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**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

ATTENTION STUDENTS

SCHEDULE OF FEES

PARTICULARS	FEES (RS.)	REMARKS
FOUNDATION PROGRAMME		
Admission Fee	1200	Total Fees → 3600
Postal Tuition Fee	2400	
EXECUTIVE PROGRAMME		
Registration Fee	1500	Total Fees → 7000 (For commerce graduates)
Foundation Examination Exemption Fee	500	
Postal Tuition Fee for Executive Programme	5000	Total Fees → 7750 (For others)
Postal Tuition 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)	750	
PROFESSIONAL PROGRAMME		
Postal Tuition Fee	7500	
Registration <i>De-Novo</i> Fee	1500	
Exemption from Foundation Examination Fee	500	
Exemption from Executive Programme Examination Fee	500	
EXTENSION OF REGISTRATION		
Extension of Registration Fee	500	
Service Charges for Extension of Registration	150	
EXAMINATION FEE		
Foundation Programme	875	
Executive Programme	900 (Per Module)	
Professional Programme	750 (Per Module)	
Late Fee for receipt of Examination Application	100	
Change of Examination Center/Module/Medium	100	
OTHER FEES		
Paper-wise Exemption Fee	100	
Issue of Duplicate Identity Card Fee	50	
Issue of Duplicate Pass Certificate Fee	50	
Verification of Marks Fee	100 (Per Subject)	

From The President



**“A genius is someone who shoots at something
no one else can see and hits it.”**

Chris Walker

Dear students,

Knowledge as we all know is strength. But mere possession of knowledge is not strength. In fact, it is the proper use of knowledge that is strength. If you have knowledge as well as the capability to use the same properly, you will be successful in leading the future of the corporates to enable them to adapt to the dynamics of global competition and achieve success.

There are people who imagine and project difficulties in any organization even before they start work and end up doing nothing. Others include those who inspired initially, but give up for lack of perseverance. At the same time, there is third category that includes people who become more and more inspired

to execute a job effectively, the more they face challenges and difficulties.

You all my dear students, have to fit in this third category because in the changing scenario as I have stated earlier, professionals are expected to perform multifarious jobs. Whatever organization you join and the assignment you undertake, your attitude should be positive to achieve excellence. Your innovative thoughts can lead them to the path of success. By reviving and exposing your innovative thinking, you can help the corporates to translate their dreams into action plans.

I have been repeatedly emphasizing that communication skills are one of the important personal traits of Company Secretaries and these have always been the hallmark of successive professionals. The Institute always endeavours to conduct various programmes/activities to make you a thorough professional by developing and improving your skills. In this context as informed to you in my earlier communications the SIRC of the Institute is organizing 7th All India Moot Court Competition from 4th – 6th September, 2009 at Chennai. It is a three tier programme comprising of Chapter Level; Regional Level and National Level. Initially, all Chapters would organize Moot Court Competition for the students at their level. One winning team from each chapter would be participating in the Regional Level Competition. The winners and runners up of each Region would be participating in the National Level Competition. I trust most of you are taking part in this competition and benefit immensely.

As you are aware, the 37th National Convention this year will be held on November 5-7, 2009 at Marriott Hotel, Hyderabad on the theme “Lead Corporate India – Role of Company Secretary”. The theme of the National Convention will be deliberated in four sub themes i.e., Managing Growth in Turbulent Times; Integrity, Ethics and Governance; Best Practices in Financial/ Non Financial Disclosures; Lead the Market under Competition Regime. An announcement containing Theme and sub-themes and other details such as delegate fee, arrangements with Marriott Hotel, list of other Hotels, Delegate Registration form, etc. has been published in August-2009 issue of Chartered Secretary. I advise you to ensure your participation at the Convention as a delegate which will be a great learning experience for you.

Keeping with demands of knowledge era, the Institute has introduced the e-learning portal, in addition to the existing postal and oral coaching. Students from any part of the world can avail this 24x7 hours on-line facility. The experience, so far has been encouraging. The Institute has already launched the web-based e-learning Modules for the CS Foundation Programme and Executive Programme to facilitate the students. The e-learning facility will also be extended to Professional Programme. I am sure that more students will register and make use of the e-learning portal. To access the E-learning Portal of ICSI, the candidates may log on to <http://elearning.icsi.edu>.

Dear students, I am conscious of the fact that you must be eagerly awaiting the results of the June 2009 examinations of the Institute that will be announced on 25th August 2009 throughout the country. I wish you all best of luck.

I conclude by stating that a person with positive expectancy will look for the benefit or advantage from an obstacle or setback. You all have the ability to transform your lives and soar to new heights of success and fulfillment. When you are not afraid to embark on new endeavors, when you can learn from your mistakes, and when you're confident enough to promote yourself, you exemplify the attitude that fosters success.

I quote Napoleon Hill who has said: “Every person who wins in any undertaking must be willing to cut all sources of retreat. Only by doing so can one be sure of maintaining that state of mind known as a burning desire to win - essential to success”.

With best wishes,

Yours sincerely,

Hyderabad
August 11, 2009

(CS DATLA HANUMANTA RAJU)

Student Services

ATTENTION ALL STUDENTS APPEARING IN THE CS INTERMEDIATE (EXECUTIVE PROGRAM) EXAMINATIONS

COMPULSORY COMPUTER TRAINING SCHEME

In the Company Secretaries Regulations, 1982, for regulation 40, the following regulation shall be substituted, as published in the Gazette of India(Extra Ordinary) vide Notification No. ICSI/710/1(M)/1 dated 3rd May, 2006.

“40 Admission to the Intermediate (Executive Program) Examinations —

No candidate shall be admitted to the Intermediate (Executive Program) examination unless he/she :-

- (a) is a registered student and produces a certificate from the head of the coaching administration (by whichever name designated) to the effect that he has undergone satisfactorily a course of postal or oral tuition for the Intermediate examination; and
- (b) has successfully completed computer training program as may be specified from time to time by the Council and in the manner so specified or exempted there from;
- (c) applies with such examination fee as may be determined by the council from time to time so as to reach the Secretary, in accordance with the directions given by the Council.”

In terms of the aforesaid amendment in the Company Secretaries Regulations, 1982, all students are required to successfully undergo a Compulsory Computer Training Programme for becoming eligible for appearing in the CS Intermediate Examinations from June, 2007 examinations onwards.

The Institute, in compliance of the aforesaid amendments, has tied up with M/s NIIT through which 70 hours of computer training shall be provided to the students/members of the Institute in all Centres of NIIT all over the country. To undergo this course, a student/member has to approach any NIIT Centre on all India basis. To take admission, he/she has to deposit the requisite fees at the respective NIIT Centre and fulfill the formalities as per the requirements of the Computer Training Centre.

The list of NIIT Centres including detailed course contents, module details and topic-wise time duration etc. have been published on the website of the ICSI i.e. www.icsi.edu under FAQ.

Salient features of the course in brief : -

Title of the Course	“Understanding Information Technology in Corporate Environment”.
Duration of the Course	70 Hours
Fee	Rs.3000 per participant for General Category & Rs.2500 per participant for SC/ST Category Note : Service Tax as per the GOI rules applicable from time to time shall be paid in actual by the participant

Students having exposure to computer during their education or have undergone similar course, may apply for on-line exemption to NIIT at the nearest center available to them and successfully clears the test.

Students placed at far reaching places and are not having NIIT center nearest to their place may, however, undergo the computer course of at least 3 months duration - with maximum coverage of the ICSI-NIIT course contents - from any computer training Institute and then enroll for on-line exemption test at any of the NIIT Center on all India basis and successfully clears the test.

A fee of Rs. 450 plus Service Tax etc. per student is payable for online exemption test (to be conducted by NIIT) which is applicable for a maximum of TWO attempts within a period of one month.

Note : Students having passed/completed the Intermediate Course on/or before December '06 session of CS Examination; are - however - not required to comply with the requirements of the Compulsory Computer Training program.

The students declared passed in Dec.' 2008 session of Intermediate/Executive Programme examination but have not completed the compulsory computer training, are also required to successfully undergo the computer training for becoming eligible for appearing in the final stage of CS examination.

ACADEMIC GUIDANCE

ACADEMIC UPDATES

SECURITIES LAWS AND COMPLIANCES

POLICY AND REGULATORY DEVELOPMENTS IN INDIAN CAPITAL MARKET¹

Global financial meltdown has affected almost everyone in an increasingly inter-connected world as it spread both in intensity and scope and disrupted the financial markets the world over. The global financial crisis which began in July 2007 deepened in September 2008, as stock markets worldwide crashed and entered a period of high volatility. Around the world large financial institutions collapsed or bought out, and governments announced rescue packages. Many developed economies saw their stock indices go below the previous recorded lows. Indian capital markets also experienced downturn against the backdrop of heightened uncertainties triggered by the international financial crisis, slowing down global economy and volatility in international financial markets.

The movement in equity prices in Indian capital market was in tandem with trends in major international equity markets. The Indian equity market weakened following sharp decline in stock markets across the globe and perceptible shift in investor preferences.

The number of new issues declined sharply in 2008. During 2008-09 (April – December), there were 20 public issues which mobilized Rs.2,058.51 crore and 21 rights issues which mobilized Rs.11,997.31 crore as compared to 74 public issues mobilizing Rs.38,153.20 crore and 22 rights issues which mobilizing Rs.13,446.68 crore during the same period in previous year. During 2009-10 (April –May), there was no public issue but only one rights issue which mobilised Rs.8.96 crore as against 5 public issues which mobilized Rs.321.16 crore and one rights issue which mobilized Rs.424.89 crore during 2008-09. During this period, 48 preferential allotments with issue value of Rs.2,295.49 crore were listed at BSE and 10 preferential allotments with issue value of Rs.1,930.33 crore were listed at NSE. The total amount of private placement of corporate debt reported during April-May (2009-10) was Rs.29,134.60 crore through 128 issues as compared to Rs.16,955.06 crores through 151 issues during the same period in the previous year. Reflecting the volatile capital market conditions, the net inflow of saving into mutual funds, which had recorded a steady rise during 2005-07, turned negative in 2008. The private sector mutual funds witnessed heavy redemption pressure in 2008.

In the secondary market segment, the market activity began on a bullish note, with the BSE and NSE indices touching new peaks of 20,873 and 6,288, respectively, on January 8, 2008. However, this momentum could not be sustained and the indices recorded significant downtrend in line with the decline in all the major international indices during the second half of January 2008. Despite intermittent corrections in the stock market, the market sentiment remained bearish due to the rising domestic inflation, increasing oil prices and volatility in international financial markets and negative portfolio investment flows during February-March 2008.

During the last quarter of 2008 also, the Indian equity market exhibited large volatility around a strong declining trend mainly triggered by overall FII outflow consequent on the deepening global credit crunch and an associated dip in domestic sentiments. Year 2009, however, started on a positive note with FIIs making a comeback the Sensex closed above 10,330 in the first week, which is now hovering between 14000 – 15000.

Having regard to the trends in Indian Capital Markets and to address the issues emerging from the global financial crisis, the Government initiated various measures aimed at ensuring the soundness and stability of the Indian capital market. These include, apart from monetary

easing and greater liquidity, enhancing external commercial borrowings, raising FII investment in debt instruments, opening liquidity windows to the mutual funds. Some of the salient policy and regulatory initiatives relating to the capital market taken during the year 2008-09 were as under-

Primary Market

The amendments to the SEBI (Disclosure and Investor Protection) Guidelines, 2000 included the following:

- Regulatory Stipulation on an unlisted company making an IPO to compulsorily list the securities being issued through IPO on stock exchanges having nationwide terminals.
- Introduction of concept of anchor investors in Public issues through Book Building
- Introduction of a supplementary process of applying in public issues, viz., the “applications supported by blocked amount” (ASBA) process for IPO applications to ensure that the funds are debited from the investors' accounts only upon confirmed allotment of securities and only to the extent of allotment made to the investor. The ASBA process was also extended to rights issues.
- Timeline for completion of bonus issues by listed companies stipulated at 15 days from the date of approval by the board of directors of the issuer (in case shareholders' approval is not required) and at 60 days from the date of meeting of the board of directors wherein the bonus was announced subject to shareholders' approval.
- Abolition of 'No delivery period' for all types of Corporate Actions in respect of the scrips which are traded in Compulsory demat mode.
- Expansion of the eligibility criteria for listed companies desirous of making Qualified Institutional Placement (QIP) to cover companies, which have been listed during the preceding one year pursuant to approved scheme(s) of merger/ demerger/ arrangement entered into with companies which have been listed for more than one year in such stock exchange(s).
- Modification in the pricing guidelines for QIP through change in the floor price formula and definition of relevant date and extending these guidelines to preferential allotment to QIBs, provided that the number of QIB allottees in such preferential allotment does not exceed five.
- The lock-in period of shares in preferential allotment, pursuant to exercise of warrants to be the full lock-in period of one year or three years, as the case may be, from the date of allotment of such shares.
- Permission to a listed company to make a combined offering of Non-Convertible Debentures (NCDs) with warrants through the QIP mechanism. NCDs and warrants issued pursuant to a combined offering can be listed and traded separately. The minimum contract value for trading of NCDs/ warrants was set at Rs.1 lakh.
- A simplified listing agreement for debt securities prescribed.
- A Simplified listing agreements for Indian Depository Receipts was introduced.
- Considering the need to enable well established and compliant listed companies to access Indian primary market in a time effective manner through follow-on public offerings and rights issues, SEBI decided to enable listed companies satisfying certain specified requirements to make Fast Track Issues.
- Grading of IPO has been made mandatory. IPO grading (initial public offering grading) is a service aimed at facilitating the assessment of equity issues offered to public. The grade assigned to any individual issue represents a relative

1. Prepared by Sonia Bajjal, Assistant Director, The ICSI.

Academic Guidance

assessment of the 'fundamentals' of that issue in relation to the universe of other listed securities in India.

- Existing format to submit information pertaining to the activities by RTI/STA has been modified. The Registrar to Issue /Share transfer agents to submit the quarterly reports to SEBI in electronic form only and the submission of such reports in hard copy shall be dispensed with.
- The issuer making an initial public offer permitted to announce the floor price or price band after the date of registration of the Red Herring Prospectus with the Registrar of companies, at least two working days before the issue opening date.
- Listing of following securities by a listed issuer relaxed from the requirement of Rule 19(2)(b):-
 - (i) Equity shares with differential rights as to dividend, voting or otherwise offered through rights or bonus issue.
 - (ii) Warrants issued along with Non Convertible Debentures through Qualified Institutions Placement.
- SEBI made it mandatory on the part of promoters (including promoter group) to disclose the details of pledge of shares held by them in listed entities promoted by them.

Equity Listing Agreement

Clause 5 A – Uniform procedure prescribed for dealing with unclaimed shares providing for:

- (a) Creation of demat suspense account
- (b) Crediting of corporate benefits which is accruing on unclaimed shares such as bonus, split, etc.
- (c) Details of shareholding of individual allottee and the allottee's account shall be credited as and when he/she approaches.

Clause 16, 19 - Reduction in timelines for rights issues like the notice period required for calling a board meeting of the issuer to consider the rights issue; and the period stipulated for completion of allotment and commencement of listing and trading of the shares so issued. SEBI has reduced the current timelines, related to Right Issue as follows:

- Notice period for Board Meeting from 7 working days to 2 working days
- Notice period for record Date from 15/21/30 days to 7 working days
- Issue Period from Minimum 30 days to Minimum 15 days to maximum 30 days Minimum 15 days to maximum 30 days
- Completion of Post issue from 42 days to 15 days

Clause 20A – All listed companies have been required to declare their dividend on per share basis only.

Clause 24 – A listed/unlisted company which are getting merged have been required to appoint an independent merchant banker for giving a fairness opinion on the valuation done by the valuers to safeguard the interest of shareholders.

Clause 28A – A Listing Company can not issue shares in any manner which may confer on any person, superior rights as to voting or dividend vis-à-vis the rights on equity shares that are already listed.

Clause 35 - The format for reporting the shareholding pattern shall include details of shares pledged by promoters and promoter group entities, as specified.

Clause 41 - SEBI has modified clause 41 in order to bring more efficiency in the disclosure of financial results like amending:

- (i) The time limit for submission and publication of financial results to the stock exchange.
- (ii) Limited review to be placed before the Board of Directors.
- (iii) Submission of limited review report in case of last quarter.

Clause 43A - New Clause 43A has been added to the listing agreement, requiring the companies:

- to file deviations in the use of public issue proceeds
- to appoint monitoring agency to monitor utilization of proceeds etc.

Clause 49 - If the non-executive chairman is a promoter or is related to promoters or persons occupying management positions at the board level or at one level below the board, at least one-half of the board of the company should consist of Independent Director.

- The minimum age for Independent Directors shall be 21 years.
- The gap between resignation/removal of an Independent Director and appointment of another Independent Director in his place shall not exceed 180 days. However, this provision is not applicable to companies who fulfill the minimum requirement of Independent Director.
- Disclosures of relationship between directors inter-se shall be made in the Annual Report, notice of appointment of a director, prospectus and letter of offer.
- The issuer company is required to
 - (i) Place the monitoring report in respect of utilization of issue proceeds filed with it by monitoring agency before the Audit Committee.
 - (ii) Inform material deviations in the utilization of issue proceeds to the stock exchange.
 - (iii) Make the material deviations/adverse comments of the Audit Committee.

— Non-Mandatory provisions has been introduced if the Independent director has the requisite qualifications and experience which would be use to the company and which, in the opinion of the company would enable him to contribute effectively to the company in his capacity as an Independent Director.

Clause 52 - SEBI has decided to phase out EDIFAR gradually in view of a new portal viz. Corporate Filing and Dissemination System (CFDS) put in place jointly by BSE and NSE at the URL www.corpfiling.co.in. Accordingly the listed companies are required to file information with the stock exchange only through CFDS. The compliance officer, appointed under Clause 47(a) and the company shall be responsible for ensuring the correctness, authenticity and comprehensiveness of the information, statements and reports filed under this clause and also for ensuring that such information is in conformity with the applicable laws and listing agreement. [Clause 52(1)(b)]

Secondary Market

The salient policy initiatives concerning the secondary market segment were:

- The broad framework for short selling and securities lending and borrowing (SLB) scheme for all market participants was operationalized with effect from April 21, 2008. The key modifications made to SLB Scheme included an increase in tenure for SLB to 30 days from 7 days, extending the time for SLB session to the normal trade timings of 9:55 am to 3:30 pm, and allowing margins in SLB in the form of cash and cash equivalents.
- Margining of institutional trades was made mandatory with effect from April 21, 2008 and collection of margins from institutional investors on a T+1 basis.
- Direct Market Access facility was introduced for institutional investors, allowing brokers to offer clients direct access to the exchange trading system through the broker's infrastructure without manual intervention by the broker, subject to proper risk management of clients by the broker.

