registration applications would be rejected

ATTENTION STUDENTS !**ISSUE OF STUDY MATERIALS COMPULSORILY TO ALL THE STUDENTS REGISTERING FOR THE CS COURSE**

It is informed that henceforth the study materials will be issued compulsorily to all students registering for different stages of CS Course.

It has been decided to discontinue the system of granting concession to the students of Executive/ Professional Programme Stages not opting for the study materials at the time of registration.

STUDY CENTERS

ICSI is setting up Study Centres in cities/ locations where the Regional/ Chapter Office of the Institute does not exist to facilitate the students.

The details of study centers are given below.

ICSI Study Centre Scheme

The Institute had launched 'ICSI Study Centre primarily to enhance of reach of the Institute in areas which are not getting the desired level of services due to distantly located Regional/ Chapter Offices of the Institute. Under the scheme, the Institute is striving to establish Study Centres in most of the Smart Cities as proposed by the Government of India which shall not only remove the distance barrier but also improve the level of services being provided to the students in such areas.

So far, 43 Study Centres have been opened at the following locations: -

	Study Centre	Name of the University/College	Full Address	Contact Person with Designation	Mobile	E-Mail Id	Website
1	Jalgaon	G. H. Rasoni Institute of Business Management, Jalgaon	Gat No 57/1,Sirsoli Road,Mohadi, Jalgaon, Maharashtra 425001	Dr. Preeti Aggarwal, Director /Mr., Raj Kumar A Kankaria-	096040 10444/ 0257- 226488 4 /901176 8391	preeti.agarwal@raisoni.net	www.raisoni.net
2	Bilaspur	Drona College of IT Applied Social Science, Bilaspur	In front of Kanan Zoo, Pendari, Sakri, Bilaspur-495001, Chhatishgarh	Mr.Akash Pandey, Chairman	07752- 214336/ 094255 35514	dronacollege@gmail.com / info@dronacollege.com	www.dronacollege.com
3	Shillong	Shillong College, Shillong	Laitumkhrach, Shillong, Meghalaya 793003	Prof Shankar Sharma,	943633 5399/	shankar.ssharma@gmail.com	http://www.shillongcollege.ac.in/

4	Bhilai	G D Rungta College of Science & Technology, Bhilai	Rungta Education Campus, Kohka Road, Kurud- 490024(C.G)	Dr. Manoj Verghese	092291 55538/ 0788- 666666 6	dr.manoj.verghese@runga.ac.in	www.rungta.ac.in
5	Hubli - Dharwad	DR. D.G Shetty Educational Society's RS Shetty College of Commerce, Dharwad	"Jnana Degula", Near K.M.F. Lakammanhalli Industria Area, P.B.Road, Dharwad-580004, Karnataka	Dr. D.G.Shetty, Principal/	0836- 246532 7/ 246510 5/ 093434 00038	drdgshetty@yahoo.in	www.dgses.org
6	Moradabad	Teerthankar Mahaveer Institute of Management & Technology, Moradabad	TMMIT, Opp. Parshavnath Plaza, D-203, TMU Campus, Delhi Road, Moradabad-244001, Uttar Pradesh	Prof. Vipin Jain, Principal/Director	09917200216 / 09829574261	ed.tmimt@tmu.ac.in	www.tmu.ac.in
7	Solapur	Hirachand Nemchand College of Commerce, Solapur	S W H Marg, Ashowk Chowk New Pacha Peth, Walchand Collage Campus, S W H Marg, Solapur, Maharashtra 413006	Mrs. Sarika Mahindra Kar	937032 3585	sarikamahindrakar33@gmail.com	www.hncc.org
8	Srikakulam	Sri sai Krishna Junior College, Srikakulam	Onway Traffic, Day & Night Junction, Plot No-12, Nehru Nagar, Near Shanti Nagar Colony, Srikakulam-532001, Andhra Pradesh	Dr. N.Appanna, Principal & Coordinator	8942- 225304 2/ 094403 15789	pyrm.patnaik@yahoo.com	-
9	Vizianagaram	Sri Boddu Krishna Degree College, Vizianagaram	Dr. No-4-7-7, Kothagraharam, Near ICICI Bank, Vizianagaram-535001, Andhra Pradesh	Mr. B.M.M Krishna Rao	08922- 226454/ 094408 24742	boddukrishna.226454@gmail.com	-
10	Ujjain	Lokmanya Tilak Science & Commerce College, Ujjain	Neelganga Road, Near Railway Station, Madhav Nagar, Ujjain-456010, Indore	Dr. Govind Gandhe	0734- 256383 3/09425 335568	ltsccollegeujain@rediffmail.com	-
11	Rourkela	Municipal College, Rourkela	Udit Nagar, Dist: Sundergarh, Rourkela - 769012, Odisha	Mr. G.B. Dalabehera, HOD	0661- 250183 8/ 943708 5393	municipalcollege@yahoo.co.in ; goldakbiharidalabehera@gmail.com	http://www.municipalcollegerkl.com/default.asp
12	Siliguri	Siliguri College of Commerce, Siliguri	P.O. : SILIGURI, DARJEELING- 734001, West Bengal	Dr. Asim Kumar Mukerjee, Principal	0353- 243259 4/24368 17		www.siliguricollegeofcommerce.org
13	Tirunelveli	J.P College of Arts & Science, Tirunelveli	Agarakattu, Tenkasi, Tirunelveli,-627852, Tamilnadu	Dr. A.J.Ranjith Singh, Principal	04633- 268321, 267123 /944345 1076	iparts12@gmail.com	http://www.jpartscollege.org/

14	Rohtak	G B Degree College, Rohtak	Gau karan Road, Near Gau Karan Tank, Rohtak, Haryana 124001	Dr. J N Sharma, Principal	01262-235831/09355676558	gbdcrk@yahoo.com	http://www.gbvps.org/degrecollege.php
15	Mathura	R C A Girls (PG) College, Mathura	Vrindavan Gate, Masani, Mathura, 12, Aakash Nagar, Vishwa Laxmi Nagar, Mathura, Uttar pradesh - 281003	Dr. Preeti Johari, Principal	0565-2505956/09412777091	principal@rcagirlscollege.org	www.rcagirlscollege.org
16	Tirupati	Seicom Degree & PG College, Tirupati	9-66/14A, New Maruthi Nagar Extension, Tirupati-517501	Mr.T.Praneeth Swaroop, Director/ Mr Pranit Saurabh	9949032949, 7799045454/(0877)-2241094	seicom1997@gmail.com	http://seicom.ac.in/
17	Jhansi	Hari Singh Arya Degree college	Railway Dam road, Rajiv Nagar, Nagra, Jhansi - 284003, Uttar Pradesh	Mr. Bharat Singh Yadav	7617077770	bharatsinghyadav@hotmail.com	
18	Rampur	St. Anthony's School for Girls, Rampur	Rahe-Murtaza Civil Lines MSA road, F-10, Officer Bungalow, Raza, Rampur, Uttar Pradsh - 244901	Mr. Ali Siddiqui	0595-2350320 / 9897499919	ali9897499919@gmail.com	
19	Erode	Kongu arts and Science College	Nanjanapuram, Kathirampatti post Erode-638107	Dr. N Raman	0424-2242888/9942452528	konguarts@kasc.ac.in; orpkongu@gmail.com	www.kasc.ac.in
20	Jorhat	The Assam Kaziranga University	Koraikhowa, NH-37, Jorhat- 785006, Assam	Dr. Manish Srivastava	7576888760	manish@kazirangauniversity.in	
21	Gorakhpur	KIPM College of Management, Gorakhpur	Plot No-BL- 1 & 2, Sector- 9 GIDA Gorakhpur-273209, Gorakhpur	Dr. Deepak Kumar Srivastava	8004191368/0551-2580	chairman.kipm@gmail.com	http://kipm.edu.in/mba/
22	Muzaffarnagar	D A V (P.G.)College, Muzaffarnagar	Arya Samaj Road, Muzaffarnagar-251001, Uttar Pradesh	Dr. P K Gupta, Principal	0131-2622667	davcollege066@gmail.com; info@davcollegemzn.org	www.davcollegemzn.org
23	Udupi	Trisha College, Udupi	Tulasikatte Road, Santekatte, Kallianpura, Near T.M.A Pai High School, Udupi-5762114	Mr Satish Nagodde	09620929337/0820-2580181	principaltrisha@gmail.com	www.trishacollege.org
24	Chennai	Shrirmathi Devkunvar Nanalal Bhatt Vaishnav College for women, Chennai	Shanti Nagar, Chromepet, Chennai-600044	Dr. V Varalakshmi Principal	09940337470/044-22655450	info.sdnbvc@gmail.com	www.sdnbvc.com
25	Jamnagar	Shri Gosar Hansraj Gosrani Commerce & Sri Dharamshi Devraj Nagda B.B.A College, Jamnagar	Shah Bhagwanji Kachra Education complex, Near Octroi Post- Indira Gandhi Marg, Jamnagar-361004	Mrs. Snehal Kotal Palan	9998001596/02882563885	snehal.kotak@oshwaleducationtrust.org	http://www.ghgddn.oshwaleducationtrust.org/

