

DIRECTORATE OF STUDENT SERVICES

FREQUENTLY ASKED QUESTIONS (FAQS) **(REVISED AS ON 04TH SEPTEMBER, 2015)**

PART-1 : REGISTRATION TO FOUNDATION / EXECUTIVE PROGRAMME

Q.1	I want to register as a student for Company Secretaryship Course – where do I start? Please click here for Reply
Q.2	Can I get prospectus by post ? Please click here for Reply
Q.3	Whether Registration Form is also available at institute's website ? If yes, can I download it and submit the same ? Please click here for Reply
Q.4	Which are the stages covered under CS Course? Please click here for Reply
Q.5	What is Eligibility criteria for Admission to Foundation Programme ? Please click here for Reply
Q.6	What is the last date of registration in Foundation Programme ? Please click here for Reply
Q.7	What is Eligibility Criteria for direct Admission to Executive Programme ? Or Who is eligible for exemption from passing the Foundation Programme Examination and seek direct registration to Executive Programme? Please click here for Reply
Q.8	I am appearing in Final year exam of Graduation. Can I apply for direct registration Executive Programme ? Please click here for Reply
Q.9	What is the last date of registration in Executive Program? Please click here for Reply
Q.10	What is the process of registering online ? Please click here for Reply
Q.11	I have registered online. How to upload documents? Please click here for Reply
Q.12	I have registered online. When would I get my study material? Please click here for Reply
Q.13	Is there any requirement to send any document or copy of the online registration application along with documents to the Institute in physical form? Please click here for Reply
Q.14	Which subjects are covered under the Foundation Programme? Please click here for Reply
Q.15	Which subjects are covered under the Executive Programme? Please click here for Reply
Q.16	I want to register as ICSI student but can not make a payment online using a credit card. What do I do? Please click here for Reply

Q.17	What is the procedure for getting refund of excess payments during Online registration process? Please click here for Reply
Q.18	What is the Process of resetting and recovering password for registered students? Please click here for Reply
Q.19	What fees do I need to pay to register? Please click here for Reply
Q.20	Is there any concession in fees for SC/ST candidates? Please click here for Reply
Q.21	Is there any concession in fees for Widows and wards of the Martyrs? Please click here for Reply
Q.22	Is there any concession in fees for OBC candidates? Please click here for Reply
Q.23	Is there any concession in fees for Physically Handicapped Students? Please click here for Reply
Q.24	I have already applied for my registration. When shall I get the Registration Number? Please click here for Reply
Q.25	How can I check my registration status? Please click here for Reply
Q.26	My registration is pending. What should I do now? Please click here for Reply
Q.27	I have received in-complete set of books. When will I receive the balance (Books) Study Material? Please click here for Reply
Q.28	I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? Please click here for Reply
Q.29	What is the process of downloading registration letter/Identity card from the website? Please click here for Reply
Q.30	I have registered provisionally in Foundation/Executive stage. What are the formalities to regularize my admission? Please click here for Reply
Q.31	I took provisional admission in CS Foundation Programme but I have not been able to clear the 10+2 Examinations. Would my registration be cancelled in case I am not able to pass 10+2 within six months since my registration? Please click here for Reply
Q.32	I took provisional admission in CS but now I got Compartment in Final year would my registration be cancelled in case I am not able to pass final year passing certificate within six months since my registration? Please click here for Reply
Q.33	I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal? Please click here for Reply

Q.34	What is validity period of my registration number? Please click here for Reply
Q.35	Can I get the validity of my registration number renewed after expiry of the same? Please click here for Reply
Q.36	What is ICSI Student Education Fund Trust ? Please click here for Reply
Q.37	What is the process of applying for financial assistance under ICSI Student Education Fund Trust ? Please click here for Reply
Q.38	What is the Fees for the Students who are not opting Study Material at the time of Registration? Please click here for Reply

PART-2 : REGISTRATION TO PROFESSIONAL PROGRAMME

Q.39	I have passed both modules of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programmeme ? Please click here for Reply
Q.40	What is the fees for registration in Professional Programme ? Please click here for Reply
Q.41	What is the process of registering online ? Please click here for Reply
Q.42	What are various cut-off dates for appearing in one / or three modules of Professional Programme examination? Please click here for Reply
Q.43	Which subjects are covered under the Professional Programme old syllabus? Please click here for Reply
Q.44	Which subjects are covered under the Professional Programme New syllabus? Please click here for Reply
Q.45	When will compulsory switch over to new syllabus of Professional Programme be effective? Please click here for Reply
Q.46	Is there any option for change of elective subject? Please click here for Reply
Q.47	Is there any option for Switchover for Professional Programme before December 2016 examination? Please click here for Reply

PART-3 : REGISTRATION DENOVO

Q.48	When can I apply for registration De-novo (i.e. renewal of registration)? Please click here for Reply
Q.49	What is the validity of de-novo registration? Please click here for Reply
Q.50	How many times I can apply for registration De-novo? Please click here for Reply
Q.51	I wish to apply for registration De-novo. Where can I get the denovoform ? Please click here for Reply
Q.52	How can I pay the de-novo fees ? Please click here for Reply
Q.53	How much fees I am required to pay for applying for registration De-novo ? Please click here for Reply
Q.54	Can I apply “on-line” for registration de-novo ? Please click here for Reply
Q.55	How can I apply denovo of registration through online mode ? Please click here for Reply
Q.56	What is the last date for applying for De Novo / Extension of Registration ? Please click here for Reply

PART-4 : EXTENSION OF REGISTRATION

Q.57	What is the validity of extension of registration ? Please click here for Reply
Q.58	How many times I can apply for extension of registration ? Please click here for Reply
Q.59	I wish to apply for extension of registration. Where can I get the extension form ? Please click here for Reply
Q.60	How can I pay the extension fees ? Please click here for Reply
Q.61	How much fees I am required to pay for applying for extension of registration ? Please click here for Reply
Q.62	Can I apply “on-line” for extension of registration ? Please click here for Reply
Q.63	How can I apply extension online? Please click here for Reply
Q.64	Who is eligible for extension of registration ? Please click here for Reply

PART-5 : PAPER-WISE EXEMPTION

Q.65	Who is eligible to claim subject-wise exemption on the basis of qualifications ? Please click here for Reply
Q.66	What is the last date for applying for Paper-wise exemption (On the basis of qualification)? Please click here for Reply
Q.67	I am having required qualification. How can I claim subject-wise exemption ? Please click here for Reply
Q.68	I have already been granted exemption. I have also received a confirmation letter in this connection from the Institute. Am I required to pay exemption fee per subject every time I am appearing in the examinations? Please click here for Reply
Q.69	What is the criteria of getting paper-wise exemption, if I have secured more than 60% marks in any paper in my earlier examinations of ICSI ?I was absent in one paper. In this scenario, whether I am eligible for Exemption on the basis of 60% marks or not? Please click here for Reply
Q.70	How much fees I am required to pay for claiming paper wise exemption on the basis of 60% marks secured in Institute's earlier examinations? Please click here for Reply

PART-6 :SWITCHOVER TO NEW SYLLABUS

NOTE : [PLEASE CLICK HERE](#) FOR FAQs ON GRANT OF TWO MORE ATTEMPTS TO THE STUDENTS OF PROFESSIONAL PROGRAMME(OLD SYLLABUS)

