## Timings of Headquarters

### AT NEW DELHI & NOIDA OFFICE

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<td>3.</td>
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**Headquarters**

ICSI HOUSE, 22 Institutional Area, Lodi Road  
New Delhi 110 003

*Phones:*

**New Delhi**: 011-41504444, 45341000

*Fax*: 011-24626727

*Website*: www.icsi.edu

*E-mail*: info@icsi.edu

**For All Students’ Related Queries and Services**

**Contact/Write to:**

Director (Student Services)  
The Institute of Company Secretaries of India  
C-37, Institutional Area, Sector – 62  
NOIDA – 201 309

*E-mail*: dss@icsi.edu

*Phones*: 0120 – 4522061, 4522071, 4522081

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1.1 The Institute

The Institute of Company Secretaries of India constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India and to award the certificate bestowing the designation of Company Secretary to a candidate qualifying for membership of the Institute. It was in 1960 that the Government of India formed an Advisory Committee to standardize the basic qualifications needed for company secretaryship course and to conduct the company secretaryship examination. Initially, the Company Law Board registered the students, conducted company secretaries examination, provided practical training facilities and issued Government Diploma in Company Secretaryship to qualified candidates from 1960 to 1968. As the number of persons taking up the company secretaryship course grew, the Government promoted on 4th October, 1968 the Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government of India, to conduct the company secretaryship examination. The Institute has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980.

The Institute has on its rolls over 31,000 members including over 5,000 members holding certificate of practice. Besides, more than 3,80,000 students are pursuing the Company Secretaryship Course.

The Institute has its headquarters at New Delhi and four regional offices located at New Delhi, Chennai, Kolkata and Mumbai. In addition, the Institute has 70 Chapters (including Dubai Chapter) located in various cities as per details given in Annexure VII.

The affairs of the Institute are managed by a Council consisting of fifteen elected members and five nominees of the Central Government. The President is the Chief Executive Authority of the Council.

1.2 Role of a Company Secretary/Range of Functions

Company Secretary is an important professional aiding the efficient management of the corporate sector. Under the Companies Act, 1956, he has a primary duty to ensure all compliances. Company Secretary is specifically designated as officer in default under the Companies Act, along with the whole time and managing director(s). In many other legislations-fiscal, labour, industrial and economic laws, Secretary is specifically included in the definition of the term ‘Principal Officer’. In essence, Company Secretary has the primary duty of ensuring compliances with various legislations. For this purpose, he has to interact, coordinate, integrate and cooperate with various other functional heads in a company. He acts as a confidant of the board of directors. He counsels the Board of Directors and other functional heads on the legal implications of any proposal under contemplation. With his multidisciplinary background in law, management and finance, backed by rigorous training and continuing education, a modern corporation needs the services of a qualified secretary to ensure that all legal compliances are
adequately and promptly met. The rapid corporatisation, which began in the wake of
the liberalization of the economy, has brought about a sea change in the role and
profile of a Company Secretary.

The job of a Company Secretary now involves diverse responsibilities such as
formulating long-term and short-term corporate policies and programmes,
accounting and finance functions.

Company secretaries are being seen as corporate development planners who
explore the expansion opportunities such as arranging various collaborations,
amalgamations, acquisitions, and setting up of subsidiaries and joint ventures within
and outside India. The Company Secretaries have made forays into the capital
market and financial services industry. The Company Secretaries are also taking care
of tax planning and tax management for the company and advising the management
on the tax concessions, incentives and reliefs.

1.3 Career prospects for Company Secretaries

Detailed and thorough study of the legal, secretarial, accounting, managerial and
administrative functions of a company on the way to attain the company
secretaryship qualification makes the person competent for taking up a wide range of
responsible positions in the secretarial, legal, finance, accounts, personnel and
administrative departments of companies or other organisations in the private as well
as public sector.

1.4 Company Secretary in Employment

Pursuant to section 383A of the Companies Act, 1956, companies having a paid-
up share capital of ₹ 5 crores or more, as prescribed by the Central Government, are
statutorily required to appoint a whole-time Company Secretary. Membership of the
Institute is the only prescribed qualification, which a person must possess for
appointment as a Company Secretary in such a company. Pass in Executive
Programme examination of the Institute is one of the alternative qualifications
prescribed for appointment of Company Secretary in companies having paid-up
share capital of less than ₹ 5 crores. Also, all companies seeking listing on stock
exchanges are required to have whole-time qualified Company Secretary.

Membership of the Institute has been recognized by the Ministry of Education,
Government of India, for appointment to superior posts and services under the
Central Government. It is also one of the essential qualifications for recruitment to
Grades I to IV in the Accounts Branch of the Central Company Law Service of the
Central Government.

Almost every kind of organization whose affairs are controlled by boards,
councils and other corporate structures be it a co-operative, trust, society,
association, federation, statutory authority, commission, board or the like, finds it
useful to appoint a person who holds the qualifications of Company Secretaryship in
key administrative positions. Professional Institutes and educational bodies also
consider utilization of the services of Company Secretaries on full or part-time basis
for academic or research assignments in the fields of accountancy, law or
management. Besides, Department of Personnel and Administrative Reforms of the
Central Government empanels Company Secretaries as professionals for assignment
of Indian experts to the developing countries of Asia, Africa and Latin America.
1.5 Company Secretary in Practice

A member of the Institute may also practice independently as a professional after obtaining a certificate of practice from the Institute as provided in the Company Secretaries Act, 1980. The scope of work of a Company Secretary in practice has been greatly enhanced by the Companies (Amendment) Act, 1988. Under section 161 of the Companies Act, 1956, the annual return of a listed company is compulsorily required to be signed by a whole-time practicing Company Secretary. A Company Secretary in practice who is engaged in the formation of the company can also sign a declaration under section 33(2) that all the requirements of the Companies Act and the rules made thereunder have been complied with in respect of registration of the company. A Company Secretary in practice is also authorized to give a verified declaration under section 149. Again under the guidelines laid down in Schedule XIII for appointment of managerial personnel and payment of managerial remuneration, a Company Secretary in whole-time practice can also certify that the requirements of Schedule XIII have been complied with.

The enactment of the Companies (Amendment) Act, 2000, has further expanded the scope of work of a Company Secretary in practice with the insertion of the proviso to sub-section (1) of Section 383A. This proviso provides that every company not required to employ a whole-time secretary and having a paid-up share capital of rupees ten lakhs or more shall file with the Registrar a certificate from a secretary in whole-time practice as to whether the company has complied with all the provisions of the Companies Act and that a copy of such certificate shall be attached with the Board’s report.

For a detailed list of recognitions secured so far for company secretaries in practice, and in employment please refer to Annexure VIII.

1.6 Further Academic Pursuits

1.6.1 The company secretaryship qualification has been recognised for admission to the Ph.D course by 55 universities so far. The list of universities, which have recognised CS qualification as equivalent to post graduate for the purposes of doing Ph.D. is given at Annexure XI.

1.6.2 The persons who pass the Professional Programme examination of the ICSI and wish to pursue the Cost Accountancy Course, are entitled to certain paper wise exemptions in the Institute of Cost Accountant of India (ICAI-CMA) examinations as under:

**Foundation Examination – Full Exemption**

**Intermediate Examination**

1. Group 1, Paper 8: Cost Accounting and Financial Management
2. Group 1, Paper 7: Direct Taxation
3. Group 2, Paper 12: Company Accounts and Audit

**Final Examination**


1.7 The Company Secretaries Regulations, 1982

All the students registered with the Institute are governed by the Company Secretaries Regulations, 1982, as amended, and shall pay the fees as applicable from time to time.
1.8 The Secretariat of the Institute

CS M.S. Sahoo, is the Secretary and CS Sutanu Sinha is the Chief Executive of the Institute. The Secretariat comprises of Academic and Administrative wings such as Academics and Professional Development, Publications, Student Services, Examination, Administration, Human Resource, Public Relations, Training, Membership, Legal, Placement, Accounts & Finance, Information Technology, Professional Discipline, Infrastructure and Dean, CCGRT in Navi Mumbai, etc.

For removal of difficulties or seeking further information or clarification on any of the matters, the following officers of the Institute can be contacted.

**Administrative and Support Services (Administrative Wing)**

1. Sohan Lal  
   Director (Student Services)  
   Tel. No. 0120-4522014  
   Administration of Students admission/ registration, enrolment of examinees, issue of Identity Cards, Pass Certificates, payment of fees, administration of postal/oral coaching and examination including exemptions, mailing of Student Company Secretary Bulletin/Foundation Programme Bulletin and Employment Services etc.

2. T.R. Manik  
   Joint Director (Examination)  
   Tel. No. 0120-4522011  
   Conduct of examinations and declaration of results, administration of prize award schemes, merit scholarships & merit-cum-means assistance schemes, verification of marks, issue of duplicate mark-sheets, issue of certified copies, answer books and all other added matters.

3. Dr. (Ms.) Amita Ahuja  
   Sr. Director (Public Relations & Corporate Communication)  
   Tel. No. 011-45341013  
   Image building through TV/AIR/Press Publicity, Career Fairs, production of films and informative literature, Advertisements in Newspapers, Press Releases, Press Conferences, liaison with Industry, Ministries and other platforms including general guidance to prospective students.

4. Ankur Yadav  
   Sr. Director (Information Technology)  
   Tel. No. 0120-4522012  
   Information Technology and related activities pertaining to infrastructure Networking, Website, E-learning and other E-initiatives of the Institute.

5. P.K. Grover  
   Director (Administration & HR)  
   Tel. No. 011-45341015  
   All administrative matters and matter relating to Human Resources.

6. A.K. Dixit  
   Joint Director (Council Affairs) & Director (Discipline)  
   Tel. No. 011-45341022  
   All matters relating to professional discipline and Council affairs.

7. M.K. Gupta  
   Joint Director (Finance & Accounts)  
   Tel. No. 0120-4522013  
   All matters relating to Finance and Accounts.

8. Meenakshi Gupta (Ms.)  
   Joint Director (Legal & Membership)  
   Tel. No. 011-45341047  
   All work relating to Licentiateship, Membership, Legal Services and Company Secretaries Benevolent Fund (CSBF), Apprenticeship & Practical Training including exemption thereof and Placement Services for Members.
Academics and Professional Development (Academic Wing)

1. Dr. S. K. Dixit
   Director
   Tel. No. 011-45341016

2. CS. Alka Kapoor
   Director
   Tel. No. 011-45341018

III. Centre for Corporate Governance Research & Training (CCGRT)

1. Gopal Chalam
   Dean, CCGRT
   Navi Mumbai
   Tel. No. (022) 27577814-15
   All matters relating to Research, Preparation of publications, Organization of Professional Development Programmes at CCGRT. Secretarial Standards and Guidance Notes thereon.

1.9 Regional Offices of the Institute

The Institute has Regional Offices at New Delhi, Chennai, Kolkata and Mumbai to help and assist the activities of the Institute in these regions. The regional offices provide the following facilities to students:

(i) answering of queries relating to company secretaryship course;
(ii) general guidance to the students pursuing the course;
(iii) oral coaching;
(iv) library service;
(v) students training/contact programmes;
(vi) assistance to students in filling up of registration and examination forms;
(vii) sale of Institute’s study materials, publications, audio lectures, forms;
(viii) acceptance of registration/examination forms, response sheets under postal coaching scheme etc.; and
(ix) employment services to students/members.
CHAPTER II
FOUNDATION PROGRAMME

2.1 Objectives of C.S. Foundation Programme

1. To offer an opportunity to students passing the Senior Secondary examination, the stage at which they decide their career, to have wider options towards their career building.

2. To attract talented students to the profession at the right age, having requisite aptitude; to plan their future at the right age.

3. To enable students, desiring to take up company secretaryship profession, to enter early in the profession - to be able to stay longer.

2.2 Eligibility for Admission in C.S. Foundation Programme

Candidates who have passed Senior Secondary (10+2 or equivalent) examination of a Board/University constituted by law in India or any examination recognized by the Central Government as equivalent thereto can join the course. There is no minimum pass percentage and students who have passed the Senior Secondary (10+2) examination or any examination equivalent thereto are eligible to join CS Foundation Programme.

Provisional admission, however, is allowed to candidates at any time after they have appeared or enrolled for appearing in the final of Senior Secondary examination (10+2 pass or equivalent), subject to the condition that such provisional admission would be valid for not more than 6 months from the date of admission within which time the student should furnish proof of having passed the Senior Secondary (10+2 pass or equivalent) examination.

2.3 Cancellation of Provisional Admission

The Provisional admission of the students who fail to submit within the specific time, the requisite proof of having passed the Sr. Secondary (10+2) examination shall stand cancelled and no refund of Tuition Fee, Admission fee etc. will be made.

2.4 Exemption from C.S. Foundation Programme

All graduates and post graduates (excluding fine arts) and those having passed in the Foundation examination of The Institute of Cost Accountants of India or the Common Proficiency Test (CPT) conducted by The Institute of Chartered Accountants of India or of any other accountancy institution in India or abroad recognised as equivalent thereto by the Council of the Institute are exempted from passing the Foundation Programme examination. Such students may directly seek registration to Executive Programme stage of CS Course.

2.5 Last Date for Seeking Admission:

31st March for appearing in December Examination in the same year.

30th September for appearing in June Examination in the next year.

COURSE FEE: ₹ 4,500/- payable at the time of admission (₹ 1,500/- towards Admission Fee & ₹ 3,000/- towards Education Fee)
Foundation Programme is a part of 3-stage professional examination of Company Secretaryship Course (i.e. Foundation/Executive/Professional Programmes).

The admission is open throughout the year. The admission to the Foundation Programme will be valid for a period of three years from the month in which the application complete in all respects, is accepted by the Institute for admission, in accordance with the Company Secretaries Regulations, 1982.

2.6 Registration Procedure

Students may seek admission to Foundation Programme through online and offline modes. E-Mail Ids and Mobile Numbers are invariably required to be mentioned for prompt response.

(A) Online Registration process

(i) Online Registration for Foundation/Executive Programme

1. Click the online services button on top of the ICSI website (http://www.icsi.edu)
2. Then go to Students tab and click on Student Registration
3. Click on the documents mentioned below, if you have the soft copy of the same otherwise you will not be able to register yourself

Note:
- File format should be jpg, jpeg, png, gif, bmp
- File sizes of documents should not exceed 5 MB
- Size of Student Photo should be between 20KB – 50 KB
- Size of Student Signature should be between 10KB – 20KB
4. Now Click on Proceed to Registration
5. Select the Course type as applicable to you (Foundation/Executive)
6. Fill other fields and click Register
7. After this you will get your Requested ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered e-mail ID.
8. After this Click on Make Payment. Fee can be remitted through Debit/Credit Card/Net Banking facility.
9. You will get username and password at your E mail ID within 24 hours of payment. Please upload documents at the link sent at your E mail and upload documents. Hard copies are not accepted, if student is applying through online mode.

(ii) Process of accessing your account after registering to ICSI for uploading documents

Please follow the below steps to access your registered account:

10. Click the online services button on top of the ICSI website (http://www.icsi.edu/) and subsequently click on log in button.
11. Enter your Username and Password
12. Then Click Login
13. After Login, Go to Students and then click My Account
14. Click on Manage Account
15. Upload documents at various tabs given under manage account option as applicable to you

(iii) Through Offline Mode (Physical Submission of the Registration Application at Headquarters, Regional Offices & selected Chapter Offices of the Institute)

Students desirous to take admission in CS Foundation Programme are required to submit the prescribed registration form alongwith the requisite fee and copy(ies) of the documents i.e. Date of Birth Certificate (10th) and 10+2 Pass Certificate/Mark Sheet (Admit Card/ Hall Ticket in case appearing in the Senior Secondary Examinations) at Headquarters, Regional Offices & selected Chapter Offices.

The Headquarters, Regional Councils & selected Chapter Offices issue the Study Materials instantly to the students if the application submitted by them are prima facie in order.

The Registration Form is also available on the website of the Institute at www.icsi.edu. If the student is desiring to submit the “downloaded” or Photocopy of registration form, he/she is required to add ₹ 500/- in the total fees, while preparing the demand draft, for the cost of Registration form.

2.7 There is no late fee for admission to the Foundation Programme

Candidates are admitted for the Foundation Programme throughout the year. Examinations are held twice a year in June and December. Candidates admitted upto 31st March, are eligible to appear in December examination to be held in the same year and those admitted upto 30th September can appear earliest in June examination to be held next year. There is no system of late fee for admission to Foundation Programme and students who miss the cut-off dates of 31st March/30th September will not be eligible for appearing in the next December/June Sessions of Examinations.