26	Chennai-I	Dharmamurthi Rao Bahadur Calavala Cunan Chetty's Hindu College, Chennai	DRBCC Hindu college, Pattabiram, Chennai-72	Prof M Jawaharlal Nehru	944467 8613	mjawaharlal@nehu1964@gmail.com	www.drbcchinducollge.ac.in
27	Durgapur	DSMS College of Tourism & Management, Durgapur	Dr Zakir Hussain Avenue, Bidhannagar Durgapur-713206, West Bengal, India	Mrs. Siuli Mukherjee	0343-253319 8/25322 13/14/15, 099333 11180	siulimukherjee.dsms@gmail.com	http://dsmsindia.org/group.aspx
28	Tinsukia	Women's College, Tinsukia	Near Durgabari Hall, rangagora road, Tinsukia- Assam-786125	Dr. Rajib Bordoloi, Principal	0374-2332680	nehalchhalani81@gmail.com / karuna.goenka@gmail.com	www.wimcol.org/
29	Ahmednagar	New Law College, Ahmednagar	Laltaki Road, Ahmednagar-414001	Dr A S Raju, Principal	0241-232501 9/09822 631844	nlc.ahmednagar@gmail.com ; professor.d.r.asraju@gmail.com	www.newLawcollege.org
30	Puducherry	Bharathidasan Govt College for Women, Puducherry	Ananda Inn, Thiruvalluvar Nagar, Puducherry, 605001	Dr. R Srinivasan	0413-221350 4/09787 703173	bgcwoffice@yahoo.com	http://bgcw.puducherry.gov.in/
31	Kharupetia	Kharupetia College, Darrang	Vill. Bologarah, P.O. Kharupetia, Dist. Darrang, Pin-784115, Assam	Mr. Abdul Azia	985416 5424	aaziz485@gmail.com	http://www.kharupetiacollege.org/
32	Gangtok	Sikkim University, Gangtok	6th Mile Samdur, P.O, Tadong, Gangtok-737102, Sikkim	Dr. S S Mahapatra	982102 4283	contactus@cus.ac.in	www.cus.ac.in
33	Dimapur	Unity College, Dimapur	Residency Colony, Near Nagaland University, Residential Campus, Dimapur	Dr. Sanjay Chhabra	03862-283589/ 094360 04436	unitycollegeDimapur@gmail.com	www.unitycollegedimapur.com
34	Itanagar	Rajiv Gandhi University, Itanagar	Rono Hills, Doimukh, Pin-791112, Arunachal Pradesh	Dr. Sanjeeb K Jena	940208 1875	sanjeebjena1309@yahoo.ac.in	http://www.rgu.ac.in/
35	Tiruchirapalli	National College, Tiruchirapalli	Dindigul Main Road, Karumandapam, Tiruchirapalli-620001	Dr K Kumar	944354 8859	kumark1965@yahoo.com	-
36	Perumbavoor	Jai Bharth Arts & Science College, Perumbavoor	Vengola PO, Arackapady, Perumbavoor, Pin-683556, Ernakulam District, Kerela	Dr. K.X Varhese	944649 1047	k.x.varghese@gmail.com	www.jaibharathcollege.com
37	Akola	Shri Shivaji College of Arts, Commerce & Science, Akola	Near Shivaji Park, Akola-444003	Dr. S G Bhadange	099602 96138/0 724241 0438	principal@shivajiakola.org	www.shivajiakola.ac.in
38	Agartala	Bir Bikram Memorial College, Agartala	College Tila, Agartala-799004, Tripura	Dr. Pallab Kanti Ghosal	943612 0241	ghosalpk@rediffmail.com	

39	Vaniyambadi, Vellore District	Marudhar Kesari Jain College for women	Marudhar Nagar, Chinnakallupalli, Vaniyambadi-635751, Tamilnadu	Ms. M Ashtalakshmi	097895 66557/0 4174- 224300/ 225300	hod.commerce@mkic.in	www.mkic.in
40	Shivamogga	Edurite College of Management Studies	Savlanga Road, Ravindra Nagara, Shivamogga, Karnataka 577201	Dr. Shankar Narayan	08182- 402541/ 093433 10847	shankar_narayan@yahoo.com	
41	Satara	Ismailsaheb Mulla Law College	Karmaveer Samadhi Parisar, Ravivar Peth, Powai Naka, Satara 415002	Dr Sujata Sanjay Pawar	02162- 234138/ 094224 00917	imlcsatara@gmail.com	www.imlc.ac.in
42	Alibag	Janata Shikshan Mandal's Sau. Janakibai Dhondo Kunte Commerce College	Behind State Bank of India At & Post - Alibag, Dist Raigad, Maharashtra - 4044011	Prof Datar Surendra Bhagwan	2141- 222036, 228361/ 092706 00370	surendra_datar@hotmail.com	ismalibag.edu.in
43	Kottayam	Baselius College	Manorama Junction, Near Malayala Manorama, K K Rd, Kottayam Kerala- 686001	Prof Alexander V George	0481 256 3918	baseliuscommerce@gmail.com	www.baselius.ac.in
44	Aizwal	Pachhunga University College	College Veng, Aizwal Mizoram- 796005	Dr. Vanlal Thlona	943636 5274	mathlana9@gmail.com	pucollege.edu.in
45	Imphal	D M College of Commerce	DM College Campus, Imphal, Manipur 795001	Dr. Md Kheiruddin Shah	977493 5464	dr.kheiruddinshah@gmail.com	

****For any clarification/Assistance/Guidance you may contact to shalini@icsi.edu**

Last Updated on: 26.07.2017

[GUIDELINES FOR ICSI STUDY CENTRE](#)

**CLASS ROOM TEACHING
Through Regional Councils/Chapters**

The Institute provides facility of classroom teaching also. The Regional Councils/Chapters of the Institute are authorized to impart classroom teaching subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place. Students interested in having further details may contact any Regional Council/Chapter Office of the Institute. Attending classroom teaching is optional.

Address and contact details of Regional /Chapter Office & Module/Subject wise details for running batches are given below :-

Details Regarding conduct of Class Room Teaching Centres at Regional Councils/Chapters.

Number of Class Room Teaching Centres at Regional Councils/Chapters.

SL NO	REGION	CHAPTER	ADDRESS OF CLASS ROOM TEACHING CENTRE	STAGE	NAME OF THE CO-ORDINATOR	E-MAIL ID OF THE CO-ORDINATOR	CONTACT No. OF THE CO-ORDINATOR
1	EIRC	BHUBANESWAR	ICSI BUILDING PLOT NO 70, VIP COLONY IRC VILLAGE BHUBANESWAR - 751015	Foundation	Mr. P.C. Swain	pratap.swain@icsi.edu	9040679085
				Executive			
2	EIRC	DHANBAD	B-14,OLD DOCTORS COLONY,JAGJI VAN NAGAR DHANBAD-826003	Foundation	Mr. Govind Kumar Tiwari	dhanbad@icsi.edu	9631149991
				Executive			
3	EIRC	GUWAHATI I	GUWAHATI CHPATER, HOUSE NO 7, RODALI PATH, HEAR JONALI BUIST STAND RG BARUAH ROAD GUWAHATI - 24	Executive	Mr. Chiranjeeb Sarma roy	guwahati@icsi.edu	9435191229
4	EIRC	KOLKATA	ICSI-EIRO, 3A, AHIRIPUKUR 1ST LANE KOLKATA-700019	Foundation	Ms. Rukmini Nag	rukmini.nag@icsi.edu	033-22832973
				Executive			
5	EIRC	PATNA	B-27, 2nd Floor, LUV KUSH TOWER, EXHIBITION ROAD PATNA - 1	Foundation	Mr. Ratnesh Kumar	patna@icsi.edu	9835042476/0612-2322405
				Executive			
6	EIRC	RANCHI	ICSI CHAPTER,2C, OM SHANTI APPARTMENT , O C C BANGLA SCHOOL LANE MAIN ROAD,RANCHI -834001	Foundation	Sumanta Dutta	ranchi@icsi.edu	0651-2223382
				Executive			
7	NIRC	ALWAR	42, RAGHU COMPLEX, SCHEME NO.- 10, VIJAY MANDIR MARG, ALWAR	Foundation	Mr. Anand Kumar Arya	alwar@icsi.edu	9413740652
				Executive			
				Professional			
8	NIRC	ALLAHABAD	30-A / 9 / 2A COOPER ROAD NEAR HARI MAZID, INFRONT OF	Foundation	Mr. Amitabh Shukla	Amitabh.Shukla@icsi.edu	9415351209
				Executive			

			HP MEDIA, 2ND FLOOR, CIVIL LINES ALLAHABAD - 211001				
9	NIRC	BAREILLY	ICSI CHAPTER BAREILLY, 182, NAI BASTI, NARKULGANJ (NEAR UTSAV BARAT GHAR), BAREILLY - 243122	Foundation	Mr. Amit Kumar & Mr. Sanjeev Kumar Sharma	cs_bly@rediffmail. com/ amit kumarb@icsi.edu	8755755741/ 9458821397
				Executive			
10	NIRC	BIKANER	ICSI HOUSE, IN FRONT OF CMHO OFFICE BISCUIT GALL, TYAGI VATIKA STATION ROAD BIKANER (RAJ.)-334001	Executive	Mr.Mahesh Kumar Swarnkar	bikaner@icsi.edu	7568556111
11	NIRC	DELHI	ICSI-NIRC BUILDING 4, PRASAD NAGAR INSTITUTION AL AREA NEW DELHI- 110 005	Foundation	Ms. Beena	beena@icsi.edu	011 49343009
				Executive			
12	NIRC	FARIDABA D	Institutional Plot No.- 1A, Sector- 16A, (Near Sai Baba Temple), Faridabad- 121002	Foundation	Mr. Makhan Lal	faridabad@icsi.ed u	0129-4003761
				Executive			
13	NIRC	GHAZIABA D	GHAZIABAD CHAPTER, 23- B,NEHRU NAGAR, NEHRU APARTMENT GHAZIABAD	Foundation	Mr. Anil Kumar Upadhyay	ghaziabad@icsi.e du	0120-4559681, 9716011634
				Executive			
				Professional			
14	NIRC	JAIPUR	A-5/A, ICSI HOUSE, JHALANA DOONGRI, INSTITUTION AL AREA, JAIPUR (Raj.)	Foundation	Mr. Animesh Shrivastav	jaipur@icsi.edu	0141-2707236, 2707736
				Executive			
15	NIRC	JALANDHA R	DAV COLLEGE, DAYANAND NAGAR, JALANDHAR- 144008	Foundation	Mr. Vinay Kumar	vinay.kumar@icsi. edu	9041040129
				Executive			
16	NIRC	JAMMU	213 A (1st Floor), Shastri Nagar ,	Foundation	Mr. Rishi Prakash	jammu@icsi.edu	0191-2439242