Academic Guidance

- The cross margining facility was extended to all market participants for offsetting positions in cash and derivatives market.
- The Securities Contracts “Manner of Increasing and Maintaining Public Share holding in recognized stock exchanges” (MIMPS) Regulation 2006 was amended to allow six categories of shareholders namely, public financial institutions, stock exchanges, depositories, clearing corporations, banks and insurance companies to hold directly or indirectly up to 15 per cent of the paid-up equity share capital of the concerned stock exchange. Any shareholder other than the aforesaid six categories of investors can hold directly or indirectly not more than 5 per cent of the paid up equity share capital of a stock exchange.
- Approval was granted to NSE and BSE for operationalizing the exchange traded currency derivatives segment; and MCX Stock Exchange Ltd. was recognized as a stock exchange for a period of one year commencing on September 16, 2008 for operationalizing the exchange traded currency derivatives segment only.
- Broad guidelines were approved for providing an exit option to regional stock exchanges whose recognition is withdrawn and/or renewal of recognition is refused by SEBI and those exchanges that are desirous of surrendering their recognition.
- Framework for recognition and supervision of stock exchanges/platforms of stock exchanges for small and medium enterprises was specified by SEBI.
- A director, nominated by an institution as its representative on the Board of Directors, is eligible to participate in the ESOS of the company subject to certain conditions. Accounting Treatment prescribed by SEBI, for options brought in line with the accounting treatment provided by ICAI.
- SEBI notified the SEBI (Intermediaries) Regulation, 2008 for putting in place a comprehensive regulation applicable to all intermediaries. The registration process has been simplified. The fit and proper criteria has been modified to make it principle based. Apart from specifying common code of conduct, the registration granted to intermediaries was made permanent subject to the compliance of the SEBI Act, regulations, updation of relevant disclosures and payment of fees. Procedure for action in case of default and manner of suspension or cancellation of certificate has been simplified to shorten the time faced by the parties without compromising with the right of reasonable opportunity to be heard. The procedure for surrender of certificate has been simplified.
- In terms of an amendment to the SEBI (Depositories and Participants) Regulations, 1996, the requirement of the depositories to ensure payments before effecting the transfer in the demat system was dispensed with, as the Depositories Act did not cast an obligation on the depositories to ensure that payment had been made in respect of transfer of security.
- An amendment to SEBI (Portfolio Managers) Regulations, 1993 on August 11, 2008 relaxed the criteria for considering the application for registration as portfolio manager and increased the net worth for carrying portfolio management service from Rs. 50 lakh to Rs. 2 crore.
- The SEBI (Stock Brokers and Sub-Brokers) Regulations, 1992 was amended on August 11, 2008 for facilitating the trading in currency derivatives on the platform of stock exchanges.
- The SEBI (Substantial Acquisition of Shares and Takeovers) Regulations, 1997 was amended on October 30, 2008. It was clarified that no acquirer, who together with persons acting in concert with him held 55 per cent or more but less than 75 per cent of the shares or voting rights in a target company, should acquire either by himself or through persons acting in concert with him any additional shares entitling him to exercise voting rights unless he made public announcement in accordance with the regulations.
- SEBI notified the SEBI (Investor Protection and Education Fund) Regulations, 2009, with a view to strengthening its activities for investor protection. The Fund shall be used for the protection of investors and promotion of investor education and awareness, in ways like:-
 - (a) educational activities including seminars, training, research and publications, aimed at investors;
 - (b) awareness programmes through media - print, electronic, aimed at investors;
 - (c) funding investor education and awareness activities of investors' associations recognized by the Board;
 - (d) aiding investors' associations recognized by the Board (SEBI) to undertake legal proceedings in the interest of investors in securities that are listed or proposed to be listed.
- The Government notified the Rules for the Delisting Framework. The delisting Rules inter-alia provide grounds for voluntary as also compulsory delisting.
- Securities and Exchange Board of India (SEBI) notified the SEBI (Delisting of Equity Shares) Regulations, 2009.

Mutual Funds

Some of the important initiatives relating to mutual funds were:

- Allow existing mutual fund schemes to engage in short selling of securities as well as lending and borrowing of securities after making additional disclosures including risk factors in the Scheme Information Document.
- SEBI guidelines for parking of funds in short term deposits of scheduled commercial banks were not to apply to term deposits placed as margins for trading in cash and derivatives market.
- The aggregate ceiling for overseas investments by mutual funds was enhanced from US\$ 5 billion to US\$ 7 billion.
- The amendments to the SEBI (Mutual Funds) Regulations, 1996 with regard to Real Estate Mutual Funds included the following:
 - Sponsors seeking to set up new mutual funds, for launching only real estate mutual fund schemes, shall be carrying on business in real estate for a period not less than five years. They shall also fulfill all other eligibility criteria applicable for sponsoring a mutual fund.
 - An existing mutual fund may launch a real estate mutual fund scheme if it has an adequate number of key personnel and directors having adequate experience in real estate.
 - A real estate mutual fund scheme is required to be close-ended and its units shall be listed on a recognized stock exchange.
 - A real estate mutual fund shall invest at least 35 per cent of the net assets of the scheme directly in real estate assets.
 - The AMC, its directors, the trustees and the real estate valuer shall ensure that the valuation of assets held by a real estate mutual fund scheme is done in good faith in accordance with the norms specified.
 - In order to bring about uniformity in the contents of Abridged Scheme-wise Annual Report prepared by the mutual funds, a new format was prescribed.

- It was decided that in case of large applications for purchase of income/debt oriented schemes other than liquid fund schemes with amount equal to or more than Rs. 1 crore, the closing NAV of the day on which the funds were available for utilization would be applicable.
- The units under close-ended schemes are required to be mandatorily listed. It was stipulated that a close-ended debt scheme shall invest only in such securities which mature on or before the date of the maturity of the scheme.
- It was decided in October 2008 to enhance on a case to case basis the prescribed borrowing limit of mutual funds to 40 per cent of the net assets for a period of six months to enable them to meet the redemption requests in an orderly manner.
- It was mandated that liquid fund schemes and plans should make investment in/purchase debt and money market securities with maturity up to 182 days only w.e.f. February 1, 2009 and in such instruments with maturity up to 91 days only w.e.f. May 1, 2009.
- Asset management companies are required to disclose on their respective websites the portfolio of debt-oriented close-ended and interval schemes/plans as on the last day of a month, on or before the third working day of the succeeding month.

Foreign Institutional Investment

- The eligible categories of the Foreign Institutional Investor (FII) applicants were expanded to allow for NRI-owned investment managers to register as FIIs subject to the condition that they did not invest their proprietary funds.
- It was decided to do away with the quantitative restrictions imposed on Overseas Derivative Instrument (ODI) issuance capabilities and restrictions on ODIs on derivatives with effect from October 7, 2008.
- In June 2008, the limit for investments in debt by the FIIs in the government securities was increased from US\$ 3.2 billion to US\$ 5 billion and in corporate debt from US\$ 1.5 billion to US\$ 3 billion. The corporate bond investment limits were further increased to US\$ 6 billion in October 2008 and to US\$ 15 billion in January 2009.
- The restriction on investment of FIIs in the ratio of 70:30 in equity and debt respectively was done away with.

Corporate Debt Market

- In order to facilitate development of a vibrant primary market for corporate bonds in India, SEBI notified "Issue and Listing of Debt Securities Regulations" on June 6, 2008 to provide for simplified regulatory framework for issuance and listing of non-convertible debt securities (excluding bonds issued by the Government) issued by any company, public sector undertaking or statutory corporation. The new regulations prescribe rationalized disclosure norms for public and private placements, reduction of timelines involved during draft prospectus stage, enhanced responsibilities of merchant bankers for exercising due diligence, etc.
- SEBI set up a Standing Advisory Committee named "Corporate Bonds and Securitisation Advisory Committee" (CoBoSAC) under the chairmanship of Dr R.H. Patil for making recommendations to SEBI from time to time regarding the market for corporate bonds and securitized debt instruments.

DATA ROOM – AN OVER VIEW²

What is data room?

A Data Room provides all important business documents/information which may be on Financial, regulatory, IPR, marketing, Press report or any important material aspect pertaining to a business transaction. Other wise it provides for a common platform/place where all records of important business information is kept for the review by a potential buyer after signing of a Non Disclosure Agreement (NDA). As data room discloses confidential data which is not available for public and may relate to business process, trade secret, technology information etc, the access to data room is made after signing of Non Disclosure Agreement.

Provisions are also made to mitigate the risks of data destruction or data stealing. For this purpose the restrictive provisions are made for entry, study, noting and exit from the data room. This includes physical checking of the persons conducting such study in the data room. Installing close circuit camera in the data room, monitoring the activity of the persons on time to time basis etc. requires proper budgeting. Principals are also laid down for copying documents to clearly state about the nature of documents which could be copied in the data room. For this purpose photocopiers and scanning machines are kept.

Why Data Room?

1. Removes Ambiguity in the minds of buyer about the profitability, growth prospectus, and sustainability of business that is proposed to be bought.
2. Provides material information that helps in doing a SWOT analysis.
3. It enables the buyer to do a better bargain through the analysis of the data.
4. May expose the weakness of the seller which is not directly provided to the buyer- For example, a material off balance sheet transaction.
5. Provides data that helps in better Valuation of business for both buyer and seller.

What type of information is provided under a data room?

The following are the examples of information that is provided under a Data Room. This list is not however exhaustive.

1. Financial documents such as Annual Report, Financial statements filed with regulatory authorities, cash flow statements, documentation with bankers, off balance-sheet information etc.
2. Basic corporate documents such as certificate of incorporation, Memorandum and Articles of Association, Share-holding agreement, various types of registrations, documents on General and Board Meetings, insurance contracts etc.
3. HR information
4. Equipment and information on operational aspects.
5. Information relating to sales, marketing etc
6. Compliance related information
7. Information published in media.
8. IPR details

Some Occasions those require creation of Data Room

1. Mergers, amalgamations and Acquisitions
2. Strategic Alliances
3. Partnering agreement
4. Business Coalitions
5. Outsourcing agreement
6. Technology or Product Licensing

2. Prepared by Lakshmi Arun, Education Officer, the ICSI and reviewed by Ranjan Mukherjee, FCS.

Academic Guidance

7. Joint Ventures through technical or financial collaboration
8. Venture Capital investment
9. Public Issue

Data Room – Virtual or Physical

Earlier data room was a physical location where all confidential and other documents are kept in a paper form and were kept under lock and key with custody of a responsible person. Generally the data room was created at vendor's premises or lawyer's office and specific time was allotted to the buyer and the authorised representatives of the buyer to enter and exit the premises which were set up as Data Room. Only one prospective buyer was allowed to view the documents at a time. When a prospective bidder demands additional or new documents it was provided to them in physical copy through courier or registered post. It demanded the physical availability of experts from different fields at the place where the due diligence exercise was being carried out.

Under the prevailing globalised economy, using of traditional physical data rooms for due diligence can be not only a time-consuming and difficult process but also is very expensive as it demands the prospective buyers to travel from their place to the place where the data room is located.

Technology has enhanced the efficiency of many business processes and activities. New and creative uses of technology are expected to have similar positive effects on existing businesses. Introduction of Virtual Data Room which is an effect of technology has come as a boon for due diligence exercise.

Virtual Data Room is a site where all the required data of the prospective buyer are stored in digitalized or electronic form. Due diligence exercise these days is carried out through creation of virtual data room in the form of internet site where all the confidential/material business information is stored.

In general the following steps are involved in creation of a virtual data room.

1. Demands of the prospective bidders are identified.
2. Identify a trust worthy data room service provider if necessary and enter into necessary agreement with them.
3. Creation of a website where all the required documents are stored with internet security, restriction to access the site etc
4. Signing of Non-Disclosure Agreement with prospective bidders
5. Service agreement with data room service provider and the prospective bidder
6. Prospective bidders, on signing of Non-Disclosure Agreement and the service agreement, are given Use Id and pass word of the virtual data room so that any number of prospective bidders and access to it.

Major Advantages of Virtual Data Room

1. Savings in cost
2. Saving in time
3. More Comfort to buyer and Seller
4. Availability of information at any time of the day
5. Enables multiple prospective bidders to access the Virtual Data Room
6. Easy to Set up
7. More Secured
8. Improved Efficiency
9. Copying/printing of documents may be restricted.
10. Closure of Virtual Data Room may happen at any time

Some Disadvantages of Virtual Data Room

1. Limited interaction with prospective sellers.
2. Lack of clarity of documents loaded on the data-site
3. Inability to copy or print information some times becomes a hurdle

4. Access to sensitive information such as contracts to third parties poses legal challenges relating to confidentiality of information.

Virtual and Physical Data Room – A comparison

Sl no	Particulars	Physical Data Room	Virtual Data Room
1	Form of documents	Papers, files, boxes or any tangible thing	Electronic/Digital/ soft copies of documents including video/ audio documents
2	Security of documents	Lies with the integrity of person who is in charge of the data room	More secured through specific log-in id and pass word. In addition facilities like internet fire walls are there.
3	Time required for creation of data room	Longer time required.	Can be created within 48 hours also once demands of prospective bidders are identified.
4	Cost	High because of reasons like requirement of one person to take care of data room. Requires bidders to travel from their place to the place of location of data room etc	Low as the documents can be viewed from any location with internet security.
5	Convenience	Low Level because of reasons like Only one prospective bidder can review the documents at a time Difficult to search the documents that is required	More convenient as it enables multiple bidders to review documents with search facility also.
6	Accessibility to data room	Restricted time	Any time.
7	Facility to restrict access of document access	Not there	Access can be restricted.
8	Facility to check who has reviewed what documents and how many times	Not available	Available
9	Facility to highlight new information	To be conveyed manually to all bidders	A highlight can be made in the site created as data room
10	Ability to copy documents	Possible	Not possible always
11	One to one communication in person with the seller or his representatives	Available	Not available

Data room administration and data security

Administration of data room and its management including entry access and other security aspects including data security are to be planned in detail and a trial run is to be conducted before making the data room operational.

THE COMPANIES BILL, 2009³

The review and redrafting of the Companies Act, 1956 was taken up by the Ministry of Corporate Affairs on the basis of a detailed consultative process. A 'Concept Paper on new Company Law' was issued by the Government on 4th August, 2004. The inputs received were put to a detailed examination in the Ministry. The Government also constituted an Expert Committee on Company Law under the Chairmanship of Dr. J.J. Irani on 2nd December 2004 which submitted its report to the Government on 31st May 2005.

Based on that report, the Companies Bill, 2008 was introduced by the Government in the Lok Sabha on October 23, 2008. Due to the dissolution of the Fourteenth Lok Sabha, the Bill lapsed. The Companies Bill, 2008 is re-introduced as Companies Bill, 2009 in Lok Sabha on 3rd August, 2009 by Minister for Corporate Affairs, Salman Khurshid.

The main objectives of the Companies Bill, 2009 are as follows:

- (a) to revise and modify the Companies Act, 1956 in consonance with the changes in the national and international economy;
- (b) to bring about compactness by deleting the provisions that had become redundant over time and by regrouping the scattered provisions relating to specific subjects;
- (c) to re-write various provisions of the Act to enable easy interpretation; and
- (d) to delink the procedural aspects from the substantive law and provide greater flexibility in rule making to enable adaptation to the changing economic and technical environment.

HIGHLIGHTS OF THE COMPANIES BILL, 2009

- Introduced in Lok Sabha on 3rd August, 2009.
- The Bill has 426 clauses as against 658 Sections in the existing Companies Act, 1956.
- The entire bill has been divided into 28 chapters.
- Many new chapters have been introduced, viz., Registered Valuers (ch. 17); Companies to furnish information or statistics (ch. 24); Nidhis (ch. 25); National Company Law Tribunal & Appellate Tribunal (ch. 26); Special Courts (ch. 27)
- The Bill is forward looking in its approach which empowers Central Government to make rules, etc. through delegated legislation and after having detailed consultative process (clause 426 and others).
- Concept of One Person Company (OPC limited) has been introduced.
- Small companies have been defined (maximum paid-up share capital not exceeding Rs.5 crores) and have been subjected to a less stringent regulatory framework.
- For the first time, provision for entrenchment has been proposed in the Bill.
- For the first time, provision for re-registration of companies already registered, has been introduced.
- Key Managerial Personnel (KMP), in relation to a company, has been defined to include the Managing Director, the Chief Executive Officer or the Manager and where there is no Managing Director or Manager, a whole-time director or directors; the Company Secretary; and the Chief Financial Officer.
- Every Company Secretary being a KMP shall be appointed by a resolution of the Board which shall contain the terms and conditions of appointment including the remuneration.

- Every company shall have at least one director resident in India.
- Concept of independent directors has been introduced for the first time in Company Law:
- The independent director has been clearly defined in the Bill.
- There is a comprehensive revision of the provisions relating to payment of managerial remuneration. No limits have been laid down on the quantum of remuneration to be paid.
- Participation of directors at Board Meetings has been permitted through video-conferencing or other electronic means.
- Besides the Audit Committee, the constitution of Remuneration Committee has also been made mandatory in the case of listed companies.
- Where the combined membership of the shareholders, debenture holders and other security holders is more than one thousand at any time during the financial year, the company shall constitute a Stakeholders' Relationship Committee.
- Duties of directors have been specified in the Bill
- To encourage wider participation of shareholders at General Meetings, the members have been permitted to exercise their vote at meetings by electronic means.
- One person companies have been given the option to dispense with the requirement of holding an AGM.
- For the first time, the concept of Secretarial Standards has been introduced. Every company is required to observe such Secretarial Standards as may be prescribed with respect to General and Board Meetings.
- Stringent punishment is imposed for failure to distribute dividend within thirty days of its declaration.
- Annual Return being a public document is now required to have more disclosures especially on matters relating to certification of compliances, disclosures etc.
- As per the Bill, in respect of all the companies, whether private or public, listed or unlisted, if no Company Secretary is appointed by the company, the Annual Return is compulsorily required to be signed by the Company Secretary in practice.
- Board's Report has been made more informative and includes extensive disclosures.
- New clause has been introduced with respect to prohibition of insider trading of securities. The definition of price sensitive information has also been included.
- Every contract or arrangement entered into with a related party, shall be referred to in the Board's Report along with the justification for entering into such contract or arrangement.
- A provision has been made for class action suits.
- The entire rehabilitation and liquidation process has been made time bound.
- The Tribunal may appoint Provisional Liquidator or the Company Liquidator from a panel maintained by the Central Government consisting of COMPANY SECRETARIES, Chartered Accountants, Advocates and Cost and Works Accountants.
- A new chapter has been inserted in relation to registered valuers.
- A CS, CA, CWA or other persons possessing prescribed qualifications may apply to the Central Government to be registered as valuers. No company or body corporate shall be eligible to apply as registered valuers.

