Price: ₹ 500/- (Excluding Postage)
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INTRODUCTION

The businesses across the jurisdictions are competing on the flat platform, providing multiple choices to consumers and calling for highest quality of output supported by innovation and technology. The paradigm requires the corporates to possess multiple expertise, through business restructuring, which is carried out during prospering times and as well in the time of distress.

Mergers, acquisition, takeovers, are the traditional and widely accepted business strategies during prosperity while re-construction and revival strategies are adopted in the times of distress. The Restructuring and insolvency practice invariably go hand in hand as the revival process of bankrupt companies involves innovative restructuring process as well.

The concept of insolvency practitioners is gaining prominence in India in the context of revival, rehabilitation and winding up of companies. The Companies Bill proposes a larger role for professionals like Company Secretaries in the process of revival, rehabilitation and winding up of companies. Interim Administrator, to be appointed from panel of professionals including Company Secretaries, has been assigned vital role to play in the revival and rehabilitation of companies. Similarly, the provisional liquidator or company liquidator to be appointed from the panel of professionals including Company Secretaries would play a critical role in winding up process.

As a measure of capacity building of Company Secretaries, in the area of restructuring and insolvency, the Institute of Company Secretaries of India (ICSI) has decided to introduce Post Membership Qualification (PMQ) Course in Corporate Restructuring and Insolvency.

OBJECT

The PMQ Course in Corporate Restructuring and Insolvency aims at capacity building of Professionals in the area of legal, practical and application oriented aspects of corporate restructuring, rescue and insolvency and matters related thereto.

OBJECTIVES

- To enable the candidates to gain acumen, insight and thorough knowledge relating to various aspects of corporate restructuring, rescue and insolvency.
- To provide thorough knowledge of the legal and regulatory framework dealing with corporate rescue and insolvency with help of case studies.
- To provide expert knowledge and skill sets in management and administration of restructuring process with the help of case studies.
- To provide thorough insight into legal, procedural and applied aspects of corporate rescue with reference to international best practices.
- To provide knowledge of global trends and practices so as to have an integrated view of the entire framework for corporate restructuring and insolvency.
- To equip the candidates with the technical, analytical and application oriented skills in corporate restructuring and insolvency.
• To provide professional skills to anticipate and provide practical solutions to legal and technical issues involved in restructuring, rescue and insolvency process.
• To enable candidates to understand and fully appreciate the responsibilities and accountability as insolvency practitioner.
• To set standards of ethics and best practices.

COURSE STRUCTURE

PMQ Course in Corporate Restructuring and Insolvency shall comprise of two modules Viz 'Module A' and 'Module B' as under:

I. Module A of the Course shall comprise of written examination; and
II. Module B of the course shall comprise of compulsory workshop.

Module A: Written Examination

The candidates for 'Module A' shall be examined in the following four papers:

Paper 1 Corporate Restructuring, Rescue and Insolvency 100 marks
Paper 2 Strategic Options for Corporate Restructuring 100 marks
Paper 3 Cross Border Insolvency Practice and Procedure 100 marks
Paper 4 Professional and Ethical Practices for Insolvency Practitioners 100 marks

Module B: Compulsory Workshop

The candidates shall be compulsorily required to attend one day workshop to be organized before the written examination. The candidates would be required to make presentation on Case Studies assigned in advance and to interact with experts. The workshop would also afford an opportunity to the candidates to clarify their doubts about the study.

DESCRIPTION OF PAPERS –MODULE A

Paper 1 Corporate Restructuring, Rescue and Insolvency (100 marks)
This paper covers conceptual aspects of restructuring and insolvency and the basic regulatory framework relating to insolvency process.

Paper 2 Strategic Options for Corporate Restructuring (100 marks)
This paper covers strategic option available with respect to restructuring including the role of Board, valuation and governance aspects.

Paper 3 Cross Border Insolvency Practice and Procedure (100 Marks)
This paper covers aspects such as UNCITRAL Model Law, world Bank principles etc relating to cross border insolvency.
Paper 4 Professional and ethical practices for Insolvency Practitioners (100 Marks)

This paper covers Responsibility and Accountability of Insolvency Practitioners including Code of Conduct.

ELIGIBILITY CRITERIA

The members of the Institute shall be eligible for the admission to the course. A candidate shall however, register at least six calendar months prior to the month in which the examination commences i.e., if any examination commences in December, candidates registered upto and including month of May of that calendar year shall be eligible.