2.8 Prescribed subjects of study for the C.S. Foundation Programme

1. Business Environment and Entrepreneurship
2. Business Management, Ethics and Communication
3. Business Economics

2.9 Registration Letter

(A) On completion of registration, the admission number will be intimated to the student through E-Mail and/or SMS. Students may also check the registration status at www.icsi.edu by using the online services button on home page on the basis of Application Number, Mobile Number, E-mail Id, etc. Students can download the Registration Letter, Important Instructions, etc. through Institute’s website www.icsi.edu by using the login button at home page by entering the Admission Number received through E-Mail/SMS.
(B) Process of downloading registration letter/Identity card online

Students can download their identity card and registration letter from Institute’s website www.icsi.edu

1. Click the online services button on top of ICSI website (http://www.icsi.edu) and subsequently click on log in button
2. Enter your username/password
3. Click on student option
4. Open my account
5. Go to the others option at your account
6. Student can download registration letter/Identity card at others option at his account
7. After downloading Identity card, student needs to get it attested by any gazetted officer or any other authorised person as specified below.

Please note that no hard copy of the identity card and Registration letter is sent by post to the student.

2.10 Identity Card

After downloading the Identity card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centres, etc.

2.11 Uniformity in Signatures

Candidates are advised to maintain uniformity in their signatures on all correspondence with the Institute including:
   — Identity Card
   — Admission/Registration Form – “REG”
   — Examination Form – “EXA”
   — Attendance Sheet to be provided in the Examination Hall.

2.12 Syllabus

Details of syllabus along with suggested books of readings on each of the subjects of study and examination of the Foundation Programme is appended at Annexures-I and II to this prospectus.
Candidates are expected to be conversant with the amendments to the laws made upto six months preceding the date of examination.

2.13 Class Room Teaching

(a) Regional Councils and Chapters and their Collaborative Centres

The Institute provides facility of Class Room Teaching also. The Regional Councils/Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students and charge the fee which may vary from place to place.

Students interested in having further details may, as per their convenience, contact any Regional Council/Chapter Office of the Institute as per the addresses given in “Annexure-III” in this prospectus.

(b) Recognized Class Room Teaching of the Institute

The Institute has also recognized certain colleges/Senior Secondary Schools/Private Institutions to impart Class Room Teaching to the CS Foundation Programme Students. A list of such Accredited/Private Institutions is available at the website of the Institute viz. www.icsi.edu. Students have the option to attend the class room teaching through any of these institutions subject to his/her convenience. The fees charged by these centres may vary from place to place.

2.14 E-Learning (http://elearning.icsi.edu)

Apart from the conventional mode of Oral Coaching Classes, E-learning portal is also available for the students of Company Secretary Foundation Programme. Students throughout the country including rural and semi-urban areas as well as from other countries can avail this 24x7 on-line study facility as the portal has global reach.

Under e-learning, students have continuous access to studies and guidance of academic faculty on-line. The e-learning module enables the students to have access to learning and faculty support at any time as per their convenience. Interactivity is established by modules such as Discussion Boards and Online Chat. Virtual classroom facility under e-learning portal enables the students to interact live with the faculty.

For details about E-learning facility and fees thereof, students may visit E-learning Portal of ICSI at http://elearning.icsi.edu

2.15 24 Hours CS Helpline

The Institute has launched a 24 Hours CS Helpline to inform the students about the CS Course and Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu

2.16 Fees

The fee for admission and Education Fee is ₹ 4,500 which is payable in lumpsum at the time of admission. Payment is to be made by demand draft drawn in favour of ‘The Institute of Company Secretaries of India’, payable at New Delhi if applying through Offline mode. A candidate once admitted is not entitled to refund of fees paid by him/her under any circumstances. However, a person whose application
for admission is not accepted is entitled to refund of fees subject to deduction of administrative charges which presently are ₹ 25 only.

NOTE: Payment by way of cheque (including ‘at par’/multi-city cheques) is not accepted by the Institute.

2.17 Concession in Registration Fee/Examination Fee

(a) Scheduled Caste/Scheduled Tribe Candidates

Applicants belonging to Scheduled Castes/Scheduled Tribes are eligible for 50% concession in fee subject to submission of requisite certificate issued by the competent authority.

(b) Physically Handicapped Students

As a social welfare measure, the Council of the Institute has decided to grant concession in Registration Fee/Examination Fee for physically handicapped students, as per details given below:

(i) Registration/ Admission Fee

Only Registration/Admission Fee will be charged (At present, Registration/Admission Fee is ₹ 1,500/-)

(ii) Examination Fee

25% of the fee applicable to general candidate.

The above concession would be granted subject to the following guidelines:

(i) The concerned students should submit a certificate issued by a Physician/Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).

(ii) The following shall be regarded as permanent physical disability:

(a) permanent physical disability of more than 50% in one limb; or
(b) permanent physical disability of more than 60% in two or more limbs; or
(c) permanent deafness with hearing impairment of 70 decibels and above; or
(d) permanent and total loss of voice.

(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:

- 6/60 to 1/60 or field vision 110/2
- 3/60 to 1/60 or field vision 100
- FC at 1 foot to Nil or field of vision 100
- Total absence of sight

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

2.18 EXAMINATION

2.18.1 Foundation Programme Examination

After completion of a minimum period of 8 months from the date of admission (excluding the month of admission and the month of examination), the candidates would be eligible to seek enrolment for appearing in the Foundation Programme.
examination presently conducted twice a year in June and December. Examination would be conducted in OMR System comprising objective type multiple-choice questions. There would be two parts in a paper consisting of two subjects of 100 marks each.

2.18.2 Examination Timings:

Morning Session: 10.00 A.M. to 11.30 A.M. (90 minutes)
After-noon Session: 1.30 P.M. to 3.00 P.M. (90 minutes)

<table>
<thead>
<tr>
<th>Part</th>
<th>Subjects Name</th>
<th>Maximum Marks</th>
<th>Total No. of Qns.</th>
<th>Allotment of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Environment and Entrepreneurship</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>2</td>
<td>Business Management, Ethics and Communication</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>3</td>
<td>Business Economics</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
<tr>
<td>4</td>
<td>Fundamentals of Accounting and Auditing</td>
<td>100</td>
<td>50</td>
<td>2 Marks for each Correct Answer</td>
</tr>
</tbody>
</table>

2.18.3 Qualifying Marks

A candidate shall be declared to have passed in the Foundation Programme examination if he/she obtains at one sitting a minimum of forty per cent marks in each subject and fifty per cent marks in the aggregate of all subjects.

2.18.4 Application for Examination

Students are advised to submit the examination form through online services of the Institute at www.icsi.edu on using login button at home page.

In case he/she is desiring to fill up the examination form through offline mode (i.e. hard copy), the same can be obtained from the offices of the Institute/Regional Councils/Chapters on payment of `500/- (Rupees Five Hundred only).

The hard copy of the examination form can also be obtained by post from the Institute (Noida Office) by sending demand draft of `540/- (Rupees Five Hundred and Forty only) drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi, along with the request letter for the same, detailing the name of the student, Registration Number and complete postal address.

2.19 EXAMINATION FEES

`1,200/- (Rupees One Thousand Two Hundred only).

Last date for receipt of enrolment applications for examination in the Institute:

(i) 25th March (with late fees of `250, 9th April) for June examination.
2.19.1 Examination Requirements

Students are required to comply with such other conditions relating to examination as may be laid down by the Council of the Institute from time to time.

2.19.2 Admit Card

An admit card stating the place, dates and times at which the candidate may present himself/herself for an examination shall be uploaded on the website of the Institute www.icsi.edu not less than 15 days before the date of commencement of the examination.

2.19.3 Examination Centres

(i) Examination Centres in India

The Institute’s examinations are currently held at the following 85 centres in India.

<table>
<thead>
<tr>
<th>EIRC</th>
<th>NIRC</th>
<th>SIRC</th>
<th>WIRC</th>
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<tbody>
<tr>
<td>1 Bhubaneswar</td>
<td>1 Agra</td>
<td>1 Bangalore</td>
<td>1 Ahmedabad</td>
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<td>2 Dhanbad</td>
<td>2 Ajmer</td>
<td>2 Belgaum</td>
<td>2 Aurangabad</td>
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<td>3 Guwahati</td>
<td>3 Allahabad</td>
<td>3 Calicut</td>
<td>3 Bhopal</td>
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<td>4 Hooghly</td>
<td>4 Alwar</td>
<td>4 Chennai</td>
<td>4 Gwalior</td>
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<td>5 Howrah</td>
<td>5 Ambala</td>
<td>5 Coimbatore</td>
<td>5 Indore</td>
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<td>6 Jamshedpur</td>
<td>6 Bareilly</td>
<td>6 Ernakulam</td>
<td>6 Jabalpur</td>
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<td>7 Kolkata (N)</td>
<td>7 Bhilwara</td>
<td>7 Hubli-Dharwad</td>
<td>7 Kolhapur</td>
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<td>8 Kolkata (S)</td>
<td>8 Bikaner</td>
<td>8 Hyderabad</td>
<td>8 Mumbai (CG)</td>
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<td>9 Patna</td>
<td>9 Chandigarh</td>
<td>9 Kottayam</td>
<td>9 Mumbai (GTK)</td>
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<td>10 Ranchi</td>
<td>10 Dehradun</td>
<td>10 Madurai</td>
<td>10 Mumbai (JOG)</td>
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<tr>
<td>11 Siliguri</td>
<td>11 Delhi (East)</td>
<td>11 Mangalore</td>
<td>11 Nagpur</td>
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<td>12 Delhi (North)</td>
<td>12 Mysore</td>
<td>12 Nashik</td>
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<tr>
<td>13 Delhi (South)</td>
<td>13 Puducherry</td>
<td>13 Navi Mumbai</td>
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<tr>
<td>14 Delhi (West)</td>
<td>14 Salem</td>
<td>14 Panaji</td>
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<td>15 Faridabad</td>
<td>15 Thiruvananthapuram</td>
<td>15 Pune</td>
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<td>16 Ghaziabad</td>
<td>16 Thrissur</td>
<td>16 Raipur</td>
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<td>17 Gorakhpur</td>
<td>17 Tiruchirapalli</td>
<td>17 Rajkot</td>
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<td>18 Vijayawada</td>
<td>18 Surat</td>
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<td>19 Hisar</td>
<td>19 Visakhapatnam</td>
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<td>20 Jaipur</td>
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<td>23 Jodhpur</td>
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<td>24 Kanpur</td>
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<td>25 Kota</td>
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<td>26 Lucknow</td>
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<td>27 Ludhiana</td>
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<td>28 Meerut</td>
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<td>29 Noida</td>
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<td>30 Shimla</td>
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<td>31 Sonipat</td>
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<td>32 Srinagar</td>
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<td>33 Udaipur</td>
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<td>34 Varanasi</td>
<td>34 Raipur</td>
<td></td>
<td></td>
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<tr>
<td>35 Yamunanagar</td>
<td>35 Raipur</td>
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</table>
(ii) **Overseas Examination Centre: Dubai**

Candidates desiring to appear from overseas Examination Centre at Dubai are required to pay in addition to the examination fee, surcharge which presently is **US$100 or its equivalent** amount in Indian Currency.

**Note:** Institute reserves the right to open new Examination Centre(s) and to close any of the existing examination centre(s) without any notice or assigning any reason.

2.19.4 **Option of Hindi Medium Question Papers for examination**

Candidates who opt Hindi as a medium for the Foundation Programme examination would be supplied Question Paper Booklet printed in English along with Hindi version except for Business Management, Ethics and Communication subject. However, the OMR Answer Sheet will be in English language only. If any candidate fails to indicate the option for the examination in his/her Examination Form, English language will be taken as the option by default.

The study material, however, is supplied in English medium only.

2.19.5 **Change of Examination Centre**

Applications for change of examination centres are not ordinarily entertained by the Institute. However, applications in this regard together with a fee of ₹ 250/-, with a valid reason for change of examination centre received in the Institute not less than 15 days before the date of the commencement of an examination may be considered by the Council.

2.20 **EXAMINATION RESULTS**

The results of the Foundation Programme examination held in June/December are generally declared within two months from the date of conclusion of the examination. The result along with the individual candidate’s subjectwise break-up of marks will be made available on Institute’s website www.icsi.edu after the declaration of the results. Formal E-Result-cum-Marks Statement will be uploaded on the website of the institute www.icsi.edu which can be downloaded by the students for their reference and records.
CHAPTER III
ENTRY TO STUDENTSHIP

3.1 Qualifying examinations for membership

A person desirous to qualify for membership of the Institute is required to pass the Foundation, Executive and Professional Programmes examinations conducted by the Institute. He/she is further required to possess practical experience and undergo training and comply with other requirements laid down in the Company Secretaries Regulations, 1982 as amended from time to time (Refer to Chapter VI of this Handbook).

3.2 Registration of students

Registered students of the Institute having valid registration number can enroll themselves for writing Executive Programme and Professional Programme examinations.

3.3 Minimum entry requirements for Executive Programme

A person desirous of registering himself as a student for pursuing Executive Programme should satisfy himself that he/she fulfills the following two conditions:

(i) he is not less than 17 years of age on the date of his application; and

(ii) he has either passed the Foundation Programme examination of the Institute or is eligible for exemption therefrom.

3.4 Exemption from passing the Foundation Programme examination

A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination:

(i) A degree or master’s degree in any discipline (other than Fine Arts); or

(ii) Pass in the Foundation examination of the Institute of Cost Accountants of India (ICAI-CMA) or Common Proficiency Test (CPT) conducted by the Institute of Chartered Accountants of India (ICAI) or any other Accountancy Institution in India or abroad recognized as equivalent thereto by the Council.

A non-commerce candidate seeking exemption from the Foundation Programme examination is however provided the study materials of four subjects of Foundation Programme, which he/she is advised to do self-study to acquire the basic knowledge of the related subjects.

3.5 How to apply for registration as a student

Students may seek registration to CS Executive Programme through online and offline modes. E-Mail IDs and Mobile Numbers are invariably required to be mentioned for prompt response.
(A) **Online Registration process**

(i) **Online Registration for Foundation/Executive Programme**

1. Click the online services button on top of the ICSI website (http://www.icsi.edu)
2. Then go to Students tab and click on Student Registration
3. Click on the documents mentioned below, if you have the soft copy of the same otherwise you will not be able to register yourself

**Note:**
- File format should be jpg, jpeg, png, gif, bmp
- File sizes of documents should not exceed 5 MB
- Size of Student Photo should be between 20KB – 50 KB
- Size of Student Signature should be between 10KB – 20KB
4. Now Click on Proceed to Registration
5. Select the Course type as applicable to you (Foundation/Executive)
6. Fill other fields and click Register
7. After this you will get your Requested ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered e-mail ID.
8. After this Click on Make Payment. Fee can be remitted through Debit/Credit Card/Net Banking facility.
9. You will get username and password at your E-mail ID within 24 hours of payment. Please upload documents at the link sent at your E-mail and upload documents. Hard copies are not accepted, if student is applying through online mode.

(ii) **Process of accessing your account after registering to ICSI for uploading documents**

Please follow the below steps to access your registered account:

10. Click the online services button on top of the ICSI website (http://www.icsi.edu/) and subsequently click on log in button.
11. Enter your Username and Password
12. Then Click Login
13. After Login, Go to Students and then click My Account
14. Click on Manage Account
15. Upload documents at various tabs given under manage account option as applicable to you

(iii) **Through Offline Mode (Physical Submission of the Application for Registration at Headquarters, Regional Offices & selected Chapter Offices of the Institute)**

Student desirous to take registration in CS Executive Programme through offline mode (i.e. hardcopy) is required to submit the prescribed registration form (attached...
at the end of this prospectus) along with the requisite fee and copy(ies) of the desired documents as mentioned on page nos. 16 and 17 at the Institute’s Noida Office/Regional Offices/Selected Chapter Offices.

The Headquarters, Regional Councils & selected Chapter Offices issue the Study Materials instantly to the students if the application submitted by them are prima facie in order.

The Registration Form is also available on the website of the Institute at www.icsi.edu. If the student is desiring to submit the “downloaded” or Photocopy of registration form, he/she is required to add ₹ 500/- in the total fees, while preparing the demand draft, for the cost of Registration form.

Fees:

(i) Registration fee 2,000
(ii) Foundation Programme Exemption fee (if applicable) 500
(iii) Education Fee for Executive Programme 6,500
(iv) Education Fee for Foundation Programme payable by non-commerce graduates who are seeking exemption from passing the Foundation Programme Examination under Clause (iii) of Regulation 38 1,000

Total Amount of Fees Payable by:

(i) Students Passed Foundation Programme Examination of ICSI 8,500
(ii) Commerce Graduate or Students Passed Foundation Examination of ICAI-CMA / Students Passed CPT of ICAI 9,000
(iii) Non-Commerce Graduates 10,000

Fee concession to SC/ST Candidates:

Applicants belonging to Scheduled Castes/Tribes are required to pay half the fees as applicable subject to submission of requisite certificate issued by the competent authority.