			Jammu-180004	Executive			
17	NIRC	KANPUR	118/90, GUMTI PLAZA	Foundation	Ms. Uma Devi gupta	uma.gupta@icsi.edu	8687116064
			KAUSHALPUR I,KANPUR- 208012	Executive			
18	NIRC	LUCKNOW	1/157, VIVEK KHAND-I, GOMTI NAGAR	Foundation	Mr. Shiv Moorthi Tiwari, Mr. Sandeep Rapra	shiv.tiwari@icsi.edu, raju.kumar@icsi.edu	9450465499 05224109382
			LUCKNOW - 226010	Executive			
19	NIRC	NOIDA	C-37, SECTOR - 62, NOIDA - 201309	Foundation	Mr. Kushal Kumar	noida@icsi.edu	01204522058
				Excutive			
20	NIRC	VARANASI	F BLOCK IIND FLOOR GURU KRIPA COMPLEX OPP TAKSAL THEATRE NADESAR, VARANASI- 221002	Foundation	Mr. Ashish Tiwari	varanasi@icsi.edu	7800937000
				Executive			
21	NIRC	YAMUNA NAGAR	DAV College for Girls, Academi c Block- 4, Jagadhri Road, Yamuna Nagar-135001	Foundation	Mr. Upendra Kumar	yamuna.nagar@icsi.edu	9812573452
22	SIRC	AMARAVA TI	Ist FLOOR HINDU COLLEGE & HIGH SCHOOL CAMPUS BESIDE CANARA BANK, GUNTUR- 522003	Executive	Mr. S. Gaddam	amaravati@icsi.edu	0863-2233445
23	SIRC	BANGALO RE	No-5, 1st MAIN ROAD, KSSIDC INDUSTRIAL ESTATE, 6TH BLOCK, WEST OF CHORD ROAD, RAJAJI NAGAR BANGALORE- 560010	Foundation	Mr. Maitreya	bangalore@icsi.edu	7760976362
				Executive			
24	SIRC	CALICUT	CALICUT CHAPTER OF SIRC OF ICSI, A-3,29/2084, 2ND FLOOR, RAHIYAN BUILDING, K.T. GOPALAN ROAD, KOTOOLI,CALI	Foundation	Ms. Sheeba	calicut@icsi.edu	0495-2374702
				Executive			
				Professional			

			CUT - 673016				
25	SIRC	CHENNAI	"ICSI-SIRC HOUSE", 9, WHEAT CROFTS ROAD, NUNGAMBAK KAM, CHENNAI - 600 034	Foundation	Mr. C. Murugan	chelliah.murugan@icsi.edu	9443796311
				Executive			
				Professional			
26	SIRC	COIMBATORE	No. 209, KSG COMPLEX, 2ND FLOOR, SASTRI ROAD, RAM NAGAR, COIMBATORE - 641 009.	Foundation	Mr. Sreejith P, Mr. S.Ashok	sreejith.p@icsi.edu, s.ashok@icsi.edu & coimbatore@icsi.edu	0422 - 2237006 / 9486477497
				Executive			
				Professional			
27	SIRC	HYDERABAD	H.NO:6-3-609/5,ANAND NAGAR COLONY,KHAI RATABAD,HY DERABAD-500004.	Foundation	Mr. V P C Sharma	vpc.sharma@icsi.edu	9912129292
				Executive			
28	SIRC	KOCHI	KOCHI CHAPTER,ICSI HOUSE, NO 65/635, JUDGES AVENUE RBI QUARTERS ROAD, BEHIND INDIAN EXPRESS, KALOOR ERNAKULAM - 682017	Foundation	Mr Sree Kumar T S	kochi@icsi.edu	0484-4050502/2402950
				Executive			
29	SIRC	MADURAI	CHAPTER OFFICE, C3, 3rd FLOOR, A.R. PLAZA, 16/17 NORTH VELIS STREET MADUARI - 625001	Foundation	Mr. T.Raja	t.raja@icsi.edu & madurai@icsi.edu	9843155753
				Executive			
				Professional			
30	SIRC	MANGALORE	ICSI MANGALORE CHAPTER GRACE TOWER BILDING IIND FLOOR BEJAI MANGALORE 575004	Foundation	SHANKAR B	sankara.badi@icsi.edu	0824-2216482/9886400332
				Executive			
31	SIRC	MYSORE	MYSORE CHAPTER OF ICSI ICSI House, #125, NHCSL LAYOUT OFF KRS ROAD, OPP. J K TYRES,	Foundation	Mr. N.Dhanabal	dhanabal.n@icsi.edu	9731242336
				Executive			

			METAGALLI MYSORE- 570016				
32	SIRC	PALAKKA D	Ist FLOOR ABOVE PNB ATM, SHREE KRISHNA BUILDING NURANI, PALAKKAD- 678004	Foundation	Ms. Roby Joshep	palakkad@icsi.edu	0491-2528558
				Executive			
33	SIRC	SALEM	No-318, SRI MAHARAJ ILLAM, AZHAGU VINAYAGAR STREET NAGARAMAL AL MAIN ROAD, FAIRLANDS POST ALAGAPURAM , SALEM - 636016	Executive	Mr. Sunder Swamy S	salem@icsi.edu	8754340840
34	SIRC	THRISSUR	ROOM NO. 17, THIRD FLOOR, DEVAMATHA TOWER, NEAR ST. THOMAS COLLEGE, THRISSUR	Foundation	Ms. Soumya S	soumya@icsi.edu	9495631592
				Executive			
35	SIRC	THIRUVAN ANTHAPU RAM	TC-3/2342, PADMASREE BEHIND INDIAN BANK, POST OFFICE LANE,PATTO M, TRIVANDRUM -695004	Foundation	Mr. S V Vinod Kumar	Vinod.Sreerama@icsi. edu	8089522663
				Executive			
36	SIRC	VISA KHAP ATNAM	D.NO. 49-26-6 , IST FLOOR OPP POLLOCKS SCHOOL NEAR JK TYRE SHOWROOM SANKARAMA TAM ROAD MADHURANA GAR,VISAKHA PATNAM - 530016	Foundation	Mr. Sivaramakri shna	prv.sivaramakrishana @icsi.edu	0891-2533516
				Executive			
37	WIRC	AHMEDAB AD	ICSI AHMEDABAD CHPATER, S-2 B TOWER, MANEK LAL MILLS COMPLEX, CHINUBHAI TOWERS, ASHRAM ROAD,	Foundation	Mr. Rohit Khunt	rohit.khunt@icsi.edu	8905036321/ 079- 30025335
				Executive			

			AHMEDABAD - 380009				
38	WIRC	BHOPAL	BHOPAL CHAPTER OF WIRC OF ICSI, PLOT NO. 148, II FLOOR, ANCHOR MANSION, ZONE- 2, MP NAGAR, BHOPAL (M.P.) 462011	Foundation	Ms. Amita Malviya	bhopal@icsi.edu	0755-2577139
				Executive			
39	WIRC	GOA	CHAPTER OFFICE, 6TH FLOOR, INDRAPRAST H APARTMENTS OPP. GOVINDA BUILDING, MENEZES BRAGANZA ROAD, PANAJI GOA - 403001	Foundation	Vasant H Kerkar	goa@icsi.edu	8322435033
				Executive			
40	WIRC	INDORE	B-1/2/3, ASHRAY APARTMENT , 2/1, MANORAMAG ANJ, INDORE- 452001	Foundation	Ms. Ankita Baldwa	indore@icsi.edu	0731-424818/2494552
				Executive			
41	WIRC	KOLHAPUR	R.S.No.1108 C/34 C, Jaduban Plaza, Office Unit No.F 4 Panch Bungl ow, Shahupuri, Kolhapur- 416001	Foundation	Ms. Archana Kamlakar	kolhapur@icsi.edu	0231-2526160
				Executive			
				Professional			
42	WIRC	MUMBAI	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA, 13, 1ST FLOOR, JOLLY MAKER CHAMBER -II, NARIMAN POINT MUMBAI- 400021	Foundation & Executive	Mr. Bannashank ar Dasari	bannashankar.dasari @icsi.edu	9223542195
			MKES INSTITUTE (NAGINDAS KHANDWALA COLLEGE) S.V. ROAD, MALAD - 400064	Foundation & Executive			
43	WIRC	NAGPUR	NAGPUR	Foundation	Mr.	nagpur@icsi.edu	0712-2453276

			CHAPTER OF ICSI,3RD FLOOR, AVINISHA TOWERS, MEHADIA SQ, DHANTOLI, NAGPUR - 440012	Executive	Sudhakar Aisalwaru		
44	WIRC	NASHIK	BYK COLLEGE NASHIK, COLLEGE ROAD NASHIK MAHARASHTRA-422005	Foundation	Mr. Amit Kumar	Amit.Kumar_N@icsi.edu	8796090345
45	WIRC	NAVI MUMBAI	ICSI-CCGRT, OFFICER NO-204, 2ND FLOOR, PLOT NO- 101, SEC-15 INDUSTRIAL AREA CBD BELAPUR, NAVI MUMBAI-400614	Foundation	Ms. Lachhmi Bhatt	navimumbai@icsi.edu	022-27577816
				Executive			
46	WIRC	PUNE	CHAPTER PREMISES, 23 MUKUND NAGAR CORNER OF LANE NO.1, ABOVE DR JOSHI HOSPITAL,PUNE - 411037	Foundation	MR. P.S. EMMANUEL	ps.emmanuel@icsi.edu	8149121488
				Executive			
47	WIRC	RAIPUR	H.NO C-67, SECOTR - 2 1ST FLOOR ABOVE LITTLE STAR PLAY SCHOOL, DEVENDRA NEAR GUJRATI SCHOOL, RAIPUR - 492001	Foundation	Mr. Prafulla Kumar Dash	raipur@icsi.edu	0771-2582618
				Executive			
				Professional			
48	WIRC	SURAT	TRIUPATI PLAZA NEAR COLLECTOR OFFICE ATHWAGATE SURAT-395001	Foundation	Mr. Goutam Karmakar	goutam.karmakar@icsi.edu	8013214546
				Executive			
49	WIRC	THANE	ICSI THANE CHPATER, 201-202 SAI PLAZA COMPLEX GODBUNDER ROAD NEAR KAPURBAWA DI JN, OPP TO	Foundation	Mr. Soujit Das	soujit.das@icsi.edu	7506104313
				Executive			

			ORION BUSINESS PARK, ABOVE VIJAY SALES THANE (W) 400607				
50	WIRC	VADODAR A	ICSI VADODARA CHPATER, OFFICE NO.1 (2ND FLOOR) STOP-N-SHOP PLAZA OFFTEL TOWER-II, R. C.DUTT ROAD VADODARA - 390007	Foundation	Mr. Amit Kumar Nagar	amit.nagar@icsi.edu	8980949075
				Executive			

****For any clarification/Assistance/Guidance you may contact to shalini@icsi.edu**

[GUIDELINES FOR CLASS ROOM TEACHING](#)

The modified scheme of corresponding paper-wise exemptions applicable to 2007 Syllabus Students Switching over to 2012 Syllabus is as under :

<i>PROFESSIONAL PROGRAMME (2007 SYLLABUS)</i>		<i>PROFESSIONAL PROGRAMME (2012 SYLLABUS)</i>	
Subject Passed Under 2007 Syllabus	CODE	Exemption allowed in the Corresponding Subject Under 2012 Syllabus	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 Paper under Module-3	
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 (*)	334

(*) All Students switching over from 2007 (Old) Syllabus to 2012(New) Syllabus or have already switched over from 2007(Old) Syllabus to 2012 (New) Syllabus shall be eligible for exemption in "Information Technology and Systems Audit" paper under the 2012(New) Syllabus.