VALIDITY OF REGISTRATION

Registration to the course will be valid for a period of five years during which period the candidate is required to complete both the Modules.

REFUND OF REGISTRATION FEES

A member once admitted to the course is not entitled to refund of fee paid by him under any circumstances.

DATES OF ADMISSION

Candidates are registered for the Post Membership Qualification Course throughout the year.

UNDERTAKING

Every member applying for registration to the course is required to give an undertaking that he/she shall, as a registered candidate for the course, conduct himself in a manner, befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by such regulations, bye-laws, rules, standing orders, directions, conditions or guidelines as may be laid down by the Council and made applicable to him from time to time.

TIME LIMIT FOR COMPLETING COURSE

(a) Registration period — Every candidate applying for admission to PMQ Course shall be registered in accordance with the Chapter VIIA of the Company Secretaries Regulations, 1982 for a period of five years from the month in which his application, complete in all respects, is accepted by the Institute for registration.

(b) Time limit for completion of examination — A candidate registered for the course shall be required to complete the examination and the workshop, as the case may be, within the registration period.

(c) Termination of registration — The registration of a candidate shall terminate on the expiry of five years or at the end of the year in which the said candidate has successfully completed the PMQ Course, whichever is earlier.

PMQ Course Committee, constituted for the administration of the course, may, however, subject to such guidelines as may be laid down in this behalf by the Council, extend the registration period of a candidate beyond five years.
PREPARATION FOR THE COURSE

Post Membership Qualification Course in Corporate Restructuring & Insolvency is a specialized course and the candidates pursuing this course are required to have thorough knowledge of the subjects prescribed under each paper of the Course. For this purpose, the candidates will be provided indicative study material, an illustrative bibliography of suggested books and readings which may be updated from time to time on the website of the Institute.

WORKSHOP

The candidates shall be compulsorily required to attend one day workshop to be organized before the written examination. The candidates would be required to make presentation on Case Studies assigned in advance and to interact with experts. The workshop would also afford an opportunity to the candidates to clarify their doubts about the study.

EXAMINATION

Module A of the Post Membership Qualification Course in Corporate Restructuring & Insolvency examination will be conducted at such intervals, in such manner and at such time and place as the Council may decide subject to availability of such minimum number of candidates enrolled for the examination as may be decided from time to time. The dates and places of examination shall be published in the Institute’s Journal “Chartered Secretary”.

APPLICATION FOR EXAMINATION

Application for admission to the Post Membership Qualification Course examination is to be made in appropriate Form (Annexure V) along with the examination fee of ₹1,500 so as to reach the Institute in accordance with the directions given by the PMQ Course Committee, from time to time.

ADMISSION TO EXAMINATION AND EXPULSION AND WITHHOLDING OF RESULTS

PMQ Course Committee or a person authorized by it in this behalf may, for reasons to be recorded in writing:

(a) (i) refuse to admit a candidate to an examination, or
(ii) admit him to an examination subject to such conditions as it or he may consider to be reasonable in the circumstances of a case; or
(iii) expel him from an examination hall, after he has been admitted to it in the usual course.

(b) Notwithstanding the fact that a candidate has obtained the minimum marks for passing the examination, the PMQ Course Committee, may, for reasons to be recorded in writing, withhold his/her result.

(c) PMQ Course Committee shall be empowered to review any order passed by the person authorized by it. Similarly, any order passed by the PMQ Course Committee may be reviewed by the Council.
SUSPENSION OR CANCELLATION OF CANDIDATURE FROM APPEARING THE EXAMINATION OR WORKSHOP

In the event of any misconduct by a candidate registered for the course, the Council or the PMQ Course Committee may *suo motu* or on receipt of a complaint, if it is satisfied that, the misconduct is proved after such investigation as it may deem necessary and after giving such candidate an opportunity to state his/her case, suspend or debar the candidate from appearing in any one or more examinations or from attending the Workshop, withhold or cancel his examination or Workshop result or suspend or cancel his registration and debar him from future registration of the Post Membership Qualification Course, as the case may be.

Misconduct for the above purpose shall mean and include behaviour in a disorderly manner in relation to the Institute or in or near an examination premises, breach of any regulation, condition, guideline or direction laid down by the Institute, resorting to or attempting to resort to unfair means in connection with the writing of any examination conducted by the Institute, attending the Workshop such as copying, reproduction of any material from existing literature or sources without duly acknowledging the same as may be specified by the PMQ Course Committee from time to time.