Fee Concession to Physically Handicapped Students

As a social welfare measure, the Council of The Institute has decided to grant concession in Registration Fee/Examination Fee to physically handicapped students, as per details given below:

(a) Registration Fee for Physically Handicapped Students

<table>
<thead>
<tr>
<th>Stage</th>
<th>Registration Fee to be paid by Physically handicapped students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is ₹ 2,000)</td>
</tr>
<tr>
<td>Professional Programme</td>
<td>Only Registration Fee will be charged (At present, Registration Fee is NIL)</td>
</tr>
</tbody>
</table>
(b) Examination Fee for Physically Handicapped Students

<table>
<thead>
<tr>
<th>Stage</th>
<th>Examination Fee to be paid by Physically handicapped students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive and Professional Programme</td>
<td>25% of the fee applicable to general candidate</td>
</tr>
</tbody>
</table>

The above concession would be granted subject to the following guidelines:-

(i) The concerned students should submit a certificate issued by a Physician/Surgeon/Oculist working in a State/Central Government to the effect of permanent physical disability (including blindness).

(ii) The following shall be regarded as permanent physical disability:-
   
   (a) permanent physical disability of more than 50% in one limb; or
   
   (b) permanent physical disability of more than 60% in two or more limbs; or
   
   (c) permanent deafness with hearing impairment of 70 decibels and above; or
   
   (d) permanent and total loss of voice.

(iii) Blindness shall be regarded as permanent physical disability, if it is incurable and falls in any of the categories specified, namely:-
   - 6/60 to 1/60 or field vision 110/2
   - 3/60 to 1/60 or field vision 100
   - FC at 1 foot to Nil or field of vision 100
   - Total absence of sight

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

Desired documents to be attached along with registration form (Online as well as Offline Mode):

Scanned/Photocopies of following documents are required to be attached alongwith registration from:

(i) School leaving certificate/Class X pass certificate in proof of age.

(ii) Degree certificate (if degree certificate has not been awarded, provisional certificate or any other documentary evidence along with the mark sheets in support of having passed the degree examination issued by the College/University may be sent).

(iii) Foundation pass certificate of ICAI-CMA or Common Proficiency Test (CPT) pass certificate of ICAI, wherever applicable.

(iv) Caste Certificate in case of Scheduled caste/tribe issued by the competent authority for availing fee concession.

(v) Certificate for Physically Handicapped issued by the Medical Superintendent or Competent Authority of Central/State Government.
3.6 Mode of payment of fees

In case of applying through offline mode, fees should be paid by way of Demand Draft drawn in favour of ‘The Institute of Company Secretaries of India’ payable at New Delhi. The Institute does not accept any payments by way of cheque (including at par/multi-city cheques).

If applying through online mode, fee is to be paid invariably through online payment gateway at the institute’s website www.icsi.edu on using the online services at home page.

3.7 Dates of Registration

Candidates are registered as students throughout the year.

Under the regulations of the Institute, candidates registered as students upto and including the month of February in a year will be eligible to appear in both modules in December examination and those registered upto and including the month of August in a year will be eligible to appear in both modules in June examination of next year.

Candidates registered upto and including the month of May in a year will be eligible to appear in one module only in December examination and those registered upto and including the month of November in a year will be eligible for appearing in one module only in June examination of next year.

<table>
<thead>
<tr>
<th>Candidates registered in</th>
<th>Eligible to appear in</th>
</tr>
</thead>
<tbody>
<tr>
<td>June/July/August</td>
<td>Both modules of Executive Programme Examination to be held in June next year</td>
</tr>
<tr>
<td>September/October/November</td>
<td>One module of Executive Programme examination to be held in June next year</td>
</tr>
<tr>
<td>December/January/February</td>
<td>Both modules of Executive Programme Examination to be held in December</td>
</tr>
<tr>
<td>March/April/May</td>
<td>One module of Executive Programme examination to be held in December</td>
</tr>
</tbody>
</table>

Provisional registration in Executive Programme

“A person who has appeared or enrolled himself for appearing in the final year degree examination in any discipline other than the Fine Arts or an examination recognized by the Central Government as equivalent thereto may be provisionally enrolled for undergoing coaching for the Executive Programme:

Provided that the provisional enrolment for undergoing coaching for the Executive Programme shall be confirmed after satisfactory proof of having passed the aforesaid examination has been furnished by him to the Institute within a period of six months from the date of provisional enrolment:

Provided further that if such a person fails to produce such proof within the aforesaid period, his provisional enrolment shall be cancelled and no tuition fees or any other fee paid by him shall be refunded and no credit shall be given for the coaching undergone by him.”

The provisional registration in Executive Program shall be taken subject to fulfillment of other requirements as defined by the Institute from time to time.

3.8 Registration Number/Registration Letter

(A) On completion of Registration, the Registration Number will be intimated to the
student through e-mail/SMS. Students can download the Registration letter, important instructions, etc. through institute’s website www.icsi.edu on using the login button by entering the Registration Number received through e-mail/SMS or by accessing of the details through his user Id i.e. the Registration Number received by him.

(B) Process of downloading registration letter/Identity card online

Students can download their identity card and registration letter from Institute’s website www.icsi.edu

1. Click the online services button on top of ICSI website (http://www.icis.edu) and subsequently click on login button
2. Enter your username/password
3. Click on student option
4. Open my account
5. Go to the others option at your account
6. Student can download registration letter/Identity card at others option at his account
7. After downloading Identity card, student needs to get it attested by any gazetted officer or any other authorized person as specified below.

Please note that no hard copy of the identity card and Registration letter is sent by post to the student.

3.9 Identity Card

After downloading the Identity Card, students are compulsorily required to get it attested by any of the following authorities with his/her seal carrying name, professional membership No., designation and complete official address:

1. Member of the Institute, with ACS/FCS No.
2. Gazetted Officer of the Central or State Government.
3. Manager of a Nationalised Bank.
4. Principal of a recognized School/College.
5. Officers of ICSI.

Unattested Identity Cards are not valid and the students are advised to carry duly attested Identity Card for various services during their visits to the offices of the Institute, Examination Centers, etc.

3.10 Uniformity in Signatures

Candidates are required to maintain uniformity in their signatures on all correspondence with the Institute including:

— Identity Card
— Admission/Registration Form – “REG”
— Examination Form – “EXA” (i.e. Hardcopy)
— Attendance Sheet to be provided in the Examination Hall.

3.11 24 Hours CS Helpline

The Institute has launched a 24 Hours CS Help line to inform the students about the CS Course and Profession. The students can have pre-recorded replies on the CS Course round the clock through the Interactive Voice Response System (IVRS) by dialing 011-41504444. For detailed information, in this regard, please log on to the website of the Institute i.e. www.icsi.edu
3.12 Undertaking

Every Candidate applying for registration is required to give an undertaking that he shall, as a registered student, conduct himself in a manner befitting the ideals and standards of the profession of company secretaries generally as specified by the Council from time to time and shall abide by such bye-laws or other standing orders as may be framed by the Council and made applicable to him from time to time.

3.13 Refund of fee

Please note that once an application for registration is accepted by the Institute, no part of the fee is refunded under any circumstances. However, a person whose application for registration is not accepted is entitled to refund of fee paid by him subject to deduction of administrative charges, which presently are ₹ 25/- only.

3.14 Registration as student and time limit for completing examination

3.14.1 Registration Period: Every person applying to become a registered student is registered in accordance with the Company Secretaries Regulations, 1982 for a period of five years from the month in which his application, complete in all respects, is accepted by the Institute for registration.

3.14.2 Time limit for completing examination: A registered student shall be required to complete the Executive Programme and Professional Programme examinations within the normal valid registration period of five years.

3.14.3 Termination of registration: The registration of a student shall terminate on the expiry of five years or on passing/completing the Professional Programme examination whichever is earlier.

The Council may, however, subject to such guidelines as may be laid down in this behalf, extend the registration period of a student beyond five years. (For guidelines for seeking extension of registration on year-to-year basis, please refer to Annexure VI).

3.15 Registration de novo

3.15.1 For candidates seeking registration de novo within two years of the expiry of previous registration.

A person whose registration has been cancelled after the expiry of five years period or otherwise may, within two years of cancellation of his former registration, apply for registration de novo in Form ST-3 along with the following fees:

(i) Registration fee: ₹ 2,000;

(ii) Education Fee:

(a) in case of candidate who has not completed coaching for both modules of Executive Programme/all modules of Professional Programme -

Balance of ₹ 6,500 for Executive Programme or ₹ 12,000 for Professional Programme, after adjusting the postal tuition fee for Executive Programme or Professional Programme, as the case may be, already paid under the previous registration;

(b) In case of a candidate who has completed coaching for both modules of Executive Programme/all modules of Professional Programme -

Arrears of postal Tuition Fee, if applicable.
3.15.2 For candidates seeking registration de novo after two years of the expiry of previous registration but within five years thereof

A person whose registration has been cancelled and who has not sought registration *de novo* within two years of the cancellation of former registration may apply for seeking registration *de novo* within five years of the cancellation of his former registration in Form ST-3 along with the following fees:

- **Registration De-novo Fee** 2,000
- **Foundation Programme Exemption Fee (Lump Sum)** 500
- **Executive Programme Exemption Fee (Lump Sum)** 750
  (Applicable if passed Executive Programme examination)
- **Paper wise Exemption Fee (per paper) Executive/Professional Programme.** 1,000
- **Education Fee:**
  (a) In case of a candidate who has not completed coaching for both modules of Executive Programme/all modules of Professional Programme:
      Balance of ₹6,500 for Executive Programme or ₹12,000 for Professional Programme, after adjusting the postal tuition fee for Executive Programme or Professional Programme, as the case may be, already paid under the previous registration;
  (b) In case of a candidate who has completed coaching for both modules of Executive Programme/all modules of Professional Programme:
      Arrears of Postal Tuition Fee, if applicable.

On registration *de novo*, a candidate is deemed for all purposes to have been admitted as a fresh student except that he/she is entitled to claim exemption from individual subject(s)/module(s) of the Executive Programme and/or Professional Programme examination previously secured by him under his former registration. Also he may be allowed credit for the coaching completed/examination passed by him in the corresponding subject(s) during the validity of his previous registration. He will not be supplied with the study material afresh. Fresh study material can, however, be purchased on payment which presently is ₹ 120 per subject by cash from the Institute or ₹ 160 per subject by registered post.

In case a candidate does not seek registration *de novo* within five years of the expiry of his previous registration, he/she is required to seek fresh registration as a student and no benefit of Institute’s examination passed/coaching completed or papers exempted will be available to him.

### Last date for seeking Registration Denovo/Extension of Registration

(i) Students intending to appear in June examination : 20\(^{th}\) February

(ii) Students intending to appear in December examination : 20\(^{th}\) August

(Students whose status can be ascertained only after declaration of the results in February/August may apply for Denovo/Extension along with examination application for the June/December session of examination.)

A candidate who was registered under the old syllabus will be registered *de novo* only under the current syllabus. He may, however, be allowed exemption in the corresponding subject(s) of the Executive/Professional Programme examination on the basis of exemption from individual subject(s)/group(s)/module(s) previously secured by him under his former registration as per the following scheme:
### *EXISTING/OLD SYLLABUS vs REVISED NEW SYLLABUS (Effective From 1\textsuperscript{st} February 2013)*

<table>
<thead>
<tr>
<th>PAPER</th>
<th>CODE</th>
<th>PAPER</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>General and Commercial Laws(*)</td>
<td>221</td>
<td>See Note below(*)</td>
<td>323</td>
</tr>
<tr>
<td>Company Accounts and Cost &amp; Management Accounting</td>
<td>222</td>
<td>Cost and Management Accounting</td>
<td>322</td>
</tr>
<tr>
<td>Tax Laws</td>
<td>223</td>
<td>Tax Laws and Practice</td>
<td>324</td>
</tr>
<tr>
<td>Company Law</td>
<td>224</td>
<td>Company Law</td>
<td>321</td>
</tr>
<tr>
<td>Economic and Labour Laws(*)</td>
<td>225</td>
<td>See Note below(*)</td>
<td>327</td>
</tr>
<tr>
<td>Securities Laws and Compliances</td>
<td>226</td>
<td>Capital Markets and Securities Laws</td>
<td>326</td>
</tr>
</tbody>
</table>

* Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

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### Papers passed/exempted under old syllabus (CCB)

<table>
<thead>
<tr>
<th>Papers passed/exempted under old syllabus (CCB)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemption from papers under the Syllabus effective from 01.02.2008</td>
</tr>
</tbody>
</table>

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### Final Course

#### Group-I (Three Papers)

1. Advanced Company Law and Practice
2. Secretarial Practice relating to Economic Laws and Drafting & Conveyancing
3. Secretarial, Management and Systems Audit

#### Group-II (Three Papers)

4. Financial, Treasury and Forex Management
5. Corporate Restructuring Law and Practice
6. Banking and Insurance – Law and Practice

#### Group-III (Three Papers)

7. World Trade Organization – International Trade, Joint Ventures and Foreign Collaborations
8. Direct and Indirect Taxation – Law and Practice
9. Human Resources Management and Industrial Relations

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### Professional Programme

#### Module-I

- Company Secretarial Practice

#### Module-II

- Drafting, Appearances and Pleadings
- Due Diligence and Corporate Compliance Management (Module-IV)
- Financial, Treasury and Forex Management
- Corporate Restructuring and Insolvency
- Governance, Business Ethics and Sustainability (Module-IV)

#### Module-III

- Strategic Management, Alliances and International Trade
- Advanced Tax Laws and Practice
- Governance, Business Ethics and Sustainability (Module-IV)
Papers passed/exempted under old syllabus effective from 01.02.2008
Exemption from papers under the Syllabus effective from 01.09.2013

<table>
<thead>
<tr>
<th>Professional Programme</th>
<th>Professional Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module-1</strong></td>
<td></td>
</tr>
<tr>
<td>1. Company Secretarial Practice</td>
<td>Advanced Company Law and Practice (Module 1, Paper 1)</td>
</tr>
<tr>
<td>2. Drafting, Appearance and Pleading</td>
<td>Drafting, Appearance and Pleading (Module 3, Paper 8)</td>
</tr>
<tr>
<td><strong>Module-2</strong></td>
<td></td>
</tr>
<tr>
<td>3. Financial, Treasury and Forex Management</td>
<td>Financial, Treasury and Forex Management (Module 2, Paper 5)</td>
</tr>
<tr>
<td>4. Corporate Restructuring and Insolvency</td>
<td>Corporate Restructuring, Valuation and Insolvency (Module 1, Paper 3)</td>
</tr>
<tr>
<td><strong>Module-3</strong></td>
<td></td>
</tr>
<tr>
<td>5. Strategic Management Alliances &amp; International Trade</td>
<td>NIL</td>
</tr>
<tr>
<td>6. Advanced Tax Laws and Practice</td>
<td>Advanced Tax Laws and Practice (Module 3, Paper 7)</td>
</tr>
<tr>
<td><strong>Module-4</strong></td>
<td></td>
</tr>
<tr>
<td>7. Due Diligence and Corporate Compliance Management</td>
<td>Secretarial Audit, Compliance Management and Due Diligence (Module 1, Paper 2)</td>
</tr>
<tr>
<td>8. Governance, Business Ethics and Sustainability</td>
<td>Ethics, Governance and Sustainability (Module 2, Paper 6)</td>
</tr>
</tbody>
</table>

3.16 Status of registered students

The registration as a student does not confer on such person any right of a member nor entitles him to claim any form of membership of the Institute or its Regional Council or Chapter.

However, a registered student may be permitted to borrow books from the Library of the Institute, located at its Regional Council, Chapters, students may also participate in the activities of the Institute, its Regional Council, Chapters, as the case may be, subject to such conditions as may be imposed by the Central Council, Regional Council or Chapter concerned.

3.17 Fees

All fees payable by an applicant for any examination or for registration as a student for particular service to be rendered to him shall be as determined by the Council from time to time. Table of current fees is given at Annexure V.

3.18 Compulsory postal tuition

Every registered student of Executive/Professional Programme is required to undergo a course of compulsory postal tuition imparted by the Institute from headquarters at New Delhi/Noida office.

Under the Compulsory Postal Tuition Scheme, the students are provided with study material and test papers for various subjects. For each subject there are five test papers out of which three are compulsory. Students are required to submit to the Institute only One Response Sheet [out of compulsory test papers] per subject of the
respective module(s) he/she intends to write the CS Executive/Professional Programme examinations, under examination conditions after going through the study material and the recommended books. A student may submit response sheets to the optional test papers also, if he/she so desires.

The response sheets are evaluated by the Institute’s examiners and returned to the students with comments, if any, of the examiner for improvement of the answers.

The qualifying marks in respect of each response sheet are 40%. If a student does not secure the qualifying marks in a response sheet to a compulsory test paper, he/she should resubmit the same. The last date for submission of response sheets is 28th February for appearing in June examination and 31st August for December examination.

On successful completion of the postal tuition in a subject, the student is supplied with suggested answers for that subject and on his completing coaching successfully in all the subjects of a module; he/she is issued with Coaching Completion Certificate for that/those module(s).

The students are admitted to the Executive Programme or Professional Programme examinations of the Institute only on production of the Coaching Completion Certificate. However, if a student has already submitted all the response sheets for the subjects of a particular module and the response sheets are still under evaluation, he/she may apply for admission to the examination with the stipulated date pending issue of Coaching Completion Certificate.

