



282:1:SS

January 29, 2016

**ALL STUDENTS WHO HAD ENROLLED FROM CHENNAI / PUDUCHERRY  
EXAMINATION CENTRES BUT COULD NOT APPEAR IN DECEMBER, 2015 SESSION  
OF EXAMINATIONS**

**Sub. : Request for Enrollment to June, 2016 Session**

Dear Student,

It is informed that as per the decision taken by the Institute considering the flood situation in Chennai & Puducherry during December, 2015, students who could not appear in the December, 2015 Session of CS Examinations **(from Chennai and Puducherry)** may seek enrollment to June, 2016 Session for the same combination of module(s) without paying the examination fee.

Students who are desirous of appearing in June, 2016 Session will be required to send a formal request to the Institute for enrolling them for June, 2016 Session. For the purpose, the Institute has developed a format of application and the students concerned are requested to fill up the requisite details and send the same at E-mail Id [enroll@icsi.edu](mailto:enroll@icsi.edu) **LATEST BY 25<sup>th</sup> March, 2016**. The procedure for enrollment for the aforesaid category of students will be as under :-

<b>OPTION-1</b>	<b>Students may seek enrollment to June, 2016 Session of Examinations for the same Combination of Modules / Centre by sending the form duly completed at <a href="mailto:enroll@icsi.edu">enroll@icsi.edu</a></b>
<b>OPTION-2</b>	<b>Students may seek refund of the examination fee in case they are interested to enroll for additional number of modules / or if there is a change in centre. Such students are required to enroll for examination afresh through the online mode and the refund of fee remitted during December, 2015 Session will be processed after their fresh enrollment to June, 2016 Session</b>

Please note that this special facility will be applicable only for June, 2016 Session and students desirous of availing the fee concession are essentially required to submit the application for enrollment by 25<sup>th</sup> March, 2016 failing which the examination fee remitted by such students for December, 2015 Session will be forfeited.

With best wishes,

(Ankur Yadav)  
Joint Secretary (Senior Grade)

**FORMAT OF APPLICATION TO BE SUBMITTED BY THE STUDENTS ENROLLED FROM  
CHENNAI & PUDUCHERRY EXAMINATION CENTRES IN DECEMBER, 2015 SESSION BUT  
COULD NOT APPEAR DUE TO FLOOD SITUATION FOR ENROLMENT TO JUNE, 2016 SESSION**

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

Directorate of Student Services  
The Institute of Company Secretaries of India  
C-37, Sector-62  
Noida – 201 309 (UP)  
**E-Mail id : enroll@icsi.edu**

**Sub. : Request for Examination Enrollment to June, 2016 Session by the students affected by  
Flood Situation in Chennai / Puducherry**

Dear Sir,

I wish to inform that I had enrolled for December, 2015 Session of CS Examinations from **Chennai** ☐ / **Puducherry** ☐ (Tick whichever is applicable) Examination Centre. The details of my enrollment are furnished hereunder : -

Registration No.	
Name of the Student	

DETAILS OF MY ENROLLMENT DURING DECEMBER, 2015 SESSION	
Stage of CS Course	
Combination of Module(s)	
Examination Centre	
Medium of Examination	
Roll No. allotted during December, 2015 session	
Examination fee remitted vide	Acknowledgement No. _____ dated _____ for Rs. _____

With reference to the above, it is requested to : -

<b>OPTION – 1</b> <input type="checkbox"/>	<b>Enrol me for June, 2016 Session for the same combination of modules / examination centre</b>
<b>OPTION – 2</b> <input type="checkbox"/>	<b>Refund the Examination Fee remitted during December, 2015 Session as I am desirous of appearing in additional number of modules/ appearing from another Examination Centre &amp; for the same I shall be submitting the Examination Form afresh through online mode. I understand that the refund of Examination Fee is subject to successful submission of fresh Examination Form through online mode.</b>

(\*) Please tick the option as applicable and strike off the other option.

Thanking you,

Yours faithfully,

\_\_\_\_\_  
(Signature of the Student with date)