REFUND OR APPROPRIATION OF EXAMINATION FEE

1. A candidate once issued with an Admission Certificate for an examination shall not be entitled under any circumstances for refund of the examination fee paid by him.

2. Where, however, a candidate applies to the Institute within 15 days from the last date of examination for considering appropriation of examination fee to the next examination on the ground that he was prevented from attending the examination on account of circumstances beyond his control and furnishes requisite documentary proof and information to the satisfaction of the Institute, the Institute may permit fifty per cent of the examination fee paid by him to be appropriated towards the fee payable for the next following examination for the same papers for which he was enrolled.

CHANGE OF EXAMINATION CENTRE

Applications for change of examination centre shall not ordinarily be entertained and if entertained, a fee as may be determined by the Council from time to time be charged for this purpose. Presently Change of Examination center fee is. Rs. 100. However, applications received in the Institute within 5 days before the date of the commencement of an examination shall not be entertained by the Institute.

REQUIREMENTS FOR PASSING THE EXAMINATIONS

A candidate shall be declared to have passed in Module A of the examination on securing a minimum of forty per cent marks in each paper and an aggregate of minimum fifty per cent of the total marks in all the papers of Module A. For passing Module B, a candidate has to compulsorily attend and participate in the workshop to be organised before the commencement of each examination, to the satisfaction of experts. Where any candidate fails to attend and participate in the workshop to the satisfaction of experts, he will be again required to attend and participate in the immediately next workshop.
INTIMATION OF RESULTS OF MODULE - A

Each candidate shall be individually informed of the marks obtained in each paper of Module A of the examination and result thereof, but under no circumstances the marks obtained in individual questions or sections of a paper shall be furnished.

VERIFICATION OF MARKS

The candidate on an application made to the Institute may be provided with information as to whether his answers to each question in any particular paper(s) at any examination have been duly examined and marked or not. The application will be required to be made within a period of 30 days from the date of declaration of the results and accompany the requisite verification fee of ₹250/- per paper. In no case, revaluation of answers will be permitted.

DIPLOMA CERTIFICATE

A candidate successfully completing the Post Membership Qualification Course in Corporate Restructuring and Insolvency shall be awarded a Diploma Certificate and shall be entitled to use the descriptive letters and bracket “DCRI (ICSI)” to indicate that he has been awarded “Post Membership Qualification Course in Corporate Restructuring and Insolvency” by the Institute of Company Secretaries of India.
Overall objective and scope

Capacity building of Professionals in the area of legal, practical and application oriented aspects of corporate restructuring, rescue and insolvency and the matters related thereto.

- To enable the candidates to gain acumen, insight and thorough knowledge relating to various aspects of corporate restructuring, rescue and insolvency.
- To provide thorough knowledge of the legal and regulatory framework dealing with corporate rescue and insolvency with help of case studies.
- To provide expert knowledge and skill sets in management and administration of restructuring process with the help of case studies.
- To provide thorough insight into legal, procedural and applied aspects of corporate rescue with reference to international best practices.
- To provide knowledge of global trends and practices so as to have an integrated view of the entire framework for corporate restructuring and insolvency.
- To equip the candidates with the technical, analytical and application oriented skills in corporate restructuring and insolvency.
- To provide professional skills to anticipate and provide practical solutions to legal and technical issues involved in restructuring, rescue and insolvency process.
- To enable candidates to understand and fully appreciate the responsibilities and accountability as insolvency practitioner.
- To set standards of ethics and best practices.

The Papers I to IV shall be of 3 hours duration and shall carry 100 marks each

The medium of writing the examination shall be in English provided that it shall be competent to the Council to permit the use of Hindi as medium of writing any particular paper.

SYLLABUS FOR PMQ COURSE IN CORPORATE RESTRUCTURING & INSOLVENCY

Module A

Paper I Corporate Restructuring, Rescue and Insolvency (100 marks)
The concept of Corporate Restructuring, Rescue and Insolvency: Concept of Insolvency, historical developments, basic concepts and definitions

Origin of law relating to Corporate Insolvency: History of Bankruptcy Laws in USA, UK and India, Companies Act, 1956, SICA 1985, SRFAESI Act, Companies Bill, 2009 and any other law.

Revival, Rehabilitation and Restructuring of Sick Companies: Sick companies and their revival with special reference to the law and procedure relating to sick companies.

Securitisation and Debt Recovery: Overview of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002; process; participants; Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB).

Debt Recovery Act: Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993; Tribunal, Procedure; compromise and arrangements with banks and creditors.