3. Prepared by Deepa Khatri, Asst. Education Officer, the ICSI under the guidance of Alka Kapoor, Joint Director, the ICSI.

LEGAL WORLD

Compiled by T.K.A. Padmanabhan, FCS, Advocate, New Delhi.

CORPORATE LAWS

LW(S) 37.8.2009

G. SAIBABA REDDY v. SWAL CORPORATION LTD. [(2009) 150 COMP CAS 170 (CLB)], Balu. K. K. (Vice-Chairman) [Decided on 16-5-2008]

Section 397 of the Companies Act, 1956 read with section 8 of the Arbitration and Conciliation Act, 1996 - Oppression and mismanagement - Petition for relief - Reference to arbitration based on shareholders' agreement - No commonality of parties to proceedings and shareholders' agreement - Whether maintainable - Held, No.

Brief Facts: In a petition filed under sections 397 and 398 of the Companies Act, 1956, an application under section 8 of the Arbitration and Conciliation Act, 1996 read with regulation 44 of the Company Law Board Regulations, 1991, was filed by the respondent seeking reference of the disputes raised in the company petition to arbitration as provided under the shareholders agreement.

Decision: Application dismissed.

Reason: The entire foundation of the company petition was not based on the shareholders' agreement and hence the dispute could not be referred to arbitration. The reliefs claimed on account of the specified grievances being independent of the shareholders' agreement were available under sections 397 and 398 read with sections 402 and 403 of the 1956 Act from the Company Law Board alone and its jurisdiction could not be ousted by consent of the parties. The company not being a party to the shareholders agreement could not be compelled to submit to arbitration at the instance of the respondents. There was no commonality of parties to the present proceedings and the shareholders' agreement and the question of invoking the arbitration clause would not arise. As the fifth respondent had filed his statement of objections on the substance of dispute before this application was filed, the requirements of section 8 of the 1996 Act for referring the matter to arbitration had not been satisfied. The exercise of the inherent powers by the Company Law Board would run contrary to the provisions of section 8 of the Arbitration and Conciliation Act, 1996 and the application is liable to be rejected.

LW(S) 38.8.2009

JAIDEEP HALWASIYA v. RASOI LTD. [(2009) 150 COMP CAS 20 (Cal)], Surinder Singh Nijjar C. J., & Dipankar Datta, J. Decided on [19-2-2009]

Companies Act, 1956 - Sections 81 and 173 - Annual general meeting - Issue of further shares - Allotment to promoter group - Suit for injunction alleging unfairness in conducting the meeting - Interim injunction refused - Whether correct - Held, No.

Brief facts: The appellant, a shareholder of the respondent-company filed an interlocutory application in a suit praying for temporary injunction restraining the respondents from taking any steps in respect of the resolution passed in the annual general meeting by which the promoters of the company had been allotted shares and in case allotment was made restraining the allottee from exercising any rights in respect of such shares. The court directed that in the event any step was taken for allotment of shares in pursuance of the resolution, or allotment was effected, the allottee would not be entitled to exercise any right in respect of such shares until further order of the court. The court however dismissed the applications on contest. The appellant appealed to the High Court contending that the court had failed to exercise discretion in favour of grant of injunction despite recording in unequivocal terms that the defendants had not conducted the annual general meeting fairly and that the explanation furnished by the company in justification for postponing the poll was unconvincing.

Decision: Appeal allowed.

Reason: It is the fundamental duty of the chairman of a meeting to regulate the proceedings so as to give all persons entitled to vote a reasonable opportunity. The chairman of a meeting has the discretion to either adjourn a meeting or to postpone voting. Such power has to be exercised on the existence of reasonable grounds and on being satisfied that the prevailing circumstances do warrant exercising the power to postpone. When discretion is wide enough, it is imperative that it is exercised in such a manner that it may not give an impression of arbitrariness or being moved by ulterior criteria, and when exercised, a discernible principle satisfying the test of reasonableness and fairness must emerge from the action impugned. The person/authority exercising discretion is accountable for his action. When challenged, the impugned action has to be tested on the anvil of fairness or justice particularly when competing interests of the members are involved. Exercise of discretion thus would be vitiated if the action were bereft of rationality, or lacked an objective and purposive approach. It must be exercised within the limit to which an honest man competent to the discharge of his office ought to confine himself. Since it imposes a heavy responsibility, the decision must be reached *bonafide*.

The conduct of the chairman in postponing the poll to the following day did not pass the test of fairness and reasonableness. The original meeting was conducted unfairly. Having accepted that there was an element of unfairness in conducting the meeting in so far as the issue of shares was concerned, that the company's response was unconvincing and that the conduct of postponing the voting was undesirable, the trial court erred in not continuing the injunction granted by it earlier on the premise that positive material had not been placed by the plaintiff to show that the resolution would have failed if poll had been conducted on the date originally fixed. There was merit in the contention of the plaintiff that the shareholders who might have been present in the earlier meeting to defeat the resolution for issue of further shares were given a raw deal. The ad-interim order passed by the single judge directing the promoters not to exercise any rights in respect of the allotted shares pending further orders was to continue till disposal of the suit.

LW(S) 39.8.2009

B. N. KAUSHIK v. REGISTRAR OF COMPANIES [(2009) 150 COMP CAS 97 (Del)], Reva Khetrpal, J. [Decided on 8-4-2009]

Companies Act, 1956 - Sections 162 and 220 - Offences and prosecution - Failure to file balance-sheets, etc. - Honorary secretary resigned - Violations pertaining to period after resignation - Initiation of action 22 years after resignation - Whether conviction was correct - Held, No.

Brief facts: The petitioner resigned as the honorary secretary of a company with effect from July 27, 1971. He sent his letter of resignation to the registered office of the company and a copy of it to the Registrar of Companies. Upon failure of the company to file balance sheets, etc., with the Registrar for the period covering 1982 to 1986, complaints were lodged by the Registrar and the petitioner was convicted and sentenced. The petitioner challenged his conviction, on the grounds that (i) the complaints were instituted beyond the period of limitation prescribed in law and did not disclose sufficient ground or material to proceed against him; (ii) as per Circular No.42(400)-CL-II-59 dated December 29, 1959, sending the letter of resignation to the Registrar of Companies was sufficient resignation; (iii) that in the proceedings for winding up of the company the Registrar had admitted the receipt of the resignation letter from the petitioner and (iv) the violations were for the period after his resignation.

Decision: Petition allowed.

Reason: The petitioner had tendered his resignation 11 to 15 years prior to the alleged violations. The receipt of the resignation letter was admitted by the Registrar and no material had been placed on record to show that it was not accepted or was objected to either by the company or by the Registrar of Companies. The complaints were initiated more than 22 years after the letter of resignation had been communicated to the Registrar of Companies by the petitioner and which had been accepted in terms of the Department's circular. The order of conviction and sentence has to be set aside.

STUDENT SERVICES

REGISTRATION AND POSTAL TUITION

1. Cancellation of Registration

Registration of students registered upto and including **September, 2004** stands terminated on expiry of five-year period on **31st August, 2009** leading to the following immediate consequences .:

- Supply of 'Student Company Secretary' bulletin will be discontinued from September, 2009 onwards.
- Response sheets will not be accepted even if submitted and coaching completion certificates will not be issued (after the expiry of registration period)

They are advised to apply for registration de-novo/ extension of registration as per the guidelines published in this bulletin.

(Students whose registration is valid upto August, 2009 are, however, eligible to appear in December, 2009 examination without seeking extension of registration/ registration de-novo subject to fulfilling other requirements laid down in the Regulations.)

2. Change of Address

Change of address, if any, should be intimated to the Institute by sending a separate letter in this regard. While intimating the change in their mailing address, the students are advised to invariably quote the PIN CODE number alongwith the student registration number, name and full postal address with city, state in capital letters.

PIN CODE is required to be mentioned for quick delivery of the mail. Students may, therefore, check up the computerised mailing address as printed on the 'Student Company Secretary' bulletin. In case, it does not carry or carry the wrong PIN CODE number, the same may be intimated immediately quoting student registration number and full postal address with Postal Index Number so that it could be incorporated in the computerised mailing list.

3. E-Mail Address of the Students

Those students who are having e-mail address may communicate the same to the Student Services Section at dss@icsi.edu, which will facilitate quick and economic communication from the Institute's side. The e-mail address may be sent in the following format.

Name :
Registration No. :
E-Mail Address :

4. Students Identity Card

All the students appearing in the examination must hold Identity Card in the manner prescribed by the Institute, if not already obtained at the time of seeking registration. For obtaining the Identity Card, students are advised to obtain a proforma from the Headquarters/Regional Offices of the Institute and send it again to the Institute duly filled up and attested as per instructions given in the prospectus/registration letter.

Students who have so far not obtained Identity Cards are advised to write to the Institute immediately. The students should carry their Identity Cards without fail for appearing in the Institute's examination. If the Identity Card already issued has been lost or mutilated, student should send a request for obtaining duplicate Identity Card together with the mutilated Identity Card/Identity Card proforma duly filled in and attested together with Rs. 50/- towards duplicate Identity Card fee.

5. Compulsory Enrolment for Final Course.

Students who have passed/completed both groups of Intermediate examination are advised to seek compulsory enrolment for undergoing coaching for the Final course on payment of Rs. 7500/- towards postal tuition fee.

Please note that a student is admitted to the final examination only after a minimum period of nine calendar months has elapsed since his/her passing the Intermediate examination and subject to completion of coaching and fulfillment of other requirements.

6. Uniformity in Signatures

It has been observed that some of the enrollment applications / letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrollment application and attendance sheet provided in the examination hall at the time of writing examinations.

7. Clarification Regarding Paperwise Exemption

- The paperwise exemption is granted only on the basis of specific request received in writing from a registered student along with the attested photocopies of marks sheets for all parts of the Degree/examination (on the basis of which the paperwise exemption is sought) and the exemption fee @ Rs. 100/- per paper. It is one time payment and not to be remitted for availing of paper wise exemption in every session of examination during the validity of registration period.
- The application for claiming paperwise exemption must reach the Institute on or before the last date for submission of enrolment application i.e. 25th March and 25th September for June and December examinations respectively and with a late fee of Rs. 100/-, the application can be accepted upto 9th April and 10th October respectively.
- The paperwise exemption once granted holds good during the validity of registration period or passing/completing the examination, whichever is earlier.
- The paperwise exemption is cancelled only on receipt of a specific request in writing from the student concerned on or before the last date for submission of the enrolment application. If any candidate appears in the exempted paper(s) of examination without receiving the written confirmation from the Institute, but by making personal representation, appeal, request, etc., at the Examination Centre at the last moment, his/her appearance in such paper(s) shall automatically be treated as cancelled.
- It may be noted that candidates who apply for grant of paper wise exemption or seek cancellation of paper wise exemption already granted, before the last date of submission of enrolment applications for a particular examination, must see and ensure that they receive written confirmation from the Institute at least 15-20 days prior to the commencement of the examination. 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.
- Exemption once cancelled on request in writing shall not be granted again under any circumstances.
- The candidates who have passed either group of the Intermediate/Final examination under the old syllabus, may claim the paperwise exemption in the corresponding subject(s) of new syllabus indicating the basis of exemption as "APO" in the appropriate column of the enrolment application.
- In case the paperwise exemption has already been granted on the basis of qualification or the candidates is eligible for grant of exemption on the basis of securing 60% or more marks, a photocopy of the letter/marks-sheet issued by the Institute should be enclosed with the enrolment application while claiming such exemption, failing which the same may not be granted for the ensuing examination.
- No exemption fee is payable for availing paperwise exemption on the basis of "APO" or on the basis of securing 60% or more marks in the Institute's examination.

Student Services

- (j) Paperwise exemption fee is payable only when the exemption is to be availed on the basis of qualification(s) specified for the purpose.

8. Completion Of Coaching And Filling Up Of Examination Forms

At times queries are received by the Institute from the students with regard to filling up of examination forms for want of issue of coaching completion certificate. It is clarified that students (i) who are undergoing oral coaching, and (ii) students who have submitted or re-submitted their response sheets and/or would be submitting or re-submitting the response sheets within the stipulated period, are eligible to fill up the examination forms for the respective session of examination. Such students need not withhold the submission of their examination forms for want of coaching completion certificates. The students concerned are advised to make a note in the application form to the effect that they are undergoing oral coaching/have submitted response sheets and are awaiting coaching completion certificates. Since there cannot be any change with regard to the closing date for submission of examination forms, students need not wait for the issue of coaching completion certificates for filling up their examination forms. They are advised to mention against the appropriate column in the enrolment application form that coaching completion certificates are being awaited.

Students who were issued with limited permission letters, for appearing in June, 2009 examination, are advised to submit the deficient response sheets immediately as such students, if failed, will not be allowed to appear in December, 2009 examination, unless they are issued with the regular coaching completion certificates (s) for the group (s) for which limited permission letter was issued.

Students who secure 35% or more marks in aggregate and 30% marks in individual paper in a group in June, 2009 examination, are advised to submit photocopy of the marks sheet for the issue of Coaching Completion Certificate, if eligible.

9. Submission of Response Sheets for December 2009 Examination.

The last date for receipt of response sheets, including resubmission, if any, from the students who wish to be enrolled for the **DECEMBER, 2009** examination is **31.08.2009**. Students are advised to send the response sheets to the Institute in a regular flow without waiting for the last date. The last date mentioned above is just an indicator for students who suitably plan their submission. This will not only give the Institute reasonable time to get the response sheets evaluated in time but also an opportunity to the Students to resubmit the response sheets in which they have failed to obtain a minimum of forty percent marks. Students are advised to get acknowledgement from the Institute for the response sheets sent by attaching a self addressed stamped post card. It may be noted that credit is given for the response sheets received in the Institute on or before the stipulated due date, as above. Name of student, registration number, subject,

test paper number, number of sheets used and postal address with PIN code number should be written on the title sheets attached with each response sheets. The above information may also be indicated on the first, middle and last page of each response sheet besides mentioning the Registration Number on each page on the right hand corner on top. It will facilitate early evaluation and return of the evaluated response sheets. It may be noted that no response sheet will be entertained by the Institute in the absence of above information. Accordingly, no credit will be given to students of such response sheets received by the Institute.

Students are also advised to write the subject/paper, number of sheets used and examination correctly on the title sheet before sending the response sheets to the Institute. Similarly, relevant title sheets may be appended with them. There are separate title sheets for Foundation, Executive and Professional Programmes. Even when the response sheets are sent in a bunch, complete particulars are to be given on each title sheet and first, middle and last pages of each response sheet. No cognizance of the response sheets will be taken if the student fail to comply with the above instructions. It is emphasized that separate title sheets are to be attached with each response sheet.

Students are aware that the Institute has made arrangements for acceptance of response sheets for Foundation, Executive and Professional Programmes in its Regional/ Chapter Offices in Ahmedabad, Bangalore, Kolkata, Chennai, Delhi, Hyderabad, Jaipur, Kanpur, Mumbai, Madurai and Pune. Students located in and around these cities are advised to contact and submit their response sheets in the respective Regional/Chapter offices.

10. Exemption from Computer Training

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

11. IMPORTANT

While making any correspondence regarding examination, the students are advised to quote the following particulars for taking prompt action :

- i) Name in full (ii) Student Registration number (iii) Stage of examination (Executive/Professional) (iv) Module opted (v) Centre opted (vi) Particulars of fee remitted, i.e. Demand Draft (printed) number, date, amount, name of the bank and its branch (vii) Date and mode of despatch of enrolment application and their complete address with PIN code, telephone number, mobile number or e-mail address.

In case of any specific problem/complaint regarding registration, post-registration, students services and postal/oral coaching, students may contact personally or write to Sohan Lal, Director and for academic guidance and suggestions, if any, students may write to Sutanu Sinha, Director at the Institute's address.

SCHEDULE OF TRAINING ORIENTATION PROGRAMMES (TOP)

Organised by	Duration of the Programme	Venue of the Programme	Contact
Hyderabad Chapter of SIRC of the ICSI	01.09.2009 to 05.09.2009	Office Premises	Programme Co-ordinator, The ICSI- Hyderabad Chapter, #6-3-609/5, Anand Anand Nagar Colony, Khairatabad, Hyderabad-500004. ☐ Tel: 040-23399541/23396494 ☐ Fax No. : 23325458 ☐ E-mail : hyderabad@icsi.edu
Raipur Chapter of WIRC of the ICSI	01.09.2009 to 05.09.2009	Office Premises	Programme Co-ordinator, Raipur Chapter of ICSI, C-22, Basement, Hira Arcade New Bus-Stand Panadri Raipur-(C.G.)-492001 ☐ Tel. : 0771-5069290 ☐ Fax : 2426091 ☐ E-mail : icsiraipur@yahoo.co.in.
SIRC of the ICSI	31.08.2009 to 04.09.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/28222212 ☐ E-mail : siro@icsi.edu/ icsisirc@md3.vsnl.net.in.

The schedule of other TOPs proposed to be organised by Gurgaon Chapter and SIRC is as under : **Gurgaon Chapter:** (i) 31.08.2009 to 04.09.2009, **SIRC :** (i) 16.11.2009 to 20.11.2009.

Student Services

ATTENTION STUDENTS!