Students who have passed both the modules of the Executive Programme examination are required to seek enrolment for undergoing postal tuition for the Professional Programme on payment of the education fee, which presently is ₹12,000.

3.19 Class Room Teaching

The Regional Councils/Chapters of the Institute are authorized to impart class room teaching independently or in collaboration with any other Institute in accordance with the guidelines issued by the Institute subject to availability of necessary facilities and sufficient number of students. The students interested in having further details may contact the office of the concerned Regional Council/Chapter as per the addresses given in ‘Annexure VII’ of this Handbook.

3.20 Class Room Teaching Centres of the Institute (empanelled under Public Private Partnership Scheme)

The Institute has also granted accreditation to certain Colleges/Senior Secondary Schools and Private Institutions (empanelled under Public Private Partnership Scheme) to impart Class Room Teaching under the above said scheme. A list of such Accredited/Public Private Institutions are available at the website of the Institute viz. www.icsi.edu. Students have the option to attend such classes.

Undergoing of class room teaching conducted by the Regional Councils or Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) of the Institute; is in addition to and not in substitution of the compulsory postal tuition. Class room teaching is thus optional and is designed to provide a personal contact between the teacher and the taught. Students intending to attend class room teaching are, therefore, required to pay additional fee to the Regional Councils/Chapters/Accredited Centres and/or Private Institutes (empanelled under Public Private Partnership Scheme) as determined by them from
time to time. No concession in payment of fees to the Institute shall be available in the event of student opting to undergo oral tuition.

A student completing class room teaching is, however, not required to submit the response sheets to the test papers, which are required to be submitted under Compulsory Postal Tuition Scheme. Instead, he is issued with Coaching Completion Certificate and suggested answers by the Institute on receipt of Performance Report(s) from the respective Regional Council/Chapter/Accredited Centres that he had attended not less than 75% of the classes held and had passed in at least three out of four tests held in each subject under the oral tuition scheme.

Besides oral tuition classes, personal contact programmes are also organized from time to time for the benefit of students.

3.21 Compulsory Computer Training

In terms of Company Secretaries Regulations, 1982 (as amended), all students are required to successfully undergo a compulsory computer training programme for becoming eligible to seek enrolment to appear in CS Executive Programme examination.

The students may undergo computer training from any Institute or training center including Aptech Limited all over India at his/her convenience. For details about computer training course being conducted by M/s Aptech for the students of the Institute; the options under Students ➔ Miscellaneous on the Institute’s website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal http://icsi.aptechtrainingsolutions.com for this purpose.

The Institute, in compliance of the above said requirements, has tied up with

- M/s Sify Software Limited for conducting online exemption test for the students, who claim to have adequate knowledge on computer operation. The students who will pursue the computer training from any Institute including M/s Aptech will have to enrol for and appear this online exemption test to the computer training requirement of the Institute. For details about online exemption test being conducted by M/s Sify for the students of the Institute; the options under Students ➔ Miscellaneous on the Institute’s website i.e. www.icsi.edu may be referred to. The students may also directly refer to the portal http://icsi.sifyitest.com for this purpose.

Grant of Total Exemption from undergoing Compulsory Computer Training Programme to Physical handicapped Students.

(a) To Physically Handicapped Students

The Institute has decided to grant total exemption from undergoing the compulsory Computer Training Programme to the students belonging to the following based handicapped categories on scrutinizing and conducting assessment/evaluation of the documents submitted in this regard.

- Physically Handicapped Students:
  - Permanent physical disability of more than 50% in one limb; or
  - Permanent physical disability of more than 60% in two or more limbs.
Visually Disabled Students:
- 6/60 to 1/60 or field vision 110/2
- 3/60 to 1/60 or field vision 100.
- FC at 1 foot to Nil or field of vision 100
- Total absence of sight

The above said category shall be regarded as permanent physical disability in order to be eligible for concessions/benefits in granting total exemption from undergoing the Compulsory Computer Training Programme.

For availing the aforesaid benefit, such applicant/students will be required to submit a certificate issued by the Medical Superintendent of State/Central Government Hospital to this effect.

(b) Total Exemption on the basis of working experience

In exceptional cases Director of IT could grant total exemption from Compulsory Computer Training to deserving students with the approval of the Chief Executive/Secretary. The criteria for considering such cases of total exemption is as under:

“A student may be considered for granting total exemption from Compulsory Computer Training if, he/she possesses not less than 3 years working experience on the computer in any organization and has acquired sufficient computer knowledge and operational skills to the satisfaction of Director of IT particularly on MS Office, Internet, E-mail or any other package which is deemed relevant for the course.”

(c) Reciprocal Arrangement between ICSI and ICAI-CMA (earlier ICWAI) on exemption from Computer Training

Under the reciprocal arrangement between the ICSI and ICAI-CMA (earlier ICWAI) on exemption from Computer Training, the students of ICAI-CMA (earlier ICWAI) who have already undergone the computer training to comply with the requirements of that course will be fully exempted from the compulsory computer training requirements of the ICSI. The interested students have to however submit to the ICSI the related computer training certificate issued by the ICAI-CMA in this regard.

3.22 E-learning (http://elearning.icsi.edu)

In order to facilitate students, e-learning portal is available for the Company Secretary course. Students throughout the country including rural and semi-urban areas as well as from other countries can avail this 24x7 hours on-line study facility as the portal has global reach.

Under e-learning, students can have continuous access to studies and guidance of faculties on-line. The e-learning module will enable the students to have access to learning and faculty support at any time as per their convenience. Interactivity will be established by modules such as Discussion Boards and Online Chat. Through virtual classroom facility, students will be able to interact live with the faculty. This takes the CS course studies virtually into the space age.

Undergoing of e-learning is in addition and not in substitution to compulsory postal tuition. E-learning is designed to provide a virtual contact between the teacher and the taught. Students intending to join e-learning are therefore, required to pay additional fees as determined by the Institute from time to time.
To access the E-learning Portal of ICSI the candidates may log on to http://elearning.icsi.edu.

### 3.23 Student Induction Programme (SIP)

Every candidate registered – on or after 01.09.2009 – for the Executive Program is required to undergo Seven days ‘Student Induction Programme’ (SIP); within 6 months of his/her registration. For further details students are advised to contact the office(s) of respective Regional Council/Chapter of the ICSI.

### ICSI STUDENTS EDUCATION FUND TRUST

With a view to encourage and motivate economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust.

<table>
<thead>
<tr>
<th>STAGE</th>
<th>CATEGORIES OF STUDENTS/ELIGIBILITY CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Economically backward students with good academic records and Family Income upto ₹ 1,00,000 per annum</td>
</tr>
<tr>
<td>Foundation Programme</td>
<td>Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages</td>
</tr>
<tr>
<td></td>
<td>Academically Bright Students</td>
</tr>
<tr>
<td></td>
<td>Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages</td>
</tr>
<tr>
<td>Executive Programme</td>
<td>Minimum 65% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages and 60% Marks in Bachelor’s Degree Stage/or 65% marks in aggregate in CPT of ICAI/or 65% marks in aggregate in Foundation exam of ICAI-CMA</td>
</tr>
<tr>
<td></td>
<td>Minimum 85% Marks (or equivalent CGPA) in both Matriculation (Class X) &amp; Senior Secondary (Class XII) Stages and 70% Marks in Bachelor’s Degree Stage/or 75% marks in aggregate in CPT of ICAI/or 75% marks in aggregate in Foundation exam of ICAI-CMA</td>
</tr>
</tbody>
</table>

### NATURE AND EXTENT OF FINANCIAL ASSISTANCE

Eligible students shall be fully exempted from paying the Registration/ Admission Fee, Education Fee, Exemption Fee and other fees usually payable at the time of admission to Foundation/Executive Programmes. Depending upon their performance in the CS Examinations, the students may also be exempted from payment of Examination Fee and also the fees payable at the time of admission to Executive Programme and Professional Programme (for students admitted to Foundation Programme) and Professional Programme (for students admitted to Executive Programme).

Students desirous of availing the financial assistance may submit their application in the prescribed format along with all supporting documents to Director (Student Services), The Institute of Company Secretaries of India, C-37, Sector-62, Noida – 201 309.
CHAPTER IV
EXAMINATIONS

4.1 Examinations

The Institute conducts its examination in three stages, namely — (1) Foundation Programme Examination; (2) Executive Programme Examination; and (3) Professional Programme Examination. Subjects of the examinations are set out below:

Foundation Programme Examination

I. Business Environment and Entrepreneurship
II. Business Management, Ethics and Communication
III. Business Economics
IV. Fundamentals of Accounting and Auditing

Executive Programme Examination

Module I

I. Company Law
II. Cost and Management Accounting
III. Economic and Commercial Laws
IV. Tax Laws and Practice

Module II

V. Company Accounts and Auditing Practices
VI. Capital Markets and Securities Laws
VII. Industrial, Labour and General Laws

Professional Programme Examination

Module I

I. Advanced Company Law and Practice
II. Secretarial Audit, Compliance Management and Due Diligence
III. Corporate Restructuring, Valuation and Insolvency

Module II

IV. Information Technology and Systems Audit
V. Financial, Treasury and Forex Management
VI. Ethics, Governance and Sustainability

Module III

VII. Advanced Tax Laws and Practice
VIII. Drafting. Appearances and Pleadings
IX. **Electives** 1 out of below 5 subjects
   1. Banking Law and Practice
   2. Capital, Commodity and Money Market
   3. Insurance Law and Practice
   4. Intellectual Property Rights – Law and Practice
   5. International Business – Laws and Practices

4.2 Syllabus

Syllabus for each subject of the Foundation Programme, Executive Programme and Professional Programme examination is set out in Annexure I, II and III respectively. Candidates are required to be conversant with the amendments to the laws made upto six months preceding the date of examination.

Periodic revision and updation of syllabus and course-curriculum is done to incorporate latest changes and developments related to examinations.

4.3 Medium of Instructions and Study

At present, the medium of imparting postal tuition is English and candidates are supplied with Study Material in English medium as a part of compulsory postal tuition. However, the candidates may, exercise option to submit the response sheets to the test papers appended to Study Material either in English medium or Hindi medium.

4.4 Option of Hindi Medium for writing Examinations

Candidates are allowed to use Hindi as an optional medium for all papers of the Executive Programme and Professional Programme examinations subject to the following conditions:

(i) option must be exercised for all papers or a particular module of examination, and not for individual paper(s);

(ii) option once exercised is irrevocable for that particular session of examination;

(iii) answer books of candidates who write/answer part of papers in one medium and the remaining part in other medium are liable to be cancelled without any notice;

(iv) if a candidate writes his/her answers in Hindi medium without exercising such an option in the examination form, he/she may not be given credit for his/her answers;

(v) the option for medium for writing a particular examination is to be exercised each time while filling up the examination form.
4.5 Examination Centres

(i) Examination Centres in India

The Institute’s examinations are currently held at the following 85 centres in India.

<table>
<thead>
<tr>
<th>EIRC</th>
<th>NIRC</th>
<th>SIRC</th>
<th>WIRC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bhubaneswar</td>
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(ii) Overseas Examination Centre: Dubai

Candidates desiring to appear from overseas Examination Centre at Dubai are required to pay in addition to the examination fee, surcharge which presently is **US$100 or its equivalent** amount in Indian Currency.

**Note:** Institute reserves the right to open new Examination Centre(s) and to close any of the existing examination centre(s) without any notice or assigning any reason.
4.6 Examination Time-Table & Programme

The examinations are currently held twice a year in the months of June and December. Announcements regarding Examination Time-Table and Programme are published from time to time in the ‘Foundation Course Bulletin’ and ‘Student Company Secretary’ bulletin and hosted on the Institute’s website www.icsi.edu.

4.7 Submission of Examination Form

Students are advised to submit the examination form through online services of the Institute at www.icsi.edu on using the login button on home page

In case he/she is desiring to fill up the examination form through offline mode (i.e. hard copy), the same can be obtained from the offices of the Institute/Regional Councils/Chapters on payment of ₹ 500/- (Rupees Five Hundred only).

The hard copy of the examination form can also be obtained by post from the Institute (Noida Office) by sending demand draft of ₹ 540/- (Rupees Five Hundred and Forty only) drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi, along with the request letter for the same, detailing the name of the student, Registration Number and complete postal address.

4.8 Admit Card

An admit card stating the place, dates and times at which the candidate may present himself/herself for an examination shall be uploaded on the website of Institute www.icsi.edu not less than fifteen days before the date of commencement of the examination.

Students will be required to download the same from the website, take a printout and carry the same alongwith student’s identity card to the examination centre, to be allowed to appear in Institute’s examination.

4.9 Result-cum-Marks Statement

Result-cum-Marks Statement in physical form (printed hard copy) is issued only to candidates of Professional Programme Examination. Students of Foundation Programme and Executive Programme are not provided the Result-cum-Marks Statement in physical form. Formal E-Result-cum-Marks Statement of Foundation Programme and Executive Programme is uploaded on Institute’s website; www.icsi.edu; and respective students can download/take printout of the same from Institute’s website for reference and records.

4.10 Pass Certificate

Pass Certificate is issued to only such students who pass examinations of all modules of Professional Programme. Students of Foundation Programme and Executive Programme are not provided the Pass Certificates.

4.11 Change of Examination Centre

Applications for change of examination centres are not ordinarily entertained by the Institute. However, applications in this regard together with a fee of ₹ 250/-, with
a valid reason for change of examination centre received in the Institute not less than 15 days before the date of the commencement of an examination may be considered by the Council.

4.12 Admission to Examination, Expulsion and Withholding of Results

(a) The Examination Committee or a person authorised by it in this behalf may for reasons to be recorded in writing —

(i) refuse to admit a candidate to an examination;

(ii) admit him/her to an examination subject to such conditions as may be considered to be expedient and/or reasonable;

(iii) expel him/her from an examination after he/she has been admitted to it in the usual course.

(b) Notwithstanding the fact that a candidate has obtained the minimum number of marks for passing an examination, the Examination Committee may, for reasons to be recorded in writing, withhold his/her result.

(c) Any order passed by the person so authorised by the Examination Committee may be reviewed by the said Committee, and any order passed by the Examination Committee may be reviewed by the Council.

4.13 Suspension/Cancellation of Examination Results or Studentship Registration

In the event of any misconduct by a registered student or a candidate enrolled for any examination conducted by the Institute, the Council or the Committee concerned may suo motu or on receipt of a complaint, if it is satisfied that the misconduct is proved after such investigation as it may deem necessary and after giving such student or candidate an opportunity to state his/her case, suspend or debar the person from appearing in any one or more examinations, cancel his/her examination results or studentship registration, or debar him/her from future registration as a student, as the case may be.

Explanation: Misconduct for the above purpose shall mean and include behavior in a disorderly manner in relation to the Institute or in or around examination premises/centre, breach of any regulation, instruction, condition, guideline or direction laid down by the Institute, malpractices with regard to postal or oral tuition or resorting to or attempting to resort to unfair means in connection with the writing of any examination conducted by the Institute.

4.14 Examination Requirements

Candidates are required to comply with such requirements and conditions relating to examination as may be laid down by the Council from time to time.

4.15 Foundation Programme Examination

4.15.1 Eligibility for admission/appearing in examination

A candidate will be admitted to Foundation Programme examination —

(i) if he/she has enrolled himself/herself as a candidate for the Foundation Programme at least eight calendar months prior to the month in which the
examination commences, i.e., candidates enrolled upto and including the
month of March are eligible to appear in the Foundation Programme
examination to be held in December of that year, similarly candidates
enrolled upto and including the month of September are eligible to appear
in the examination to be held in June of the following year.

(ii) A candidate admitted to the Foundation Programme is eligible to seek
enrolment for appearing in the Foundation Programme examination on
making an application in the prescribed Examination Form (through online
or offline mode) along with requisite examination fee, which at present is
₹1,200/-, so as to reach the Institute on or before 25th March for the June
examination and 25th September for December examination (with late fee of
₹250 within 15 days of the scheduled last date, i.e., 9th April/10th October
respectively).

4.15.2 Total exemption from Foundation Examination

A candidate possessing Bachelor Degree or Master Degree in arts, commerce,
management, science, law, etc., (except fine arts), passed CPT of Institute of
Chartered Accountants of India, passed Foundation Examination of Institute of Cost
Accountants of India is eligible for exemption from passing the Foundation
Programme examination.

4.15.3 Qualifying Marks

A candidate is declared to have passed the Foundation Programme examination
if he/she obtains at one sitting a minimum of forty per cent marks in each paper and
fifty per cent marks in the aggregate of all the papers put together.

4.16 Executive Programme Examination

4.16.1 Eligibility for admission/appearing in examination

A candidate will be admitted to the Executive Programme examination, if —

(i) he/she has registered himself/herself as a student at least nine calendar
months prior to the month in which the examination commences. In other
words, candidates registered as students upto and including the month of
February in a year are eligible to appear in both modules of the Executive
Programme examination to be held in December of that year, and those
registered between March and August during a year are eligible to appear in
both modules of the Executive Programme examination to be held in the
month of June next year subject to satisfactory completion of compulsory
coaching and computer training.