Winding up: Concept; modes of winding up; administrative machinery for winding up. Winding up process and procedure; managing stakeholders and parties in liquidation; conducting meetings of shareholders/creditors etc.; dealing with contracts; managing estate; Consequences of winding up; winding up of unregistered companies; dissolution.

Paper II Strategic Options for Corporate Restructuring (100 marks)

Changing World and its effect on Restructuring: Globalisation; Dominance of Services economy; technological and communication advancement; Expansion of Financing opportunities and Financial Innovations; expanding role of professionals

Corporate Restructuring in Challenging Times: Financial Mis-governance; Liquidity Crunch, Sub Prime Crises; Global Recession; Solutions for Business Failures.

Concepts and Strategies: Meaning of corporate restructuring, need, scope and modes of restructuring, historical background, global scenario, national scenario.

Planning, formulation and execution of various corporate restructuring strategies - mergers, acquisitions, takeovers, disinvestments and strategic alliances, demergers and hiving off.

Mergers and Amalgamations: Concept; legal, procedural, economic, accounting, taxation and financial aspects of mergers and amalgamations including stamp duty and allied matters; interest of small investors; merger aspects under competition law; jurisdiction of courts; filing of various forms; Amalgamation of banking companies and procedure related to Government companies; Cross border mergers.

Takeovers: Meaning and concept; types of takeovers; legal aspects - SEBI takeover regulations; procedural, economic, financial, accounting and taxation aspects; stamp duty and allied matters; payment of consideration; bail out takeovers and takeover of sick units; takeover defences; cross border takeovers.

Corporate Demergers and Reverse Mergers: Concept of demerger; modes of demerger - by agreement, under scheme of arrangement; demerger and voluntary winding up; legal and procedural aspects; tax aspects and reliefs; reverse mergers – procedural aspects and tax implications.
Out of Court Restructuring: Corporate Debt Restructuring Mechanism (CDRM), RBI Guidelines for CDRM and other procedural aspects.

Role and Responsibilities of Directors: General fiduciary duties, actions potentially giving rise to liability for directors, Role of Board of Directors under SICA, Companies ACT, 1956, Insolvency related liabilities of directors, misconduct in winding up etc., criminal and civil liability of directors.

Funding of Mergers and Takeovers: Financial alternatives; merits and demerits; funding through various types of financial instruments including equity and preference shares, options and securities with differential rights, swaps, stock options; ECBs, funding through financial institutions and banks; rehabilitation finance; management buyouts/leveraged buyouts.

Financial Restructuring: Reduction of capital; reorganisation of share capital, Buy-back of shares – concept and necessity; procedure for buy-back of shares by listed and unlisted companies.

Valuation of Shares and Business: Introduction; need and purpose; factors influencing valuation; methods of valuation of shares; corporate and business valuation.


Governance Aspects of Restructuring & Insolvency: Domestic & International trends relating to governance practices pertaining to Corporate Restructuring & Insolvency. Shareholder democracy in restructuring process, role of investors creditors, role of non-executive directors in restructuring process, regulatory compliances including compliances under the Companies, Act, 1956, SEBI Regulations, Listing Agreement etc. Case studies on governance failures and restructuring. Practical cases in Corporate Restructuring, approaches to prevent liquidation and insolvency.

Paper 3 Cross Border Insolvency Practice and Procedure (100 Marks)


Paper 4 Professional and ethical practices for Insolvency Practitioners (100 Marks)

Responsibility and Accountability of Insolvency Practitioners: Functions of Insolvency Practitioners; Duties of Insolvency Practitioners; Permissible/not permissible activities, Professional accountability with respect to mandatory requirements and recommendatory requirements, obligation as fiduciaries, responsibility over properties, fair assessment of competing interest of the stakeholders, statutory/investigatory/reporting obligations, independence, integrity and objectivity in business decisions etc.; Code of Conduct and Ethics.

