Important decisions taken by the Council of the ICSI at its meeting held on 12th -13th March, 2020

1. Modalities of conducting Refresher Course for Members.

The Council has approved the modalities of Refresher Course under Regulation 55D of the Company Secretaries (Amendment) Regulations, 2020 as under:

(i) Members completing 5 years of membership as on 1st April, 2020 need to undergo refresher course within 18 months i.e. up to 30th September, 2021.

AND

(ii) Members completing 5 years of membership after the 1st April, 2020 need to undergo refresher course within 18 months, which shall be counted from the immediately succeeding month in which 5 years of membership is completed.

2. Launch of Certificate courses.

The Council approved launch of following new Certificate Courses:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Course Name</th>
<th>Eligibility Criteria</th>
<th>Mode of Delivery</th>
<th>PCH on enrolment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Certificate Course on Corporate Governance</td>
<td>ICSI Members/Students and others</td>
<td>Online</td>
<td>10</td>
</tr>
<tr>
<td>(ii)</td>
<td>Certificate Course on POSH</td>
<td>ICSI Members/Students and others</td>
<td>Online</td>
<td>10</td>
</tr>
<tr>
<td>(iii)</td>
<td>Certificate Course on Labour Laws</td>
<td>ICSI Members and students</td>
<td>Online</td>
<td>10</td>
</tr>
<tr>
<td>(iv)</td>
<td>Certificate Course on Women Director</td>
<td>ICSI Members/Students and others</td>
<td>Online/Offline</td>
<td>10</td>
</tr>
</tbody>
</table>

3. Programme Credit Hours

(A) One time amnesty scheme.

The Council has approved one time amnesty Scheme for the members to enable them to comply with the Guidelines for Compulsory Attendance of Professional Development Programmes. The amnesty scheme will be placed on the website in due Course.

(B) Grant of PCH to members residing in overseas jurisdictions.

The Council has discussed the matter and approved the following:

a) Permitted the members residing in overseas jurisdictions to avail 100% PCH through e-Mode and;

b) Grant of double PCH to the members residing in overseas jurisdictions for attending approved learning programmes.

While on the matter, the Council has decided to issue an advisory relaxing the guidelines for compulsory attendance of Professional Development Programmes for the current block 2017-2020.

The Council has decided that:

(i) The existing KYM form be discontinued;
(ii) Information be captured / verified by the member like PAN, Mobile number, Email, Aadhaar, UDIN, eCSIN, PCH and Professional & Residential Address with State of residence and Pin Code during acceptance of Annual Membership fees.

5. Development of Mobile App for Professional Development activities.

The Council has approved the development of Mobile App for providing details to the members for Professional development activities.


The Council has approved report of the Core group on Secretarial Audit and the format of the same.

7. Work plan for SSB for the Year.

The Council has approved to develop: (i) Guidance Note on LODR [SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015], (ii) Guidance Note on Issuance of Securities and (iii) Charter for Audit Committee/Nomination and Remuneration Committee (NRC)/Board.

8. Guidelines for providing verification of marks in the answer books of students of CS examination.

The Council has approved the Guidelines for providing verification of marks in the answer books of students of CS examination. The guidelines will be placed on the website.

9. Amendments in the “Guidelines, Rules and Procedures for providing inspection and/or supply of certified copy(ies) of answer books to students.”

The Council has approved amendments in the “Guidelines, Rules and Procedures for providing inspection and/or supply of certified copy(ies) of answer books to students. The guidelines will be placed on the website.


(i) The Council has decided to discontinue-(i) Forensic Audit (444), (ii) Direct Tax Law and Practice (445) and (iii) Valuations and Business Modelling (447) the Elective Papers of Module – III of Professional Programme (New Syllabus – 2017) with effect from December, 2020 examinations.

(ii) The Council has further decided the five elective papers/subjects-(i) Banking–Law and Practice (441), (ii) Insurance- Law and Practice (442), (iii) Intellectual Property Rights – Laws and Practices (443), (iv) Labour Laws and Practice (446), and (v) Insolvency – Law and Practice (448) shall be included in Module – III of Professional Programme (New Syllabus – 2017) with effect from December, 2020 examinations.
11. Temporary relaxation to the students for appearing in June 2020 CS Examinations in case of non-completion of One Day Orientation Programme in Foundation and Executive level.

In view of the Corona Virus outbreak and directions issued by the Health Ministry, Government of India and various State Governments, the Council decided temporary relaxation to the students for appearing in June 2020 CS Examinations in case of non-completion of One Day Orientation Programme in Foundation and Executive level.

12. Guidelines and modalities for implementation of the 'Institute of Company Secretaries of India (ICSI) -Secretarial Executive Certificate'.

The Council has approved the guidelines and modalities of the "Institute of Company Secretaries of India (ICSI) -Secretarial Executive Certificate" in terms of the Company Secretaries (Amendments) Regulations, 2020. The guidelines will be placed on the website.

13. Sanction of Council to prosecute a student for falsely claiming and representing to be a member of the Institute.

The Council has acceded its sanction u/s 29 of the Company Secretaries Act, 1980 for filing a complaint against a student for prosecution for falsely claiming and representing to be a member of the Institute and writing himself as a member.

14. Show Cause Notice served by the Institute to a person representing himself as a member without being a member of the Institute.

The Council has decided to issue an Advisory to all the students not to claim/represent himself/herself as a member of the Institute without being a member of the Institute and not to use the designation “Company Secretary”, “CS” and description “ACS” or “FCS” or “CS” at any forum.

15. Setting up of a formal entity at USA.

The Council has approved setting up of a formal entity at USA.

16. Setting up of the ICSI Overseas Centre at United Kingdom.

The Council has approved setting up of Overseas Centre at United Kingdom.


The Council has decided to engage M/s. National Securities Depository Limited (NSDL) for Development/ Customisation, Testing, Commissioning, Maintenance and Conducting e-Voting for ICSI Election.

18. Selection of Secretary.

The Council has approved appointment of Secretary for a period of five years.

The Company Secretaries (Amendment) Regulations, 2020 have been published in the Gazette of India on 3rd February, 2020, hosted on the website of the Institute; and published in the February issue of Chartered Secretary Journal for information.


The Council has decided to issue a Corrigendum to the Gazette Notification published on 27th September, 2019.


The Council has accepted resignation of Statutory Auditors, M/s V C Gautam & Co., for the F.Y 2019-20 and approved for appointing new Statutory Auditors in their place.

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