Q.71	How can I apply for Switchover? Am eligible for switchover ? Please click here for Reply
Q.72	Is there any fee for Switchover? Please click here for Reply
Q.73	After switchover, whether the Institute will provide the new study material? Please click here for Reply
Q.74	What is the last date for switchover ? Please click here for Reply
Q.75	I have switched over to the New syllabus. May I revert to old syllabus ? Please click here for Reply
Q.76	I am under the Old Syllabus of Executive Programme and would like to continue under the in Old Syllabus. What is the last session for old syllabus examination? Please click here for Reply
Q.77	I want to switch over to New syllabus of Executive Programme. I want to know the details of corresponding exemptions on switchover to New Syllabus. Please click here for Reply
Q.78	What is effective date of the New syllabus of Professional Programme? Please click here for Reply

Q.79	What is the last date for seeking switchover to Professional Programme? Please click here for Reply
Q.80	What are the corresponding Exemptions in professional programme after switchover from old syllabus to new syllabus ? Please click here for Reply

PART-7 : EXAMINATION ENROLLMENT

Q.81	How much examination fee is to be paid ? Which are Please click here for Reply
Q.82	What is the mode of payment of exam fees ? Please click here for Reply
Q.83	When the examination enrollment starts and what is the last date of submission of examination forms for June & December Sessions of Examinations? Please click here for Reply
Q.84	I wish to fill up the examination form. From where can I get the Examination Form ? Please click here for Reply
Q.85	How can I fill examination form through Online? Please click here for Reply
Q.86	I have already submitted my examination form. Now I wish to change my centre. How can I do so? Please click here for Reply
Q.87	I have already submitted my examination form. Now I wish to change my Medium /Module. How can I do so? Please click here for Reply
Q.88	I have already submitted my examination form. How will I get my Admit Card (i.e. Roll No.) ? Please click here for Reply
Q.89	I have already passed examination. How will I get my mark sheet? Please click here for Reply
Q. 90	I have already passed examination. How will I get my Pass Certificate? Please click here for Reply
Q.91	I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet? Please click here for Reply
Q.92	I had received my Pass Certificate. But I have lost it. How can I get the duplicate Certificate? Please click here for Reply
Q.93	I require a Transcript / Certified copy of the syllabus for further studies in abroad. How Can I get the same? Please click here for Reply

PART-8 :COMPUTER TRAINING

Q.94	Is computer training/Sify online exemption test is compulsory for students registered before 01.04.2014. Please click here for Reply
Q.95	Whether I can directly enroll for Executive examination without completing the Computer Training? Please click here for Reply
Q.96	I had not seen the announcement in respect of discontinuation of computer training & have made the payment for Sify test? Please click here for Reply

PART-8 : RE-REGISTRATION

Q.97	Can you please explain how the Re-Registration method works? Please click here for Reply
Q.98	Is the Re-Registration method different from Registration Denovo? If yes how it works? Please click here for Reply
Q.99	I am eligible to seek Registration Denovo / Extension. Am I eligible to resume CS Course through Re-Registration Method? Please click here for Reply
Q.100	I have passed certain papers of Final Course/Professional Programme Stage also. Am I eligible for corresponding paper-wise exemptions against the papers passed by them in the Final Course/ Professional Programme Stage in addition to total exemption from Executive Programme Stage under the Re-Registration Method? Please click here for Reply
Q.101	How the students will seek registration? Please click here for Reply
Q.102	What is the registration fee and what will be the mode of payment ? Please click here for Reply
Q.103	What will be the validity period of Re-registration and what if the students are not able to complete the Professional Programme Stage within the validity period? Please click here for Reply
Q.104	Which are the documents to be attached with the registration form? Please click here for Reply
Q.105	Where the application is to be forwarded? Please click here for Reply
Q.106	From where I can get more information/ clarification on the Re-Registration Method? Please click here for Reply

PART-9 : MISCELLANEOUS QUERIES

Q.107	I have recently shifted my residence. How can I apply for change of address in Institute's record? Please click here for Reply
Q.108	I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do? Please click here for Reply
Q.109	I have not received my registration letter & Student Identity Card from Institute till date. How can I get it? Please click here for Reply
Q.110	How can I create my Login Id & password to use Institute's online services through its Student Portal? Please click here for Reply
Q.111	I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do? Please click here for Reply
Q.112	I have passed after the process of Verification of Marks. Pending the result of Verification of Marks, I had submitted the examination enrollment form. Am I required to submit any formal request for refund of the examination fee remitted? Please click here for Reply

PART-10 : COMMUNICATION

Q.113	I am not receiving the mails from the Institute. What are the steps to be taken by me to enable the same? Please click here for Reply
Q.114	I am not receiving any communications, Chartered Secretary Journal, etc. sent by post by the Institute? Please click here for Reply
Q.115	<i>What is the reason to Email bounce back for the communication between ICSI & outside domain?</i> Please click here for Reply
Q.116	<i>What are the Guidelines to minimize Security threats to your online account on the Institute's website ?</i> Please click here for Reply

NOTE: Please see the latest announcements on the website www.icsi.edu pending periodical updation of this FAQ.

*****X*****

REPLY TO Q.1

For registration, please visit www.icsi.edu , click on “online services” (at the top of home page on right hand side) and proceed. Students can apply for registration through online services of institute at the link given below :-

<https://www.icsi.in/student/Students/StudentRegistration.aspx>



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REPLY TO Q.2

Yes. Hard copy of the prospectus (without registration form) can be obtained by post from the Institute (Noida Office) by sending demand draft of Rs 250/- (Rupees Two Hundred and Fifty only) drawn in favour of 'The Institute of Company Secretaries of India' payable at New Delhi, along with an application on plain paper mentioning the name of the student and complete postal address. The application and demand draft may be sent to :-

Administrative Officer (Stores), The Institute of

Company Secretaries of India, ICSI House, C-37,

Sector-62, Noida – 201 309(UP).

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REPLY TO Q.3

No. Downloaded copy of registration form is not acceptable. Students are essentially required to fill up and submit their application through Online Mode.

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REPLY TO Q.4

There are three stages covered under CS Course.

- 1. Foundation Programme (10+2 Passed Students can start from this stage)**
- 2. Executive Programme [Bachelor's Degree (except in Fine Arts) passed students can start from this stage]**
- 3. Professional Programme**

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REPLY TO Q.5

Students who have passed the Senior Secondary School Examination under 10+2 scheme of a recognized Board or equivalent may seek admission to Foundation Programme.

Note : A student appearing in 10+2 examination may also apply for provisional admission in Foundation Programme by submitting the scanned copy of his/her Admit Card (Hall Ticket) of 10+2 Board examinations. Such students are required to regularize their provisional admission by submitting scanned copy of his/her 10+2 passed mark sheet/ certificate within six months from the date of his/her admission in Foundation Programme. Failure to submit the 10+2 passed mark sheet/ certificate within the prescribed time of six months shall result in cancellation of the Foundation Programme registration and forfeiture of the registration fee without any further notice to the concerned student. It will be the responsibility of the students to submit the desired certificate within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are not eligible for appearing in the CS Examinations.

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Admission is open throughout the certain cut-off dates have been fixed vis-à-vis the CS Examinations conducted in June and December every year.

Following are the cut-off dates:

31st March- For appearing in December examination of the same year

30th September – For appearing in June examination of the next year

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REPLY TO Q.7

A student, who has either passed the Foundation Programme examination of the Institute (or exempted thereof) is eligible for seeking registration to Executive Programme. Further, students who have passed their Bachelor's Degree Examinations in any subject (except in Fine Arts) are eligible to seek registration directly to Executive Programme.

A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination:

- i) A Degree or master's degree in Corporate Secretaryship or Commerce; or**
- ii) Pass in the Final examination of the Institute of Cost Accountants of India or the Institute of Chartered Accountants of India or any other Accountancy Institutions in India or abroad recognized as equivalent thereto by the Council; or**
- iii) Pass in the Foundation examination of the Institute of Cost Accountants of India or CPT of The Institute of Chartered Accountants of India; or**
- iv) A degree or master's degree in any discipline other than Fine Arts.**

A non-commerce candidate seeking exemption from the Foundation Programme examination will also be provided a set of Study Materials of Foundation Program for his/her self-study to acquire basic knowledge about the subjects of Foundation Program.