Module B

Compulsory one day workshop for candidates in the manner and areas as approved by the council from time to time.
POST MEMBERSHIP QUALIFICATION COURSE IN CORPORATE RESTRUCTURING AND INSOLVENCY

List of suggested readings

Publications of INSOL

- Claims Presentation and Resolutions
- Consumer Debt Report II
- Credit Derivatives in Restructuring
- 2005 Global Marketplace Survey
- Creditors' Rights in Insolvency Proceedings: A Practical guide for smaller practices
- Cross-border Insolvency
- Deposit Insurance Systems
- Directors in the Twilight Zone II
- Directors in the Twilight Zone III
- Employee Entitlements
- Financing in Insolvency Proceedings
- Financial and Tax Consideration for Distressed Companies and their creditors
- Statement of principles
- Treatment of Secured Claims in Insolvency and Pre-insolvency Proceedings
- International Insolvency Review

Case based books with international perspective

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<td>1</td>
<td>Creating Value Through Corporate Restructuring: Case Studies in Bankruptcies, Buyouts, and Breakups-Stuart C. Gilson- Second Edition</td>
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<td>2</td>
<td>Corporate Restructuring From Cause analysis to execution- David Vance-springer</td>
</tr>
<tr>
<td>3</td>
<td>Mergers, Acquisitions, and Corporate Restructurings [Hardcover] Patrick A. Gaughan</td>
</tr>
<tr>
<td>4</td>
<td>Chapter 11 Bankruptcy and Restructuring Strategies, 2012 ed.: Leading Lawyers on Navigating Recent Trends, Cases, and Strategies Affecting Chapter 11 Clients (Inside the Minds)-ASpatore</td>
</tr>
<tr>
<td>5</td>
<td>Investment Valuation: Tools and Techniques for Determining the Value of Any Asset (Wiley Finance) - Aswath Damodaran wiley</td>
</tr>
<tr>
<td>6</td>
<td>How to file for Chapter 7 Bankruptcy- by Stephen Elias and Albin Renauer</td>
</tr>
<tr>
<td>7</td>
<td>Chapter 13 Bankruptcy Keep Your Property &amp; Repay Debts Over Time Kathleen Michon, Attorney and Stephen Elias, Attorney May 2012, 11th Edition</td>
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### OTHER LIST OF RECOMMENDED BOOKS

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<th>Title</th>
<th>Publisher/Location</th>
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<tr>
<td>1.</td>
<td>Dr. K.R. Chandratre</td>
<td>Corporate Restructuring, 2005 edn.</td>
<td></td>
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<td>3.</td>
<td>J.C. Verma</td>
<td>Corporate Mergers, Amalgamations &amp; Takeovers; Bharat Publishing House, New Delhi.</td>
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<td>4.</td>
<td>N.L. Bhatia</td>
<td>Takeover Games &amp; SEBI Takeover Regulations</td>
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<td>5.</td>
<td>Jagruti Sampat</td>
<td>Taxmann Allied Services Pvt. Ltd., New Delhi</td>
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<td>7.</td>
<td>S. Shiva Ramu</td>
<td>Corporate Growth through Mergers and Acquisitions; Response Books, New Delhi.</td>
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<tr>
<td>10.</td>
<td>V.S. Ramaswami &amp; S. Nama Kumari</td>
<td>Strategic Planning formulation of Corporate Strategy, Macmillan India Ltd.</td>
<td></td>
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<tr>
<td>12.</td>
<td>AIMA Publication</td>
<td>Corporate Restructuring — Strategies &amp; Implications — Excel Books</td>
<td></td>
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<tr>
<td>14.</td>
<td>V.S. Rameswari &amp; S. Nama Kumari</td>
<td>Strategic Planning</td>
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<td>15.</td>
<td>Manohar L. Gulati</td>
<td>Strategic Planning &amp; Management</td>
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<td>16.</td>
<td>ICSI Publication</td>
<td>Handbook on Mergers Amalgamations and Takeovers — Law and Practice</td>
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<td>17.</td>
<td>Ranjan Das/ Uday Kumar</td>
<td>1. Corporate Restructuring Enhancing the Shareholder Value, McGraw-Hill Education (India) Ltd., B-4, Sector 63, Gautam Budh Nagar, Noida-201301</td>
<td></td>
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<tr>
<td>19.</td>
<td>J.S. Bhandari, Lawrence A. Weiss</td>
<td>Corporate Insolvency—Economic and Legal perspectives</td>
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**Suggested Journals**

1. International Insolvency Review by Insol International
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<td>Prospectus &amp; Application form</td>
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<td>Registration fees</td>
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<td>3.</td>
<td>Examination Fee</td>
<td>1500</td>
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<td>Change of Examination Centre fee</td>
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<td>5.</td>
<td>Verification of Marks Fee</td>
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<td>6.</td>
<td>Workshop Fee</td>
<td>25,000 (at the time of workshop)</td>
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**COURSE FEE**