ICSI STUDENTS EDUCATION FUND TRUST

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

STAGE	CATEGORIES OF STUDENTS / ELIGIBILITY CRITERIA	
	For Students with Family Income upto Rs. 1,00,000 per annum	For Academically Bright Students without any limit on their Family Income
Foundation Programme	75% Marks in both Matriculation & Senior Secondary Stages	90% Marks in both Matriculation & Senior Secondary Stages
Executive Programme	75% Marks in both Matriculation & Senior Secondary Stages and 60% Marks in Bachelor's Degree Stage	90% Marks in both Matriculation & Senior Secondary Stages and 85% Marks in Bachelor's Degree Stage

NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/ Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme) .

For detailed guidelines, application form, etc. please visit www.icsi.edu

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to **Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector – 62, Noida – 201 309.**

GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE FROM 'ICSI STUDENTS EDUCATION FUND TRUST'

The Council of the Institute in its 182nd meeting held on 31.08.2008 has approved creation of 'ICSI Students Education Fund Trust' with the following objectives : -

OBJECTIVES

- To financially assist the economically backward students as part of its social responsibility.
- To promote/ encourage academically bright students to attract the best available talent to the profession.

CRITERIA FOR FINANCIAL ASSISTANCE

All Registered Students of the Institute fulfilling the relevant

criteria given below are eligible to apply for financial assistance under the Scheme. The applications are required to be lodged in the prescribed application form placed at www.icsi.edu.

1. ECONOMICALLY BACKWARD STUDENTS WITH GOOD ACADEMIC RECORD

- Students seeking financial grant/ assistance, should have obtained atleast 75% Marks in aggregate or equivalent grade in their Matriculation(10th) and Senior Secondary(12th) Stage (For Foundation Students) and atleast 60% Marks in their Bachelor's Degree Examinations in the aggregate (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately.
- Provided further that the annual income from all sources of the student on his/ her own/ Parents/ Spouse/ Guardian of the Student should not exceed Rupees One Lac.
- Provided further that the Income Certificate issued by the competent authority of the State / Central Government should be submitted.

The benefits would be as under : -

- Eligible Students shall be fully exempted from paying the Registration/ Admission Fee, Postal Tuition Fee, Exemption Fee and other fees normally required to be paid by the students at the time of admission.
- Eligible Students shall also be exempted from payment of Examination Fees only for the first attempt. Such exemption would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for admission to the Executive Programme.
- Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for registration to the Professional Programme.

2. ACADEMICALLY BRIGHT STUDENTS

The Institute would promote the best talents available by recognizing the academic achievements of the students so that the profession is further strengthened by attracting very bright students.

- Students seeking financial grant/ assistance, should have obtained atleast 90% Marks in aggregate or equivalent grade in their Senior Secondary(12th) Stage (For

Student Services

Foundation Students) and atleast 85% Marks in their Bachelor's Degree Examinations in the aggregate (For Students of Regular Stage) to get eligible for consideration of such financial grant. The percentage of marks are to be achieved in each and every qualifying stage separately.

- (ii) Under this Criteria, there would not be any income limit for the Parent/ Guardian of the students and the applications would be considered purely on academic merit.

The benefits under Criteria-2 would be as under : -

- (i) Eligible Students shall be fully exempted from paying the Postal Tuition Fee, Exemption Fee, and other fees except Registration/ Admission Fee normally required to be paid by the students at the time of admission.
- (ii) Eligible Students shall also be exempted from payment of Examination Fees only for the first attempt. Such exemption would be further subject to the condition that the student should seek enrollment to the Examination at the first available opportunity vis-à-vis their admission date.
- (iii) Out of the eligible students under the guidelines of this Scheme, the Foundation Programme students passing the CS Examinations at their first attempt and first available opportunity would be further exempted from payment of Registration Fee, Postal Coaching Fee, Exemption Fee and other fees required for admission to the Executive Programme.
- (iv) Similar criteria would be followed for students passing the Executive Programme at the first attempt and first available opportunity and would be further exempted from payment of Registration Fee, Postal Tuition Fee, Exemption Fee and other fees required for admission to the Professional Programme.

EXCLUSIONS/ DISCRETION OF THE INSTITUTE

- (i) The eligibility of financial assistance/ grant to any student would be subject to the absolute discretion of the Institute subject to availability of funds and other various factors and fulfilling the criteria laid down under these guidelines do not give the students any automatic right to get such assistance.
- (ii) The students who have been granted any other Scholarship / Assistance by the Institute through other Schemes of the Institute like Merit Scholarship, Merit-cum-Means Assistance Scheme or any other Scheme, would only be eligible for the shortfall in the total financial assistance, if any, under this Scheme.
- (iii) Any conditions contained under these guidelines may be relaxed by the Executive Committee of the Council of the Institute, if needed.
- (iv) The financial assistance/ grant will be considered on receiving specific request from the concerned students and the students will have to pay the full fees pending consideration of their eligibility under the Scheme.

ATTENTION STUDENTS INTENDING TO APPEAR IN COMPANY SECRETARIES EXAMINATIONS DECEMBER, 2009

- | | | | |
|----|---|---|--|
| 1. | (a) | Last date for receipt of Examination application in the Institute | 25.09.2009 |
| | (b) | With a late fee of Rs. 100 | 12.10.2009 (10th & 11th being holiday) |
| 2. | Examination Fees | | |
| | i. | Foundation/Foundation Programme | Rs.875 (Lumpsum) |
| | ii. | Intermediate/Executive Programme | Rs.900 (Per group)/
Module |
| | iii. | Final/Professional Programme | Rs.750 (Per group)/
Module |
| 3. | Last date for seeking paperwise exemption | | 25.09.2009 |
| 4. | Last date for seeking extension of registration/registration <i>de-novo</i> | | 25.09.2009 |

Notes :

- I. Examination fee is payable on groupwise and not on paperwise basis for intermediate/Final examinations.
- II. All students appearing in the Intermediate examination are required to complete successfully the Computer Training before filling up the examination form 'EXA'
- III. The students who have submitted/ would be submitting all the response sheets within the stipulated time, may submit their enrolment applications for appearing in the examination pending issue/receipt of the coaching completion certificates. But coaching completion certificate would be issued only when they have successfully completed the coaching for the group(s) concerned.
- IV. Please note that unsigned, incomplete and applications not filled in their own handwriting by the students will not be accepted.
- V. No change of group(s) will be allowed after submission of the enrolment application.
- VI. No request for change of medium for writing the examination will be entertained after submission of the enrolment application.
- VII. No cutting and over writing is to be done in the examination form.
- VIII. No request for grant/cancellation of paperwise exemption shall be entertained after the last date i.e. 25th March/ 25th September for June/December examination respectively.
- IX. No request/correspondence for withdrawal of application from appearing in the examination or adjustment of amount for the next examination shall be entertained after submission of the examination form under any circumstances.**

Students are, therefore, once again advised to fill in the enrolment applications/examination forms 'EXA' carefully to avoid last moment problem for themselves as well as for the Institute.

- X **Mode of Payment** : Students who intend to pay the fees by demand draft may please ensure that it should be crossed and drawn in favour of **"The Institute of Company Secretaries of India"**, payable at New Delhi.
- XI **Students Identity Card** : All the candidates appearing in the Company Secretaries Examination are advised to timely complete necessary formalities for obtaining their identity cards duly countersigned by the issuing authority of the Institute as per instructions published in the prospectus **Career in Company Secretaryship – A Handbook**".

Student Services

LIST OF INSTITUTES EMPANELLED IN IMPARTING THE ORAL COACHING FACILITIES TO THE CS STUDENTS UNDER PUBLIC/ PRIVATE PARTNERSHIP SCHEME

S. No.	Name & Address of Empanelled Institutions	Validity for CS Session of Examination
EASTERN INDIA REGIONAL COUNCIL		
1.	M/s Jain Classes First Floor, Dey Complex Outer Circle Road, Bistupur Jamshedpur-831001	June'09 & December'09 Sessions of CS Examinations.
2.	M/s Happy Coaching Institute Fatak, P.O. Budharaja Sambalpur-768 004 Orissa	December'09 & June'10 Sessions of CS Examinations.
3.	M/s Jain Tutorials Ganges Garden BL: A-1 3 rd Floor, 106, K.C.S Road Shibpur – HOWRAH-711 102 Telephone No. -033-26385571 Mobile No. 09831255762	June'09 & December'09 Sessions of CS Examinations.
4.	The Director M/s Ambedkar Institute of Higher Education Boring Road (Dadji Lane) Patna-800 001 (Bihar)	June'09 & December'09 Sessions of CS Examinations.
5.	The Principal M/s Haldia Law Collage HIT Campus, Haldia- Purba Medinipur 721657 (W.B)	December'09 & June'10 Sessions of CS Examinations.
NORTHERN INDIA REGIONAL COUNCIL		
1.	M/s G.G.D.S.D. College Rajpur (Palampur) Distt. Kangra Himachal Pradesh	December'09 & June'10 Sessions of CS Examinations.
2.	M/s Springdale College of Management Studies Madhotanda Road Pilibhit-262 001 (U.P)	December'09 & June'10 Sessions of CS Examinations.
3.	M/s Delhi Institute of Professional Studies, 54, First Floor Sukhdev Nagar, Civil Hospital Road Panipat-132103 (Haryana)	December'09 & June'10 Sessions of CS Examinations.
4.	M/s Sainath Commerce Classes C-20, Talwandi, Kota-324 005	December'09 & June'10 Sessions of CS Examinations.
5.	M/s Lucknow Commerce Academy, S-72/17, Old 'C' Block Chauraha Rajajipuram (Near Lekhraj) Lucknow-226 017	December'09 & June'10 Sessions of CS Examinations.
6.	The Director M/s 1360, Staffing & Training Solutions Private Limited 46, First Floor, Karanpur Dehradun (U.P)	June'09 & December'09 Session of CS Examinations.
7.	M/s NGPA Taxation & Professional Services Pvt. Ltd. C-7/188, Sector-7, Rohini Delhi-110 085.	June'10 & December'10 Sessions of CS Examinations.
WESTERN INDIA REGIONAL COUNCIL		
1.	M/s Career Classes 303, Shalimar Corporate Center 8, South Tukoganj, Near Hotel Balwas, Indore (M.P)	December'09 & June'10 Sessions of CS Examinations.
2.	M/s Institute of Management Training & Research Artha Complex, 2 nd Floor Near IMA House and Tapdiya Terrace, Off. Adalat Road Aurangabad-431 001 (M.S)	December'08 & June'09 Sessions of CS Examinations.
3.	M/s Career Consultant 3018, Trade House, Ring Road Surat-395002	December'08 & June'09 Sessions of CS Examinations.
4.	M/s Madhu Jas Promotions Pvt. Ltd. 12/1, Dr. Sarju Prasad Marg Behind Kanchan Hotel Near Gokuldas Hospital, Indore-452001	June'09 & December'09 Sessions of CS Examinations.
5.	M/s Tolani Commerce College P.O. Box No. 27 Adipur (Kachchh) 370205	June'09 & December'09 Sessions of CS Examinations.
6.	M/s Muley Classes Shop No. 14, Ashoka Gardens B-Wing, M.P. Road Panvel-410206	December'08 & June'09 Sessions of CS Examinations.
7.	M/s AEC India Commerce (Lawork) 208-209, Gopal Madhav Extension Place, Above Shan Shoukat, Shinde Ki Chhawani Gwalior-474 001 (M.P)	December'08 & June'09 Sessions of CS Examinations.
8.	The Principal M/s D.M.'s College of Arts, Science & Commerce Assagao, Bardez Goa-403 507	June'09 & December'09 Sessions of CS Examinations.
9.	M/s NAVKAR INSTITUTION 7, Pallavi Row House Opp. Memnagar Fire Station Navrangpura Ahmedabad-380 009	December'09 & June'10 Session of CS Examinations.
10.	M/s Bhide Classes [Division of Bhide Education Pvt. Ltd.] 305, Shuamkamal, A Building, Vile Parle (East), Mumbai-400 057 [Branch: DADAR (WEST)]	December'09 & June'10 Session of CS Examinations.
11.	M/s Bhide Classes [Division of Bhide Education Pvt. Ltd.], 305, Shuamkamal, A Building, Vile Parle (East) Mumbai-400 057 [Branch: CHARNI ROAD]	December'09 & June'10 Session of CS Examinations.
12.	M/s Bhide Classes [Division of Bhide Education Pvt. Ltd.], 305, Shuamkamal, A Building, Vile Parle (East) Mumbai-400 057 [Branch: VILE PARLE (East)]	December'09 & June'10 Session of CS Examinations.
13.	M/s Bhide Classes [Division of Bhide Education Pvt. Ltd.], 305, Shuamkamal, A Building, Vile Parle (East) Mumbai-400 057 [Branch: BORIVALI]	December'09 & June'10 Session of CS Examinations.
14.	M/s Bhide Classes [Division of Bhide Education Pvt. Ltd.], 305, Shuamkamal, A Building, Vile Parle (East) Mumbai-400 057 [Branch: ANDHERI]	December'09 & June'10 Session of CS Examinations.

Student Services

SOUTHERN INDIA REGIONAL COUNCIL

SOUTHERN INDIA REGIONAL COUNCIL		
1.	M/s Mohans Institute, Sreyas Chettiparambil Lane Thekkumbhagam, Tripunithura Emakulam (Distt.), Kerala-682301	December'09 & June'10 Sessions of CS Examinations.
2.	M/s St. John Foundation Little Kingdom Montessori School Compound 338/3, West of Medical College Nagercoil, Kanyakumari Distt. Asaripallam-629201	June '08 & December '08 Sessions of CS Examinations.
3.	M/s Dr. G.G. Shetty Educational Society®, Jnana Degula, Near K.M.F. Dharwad-580004	June'09 & December'09 Sessions of CS Examinations.
4.	M/s Bright Academy of Excellence, Baba Foundation Plot No. 46, Door No. 102 Flat No. 6, 1st Floor, South West Boag Road, T. Nagar Chennai-600017	December'09 and June'10 Sessions of CS Examinations.
5.	M/s Prize Academy No. 2, Teachers Colony (Off V.M. Street) Royapettah Chennai-600014.	December'09 and June'10 Sessions of CS Examinations.
6.	M/s Sree Saraswathi Thyagaraja College Palani Road, Thippampatti Coimbatore Distt. Pollachi-642107	December'09 and June'10 Sessions of CS Examinations.
7.	M/s Nallamuthu Gounder Mahalingam College 91, Palghat Road, Coimbatore Distt. Pollachi-642001	June'09 & December'09 Sessions of CS Examinations.
8.	The Principal M/s Alpha Educational Trust 41/13-A, Poonthamalli Street (Old Bus Stand Backside) Villupuram-605 602 (T.N)	June'09 & December'09 Sessions of CS Examinations.
9.	The Principal M/s National College Dindigul Road Karumandapam Tiruchirapalli-620 001 (T.N)	June'09 & December'09 Sessions of CS Examinations.
10.	The Principal M/s S.R. Institute of Professional Studies, Near Govt. Higher Secondary School Karpaga Ganapathi Nagar Perundurai Road, Distt. Erode Thudupathi-638 057	December'09 & June'10 Sessions of CS Examinations.
11.	M/s SHARDA P.G. College Haricharan Complex Besides APSRTC Bus Stand Ist Floor, Shop No.9, 10, 11 NIZAMABAD-503 001 (A.P)	December'09 & June'10 Sessions of CS Examinations.
12.	The Principal M/s P.S.G.R. Krishnammal College For Women Peelamedu COIMBATORE-641 004	December'09 & June'10 Sessions of CS Examinations.

ATTENTION STUDENTS APPEARED IN JUNE, 2009 EXAMINATIONS

The Institute awards "Merit Scholarships" and "Merit-cum-Means Assistance" to students for pursuing Executive Programme and Professional Programme Courses on the basis of their meritorious performance in the examinations and on merit-cum-need basis on their passing Foundation Course/Foundation Programme; and Intermediate/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 Scholarships (Company Secretaryship Course) Scheme, 1983, 15 numbers of scholarships are awarded each for Executive Programme and Professional Programme/Final examinations 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 Course/Foundation Programme examination in June, 2009 should get themselves registered with the Institute for the Executive Programme within 3 months from the date of declaration of results to become 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", 15 numbers of financial assistance are awarded each for Executive Programme and Professional Programme/Final examinations 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 a specified date as notified from time to time. Any candidate applying for financial assistance should have passed the Foundation/Both Groups of Intermediate examination or Foundation Programme/Both the Modules of Executive Programme, 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.1,50,000/- 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.2,50,000/- per annum and also subject to fulfilling other terms and conditions as stipulated in the said scheme.

Students who pass the Foundation Course/Foundation Programme examination in June, 2009 must get themselves registered with the Institute for the Executive Programme Course within 3 months from the date of declaration of results to become eligible for award of this financial assistance.

A separate notification inviting applications for award of "Merit-cum-Means Assistance" will be published in the March/April and September/October issue of "C.S. Foundation Course Bulletin" and "Student Company Secretary" Bulletin.

EXAMINATION

1. DECLARATION OF JUNE, 2009 EXAMINATION RESULTS

The results of Foundation Programme, Executive Programme and Professional Programme examinations (New Syllabus) and Foundation, Intermediate and Final examinations (Old Syllabus) held in June, 2009 are scheduled to be declared at 12.00 Noon on 25th August, 2009. As in the past, the results would be displayed in the following manners:

- All-India Results and Centrewise Results — Roll Number List of Successful Candidates will be displayed on the Notice Boards simultaneously at the Institute's Headquarters and Regional Offices;
- Centrewise Results — Roll Number List of Successful Candidates related to Examination Centre concerned would be sent to respective Chapter for display at the Notice Board of the respective Chapter; and
- The results alongwith individual candidate's subjectwise break-up of marks will also be available on Institute's Website www.icsi.edu on 25th August, 2009 from 12.00 Noon onwards.

The result-cum-marks statements will be despatched to all candidates latest by 5th September, 2009. Meanwhile, if there has been any change in the mailing address of a candidate, he/she should immediately intimate the same enclosing a self-addressed envelope of 23 cms. x 11 cms. size for posting his/her result-cum-marks statement at the new/changed address. Further, any candidate who does not receive his/her result-cum-marks statement by 15th September, 2009, should immediately write to the Sr. Director (Exams.) for issuing duplicate marks statement giving relevant particulars, i.e., his/her name, student registration number, stage of examination and group(s) in which he/she appeared, roll number, examination centre, mailing address, along with a self-addressed stamped envelope worth Rs.5/-.