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REPLY TO Q.8

A student awaiting the Final Year results of the Bachelor's Degree Examinations may apply for provisional registration in Executive Programme by submitting the scanned copy of his/her Admit Card (Hall Ticket) of Final Year Bachelor's Degree examinations apart from the Passed Mark Sheets of the remaining two years. Such students are required to regularize their provisional registration by submitting scanned copy of his/her passed mark sheet of Final year Bachelor's Degree Examinations within six months from the date of his/her registration to Executive Programme. Failure to submit the passed mark sheet/ certificate of Final Year Degree Examinations & Degree Certificate within the prescribed time of six months shall result in cancellation of the Executive Programme registration and forfeiture of the registration fee without any further notice to the concerned student. It will be the responsibility of the students to submit the desired certificates within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are NOT eligible for appearing in the CS Examinations.

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REPLY TO Q.9

Registration is open throughout the year. However, certain cut-off dates have been fixed vis-à-vis the CS Examinations conducted in June and December every year.

Followings are the cut-off dates:

28th February – For appearing in both modules in December examination of the same year

31st May - For appearing in Any One module in December examination of the same year

31st August –For appearing in both modules in June examination of the next year

30th November –For appearing in Any One module in June examination of the next year

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REPLY TO Q.10

1. Click the “Online Services” button on top of the ICSI website (<http://www.icsi.edu>)
2. Then go to Students and click on Student Registration
3. Click on the documents mentioned below, if you have the softcopy of the same otherwise you will not be able to Register yourself

NOTE: File format should be jpg, jpeg, png, gif, bmp

File sizes of documents should not exceed 5 MB

Size of Student Photo should be between 20KB – 50KB

Size of Student Signature should be between 10KB –20KB

4. Now Click on Proceed to Registration
5. Select the Course type as applicable to you (Foundation/Executive)
6. Fill other fields and click Register
7. After this you will get your Request ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered ID.
8. After this Click on Make Payment.(Payment can be made through Debit/credit card/net banking/Challan)
9. You will get username and password at your E mail ID within 24 hours of payment. Please upload documents at the link sent at your mail and upload documents.

Students may please note that registration would be incomplete till all documents are uploaded as per the requirements of the institute.

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REPLY TO Q.11

Please follow the below mentioned steps to upload your documents

- 1. Click the “Online Services” button on top of the ICSI website (<http://www.icsi.edu>) and subsequently click on LOGIN button**
- 2. Enter your username and password**
- 3. Then click Login**
- 4. After login, Go to Student and then click on My Account**
- 5. Now click on Manage Account**
- 6. Upload documents at Certificate Details & Qualification Details tab as applicable to you.**

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REPLY TO Q.12

Students who have registered online need to upload their documents at Mange account option at their respective account. After that their documents are verified at the Institute's end. In case application is complete in all respects, the same is approved and students get study material within 10-12 day after approval of his /her application.

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REPLY TO Q.13

Students applying through online mode are NOT required to send hard copies of any document to the Institute unless specifically asked for producing the same for verification.

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REPLY TO Q.14

There are four (4) subjects:

- i) Business Environment & Entrepreneurship**
- ii) Business Management, Ethics and Communication**
- iii) Business Economics**
- iv) Fundamentals of Accounting and Auditing**

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REPLY TO Q.15

There are seven(7) subjects covered under two modules : -

Module I

- i) Company Law**
- ii) Cost and Management Accounting**
- iii) Economic and Commercial Laws**
- iv) Tax Laws and Practice**

Module II

- v) Company Accounts and Auditing Practices**
- vi) Capital Markets and Securities Laws**
- vii) Industrial, Labour and General Laws**

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REPLY TO Q.16

For online registration, apart from Credit Card, may pay through Debit Card/ Net banking Channels / or Bank Challan (Through Canara Bank Branches). If you are facing any difficulty to pay through payment gateway or not getting payment confirmations (including non-generation acknowledgements), you may seek the help of our Information Technology Department by sending a mail to pooja.juyal@icsi.edu or Telephone no 011-33132333.

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REPLY TO Q.17

After successful payment, a formal acknowledgement/receipt will be generated by the system. In case of multiple payments, you may write to the Directorate. of Student Services, Noida for processing the the refund of excess amount received by the Institute.

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REPLY TO Q.18

Students can reset and create new password at the following link :

<https://www.icsi.in/student/RecoverPassword.aspx>

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REPLY TO Q.19

You need to pay registration fees as follows: -

a) Foundation Programme - Rs. 4500/-

b) Executive Programme -

- **For Commerce Graduates - Rs.9,000/-**
- **For Non-commerce Graduate - Rs.10,000/-**
- **CPT passed of ICAI & Foundation passed of ICAI-CMA - Rs.12,500/-**
- **CS Foundation Pass Student - Rs.8,500/-**

All fees and other dues payable to the Institute are to be remitted through payment gateway at online services (i.e. through debit card / credit card /netbanking / bank challan)

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REPLY TO Q.20

SC/ST candidates are required to pay only 50% of the fees payable by general category candidate To avail the fees concession students are required to submit requisite certificate issued by the competent authority State/ Central Government.

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REPLY TO Q.21

Widows and wards of the Martyrs are required to pay only 50% of the fee applicable to general category students.

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REPLY TO Q.22

No fees concession is applicable for OBC candidates.

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REPLY TO Q.23

Physically Handicapped Students are eligible for concession in fees as per details given below :

Stage	Payable by physically handicapped student
Foundation Programme	<i>Only Registration Fee will be charged (At present Registration Fee is Rs.1500)</i>
Executive Programme	<i>Only Registration Fee will be charged (At present Registration Fee is Rs.2000)</i>
Professional Programme	<i>Only Registration Fee will be charged (At present Registration Fee is NIL)</i>

The above concession would be granted subject to the following guidelines : -

- (i) The concerned students should submit a certificate issued by a Physician / Surgeon/ Oculist working in a State/ Central Government to the effect of permanent physical disability (including blindness).**
- (ii) The following shall be regarded as permanent physical disability :-**
 - (a) permanent physical disability of more than 50% in one limb; or**
 - (b) permanent physical disability of more than 60% in two or more limbs; or**
 - (c) permanent deafness with hearing impairment of 70 decibels and above; or**
 - (d) permanent and total loss of voice.**

Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified namely : -

- 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**

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

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REPLY TO Q.24

Students who submit their registration form through online mode, they get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.

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REPLY TO Q.25

Students can check their registration status at the following link :

<http://www.icsi.in/regstatus/RegistrationQuery.aspx>

By entering any of the following details :-

- 1. Application No.**
- 2. Date of Birth & First Name**
- 3. Mobile Number**
- 4. E mail ID**

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REPLY TO Q.26

Registration is pending due to either non compliance of documentary evidence or submission of less fees. Students are sent mails regarding pendency of registration. Registration gets approved on compliance of the above.

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REPLY TO Q.27

Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials.. The remaining books are automatically sent to the students immediately on arrival of fresh stock.

