

GUIDELINES FOR AWARD OF THE INSTITUTE OF COMPANY SECRETARIES OF INDIA (ICSI) - SECRETARIAL EXECUTIVE CERTIFICATE - 2020

In exercise of the powers conferred under Regulation 28A and 28B of Chapter IVA the Company Secretaries Regulations, 1982 as amended from time to time, the Council of the Institute of Company Secretaries of India hereby issues the following guidelines:-

1. Title

These Guidelines may be called the '*Guidelines for award of the Institute of Company Secretaries of India (ICSI) - Secretarial Executive Certificate - 2020*'.

2. Objective

The objective of issuing these Guidelines is to impart recognition to the students who qualified Executive Program and to create employment opportunities for them and thus creating semi-qualified professionals to serve the Practising Company Secretaries and the Corporates.

3. Eligibility

The 'Institute of Company Secretaries of India (ICSI) - Secretarial Executive Certificate' may be awarded to a student who has:-

- (i) passed the Executive Programme;
- (ii) completed Executive Development Programme or any other equivalent programme as determined by the Council and such Practical Training as is prescribed under these regulations or exempted therefrom; and
- (iii) made an application in such manner and mode alongwith such fee as may be determined by the Council

4. Procedure

An eligible student may apply for award of Institute of Company Secretaries of India (ICSI) - Secretarial Executive Certificate by:

- (i) submitting an application in prescribed format (available on the website of the Institute www.icsi.edu);
- (ii) providing supporting documents i.e. copies of marksheets of passing Executive Programme, Executive Development Programme (EDP) completion certificate or any other equivalent programme as determined by the Council and proof of completion of practical training (practical training completion certificate) or exemption letter as the case may be; and
- (iii) making payment of one time registration fee of Rs. 2000 (two thousand only) and an annual fee of Rs.1000 (one thousand only).

5. Validity

The 'Institute of Company Secretaries of India (ICSI) - Secretarial Executive Certificate' will be valid for a period of one calendar year from the date of issue and will be renewable on completion of four Professional Development Credit Hours on annual basis and payment of annual renewal fee of Rs.1000. The certificate will be renewed for a maximum period of two years only.

6. Benefits

- (i) A student having awarded the Institute of Company Secretaries of India (ICSI) - Secretarial Executive Certificate shall be entitled to use the description "Institute of Company Secretaries of India (ICSI) - Secretarial Executive".
- (ii) The 'Institute of Company Secretaries of India (ICSI) - Secretarial Executive' will be eligible to receive the 'Chartered Secretary' journal.

7. Consequences of Violation

Any non-compliance with these Guidelines shall render the student liable for action under the Company Secretaries Regulations, 1982 as amended from time to time.