2. VERIFICATION OF MARKS

In terms of regulation 46 (2) of the Company Secretaries Regulations, 1982', as in force, a candidate can seek verification of marks in any subject(s) of June, 2009 examination within one month from the date of declaration of results. The application for verification of marks should be made on a plain paper by the candidate in his/her own handwriting together with a requisite fee @ Rs.100/- per subject within 30 days from the date of declaration of results, i.e., upto 25th September, 2009. **Candidates are advised not to club any other remittance or query along with request for verification of marks to facilitate an early reply.**

After completion of verification process, candidates are informed of the outcome of the verification of marks, normally in 3 weeks' time. However, if any candidate does not receive a communication from the Institute by 25th October, 2009, he/she should write to the Sr. Director (Exams.) giving relevant details – (i) his/her name; (ii) student registration number; (iii) stage of examination and roll number; (iv) name of the subject(s) in which verification of marks was sought; (v) date of application and mode of its despatch; (vi) amount of verification fee remitted and details about mode of remittance; and (vii) complete postal address along with PIN Code.

3. DECEMBER, 2009 EXAMINATION

The next examinations of the Institute for Foundation Programme; Executive Programme; and Professional Programme (under New Syllabus) and for Intermediate and Final (under Old Syllabus) are to be concurrently held from Saturday, the 26th December, 2009 to Sunday, the 3rd January, 2010 at 67 examination centres, viz., 1. Agra, 2. Ahmedabad, 3. Allahabad, 4. Ambala, 5. Aurangabad 6. Bangalore, 7. Bareilly, 8. Bhilwara, 9. Bhopal, 10. Bhubaneswar, 11. Chandigarh, 12. Chennai (West), 13. Chennai (South), 14. Coimbatore, 15. Dehradun, 16. Delhi (East), 17. Delhi (North), 18. Delhi (South), 19. Delhi (West), 20. Ernakulam, 21. Faridabad, 22. Ghaziabad, 23. Gurgaon, 24. Guwahati, 25. Hubli-Dharwad; 26. Hyderabad, 27. Indore, 28. Jaipur, 29. Jammu, 30. Jamshedpur, 31. Jodhpur, 32. Kanpur, 33. Kolhapur*, 34. Kolkata (North), 35. Kolkata (South), 36. Lucknow, 37. Ludhiana, 38. Madurai, 39. Mangalore, 40. Meerut, 41. Mumbai (CG), 42. Mumbai (GTK), 43. Mumbai (JOG), 44. Mysore, 45. Nagpur, 46. Nasik, 47. Noida, 48. Panaji, 49. Patna,

50. Pondicherry, 51. Pune, 52. Raipur, 53. Rajkot, 54. Ranchi, 55. Shimla, 56. Srinagar,* 57. Surat, 58. Thane, 59. Thiruvananthapuram, 60. Tiruchirapalli, 61. Udaipur, 62. Vadodara, 63. Varanasi, 64. Vijayawada, 65. Visakhapatnam, 66. Yamuna Nagar (Haryana); and 67. **Overseas Centre — Dubai.**

The Examination Time-Table and Programme has been published on the last cover page of this issue for general information. The last date for receipt of enrolment applications for December, 2009 examinations in the Institute together with the requisite examination fee is 25th September, 2009 and with late fee of Rs.100/- upto 10th October, 2009.

NOTES:

- The Institute reserves the right to withdraw any centre at any stage without assigning any reason.
- Candidates should note that non-receipt/delayed receipt of result-cum-marks statement, response to result queries, requests for verification of marks, etc., will not be accepted as valid and sufficient reason for seeking any relaxation or not complying with the requirements of regulations and/or last dates for submission of enrolment applications for the next examinations. Therefore, the candidates in their own interest are timely advised to keep track of important announcements, last dates and observe the time schedule.

4. USE OF CALCULATORS IN EXAMINATIONS

Candidates are allowed to use their own battery operated noiseless and cordless pocket calculators with not more than 6 functions, 12 digits and 2 memories. Exchange or lending/borrowing of calculators among students will not be allowed in the examination hall.

5. HINDI AS AN OPTIONAL MEDIUM FOR WRITING THE CS EXAMINATIONS

Candidates are allowed to use Hindi as an optional medium for writing all papers of the Foundation Programme (**except the 'English & Business Communication' paper**), Executive Programme and Professional Programme examinations under the New Syllabus and Intermediate and Final examinations under the Old Syllabus, on the following conditions:

- option of Hindi Medium for writing the examination is to be exercised for all papers of an examination OR a particular group of examination, and not for any individual paper(s), in the enrolment application form each time for appearing in the examination;
- option of medium for writing examination once exercised is irrevocable for that particular session of examination;
- answer books of candidates who write part of papers/answers in one medium and the remaining part in other medium are liable to be cancelled without any notice;
- candidates who have exercised option of Hindi Medium in their examination enrolment form for writing Foundation Programme and Module – I of Executive Programme examinations under New Syllabus and Group – I of Intermediate examination under the Old Syllabus, will be provided Question Papers printed both in English and Hindi version (**except for 'English & Business Communication' paper, which will be printed/required to be answered in English only**). The Question Papers for Module – II of Executive Programme and Group – II of the Intermediate examinations and all papers of Professional Programme and Final examinations shall be printed and provided in English only;
- if a candidate writes his/her answers in Hindi Medium without exercising such an option in the enrolment application form, he/she may not be given credit for writing his/her answers in Hindi Medium;
- candidates opting Hindi Medium for the examination must write **HINDI MEDIUM** in bold letters on the top of the cover page of **Answer Book No.1, 1B**, as the case may be; and
- candidates opting Hindi Medium for the examination may write answers to practical questions, headings, quotations, technical and legal terms, sections, rules, etc., in English Medium, if they so desire.

SMTP ORGANISED BY H.Q./REGIONAL COUNCILS/CHAPTERS

ELIGIBILITY OF PARTICIPANTS : ICSI final passed candidates and have completed at least 12 months training or exempted therefrom.
SMTP COURSE CONTENTS : Module I – MCA21, Module II – Practical & Procedural Aspects of Convening and Conducting Board Meetings & Annual General Meetings and Related Aspects, Module III – Managing Public Issues, Module IV – Loan Documentation, Joint Ventures & Foreign Collaborations, Raising Finance through EURO Issues & Export and Import Procedures and Documentation, Module V – Practical and Procedural Aspects relating to Appearance before CLB/Under SICA, Consumer Protection Act and Case Studies in RTP/UTP. In addition, the participants would be exposed to case studies and mock board/general meeting, etc.

Organised by	Duration of the Programme	Venue of the Programme	Contact
SIRC of the ICSI	08.09.2009 to 24.09.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/ 28222212 ☐ E-mail : siro@icsi.edu/ icsisirc@md3.vsnl.net.in.
ICSI-CCRT	11.09.2009 to 26.09.2008 (Residential SMTP)	ICSI-CCRT	Asst. Director and Programme Co-ordinator, ICSI-CCRT, Plot No. 101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai-400614 ☐ Tel. : 022-41021515, 27577815/16, ☐ Fax No.: 022-27574384 ☐ E-mail : ccrt@vsnl.com
NIRC of the ICSI	22.09.2009 to 10.10.2009	Office Premises	The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/ 25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net
Gurgaon Chapter of NIRC of the ICSI	07.09.2009 to 23.09.2009	Office Premises	Secretary, Gurgaon Chapter of NIRC of the ICSI, First Floor, Deenbandhu Sir Chhoturam Bhawan, Jharsa Road (Behind Shiv Mandir), Sector-32, Gurgaon-122002 ☐ Tel. : 9873347280/0124-2380021 ☐ E-mail : dshukla@unitechsa.com
EIRC of the ICSI	01.09.2009 to 17.09.2009	Office Premises	Deputy Director, EIRC of the ICSI, ICSI-EIRC Building, 3-A, Ahiripukur 1 st Lane, Kolkata-700019 ☐ Tel. No.22832973/22816541, Fax:033-22816542, ☐ E.Mail: eiro@icsi.edu
Hyderabad Chapter of SIRC of the ICSI	07.09.2009 to 24.09.2009	Office Premises	Programme Co-ordinator, The ICSI- Hyderabad Chapter, #6-3-609/5, Anand Nagar Colony, Khairatabad, Hyderabad-500004. ☐ Tel: 040-23399541/23396494 ☐ Fax No. : 23325458 ☐ E-mail : hyderabad@icsi.edu

The schedule of other SMTPs proposed to be conducted by SIRC is as under: **SIRC:** (i) 02.12.2009 to 18.12.2009 **CCRT** : (i) 21.11.2009 to 06.12.2009.

SCHEDULE OF ACADEMIC DEVELOPMENT PROGRAMMES (ADP)

Every student of the Institute, who has been sponsored for 15 months training either in a company or under a Company Secretary in Practice is compulsorily required to attend and complete 25 Hours Academic Development Programme (ADP). The duration of each ADP would be eight hours and those who have attended three such programmes would be deemed to have attended 25 Hours ADP.

The Schedule of ADP proposed to be organized by various Regional Councils/Chapter :-

Organised by	Duration of the Programme	Venue of the Programme	Contact Address
WIRC of the ICSI	14.09.2009 to 16.09.2009	Office Premises	Programme Coordinator, WIRC of the ICSI, 13, Jolly Maker Chambers No.2 (First Floor) Nariman Point, Mumbai-400021 ☐ Tel. : (022) 22021826, 22047569, 22047604 ☐ Fax. : 22850109 ☐ E-mail : wiro@icsi.edu, jd.wirc@icsi.edu
SIRC of the ICSI	19.09.2009	Office Premises	Deputy Director, SIRO of the ICSI, ICSI-SIRC Building, New No. 9, Wheat Crofts Road, Nungambakkam, Chennai-600034 ☐ Tel. : 044- 28279898/ 28222212 ☐ E-mail : siro@icsi.edu/ icsisirc@md3.vsnl.net.in.
Patna Chapter of EIRC of the ICSI	23.08.2009 to 06.09.2009	Office Premises	Chairman, Patna Chapter of ICSI, B-27, 2nd Floor, Luv-Kush Tower, Exhibition Road, Patna7800001 ☐ Tel. : 0612- 2322405 ☐ Mob. No. : 9234705754 ☐ E-mail : patna@icsi.edu
NIRC of the ICSI	29.08.2009	Office Premises	The Executive Officer, NIRC of the ICSI, ICSI-NIRC Building, Plot No. 4, Prasad Nagar, Institutional Area, New Delhi-110005 ☐ Tel. : 25763090/ 25767190, 25816593 ☐ Fax : 25722662 (STD CODE : 011) ☐ E-mail : niro@icsi.edu/icsi@eth.net

The schedule of other ADPs proposed to be organized by Gurgaon Chapter and WIRC is as under : **Gurgaon Chapter** : (i) 29.08.2009 **WIRC:** (i) 12.10.2009 to 14.10.2009.

Guidelines for Switch Over to New Syllabus

GUIDELINES FOR SWITCH OVER TO NEW SYLLABUS

The Council in exercise of the powers vested under clause (a) of Sub-section (2) of section 15 of the Company Secretaries Act, 1980 as amended by the Company Secretaries (Amendment) Act, 2006- has approved the New Syllabus and decided as under :-

1. The last Intermediate Examination under the existing syllabus as specified in Part II of Schedule CCB shall be held in December, 2009 and the syllabus specified in the said Part II of Schedule CCB shall cease to operate after the said examination.
2. The last Final Examination under the existing syllabus as specified in Part III of Schedule CCB shall be held in December 2010 and the syllabus specified in the said Part III of Schedule CCB shall cease to operate after the said examination.
3. All students who are not able to complete the Foundation/ Intermediate/Final Examination under the existing syllabus as specified in Part-I, Part- II and Part-III of Schedule CCB shall compulsorily be required to appear under the New Syllabus effective from December 2009, June 2010 and June 2011 sessions of CS Examination(s) respectively.

4. Subjects under the New Syllabus are :-

CS FOUNDATION PROGRAMME

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

CS EXECUTIVE PROGRAMME

Module-I

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

Module-II

4. Company Law
5. Economic and Labour Laws
6. Securities Laws and Compliances

CS PROFESSIONAL PROGRAMME

Module-I

1. Company Secretarial Practice
2. Drafting, Appearances and Pleadings

Module-II

3. Financial, Treasury and Forex Management
4. Corporate Restructuring and Insolvency

Module-III

5. Strategic Management, Alliances and International Trade
6. Advanced Tax Laws and Practice

Module-IV

7. Due Diligence and Corporate Compliance Management
8. Governance, Business Ethics and Sustainability

TABLE OF CORRESPONDING EXEMPTIONS (PAPERWISE)

Intermediate Course	CS Executive Programme
Group-I	Module-I
General and Commercial Laws	General and Commercial Laws
Company Accounts & Cost & Mgt. Accounting	Company Accounts, Cost & Mgt. Accounting
Tax Laws	Tax Laws
Management Information Sys & Corporate Commn.	NIL
Group-II	Module-II
Company Law	Company Law
Company Secretarial Practice	Company Law
Economic, Labour and Industrial Laws	Economic and Labour Laws
Securities Laws and Regulation of Financial Markets	Securities Laws and Compliances
Final Course	CS Professional Programme
Group-I	Module-I
Advanced Company Law & Practice	Company Secretarial Practice
Secretarial Practice Relating to Economic Laws & Drafting & Conveyancing	Drafting, Appearances and Pleadings
Secretarial Management & Systems Audit	Due Diligence & Corporate Compliance Mgt. (Module-IV)
Group-II	Module-II
Financial, Treasury & Forex Management	Financial, Treasury & Forex Management
Corporate Restructuring Law and Practice	Corporate Restructuring & Insolvency
Banking & Insurance Law and Practice	Governance, Business Ethics & Sustainability (Module-IV)
Group-III	Module-III
World Trade Organisation, International Trade, Joint Ventures and Foreign Collaboration	Strategic Management, Alliances and International Trade
Direct and Indirect Taxation Law and Practice	Advanced Tax Laws and Practice
Human Resources Management and Industrial Relations	Governance, Business Ethics and Sustainability (Module-IV)

Students switching over to the New Syllabus shall be eligible to seek exemption in the corresponding subject(s) of the New Syllabus on the basis of having passed/secured exemption in any individual subject/group under the Old Syllabus as per table of corresponding exemptions noted above.

Similarly, students who have partially completed coaching, shall be exempted on their switchover from undergoing coaching in the corresponding subject(s) of the New Syllabus on the basis of their having completed coaching in the individual subject(s)/ group(s) under the Old

Guidelines for Switch Over to New Syllabus

Syllabus as per the table of corresponding exemptions given in para-5 above. They shall, however, be required to undergo and complete coaching in the remaining subjects in order to become eligible to appear in a particular module under the New Syllabus. Due credit for the response sheets already submitted under the Old Syllabus for any subject shall be available where there is a corresponding subject under the New Syllabus. Such students are required to submit response sheets for the remaining subjects under the New Syllabus. Students having successfully completed the coaching for any particular group(s) under the Old Syllabus; shall be deemed to have completed the coaching for the respective module(s) under the New Syllabus.

While purchase of Study Materials under the New Syllabus is not compulsory on the part of the students who switchover to the New Syllabus - those students who require the same may obtain it by remitting Rs. 120/- per study material by hand and Rs. 160 per study material by post by way of Demand Draft drawn in favour of the institute of Company Secretaries of India, payable at New Delhi.

Please note that once a candidate has been switched over to the New Syllabus, he/she shall not be allowed to revert to the Old Syllabus under any circumstances.

Note : In case interested to switch over to the New Syllabus for CS Executive Program, you are advised to opt for the same on declaration of the results for June 2009 of CS Examination *vis-à-vis* while seeking enrolment to appear in December 2009 session of CS Executive Program examination; and

Note : Similarly if interested to switch over to the New Syllabus for CS Professional Program, you are advised to opt for the same on declaration of the results for June 2009 of CS Examination *vis-à-vis* while seeking to appear in December 2009 session of CS Professional Program examination.

ATTENTION STUDENTS !

Applicability of the latest Finance Act and other changes for Company Secretaries December, 2009 Examination.

DIRECT TAXES

All students may note that for the December 2009 Examination Session in respect of Direct Taxes the applicable Assessment Year shall be 2009-10 (Previous Year 2008-09).

Thus, they will have to study Finance Act, 2008 for December 2009 Examination. Further as per the Syllabus (for both Intermediate or Executive Programme and Final or Professional Programme) students are required to update themselves about all the Circulars, Clarifications, Notifications, etc., issued by the CBDT & Central Government, which come into effect on or before six months prior to the date of the respective examinations.

Gift Tax Act has been excluded from the scope of the examination from December 1999 session onwards unless otherwise informed.

INDIRECT TAXES

Students appearing in the 'Tax Laws' (Indirect Tax Portion to the extent of topics covered in the syllabus, for both 'Intermediate' or 'Executive Programme') and Direct and Indirect Taxation—Law and Practice (Final Course) or Advanced Tax Law and Practice (Professional Programme) respectively may take note of the following changes applicable for December 2009 Examination.

1. All changes made by the Finance Act, 2008.
2. All Circulars, Clarifications/Notifications issued by CBE&C/Central Government which became effective six months prior to the date of examination.

ICSI INTRODUCES 24 X 7 STUDY THROUGH E-LEARNING

(<http://elearning.icsi.edu>)

In order to facilitate students, e-learning portal is available for the Company Secretary Foundation Programme which will also be extended to Executive Programme and Professional Programme in due course. All students from rural, urban areas at national level and also other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. After the proposed virtual classroom facility under e-learning portal starts, students will be able to interact live with the faculty. This will take the CS course studies virtually into the space age.

Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Student intended to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.

To access the E-learning Portal of ICSI the candidates may log on to <http://elearning.icsi.edu>

A nominal annual fee of Rs 450/-** (Rupees Four hundred and fifty only) plus taxes for first year has to be paid for WBT (Web Based Self Paced Learning).

The candidate can use the following modes of payment for availing the service:

- Online on the website <http://elearning.icsi.edu> by Credit Card / Debit card/ ECS (electronic clearing services)
- By way of Cheque/Demand Draft (DD) in the name of 'Gurukul Online Learning Solutions Div: Duflon Polymers Pvt. Ltd.' payable at Mumbai (For more information visit the website <http://elearning.icsi.edu>)

** The charges for subsequent years are listed on <http://elearning.icsi.edu>. The charges are in addition to the Registration fees.