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REPLY TO Q.28

The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter alongwith Identity card can easily be downloaded from Institute's website www.icsi.edu

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REPLY TO Q.29

- 1. Click on “Online Services” at www.icsi.edu**
- 2. Click on “Login” option**
- 3. Enter your username /password**
- 4. Click on Student option**
- 5. Open My Account**
- 6. Go to Others option at your account**
- 7. Student can download registration letter/Identity card at Others option**
- 8. After downloading Identity card ,student needs to get it attested by either of the following :**
 - (i) Member of ICSI**
 - (ii)Gazetted Officer of State/ Central Government**
 - (iii) Principal of Recognised Schools/colleges**
 - (iv) Manager of Nationalised Bank**
 - (v) Officers of the ICSI**

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REPLY TO Q.30

Students admitted provisionally need to upload copy of their 10+2 passing certificate / mark sheet (For students admitted in Foundation stage) , graduation passing certificate / or mark sheet (For students admitted in Executive stage) within six months since their registration at their online account at www.icsi.edu otherwise their registration may be cancelled and fee gets forfeited.

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REPLY TO Q.31

Yes. The admission will be cancelled and all fee remitted shall be forfeited. All such students need to apply afresh after clearing their 10+2 Examinations.

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REPLY TO Q.32

Yes. All such students need to apply afresh.

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REPLY TO Q.33

As per procedure, all requests received for subscription for sending Chartered Secretary are forwarded to concerned section for sending the same to the respective student . In case of not receiving the same, you may contact Chartered Secretary Unit at Telephone no –011-45341044.

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REPLY TO Q.34

Registration for Foundation Programme is valid for three years, whereas registration for Executive Programme is valid for five years.

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REPLY TO Q.35

Registration of Foundation Programme can not be renewed. Such students are required to seek fresh registration.

Registration of students of Executive Programme / Professional Programme can be renewed after the expiry of five years period from the month of registration.

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REPLY TO Q.36

With an objective to encourage and economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust. The details are available on our www.icsi.edu

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REPLY TO Q.37

Students desirous of availing the financial assistance may submit their application in the prescribed format (available at “Student” option at our website www.icsi.edu) along with all supporting documents to:-

Directorate of Student Services

The Institute of Company Secretaries of India

C-37, Sector – 62

Noida – 201 309

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REPLY TO Q.38

Please see the link given below for details of fee payable for various services :-

https://www.icsi.edu/WebModules/Student/FeeDetails_Concession_2014.pdf

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REPLY TO Q.39

The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted. Students are advised to apply for registration through online mode at www.icsi.edu

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REPLY TO Q.40

Rs. 12000/-. Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System (through Canara Bank Branches). Students who do not want to opt for study material at the time of registration are required to pay the Professional registration fees = Rs. 10,000/-.

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REPLY TO Q.41

A “Step by Step Procedure for Online Registration” is as follows :

- 1. Login to Online Services at www.icsi.edu**
- 2. Click Student and then select My Account**
- 3. Click Professional Registration under “Payment Request” option**
- 4. Select optional subject**
- 5. Make Payment of Rs 12,000/-(*) through Credit Card / Debit Card / Net Banking / bank challan.**
- 6. For all successful payments an acknowledgement receipt is generated. In case receipt could not be generated due to any reason ,follow the procedure as given below:-**
 - i) Click Student-> select My Account**
 - ii) Click payment request->Generate
payment Receipt**
 - iii) Write Request id and Transaction id
and click on check status.**

If payment is successful then the Receipt would be generated (otherwise the payment is not successful)

- 7. You are Successfully admitted in Professional Programme**
- 8. In case of unsuccessful payment please resubmit your Professional Registration Form**
- 9. After submission of fees download your Professional Registration Letter & Identity Card under “other” option**

(*) Students who do not want to opt for study material at the time of registration are required to pay the Professional registration fees = Rs. 10,000/-.

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REPLY TO Q.42

- i) Candidates registered for professional programme up to and including the month of February in a year are eligible to appear in all the modules of the Professional Programme examination to be held in December same year, and those registered between June to August during a year are eligible to appear in all the modules of the Professional Programme examination to be held in the month of June next year.**

- ii) Candidates registered for professional programme up to and including the month of May in a year will be eligible for appearing in any one module in December examination same year and those who are registered up to and including the month of November in a year will be eligible to appear in any one module of Professional Programme examination to be held in the month of June next year.**

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REPLY TO Q.43

Total Eight (08) subjects under four Modules:-

Module-I

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

Module-II

- 3. Financial, Treasury and Forex Management**
- 4. Corporate Re-structuring 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**

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REPLY TO Q.44

Total Nine (09) subjects under three Modules:

MODULE 1

- 1. Advanced Company Law and Practice**
- 2. Secretarial Audit, Compliance Management
and Due Diligence**
- 3. Corporate Restructuring, Valuation and
Insolvency**

MODULE 2

- 4. Information Technology and Systems Audit**
- 5. Financial, Treasury and Forex Management**
- 6. Ethics, Governance and Sustainability**

MODULE 3

- 7. Advanced Tax Laws and Practice**
- 8. Drafting, Appearances and Pleadings**
- 9. Electives 1 out of below 5 subjects**
 - 9.1. Banking Law and Practice**
 - 9.2. Capital, Commodity and Money Market**
 - 9.3. Insurance Law and Practice**
 - 9.4. Intellectual Property Rights - Law and
Practice**
 - 9.5. International Business-Laws and
Practices**

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REPLY TO Q.45

Last Examination under the Professional Programme (Old Syllabus 2007) will be held in June, 2016. From December, 2016 Session, all students will be automatically switched over to the Professional Programme (New Syllabus 2012).

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REPLY TO Q.46

Yes, student can change their elective subject before filling the examination form. Detailed procedure to change elective subject may be seen at the following link of the Institute's website :-

https://www.icsi.edu/docs/Webmodules/UserManual_For_ElectiveSubject_Change.pdf

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REPLY TO Q.47

If you wish to appear under New Syllabus, you have the option to switchover to New syllabus before submission of examination enrollment form.

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REPLY TO Q.48

A student can apply for registration de-novo (i.e. renewal of registration) immediately on expiry of five years from the date of his previous registration but in any case within five years from the date of expiry of the registration.

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REPLY TO Q.49

De-novo registration is valid for further period of five years.

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REPLY TO Q.50

Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.

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REPLY TO Q.51

Physical denovo forms are not acceptable w.e.f 1ST January 2014. Students are advised to apply online through online services at www.icsi.edu

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REPLY TO Q.52

Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System (through Canara Bank Branches).

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REPLY TO Q.53

Rs.2,000/- (lump- sum). Students who apply for Registration de-novo within two years of the expiry of former registration.

Rs 3,000/- (lump-sum) If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.

Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo.

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REPLY TO Q.54

Yes.

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REPLY TO Q.55

- 1.Login to Online Services at www.icsi.edu**
- 2. Click Student and then select My Account**
- 3. Click De novo Registration & Extension under“Payment Requests” option**
- 4. Select Request Type and Payment mode and then click on “Submit Request”**
- 5. Request ID and Transaction ID will generate on successful submission of the request.**
- 6. Proceed for payment through Credit Card /Debit Card / Net Banking/bank challan.**
- 7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case receipt could not be generated due to any reason, follow the procedure as given below:**

Click Student-> select My Account

Click payment request->Generate payment Receipt

Write Request id and Transaction id and click on check status. If payment is successful then the Receipt would be generated (otherwise the payment is not successful)

- 8. Please download the de novo registration Letter from Section “Letter for student” in “other” option**

- 9. In case of unsuccessful payment please resubmit your request**

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REPLY TO Q.56

The following are the cut-off dates for applying for De Novo vis-à-vis the CS Examinations conducted in June & December :

i) 09th April : (For June session of examination)

ii) 10th October : (For Dec. session of examination)

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REPLY TO Q.57

Extension is valid for further one year period.

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REPLY TO Q.58

Extension can be taken maximum for two times each for a one year period. The extension has to be sought within six months of expiry of such registration.