₹ 25,000 at the time of registration

₹ 25,000 at the time of Workshop

For application for registration to the course and prospectus, please write to The Institute of Company Secretaries of India, ICSI House, 22, Institutional Area, Lodi Road, New Delhi 110 003 with a demand draft for ₹ 500 favouring The Institute of Company Secretaries of India, New Delhi.
To
Secretary
The Institute of Company Secretaries of India
ICSI House
22, Institutional Area, Lodi Road
New Delhi – 110003

Sir,

I hereby apply for admission to the Post Membership Qualification Course in Corporate Restructuring & Insolvency. The required particulars are furnished below:

1. Name in full
   (in block letters) : _________________________________________
                      (Surname)                                     (name)

2. Father’s/Husband’s Name : _________________________________________

3. Membership No.
   (i) ACS/FCS
   (ii) CP (if Company Secretary in Practice) : _________________________________________

4. Date of Birth : _________________________________________

5. Nationality
   : _________________________________________

6. Educational/Professional Qualifications
   : _________________________________________

7. Others : _________________________________________

8. Address :
   (i) Professional Designation : _________________________________________
   (ii) Residential : _________________________________________
   (iii) For Correspondence : _________________________________________

9. (a) Tel No. : Off.__________________ Res_________________
   (b) Fax No. : _________________________________________
   (c) Telex No. : _________________________________________
   (d) Mobile E-mail ID__________________________________

| 14 |
10. Statement of Practical Experience in the field of Corporate Restructuring and Insolvency

________________________________________________________________________

________________________________________________________________________

11. Gross Monthly Income Rs. ________________________________________________

12. A crossed Bank Draft drawn in favour of the 'Institute of Company Secretaries of India', payable at New Delhi bearing (printed) No.______________________ dated________________________ for Rs._________________ drawn on ____________________________

Enclosed towards the registration fees.

13. Self-attested copies of the following certificates are enclosed:
(i) _______________________________________________________________________
(ii) _______________________________________________________________________
(iii) _______________________________________________________________________ 

14. I hereby declare that the particulars furnished above are true to the best of my knowledge and belief, and if at any time it is proved that the said particulars were untrue, I agree to my registration for the Post Membership Qualification Course in Corporate Restructuring & Insolvency being cancelled without any obligation on the part of the Institute to refund any fee paid by me to the Institute and without prejudice to the rights of the Institute to take any further action deemed fit and appropriate.

15. I undertake that I shall, as a registered candidate conduct myself in a manner befitting the ideals and standards of profession of company secretaries generally and as specified by the Council from time to time and shall abide such regulations, bye-laws, rules, standing orders, directions, conditions or guidelines as may be laid down by the Council and made applicable to me from time to time. I further undertake not to pass on, sell or gift away any materials provided to be by the Institute.

Place: _____________

Date: ______________

Signature

Note: Applicants are requested to send self-attested copies of certificates of their date of birth, professional examination's, ACS/FCS and four passport size photographs (not to be attested).
APPLICATION FOR ADMISSION TO EXAMINATION IN POST MEMBERSHIP QUALIFICATION COURSE IN CORPORATE RESTRUCTURING & INSOLVENCY

PART-I EXAMINATION

To
Secretary
The Institute of Company Secretaries of India
ICSI House
22, Institutional Area., Lodi Road
New Delhi – 110003

Sir,

I request that I may be permitted to appear in Group(s) ____________________________________________

Of the Post Membership Qualification Course in Corporate Restructuring & Insolvency Part-I Examination to be
held in __________________ at __________________Centre.

The required particulars are furnished below :

1. Name in full : Mr./Mrs. ________________________________________________________________

2. Registration No.: _________________________________________________________________

3. Membership No. : ACS/FCS________________________________________________________________

4. Please furnish the following details of Module B Results: Year & Month __________ Roll No. ______

5. Address for Correspondence___________________________________________________________

_____________________________________________________________________________________

6. A crossed Demand Draft in favour of the “Institute of Company Secretaries of India” payable at New Delhi
bearing (printed) No. ______________

Dated __________________________ for Rs. ___________________

Drawn on _______________________________ Bank is enclosed towards the Examination fees.

7. I declare that I am a member of the Institute.

8. I also declare that all the statements given above are correct and I hereby undertake to abide by such
regulations, bye laws, rules standing orders, directions, conditions or guidelines as may be laid down by the
Council and made applicable to candidates appearing at the aforesaid examination

Place : ____________________________

Date : ____________________________

Yours faithfully,

Signature