ANNOUNCEMENT

PAPER-WISE EXEMPTIONS ON RECIPROCAL BASIS TO ICSI AND ICWAI STUDENTS

The Council of the Institute has given approval that the final passed students of ICWAI can avail exemptions in the following papers of Foundation Programme, Executive Programme and Professional Programme of the Company Secretaryship Course under the New Syllabus effective from 1st November, 2007, 1st February, 2008 and 1st August, 2008 respectively.

Scheme of Exemptions

Exemption to CS passed candidates in papers of ICWAI.	Exemption to CWA passed candidates in Papers of ICSI.
Foundation Course (4 papers) - Complete exemption	Complete exemption Foundation Programme (4 papers) -
Intermediate Course 1. Financial Accounting (Paper 5) 2. Applied Direct Taxation (Paper 7)	Executive Programme 1. Company Accounts, Cost & Management Accounting (Module I, Paper 2) 2. Tax Laws (Module I, Paper 3)
Final Course 3. Financial Management & International Finance (Paper 12) 4. Indirect & Direct Tax Management (Paper 14)	Professional Programme 3. Financial, Treasury and Forex Management (Module II, Paper 3) 4. Advanced Tax Laws & Practice (Module III, Paper 6)

Students enrolled to Company Secretaryship Course and wish to seek above said paper-wise exemption(s) - on the strength of having passed the final examination of ICWAI - may make their request in writing to Director (Students Services) at C-37, Sector-62, NOIDA-201 309 (U.P) together with the requisite exemption fee @Rs.100 per paper by way of Demand Draft drawn in favor of 'The Institute of Company Secretaries of India' payable at New Delhi and the valid document in support of having passed the Final examination of the Institute of Cost & Works Accountants of India on or before the last date of submission of enrolment application for the CS Examination.

The above exemption scheme is effective from December, 2008/ June, 2009 for Foundation/Executive Programme and CS Professional Programme examination(s) respectively.

UNIFORMITY IN SIGNATURES

It has been observed that some of the enrollment applications/ letters received from the students are either unsigned or bear different signatures from time to time.

All the students are, therefore, advised to maintain uniformity in their signatures on all the correspondence with the Institute including students identity card, enrolment application and attendance sheet provided in the examination hall at the time of writing the examination.

ATTENTION STUDENTS !

GRANT OF TOTAL EXEMPTION IN UNDERGOING COMPULSORY COMPUTER TRAINING PROGRAM TO PHYSICALLY HANDICAPPED STUDENTS

The Institute has decided to grant total exemption in undergoing the compulsory Computer Training Program to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

1. Physically Handicapped Students :
 - permanent physical disability of more than 50% in one limb; or
 - permanent physical disability of more than 60% in two or more limbs.
2. Visually Disabled Students :
 - 6/60 to 1/60 or field of vision 110-2;
 - 3/60 to 1/60 or field of vision 100;
 - FC at 1 foot to Nil or field of vision 100;
 - Total absence of sight.

The above said categories shall be regarded as permanent physical/visual disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Program.

For availing the aforesaid benefit, such applicants/students will be required to submit a certificate issued by the Medical Superintendent of a State/Central Government Hospital to this effect.

For further details please visit Institute's website : www.icsi.edu

STUDENTS QUIZ



PRIZE QUERY

Ram was the managing director of XYZ Limited. XYZ Limited terminated the dealership of Somu. In spite of the termination of dealership Somu sent two drafts for Rs. 50,000.00 each to XYZ Limited for supply of goods. XYZ Limited wrote to see stating the fact of termination of the agency and requesting Somu to take back demand drafts. Somu did not comply with the request of XYZ Limited but made a demand of Rs. 2 lakhs from the XYZ Limited which he alleged that XYZ Limited owed him. He filled a complaint against Ram without joining in XYZ Limited in the complaint under sections 405 and 406 of the Indian Penal Code, 1860. Is such a complaint sustainable?

CONDITIONS

1. Answer should not exceed one page typed in double space. The answer sheet should contain the name, registration number and address of the student.
2. Last date for receipt of answer is **16th September, 2009**.
3. Two prizes (a first and a second) in kind will be awarded to the best answers and the names of the contributors will be published in the Bulletin.
4. The envelope should be superscribed **Students Query, August 2009** and addressed by name to **N.K. Jain, Secretary & Chief Executive Officer, The Institute of Company Secretaries of India, 'ICSI House', 22, Institutional Area, Lodi Road, New Delhi-110003.**

NEWS AND ANNOUNCEMENTS

EASTERN INDIA REGIONAL COUNCIL

10th All India Company Law Quiz for Students

On 4.8.2009 the EIRC of the ICSI organized "All India Company Law Quiz for Students of ICSI - 2009" at the Eastern India Level at ICSI-EIRC Premises Kolkata. On the basis of performance of the participants, following two candidates were selected to represent Eastern India at the said 10th All India Company Law Quiz for Students of ICSI, National Level, at Bangalore to be held on 22.8.2009 at the Chapter Premises. The names of the candidates are Devansh Bhotika, Registration No. 120276722/02/2008 and Ayush Agarwal, Registration No. 11041851/03/2008. Pragya Jhunjhunwala, Practising Company Secretary and faculty of different training programmes organised by the Institute graced the occasion as "Quiz Master" to conduct the competition.

9th All India Essay Writing Competition

The annual essay writing competition for the students of the Institute was hosted by the EIRC of the ICSI. The 9th All India Essay Writing Competition was on the theme 'Do we need Corporate Governance Rules or Self Governance Spirit?' The said topic was chosen keeping in mind the turmoil that the corporate sector went through in the recent past and to create a genuine conscious awareness of self governance which could ultimately lead to true corporate governance. Essays on the said topics were invited and on the basis of creative writing abilities of the Student Company Secretaries, following three candidates were awarded three respective positions: 1st Prize Winner: Komal Khilnani, pursuing professional programme of CS from Ahmedabad Chapter (Registration No.420504845/08/2007), 2nd Prize Winner: Bhavisha Rajesh Madhani, pursuing professional programme of CS from Pune Chapter (Registration No.420498460/08/2007) and 3rd Prize Winner: B. Arun Kumar, pursuing professional programme of CS from Tiruvallur, Tamil Nadu (Registration No.320419481/02/2008). Amar Agarwal, D P Chakravarti and S.K. Agrawala, senior members of the Institute, were the Jury Members for the evaluation of the essays received from the students.

Fifty-seventh Secretarial Modular Training Programme

Inaugural Session: The EIRC of the ICSI organized its 57th Secretarial Modular Training programme for a period of 15 days, from 26.6.2009 to 13.7.2009 at Kolkata. In all 49 Participants enrolled and successfully completed the said Training Programme.

The programme was inaugurated by Jugal Kishore Jethalia, Advocate and renowned social worker on 26.6.09. In his address Jugal Kishore Jethalia, focused on the culture of Indian civilization. He appealed to all the participants to be good professional keeping in mind the great contribution made by the brave sons of India. He advised the participants to go through the Bhagvad Gita and the Upanishads to know the Indian culture and use the *Rashtra Bhasa* as much as possible along with English for day to day activities. He reminded about the ill effects of Western Culture in general.

Earlier Mamta Binani, Vice Chairperson, EIRC of the ICSI in her welcome address congratulated the participations for successful completion of the CS Course and mentioned that throughout the year a number of training programmes are organized for the benefit of the students. She advised the participants to make the best of the sessions as the faculties bring their wide experiences and share the same within two to three hours duration.

Ashok Pareek, Chairman, EIRC, in his address stated the expectations of the modern day's corporate world from the budding company Secretaries. He told that the degree of Company Secretary is itself self sufficient and complete. Pareek stressed on the importance of soft skills which is very much needed by each professional now-a-days. He requested the participants to attend Seminar, Workshop, Study Circle meetings and other orientation programmes etc. being

organised by the Regional Council from time to time to help update themselves and remain contemporary.

Valedictory Session: On 13.7.2009 at the valedictory session of the SMTP Raj Tripathi, Vice President Compliance (Pan India), Societe Generale Bank, Mumbai, was present as the Chief Guest. At the outset, the participants organized a colorful cultural event where most of the participants actively took part with songs, recitation of poetry, etc. which were acclaimed by all the dignitaries present.

Anjan Kr Roy, Secretary & Treasurer, EIRC in his welcome address appealed the participants to associate themselves in all the activities of the Institute and convey their suggestions for further growth and development of the profession.

Sumit Binani, Member, Newsletter Committee of EIRC in his address discussed few key qualities required for becoming a perfect Company Secretary and conveyed the best wishes to the participants.

Chief Guest Raj Tripathi in his address shared the practical experiences at the beginning of his professional career. He told that scope is enormous in the profession of Company Secretaries but one has to grab it by their own skill. He told that the Company Secretaries position in the organisation is very crucial and most of our senior members those who are in the helm of affairs have not only proved their abilities in discharging duties efficiently but some of them are also holding the position as Directors. Tripathi also handed over the certificates to all the participants.

Mamta Binani, took the feed back from the participants about the 15 days journey and said to all the participants to use the respected word CS before their names after getting membership of the Institute.

The programme concluded after distribution of training completion certificates.

Best Participant Award: On the concluding day there was the presentation of the projects prepared by the participants where Anjan Kr Roy was present as Jury Member followed by "IMPACT SESSION" where the subjective knowledge/ communication skill of participants was assessed by Amar Agarwal. The participants were asked to speak on any topic selected by them by picking up slips kept in a box for this purpose. Every participant was asked to cast vote also in favour of the candidate in his opinion who was fit to be awarded as Best Participant. On the basis of individual performances at project presentation, impact session and number of votes received, following participants as a whole were finally chosen in the order mentioned herein below: Lalit Lohia, Stuti Agrawala and Mohua Singh were selected as the 1st, 2nd and 3rd best participants and awarded with the certificates and mementoes at the valedictory programme.

Cricket Match

On 12.7.2009 the EIRC of the ICSI organized an Indoor Cricket Match at Spring Club, Kolkata for the Members (in employment and in practice) and Students of the ICSI. The entire event was organized under the supervision of the "Cricket Match Organising Committee". There were three Teams: Team A: Company secretaries in Employment, Team B: Company Secretaries in Practice and Team C: Students. In the inaugural ceremony, Special Guest of the Event June Maliah, celebrity and actress inaugurated the event. Teams were selected by draw of lot just before the commencement of the match by June Maliah. Ashish Churiwala, Shree Mohan Kothari and Sri Vivek Mishra were selected as captains of Team A, Team B and Team C respectively.

The first match was played between Team A and Team B and the Second Match was played between Team A (the winner of first Match) and Team C. Team A was declared as the Winner of the event. After the match, following awards were given by June Maliah. Bijay Ketan Barik was declared Man of the Match of First Match. K Balaji was declared Man of the Match of Second Match. Vinay Pandey was declared Best Bowler. Ashish Churiwala was declared Best Batsman,

Jamshed Alam was declared Man of the Series – Viewers' Choice. Medals with logo of ICSI were given to all the players of three teams.

News and Announcements

Winners Trophy was given to the Captain of Team A, Ashish Churiwala. Sports T- shirts of different colours with ICSI logo were given by EIRC to the players and viewers. The event was well covered by Media and the match was telecast on TAAZA TV Channel on 19.7.2009 between 07.30P.M. and 09.00P.M.

Career Fair

On 23 and 24.5.2009 the ICSI-EIRO participated in the Career Fair "The Times Education Boutique" held at Salt Lake, Kolkata. At the ICSI-EIRO stall, the ICSI posters, banners, Study Material, Student Company Secretary Bulletin, Chartered Secretary Journal, ICSI-EIRC newsletter etc. were displayed and the scroller of the Institute was kept in front of the stall. The ICSI-EIRO was represented at the stall by S.Sreejesh, Desk Officer (Career Awareness); Mahua Banerjee, official of the EIRO, Arani Guha and Shreyans Bachhawat both CS final passed students and volunteers of Corpwiz. The stall was visited by Mamta Binani, Vice-Chairperson and Chairperson TEFC of EIRC and Sumit Binani, Member, Editorial Board of the ICSI-EIRC Newsletter. They also participated in disseminating information to the visitors. The ICSI-EIRO stall witnessed footfalls of around 400 visitors.

BHUBANESWAR CHAPTER

Chapter Level Elocution Competition

On 19.6.2009 to make the All India Elocution competition successful and to make the students competitive, the Chapter conducted its Chapter level competition amongst the students of the Chapter in its conference hall wherein D.M. Rao, Chief Manager, Co-ordination, Share Registry, NALCO & Gopinath Nayak, Practising Company Secretary, Bhubaneswar were the jury members for the competition. P.K. Sahoo, immediate Past Chairman of the Chapter conducted the quiz programme and apprised the students about the guideline for the competition and informed the students that the decision of the jury on the competition is final. The topic for the Chapter level competition was: "Corporate Acquisitions – Governance Issues" which was already informed to the students earlier and also displayed in the notice board of the Chapter. Swati Kejriwal and Sheetal Sonthalia were adjudged as the 1st & 2nd respectively in the competition who represented the Chapter at the Regional level competition held on 4.7.2009 at Kolkata.

HOOGHLY CHAPTER

Inauguration of Library Facility at Chapter Office

The Library Facility at the Chapter was inaugurated by Ashok Pareek, Chairman, EIRC of the ICSI in the presence of Mamta Binani, Vice Chairperson of the EIRC. On the above occasion a Meditation Programme by Sister of Prajapati Bharamakumari was organized where sister Shreyasi of Bhramakumaris was the speaker. V.K. Goenka, Past Chairman of the Hooghly Chapter informed about the Library facilities.

NORTH EASTERN CHAPTER

Career Awareness Programme - Installation of ICSI Notice Board at Gauhati Commerce College

On 22.7.2009 as an initiative for career awareness, the N.E. Chapter of EIRC of ICSI, Guwahati installed an exclusive Notice Board of ICSI at the Gauhati Commerce College. This has been done as per the outcome of the discussions held between the ICSI President and other officials during their last visit to Guwahati with the Principal, Gauhati Commerce College. The installation has been done with a view to facilitate display of ICSI materials from 1st week of Aug '09. It is pertinent to note that the Gauhati Commerce College is a premier Institution in the N.E. Region with students from Hr. Sec. to M.Com as well as BBA and MBA and is also the ICSI Examination Centre of the region. It is hoped that this exclusive notice board of ICSI will go a long way in giving visibility to the profession and the CS course amongst the students and faculties and will also act as a standing platform for Career Awareness about the CS profession.

NORTHERN INDIA REGIONAL COUNCIL

Regular classes through Interactive Learning for June, 2010, Examination

Date of commencement of classes: 27th October, 2009
Venue: NIRC-ICSI, 4, Prasad Nagar Institutional Area, New Delhi-10005

Course	Timings	No. of Lectures	Fee (Rs.)	Days
PROFESSIONAL PROGRAMME				
Module I	7.30 A.M.- 9.30 A.M	60	3,500/-	Daily one lecture.
Module II	7.30 A.M.- 9.30 A.M	60	3,500/-	Daily one lecture.
Module III	5.30 PM - 7.30 PM	60	3,500/-	Daily one lecture.
Module IV	5.30 PM - 7.30 PM	60	3,500/-	Daily one lecture.

EXECUTIVE PROGRAMME MODULE I : The Classes will be held between 7.30 A.M.- 9.30 A.M, 10.00 A.M.- 12.00 Noon, 3.00 P.M. - 5.00 P.M., 5.30 PM - 7.30 PM. No. of Lectures : 100 (Daily one lecture). Fees : Rs. 4,500/-.

EXECUTIVE PROGRAMME MODULE II : The Classes will be held between 7.30 A.M.- 9.30 A.M, 10.00 A.M.- 12.00 Noon, 3.00 P.M. - 5.00 P.M., 5.30 PM - 7.30 PM. No. of Lectures : 90 (Daily one lecture). Fees : Rs. 4,000/-.

FOUNDATION PROGRAMME : The Classes will be held between 7.30 A.M.- 9.30 A.M, 10.00 A.M.- 12.00 Noon, 3.00 P.M. - 5.00 P.M., 5.30 PM - 7.30 PM. No. of Lectures : 120 (Daily one lecture). Fees : Rs. 4,000/-.

NOTE: ● Each Lecture is of two hours duration. ● Admissions on first come first served basis. ● Commencement of classes is subject to availability of sufficient number of students in each batch. ● The students undergoing Oral Coaching and passing the required eligibility tests need not submit the response sheets under postal tuition scheme.

Interested students may deposit the fee at NIRC of ICSI, 4, Prasad Nagar Institutional Area, New Delhi-110005 in Cash/ Demand Draft in favour of the NIRC of ICSI payable at New Delhi.

For further details please contact: NIRC of ICSI.
Tel.: 011-25769352, 25816593, 25763090, 25767190
Tele fax: 011-25722662, Email: niro@icsi.edu, edoniro@icsi.edu

Academic Development Programme

On 30.6.2009 the 38th Academic Development Programme was organised on E-governance at ICSI-NIRC Building, New Delhi. Atul Mittal, Chairman NIRC provided his best wishes to the participants at the valedictory session. Mittal distributed Programme completion certificates to all eligible students.

Training Orientation Programme

NIRC organised 52nd Training Orientation Programs for students from 22.6.2009 to 26.6.2009 at ICSI-NIRC Building, New Delhi. Deepak Kukreja, Regional Council Member, NIRC distributed Training completion certificates to all the eligible students.

Career Fair

On 6 and 7.6.2009 the Regional Council organised a Career Fair at Hotel Pacific, Dehradun. The fair was attended by around 1500 students and was addressed by Geetanjali. S. Rathore, Desk Officer of the Regional Office. In the above fair the students were apprised about the mode of registration in the course, syllabus, structure of the course and also the avenues available after completion of the Company Secretaryship Course both in employment and in practice. Pamphlets explaining Career in Company Secretaryship were distributed to the students.