To ascertain the eligibility for extension, students may contact Tel. No. 0120-4522072 or mail at extension@icsi.edu

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REPLY TO Q.59

Physical Extension forms are not acceptable w.e.f^{1st} January 2014. Students are advised to apply online through onlineservices at www.icsi.edu

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REPLY TO Q.60

Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System (through Canara Bank Branches).

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REPLY TO Q.61

Rs.1000 (lumpsum) per year. Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Extension of Registration.

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REPLY TO Q.62

Yes.

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REPLY TO Q.63

- 1. Login to Online Services at www.icsi.edu**
- 2. Click Student and then select My Account**
- 3. Click De novo Registration & Extension under “Payment Requests” option**
- 4. Select Request Type and Payment mode and then click on “Submit Request”**
- 5. Request ID and Transaction ID will generate on successful submission of the request.**
- 6. Proceed for payment through Credit Card / Debit Card / Net Banking/bank challan.**
- 7. For all successful payments an acknowledgement receipt is generated and intimation will be sent on the respective email ID. In case receipt could not be generated due to any reason, follow the procedure as given below:**
 - Click Student-> select My Account**
 - Click payment request->Generate payment Receipt**
 - Write Request id and Transaction id and click on check status.**
 - If payment is successful then the Receipt would be generated (otherwise the payment is not successful)**
- 8. Please download the Extension Letter from Section “Letter for student” in “other” option**
- 9. In case of unsuccessful payment please resubmit your request**

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REPLY TO Q.64

Only Professional Programmeme students are eligible for extension of registration. For seeking extension of registration, student concerned has to apply within six months from the expiry of his/her registration and he/she should have passed at least one module of Professional Programme.

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REPLY TO Q.65

Students of executive programme having LLB qualifications & having secured 50% or more marks in aggregate) and applying for exemption with requisite mark sheets/certificate and paper wise exemption fee of Rs.1000/= per subject on or before last day for claiming paper-wise are eligible to claim exemptions in following subject.

a) Industrial, Labour& General Laws (paper code 327)

Paperwise Exemption to ICAI-Cost - A candidate who has passed the Final examination of the Institute of Cost Accountants of India, shall be exempted from the following papers of the CS Executive/Professional Programmes :

EXECUTIVE PROGRAMME

a) Cost & Management Accounting (paper code 322)

b) Tax Laws & Practice (paper code 324)

c) Company accounts & Auditing practices (paper code 325)

PROFESSIONAL PROGRAMME- OLD SYLLABUS (VALID TILL JUNE 2015 EXAMS)

a) Financial, Treasury and Forex Management (paper code 233)

b) Advanced Tax Laws and Practice (Paper code 236)

PROFESSIONAL PROGRAMME- NEW SYLLABUS

a) Advance Company laws and practices (paper code 331)

b) Financial, Forex and Treasury management (paper code 335)

c) Advanced Tax Laws and Practice (paper code 337)

No exemption shall be given on the basis of any other higher education.

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REPLY TO Q.66

The Cut-off dates for applying for paper-wise exemption (on the basis of qualification) are given below :

i) 9th April : (For June session of examination)

ii) 10th October : (For Dec. session of examination)

Applications received after the stipulated cut-off dates will be considered for only future sessions of examinations even if all eligibility conditions are fulfilled.

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REPLY TO Q.67

Student is required to apply for exemption through onlineservices available at www.icsi.edu, attach attested scanned copy of all parts of mark sheet of the relevant qualification along with the requisite exemption fees @ Rs.1000/- per subject (payable through credit card / debit card / netbanking / bank challan) immediately after registration / or before the last date for submission of paper wise exemption forms within the cut-off dates prescribed for the same.

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REPLY TO Q.68

No. Exemption fee is required to be paid only once and the exemptions once granted will hold good for all future sessions of examinations.

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REPLY TO Q.69

The prescribed criteria is narrated below :

Foundation Programme :

A candidate who has appeared in all the papers for which he/she was enrolled and has obtained 60% or more marks in any paper(s), but failed, shall be declared to have passed in the subsequent examination if he/she obtains a minimum of forty percent marks in each of the remaining papers and fifty percent marks in the aggregate of the remaining papers at one sitting within the next three following examinations.

Executive Programme:

(i) A candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured 60% or more marks in any paper(s) and a minimum 25% marks in each of the remaining papers of the module, but has failed in that module shall be exempted from that or those paper(s) in which he/she secured sixty percent or more marks, in any subsequent examination.

(ii) A candidate who has appeared in all the papers of a module for which he/she was enrolled without obtaining any exemption and has failed in one paper of the module, but got a minimum of 60% of the total marks of the remaining papers of that module, shall be declared to have passed in that module if he /she re-appears in the remaining one paper and obtains fifty per cent marks in any subsequent examination.

Professional Programme :

A candidate who has appeared in both the papers of a module, for which he/she was enrolled and has secured 60% or more marks in any one paper and a minimum 25% marks in the other paper of the module, but failed in the module, shall be exempted from that paper in which he/she secured sixty percent or more marks and he/she shall be declared to have passed in that module if he/she re-appears in the remaining one paper of the module and obtains a minimum of 50% marks in any subsequent examination.

IMPORTANT : Students who remain absent in any paper of particular Module are NOT eligible for exemption on the basis of 60% Marks Criteria even if he/ she has scored more than 60% marks in some papers covered under the module and are also meeting the guidelines pertaining to paper-wise exemption. In other words, appearance in all the papers covered under the module is an essential requirement to become eligible for consideration of exemption under 60% marks criteria.

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REPLY TO Q.70

No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination.

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REPLY TO Q.71

Student registered For Executive Program prior to February, 2013 and Professional Programme prior to September, 2013 under Old Syllabus, whose registration period is valid and is interested to appear in examination as per the New Syllabus, and intends to seek switch over--can apply for switch over to New Syllabus. A student can apply for Switch over to New Syllabus by Login to his a/c and place request for switch over under 'Requests- SwitchOver Request' option.

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REPLY TO Q.72

No, There is no fee for switch over to New Syllabus.

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REPLY TO Q.73

The study material of the New syllabus, if any , required by the student will have to be purchased by the student by paying the requisite cost of study material.

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REPLY TO Q.74

The switchover request has to be submitted by the students before submission of the examination enrollment form during the respective sessions.

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REPLY TO Q.75

Switchover to the new syllabus is irreversible and the student are not eligible to revert to the old syllabus under any circumstances.

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REPLY TO Q.76

The Last Examination under Executive Programme [old syllabus 2007] has been held in December 2014 session. From June, 2015 session, all students will be automatically switched over to the Executive programme [New syllabus 2012].

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REPLY TO Q.77

Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2012). On switchover to New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	CODE	PAPER	CODE
General and Commercial Laws (*)	221	See Note below(*)	323
Company Accounts	222	Cost and Management	
and Cost &		Accounting	322
Management			
Accounting			
Tax Laws	223	Tax Laws and Practice	324
Company Law	224	Company Law	321
Economic and Labour Laws (*)	225	See Note below(*)	327
Securities Laws and Compliances	226	Capital Markets and Securities Laws	326

(*) Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

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REPLY TO Q.78

The Professional program [New Syllabus- 2012] has been implemented with effect from 1st September 2013. The first examination under the professional programme (New Syllabus 2012) will be held in June 2014 and the last examination under the professional programme Old Syllabus will be held in June 2015. From Dec 2015 session, all students will be automatically switched over to the professional programme New Syllabus 2012.

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REPLY TO Q.79

Student can submit request for switchover only through online services available at Institute's website www.icsi.edu at least 15 days before the commencement of examination.

