

## Procedure for issue of Duplicate Pass Certificate

All students who passed Professional Programme are eligible for obtaining duplicate Pass Certificate.

And also who passed Foundation & Executive Programme on or before December 2009, are eligible for issue of duplicate pass certificate.

**Note:-** The issue of duplicate Pass Certificate (Foundation & Executive Programme) has been discontinued from June 2010 onwards.

### Documents required

1. An application on a plain paper.
2. Affidavit on 10/- rupees non-judicial stamp paper (format as appended below)

### Fee Payment Mode

1. The prescribed fee is Rs. 236 /-(Rs. 200 + 18% GST) per Certificate.
2. Payment will be accepted through Demand Draft only drawn in favour of **“The Institute of Company Secretaries of India”** payable at New Delhi.

The application to be sent along with the AFFID-AVIT and demand draft at the below mentioned address –

**The Joint Secretary  
Directorate of Student Services,  
ICSI House, C-36, Sector-62,  
Noida - 201309, Uttar Pradesh.**

3. The Duplicate Pass Certificate will be sent at the address provided by students or registered with the Institute through speed post only
4. The Institute will not take any responsibility for non-delivery / wrong-delivery / misroute / delayed delivery / loss in transit etc. by postal department concerned.

## A F F I D A V I T

I -----S/o Shri -----aged -----at present residing at -----having Registration Number ----- solemnly affirm and declare that :-

1. I have passed Foundation /Executive / Professional Programme Examination of the Institute as per details given :

Module – I in June/December\_\_\_\_\_ under Roll No\_\_\_\_\_

Module – II in June/December\_\_\_\_\_ under Roll No\_\_\_\_\_

Module – III in June/December\_\_\_\_\_ under Roll No\_\_\_\_\_

Module – IV in June/December\_\_\_\_\_ under Roll No\_\_\_\_\_

2. I hereby declare that Professional Programme pass certificate received from The Institute of Company Secretaries of India, has been lost/ destroyed.
3. I hereby undertake to return the said certificate to the Institute, if found / traced at any subsequent date.
4. I solemnly affirm that this declaration is true to the best of my knowledge and belief.

Solemnly affirmed at -----

Aforesaid this (date) -----

Deponent

Verification

First Class Magistrate/Notary (with seal)