However, a candidate registered as a student at least six calendar months
prior to the month in which the examination commences may be allowed to
appear in one module of the Executive Programme examination, that is to
say, a candidates registered as a student upto and including the month of
May in a year will be eligible for appearing in any one module in the
December examination and the one who is registered upto and including in
the month of November in a year will be eligible to appear in any one
module of Executive Programme examination to be held in the month of
June next year;
(ii) he/she has satisfactorily undergone a course of postal or oral tuition for the module(s) to which he/she intends to appear in the examination;

(iii) he/she has successfully completed Student Induction Program (SIP).

(iv) he/she has successfully completed computer training programme as may be specified from time to time by the Council and in the manner so specified or exempted therefrom; and

(v) he/she makes an application in the prescribed Examination Form (through online or offline mode) together with requisite examination fee, which at present is ₹ 1,200/- per module, so as to reach the Institute on or before 25\(^{th}\) March for the June examination and 25\(^{th}\) September for December examination (with late fee of ₹ 250 upto 15 days of expiry of the scheduled last date, i.e., 9\(^{th}\) April/10\(^{th}\) October respectively).

4.16.2 Qualifying Marks

(a) For Both Modules: A candidate shall be declared to have passed in Both Modules of the Executive Programme examination —

(i) If taken simultaneously and if he/she secures at one sitting, a minimum of forty per cent marks in each of the papers in which he/she is required to appear and fifty per cent marks in aggregate of all the papers put together; or

(ii) If he/she has passed in any one Module of Executive Programme examination held under the old syllabus, prior to the introduction of the Executive Programme examination under the current syllabus specified in Annexure-II and secures at one sitting a minimum of forty per cent marks in each of the remaining papers in which he/she is required to appear and fifty per cent marks in the aggregate of all such remaining papers of the Executive Programme examination put together.

(b) For One Module: A candidate is declared to have passed in one module of the Executive Programme examination if he/she secures at one sitting a minimum of forty per cent marks in each paper and fifty per cent marks in the aggregate of all papers of that module and is declared to have completed the Executive Programme examination on passing both the modules.

Provided that a candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured sixty per cent or more marks in any paper(s) and a minimum of twenty-five per cent marks in each of the remaining papers of the module, but has failed in that module, shall be exempted from that or those paper(s) in which he/she secured sixty per cent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear;
Provided further that if a candidate who has appeared in all the papers of a module for which he/she was enrolled without obtaining any exemption and has failed in one paper of the module, but got a minimum of sixty per cent of the total marks of the remaining papers of that module, shall be declared to have passed in that module if he/she re-appears in the remaining one paper in which he/she had failed and obtains fifty per cent marks in any subsequent examination.

Explanation: For the purpose of the above provisos, the marks obtained by a candidate in the paper(s) in which he/she had obtained exemption on the basis of having secured sixty per cent or more marks shall not be taken into account for computing his/her result of the remaining paper(s) of the module in any subsequent examination.

4.16.3 Distinction

A candidate shall be declared to have passed with distinction in the Executive Programme examination if he/she obtains at one sitting a minimum of sixty per cent marks in each paper and seventy per cent or more marks in the aggregate in both the modules, without obtaining exemption in any paper.

4.16.4 Exemption from individual paper(s) of the Executive Programme Examination

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee which at present is ₹1,000/- per paper:

1. **Industrial, Labour and General Laws:** M.A./M.B.A (Corporate Secretaryship)/a Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

2. **Cost and Management Accounting (CMA):** M.A. (Corporate Secretaryship)/M.Com./M.B.A. (with Advanced Accountancy as one of the subjects at B.Com/B.B.A./B.A. (Corporate Secretaryship) level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com./M.B.A. level having secured 50% marks in the subject concerned) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

A candidate who has done Post Graduate Diploma in Management will be considered for exemption from the paper (CMA) only if he/she submits documentary evidence from AICTE/AIU to the effect that PGDBM issued is equivalent to MBA.

3. **Tax Laws and Practice:** M.A./M.B.A. (Corporate Secretaryship) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

4.16.5 Paperwise Exemption to Cost Accountants

A candidate who has passed the Final examination of the Institute of Cost
Accountants of India, shall be exempted from the following papers of the Executive Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ ₹ 1,000/- per paper on or before the last date of submission of enrolment application for the examination:

1. Cost and Management Accounting (Module I, Paper 2)
2. Tax Laws and Practice (Module I, Paper 4)

Note: Subject-wise exemption on the basis of qualification (if any) is to be claimed by student separately, after getting the Registration Number. For details, please visit www.icsi.edu.

**Last date for claiming paper-wise Exemption (on the basis of qualification):**

(i) Students intending to appear in June Examination : 31st January
(ii) Students intending to appear in December Examination : 31st July

4.17 Professional Programme Examination

4.17.1 Eligibility for admission/appearing in examination

A candidate will be admitted to the Professional Programme examination, if —

(i) he/she has registered himself/herself as a student for the Professional Programme at least nine calendar months prior to the month in which the examination commences. In other words, candidates registered as students upto and including the month of February in a year are eligible to appear in all the three modules of the Professional Programme examination to be held in December of that year, and those registered between March and August during a year are eligible to appear in all the three modules of the Professional Programme examination to be held in the month of June next year subject to satisfactory completion of compulsory coaching;

However, a candidate registered as a student at least six calendar months prior to the month in which the examination commences may be allowed to appear in any one or two module(s) of the Professional Programme examination, that is to say, a candidate registered as a student upto and including the month of May in a year will be eligible for appearing in one or two module(s) in December examination and those who are registered from September onwards and upto and including the month of November in a year will be eligible to appear in any one or two module(s) of Professional Programme examination to be held in the month of June next year;

(ii) he/she has satisfactorily undergone postal or oral tuition for the module(s) in which he/she intends to appear in the examination;

(iii) he/she makes an application in the prescribed Examination Form (through online or offline mode) together with requisite examination fee, which at present is ₹ 1,200/- per module, so as to reach the Institute on or before 25th March for the June examination and 25th September for December examination (with late fee of ₹ 250 upto 15 days of expiry of the scheduled last date, i.e., 9th April/10th October respectively).
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<th>Candidate enrolled in</th>
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<td>June/July/August</td>
<td>All Modules of Professional Programme Examination to be held in June next year.</td>
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<td>September/October/November</td>
<td>Any One or Two Modules of Professional Programme Examination to be held in June next year.</td>
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<td>December/January/February</td>
<td>All Modules of Professional Programme Examination to be held in December.</td>
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<td>March/April/May</td>
<td>Any One or Two Modules of Professional Programme Examination to be held in December.</td>
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4.17.2 Qualifying marks

(a) For All Modules: A candidate shall be declared to have passed in all modules of Professional Programme examination —

(i) If taken simultaneously and if he/she secures at one sitting, a minimum of forty per cent marks in each of the papers in which he/she is required to appear and fifty per cent marks in the aggregate of all the papers put together; or

(ii) If he/she has passed in any one or more group(s)/module(s) of Final/Professional Programme examination held under the old syllabus prior to the commencement of Professional Programme examination under the current syllabus, as specified in Annexure-III and secures at one sitting a minimum of forty per cent marks in each of the remaining papers in which he/she is required to appear and fifty per cent marks in the aggregate of all such remaining papers put together.

(b) For One Module: A candidate shall be declared to have passed in a module of Professional Programme examination if he/she secures at one sitting a minimum of forty per cent marks in each of the paper(s) and fifty per cent marks in the aggregate of all the papers of that module and shall be declared to have completed the Professional Programme examination on passing all the modules.

Provided that a candidate who has appeared in all the papers of a module for which he/she was enrolled and has secured sixty per cent or more marks in one paper and a minimum of twenty-five per cent marks in the remaining papers of that module but failed in the module, shall be exempted from that paper in which he/she secured sixty per cent or more marks, in any subsequent examination on submission of an application in this behalf on or before the last date of enrolment for the examination in which he/she intends to appear.

Provided further that if a candidate who has appeared in all the subjects of
the module for which he/she was enrolled without obtaining any exemption and has failed in one paper comprised in the module, but got a minimum of sixty per cent of the total marks of the remaining subjects of the module shall be declared to have passed in that module if he/she reappears in the paper in which he/she had failed and gets fifty per cent, marks in any subsequent examination.

Explanation: For the purpose of the above proviso, the marks obtained by a candidate in the paper in which he/she had obtained exemption on the basis of having secured sixty per cent or more marks shall not be taken into account for computing his/her result of the remaining paper of that module in any subsequent examination.

4.17.3 Distinction

A candidate shall be declared to have passed with distinction in the Professional Programme examination if he/she obtains at one sitting a minimum of sixty per cent marks in each paper and seventy per cent or more marks in the aggregate in all modules, without obtaining exemption in any paper.

4.17.4 Paperwise Exemption to Cost Accountants

A candidate who has passed the Final examination of the Institute of Cost Accountants of India shall be exempted from the following papers of the Professional Programme examination on making an application in this behalf together with attested copy of the Final Examination Pass Certificate of Institute of Cost Accountants of India (ICAI-CMA) and the requisite exemption fee @ ₹ 1,000/- per paper on or before the last date for submission of enrolment application for the examination:

1. Advanced Company Law and Practice (Module 1, Paper 1).
2. Financial, Treasury and Forex Management (Module 2, Paper 5).

4.18 No Revival of Exemption Cancelled on Student’s Request

If a candidate applies for and is allowed cancellation of exemption in any paper(s) of an examination granted to him/her earlier on the basis of qualification(s) or results of previous examination(s) of the Institute under the regulations, he/she shall not be eligible for revival of such exemption(s) or the benefit of having passed such module(s) of an examination, as the case may be, in any subsequent examination(s).

4.19 Examination Results

4.19.1 The results of examinations held in June are usually declared on 25th August of the same year and examinations held in December are declared on 25th February of the next following year and hosted on the Institute’s website.

4.19.2 The result along with individual candidate’s subjectwise break-up of marks will be available on the website after declaration of results; but in no circumstances the marks obtained in individual questions or sections of a paper shall be furnished.
4.19.3 Duplicate Result-cum-Marks Statement

A duplicate Result-cum-Marks Statement is issued to a candidate on receipt of his/her written request together with a requisite fee of ₹ 100 per Result-cum-Marks Statement within a maximum period of 5 years from the date of declaration of the examination results.

The request for issue of duplicate Result-cum-Marks Statement should contain the candidate’s name, stage of examination, month and year of examination, Roll No. and complete mailing address.

4.20 Verification of Marks

A candidate can seek verification of marks obtained by him/her in any paper(s) of an examination by making an application together with requisite verification of marks fee, which at present is ₹ 250/- per paper, within 30 days of the declaration of the result of the said examination. The fee is only for verifying whether the candidate’s answers in any paper(s) have been examined, evaluated and awarded marks by the Examiner(s), and not for re-evaluation of the answers. Re-evaluation of the answers is not permissible under the regulations.

Provided that where it is found that the result of an examination has been affected by any error or fraud or use of unfair means during the examination, the Examination Committee shall have the power to amend the marks and/or result, as the case may be.

4.21 Supply of Certified copy(ies) of evaluated Answer Books

A candidate can obtain certified copy(ies) of his/her evaluated answer book(s) of any subject(s) as per the prescribed guidelines of the Institute by making an application on a prescribed form, which can be downloaded from the Institute’s website www.icsi.edu along with a requisite fee, which is presently ₹ 500/- per subject, within 45 days from the date of declaration of the result of the said examination.

4.22 Issue of Pass Certificate

Every candidate passing/completing the Professional Programme examination shall be issued with a Pass Certificate to that effect in Form ST-7 by the Institute.

4.23 Refund or Appropriation of Examination Fee

(i) A candidate once issued with an Admission Certificate (Roll No.) for an examination is not entitled to refund of the examination fee paid by him/her under any circumstances.

(ii) However, where a candidate applies to the Institute within 15 days of the completion of examination for considering his/her request for appropriation of examination fee to the next examination on the ground that he/she was prevented from appearing for the examination on account of circumstances beyond his/her control and furnishes requisite documentary proof and information to the satisfaction of the Institute, the Institute may permit 50% of the examination fee paid by him/her to be appropriated against the fee
payable for the next following examination for the same module(s) for which he/she was enrolled.

4.24 Rail Concession

For appearing in the Institute’s examination, railway authorities allow concession in rail fare to the students who are not in full time employment and are below the age of 25 years. Rail concession is allowed from the place of residence or duty to the nearest examination centre and vice-versa. The application for rail concession with necessary particulars should reach the Institute at least 30 days before the commencement of an examination for obtaining rail concession certificate. Local rail travel concession is not allowed by the railway authorities. The concession being allowed by Railways are subject to change without notice.

4.25 Air Concession

The Air India and Jet Airways provides 50% concession in base fare for domestic travel, to students of the Institute if on the date of journey he/she is 12-25 years of age.

The concession being allowed by airlines are subject to change without notice.
CHAPTER V
STUDENT FACILITIES

5.1 Library

The Institute has libraries located in its four Regional Offices and most of the Chapters. For borrowing books, interested students may become members of the library on payment of security deposit and annual subscription to the concerned Regional Office/Chapter Office as decided by them from time to time.

5.2 Chartered Secretary

Chartered Secretary is the official monthly journal of the Institute, which the students may subscribe at a concessional rate of ₹ 500 for one year as against the regular annual subscription of ₹ 1,000. It is a very popular journal in professional circles and is known for its high standards. Students will find the journal very useful for obtaining up-to-date information on the professional course. Besides articles on current issues, there are several regular features such as ‘Secretarial Practice Recorder’, ‘Legal World’, ‘From the Government’, ‘Book Reviews’, ‘Readers Forum’ and ‘News from the Institute’. Students are advised to read the journal regularly.

5.3 Student Company Secretary

The Institute also brings out bi-monthly bulletin for students titled ‘Student Company Secretary’ which is sent to every student (whose registration is active and valid) free of cost. The bulletin contains useful academic information, important announcements from the Institute regarding examinations, postal tuition, employment services etc. Also important activities of the Institute, its Regional Councils and Chapters pertaining to students are published therein.

5.4 A Guide to Company Secretaryship - Study and Examination

The Institute has brought out a booklet titled ‘A Guide to Company Secretaryship-Study and Examination’ for the benefit of students. The guide is supplied to the students free of cost at the time of registration alongwith the study material. The primary objective of this guide is to facilitate the learning process of the students so that they may not waste their valuable time either due to incomplete information from the right source or due to ignorance. The guide acquaints students with the requirements of Company Secretaryship Course, the course-curriculum spelt out in the syllabus, the exemptions available, the work load involved in terms of number of hours and the study plan to be followed for systematic studies besides suggesting a few practical hints for preparation to examination, and narrating some golden rules for examination writing. Students are recommended to refer to the guide to be able to plan their studies in a logical and systematic manner.

5.5 Question Papers and Guideline Answers

Institute’s previous examinations’ question papers are generally made available on the Institute’s website www.icsi.edu for the benefit of students. The Institute also brings out guideline answers to previous examination question papers written by competent persons with a view to help the students in preparation for the examinations. It is, however, to be noted that the guideline answers are to be treated as model answers and not as exhaustive answers and that the Institute is not in any
way responsible for any inaccuracy or otherwise of the answers compiled and published. The guideline answers are available for sale at the offices of the Institute at New Delhi/Noida, its Regional Councils and major Chapters on payment.

5.6 Employment Assistance

The Institute and its Regional Offices maintain an Employment Service Scheme for students who have passed the Executive Programme or Professional Programme examination of the Institute and are available for employment. Names of suitable candidates are sponsored to prospective employers on request. Various advertisements for jobs also regularly appear in ‘Chartered Secretary’ and ‘Student Company Secretary’.

5.7 Merit Scholarship Scheme

Merit Scholarships are granted to registered students for pursuing the Executive Programme and Professional Programme examinations purely on the basis of their meritorious performance in the Foundation Programme and Executive Programme examinations, as the case may be, in order of their merit ranking.

5.7.1 Minimum Eligibility Criteria

5.7.1.1 For award of Merit Scholarship for Executive Programme :

The candidate should —

(i) have passed all the papers of the Foundation Programme examination at one sitting, in the first attempt, without claiming exemption in any paper and obtained a minimum of 55 per cent marks in the aggregate; and

(ii) have applied for registration as a student of the Institute by submitting his/her application in the prescribed forms together with the requisite registration fees within three months from the date of declaration of his/her result of the Foundation Programme examination.

5.7.1.2 For award of Merit Scholarship for Professional Programme :

The candidate should have passed all the papers included in both the modules of the Executive Programme at one sitting, in the first attempt, without claiming exemption in any paper and obtained a minimum of 55 per cent marks in the aggregate.

5.7.2 Number of Merit Scholarships

5.7.2.1 For Executive Programme :

The number of scholarships for Executive Programme is 25 per session or 50 in a year. If the number of candidates eligible for scholarship is more than the number of scholarships available at any particular session, the Institute may award scholarships in order of merit or award half scholarship amount in some or all cases.