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REPLY TO Q.80

On switchover to the New Syllabus, students of Professional Program (old syllabus) will be eligible for corresponding paper-wise exemptions as per the following details:-

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	CODE	PAPER	CODE
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances & Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	NIL	
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337
Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligency	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336

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REPLY TO Q.81

Course	General Category Stuents	SC/ST Students (50% Concession)	Physically Handicapped Students (75% Concession)
Foundation Programme	Rs 1200/- lumpsum	Rs 600/- Lumpsum	Rs 300/- lumpsum
Executive Programme	Rs 1200/- Per Module	Rs 600/- per Module	Rs300/- per Module
Professional Programme	Rs 1200/- per Module	Rs 600/- per Module	Rs 300/- per Module

For appearing from overseas Dubai Centre : Surcharge of US \$ 100 (or its equivalent to Indian currency) in addition to the applicable examination fees.

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REPLY TO Q.82

The fees may be remitted only through online payment gateway as available at Institute's website www.icsi.edu by way of Credit Card/ Debit Card/ Netbanking / Bank Challan(Canara Bank), etc.

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REPLY TO Q.83

The Examination Forms for June & December Sessions can be filled as per the following last dates : -

Session	Without late fees	With late fees of Rs.250/-
June Examinations	25 th March	9 th April
December Examinations	25 th September	10 th October

While the Examination Enrollment starts from 25th February for June Session, the examination enrollment for December Session starts on 25th September every year.

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REPLY TO Q.84

Examination application can be filled up only through online services available at Institute's website www.icsi.edu

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REPLY TO Q.85

You have require to Institute's website www.icsi.edu Click Login portal after that Login (through Registration No.) & Password -----click My accounts --- Examination enrolment.

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REPLY TO Q.86

Student can submit the change request only through online services available at Institute's website www.icsi.edu at least 15 days before the commencement of examination of Institute. Payment of applicable fee is to be made through payment gateway.

Please note that change of exam center within the same city is not permissible.

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REPLY TO Q.87

Student can submit the change request only through online services available at Institute's website www.icsi.edu at least 15 days before the commencement of examination of Institute. Payment of applicable fee is to be made through payment gateway.

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REPLY TO Q.88

Admit Card (i.e. Roll No.) can be downloaded from the Institute's website www.icsi.edu before 10-12 days of commencement of Institute's examinations.

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REPLY TO Q.89

Mark sheet can be downloaded from Institute's website www.icsi.edu. Effective from June, 2011 session, hard copy of mark sheets is issued to only such students who have passed Professional Programme. Hard copy of the mark sheet is NOT issued to Foundation / Executive passed students.

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REPLY TO Q.90

Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme). Issue of Pass certificate has been discontinued for Foundation / Executive passed students effective from June,2010 session.

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REPLY TO Q.91

Student is required to submit an application (addressed to Directorate of Examinations) for the same and send it to Institute's Noida office along with a demand draft of Rs 100/- +Rs. 40/= drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi. Duplicate marksheet will be sent at his/her address within 15 days or can apply online through Institute's website www.icsi.edu

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REPLY TO Q.92

Student is required to submit an application alongwith passing details i.e. Registration no., Roll no., Session & Year of Passing, etc. (addressed to Directorate of Student Services) alongwith a demand draft of Rs 281/- per Transcript including service tax Rs. 31/= drawn in favour of “ The Institute of Company Secretaries of India” payable at New Delhi. For any Further details/ query, submit your query at enroll@icsi.edu

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REPLY TO Q.93

If you are student is required to submit an application (addressed to to Directorate of Student Services) alongwith a demand draft of Rs 250/- (per copy) drawn in favour of “ The Institute of Company Secretaries of India” payable at New Delhi. Further details, submit your query at enroll@icsi.edu

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REPLY TO Q.94

It has been decided by the Institute that the Computer Training Programme will no longer be part of the training structure and the same will NOT be applicable for any of the students of CS Executive Programme regardless of the training structure (old or new) opted by them or the date of their registration to the CS Course.

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REPLY TO Q.95

Yes, you may seek enrollment to Examinations without complying with the computer training requirement.

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REPLY TO Q.96

If any student register with M/s. Aptech or M/s. Sify disregarding this advisory, they will be doing so at their own risk and responsibility.

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REPLY TO Q.97

The registration to the regular stage of CS Course (consisting of Executive Programme & Professional Programme stages) is valid for a period of five years. Students are eligible to seek Registration Denovo / Extension in case they are not able to complete both the stages within the five year period. However, the Registration Denovo has to be sought within a maximum period of five years after expiry of their registration failing which the benefits accrued under the said registration will get cancelled and the students will have to seek fresh registration and have to start ab initio.

The Re-Registration method is specifically for such students who are not able to seek Registration Denovo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute from time to time.

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REPLY TO Q.98

Yes. Under the Re-Registration Method, total exemption will be granted from Executive Programme Stage for those students who have passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute from time to time. Such students will be eligible to resume the CS Course from Professional Programme Stage on seeking fresh registration. The Re-Registration Method is only applicable for students who have passed the Intermediate Course/ Executive Programme Stage in the past but are not eligible to seek Registration Denovo.

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REPLY TO Q.99

No. Students eligible for seeking Registration Denovo/ Extension will not be eligible to resume CS Course through Re-Registration Method.

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REPLY TO Q.100

Yes. Students will be eligible for corresponding paper-wise exemptions against certain papers passed by them under the old syllabi of Final Course/ Professional Programme Stage. The details of corresponding paper-wise exemptions may be seen in the file given below:-

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ANNEXURE-A

Subject under the existing Syllabus 2012	Subject /1971 syllabus on which corresponding exemption shall be given.	Subject /1980 syllabus on which corresponding exemption shall be given.	Subject /1986 syllabus on which corresponding exemption shall be given.	Subject /1993 syllabus on which corresponding exemption shall be given.	Subject /2001 syllabus on which corresponding exemption shall be given.	Subject /2007 syllabus on which corresponding exemption shall be given.
1. ADVANCED COMPANY LAW AND PRACTICE*	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
2. SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	No exemption	No exemption	No exemption	SECRETARIAL AND MANAGEMENT AUDIT/1993	SECRETARIAL AND MANAGEMENT SYSTEMS AUDIT	DUE DILIGENCE AND CORPORATE COMPLIANCE MANAGEMENT/2007
3. CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY	No exemption	No exemption	No exemption	No exemption	CORPORATE RESTRUCTURING-LAW AND PRACTICE/2001	CORPORATE RESTRUCTURING & INSOLVENCY/2007
4. INFORMATION TECHNOLOGY AND SYSTEMS AUDIT	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
5. FINANCIAL, TREASURY AND FOREX MANAGEMENT	No exemption	No exemption	FINANCIAL MANAGEMENT /1986	FINANCIAL MANAGEMENT/1993	FINANCIAL, TREASURY AND FOREX MANAGEMENT/2001	FINANCIAL TREASURY & FOREX MANAGEMENT/2007
6. ETHICS, GOVERNANCE AND SUSTAINABILITY	No exemption	No exemption	No exemption	No exemption	No exemption	GOVERNANCE, BUSINESS ETHICS & SUSTAINABILITY/2007
7. ADVANCED TAX LAWS AND PRACTICE	No exemption	No exemption	INDIRECT TAXATION – LAW AND PROCEDURES /1986	CORPORATE TAX MANAGEMENT- INDIRECT TAXES/1993	DIRECT AND INDIRECT TAXATION-LAW AND PRACTICE /2001	ADVANCE TAX LAWS AND PRACTICES /2007
8. DRAFTING, APPEARANCES AND PLEADINGS	No exemption	No exemption	DRAFTING AND CONVEYANCING/1986	No exemption	SECRETARIAL PRACTICE RELATING TO ECONOMIC LAWS AND DRAFTING AND CONVEYANCING/2001	DRAFTING APPEARANCES AND PLEADINGS/2007
9. ELECTIVES 1 OUT OF BELOW 5 SUBJECTS	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
9.1. BANKING LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
9.2. CAPITAL, COMMODITY AND MONEY MARKET	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
9.3. INSURANCE LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
9.4. INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
9.5. INTERNATIONAL BUSINESS-LAWS AND PRACTICES	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption

* Due to enactment of Companies Act, 2013 the corresponding exemption shall not be available in this paper.