By Order of the Council

17th September, 2016

FAQ on the Modified Switchover Scheme for Professional Programme 2007 (Old) Syllabus to Professional Programme 2012 (New) Syllabus as announced by the Institute on 17.09.2016

Question 1 Please clarify which students are covered under the modified switchover Scheme announced by the Institute on 17.09.2016 ?

Ans. : All students registered in Professional Programme 2007 (Old) Syllabus who shall be switching over or have already switched over to 2012 (New) Syllabus shall be covered under the modified switchover Scheme announced by the Institute.

Question 2 Please clarify whether the Professional Programme 2007 (Old) Syllabus students shall be allowed further attempts under the 2007 (Old) Syllabus ?

Ans. : No. All Professional Programme 2007 (Old) Syllabus Students shall be required to compulsorily switchover to Professional Programme 2012 (New) Syllabus from December, 2016 Session and no further examinations will be conducted under Professional Programme 2007 (Old) Syllabus.

Question 3 What are the steps to be taken by me now ?

Ans. : You will have to use the online portal and use the switchover option from the dropdown Menu. Thereafter, you have to enroll for December, 2016 Session of Examinations in Professional Programme 2012 (New) Syllabus. In case you directly try to enroll, the system will automatically prompt you to submit the switchover request. After enrollment, you have to wait till the middle of October, 2016 for updated status of paper-wise exemptions in your Online Account as well as under the Preliminary Examination Enrollment Status on the website.

Question 4 Please clarify whether all Professional Programme 2007 (Old) Syllabus students who shall be switching over or have already switched over to Professional Programme (New) Syllabus shall be eligible for exemption from the paper "Information Technology and Systems Audit" paper under Professional Programme 2012 (New) Syllabus ?

Ans. : Yes. All 2007 Syllabus Students switching over or have already switched over to Professional Programme 2012 (New) Syllabus shall be granted exemption in "Information Technology and Systems Audit Paper". In other words, all students registered under Professional Programme 2007 (Old) Syllabus and already switched over to Professional Programme 2012 (New) Syllabus at any point of time shall be eligible for this exemption. Such students shall be eligible for exemption in the said paper even if they have already appeared in the examinations under Professional Programme 2012 (New) Syllabus.

Question 5 Please clarify whether all Professional Programme 2007 (Old) Syllabus who have passed or having exemption in "Strategic Management, Alliances and International Trade" who shall be switching over or have already switched over shall be eligible for exemption from the Elective Paper under Module-3 under 2012 (New) Syllabus ?

Ans. : Yes. All those Students who have passed the "Strategic Management, Alliances and International Trade" paper under Professional Programme 2007 (Old) Syllabus shall be granted exemption in the Elective Paper under Module-3 of Professional Programme 2012 (New) Syllabus.

Question 6 What is the meaning of the word 'cleared/exempted' in the announcement?

Ans. : A student who has passed Module-3 under Professional Programme 2007(Old) Syllabus or is having an exemption in the paper "Strategic Management, Alliances and International Trade" on the basis of 60% Mark Criteria shall be eligible for exemption from the Elective Paper under Module-3 of Professional Programme 2012(New) Syllabus. The exemptions based on 60% Marks Criteria in any previous examinations is automatically reflected in the Online Student Account. If this exemption is reflected in Strategic Management, Alliances and International Trade paper, it will automatically convert itself to the Elective Paper after 10th October, 2016 in case you switchover now.

Question 7 The announcement on switchover and the exemptions in Information Technology and Systems Audit paper and Elective Paper on the basis of passing Strategic Management, Alliances and International Trade are for one time (December, 2016 Session) or perpetual ?

Ans. : Exemptions so granted as per the decision of the Institute are perpetual in nature till the time Student himself cancels this benefit.

Question 8 I do NOT desire to claim the exemptions as above. What should be done in such cases ?

Ans. : Please submit a formal request for cancellation of such exemptions at exemption@icsi.edu for necessary action at the end of the Institute. The exemptions so cancelled shall not be reversed under any circumstances.

Question 9 I desire to change the Combination of Modules based on the modified switchover scheme as announced ?

Ans. : In case the change of the Combination is directly based on the modified switchover scheme announcement, you shall have to submit additional fees or ask for refund, as the case may be, at our E-Mail id enroll@icsi.edu on or before the 10th October, 2016.

Question 10 Please clarify from which examination session the proposed exemptions shall be applicable ?

Ans. : These exemptions shall come into force with effect from CS December, 2016 Session of Examinations onwards.

Question 11 Please clarify from which date the proposed exemptions shall be granted and will be reflected in the online account of the students ?

Ans. : The exemptions to the eligible students shall be granted after 10th October, 2016 (which is the last date for enrollment to December, 2016 Session of Examination).

Question 12 After switchover to the 2012 (New) Syllabus, I will be left with two / three / four papers spread across different modules. Shall I be eligible to get the benefit of aggregate marks by adding the marks scored by me in papers under different modules ?

Ans. : Students who shall be enrolling and appearing in ALL the remaining papers / modules under 2012 (New) Syllabus after switchover, shall be eligible to get the benefit of aggregate marks by adding the marks scored by them in papers under different modules. For instance, if a student is required to pass three papers under 2012(New) Syllabus under three different modules and if he scores 45, 46 and 59 Marks each in the said papers shall pass the examinations on the basis of scoring 50% aggregate marks across modules and minimum 40% marks in each paper, if appears in all such remaining papers on switchover, in one sitting

Question 13 When shall the refund of examination fee, if any, shall be processed? Do I have to claim the refund ?

Ans. : The refunds, if any, of excess examination fee after implementing the modified switchover scheme shall be processed after the December, 2016 Session of Examinations. Yes, you shall submit a formal request at enroll@icsi.edu for refund of the excess amount, if any.

Question 14 I have cleared Strategic Management, Alliances and International Trade paper under 2007(Old) Syllabus and would be exempted in Elective Subject under 2012 (New Syllabus). During switchover which Elective Subject should I choose ?

Ans. : You may choose any Elective Subject which will be deemed as exempted as and when the exemptions as per the modified switchover scheme are incorporated in the system in the middle of October, 2016.

Question 15 Should I wait for the exemptions as per the modified switchover scheme to be incorporated or enrolled immediately ?

Ans. : You should enroll on an immediate basis by the stipulated dates i.e. 25th September, 2016 without late fee. The refund after the incorporation of the exemptions as per the modified switchover scheme shall be made to you thereafter.

Question 16 I have passed Module-I of the Professional Programme 2007(Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage ?

Ans. : You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Subject(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence. ii) Corporate Restructuring, Valuation and Insolvency.
Module II	iii) Financial, Treasury and Forex Management iv) Ethics, Governance and Sustainability
Module III	v) Advanced Tax Laws and Practice vi) Elective Paper

Question 17 I have passed Module - II of the Professional Programme 2007 (Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence.
Module II	iii) Ethics, Governance and Sustainability
Module III	iv) Advanced Tax Laws and Practice v) Drafting, Appearances and Pleadings vi) Elective Paper

Question 18 I have passed Module - III of the Professional Programme 2007 (Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence. iii) Corporate Restructuring, Valuation and Insolvency
Module II	iv) Financial, Treasury and Forex Management v) Ethics, Governance and Sustainability
Module III	vi) Drafting, Appearances and Pleadings

Question 19 I have passed Module - IV of the Professional Programme 2007(Old) Syllabus comprising of two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following six papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management
Module III	iv) Advanced Tax Laws & Practice v) Drafting, Appearances and Pleadings vi) Elective Paper

Question 20 I have passed Module - I & Module - II of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence.
Module II	ii) Ethics, Governance and Sustainability
Module III	iii) Advance Tax Laws & Practice iv) Elective Paper

Question 21 I have passed Module - I & Module - III of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. You will have to appear in the following Four papers spread in two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence. ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management iv) Ethics, Governance and Sustainability

Question 22 I have passed Module - I & Module - IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Corporate Restructuring, Valuation and Insolvency
Module II	ii) Financial, Treasury and Forex Management
Module III	iii) Advance Tax Laws & Practice iv) Elective Paper

Question 23 I have passed Module - II & Module - III of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice ii) Secretarial Audit, compliance Management and Due Diligence.
Module II	iii) Ethics, Governance and Sustainability
Module III	iv) Drafting, Appearances and Pleadings

Question 24 I have passed Module II & Module IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice
Module III	ii) Advanced Tax Laws & Practice iii) Drafting, Appearances and Pleadings iv) Elective Paper

Question 25 I have passed Module III & Module IV of the Professional Programme 2007 (Old) Syllabus comprising of Four papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Four papers spread in three Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advance Company Law and Practice ii) Corporate Restructuring, Valuation and Insolvency
Module II	iii) Financial, Treasury and Forex Management
Module III	iv) Drafting, Appearances and Pleadings

Question 26 I am left with Module I only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Advanced Company Law and Practice
Module III	ii) Drafting, Appearances and Pleadings

Question 27 I am left with Module II only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in Two Modules under the Professional Programme 2012 (New) Syllabus to complete the Final Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Corporate Restructuring, Valuation and Insolvency
Module II	ii) Financial, Treasury and Forex Management

Question 28 I am left with Module III only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following TWO papers under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module III	i) Advanced Tax Laws & Practice ii) Elective Paper

Question 29 I am left with Module IV only of the Professional Programme 2007 (Old) Syllabus comprising of Two papers. In which papers I shall be required to appear during December, 2016 Session of Examinations to complete the Professional Programme Stage?