5.7.2.2 For Professional Programme :

The number of scholarships for Professional Programme is 25 per session or 50 in a year. If the number of candidates eligible for scholarship is more than the number of scholarship available at any particular session, the Institute may award scholarship in order of merit or award half scholarship amount in some or all cases.
5.7.3 Amount of Scholarship

At present, the amount of full scholarship per student is ₹ 500 per month.

5.7.4 Duration of Scholarship

The period of scholarship commences from the month following the month of declaration of results of the Foundation Programme and Executive Programme examinations and lasts upto and including the month in which the candidate for the first time becomes eligible to appear in the Executive Programme or Professional Programme examination, as the case may be, or 12 months, whichever is earlier.

5.8 Merit-cum-Means Assistance Scheme

The scheme aims to provide financial assistance to the economically needy and meritorious candidates to enable them to pursue the company secretaryship course. Announcement inviting applications for award of assistance is published in the Institute’s bulletin “Student Company Secretary” normally in the March/April and September/October issues and hosted on the Institute’s website www.icsi.edu.

5.8.1 Minimum Eligibility Criteria

5.8.1.1 For award of Assistance for Executive Programme

The candidate should —

(i) have passed all the papers of Foundation Programme, in the first attempt at one sitting, without claiming exemption in any paper, and secured a minimum of 50 per cent marks in the aggregate;

(ii) have applied for registration as a student to the Institute by submitting his/her application in the prescribed forms together with the requisite registration fee and also for grant of financial assistance in the prescribed form within three months from the date of declaration of his/her result of the Foundation Programme examination;

(iii) not have an income (if employed or is having an independent source of income) more than ₹1,50,000 in a year if living on his/her independent income OR if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not exceed ₹2,50,000 in a year; and

(iv) not be in receipt of financial assistance/scholarship from any other source simultaneously for pursuing the company secretaryship course.

5.8.1.2 For award of Assistance for Professional Programme

The candidate should —

(i) be a bona fide registered student of the Institute;

(ii) have passed all the papers included in both modules of the Executive Programme examination in the first attempt, at one sitting, without claiming exemption in any paper and secured a minimum of 50 per cent marks in the aggregate;

(iii) not have an income (if employed or is having an independent source of income) more than ₹1,50,000 in a year if living on his/her independent
income OR if he/she is dependent on his/her parents/guardian/spouse whether partially or wholly, the combined income from all sources should not exceed ₹2,50,000 in a year; and

(iv) not be in receipt of financial assistance/scholarship from any other source simultaneously for pursuing the company secretaryship course.

5.8.2 Number of Awards of Assistance

5.8.2.1 For Executive Programme

The maximum number of assistance award for the Executive Programme is 25 per session or 50 in a year.

5.8.2.2 For Professional Programme

The maximum number of assistance award for Professional Programme is 25 per session or 50 in a year.

Out of the above awards, two awards per session each for the Executive Programme and Professional Programme are provisionally reserved for candidates belonging to SC/ST and Physically Handicapped candidates fulfilling minimum eligibility conditions given in the scheme.

5.8.3 Value of Assistance

(i) At present, the financial assistance per student is ₹ 350 per month.

(ii) The candidate selected for the award of assistance is exempted from payment of postal tuition fees and examination fees paid/payable during the period of assistance.

5.8.4 Duration of Assistance

The period of assistance commences from the month of registration or from the month following the month of declaration of results of the examination, as the case may be, and lasts upto and including the month in which the candidate is for the first time becomes eligible to appear in the Executive Programme or Professional Programme examination, or 12 months, whichever is earlier.

5.9 Prize Awards Schemes for Company Secretaryship Course

The Institute has established a number of prize award schemes on all-India as well as Regional/Chapter basis for recognising meritorious performance of students in the examinations. According to the prize schemes in vogue, the students considered eligible for prize awards should have passed all the papers of examination concerned in the first attempt, in one sitting, without claiming exemption in any paper, securing highest percentage of marks in the respective examination/module of examination or paper of examination as given in the scheme. Consequent upon recent revision in course curriculum and nomenclatures of papers, these schemes are being revised so as to take into consideration the meritorious performance of candidates who would be appearing in Foundation Programme, Executive Programme and Professional Programme examinations of old syllabus and new syllabus as well.
# ALL INDIA PRIZE AWARDS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>PRESIDENT'S GOLD MEDAL</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus provided that the aggregate is not less than 55%.</td>
</tr>
<tr>
<td>2.</td>
<td><strong>C.C. SUTARIA'S CASH AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>3.</td>
<td><strong>LATE DR. TARIT KUMAR GHOSH MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>4.</td>
<td><strong>LATE P.D. BANGUR MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>5.</td>
<td><strong>SMT. PARMESHWARI DEVI JANKI BALLABH DANI MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>RAI BAHADUR SETH GUIJARMAL MODI MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
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<td>Sl. No.</td>
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<tr>
<td>7.</td>
<td>SARASWATI DHANUKA MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>8.</td>
<td>SMT. ARUNA MEHTA MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>9.</td>
<td>CS RENU GUPTA MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>10.</td>
<td>LATE SMT. PROTIMA GHOSH MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>11.</td>
<td>PT. GOPAL CHANDRA SHASTRI MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>second highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>12.</td>
<td>MANTARAM MEMORIAL ANNUAL CASH PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates in <em>June</em> and <em>December</em> examinations under the old/new syllabus.</td>
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<tr>
<td>Sl. No.</td>
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<tr>
<td>13.</td>
<td>KAPOOR CHAND MOTI CHAND MOHTA MEMORIAL AWARD</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates in <em>June</em> and <em>December</em> examinations under the old/new syllabus.</td>
</tr>
<tr>
<td>14.</td>
<td>BEST STUDENT OF THE YEAR AWARD BY JAYPEE GROUP</td>
<td>Awarded to a candidate who passes in all the papers of <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates in <em>December</em> and <em>June</em> examinations under the old/new syllabus.</td>
</tr>
<tr>
<td>15.</td>
<td>JAYPEE GROUP PRIZE AWARD (MODULE-I)</td>
<td>Awarded to a candidate who passes in all the papers of <em>Module-I of Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate in <em>Module-I</em> taking into account the performance of all such successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>16.</td>
<td>JAYPEE GROUP PRIZE AWARD (MODULE-II)</td>
<td>Awarded to a candidate who passes in all the papers of <em>Module-II of Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate in <em>Module-II</em> taking into account the performance of all such successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>17.</td>
<td>JAYPEE GROUP PRIZE AWARD (MODULE-III)</td>
<td>Awarded to a candidate who passes in all the papers of <em>Module-III of Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate in <em>Module-III</em> taking into account the performance of all such successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>18.</td>
<td>R &amp; A EXCELLENCE AWARD (MODULE-IV)</td>
<td>Awarded to a candidate who passes in all the papers of <em>Module-IV of Professional Programme Examination</em>, at first attempt, in one sitting,</td>
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<td>Sl. No.</td>
<td>Name of the Prize Award</td>
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<td>19.</td>
<td>PT. NEHRU BIRTH CENTENARY ANNUAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> either in ‘Corporate Restructuring &amp; Insolvency’ paper under the old syllabus OR in ‘Corporate Restructuring, Valuation and Insolvency’ paper under the new syllabus, taking into account the performance of all successful candidates in December and June examinations.</td>
</tr>
<tr>
<td>20.</td>
<td>D.L. MAZUMDAR’S SILVER MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> either in ‘Company Secretarial Practice’ paper under the old syllabus OR in ‘Advanced Company Law and Practice’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>21.</td>
<td>D.L. MAZUMDAR’S SILVER MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> either in ‘Corporate Restructuring &amp; Insolvency’ paper under the old syllabus OR in ‘Corporate Restructuring, Valuation and Insolvency’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>22.</td>
<td>LATE SHRI SHYAMAL SEN MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> either in ‘Company Secretarial Practice’ paper under the old syllabus OR in ‘Advanced Company Law and Practice’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
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<td>23.</td>
<td>PAST PRESIDENT CHINUBHAI R. SHAH’S SILVER MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Drafting, Appearances and Pleadings’ paper under the old/new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>24.</td>
<td>VIDYA NAND MEHTA MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Financial Treasury and Forex Management’ paper under the old/new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>25.</td>
<td>TAXMANN’S PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Advanced Tax Laws and Practice’ paper under the old/new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>26.</td>
<td>GHANSHYAM DAS SARAF MEMORIAL GOLD MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘Governance, Business Ethics &amp; Sustainability’ paper under the old syllabus OR in ‘Ethics, Governance and Sustainability ’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>27.</td>
<td>SMT. G.P. PODDAR MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘Due Diligence &amp; Corporate Compliance Management’ paper under the old syllabus OR in ‘Secretarial Audit, Compliance Management and Due Diligence’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
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<tr>
<td>Sl. No.</td>
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<td>28.</td>
<td>PRESIDENT'S SILVER MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus provided that the aggregate is not less than 55%.</td>
</tr>
<tr>
<td>29.</td>
<td>JAYPEE GROUP PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all the papers of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the highest percentage of marks in the aggregate, taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>30.</td>
<td>LATE P.D. BANGUR MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all the papers of Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject, and obtaining the highest percentage of marks in the aggregate, taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>31.</td>
<td>LATE SHRI JAGDISH CHANDRA MALHOTRA MEMORIAL ANNUAL AWARD</td>
<td>Awarded to a lady candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus in June and December examinations.</td>
</tr>
<tr>
<td>32.</td>
<td>KEDARNATH PRAHLADRAI DHANUKA MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>33.</td>
<td>MAUJI RAM JAIN MEMORIAL AWARD</td>
<td>Awarded to a lady candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus.</td>
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<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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<td>34.</td>
<td>SMT. BONDADA SAMANTHAKAMANI MEMORIAL SILVER MEDAL</td>
<td>Awarded to a lady candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>35.</td>
<td>TAXMANN’S PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Tax Laws’ paper under the old syllabus, OR in ‘Tax Laws and Practice’ paper under new syllabus whichever is higher, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>36.</td>
<td>PREETI PURASKAR</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Company Law’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates.</td>
</tr>
<tr>
<td>37.</td>
<td>CS S. RAMAKRISHNAN MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘Economic and Labour Laws’ paper under the old syllabus OR in ‘Economic and Commercial Laws’ paper under the new syllabus, taking into account the performance of all successful candidates.</td>
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<tr>
<td></td>
<td><strong>FOUNDATION PROGRAMME EXAMINATION</strong></td>
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<tr>
<td>38.</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>39.</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
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<td>Sl. No.</td>
<td>Name of the Prize Award</td>
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<tr>
<td>40.</td>
<td>SULTAN CHAND TRUST PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Foundation Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>third highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus.</td>
</tr>
<tr>
<td>41.</td>
<td>DURGADEVI SARAF MEMORIAL GOLD MEDAL</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Foundation Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates under the old/new syllabus.</td>
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</table>

**REGIONAL COUNCIL PRIZE AWARDS**

**EASTERN INDIA REGIONAL COUNCIL PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>1.</td>
<td>EIRC CASH PRIZE</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> in ‘<em>Company Law</em>’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the <em>Eastern Region</em>.</td>
</tr>
<tr>
<td>2.</td>
<td>KEDARNATH DHANUKA MEMORIAL CASH PRIZE</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <em>Eastern Region</em>.</td>
</tr>
<tr>
<td>3.</td>
<td>KEDARNATH PRAHOLDRAI DHANUKA MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <em>Eastern Region</em>.</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
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</tr>
<tr>
<td>4.</td>
<td>NIRMAL CHANDRA CHATTERJEE MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest marks</strong> in ‘Drafting, Appearances and Pleadings’ paper under the old/new syllabus, taking into account the performance of all successful candidates from examination centres within the <strong>Eastern Region</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>BHAGABATI CHATTERJEE MEMORIAL AWARD</td>
<td>Awarded to a <strong>lady</strong> candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all such successful <strong>lady</strong> candidates under the old/new syllabus from examination centres within the <strong>Eastern Region</strong>.</td>
</tr>
<tr>
<td>6.</td>
<td>GAURA DEVI KOTHARI MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <strong>Foundation Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Eastern Region</strong>.</td>
</tr>
</tbody>
</table>

**NORTHERN INDIA REGIONAL COUNCIL PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>NIRC SILVER SOUVENIR AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Northern Region</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>NIRC PRIZE AWARD FOR BOTH MODULES</td>
<td>Awarded to a candidate who passes in all papers of the <strong>Executive Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Northern Region</strong>.</td>
</tr>
</tbody>
</table>
## SOUTHERN INDIA REGIONAL COUNCIL PRIZE AWARDS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SIRC SILVER MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Southern Region</strong>.</td>
</tr>
<tr>
<td>2.</td>
<td>SIRUBALAKKADU SAMBAMOORTHY SRINIVASAN MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Southern Region</strong>.</td>
</tr>
<tr>
<td>3.</td>
<td>SMT. NAGAMMA MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Southern Region</strong>.</td>
</tr>
<tr>
<td>4.</td>
<td>SRI CHAKRA’S CASH AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>second highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Southern Region</strong>.</td>
</tr>
<tr>
<td>5.</td>
<td>SIRC PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest marks</strong> <strong>EITHER</strong> in ‘Corporate Restructuring &amp; Insolvency’ paper under the old syllabus <strong>OR</strong> in ‘Corporate Restructuring, Valuation and Insolvency’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centres within the <strong>Southern Region</strong>.</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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</tr>
<tr>
<td>6.</td>
<td>SIRC – MRS. PANKAJAM RENGACHARI PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks EITHER</em> in ‘Company Secretarial Practice’ paper under the old syllabus OR in ‘Advanced Company Law and Practice’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centres within the <em>Southern Region.</em></td>
</tr>
<tr>
<td>7.</td>
<td>SIRUBALAKKADU SAMBAMOORTHY SRINIVASAN SRINIVASAN MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <em>Southern Region.</em></td>
</tr>
<tr>
<td>8.</td>
<td>SRI CHAKRA’S CASH AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>second highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <em>Southern Region.</em></td>
</tr>
<tr>
<td>9.</td>
<td>LATE G. SUNDARA RAJAN ENDOWMENT AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks EITHER</em> in ‘Securities Laws and Compliances’ paper under the old syllabus OR in ‘Capital Markets and Securities Laws’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the <em>Southern Region.</em></td>
</tr>
<tr>
<td>10.</td>
<td>SIRC – V. KUMAR MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks EITHER</em> in ‘Tax Laws’ paper under the old syllabus OR in ‘Tax Laws and Practice’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the <em>Southern Region.</em></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
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</tr>
<tr>
<td>11.</td>
<td><strong>LATE SHRI K HARIHARAN ENDOWMENT AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in ‘Company Law’ paper under the old/new syllabus, taking into account the performance of all successful candidates from examination centers within the Southern Region.</td>
</tr>
<tr>
<td>12.</td>
<td><strong>HUKLAMAKKI MANJUNATHA HEGDE MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘Company Accounts, Cost and Management Accounting’ paper under the old syllabus OR in ‘Company Accounts and Auditing Practices’ paper under the new syllabus, taking into account the performance of all successful candidates from examination centers within the Southern Region.</td>
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</tbody>
</table>

**BANGALORE CHAPTER OF SIRC (ICSI) PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>GOWRI GANAPATI JOSHI VAJAGADDE MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Bangalore centre(s).</td>
</tr>
<tr>
<td>2.</td>
<td><strong>SMT. NAGAMMA MEMORIAL PRIZE AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Bangalore centre(s).</td>
</tr>
<tr>
<td>3.</td>
<td><strong>HUKLAMAKKI MANJUNATHA HEGDE MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Bangalore centre(s).</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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</tr>
<tr>
<td>4.</td>
<td><strong>LATE SMT. M K VEDAVALLI MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest marks</strong> EITHER in ‘Securities Laws and Compliances’ paper under the old syllabus OR in ‘Capital Markets and Securities Laws’ paper under the new syllabus, taking into account the performance of all successful candidates from <strong>Bangalore</strong> centre(s).</td>
</tr>
<tr>
<td>5.</td>
<td><strong>LATE SHRI G V SETTY AND LATE SMT. KUSUMAMBA MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Foundation Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <strong>Bangalore</strong> centre(s).</td>
</tr>
</tbody>
</table>

**HUBLI-DHARWAD CENTRE OF SIRC (ICSI) PRIZE AWARD**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>C. MADAN MOHAN RAO MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <strong>Hubli-Dharwad</strong> examination centre.</td>
</tr>
</tbody>
</table>

