

Guidelines for Continuation of Registration
Effective from 3rd February 2020

Pursuant to Company Secretaries (Amendment) Regulations, 2020, with effect from 3rd February, 2020, "Continuation of Registration" is being introduced according to which the students will have to keep their registration renewed from time to time even after passing Professional Programme Stage till completion of all the training requirements so as to become entitled to be enrolled as member of the Institute.

The details of fee payable Fee as prescribed by the Council from time to time and eligibility conditions shall be as under :

Particulars	Amount	Eligibility Conditions
Continuation of Registration	Rs. 1000/- Per Year	<p>(i) The Continuation of Registration shall be applicable for students who have passed the Professional Programme Stage and the validity period of registrations has expired.</p> <p>(ii) After passing the Professional Programme Stage, such students are required to comply with the various training requirements under regulations. During the period, till their all training requirements are complete to become Member of the Institute, their registration is required to be kept valid.</p> <p>(iii) In case their registrations terminate while undergoing the training, they have to apply for Continuation of Registration immediately on expiry of such registration to continue with the training requirements.</p> <p>(iv) The renewal through Continuation of Registration may be done on 'per year' basis by the students depending upon the left-over training period and a student may seek 'Continuation of Registration' for a maximum period of five years at one go.</p>

		(v) The Continuation of Registration shall be effective from the date of expiry of former registration and the students shall be required to pay accumulated arrears of fee, if any, from the date of expiry of former registration. Arrears of fee, if any, shall be applicable for a maximum period of ten years.
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The fee paid for Continuation of Registration does not cover the fee applicable for any of the training programmes.

Students belonging to Physically Handicapped Category and SC/ST Category shall be required to remit only 25% and 50% respectively of the lump sum fee applicable for General Category Students as mentioned above for seeking Continuation of Registration.

Applicability of these guidelines for Students registered prior to the effective date of Amended Regulations

Students who have passed the Professional Programme Stage prior to the effective date of amended regulations, shall NOT be required to seek Continuation of Registration and they can continue to comply with the training requirements to become eligible for membership of the Institute.

However, students who have not passed the Professional Programme Stage prior to the effective date of amended regulations, shall be required to seek Continuation of Registration to complete the pending training requirements.