Ans. : You will have to appear in the following Two papers spread in two Modules under the Professional Programme 2012 (New) Syllabus to complete the Professional Programme Examination:

<i>Modules under Professional Programme 2012 (New) Syllabus</i>	<i>Paper(s) to be passed</i>
Module I	i) Secretarial Audit, compliance Management and Due Diligence.
Module II	ii) Ethics, Governance and Sustainability

Question 30 What will be the modified scheme of corresponding exemptions after switchover from 2007 (Old) Syllabus to 2012 (New) Syllabus?

Ans.

Paper Passed Under Professional Programme 2007 (Old) Syllabus	Exemption allowed in the Corresponding Paper Under Professional Programme 2012 (New) Syllabus as per the modified switchover scheme
Company Secretarial Practice	Advanced Company Law and Practice
Drafting, Appearances and Pleadings	Drafting, Appearances and Pleadings
Financial, Treasury and Forex Management	Financial, Treasury and Forex Management
Corporate Restructuring & Insolvency	Corporate Restructuring, Valuation and Insolvency
Strategic Management, Alliances & International Trade	Elective Paper under Module-3
Advanced Tax Laws and Practice	Advanced Tax Laws and Practice
Due Diligence and Corporate Compliance Management	Secretarial Audit, Compliance Management and Due Diligence
Governance, Business Ethics and Sustainability	Ethics, Governance and Sustainability
	Information Technology and Systems Audit (*)

(*) All Students switching over from Professional Programme 2007 (Old) Syllabus to Professional Programme 2012 (New) Syllabus or have already switched over from Professional Programme 2007 (Old) Syllabus to Professional Programme 2012(New) Syllabus shall be eligible for exemption in "Information Technology and Systems Audit" paper under the Professional Programme 2012(New) Syllabus.

Question 31 I am a student prior to introduction of 2007 (Old syllabus). I have registered to Professional Programme as per the Re-registration Scheme for dropout students. Am I eligible to get the exemption from Information Technology and Systems Audit paper covered under 2012(New Syllabus) as per the modified switchover scheme?

Ans. : No. You are not eligible for the exemption in Information Technology and Systems Audit Paper covered under 2012(New) Syllabus as you have directly registered to 2012 (New) Syllabus.

ATTENTION STUDENTS!**Important Announcement on Switchover from Professional Programme 2007(Old) Syllabus to 2012 (New) Syllabus**

The Council of the Institute in its meeting held on 17th September, 2016 decided as under :

1. All 2007 (Old) Syllabus Students shall be compulsorily required to switchover to 2012 (New) Syllabus from December, 2016 Session and no further examinations will be conducted under 2007(Old) Syllabus.
2. All 2007 (Old) Syllabus Students switching over/ switched over to 2012 (New) Syllabus shall be granted exemption in **Information Technology and Systems Audit Paper**. All students registered under 2007 (Old) Syllabus and already switched over to 2012 (New) Syllabus at any point of time shall be eligible for this exemption. Such students shall be eligible for exemption in the said paper even if they have appeared in the examinations under 2012 (New) Syllabus.
3. All 2007 (Old) Syllabus Students who have cleared/ exempted the **Strategic Management, Alliances and International Trade** paper shall be granted exemption in the **Elective Paper under Module-3** of 2012 (New) Syllabus.
4. These exemptions shall come into force with effect from CS December, 2016 Session of Examinations.

International Company Secretaries Olympiad

As you all are aware that the First International Company Secretaries Olympiad was conducted in association with Science Olympiad Foundation on 15th September, 2016 & 4th October, 2016 for XI and XII class students in India and Abroad where more than 1400 schools all over the country and more than 36000 students participated at National and International Level.

After the Grand Success of 1st ICSO , next 2nd International Company Secretaries Olympiad for Academic Year 2017-2018 is being conducted on 23rd Jan & 30th Jan, 2018.

We request you all to disseminate the details of 2nd ICSO to your friends and relatives so that they can avail this unique opportunity and win various rewards.

For more details, kindly visit :- <http://www.csolympiad.info> or call us Tel.Nos. 011-33132333 / 66204999

Chartered Secretary Journal

The "Chartered Secretary" Journal is published by the ICSI, with a view to ensure continuous up-gradation of the knowledge of the Members. The Journal is equally important for the students of the Institute. Students who are interested to purchase the journal can subscribe for the same by remitting the nominal subscription fees of Rs. 500/- per annum. Students can either subscribe for the Journal at the time of registration in each stage of CS Course or separately through our Chartered Secretary division.

ICSI Grievance Solutions Cell

The Institute in its endeavour to improve the service delivery mechanism to the Members, Students and other stakeholders has established a Grievance Solutions Cell. In case stakeholders feel that their queries not being properly attended, they may submit their grievance online through "Grievance Portal" by following the steps given below in the user manual:-

**User Manual
Complaint
For
Guest and Registered Users**

| ICSI-SMASH Complaint User Manual |

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1.1 Guest User	3
1.2 Registered User	4
1.3 Track Complaint	5

 ICSI-SMASH Complaint User Manual

Introduction: User will log complaints through Complaint module as a guest or registered user and generate the complaint number against each complaint. Registered user will log complaint from their account and guest user will log complaint through public URL.

Complaint user manual is covered for below users' processes-

- Complaint: Guest or Registered User (Register and Track Complaint) and
- Complaint: Administrator (Track and Manage Complaint)

1. Complaint: For Guest or Registered User

Register a Complaint

Screen: Log Complaint

- User double click the web browser (recommended web browser Internet explorer 9 or above, Google Chrome 39 or above, Mozilla 38 or above) to open, and type the URL <https://smash.icsi.in/Scripts/login.aspx> in the web browser address bar. Above screen will be displayed.
- User mouse over header menu link "Complaint" and click on sub menu "Register A Complaint". Page will redirect to "Register A Complaint" page.

1.1 Guest User

By default "Guest User" option will be selected on Register A Complaint page. The guest user will fill the complaint form as appears in below "Register a Complaint" screen. All red asteric fields are mandatory fields.

- Guest user will enter demographic and contact information.
- Once the guest user selects the relevant topic and sub-topic, related FAQ will be displayed to the user as a link.
- The Guest user will explain complaint in the Complaint Description area box.
- The Guest user can upload supporting documents if any under Document Upload panel.
- The Guest user will submit the complaint by clicking on the "Submit" button.

ICSI-SMASH Complaint User Manual

- Upon complaint submission, a complaint number is generated and sent to the user through email or SMS.

Register a Complaint
*Mandatory Fields

Guest User
 Registered User

First Name *
 Middle Name
 Last Name
 Email Id *
 Confirm your Email Id *
 Date of Birth *
User select date of birth from the date
User can remove entered date of birth

Country *
 State/Province *
 District *
 City *

Mobile Number *
 Topic *
User select relevant Topic
 Sub Topic *
User select relevant Sub Topic

Complaint Description *

Document Upload
 File Name
User click on browse button and locate file
After browsing file user upload relevant file by clicking on Upload
 Following Document formats are allowed (pdf, png, jpg, jpeg) with maximum size limit of 1 mb.

Verification Code *
User enter verification code in the text box as display on the screen.
User can refresh verification code by clicking on refresh icon.

* File should be having extensions .pdf, .png, .jpg, .jpeg only.
 * The size of file should be less than 1 MB.
 * At the time of registering a complaint, Member of the Institute please mention his/her Membership No in complaint details text box.

1.2 Registered User

User select registered user radio button, page redirects to User Login page. The registered user has to enter the login credentials to login into the portal. Registered user authentication credentials are:-

- **User Id:** User enter registered User's User Id
- **Password:** User enter registered User's Password
- **Verification Code:** User enter verification code which is displayed on screen

ICSI-SMASH Complaint User Manual

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

Welcome: 44050021/07/2016 Home Logout

HOME MODULE PROFILE LOGOUT

STUDENT SERVICES +

SHORT TERM TRAINING +

LONG TERM TRAINING +

TRAINING EXEMPTION +

ENROLLMENT +

COACHING MODULE +

COMPLAINT MANAGEMENT - REGISTER COMPLAINT

TRACK COMPLAINT

ETRAINING +

APPROPRIATION +

SUBJECT EXEMPTION +

STUDENT REGISTRATION +

STUDY DISPATCH +

SWITCH OVER +

Welcome

- Once the authenticate credentials have been verified by the system, the system will allow the user to log into account successfully.
- After login, registered user will navigate to "Register a Complaint page" through the Complaint link. By default and fill the Register a Complaint page as in above screen. Registered users' demographic and contact information will be pre-filled.

1.3 Track Complaint

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

HOME STUDENT COMPLAINT REGISTRATION OF COMPANY COUNSELLOR REGISTRATION PRINT RECEIPT

Track Complaint (Please enter Mobile No or EmailID or Complaint No or any combination out of three)

Search Criteria

Mobile Number: 9710000000 X Email Id

Complaint Number

Reset search filter fields.

Search Clear

User will search registered complaint by mobile number or email id or complaint number

Search Result

Total Records: 1 Page Size 20

COMPLAINT NUMBER	TOPIC	SUB TOPIC	OPENING DATE	CLOSING DATE	STATUS
0000000000	Academic	Study Material Quality Problem	23/06/2016		Open

Search result will be displayed in the Search Result grid

 ICSI-SMASH Complaint User Manual

User click on “Complaint Number” and page redirect to “Complaint/Grievance” page.

- User will view registered complaint status.
- User will download uploaded complaint supporting document detail if exist.
- User will view Remarks to Complaint History if exist.
- User will view any SMS/Email correspondence.



Complaint / Grievance

COMPLAINT 2020

Sl.No.	State	Topic	Sub Topic	Comments
1	22/04/16	Academics	Study Material Quality Problem	Check print quality

Uploaded Document Detail

Sl.No.	Uploaded On	Download Attachment
1	2016-04	Download → User can download uploaded complaint

Remarks to Completed History

Sl.No.	Date	Topic	Sub Topic	Remarks	Remarks Given By	Status
No records found						

SMS/Email

Sl.No.	Date	Type	Description
1	22/04/16	SMS	Dear Candidate/Student/Member/Complainant your complaint number is 062001/20. We will process your complaint ASAP.
2	22/04/16	Email	Dear Candidate/Student/Member/Complainant your complaint number is 062001/20. We will process your complaint ASAP.

