

ICSI Overseas Centre, Australia (IOCA)

of

Institute of Company Secretaries of India (ICSI)

Frequently Asked Questions

Regarding Company Secretary Qualification in Australia through GIA, and related matters

1. ICSI members eligible to be covered by the MOU between ICSI and the Governance Institute of Australia (GIA)

All persons who are Associate or Fellow members of ICSI and are fully paid-up members in good standing for a minimum of two years are eligible to be covered by the MOU between ICSI and CGI.

2. Can I complete CS course and training in Australia?

No, you need to be fully qualified with all the training completed and must have a membership number for a minimum of two years.

3. How do I prove that I am a member of the ICSI

ICSI has enabled the system of online Endorsement of Member Verification under the MOU. ICSI members can access the same at the <https://www.icsi.in/StudentMemberPages/EndorsementofMemberWL.aspx>. The user manual for the same is available at: <https://www.icsi.edu/media/webmodules/UsermanualICSA.pdf>

4. About Governance Institute of Australia (GIA)

GIA is an institution for Company Secretaryship education in Australia (akin to ICSI in India). It awards the qualification of Chartered Secretary, Chartered Governance Professional and other Governance related certifications/qualifications.

GIA is a division of UK-based The Chartered Governance Institute. Read more about GIA on its website - <https://www.governanceinstitute.com.au/>.

5. Eligibility to become member of Governance Institute of Australia (GIA) and the Chartered Governance Institute (CGI).

The Governance Institute of Australia, the Australia division of CGI, provides three levels of GIA membership - Affiliated, Associate, and Fellow. Passing relevant exams and/or level of experience will determine the level of membership.

For ICSI members pursuing GIA membership, an online application form with a resume needs to be sent to GIA. Please check the website of the Governance Institute of Australia to choose the suitable level and the fee structure.

To attain membership of GIA, the applicant must be an Australian or New Zealand citizen, or hold an Australian humanitarian visa, or a Permanent residency of Australia that entitles the applicant to live and work in Australia. Otherwise, you can study remotely, i.e. from outside Australia.

Refer to the GIA website page for more information – click [here to know more on the pathways to membership](#); and [here for ICSI MOU pathway](#).

6. GIA Exams conducted in India & Australia

Currently, GIA exams are held online. You can write the exam from anywhere in Australia and possibly anywhere in the world. GIA also offers face-to-face lessons for short certificate courses for which the exams shall be held during the duration of the course and at the same venue. These short certificate courses are also available online.

7. When will the examination take place?

For postgraduate study/ICSI pathway, you are studying only 2-3 subjects, the exams are conducted only twice a year - June **Semester 1** (Application for admission starts in February) and November **Semester 2** (Application for Admission starts in July). The exams for short certificate courses are held throughout the year depending on the duration of the course.

8. Which subjects do I need to study under the MOU

Governance Institute of Australia, the Australia division of CGI offers two pathways for the designations, Chartered Secretary (CS) or Chartered Governance Professional (CGP). The subjects to be completed for bestowing each postnominal are -

- **Chartered Secretary**

Corporate Governance, and Applied Corporate Law

- **Chartered Governance Professional**

Applied Corporate Law, Corporate Governance, and Enterprise Risk Management

Assessment components for all subjects 20% Presentation, 30% Assignment, and 50% Examination. Students must attain a minimum aggregated mark of 50 percent for their total assessment requirements and an exam mark that is not less than 40 percent in order to pass each subject.

Please note that the presentation of postnominals is not equivalent to a post-graduate study with GIA. To complete a postgraduate study with GIA, completion of all the mandatory papers given on the GIA website is compulsory. The subjects covered to get the postnominals can be used towards the Postgraduate study. GIA also offers certificate courses that can be utilized to enhance your skills and job opportunities in Australia.

9. Will I have to pay a Membership fee to GIA

Yes, you will be expected to pay the same fee as any other GIA member. Please check the website of GIA for membership fees.