News and Announcements

GURGAON CHAPTER

Oral Coaching Classes for Dec. 2009 Examinations

The Chapter is commencing Oral Coaching Classes for the Foundation Programme and Executive Programme - Module I and II for December 2009 Examinations. Date of Commencement of classes: 01.09.2009. Last date for receipt of application: 31.08.2009. For more details contact: Chapter Office at 0124 - 2380021, 9718381912, Email: gurgaon@icsi.edu

JAIPUR CHAPTER

Inauguration of Foundation and Executive Programme Classes

On 24.6.2009, the Foundation and Executive Programme Module-I classes and on 1.7.2009, the Executive Programme Module - II classes were inaugurated by Shyam Agrawal, Chapter Chairman. Agrawal in his address informed about the series of Chapter activities held during past months, particularly for the students and to be organized in the coming months. He also highlighted about the importance of regular coaching classes at chapter level and shared that the best faculties of the subjects has been arranged. He also disclosed that in between and after the classes, there would be quiz competition and elocution competition for the students in the presence of Chairman or any other managing committee member along with concerned faculty and best student would be suitably awarded.

Cricket Match

On 27.6.2009 a Cricket match was played between the members and students of the Chapter. A large number of members and students took part. The sports week concluded on supportive notes as it was well received and all participated with great enthusiasm. Shyam Agrawal, Chairman presented mementoes to the winning team.

Elocution Competition

On 4.7.2009 the Jaipur Chapter organized Elocution Competition for the Students wherein the participants were Foundation/Foundation Programme, Intermediate/Executive Programme and Final/Professional Programme students. The Topic was "Corporate Acquisitions: Governance Issues." The Chapter level winners were Vanshika Mathur, Abhilasha John and Jatin Asudani who also participated at the Regional Level. The Regional Level winner was Vanshika Mathur. Girish Goyal, Director of Coaching, Meena Saboo and G. C. Sharma, Executive Officer acted as panel Judges.

Inauguration of Training Orientation Programme & ADP

On 11.7.2009 the 5 DAY Training Orientation Programme and ADP organized by the Jaipur Chapter was inaugurated. Chief Guest on the occasion was V. D. Panchlanagia, AGM, SBBJ, and Guest of Honour was CA Vikas Rajvanshi. Girish Goyal, DOC apprised the participants about the importance and significance of this Training Programme and emphasized that training should be oriented towards practical application of the knowledge. The TOP was of five days duration and eminent faculty member were invited to cover the topics as per the guidelines of the Institute. Fifty one students participated in TOP.

At the Valedictory session of the TOP Shyam Agrawal, Chapter Chairman in his welcome address elaborated on the importance of the training. He said that updation is an ongoing process and advised the participants to attend the programmes regularly. He also distributed the training completion certificates to the participants. He also advised them to inculcate a sense of dedication in profession.

LUCKNOW CHAPTER

Career Awareness Programme

On 9.7.2009 Lucknow Chapter of NIRC of the ICSI organized a Career Awareness Programme in Rampus College, Gorakhpur. Pamphlets and brochures of the institute explaining the CS course were distributed among the students of the college. Anuj Srivastava, Vice Chairman & Secretary of the Chapter addressed the students about the Company Secretary ship course/programme up to their satisfaction. Srivastava told them about how to join the CS course / programme and what are the benefits.

NOIDA CHAPTER

Inauguration of Oral Coaching Classes for Foundation and Executive Programmes

On 22.5.2009 Foundation and Executive Programmes oral coaching

classes conducted by the Chapter were inaugurated wherein the students along with their parents were present in the programme.

SOUTHERN INDIA REGIONAL COUNCIL

Live Phone In Programmes

On 9.7.2009 the ICSI - SIRC participated in a 30 minutes, live Phone - In Programme in the 'JAYA PLUS TV', a popular Tamil television channel in Tamil Nadu between 07.00 and 07.30 P.M. R Sridharan, Council Member, The ICSI and Sarah Arokiaswamy, Deputy Director, ICSI - SIRC participated in the programme on behalf of the ICSI - SIRC. Many viewers from all over Tamil Nadu phoned in and enquired about the course. The recorded version was telecast once again on 10.7.2009 at 10.00 A.M.

Again on 18.7.2009 the ICSI - SIRC participated in an hour long Live Phone in programme in the 'KALAINAR NEWS TV', a popular Tamil television channel in Tamil Nadu between 09.30 and 10.30 A.M. R Sridharan, Council Member, The ICSI participated in the programme on behalf of the ICSI - SIRC. Many viewers from all over Tamil Nadu phoned and enquired about the CS course.

Commencement of Executive Programme Oral Coaching Classes

On 27.7.2009 SIRC Of the ICSI commenced Oral Coaching Classes for Executive Programme - Module-II (Morning) and Module-I (Evening) for December 2009 examinations at "ICSI-SIRC" House, 9, Wheat Crofts Road, Nungambakkam, Chennai - 600 034.

BANGALORE CHAPTER

Students' Study Circle Meeting on Acceptance of Deposit Rules

On 27.6.09, Bangalore Chapter of the ICSI organised a Students' Study Circle Meeting on "Acceptance of Deposit Rules" at its premises. Prashant D Shedbal, CS Student, Bangalore was the Speaker who gave a detailed presentation on the various aspects pertaining to Acceptance of Deposits Rules by Companies citing practical cases and situations and what needs to be kept in mind in each case. There was very lively interaction from the 15 students present.

Inauguration of Oral Coaching Classes

The 28th Batch of Foundation Programme and 46th Batch of Executive Programme Oral Coaching Classes of the Bangalore Chapter were inaugurated on 30.05.2009 at a Students' Meet held at St. Joseph's Composite Pre-University College. CS Chinnaraj P, Consultant, Bangalore was the Chief Guest who inaugurated the Oral Coaching Classes. In his address CS Chinnaraj emphasized on the importance of keeping updated on the knowledge front and also knowing everything about the Industry and company one is working in so that one is able to give timely, tailored and relevant guidance to the management as and when required.

CS G V Srinivasamurthy, Member, Managing Committee, and CS. Kannan S, Treasurer, Bangalore Chapter of the ICSI also addressed the students and shared tips and motivated them to complete the course and become company secretaries at the earliest.

COCHIN CHAPTER

Participation in Times Education Boutique, 2009 - Career Fair

On 9 and 10.5.2009, Cochin Chapter participated in the Times Education Boutique, 2009 Career Fair organised by the Education Times at Mercy Estate, Ernakulam. Brochures explaining CS course were distributed and the career film on the profession of CS was displayed. Study materials and various publications of the Institute were also displayed in the counter.

Participation in Mathrubhumi Edu Path 2009

On 13 and 14.5.2009, the Chapter participated in Mathrubhumi Edu Path 2009. Around 500 students visited the ICSI stall and collected details about the CS course. CS banners were displayed and data base of probable students were collected.

Inauguration of 40th Batch of Oral Coaching Classes

On 11.07.2009 the 40th Batch of Oral Coaching Classes of Cochin Chapter was inaugurated by CS S P Kamath, Chairman, Cochin Chapter.

News and Announcements

CS A Sivadasan, former Chairman SIRC briefly explained the scope of the profession and congratulated the students for choosing the profession of CS. He emphasized the opportunities of the profession and added that its scope is clear and massive. CS N Balasubramanian, Secretary, Cochin Chapter advised the students on the key values to be considered to reap the ultimate success in this profession. Eleven members and 62 students along with their parents attended the function.

Road Map to CS Student

On 11.07.2009 the Cochin Chapter and the ICSI Students' Forum— jointly organized a students' programme titled Road Map to CS Students. The session was led by P V John, FCS, Member (Accounts), Kerala Agricultural Income Tax and Sales Tax Appellate Tribunal. His programme, which was telecast on Doordarshan, focused on the importance of CS profession. The programme was followed by an open forum where students and their parents clarified doubts about the CS course with a panel of members present.

Study Circle Meeting for Students on Managerial Remuneration

On 11.07.2009 the Cochin Chapter hosted a 2 hour programme on Managerial Remuneration and its allied provisions. Savitha M, Final year student of the ICSI led the session. The programme dealt with in detail, the various practical issues on managerial remuneration. CS S P Kamath, Chairman, Cochin Chapter, CS Jayan K and CS Ashish Mohan, clarified the doubts of the students and also shared their practical experience on the subject.

HYDERABAD CHAPTER

Students Seminar on World Environment Day

On 5.6.2009 the Chapter organised a students Seminar on World Environment Day at its premises. CS Dr. PVS Jagan Mohan Rao, Former President, The ICSI, was the speaker. He said that the idea of observing the World Environment Day was an initiative of the United Nations and this stimulates world wide awareness about Environmental issues. This also helps create attention of all concerned to take up appropriate action to address the environmental issues. This activity aims at empowering people and enable them to take active part in creating sustainable and equitable development. Earlier CS A. Visweswara Rao, Chairman of the Chapter welcomed the students and informed about the importance of the Environment. Students actively participated in the seminar.

Elocution Competition on Corporate Acquisitions: Governance Issues

On 19.6.2009 the Chapter organised an Elocution Competition on Corporate Acquisitions: Governance Issues at its premises. Y.Suryanarayana, Former Executive Director, Color Chips India Ltd. was the Judge for the competition. He also addressed the students. K. Sridevi and Shazia Bhanu the winners were sponsored to participate at the Regional Level Elocution Competition. Earlier, CS A.Visweswara Rao, Chapter Chairman in his welcome address informed about the main objectives for conducting the Elocution Competition.

COIMBATORE CHAPTER

Career Fairs

On 3.6.2009, the Chapter organized a one day Career Fair at PSG College of Arts and Science, Coimbatore. C.Thirumurthy, Chapter Chairman and K. Muthusamy, Management Committee Member and Past Chairman of the Coimbatore Chapter talked about the career opportunities for the students and also explained the course content and examination pattern of the Institute. Ashok, Chapter Staff explained about the course to the interested student(s) individually. More than 150 students visited the ICSI Stall.

Again on 25.6.2009 the Chapter organized a one day Career Fair at PSG Krishnammal College for Women, Coimbatore. K. Muthusamy, Management Committee Member and Past Chairman of the Coimbatore Chapter talked about the career opportunities for the students and also explained the course contents and examination pattern of the Institute, Ashok, Chapter Staff explained about the CS

course to the interested students individually. More than 400 students participated in the Programme.

Inauguration of 36th Batch of Oral Coaching Classes for December 2009 Session

On 22.6.2009 the 36th batch of Coaching Classes for December 2009 Session was inaugurated by the Chapter at its premises. Devarajan, Assistant Head Master and Commerce Head of Ammaniammal Corporation Higher Secondary School, R.S. Puram, Coimbatore inaugurated the Programme. In his address he stressed on the need for intensity in pursuing the professional courses. He also advised the students to update their knowledge by regularly reading Institute's journals and Financial Newspapers. V.S. Subash, Treasurer, SIRC of the ICSI, C. Thirumurthy, Chapter Chairman, A.R. Ramasubramaniraja, Past Chairman of the Chapter, P. Eswaramoorthy, Practising Company Secretary, Balamurugasundaram, Company Secretary Lakshmi Mills Ltd. and other faculty Members shared their views and motivated the students. Around 75 Students and their parents participated in the programme.

WESTERN INDIA REGIONAL COUNCIL

10th All India Conference of Student Company Secretaries

On 3 and 4.7.2009 the 10th All India Conference of Student Company Secretaries was successfully organized at Nagpur for the first time jointly by Nagpur and Raipur Chapters of WIRC of ICSI. The theme of the conference Zeal for the Corporate Excellence was quite relevant insightful and encouraging. The conference was in real and true sense for the students, by the students and of the students and more than 400 students all across India participated. This was one of the biggest events of the CS students in India. Apart from the students from the host Chapters, it was attended by the students from all over the country. The conference was inaugurated by the President of the Institute Datla Hanumanta Raju. There were four technical sessions in which 16 students presented the papers on eight topics. The technical sessions were chaired by the eminent company secretaries including Central and Regional Council members. Best paper writer of each technical session was given award at each of the valedictory session. A very informative souvenir was also released by the President of the Institute. The special technical session on "How to Market Yourself" by Sanjay Arora was widely acclaimed by the participants. The All Students Team enlivened the evening of 3rd July by performing a special cultural event.

AHMEDABAD CHAPTER

Special session on Let us be NRIs on Indian Roads – for CS Students and Members

The Ahmedabad Chapter organized an off-beat session "Let us be NRIs on Indian Roads" at the Chapter premises. It was about driving vehicles with knowledge. Amit Khatri - Trainer, Gauri Wagenar - C E O, Netherland Business Support Office at Ahmedabad and, Pravin Kanabar – Renowned Orthopedic surgeon - all of them being members of Ahmedabad Traffic Consultative Committee and their members presented the session. The team provided statistics of and causes for road accidents that left everyone aghast. It was conveyed that how traffic rules are flaunted by citizens causing loss of life. Many video clips of road accidents were shown to the audience with underlying message that such unfortunate loss could have been averted by following simple traffic rules. Speakers urged for accident free life and better society, we must educate ourselves and adhere to road signs. The session was educative and entertaining which lasted for one and a half hour. Over 70 students and members attended the session. The session ended with distribution of booklets.

Career Awareness Programmes

Various Career Awareness Programmes by Ahmedabad Chapter in Ahmedabad and Gandhinagar during the month of July were organized as under: On 01.07.2009, the career awareness was imparted at L.J. Institute of BBA where 500 students were counseled. On 02.07.2009, the Career Awareness Programme was held at R. J. Tibrewal Commerce College wherein 500 students participated. On 7

News and Announcements

and 8.7.2009 the Career Awareness Programme was held at Bholabhai Patel Institute of BBA at Gandhinagar. 500 students were informed about the career opportunities provided by the CS course. On the same day, another career awareness programme was also organized at Ashwinbhai Patel Commerce College, Gandhinagar.

Commencement of New Batch of Oral Coaching Classes for Executive Programme Module - I

On 13.7.2009 considering the increasing need of students, an initiative to start a new oral coaching batch at the Chapter premises was taken. The Ahmedabad Chapter commenced its first ever morning batch of Oral Coaching Classes for CS students. The batch received overwhelming response from the students.

Broadcast of CS Career Awareness Talk on Aakashvani

On 28.7.2009 as a part of its career awareness campaign by Ahmedabad Chapter Trilok Sanghani – Programme Executive, Aakashvani- Ahmedabad Centre, was invited for recording discussion on “Career as Company Secretary” at Ahmedabad Chapter premises. Keyur Shah, Chapter Chairman and Priyamvad Bhatt – Admin. Officer of the Chapter provided necessary information which was recorded for broadcast. Keyur Shah dwelled upon prospects as a Company Secretary and Priyamvad Bhatt explained about the criterion and procedure for registration in CS course. Students of Ahmedabad Chapter also expressed their views about the course. Considering the need to reach out to more people, it was recorded in Gujarati.

The recording of the discussion was scheduled to be broadcast on 9.8.2009 at 6.30 PM in “Yuva Vani” programme of All India Radio, Ahmedabad (Medium Wave 846KHz).

PUNE CHAPTER

Faculty Meeting

On 18.7.2009 the meeting of the faculty members of the Oral Tuition Classes for Foundation and Executive Programmes was held. CS Devendra Deshpande, Chairman, Students Committee and CS Vikas Agarwal, Secretary, Pune Chapter were present at the Faculty Meeting.

CS Devendra Deshpande informed faculty members about the expectations of the Managing Committee from the faculties and discussed the feedback of the students with the faculties. CS Vikas Agarwal emphasized on providing value addition to the students like company visit, visit to the office of depository participant, etc.

VADODARA CHAPTER

Career Awareness Programmes

At the behest of Government of Gujarat, 03 Days Karma Yogi Residential Training was organized by District Education office, Vadodara and Faculty of Education and Psychology M. S. University of Vadodara for the teachers of 11th & 12th standard teaching the subject of “Secretarial Practice” of Gujarat from 27.5.2009 to 29.5.2009 at Urmi School, Vadodara. Devesh A. Pathak, Former member ICSI - WIRC & former Chairman ICSI - Vadodara Chapter addressed the gathering on 28 and on 29.5.2009, mainly on various aspects of secretarial practice including role and importance of Company Secretary which is included in the syllabus of the secretarial practice. Around 300 teachers teaching the subjects of secretarial practice from various parts of Gujarat attended the programme.

Again on 1.7.2009 the Chapter organized a Career Awareness programme at Chapter premises. Minal Mehta, Chapter Chairperson, Devesh A. Pathak and Nidhi Shah committee member of the Chapter were present during the programme. Over 60 students of Science, Commerce and Arts streams attended the programme. Devesh A. Pathak former WIRC Member and Past Chairman Vadodara Chapter spoke about the role of a Company Secretary in employment and importance of the profession of Company Secretary in the changing economic scenario. He also highlighted the importance of making the right career choice so as to be successful in life. Minal Mehta explained in detail, the course offered by the Institute and the criteria for eligibility for the course, examination, requirements of training etc. and highlighted the areas in which a company secretary in practice can offer his services. Brochures explaining about the Company Secretary ship Course were distributed to the participants.

EXEMPTION FROM INDIVIDUAL PAPERS OF THE EXECUTIVE PROGRAMME EXAMINATION

In pursuance of the powers conferred on it under clause(3) of the regulation 42 of the Company Secretaries Regulations, 1982, the Council of the Institute of the Company Secretaries of India has decided that a candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee as may be determined by the Council from time to time :

1. General and Commercial Laws: M.A./M.B.A. (Corporate Secretaryship) or Degree in Law (three years or five years integrated) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

2. Company Accounts, Cost and Management Accounting : M.A. (Corporate Secretaryship)/M.Com/M.B.A. (with Advanced Accountancy as one of the subjects at graduation/post-graduation level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com/M.B.A level having secured 50% marks in the subject concerned) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

3. Tax Laws: M.A./M.B.A. (Corporate Secretaryship) from a recognized University/Institute either constituted under an Act of Parliament or approved by AICTE.