Request History

Sl.No.	Date	Remarks
No records found		

Close → **User click on Close button to close Complaint/Grievance page**

Fees Waiver Scheme for Students of State of Jammu & Kashmir and North-Eastern States

The Institute has recently launched a Fee Waiver Scheme for students of Jammu & Kashmir and North Eastern States of India to provide an opportunity to the youth of these States to come to the mainstream. The Government of India is announcing special packages for socio-economic development of these States and the Institute is also playing a vital role in the development of society at large. The fee waiver scheme includes waiving the Fee for all students registering for the Foundation and Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura, Sikkim) and State of Jammu and Kashmir till 31st March, 2018. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed the 10+2 Examinations and Bachelor's Degree Examinations /CPT of ICAI/Foundation pass of ICAI-COST irrespective of the percentage of marks shall be eligible for Fee Waiver while registering for Foundation Programme and Executive Programme Stage respectively.

The initiative is expected to play a significant role in empowerment of the youth of such areas.

Students are requested to disseminate this information amongst their friends or relatives who are keen to join CS Course from these states.

Sampark -Missed call facility

We are pleased to inform that the Institute has recently launched Missed Call facility under the project ICSI – Sampark.

Prospective students may give a missed call at this number “**8824401155**”. ICSI officials across India will contact to students and answer their queries pertaining to ICSI.

All students are requested to disseminate this information amongst their friends and relatives who are interested to join CS Course so that they can be guided at zero cost.

“SUCCESSFUL CELEBRATION OF STUDENT MONTH- JULY 2017”

As you are aware that the Institute has celebrated July month as the “Student Month”. Various activities for the students have been organised during the month of July 2017 on Pan India basis at various Regions/Chapters offices of the Institute. The events organised during the month were covered in various leading newspapers. Since the main focus of the student month was social awareness, the initiative got accolades from all strata.

We feel extremely happy to inform that the students have participated in large numbers in the various events and competitions.

The photographs of the various events organised during the Student Month have been uploaded on the webpage exclusively developed for the student month. Students can visit the webpage on the website of the Institute at www.icsi.edu

Webpage developed for students – Student month (July 2017)



Van Mahotsav Divas

The Student Month has been initiated with the 'Van Mahotsav Divas' on 1st July, 2017 in which almost all the Regional / Chapter Offices have participated. Some of the snapshots pertaining to the Van Mahotsav Divas may be seen at the following link :

<https://www.youtube.com/watch?v=kplXlfumgRQ&feature=youtu.be>



'Van Mahotsav Divas' has created awareness among the stakeholders on adopting sustainable development and the need for undertaking 'Go Green' activities wherever feasible to save Mother Earth for the sake of future generations.

Blood Donation Camps



1st July, is celebrated as the doctor's day.

To pay tribute and to honor the doctors who save millions of lives, Blood donation camps were organised across India by Region and Chapter Offices.

Career Awareness Activities

Special interactive sessions have been conducted in various Colleges to create awareness about the profession of company secretaries. A Career Awareness Week has also been observed during the month. Some of the snapshots are as below :



From the perspective of prospective students, the career awareness sessions shall provide an opportunity to know the details of the profession

Engaging Student Community

In order to promote brotherhood among the student community, Cultural Programmes and Get-togethers have been organised in various offices of the Institute. Such extracurricular activities play a pivotal role in developing the personality of the students and necessary exposure which will help them in their march towards becoming a professional.



Competitions for Students

Various competitions for students like Elocution Competition, Quiz Contests, Moot Court Competition, Essay Writing Competition, etc. have been organised during the student month. The competitions have given an opportunity to the students and offered them a platform to express their hidden talents.



Academic Initiatives

Updates on various academic topics have been brought out by the Institute for the benefit of students.



Renewed Thrust on Class Room Teaching

Regional Councils & Chapters across India have uniformly commenced fresh batches of classes during the Student Month. Faculty Induction Programmes were also organised during the Student Month to enhance the quality of coaching imparted to the students.



Webcasts and E-Governance Programmes

E-Governance Programmes and Webcasts were organised during the Student Month.

Webcasts are the best mode for interacting with the students. Students should make it a point to join all the webcasts organised by the Institute from time to time as these are intended to develop their general skills and knowledge in the core subject areas.



Orientation Programmes, Guidance Sessions & Campus Placement Programmes

Apart from Orientation Programmes for students undergoing training, Corporate Houses were invited to guide the students in some of the offices of the Institute. Campus Placements were also organised during the month in selected Regional/Chapter offices.

Reaching out to Parents

In order to ensure the participation of Parents, meetings of Parents and Students have been organised during the Student Month. Since the students are joining the CS Course at such a young age, the Institute recognises contribution of parents in supporting them during the course of their career. The Parents also get to know more about the Institute and the profession of Company Secretaries by attending such sessions.



Communication /Soft Skills for Students

Training programmes on enabling Communication / Soft Skills and Motivational Talks have been organised for the benefit of students. Students should acquire such skills which shall contribute in sharpening their skills as a professional.



Samadhan Divas

The Institute has organised a special day for grievance redressal titled 'Samadhan Divas' wherein each and every office of ICSI and Call Centre ensured zero pendency of complaints. The Institute values the concerns of the stakeholders and it has always been trying to improve upon the quality of services being provided to the students. This event was celebrated on 19th July, 2017.

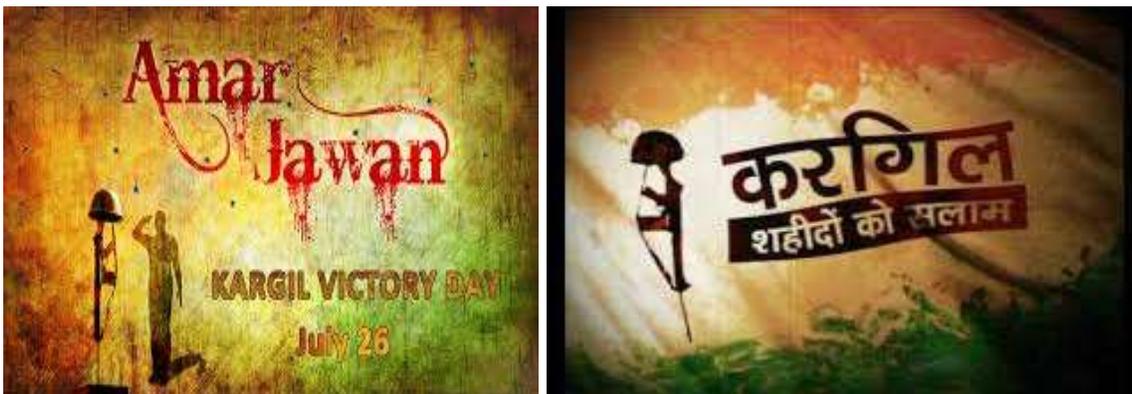
MSOP (Management Skills Orientation Programme)

Management skills Development is the last Programme which a student undergoes to become a Company Secretary. Such programmes not only give practical exposure to the students but also groom them to enter with confidence into the corporate world. To facilitate the students, MSOPs have been organised by various Region and Chapter Offices.



“Kargil Vijay Divas”

To pay tribute to the martyrs who laid their lives for the country, an essay writing competition on the theme “ Good Governance practices in armed forces” was organised to remember the soldiers who have given remarkable contribution for the country.



Further an interview of the twin brother of one of the valiant heroes of Kargil war, late Captain Vikram Batra who had laid his life for the country was also organised by the Institute. The excerpts of the interview are given available at the following link at the Youtube page of ICSI which will surely motivate you all to excel you in your respective areas.

<https://youtu.be/b8Fv3dQerP8>

Swachh Bharat Mission

Cleanliness drives were organised in the Regional / Chapter Offices of the Institute as part of the 'Swachh Bharat Abhiyan' project of Government of India. We as responsible citizens of this country should support the noble initiative of the Government of India



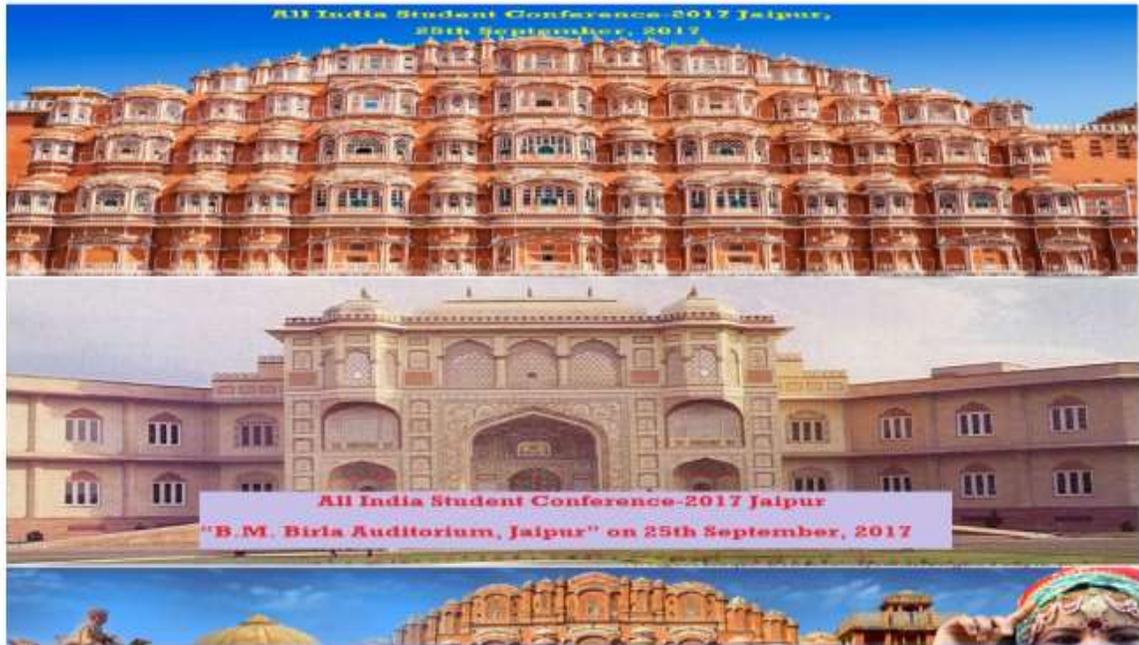
World Nature Conservation Day- Declamation competition on the theme 28th July 2017

We are aware that deforestation and such other activities have deteriorated the quality of life and created an imbalance in the nature. World Nature Conservation Day recognizes that a healthy environment is the foundation for a stable and productive society and to ensure the well-being of present and future generations, we all must participate to protect, conserve, and sustainably manage our natural resources. Keeping in view the importance of the same, a declamation competition for students on the theme "Role of a CS in environment and pollution control laws" was organised across India to create awareness among them.



