



THE INSTITUTE OF
Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

48th National Convention of Company Secretaries

MANDATORY CPE CREDITS FOR THE CURRENT FINANCIAL YEAR 2020-21

10th November, 2020

Dear Professional Colleague,

The Continuous Professional Education (CPE) is important for further capacity building and constant upskilling of the members by keeping them abreast of latest developments in profession, widening their knowledge base and improving their skills to maintain the cutting edge by providing training and expertise in critical areas of professional interest.

Accordingly, the Council of the Institute issued the ICSI (Continuous Professional Education) Guidelines, 2019 ('Guidelines') which came into effect from 1st April 2020. Unlike the erstwhile Guidelines which provided for obtaining the mandatory PCH within a block of three years, under the present Guidelines, every member is required to obtain the CPE Credits as under:

Member's age	Below 60 years		Above 60 years*	
	Employment	Practice	Employment	Practice
CPE Credits in a year (1st April – 31st March)	20	20	10	10

*If the member is in gainful employment or holding CoP

The Guidelines provide for grant of CPE Credits for undertaking Structured as well as Unstructured learning activities as under:

STRUCTURED CPE CREDITS

The CPE Credits awarded to the members for attendance at approved learning programmes.



UNSTRUCTURED CPE CREDITS

The CPE Credits awarded to the members for undertaking learning activities such as Web based learning including e-learning, webinar, Publication of article in a UGC approved journal other than the Chartered Secretary Journal, Publication / Revision of book(s), Acting as Guide / Supervisor for a M.Phil. / LL.M. / Ph.D. student registered with a UGC approved University, Submitting suggestions on Questionnaires / Consultative Papers / Exposure Draft, sought by the Institute, Reviewing of Articles / Guideline Answers / Study Material and other publications of the Institute etc.

The maximum number of CPE Credits that may be obtained by a member through web-based learning activities such as webinars is capped at 8 in a year with the overall limit of 12 CPE Credits under unstructured category.

No set-off of excess CPE Credits obtained under unstructured category is permitted against the CPE Credits to be obtained under structured category. Neither is any carry forward of the excess CPE Credits allowed under the Guidelines.

The members may verify the status of CPE Credits obtained by logging in to the Member Portal under Online Services Tab at the ICSI website (<https://www.icsi.in/student/Home/Login.aspx>)

For any clarification kindly refer to the FAQs available on the ICSI Website at the weblink: https://www.icsi.edu/media/webmodules/FAQs_Continuous_Professional_Education.pdf

We are pleased to inform you that a golden opportunity to obtain the mandatory CPE Credits under structured category is available by way of attendance at the 48th National Convention of Company Secretaries. Early bird registration for in-person attendees is open till 12 November, 2020 at the weblink: <https://tinyurl.com/48NationalConvention>

Members also have the option to participate in the National Convention from the comfort of your homes and offices on the virtual platform by registering themselves at the weblink: <https://tinyurl.com/48NC-VirtualMode>

Regards,

Team ICSI