10. Visa required for the course

Unless you are an Australian/New Zealand citizen, on a permanent Australian humanitarian visa, or a permanent resident of Australia, you can only study with GIA remotely (outside Australia), via an online learning centre (OLC).

ICSI, IOCA, and GIA do not provide support/sponsor visa applications for studying in Australia.

11. Once I attain membership does this entitle me to an automatic visa to study or work?

No, when you become a member of the CGI through this MOU there is no automatic entitlement to a resident/work visa. Attaining a resident/ work visa is a matter for each member and the MOU does not entitle a person to a visa, nor does the CGI assist a person to attain a visa to work.

All matters pertaining to resident/work visa are a matter for the individual.

12. CPD hours to be completed.

Members of GIA are required to complete a certain number of continuing professional development (CPD) hours **every three years**. Please check the website of GIA under member policies for the total hours required by Affiliate, Associate, and Fellow members.

13. Live and work / study in Australia – Visa requirements

Indian citizens need to hold appropriate visa – e.g.: Skilled Visa (Class 189), Resident Return Visa (Class 155 or 153), or hold a work rights visa through employer sponsorship to live/ study/work in Australia.

Your visa should entitle you to study in Australia. Typically, a Permanent Residency visa entitles you to study as well.

GIA, ICSI, and IOCA **cannot** support, sponsor, or provide guidance for Visas.

Members must do their independent research and pursue their own visa applications with the Australia Department of Home Affairs (DOHA). They may refer to the DOHA website for types of visas and eligibility - <https://immi.homeaffairs.gov.au/>.

Members may also refer to various online resources, as well as use the services of Australia-registered Migration Agents. You can search for a registered migration agent as well on the official website - <https://www.mara.gov.au/>.

14. Job opportunities in Australia

The role of a company secretary is very varied here. One can apply for roles as Company Secretary or Assistant Company Secretary based on their experience. Most companies prefer candidates with experience in Australia rather than relying solely on academic qualifications. However, the roles that are close to that of a Company Secretary or where your abilities as a Company Secretary from India can be best put to use are Governance, Risk, and Compliance.

Please visit Job search websites like Indeed Australia, SEEK, Gumtree, LinkedIn, and Workforce Australia to understand the requirements of each role and to align it with your best fit.

Australian market typically asks for 'local experience'. Hence, people from overseas seeking their first job may face considerable challenges to land their first opportunity. Please note that not everyone ends up in the role of a Company Secretary in Australia as there is no legal requirement of being a member of a professional body (such as ICSI in India) to qualify to be a Company Secretary here in Australia. Anybody with sufficient experience in event coordination, drafting, and minutes-taking can take up the role. You should also strive to gain an understanding of Australian culture and practices as you would have to work closely with people from different cultures within Australia.

All matters pertaining to employment are a matter for the individual to research and make decisions. Being a crucial decision, make a thorough research. ICSI, IOCA, and GIA are unable to provide any guidance or support in obtaining a job. However, GIA does have a jobs listing page that is available to the Members of GIA.

15. Use of GIA course

The GIA course is useful for all the ICSI members already in Australia or intending to migrate to Australia in the near future. It is also useful for building your knowledge and skills even if you are not relocating to Australia.

Resources:

- ICSI GIA MOU – GIA website – [click here](#)
- ICSI CGI MOU – FAQs – [Click here](#)
- ICSI Guidance Note on studying with a CGI division – [click here](#)

Notes & Disclaimer:

- This information is intended only for the Members / Students of ICSI ('intended audience'). This information is not intended / suitable for others.
- The information is provided to the best of understanding based on available resources. IOCA and ICSI shall not be liable for any loss, liability, costs, damages, fees or the like incurred by any Member/student or for any action or decision taken by the intended audience. The intended audience is advised to undertake their own review and research and take the decision.
- Information contained herein may change as and when the source information changes. IOCA and ICSI do not warrant or promise timely update of such changes.
- Intended audience must satisfy themselves of genuineness of third party websites and information available on them.
- GIA related information is available at <https://www.governanceinstitute.com.au/>.