National Student Conference

National Level Student Conference shall be held in Jaipur on 25th September 2017. Student Conferences provide the students with an opportunity to interact with their fellow students, Institute's Officers and also listening to the experts in various subjects.



Examination

1. DECLARATION OF JUNE, 2017 EXAMINATION RESULTS

The results of Professional Programme and Executive Programme examinations held in June, 2017 are tentatively to be declared in the month of August, 2017. The date of declaration of the result would be announced on the website of the Institute (www.icsi.edu). The results along with individual candidate's subject-wise break-up of marks would be made available on Institute's website after the declaration of results.

2. ISSUING OF MARKS-SHEETS OF JUNE, 2017 EXAMINATION

According to the decision taken by the Institute, the dispatch of Result-cum-Marks Statements for Executive Programme Examination in physical form has been discontinued. Instead formal E-Result-cum-Marks Statements for Executive Programme Examination June, 2017 would be uploaded on the website: www.icsi.edu for downloading by the students for their reference, use and records. However, the Result-cum-Marks-Statements of Professional Programme would continue to be issued in physical form.

3. CONDUCT OF CS EXAMINATIONS -DECEMBER, 2017

The next examination for Executive Programme and Professional Programme scheduled in December, 2017 will be held from 20th December, 2017 to 30th December, 2017 as per the Examination Time-Table and Programme (published elsewhere in this bulletin) at 114 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Ahmednagar, 4. Ajmer, 5. Akola, 6. Aligarh, 7. Allahabad, 8. Alwar, 9. Amravati, 10. Ambala, 11. Aurangabad, 12. Bangalore, 13. Bareilly, 14. Beawar, 15. Belgaum, 16. Bhayander, 17. Bhilai, 18. Bhilwara, 19. Bhopal, 20. Bhubaneswar, 21. Bikaner, 22. Bilaspur, 23. Calicut, 24. Chandigarh, 25. Chennai, 26. Chittorgarh, 27. Coimbatore, 28. Dehradun, 29. Delhi (East), 30. Delhi (North), 31. Delhi (South), 32. Delhi (West), 33. Dhanbad, 34. Ernakulam, 35. Faridabad, 36. Gandhinagar, 37. Ghaziabad, 38. Gorakhpur, 39. Guntur-Amaravati, 40. Gurgaon, 41. Guwahati, 42. Gwalior, 43. Hisar, 44. Hooghly, 45. Howrah, 46. Hubli-Dharwad, 47. Hyderabad, 48. Indore, 49. Jabalpur, 50. Jalgaon, 51. Jamnagar, 52. Jaipur, 53. Jalandhar, 54. Jammu, 55. Jamshedpur, 56. Jhansi, 57. Jhunjhunu, 58. Jodhpur, 59. Kanpur, 60. Kolhapur, 61. Kolkata (North), 62. Kolkata (South), 63. Kota, 64. Kottayam, 65. Lucknow, 66. Ludhiana, 67. Madurai, 68. Mangalore, 69. Meerut, 70. Moradabad, 71. Mumbai (CG), 72. Mumbai (GTK), 73. Mumbai (JOG), 74. Muzaffarnagar, 75. Mysore, 76. Nagpur, 77. Nashik, 78. Navi Mumbai, 79. Noida, 80. Palakkad, 81. Pali, 82. Panaji, 83. Panipat, 84. Patna, 85. Pimpri-Chinchwad, 86. Puducherry, 87. Pune, 88. Raipur, 89. Rajkot, 90. Ranchi, 91. Rourkela, 92. Sagar, 93. Salem, 94. Sambalpur, 95. Satara, 96. Shimla, 97. Sikar, 98. Siliguri, 99. Solapur, 100. Sonapat, 101. Srinagar, 102. Surat, 103. Thane, 104. Thiruvananthapuram, 105. Thrissur, 106. Tiruchirapalli, 107. Udaipur, 108. Ujjain, 109. Vadodara, 110. Varanasi, 111. Vijayawada, 112. Visakhapatnam, 113. Yamuna Nagar and 114. Overseas Centre — Dubai.

NOTES: 1. Moradabad (Uttar Pradesh); and Solapur (Maharashtra) are on Experimental Basis

2. The Institute reserves the right to withdraw any centre at any stage without assigning any reason.

3. Please note that no request for change of examination venue will be entertained in respect of a particular city, where multiple examination venues exist.

4. TIME-TABLE & PROGRAMME FOR DECEMBER, 2017 EXAMINATIONS

 THE INSTITUTE OF Company Secretaries of India <small>IN PURSUIT OF PROFESSIONAL EXCELLENCE</small> <small>Statutory body under an Act of Parliament</small>		
COMPANY SECRETARIES EXAMINATIONS, DECEMBER, 2017		
TIME-TABLE & PROGRAMME		
EXAMINATION TIMING : 2:00 P.M. TO 5:00 P.M.		
Date and Day	Executive Programme	Professional Programme
20.12.2017 Wednesday	Cost and Management Accounting (Module-I)* OMR Based	Advanced Company Law and Practice (Module - I)
21.12.2017 Thursday	Tax Laws and Practice (Module-I)* OMR Based	Secretarial Audit, Compliance Management and Due Diligence (Module - I)
22.12.2017 Friday	Industrial, Labour and General Laws (Module-II)* OMR Based	Corporate Restructuring, Valuation and Insolvency (Module - I)
23.12.2017 Saturday	Company Law (Module-I)	Information Technology and Systems Audit (Module - II)
24.12.2017 Sunday	NO EXAMINATION	NO EXAMINATION
25.12.2017 Monday	NO EXAMINATION	NO EXAMINATION
26.12.2017 Tuesday	Economic and Commercial Laws (Module-I)	Financial, Treasury and Forex Management (Module - II)
27.12.2017 Wednesday	Company Accounts and Auditing Practices (Module-II)	Ethics, Governance and Sustainability (Module - II)
28.12.2017 Thursday	Capital Markets and Securities Laws (Module-II)	Advanced Tax Laws and Practice (Module - III)
29.12.2017 Friday	NO EXAMINATION	Drafting, Appearances and Pleadings (Module - III)
30.12.2017 Saturday	NO EXAMINATION	Elective 1 out of below 5 subjects (Module - III)
		(i) Banking Law and Practice
		(ii) Capital, Commodity and Money Market
		(iii) Insurance Law and Practice
		(iv) Intellectual Property Rights - Law and Practice
(v) International Business-Laws and Practices		

*(Examination in three papers, i.e., (i) Cost and Management Accounting; (ii) Tax Laws and Practice; and (iii) Industrial, Labour and General Laws to be held in OMR Mode on 20th, 21st and 22nd December, 2017 respectively)

5. ANNOUNCEMENT REGARDING 'MERIT SCHOLARSHIP' AND 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF JUNE, 2017 EXAMINATIONS

ATTENTION STUDENTS APPEARED IN JUNE, 2017 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Programme and Executive Programme examinations respectively, as per the criteria stipulated under the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983" and "Merit-cum-Means Assistance (Company Secretaryship Course Scheme), 1983".

MERIT SCHOLARSHIP

In pursuance of para 7 of the "Merit Scholarship (Company Secretaryship Course) Scheme, 1983, 25 numbers of scholarships are awarded each for Executive Programme and Professional Programme Course per session only to registered students, purely in order of merit, from amongst the candidates who appeared and passed in all the subjects of their respective examination, at first attempt, in one sitting, without claiming exemption in any subject, on all-India basis and subject to fulfilling other terms and conditions as stipulated in the said scheme.

Accordingly, students who pass the Foundation Programme/Executive Programme Examination in June, 2017 and fulfill the conditions prescribed under the guidelines are eligible for award of Scholarship.

MERIT-CUM-MEANS ASSISTANCE

In pursuance of para 8 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", 25 numbers of financial assistance are awarded each for Executive Programme and Professional Programme Course per session only to registered students. According to the scheme, a candidate has to apply in the prescribed form which can be downloaded from Institute's website: www.icsi.edu OR obtained from the Institute free of cost by sending a self-addressed stamped envelope, and submit his/her application within the specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation Programme/Both the Modules of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject. If the candidate is employed or having an independent source of income, in that case his/her income should not be more than Rs.2,40,000 per annum and if he/she is dependent on his/her parents/guardian/spouse, then the combined income from all sources should not be more than Rs.3,60,000 per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" is being published elsewhere in this issue.

6. NOTIFICATION FOR INVITING APPLICATIONS FOR 'MERIT-CUM-MEANS ASSISTANCE' IN RESPECT OF INSTITUTE'S JUNE, 2017 EXAMINATIONS



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

ICSI-NOIDA
OFFICE

File No.205:Exams:2017
Dated, the 5th July, 2017

NOTIFICATION

ICSI/CS/04/2017

MERIT-CUM-MEANS ASSISTANCE SCHEME, 1983

In pursuance of para 13 of the "Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983", as amended upto 9th April, 2015, applications are invited to reach the Institute in the prescribed form on or before **25th November, 2017** for award of 25 numbers of financial assistance each for pursuing Executive Programme and Professional Programme of the "Company Secretaryship" from students who fulfil the eligibility criteria laid down under the said scheme.

According to the scheme, a candidate applying for assistance should have passed Foundation Programme or Both Modules of the Executive Programme examination without exemption in any paper, at one sitting, in the first attempt in June, 2017 examination. The income of such an applicant, if employed or is having an independent source of income, should not be more than Rs.2,40,000/- per annum and if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined gross income from all sources should not be more than Rs.3,60,000/- per annum.

Prescribed application form together with a copy of the Merit-cum-Means Assistance (Company Secretaryship Course) Scheme, 1983 can be downloaded from the Institute's Website at <https://www.icsi.edu/Docs/Website/Application%20Form.pdf>. Applications not made on the prescribed forms and/or **without supporting documents**, incomplete applications, applications not fulfilling the eligibility criteria laid down under the scheme or applications not reaching the Institute on or before **25th November, 2017** are liable to be rejected.