**HYDERABAD CHAPTER OF SIRC (ICSI) PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>LATE MADINEEDI RAMA KRISHNA SUBHADRA MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from <strong>Hyderabad</strong> centre(s).</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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</tr>
<tr>
<td>2.</td>
<td>DR. VASUDEORAO JATKAR MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all such successful candidates under the old/new syllabus in June and December examinations held during a calendar year from Hyderabad centre(s).</td>
</tr>
<tr>
<td>3.</td>
<td>LATE SHRI M. GURU RAJ RAO MEMORIAL GOLD MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).</td>
</tr>
<tr>
<td>4.</td>
<td>SMT. &amp; SRI GADEPALLI SURYANARAYANA RAO MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).</td>
</tr>
<tr>
<td>5.</td>
<td>SMT. PUTTAPARTHI NARAYANAMMA MEMORIAL PRIZE AWARD</td>
<td>Awarded to a lady candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus from Hyderabad centre(s).</td>
</tr>
<tr>
<td>6.</td>
<td>CS S. RAMAKRISHNAN MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks EITHER in ‘Economic and Labour Laws’ paper under the old syllabus OR in ‘Economic and Commercial Laws’ paper under the new syllabus, taking into account the performance of all successful candidates from Hyderabad centre(s).</td>
</tr>
<tr>
<td>7.</td>
<td>MS. YENUGULA LALITHA MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks in</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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<tr>
<td></td>
<td>‘Company Law’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from Hyderabad centre(s).</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>LATE MADINEEDI RAMAKRISHNA SUBHADRA MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Foundation Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Hyderabad centre(s).</td>
</tr>
</tbody>
</table>

**WESTERN INDIA REGIONAL COUNCIL PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>WIRC MEDAL</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region.</td>
</tr>
<tr>
<td>2.</td>
<td>WIRC CASH PRIZE</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the second highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the Western Region.</td>
</tr>
<tr>
<td>3.</td>
<td>LATE SHRI S NARAYANAN MEMORIAL PRIZE AWARD</td>
<td>Awarded to a lady candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus from examination centres within the Western Region.</td>
</tr>
<tr>
<td>4.</td>
<td>PAST PRESIDENT CHINUBHAI R. SHAH AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest marks</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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</tr>
<tr>
<td>5.</td>
<td><strong>SUKHLAL C. MODY MEMORIAL PRIZE</strong></td>
<td>Awarded to a candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest marks</strong> <strong>EITHER</strong> in ‘Corporate Restructuring &amp; Insolvency’ paper under the old syllabus OR in ‘Corporate Restructuring, Valuation and Insolvency’ paper under the new syllabus, taking into account performance of all successful candidates from examination centres within the <strong>Western Region</strong>.</td>
</tr>
<tr>
<td>6.</td>
<td><strong>WIRC PAST CHAIRMAN V.K. MATHUR MEMORIAL AWARD</strong></td>
<td>Awarded to a candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest marks</strong> <strong>EITHER</strong> in ‘Drafting, Appearances and Pleadings’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the <strong>Western Region</strong>.</td>
</tr>
<tr>
<td>7.</td>
<td><strong>SHRI KANHAiyALAL N. DUSANEWALA VAKIL (NANDURBAR) MEMORIAL AWARD</strong></td>
<td>Awarded to a lady candidate who passes in all papers of the <strong>Professional Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>second highest percentage of marks</strong> in the aggregate taking into account the performance of all successful lady candidates under the old/new syllabus from examination centres within the <strong>Western Region</strong>.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>WIRC MEDAL</strong></td>
<td>Awarded to a candidate who passes in all papers of the <strong>Executive Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Western Region</strong>.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>WIRC CASH PRIZE</strong></td>
<td>Awarded to a candidate who passes in all papers of the <strong>Executive Programme Examination</strong>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <strong>highest percentage of marks</strong> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from examination centres within the <strong>Western Region</strong>.</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
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</tr>
<tr>
<td>10.</td>
<td>PAST PRESIDENT CHINUBHAI R. SHAH AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest marks</em> in ‘Company Law’ paper under the old/new syllabus, whichever is higher, taking into account the performance of all successful candidates from examination centres within the Western Region.</td>
</tr>
<tr>
<td>11.</td>
<td>SUGUNA MEMORIAL PRIZE</td>
<td>Awarded to a <em>lady</em> candidate who passes in all papers of the <em>Executive Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful <em>lady</em> candidates from examination centres within the Western Region.</td>
</tr>
<tr>
<td>12.</td>
<td>ELVINA PINTO MEMORIAL PRIZE AWARD</td>
<td>Awarded to a candidate who passes in all papers of the <em>Foundation Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates from examination centres within the Western Region.</td>
</tr>
</tbody>
</table>

**AHMEDABAD CHAPTER OF WIRC (ICSI) PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SHRISH H. SHAH MEMORIAL PRIZE</td>
<td>Awarded to a candidate who passes in all papers of the <em>Professional Programme Examination</em>, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the <em>highest percentage of marks</em> in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Ahmedabad Centre(s).</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Name of the Prize Award</td>
<td>Criteria</td>
</tr>
<tr>
<td>--------</td>
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</tr>
<tr>
<td>2.</td>
<td>SHRISH H. SHAH MEMORIAL PRIZE</td>
<td>Awarded to a candidate who passes in all papers of the Executive Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Ahmedabad Centre(s).</td>
</tr>
</tbody>
</table>

**PUNE CHAPTER OF WIRC (ICSI) PRIZE AWARDS**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Prize Award</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SMT. SHAKUNTALABAI N. NAVARE &amp; SHRISH BHAGWAN D. BHAVE MEMORIAL AWARD</td>
<td>Awarded to a candidate who passes in all papers of the Professional Programme Examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks in the aggregate taking into account the performance of all successful candidates under the old/new syllabus from Pune Centre.</td>
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</tbody>
</table>

**SCHOLARSHIP**

“LATE P. D. BANGUR MEMORIAL MERIT SCHOLARSHIP”

*(For pursuing studies for Professional Programme of “Company Secretaryship” Course)*

(i) Eligibility Criteria for award of Scholarship:

To be awarded to a candidate who passes in all the papers of the Executive Programme examination, at first attempt, in one sitting, without claiming exemption in any subject and obtaining the highest percentage of marks taking into account the performance of all successful candidates under the old/new syllabus in Executive Programme Examination on all-India basis.

Duration: For a period of 10 months from the month following the month of declaration of results of Executive Programme Examination.
CHAPTER VI
DATE OF TRAINING, PRACTICAL EXPERIENCE AND TRAINING REQUIREMENTS AND MEMBERSHIP

6.1 A candidate who has passed the Professional Programme examination of the Institute is required to possess the practical experience and undergo the practical training or be exempted therefrom, as specified below for becoming eligible to Associate Membership of the Institute.

6.2 Practical Experience or Training

Every candidate registered as a student on or after the commencement of the Company Secretaries (Amendment) Regulations, 2001 (including a student registered de novo) and passing the Professional Programme Examination of the Institute and every candidate registered as a student before the commencement of the said regulations and who has not completed the training in accordance with the regulations in force within five years of date of his registration shall be required either:

(a) to possess practical experience to the satisfaction of the Council in any one of the following manners, namely:

(i) One year experience as an Assistant/Deputy Company Secretary or any other post higher thereto in the Secretarial Department or three years’ experience as Secretarial Officer/ Executive in Secretarial Department in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

(ii) two years’ experience as an executive or three years’ experience as an assistant under a Company Secretary in whole-time practice or in a firm of such Company Secretaries, which in the opinion of the Council provides scope for acquiring sufficient professional experience;

(iii) three years’ experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/internal audit or providing management consultancy services or three years’ experience of continuous practice as an Advocate in a High Court having rendered services as Counsel/Advisor to a Company having paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

(iv) three years’ experience as an executive or four years’ experience as an assistant in the secretarial, administration, accounts, finance, personnel
or legal departments in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having fixed assets of not less than rupees fifty lakhs including Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;

(v) have acquired practical experience equivalent to those specified under clause (b) or clause (c) of this Regulation in such professional institutions in India or abroad as may be recognized by the Council in this behalf on reciprocal basis;

OR

(b) to undergo training in the manner and areas specified by the Council for a period of fifteen months in a company having a paid-up share capital of not less than rupees fifty lakhs or any other institution or organization as may be approved by the Council from time-to-time;

OR

(c) to undergo training under a Company Secretary in whole-time practice or in a firm of such Company Secretaries as approved by the Council for a period of fifteen months on whole-time basis working during normal working hours.

6.3 Training after passing Executive Programme Examination

A candidate who has passed the Executive Programme Examination of the Institute may commence his training with companies or under a company secretary in practice or a firm of company secretaries in practice, recognized for the purpose by the Institute with prior approval and sponsorship from the Institute for fifteen months.

6.4 Compulsory Practical Training

Every candidate passing the Professional Programme Examination of the Institute in addition to acquiring practical experience or undergoing training as stipulated in regulation 48 shall be required to undergo compulsory practical training for a total period of four months as specified below:

(a) to undergo three months' training in a public limited company or body corporate having a paid-up share capital of not less than rupees twenty-five lakhs as approved by the Council from time-to-time in the following manner:

(i) Secretarial Department (including shares and Legal) - one month;

(ii) Finance and Accounts Department (including Costing, Management Accounting, Internal Audit and Taxation) - one month;

(iii) Administration Department (including Personnel, General Administration, Industrial, Public Relations, Marketing and Materials Management) - one month;
Provided that a candidate who has undergone training for a period of fifteen months as specified in clauses (b) and (c) of regulation 48 may be exempted from the requirement of clause (a) of this regulation:

Provided further that the Council may on an application made in this behalf by the candidate exempt him from undergoing practical training if the Council is satisfied that the candidate has already undergone the training prescribed by such professional institutions, in India or abroad as may be recognized by the Council in this behalf on reciprocal basis:

(b) to attend and complete successfully Management Skills Orientation Programme for fifteen days in such manner and areas as determined by the Council and training in a specialized agency such as the Office of the Registrar of Companies, stock exchange, financial or banking institution or management consultancy firm for another fifteen days:

Provided that the Council may on an application made in this behalf by the candidate exempt him from undergoing Management Skills Orientation Programme and training in a specialized agency specified in clause (b) if the Council is satisfied that the candidate has already undergone the training prescribed by such professional institutions, in India or abroad as may be recognized by the Council in this behalf on reciprocal basis.

6.5 Exemption from undergoing practical training except Management Skills Orientation Programme (MSOP)

A candidate may be exempted from undergoing practical training for a maximum period of 3 ½ months except MSOP if he possesses at least one year’s experience as assistant secretary or any post higher thereto in the secretarial department in a company or a body corporate having a paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs including any public sector undertaking, autonomous body, financial institution or bank which in the opinion of the Council, provides scope for acquiring sufficient professional experience.

6.6 Partial exemption from undergoing practical training

A candidate who has acquired practical experience as prescribed in para 6.2(a) above may be exempted for a maximum period of one month in any one of the three compulsory areas of practical training in company and a maximum period of fifteen days in a specialized agency such as the office of the Registrar of Companies, Stock Exchange, Financial or Banking Institutions, Management Consultancy firm provided the candidate gives documentary evidence to show that the candidate has acquired substantial portion of practical experience in that area.

6.7 Exceptions with regard to 6.2(a), 6.4 and 6.5

Any person not falling in all or any respect with regard to practical experience and practical training requirements as specified in 6.2(a), 6.4 and 6.5, but claims to have acquired practical experience and undergone practical training equivalent to those specified above may apply for full or partial exemption from acquiring practical experience or undergoing practical training as the case may be, and the
Council may determine each case for partial or total exemption except MSOP taking into account the evidence produced by such person or after interviewing him.

6.8 Training procedure

A candidate intending to undergo training should apply to the Institute in Form ST-10. The application form should be submitted in duplicate specifying the names and addresses of recognized companies/approved company secretaries in practice, in order of preference where training is to be undertaken. On receipt of the application, the Institute would forward the particulars of the candidates to the company/company secretary in practice as per the option given by the candidate. Further on receipt of confirmation about the selection of the candidate by the company/company secretary in practice, the Institute would issue sponsorship letter to the company or the company secretary in practice as the case may be in favour of the candidate. The candidate can commence the training on receipt of the sponsorship letter from the Institute after intimating the date of commencement of training with the company or under a company secretary in practice. Candidates undergoing training under a company secretary in practice are also required to execute an agreement with the company secretary in practice on a stamp paper of ₹10* and send the particulars to the Institute for registration in the prescribed format within 15 days from the date of commencement of training.

The Council of the Institute has decided the following training structure for the students registered for Executive Programme Course on or after 01/09/2009:

1. Every student registered for Executive Programme course is required to attend 7 days Student Induction Programme (SIP) organized by Regional Council/Designated Chapters of the Institute within 6 months from the date of registration for the Executive Programme.

2. Every student requiring to undergo 15 months training should compulsorily attend 8 days Executive Development Programme (EDP) organized by Regional Council/Designated Chapters of the Institute before sponsored for 15 months training in a company or under Company Secretaries in Practice.

3. Every student undergoing 15 months training is also required to attend 25 hours Professional Development Programme (PDP) which would be organized by the Institute and its Regional Councils/Chapters.

4. Every student after passing Professional Programme Examination and on completion of 15 months training or being exempted there from should compulsorily attend 15 days Management Skills Orientation Programme** (MSOP) organized by Regional Councils/Designated Chapters of the Institute and training in a specialized agency such as office of the Registrar of Companies, stock exchange, financial or banking institution or management consultancy firm for another fifteen days.

6.9 A candidate who has undergone training for a period of 15 months in a company or under a company secretary in practice may not be required to undergo 3 months compulsory practical training in the company after passing the Professional Programme examination.

* (For Delhi only. In case of other States, the value as may be applicable to the particular State where the contract is executed).

** SMTP is renamed as MSOP.
6.10 Similarly the Professional Programme pass candidates intending to claim exemption from training on the basis of working experience as prescribed under the Regulations should apply to the Institute in the Form ST-10 given in this Handbook along with the relevant supporting documents.

6.11 The students undergoing training in a company or under a company secretary in practice are required to send quarterly-reports specifying the details of training undertaken duly countersigned by the company secretary or training officer of the company/company secretary in practice as the case may be.

6.12 Any training undertaken without previously having been sponsored by the Institute will not be recognized. It may be noted that no cognizance or credit shall be given for training undertaken without the prior approval/sponsorship of the Institute.

6.13 A candidate who claims to have possessed the requisite practical experience as specified in sub-clause (a) of para 6.2 and/or is seeking partial/total exemption from undergoing practical training is required to apply in the Form ST-10 and should attach with his application the following documents:

(i) Appointment letter for past and present employer.

(ii) Experience certificate, indicating exact designation, duration of service, salary drawn, and job contents in brief duly signed by the MD/Chief Executive/Authorised Signatories.

(iii) A Copy of the annual report & accounts of the organization(s) for the relevant period; and

(iv) Organization chart indicating the position of the applicant in the organization hierarchy duly certified by the MD/Chief Executive/Authorised Signatories of the organization.

(v) Salary slip for the beginning and the last pay drawn from the organization.

6.14 Proforma for Training

The proforma for training can be obtained from the Institute by sending a self-addressed envelope with stamp of the value of ₹ 5/- or can be typed from the format published in the Handbook - Career in Company Secretaryship or downloaded from the website of the Institute www.icsi.edu by clicking the training link.

6.15 Proof of Practical experience and training

A candidate who possesses the requisite practical experience and has undergone the requisite practical training or has been exempted therefrom shall be required to produce necessary documentary proof to the satisfaction of the Council along with his application in the appropriate form for Associate membership.

6.16 Requirement of certificate of fitness

Every applicant for membership claiming to have acquired the necessary practical experience and undergone the prescribed practical training shall be required to obtain certificate from at least two members having a standing of three years’ membership as approved by the Council, certifying that in the opinion of the certifying members, the candidate is a fit and appropriate person to be admitted to the Associate Membership of the Institute.
6.17 Disciplinary action in connection with training including Management Skills Orientation Programme

In the event of any misconduct by a candidate undergoing training including Management Skills Orientation Programme (MSOP), the Council or the Disciplinary Committee may *suo motu* or on receipt of a complaint, if it is satisfied that the misconduct is proved after such investigation as it may deem necessary and after giving him an opportunity of being heard, reprimand the candidate or cancel or suspend his registration as a student or suspend or debar him from appearing in any one or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purposes of regulation 48 or regulation 50 or declare that such a candidate is not a fit and appropriate person to be admitted to the Associate Membership of the Institute.

Explanation - For the purposes of the regulation “misconduct” shall include “a behavior in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations of the organization in which he/she is undergoing training.”

6.18 Licentiate ICSI

A person who has completed the Professional Programme examination of the Institute may within six months from the date of declaration of results in which he has passed the Professional Programme examination, apply in Form ST-8 for enrolling him as a licentiate along with annual fee of ₹1000.

6.19 Attestation of Certificates

Candidates seeking licentiateship/membership are required to attach copies of date of birth & degree certificate duly attested by any officer of the Institute/Executive Officer of a Regional Office/any office bearer of the Regional Council/Chapter. Alternatively, original certificates and their copies may be sent along with the Licentiate/membership application form. Original certificates will be returned by registered post after necessary verification.