REPLY TO Q.101

Students will fill up the prescribed registration form from the following link of the Institute's website and the send the same to the Institute alongwith the requisitedocuments & fee. Development of Online facility is also beingexplored which will be introduced subsequently.

<https://www.icsi.edu/docs/Webmodules/REREGISTRATION.pdf>

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REPLY TO Q.102

The registration fee is Rs.12000/- which is equivalent to the fee applicable for registration to the Professional Programme Stage. The fee has to be remitted by way of demand draft favouring “The Institute of Company Secretaries of India” payable at New Delhi / Noida.

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REPLY TO Q.103

The registration will be valid for five years and such students will have to seek Registration Denovo after the said period.

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REPLY TO Q.104

Two latest passport size photographs, Demand Draft, Copies of Mark Sheet(s), Pass Certificate(s) relating to their passing of CS Examinations, Date of Birth Certificate & Other Qualification Certificate.

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REPLY TO Q.105

Directorate of Student Services, C-37, Sector-62, Noida – 201 309 (U.P)

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REPLY TO Q.106

For any information/ clarification on the matter, please contact :

Mr. D D Garg

Assistant Director (Student Services)

E-Mail Id : dd.garg@icsi.edu

Tel. No. : 0120-4522072

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REPLY TO Q.107

Students can change/update their address, mobile number & e-mail id themselves. Please follow the steps given below for updation of your address, mobile number & e-mail id.

- 1) Visit on Institute's website www.icsi.edu**
- 2) Click on ON-LINE SERVICES (top right side of your screen)**
- 3) Click on Student Login**
- 4) Type your registration number in Username**
- 5) Type your password.**
- 6) Go to option /Student /My Account /Request /Change of Address**

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REPLY TO Q.108

Students can change/update their address, mobile number & e-mail id themselves. Please follow the steps given below for updation of your address, mobile number & e-mail id.

- 1) Visit on Institute's website www.icsi.edu**
- 2) Click on ON-LINE SERVICES (top right side of your screen)**
- 3) Click on Student Login**
- 4) Type your registration number in Username**
- 5) Type your password.**
- 6) Go to option /Student /My Account /Request /Change of Address**

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REPLY TO Q.109

Student can log in to institute's online services through its student portal www.icsi.edu and by putting the Login ID & password following the stipulated procedure, student can download & take printout of the registration letter & Online Student Identity Card. Go to option Student My Account Others\Download Identity Card & Letter for Students (Registration Letter) . Students are required to get the Online Student Identity Card attested locally by any GovtGazetted Officer / ACS/FCS member of Institute to make it valid. Unattested Identity Card is not valid.

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REPLY TO Q.110

- 1) Visit on Institute's website www.icsi.edu**
- 2) Click on ON-LINE SERVICES (top right side of your screen)**
- 3) Click on Student Login**
- 4) Type your registration number in Username**
- 5) Click on Retrieve Password**
- 6) Again click on Reset password (students only)**
- 7) Entered your all details (i.e. Your Programme, Registration Number, Gender, DOB, Pin Code etc.)**
- 8) Click on Proceed.**
- 9) Enter your correct e-mail id & mobile number (WHICH FOR UPDATION IN THE ICSI RECORD)**
- 10) Click on Reset Password and Get the password on screen.**

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REPLY TO Q.111

The Foundation and Student Company Secretary bulletins are being sent through e-mail to all registered students whose registration number is valid. Apart from the same, all issues of Foundation and Student Company Secretary Bulletin are also uploaded on institute's website www.icsi.edu in "Journals & Bulletins" section.

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REPLY TO Q.112

Under normal circumstances, the refund of examination fee is processed after conclusion of the examinations. However, if any student do not receive the refund within 20 to 25 days from the conclusion of examination, he/ she may write to enroll@icsi.edu for verification of records.

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REPLY TO Q.113

Please check the E-Mail Id and Mobile Number in your online profile after logging into your account at www.icsi.edu. In case you have any difficulty in Login, check your password by retrieving the same. The registration number and membership number are the username for students and members respectively. Please update the email and mobile number in case of any discrepancy.

In a few cases, it has been noted that the stakeholder has used the spam link on the mail while reading the mails sent by the Institute. As per the guidelines, all the outgoing mails of the Institute through bulk mail servers must have the Spam Link. In all such cases, no further email can be sent by the Institute as the information of declaration of spam is maintained by a third party (which in our case is M/s Netcore).

To enable the Institute again to reach out to this segment of the stakeholder, the stakeholder can reverse his / her decision and allow the Institute to reach out to him / her again by sending an email at the following email ID with specific contents as below :

Email ID to which email is to be sent : emmsupport@netcore.co.in

Language of the email is as under :

EMM Support

You are requested to enable the domain icsi.edu to send mails to me. My details are as under :

My Membership / Registration Number :-

My Name:

My Email ID :

The panel Url is: <http://icsiedu1.xceedmail.com/icsi/admin/?page=dashboard>.

In case you still do not start receiving the bulk mails, lodge a complaint with our Call Centre at Tel.No. 011-33132333 to enable the Institute to verify the status and take further necessary action.

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REPLY TO Q.114

Please check your correspondence address in your online profile after logging into your account at www.icsi.edu

Please update the same in case of any discrepancy. In case the correspondence address is correct and yet you are not receiving the articles sent by the Institute by post, please lodge a complaint with the Call Centre at Tel.No. 011-33132333 to enable the Institute to verify the status and take further necessary action.

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REPLY TO Q.115

We have kept the Email attachment size up to 5 MBPS (maximum) due to security & maintenance concern in view of the following implications:

- 1. Bandwidth may get choked resulting in the congestion in the network.**
- 2. With the implementation of such right, the mail delivery and receiving may get slow.**

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REPLY TO Q.116

- 1. Use Complex password (like Flowers -> F10w@r\$) for your online accounts.**
- 2. Change the passwords frequently.**
- 3. Logout from the online account properly after session is completed.**
- 4. Do not let your online login account be unused/ideal for long time.**
- 5. Do not share your online account details to any unauthorised person.**
- 6. Clear the browsing history and cookies after logout from the system.**
- 7. Try to avoid using unsafe internet café's to the maximum.**
- 8. Do not use "remember password" option during the login.**
- 9. Please inform such type of security threat incidents to the Institute on immediate basis.**

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FAQs ON GRANT OF TWO MORE ATTEMPTS TO THE STUDENTS OF PROFESSIONAL PROGRAMME (OLD SYLLABUS)