BY ORDER OF THE COUNCIL

(CS DINESH CHANDRA ARORA)
SECRETARY

New Delhi – 110 003

DIRECTORATE OF EXAMINATIONS

C-37, Sector 62, Institutional Area, NOIDA (U.P.) 201 309
tel : 0120-4264447/0120-2401512 fax : 0120-2401513 email : exam@icsi.edu

Headquarters ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003
tel 011 - 4150 4444, 4534 1000 fax +91-11-2462 6727 email info@icsi.edu website www.icsi.edu

7. GRANT OF FACILITY OF WRITER'S HELP/EXTRA TIME TO PHYSICALLY DISABLED CANDIDATES IN CS DECEMBER, 2017 EXAMINATIONS

Any physically disabled/challenged candidate having a minimum of 40% physical disability or deformity of permanent nature and who wishes to seek writer's help and/or extra time for the purpose of appearing in Company Secretaries Examination is requested to submit a separate application in the prescribed format as specified below in addition to submitting his/her online enrolment application for appearing in the examination together with the attested photocopies of following documents and with full size photograph showing the disability:

- (i) Disability Certificate issued by the Medical Board/doctor of not below the rank of Civil Surgeon/Medical Superintendent of a Central or State Govt. Hospital /Medical College, certifying the nature (permanent or temporary) and percentage of disability and its duration affecting his/her ability and/or the normal physical functions; and
- (ii) Letter of Permission issued to him/her by Sr. Secondary Board/University and/or any other professional/educational examining body, such as — UPSC, SSC, State Public Service Commission, The Institute of Chartered Accountants of India, The Institute of Cost Accountants of India, etc., granting him/her such assistance for appearing or writing the examinations.

Physically disabled candidates who had been granted facility of writer's help/extra time in the previous CS examination(s) and wish to avail of such concession or assistance for writing the ensuing examination are required to apply again for each session of examination giving reference of communication allowing such facility granted in the past. In such cases, candidates are not required to submit the attested copies of above stated documents and full size photographs.

It is clarified that in case of disablement of temporary nature and injuries like, fracture in the arm, forearm or dislocation of a shoulder, elbow, wrist or any other illness, etc., the candidates are not eligible to seek any concession or assistance of writer and/or extra time.

The duly filled in application on the prescribed form along with the supporting documents, if any, should be sent to the Institute at the address given below at least 45 days in advance from the date of commencement of examination:

The Joint Secretary
Directorate of Examinations
The Institute of Company Secretaries of India
'ICSI HOUSE', C-37, Sector 62, Institutional Area,
NOIDA – 201 309 (U.P.)

Communication regarding grant of writer's help and/or extra time for writing the examinations is normally sent to the respective candidates 8-10 days before the commencement of each examination after the issue of Admit Cards/Roll Number.

For quick disposal, the application for grant of writer's help and/or extra time should not be clubbed with any other query or correspondence.

The prescribed applications form for availing the facility of writer's help and/or grant of extra time can be downloaded from the website of the Institute: www.icsi.edu at the URL given below:

https://www.icsi.edu/webmodules/applicationform_scribe.pdf

8. ANNOUNCEMENT: OPENING OF NEW EXAMINATION CENTRES**ATTENTION STUDENTS****NEW EXAMINATION CENTRES****FOR COMPANY SECRETARIES EXAMINATION-DECEMBER, 2017**

The Institute is pleased to announce opening of new Examination Centres at the following cities on an experimental basis w.e.f. December, 2017 session of examination :

<u>S. No.</u>	<u>City & State</u>	<u>Centre Code</u>
<u>1</u>	Moradabad (Uttar Pradsesh)	247
<u>2</u>	Solapur (Maharashtra)	436

Accordingly, candidates can opt for new examination centre at the aforesaid city (ies) while enrolling for December, 2017 examination in addition to the existing examination centres.

**JOINT SECRETARY
DIRECTORATE OF EXAMINATIONS**

Attention : Students

CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE FOR STUDENTS

The Institute launched the 'Corporate Compliance Executive Certificate' in terms of Chapter IVA (Regulation 28A & 28B) of the Company Secretaries Regulations, 1982 on 4th October, 2013.

ELIGIBILITY FOR AWARD OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

A person who –

- is currently registered as a student of the Company Secretaryship course of the Institute;
- has completed at least one group of the Intermediate/Executive Programme Examination of the Company Secretaryship Course, and
- has completed a training of Six months under Regulation 28A of the Company Secretaries Regulations, 1982, which may include skill oriented practical/class room training for two weeks.

PROCEDURE

An eligible student may apply for award of Corporate Compliance Executive Certificate by submitting an application in specified format (available on the website of the Institute www.icsi.edu), after making payment of a fee of Rs. 2000 (two thousand only), either in cash (at counters of the Institute across the county) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi.

STATUS OF HOLDER OF CORPORATE COMPLIANCE EXECUTIVE CERTIFICATE

- The student who is awarded **Corporate Compliance Executive Certificate** of the Institute shall be entitled to use the descriptive letters "Corporate Compliance Executive".
- The grant of Certificate of **Corporate Compliance Executive Certificate** shall not confer on the Corporate Compliance Executive the rights of a member, nor entitle him to claim membership of the Institute.

VALIDITY OF CERTIFICATE

- The Corporate Compliance Executive certificate is valid for a period of three years (financial years) and is renewable on completion of four Programme Credit Hours (PCH) and payment of requisite fee as the Council may determine from time to time.

OTHER DETAILS

- The student shall have to complete the course of Corporate Compliance Executive Certificate including the training requirements within the registration period.
- The student having awarded the Corporate Compliance Executive Certificate may continue to pursue the regular Company Secretaryship course if he so desires.
- Except to the extent provided in this Chapter IVA (Regulations 28A & 28B) of the Company Secretaries Regulations, 1982 or as decided by the Council from time to time, regulations in Chapter IV and VI relating to 'Registered Students' and 'Examinations' shall mutatis-mutandis apply to the 'Corporate Compliance Executive Certificate Course'.
- A student after having awarded the Corporate Compliance Executive Certificate shall secure four Programme Credit Hours (PCH) for renewal of Corporate Compliance Executive Certificate.
- There shall be no exemption from training.

***Brochure and application form are available at CCEC section on website of the Institute www.icsi.edu.
For queries please write at ccec@icsi.edu or contact on phone number 0120-4082135.***

Attention : Students

LICENTIATE - ICSI

Regulation 29 & 30 under Chapter-V of the Company Secretaries Regulations, 1982 provides for Licentiate ICSI.

ELIGIBILITY FOR AWARD OF LICENTIATE ICSI

A person who –

- has completed the Final examination or Professional Programme examination conducted by the Institute may, within six months from the date of declaration of results in which he has passed the Final examination or Professional Programme examination can apply for enrollment as a licentiate
- the Council, however, may condone the delay in applying for licentiateship by any person for reasons to be recorded in writing.

PROCEDURE

An eligible student may apply for enrollment as Licentiate ICSI by submitting an application in prescribed form ST-8 alongwith annual subscription of Rs. 1000/- in cash (at counters of the Institute across the country) or by way of Demand Draft in favour of 'The Institute of Company Secretaries of India' payable at New Delhi along with copies of date of birth, professional programme pass certificate and graduation certificate/foundation pass certificate duly attested by any member of the Council/Regional Council/Satellite Chapter of the Institute or any Officer of the Institute.

STATUS OF LICENTIATES

- The person enrolled as a Licentiate of the Institute shall be entitled to use the descriptive letters "Licentiate ICSI" to indicate that he has qualified in the Final examination or Professional Programme examination of the Institute.
- The grant of licentiateship shall not confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be.
- The licentiate may be permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter as the case may be, subject to such conditions as may be imposed by the Council, Regional Council or Chapter, as the case may be.

VALIDITY OF CERTIFICATE

- A licentiate shall not ordinarily be eligible to renew his enrolment for more than five years after passing the Final Examination or Professional Programme examination.

OTHER DETAILS

- The Licentiate will be provided Chartered Secretary Journal of the Institute free of cost.
- The student enrolled as a Licentiate ICSI may apply for ACS Membership on attaining the eligibility for ACS by surrendering his Licentiateship.
- A Licentiate may apply in the prescribed form for exemption from training requirements (except MSOP) along with the requisite documents of work experience. eMSOP can be undergone through online mode by the eligible candidates for acquiring ACS Membership.
- The annual licentiate subscription becomes due and payable on the first date of April every year and non-payment of annual subscription on or before the thirtieth of June of a year shall disentitle the person to use the descriptive letters "Licentiate ICSI" from 1st July of that year, until his annual subscription for the year is received by the Institute.
- The name of the person so disentitled shall be published in the Journal.

For queries, please write at licentiate@icsi.edu or contact on phone number 0120-4082136.



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

E-LIBRARY

ICSI is pleased to inform that in order to facilitate the knowledge grinding and updation of students, ICSI has launched a multi vendor e-library for its students. The student subscriber of the e-library will have access of rich contents i.e. case laws, Bare Acts, Text book, Articles etc. provided by service providers at very affordable rates. The subscription of elibrary is voluntary for the students and the students may subscribe to any e-library at their option. In order to enable that maximum number of students get benefit of e-library, the subscription charges have been capped at Rs. 500/- per annum per subscription.



ONLINE ENGLISH LEARNING PROGRAMME

ICSI is pleased to inform that in order to upgrade the English skills of students, ICSI has launched a multi-vendor Online English Learning Programme for its students. The student subscriber of the Online English Learning Programme will have access of rich contents provided by service providers at very affordable rates. The subscription of Online English Learning Programme is voluntary for the students and the students may subscribe to any Online English Learning Programme at their option. In order to enable that maximum number of students get benefit of Online English Learning Programme, the subscription charges have been capped at Rs. 3000/- per annum per subscription.



ICSI has arranged 7 days trial version of E-library and Online English Learning Programme for students. A student may subscribe to E-library and Online English Learning Programme with or without using the trial version.

The students may subscribe to the E-library and Online English Learning Programme after complete satisfaction. The details are available on ICSI website www.icsi.edu.

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