Companies/Practising Members Registered for Imparting Training

LIST OF THE COMPANIES REGISTERED FOR IMPARTING TRAINING DURING THE MONTH OF JUNE - 2009

Region	Training period	Stipend (Rs.)
NORTHERN		
The Uttar Pradesh Stock Exchange Association Limited "Padam Towers" 14/113, Civil Lines Kanpur-208001	15 Months Training	Suitable
Globe Capital Market Limited 609, Ansal Bhawan, 16, K.G.Marg, Connaught Place, New Delhi-110001	03 Months Practical Training	Suitable
Unitech Wireless (Tamil Nadu) Pvt Ltd. The Master Piece, Ground Floor DLF, Golf Course Road Sector-54, Gurgaon	15 Months Training	Suitable
LeasePlan India Limited 2 nd Floor, Tower 'A', Millennium Plaza, Sector-27, Gurgaon-122002	15 Months Training	Suitable
True Blue Finlease Limited 112, 1 st Floor, Vardhman Janak Market C.S.C, A/2-B, Janak Puri, New Delhi-110058	15 Months Training	Suitable
HBN Housing Finance Limited 111, 1 st Floor, Vardhman Janak Market A/2-B, Janak Puri, New Delhi-110058	15 Months Training	Suitable
Carnation Auto India (P) Ltd. Studio 205, IHPD, Plot 7 Sector 127, Near Taj Express Way Noida-201301	03 Months Practical Training	Suitable
Shakti Bhog Foods Limited 403-405, 4 th Floor Krishna Apra Business Square Netaji Subhash Place, Delhi-110034	15 Months Training	Suitable
WESTERN		
Shapoorji Pallonji & Company Limited SP Centre, 41/44, Minoo Desai Marg Colaba, Mumbai-400005	15 Months Training	Suitable
Essel Propack Limited 10 th Floor, Times Tower Kamala City Senapati Bapat Marg Lower Parel, Mumbai-400013	15 Months Training	Suitable
Four Seasons Hotel, Mumbai Magus Estates & Hotels Ltd. 114 Dr. E.Moses Road, Worli, Mumbai-400018	15 Months Training	Suitable
Eimco Elecon (India) Limited Anand Sojitra Road, Vallabh Vidyanagar Pin:388120, Gujarat	15 Months Training	Suitable
Purti Sakhar Karkhana Limited Second Floor, Khadi Gramodyog Building Mahal, Nagpur-440032	15 Months Training	Suitable
Alkem Laboratories Limited "Alkem House", Senapati Bapat Marg Lower Parel, Mumbai-400013	15 Months Training	Suitable
Sanvijay Rolling & Engineering Ltd. 9, Imambad Road, Nagpur-440018	15 Months Training	2000
Arihant Capital Markets Limited E-5, Ratlam Kothi, Indore-452001	15 Months Training	Suitable

Natura HUE Chem Limited C-97, Sector-II, Devendra Nagar Raipur, (Chhattisgarh)-492001	15 Months Training	3000
DIL Limited DIL Complex, Ghodbunder Road Thane (W)-400610, Maharashtra	15 Months Training	Suitable
Cummins Technologies India Limited Industrial Area No.2, A.B.Road Dewas-455001	15 Months Training	Suitable
SOUTHERN		
Prasad Corporation Limited 28, Arunachalam Road Saligramam, Chennai-600093	15 Months Training	Suitable
ETA Technopark Limited 33, Old Mahabilipuram Road Navullar Village, Chengalpet Taluk Kancheepuram Distt., Chennai-603103	15 Months Training	Suitable
Kavveri Telecom Products Ltd Plot No 31 to 36, 1 st Main, 2 nd Stage Arokere Mico Layout Bannerghatta Road, Bangalore-560076	15 and 03 Months Practical Training	Suitable

LIST OF PRACTISING MEMBERS REGISTERED FOR THE PURPOSE OF IMPARTING TRAINING DURING THE MONTH OF JUNE, 2009

JAYA SUDHIR SHARMA Company Secretary in Practice 2, Vishal Apts., Evershine Nagar, Malad(w), Mumbai – 400064	PCSA-1934
ARUN R.JOSHI Company Secretary in Practice A, Office, E Wing, 1 st Floor, Bharat Bazar Complex, A.p.i. Corner, Aurangabad – 431210	PCSA-1935
ATUL GUPTA Company Secretary in Practice B-1, 1289a, Vasant Kunj, New Delhi – 110070	PCSA-1936
PRAGNESH M. JOSHI Company Secretary in Practice 101, Shanti Arcade, Nr. Akash –111, 132ft. Ring Road, Narnapura, Ahmedabad – 380013	PCSA-1937
ANKIT GANDHI Company Secretary in Practice B-18, Model Town Road, Nr. Income Tax Office, Jalandhar – 144001.	PCSA-1938
SHAKIL KHAN Company Secretary in Practice Bauns Galli, P.o. Buxi Bazar, Distt. Cuttack – 753001	PCSA-1939
YOGESH KUMAR SHARMA Company Secretary In Practice 69, Idsmt Colony, Behind Champenshwar Colony Katkhawada Road, Chaksu, Jaipur – 303901	PCSA-1940
PRAVEEN KR. BHARTI Company Secretary in Practice 68d, Pocket – D, Mayur Vihar –II, Delhi – 110091	PCSA-1941
AJAY D. SATAV Company Secretary in Practice 1 st Floor, Panchganga Building Next To Hanuman Gym., Ajmera Colony Pimpri, Pune – 411018	PCSA-1942

Companies/Practising Members Registered for Imparting Training

<p>K.P. MOHANA KUMAR Company Secretary in Practice 36/1785, Prakkal House, Chammini Road, Kaloor South, Kochi, Kerala – 682017</p>	PCSA-1943	<p>V. SRAVANI Company Secretary in Practice # 10-2-289/4, 11nd Floor Tngo's Trust Building, Opp: Mahavir Hospital A C Guards, Hyderabad – 500028.</p>	PCSA – 1949
<p>RANI JAIN Company Secretary in Practice Surana Sadan, 21/6, Manorama Ganj, Indore (M.P.)</p>	PCSA- 1944	<p>S. PRABHAKARAN Company Secretary in Practice B-3, Visranthi, New No.6, Old No. 66, Burkit Road, T. Nagar, Chennai – 600017.</p>	PCSA – 1950
<p>MONICA SHRIYANSH Company Secretary In Practice #337, 27th Main, Hsr Layout Sector- 11 Bangalore – 560034.</p>	PCSA – 1945	<p>ANKITA JAIN Company Secretary in Practice C/O. Niren Mehta, 6/3, R.S. Bhandari Marg Opp. New Agarwal Stores, Indore - 452003</p>	PCSA – 1951
<p>NEELAM BHANDARI Company Secretary in Practice C/O. Dr. S.m. Mohnut 'Sunil' 109, Nehru Park, Jodhpur</p>	PCSA – 1946	<p>JYOTI RANI Company Secretary in Practice Suite # 4G, Uppal's M.G. Plaza Jasda District Centre, New Delhi – 110 025</p>	PCSA – 1952
<p>PRASHANT SIPANI Company Secretary in Practice 7, Kalyan Colony, Opp. Gaurav Towers, Malviya Nagar, Jaipur - 302017</p>	PCSA – 1947	<p>AJAY KUMAR BEHERA Company Secretary in Practice 19/4B, First Floor, Tilak Nagar, New Delhi – 110 018</p>	PCSA – 1953
<p>SREERAJ M. Company Secretary in Practice No. 365A/76, 2nd Floor Above Chemmanur Jewellers 19th Main Road, 1block, Rajaji Nagar Bangalore – 560010.</p>	PCSA – 1948	<p>(*) GAURAV KOHLI Company Secretary in Practice 63, 2nd Floor, Kalu Sarai, Sarvapriya Vihar New Delhi-110 016</p>	PCSA-1903

(*) *Students may kindly note the professional address of the PCSA-1903 registered in the month of April 2009, instead of the residential address published in June issue.*

ATTENTION STUDENTS !!!

Rationalization of the system for issue of Coaching Completion Certificate under Postal Coaching Scheme

The Training & Educational Facilities Committee (TEFC) of the Council in its 93rd meeting held on 11th July 2009 had a detailed discussion on the matter of issue of Coaching Completion Certificates to the students to make them eligible for appearing in the CS Examinations to keep in tune with the changing times.

It has been decided to rationalize the criteria for issue of Coaching Completion Certificates *vis-à-vis* submission of Response Sheets with immediate effect which is as follows :-

Stage	No. of response sheets required to be submitted for each subject	
	Existing Criteria	Revised Criteria
Foundation Programme	Only one Response Sheet for each subject	No Change
Intermediate Course/ Executive Programme	Three Response Sheets for each subject	Only one Response Sheet for each subject
Final Course/Professional Programme	Three Response Sheets for each subject	Only one Response Sheet for each subject

Keeping in view the above decision, the students are advised to send atleast one Response Sheet for each subject to make him/her eligible for issue of Coaching Completion Certificate. It is further to clarify that he/ she has to secure minimum 40% marks in each subject for issue of Coaching Completion Certificate.

The students who have already sent atleast one Response Sheet in each subject will also be guided by the same criteria and the Coaching Completion Certificates will be issued whoever meets the said criteria.

However, students will be at liberty to send maximum response sheets to the Institute and all such response sheets will be evaluated and returned to them for their reference/ guidance.

For any further information / clarification on the subject, please contact Shri Vinod Jetly, Assistant Director (Student Services) at E-Mail id ss_coach@icsi.edu or at telephone nos. 0120-423993 to 99 Extn. : 2122.



NIIT Presents Exclusive Programs for ICSI Students.

In today's time, IT is all pervasive in corporate governance and knowledge of the same is vital. That's why, to ensure you keep pace with the time, NIIT brings you a specially designed program aimed at providing training in high end personal computing skills.

The course, called **'Understanding Information Technology in the Corporate Environment'** covers a range of topics specially chosen by ICSI like MS Office, Accounting Package, Digital Signature, Existing Privacy Protection, IT Laws and Security and e-Commerce. The curriculum has been designed to empower a Company Secretary to meet the challenges faced in the course of practice today.

All professionals completing the course would be certified jointly by NIIT and the Institute of Company Secretaries of India.

Program duration: 8-12 weeks

Eligibility: Students and Members of ICSI.

There is also an option of directly appearing for an online exemption test. To be eligible for the exemption test, students of ICSI need to produce the certificates of successfully completing one or more computer courses of at least 3 months duration covering at least 80% of the syllabus of the "Understanding Information Technology in the Corporate Environment" course from any Institution.

Log on to www.niiteducation.com or www.icsi.edu for related information and FAQs on the program/online test.

*Program and exemption test available at select centres.

SHIFTING OF STUDENT SERVICES SECTION

the Directorate of Student Services in order to provide Single Window Services to the students - in close co-ordination with the Directorate of Information Technology, Directorate of Examinations and Directorate of Finance & Accounts is operating from a more spacious building located at Noida; which is one of the fully developed townships in the periphery of Delhi and also home to some of the big names in the field of Information Technology / IT Enabled Services. In view of the above, for all queries and services, students are advised to contact the following address: -

Director (Student Services)
The Institute of Company Secretaries of India
C-37, Sector-62, NOIDA – 201 309

Further, the contact numbers and E-Mail ids of the contact persons for various queries and services are furnished below. Students may please note that, it is in their own interest to address the query to the right person for prompt response.

S. No.	Nature of Query	Contact Person	Telephone Number (STD Code :120; From Delhi : 95120)	E-Mail id
1.	Registration Status/ Issue of Study Material, etc. for			
	(a) Intermediate Course/Executive Programme	Ms. Anju Gupta	4239993-98	ss_reg@icsi.edu
	(b) Foundation Programme	Mr. D P Dagar/ Mr. Rajesh Sharma	Extension 2022 & 2023	ss_fond@icsi.edu
	(c) Denovo/Extn./Final Enrolment	Ms. Archana Goel/ Ms. Harvinder Kaur	4239993-98 Extension 2126	ss_post@icsi.edu
2.	Paper-wise Exemption/ Non-receipt of Registration Letter/ Identity Card/ Student Company Secretary Bulletin/ CS Foundation Course Bulletin	Mr. B S Chopra/ Ms. Rajni Sharma	4239993-98 Extension 2124/2131	ss_enrol@icsi.edu ss_misc@icsi.edu
3.	Coaching Completion Certificates/ Suggested Answers and Response Sheet Status / Compulsory Computer Training	Mr. Vinod Jetly/ Ms. Neelam Wadhwa	4239993-98 Extension 2122/2128	ss_coaching@icsi.edu
4.	Issue of Admission Certificate for Examinations	Mr. T.P. Balasubramanian/ Ms. Durga Shankar	4239993-98 Extension 2123/2125	e0082@icsi.edu
5.	Duplicate Pass Certificate			
	(a) Intermediate/Executive Programme	Mr. Siya Ram	4239993-98 Extension 2125	e0395@icsi.edu
	(b) Foundation/ Final/Professional	Ms. Durga Shankar/ Mr. Vivek A Jha	4239993-98 Extension 2125	e0223@icsi.edu
6.	Transcripts/ Verification of Qualifications (only for students)	Ms. Durga Shankar	4239993-98 Extension 2123/2125	ss_lic@icsi.edu

In case of any difficulty, Shri Sohan Lal, Director(Student Services) may be contacted at Tel. No. 4239999.

COMPANY SECRETARIES EXAMINATIONS – DECEMBER, 2009

TIME TABLE & PROGRAMME

DATE AND DAY	MORNING SESSION 9.30 AM TO 12.30 PM			AFTER-NOON SESSION 1.30 PM TO 4.30 PM			
	FINAL (OLD SYLLABUS)	EXECUTIVE PROGRAMME (NEW SYLLABUS)	INTERMEDIATE (OLD SYLLABUS)	FOUNDATION PROGRAMME (NEW SYLLABUS)	PROFESSIONAL PROGRAMME (NEW SYLLABUS)		
26.12.2009 Saturday	Advanced Company Law and Practice	General and Commercial Laws	General and Commercial Laws		Company Secretarial Practice		
27.12.2009 Sunday	Secretarial Practice relating to Economic Laws and Drafting & Conveyancing	Company Accounts, Cost & Management Accounting	Company Accounts and Cost & Management Accounting		Drafting, Appearances and Pleadings		
28.12.2009 Monday	Secretarial, Management and Systems Audit	Tax Laws	Tax Laws		Financial, Treasury and Forex Management		
29.12.2009 Tuesday	Financial, Treasury and Forex Management	Company Law	Management Information Systems & Corporate Communication		Corporate Restructuring and Insolvency		
30.12.2009 Wednesday	Corporate Restructuring – Law and Practice	Economic and Labour Laws	Company Law	English and Business Communication	Strategic Management, Alliances and International Trade		
31.12.2009 Thursday	Banking and Insurance – Law & Practice	Securities Laws and Compliances	Company Secretarial Practice	Economics and Statistics	Advanced Tax Laws and Practice		
01.01.2010 Friday	World Trade Organisation – International Trade, Joint Ventures and Foreign Collaborations		Economic, Labour and Industrial Laws	Financial Accounting	Due Diligence and Corporate Compliance Management		
02.01.2010 Saturday	Direct and Indirect Taxation – Law and Practice		Securities Laws and Regulation of Financial Markets	Elements of Business Laws and Management	Governance, Business Ethics and Sustainability		
03.01.2010 Sunday	Human Resources Management and Industrial Relations						



Chartered Institute of
Management Accountants

Chartered Institute of Management Accountants introduces fee waiver offer

The CIMA professional qualification in management accountancy, with its emphasis on strategic business skills, widens your career options.

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GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION

EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme (Inter) examination during the validity of registration period. All such students will have to seek registration *de novo* only.

PROFESSIONAL PROGRAMME EXAMINATION

- Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.
- Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme (Final) examination:
 - if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all **modules** (groups) of the Professional Programme examination (Final) under new syllabus during the validity of the previous registration period or has passed at least **one module** (group) of the Professional Programme (Final) examination under the New Syllabus during the validity of the previous registration period as the case may be; and
 - makes an application for extension of registration period along with requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.
- Extension of registration shall be granted for one year at a time on payment of extension of registration fee of Rs. 500 per annum, arrears of fee, if any, under the previous registration and service charges @ Rs. 150 per module (group) for which the student has not been issued with the coaching completion certificate for the Professional Programme (Final).
- On the student's application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.
- No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme (Final) examination under the new syllabus.
- A student who completes the Professional Programme (Final) examination (of the Institute) during the extended period of registration will be required to comply with the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.
- Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of Rs. 160 per subject.
- A student, on being granted extension of registration, shall be eligible to get the 'Student Company Secretary' from the month next to the month in which his application for extension of registration is accepted by the Institute.
- The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.

GUIDELINES FOR REGISTRATION DE NOVO

(Registration *de novo* pursuant to regulation 22 read with sub-regulation (2) of regulation 24.)

(A) Guidelines for candidates seeking registration *de novo* within two years of the expiry of previous registration.

- A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration *de novo* on payment of the following fees:
 - Registration fee: Rs.1500 (w.e.f. 1.4.2008)
 - (a) Where a student has not completed coaching for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final), balance of Rs.5,000 of the postal tuition fee if enrolled for Executive Programme (Intermediate) or balance of Rs. 7,500, if enrolled for Professional Programme (Final), as the case may be, after adjusting the amount paid on this


account earlier. However, credit for having completed coaching in a particular module (Group) may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

- Postal tuition fee of Rs 5,000 in the case of students who have passed the Executive Programme (Intermediate) examination but not enrolled for the Professional Programme (Final).
 - Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules (Group) of Executive Programme (Intermediate) all modules (Group) of Professional Programme (Final) as the case may be.
- On the student being registered *de novo* he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
- (B) Guidelines for candidates seeking registration *de novo* after two years of the expiry of previous registration.
- A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration *de novo* within two years of the expiry of former registration may seek registration *de novo* within 5 years of the cancellation/termination of his former registration on payment of the following fees:

(i) Registration fee	Rs. 1500
(ii) Exemption fee for	
(a) Foundation Programme	Rs. 500
(b) Executive Programme (Inter) Examination (if already passed)	Rs. 500
(iii) Paperwise exemption fee	
(a) Executive Programme (Inter)	Rs. 100 per paper
(b) Professional Programme (Final)	Rs. 100 per paper
 - Where a student has not completed coaching for both modules (Groups) of Executive Programme (Inter) all modules of Professional Programme (Final), balance of Rs. 5,000 of the postal tuition fee, if enrolled for Executive Programme (Inter) or balance of Rs. 7,500 if enrolled for Professional Programme (Final), as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.
 - Rs. 7,500 in the case of students who have passed the Executive Programme (Inter) but not enrolled for the Professional Programme (Final).
 - Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules (Group) of Executive Programme (Inter) all modules (Group) of Professional Programme (Final).
- On the student being registered *de novo*, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ Rs. 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration *de novo* from the month subsequent to the month in which the student was registered *de novo*.
 - The registration *de novo* will be valid for a period of five years from the month in which the student has been registered *de novo*.
- (C) **No candidate shall be registered as a student *de novo* if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.**

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