Q1.	I am a Student of Professional Programme (Old Syllabus), can I appear for examination under Old Syllabus?
Ans.	Yes.
Q2.	How many attempts will I get for appearing in examination under Professional Programme (Old Syllabus)?
Ans.	You will be allowed to appear in a maximum of two attempts i.e. December 2015 and June 2016 examination under the Old Syllabus.
Q3.	Which shall be my last attempt in Professional Programme (Old Syllabus)?
Ans.	The last attempt for Professional Programme (Old Syllabus) examination shall be June, 2016.
Q4.	I have already switched over under Professional Programme (New Syllabus) and do not want to do reverse switchover to the old syllabus, what should I do?
Ans.	You shall appear in the examinations under Professional Programme (New Syllabus).
Q5.	I have switched over to Professional Programme (New Syllabus) and have taken one or more examination under Professional Programme (New Syllabus). Am I eligible for reverse switchover to Professional Programme (Old Syllabus)?
Ans.	In case you have taken any examination under Professional Programme (New Syllabus) after switchover from Professional Programme (Old Syllabus), you are not eligible for the reverse switchover back to Professional Programme (Old Syllabus).
Q6.	I have switched over to Professional Programme (New Syllabus) and have not taken any examination under Professional Programme (New Syllabus). Am I eligible for reverse switchover to Professional Programme (Old Syllabus)?
Ans.	Yes, you are eligible. You have to fill Form RSW-1 and send the same at switchover@icsi.edu
Q7.	I have switched over to Professional Programme (New Syllabus), enrolled for the examinations, but did not appear in the examination. Am I eligible to revert to Professional Programme (Old Syllabus)?
Ans.	Yes, you are eligible. You have to fill Form RSW-1 and send the same at switchover@icsi.edu
Q7.	I have switched over to the Professional Programme (New Syllabus) and also enrolled for December, 2015 Examinations in New Syllabus. Am I eligible for taking examinations under Professional Programme (Old Syllabus)?
Ans.	Yes, you are eligible for taking examinations under Professional Programme (Old Syllabus) for maximum of two attempts. You have to fill Form RSW-2 and send the same at switchover@icsi.edu

Q8.	I have switched over to the Professional Programme (New Syllabus) and but not enrolled for December, 2015 Examinations in New Syllabus. Am I eligible for taking examinations under Professional Programme (Old Syllabus)?												
Ans.	<p>Yes. You are eligible for taking examinations under Professional Programme (Old Syllabus) for maximum of two attempts. You have to fill form RSW-1 as below and send to email id switchover@icsi.edu</p> <p style="text-align: center;">FORM- RSW-1</p> <p>FOR STUDENTS WHO HAVE ALREADY SWITCHED OVER TO NEW SYLLABUS BUT NOT ENROLLED FOR DECEMBER, 2015 SESSION</p> <p style="text-align: right;">Date : _____</p> <p>Dte. of Student Services</p> <p>The ICSI</p> <p>Noida</p> <p>E-Mail Id : switchover@icsi.edu</p> <p>Dear Sir,</p> <p>I have switched over to Professional Programme (New Syllabus) but not enrolled for December, 2015 Session of Examinations.</p> <p>I hereby request for 'Reverse Switchover' to Professional Programme (Old Syllabus).</p> <table border="1" style="width: 100%;"> <tr> <td>Registration No.</td> <td></td> </tr> <tr> <td>Name of the student</td> <td></td> </tr> <tr> <td>E-mail Id</td> <td></td> </tr> <tr> <td>Mobile Number</td> <td></td> </tr> </table> <p>Thanking you,</p> <p>Yours faithfully,</p> <p>(Name of the Student)</p> <hr/> <p style="text-align: center;">FOR OFFICE USE ONLY</p> <p>The reverse switchover has been carried out and the student has been enrolled under Professional Programme (Old Syllabus) for _____ Module(s).</p> <table style="width: 100%;"> <tr> <td>Dealing Assistant</td> <td>SO</td> <td>AD</td> <td>DD</td> </tr> </table> <hr/> <p>After submitting the request, the status will be updated in the preliminary enrolment details displayed on the website within 5 working days which may be verified by the students at the requisite link on the Institute's website.</p> <p>Refunds, if any, will be processed after 10th October, 2015.</p>	Registration No.		Name of the student		E-mail Id		Mobile Number		Dealing Assistant	SO	AD	DD
Registration No.													
Name of the student													
E-mail Id													
Mobile Number													
Dealing Assistant	SO	AD	DD										

Q9.	I have already enrolled for December, 2015 after switching over under Professional Programme (New Syllabus) and desire to revert back under Professional Programme (Old Syllabus). What steps should I take now ?																
Ans.	<p>The students who have already switched over to new syllabus & enrolled for December, 2015 session of examinations, have to apply for 'Reverse Switchover' and Enrollment for Examination under Old Syllabus at E-mail Account switchover@icsi.edu as per the formats given below : -</p> <hr/> <p style="text-align: center;">FORM-RSW-2</p> <p>FOR STUDENTS WHO HAVE ALREADY SWITCHED OVER TO NEW SYLLABUS & ENROLLED FOR DECEMBER, 2015 SESSION OF EXAMINATIONS</p> <p style="text-align: right;">Date : _____</p> <p>Dte. of Student Services</p> <p>The ICSI</p> <p>Noida</p> <p>E-Mail Id : switchover@icsi.edu</p> <p>Dear Sir,</p> <p>I have switched over to Professional Programme (New Syllabus) and enrolled for December, 2015 Session of Examinations.</p> <p>I hereby request for 'Reverse Switchover' to Professional Programme (Old Syllabus).</p> <p>Please enrol me for December, 2015 Examinations under Professional Programme (Old Syllabus) as per details given below :-</p> <table border="1" style="width: 100%;"> <tr> <td>Registration No.</td> <td></td> </tr> <tr> <td>Name of the student</td> <td></td> </tr> <tr> <td>Module(s) for which I have already enrolled under Professional Programme (New Syllabus)</td> <td></td> </tr> <tr> <td>Module(s) under Professional Programme (Old Syllabus) for which I am now seeking enrolment</td> <td></td> </tr> <tr> <td>Medium of Examination under Professional Programme (Old Syllabus) for which I am now seeking enrolment</td> <td></td> </tr> <tr> <td>Centre of Examination with Centre Code under Professional Programme (Old Syllabus) for which I am now seeking enrolment</td> <td></td> </tr> <tr> <td>E-mail Id</td> <td></td> </tr> <tr> <td>Mobile Number</td> <td></td> </tr> </table> <p>Thanking you,</p> <p>Yours faithfully,</p> <p>(Name of the Student)</p> <hr/> <p style="text-align: center;">FOR OFFICE USE ONLY</p> <p>The reverse switchover has been carried out and the student has been enrolled under Professional Programme (Old Syllabus) for December, 2015 Session for _____ Module(s). An amount of Rs. _____ is becoming due for refund which is being processed separately.</p> <p>Dealing Assistant SO AD DD</p> <hr/> <hr/>	Registration No.		Name of the student		Module(s) for which I have already enrolled under Professional Programme (New Syllabus)		Module(s) under Professional Programme (Old Syllabus) for which I am now seeking enrolment		Medium of Examination under Professional Programme (Old Syllabus) for which I am now seeking enrolment		Centre of Examination with Centre Code under Professional Programme (Old Syllabus) for which I am now seeking enrolment		E-mail Id		Mobile Number	
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Centre of Examination with Centre Code under Professional Programme (Old Syllabus) for which I am now seeking enrolment																	
E-mail Id																	
Mobile Number																	

Q10.	What is the last date for sending the request for reverse switchover?
Ans.	The last date for receipt of application for enrolment for December, 2015 Examination shall remain 25 th September, 2015 without late fees and 10 th October, 2015 with late fee. All modalities pertaining to switchover/reverse switchover/enrolment examination should be completed within these mentioned timelines.
Q11.	I am student of Professional Programme (Old Syllabus), my registration validity expired and after registration de-novo would I be allowed to appear in Professional Programme (Old Syllabus)?
Ans.	Yes, you would be allowed to appear in maximum of two attempts under Professional Programme (Old Syllabus) i.e. December, 2015 and June 2016 examinations.

*****X*****