On being enrolled as a Licentiate of the Institute, he shall be entitled to use the descriptive letters “Licentiate ICSI” to indicate that he has qualified in the Professional Programme examination of the Institute. He is also provided the monthly journal “Chartered Secretary” having a subscription rate of ₹1000 per annum free of charge. Every student qualifying in the Professional Programme examination is, therefore strongly recommended to enroll himself as a ‘Licentiate ICSI’ as it helps him to have a medium of communication with the Institute’s activities and also to update his professional knowledge during the period he spends in acquiring experience or undergoing practical training for admission to associate membership. It will also facilitate him to maintain continuous link with the Institute. A licentiate shall not ordinarily be eligible to renew his enrolment for more than five years after completing/passing the Professional Programme examination.
Grant of licentiateship does not confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be. However, such licentiate may be permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter subject to such conditions as may be imposed by the Council, Regional Council or Chapter as the case may be.

6.20 Application for Membership

A candidate who has passed the Professional Programme examination of the Institute and completed the training requirements in all respects or exempted therefrom on the basis of experience may apply for Associate membership of the Institute in the approved Form ‘A’ available on the website of the Institute [www.icsi.edu](http://www.icsi.edu). The form must be completed in all respects and no column should be left blank. If any item is not applicable, the words ‘not applicable’ should be stated. Candidates who are in employment at the time of filling of application must give office address in the column ‘Professional Address’. In case professional address is not provided, the residential address would be treated as communication address by default and the same would be displayed on the website. The application should be accompanied with the following:-

1. Two fitness certificates in the prescribed form from the members of the Institute having at least three years standing as a member of the Institute.

2. A crossed demand draft for the requisite amount of the fee payable at the time of applying for membership as under:-

   ₹ 1500 towards entrance fee
   ₹ 1125 towards annual fee
   (50 per cent payable if admitted between October and March)
   ₹ 500 for Necktie (optional)
   ₹ 100 for Lady Broach (optional)

3. A passport size photograph be pasted on the specimen signature card.

4. Scanned image of photograph in jpeg format be sent separately at e-mail Ids [acs@icsi.edu](mailto:acs@icsi.edu) / santosh.jha@icsi.edu.

Application for membership can be made online alongwith remittance of the requisite fee by net banking through Institute’s portal [www.icsi.in](http://www.icsi.in).

6.21.1 Associate Member

A person who has passed the Professional Programme examination of the Institute and has completed training requirements in all respects or exempted therefrom on the basis of experience shall be entitled to get himself enrolled as an Associate Member. On his admission to Associateship, he is entitled to use the descriptive letters “ACS” after his name to denote that he is an Associate Member of the Institute and also to use the designation “Company Secretary” under his name.

6.21.2 Fellow Member

A person is entitled to get himself enrolled as a Fellow if he is an Associate Member for at least five years and fulfills the other conditions stipulated in the Regulation 4 (2) of the Company Secretaries Regulations, 1982. Eligible members
may apply for Fellow Membership of the Institute in approved Form B available on the website of the Institute www.icisi.edu. The application should be accompanied with the following:

1. Experience Certificate indicating the designation, period of employment, details of nature of duties, paid up share capital of the organization issued by the competent authority or copy of certificate of practice of the respective professional body/Institute;

2. A crossed demand draft for the requisite amount of the fee payable at the time of applying for Fellow membership as under:
   - ₹ 1000 towards entrance fee
   - ₹ 1500 towards annual fee

Members who have already paid the annual membership fee for the relevant year will pay the difference of annual membership from Associate to Fellow i.e. 375/- along with entrance fee of ₹ 1000/-.

Application for membership can be made online along with remittance of the requisite fee by net banking through Institute’s portal www.icisi.in.

Upon his advancement to Fellowship, he is entitled to use the descriptive letters “FCS” after his name to denote that he is a Fellow Member of the Institute.
SYLLABUS
FOR
FOUNDATION PROGRAMME
PAPER 1: BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP
Level of Knowledge: Basic Knowledge
Objective: To give orientation about different forms of organizations, functions in organizations, business strategies and environment, along with an exposure to elements of business laws and entrepreneurship.

Contents:
PART A: BUSINESS ENVIRONMENT (30 MARKS)
1. Business Environment
   • Introduction and Features
   • Concepts of Vision & Mission Statements
   • Types of Environment:
     • Internal to the Enterprise
     • External to the Enterprise
       • Micro: Suppliers, Customers, Market Intermediaries
       • Macro: Demography, Natural, Legal & Political, Technological, Economy, Competition, Socio-Cultural and International
   • Business Environment with reference to Global Integration
2. Forms of Business Organization
   Concept and Features in relation to following business models:
   • Sole Proprietorship
   • Partnership
   • Company
   • Statutory Bodies and Corporations
   • HUF and Family Business
   • Cooperatives, Societies and Trusts
   • Limited Liability Partnership
   • Other Forms of Organizations
3. Scales of Business
- Micro, Small and Medium Enterprises
- Large Scale Enterprises and Public Enterprises
- MNCs

4. Emerging Trends in Business
Concepts, Advantages and Limitations
- Network Marketing
- Franchising
- Business Process Outsourcing (BPO)
- E-Commerce
- M-Commerce

5. Business Functions
- Strategic: Planning, Budgetary Control, R&D, Location of a Business, Factors affecting location, Decision Making and Government Policy
- Supply Chain: Objectives, Importance, Limitations, Steps, Various Production Processes
- Marketing: Concept, Difference between Marketing and Selling, Marketing Mix, Functions of Marketing
- Human Resources: Nature, Objectives, Significance
- Services: Legal, Secretarial, Accounting, Administration, Information and Communication Technology

PART B: BUSINESS LAWS (40 MARKS)

6. Introduction to Law
- Meaning of Law and its Significance; Relevance of Law to Modern Civilized Society; Sources of Law; Legal Terminology and Maxims; Understanding Citation of Cases

7. Elements of Company Law
- Meaning and Nature of Company; Promotion and Incorporation of a Company; Familiarization with the Concept of Board of Directors, Shareholders and Company Meetings; Company Secretary; E-Governance

8. Elements of Law relating to Partnership
- Nature of Partnership and Similar Organizations - Co-Ownership, HUF; Partnership Deed; Rights and Liabilities of Partners: New Admitted, Retiring and Deceased Partners; Implied Authority of Partners and its Scope; Registration of Firms; Dissolution of Firms and of the Partnership

9. Elements of Law relating to Contract
- Contract – Meaning; Essentials of a Valid Contract; Nature and
Performance of Contract; Termination and Discharge of Contract; Indemnity and Guarantee; Bailment and Pledge; Law of Agency

10. Elements of Law relating to Sale of Goods
   - Essentials of a Contract of Sale; Sale Distinguished from Agreement to Sell, Bailment, Contract for Work and Labour and Hire-Purchase; Conditions and Warranties; Transfer of Title by Non-Owners; Doctrine of Caveat Emptor; Performance of the Contract of Sale; Rights of Unpaid Seller

11. Elements of Law relating to Negotiable Instruments
   - Definition of a Negotiable Instrument; Instruments Negotiable by Law and by Custom; Types of Negotiable Instruments; Parties to a Negotiable Instrument - Duties, Rights, Liabilities and Discharge; Material Alteration; Crossing of Cheques; Payment and Collection of Cheques and Demand Drafts; Presumption of Law as to Negotiable Instruments

PART C: ENTREPRENEURSHIP (30 MARKS)

12. Entrepreneurship
   - Introduction to Concept of Entrepreneurship, Traits of Entrepreneur, Entrepreneurship: Who is an Entrepreneur, Why Entrepreneurship
   - Types of Entrepreneurs - Idealist, Optimizer, Hard Worker, Sustainer, Improver, Advisor, Superstar, Artiste, Visionary, Analyst, Fireball, Juggler, Hero, Healer
   - Distinction Between Entrepreneur and Manager
   - Entrepreneurship and Intrapreneurship: Definition, Features, Examples and Difference

13. Entrepreneurship - Creativity and Innovation
   - Entrepreneurial Venture Initiation: Sensing Entrepreneurial Opportunities, Environment Scanning, Market Assessment
   - Assessment of Business Opportunities: Identification of Entrepreneurial Opportunities, Selection of an Enterprise, Steps in setting up of an Enterprise
   - Entrepreneurial Motivation: Meaning and Concept, Process of Achievement Motivation, Self-efficacy, Creativity, Risk Taking, Leadership, Communication and Influencing Ability, Mentoring and Planning Action
   - Developing Effective Business Plan

14. Growth & Challenges of Entrepreneurial Venture
   - Strategic Planning for Emerging Venture: Entrepreneurial Opportunities in Contemporary Business Environment
   - Managing the Growing Business: Effecting Change, Modernization, Expansion, and Diversification
PAPER 2: BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

Level of Knowledge: Basic Knowledge

Objectives: To acquaint with the basic principles of management, ethics and communication techniques.

Contents:
PART A: BUSINESS MANAGEMENT (40 Marks)
1. Nature of Management and its Process
   - Meaning, Objectives, Importance; Nature of Management - Science, Art, Profession; Management Approaches; Management Functions - Planning, Organizing, Human Resource Management, Directing and Control; Principles of Management - Fayol’s and Taylor’s Principles; Managerial Skills; Task and Responsibilities of Professional Manager
2. Planning
   - Concept, Features, Importance, Limitations; Planning Process; Types of Plans - Objectives, Strategy, Policy, Procedure, Method, Rule, Budget; Plan vs. Programme, Policies and Procedures; Decision-Making
3. Organisation
   - Concept, Features, Importance, Limitations; Organizing Process; Types of Organisation; Structure of Organisation; Centralisation and De-Centralisation; Delegation; Growth in Organisation
   - Concept, Features, Importance, Limitations; Recruitment Process - Selection; Training and Development - Methods; Functions of Personnel Manager; Performance Appraisal
5. Direction and Co-ordination
   - Direction: Concept, Features, Importance, Limitations; Elements of Direction - Supervision, Motivation, Leadership, Communication;
   - Co-ordination: Concept, Features, Importance, Limitations; Types - Internal and External; Co-ordination - the Essence of Management
6. Controlling
   - Concept, Features, Importance, Limitations; Control Process; Essentials of a Good Control System; Techniques of Control - Traditional and Non-Traditional Control Devices; Relationship between Planning and Controlling
7. Recent Trends in Management
   - Change Management
   - Crisis Management
   - Total Quality Management
   - Risk Management
   - Global Practices

PART B: BUSINESS ETHICS (20 MARKS)
8. Business Ethics
   - Genesis, Concepts, Elements, Ethics in Business
   - Challenges of Business Ethics and Corporate Leadership
   - Ethical Principles in Business – Indian Perspective
PART C: BUSINESS COMMUNICATION (40 Marks)

9. Business Communication
   • Concept, Features, Importance, Limitations; Means of Communication —
     Written, Oral, Visual, Audio-Visual
   • Principles and Essentials of Business Communication
   • Process of Communication
   • Barriers to Communication

10. Essentials of Good English
    • Grammar and Usage; Enriching Vocabulary, Words - Multiple Meaning,
      Single Word for a Group of Words - Choice of Words - Words Frequently
      Mis-spelt; Punctuations, Prefix and Suffix; Parts of Speech; Articles;
      Synonyms and Antonyms; Tenses; Idioms and Phrases; Foreign Words and
      Phrases commonly used; Abbreviations and Numerals; Pronunciation.
      Latin, French and Roman words which are used in abbreviated form like
      “e.g., RSVP, viz. etc.”

11. Business Correspondence
    • Human Resource: Preparation of Resume, Job application, Drafting of
      Interview Letters, Call Letters and Offer of Appointment, Provisional and
      Final Appointment Orders; Goodwill Messages, Condolence Letters
    • Purchase: Requests for Quotations, Tenders, Samples and Drawings;
      Purchase Order, Order Acceptance, Complaints and Follow-Up
    • Sales: Drafting of Sales Letters, Circulars, Preparation of Sale Notes, Sales
      Reports, Sales Promotion Matters, Customers’ Correspondence - Regarding
      Dues, Follow up Letters
    • Accounts: Correspondence with Various Agencies; Banks - Regarding
      Over-Drafts, Cash Credits and Account Current, Insurance Companies -
      Regarding Payment, Renewal of Insurance Premium, Claims and their
      Settlement
    • Secretarial: Correspondence with Shareholders and Debenture-Holders
      Pertaining to Dividend and Interest, Transfer and Transmission, Stock
      Exchanges, Registrar of Companies and Various Authorities like Reserve
      Bank of India, SEBI
    • Introduction to Preparation of Agenda and Minutes for Meetings

12. Administration
    • Drafting of Messages; Messages through Electronic Media; Public Notices
      and Invitations; Representations to Trade Associations, Chambers of
      Commerce and Public Authorities

13. Inter-departmental Communication
    • Internal Memos; Office Circulars; Office Orders; Office Notes;
      Representation to Chief Executive and Replies thereto; Communication
      with Regional/Branch Offices

14. Preparation of Press Releases

15. E-Correspondence
PAPER 3: BUSINESS ECONOMICS

Level of Knowledge: Basic Knowledge

Objective: To familiarize the basic concepts and theories of economics, elementary statistics and mathematics.

Contents:

PART A: ECONOMICS (70 MARKS)

1. Nature and Scope of Economics
   • Economics: Definition, Nature and Scope; Micro and Macro Economics; Positive and Normative Economics; Central Problems of an Economy; Production Possibility Curve and Opportunity Cost; Working of Economic Systems (Capitalistic Economy, Socialistic Economy, Mixed Economy); Economic Cycles; Inflation and Recession

2. Theory of Demand and Supply
   • Utility Analysis - Total Utility and Marginal Utility; Law of Diminishing Marginal Utility; Law of Equi-Marginal Utility; Consumers’ Equilibrium; Law of Demand & Elasticity of Demand; Law of Supply & Elasticity of Supply; Demand and Supply Equilibrium; Theory of Consumer’s Behaviour – Marshallian Approach and Indifference Curve Approach

3. Theory of Production, Costs and Revenue
   • Meaning and Factors of Production; Returns to Factor and Returns to Scale; Cost Concepts and Cost Curves; Revenue Concepts and Revenue Curves; Producers' Equilibrium

4. Forms of Markets and its Equilibrium
   • Forms of Markets - Meaning and Characteristics
   • Price and Output Determination - Equilibrium for Firm and Industry under
     • Perfect Competition
     • Monopoly
     • Monopolistic Competition

5. Money and Banking
   • Concept of Money - Functions; Quantity Theory of Money; Credit Creation
   • Central Bank (Reserve Bank of India) - Role and Functions
   • Commercial Banks - Role and Functions
   • Monetary Policy in India

6. Basic Characteristics of Indian Economy
   • Development Initiatives through Five Year Plans
   • Agriculture
     • Causes of Low Productivity
     • Farm Size Productivity Debate
     • Land Reforms: Meaning, Importance and Evaluation
     • Green Revolution and its Effects
     • Globalisation and Indian Agriculture
   • Industry
     • Development Policies and Experience
     • Industrial Policy Resolutions
• New Industrial Policy 1991

7. Selected Areas of Indian Economy
• Population - Size, Rate of Growth and its Implication for Growth
• Poverty - Absolute and Relative Poverty and Main Programmes for Poverty Alleviation
• Unemployment - Types, Causes and Incidence of Unemployment
• Infrastructure - Energy, Transportation, Communication, Health and Education

PART B: ELEMENTARY STATISTICS (30 MARKS)

8. Statistics: An Overview
• Definition and Functions of Statistic; Statistical Techniques Commonly used in Business Activities; Law of Statistics; Limitations of Statistics

9. Collection and Presentation of Statistical Data
• Primary and Secondary Data; Classification and Tabulation of Data; Frequency Distribution of Data; Diagrams and Graphs

10. Measures of Central Tendency
• Mean
• Median
• Mode
• Standard Deviation

11. Mathematics of Finance
• Simple Interest
• Compound Interest
• Present Value & Future Value of an Annuity

12. Probability
• Sample Spaces, Events and Probability
• Set Theory: Union, Intersection, and Complement of Events
• Conditional Probability, Intersection, and Expected Value
• Random Variable, Probability Distribution, and Expectation

13. Index Numbers and Time Series Analysis
• Familiarization with the concepts relating to Index Numbers and Time Series (Simple Numerical Problems)

PAPER 4: FUNDAMENTALS OF ACCOUNTING AND AUDITING

Level of Knowledge: Basic Knowledge
Objective: To familiarize and develop an understanding of the basic aspects of accounting, auditing concepts and their principles.

Contents:
PART A: FUNDAMENTALS OF ACCOUNTING (70 MARKS)

1. Theoretical Framework
• Meaning and Scope of Accounting; Accounting Concepts; Accounting Principles, Conventions and Standards – Concepts, Objectives, Benefits; Accounting Policies; Accounting as a Measurement Discipline – Valuation Principles, Accounting Estimates
2. **Accounting Process**
   - Documents & Books of Accounts: Invoice, Vouchers, Debit & Credit Notes, Day books, Journals, Ledgers and Trial Balance
   - Capital and Revenue: Expenditures and Receipts; Contingent Assets and Contingent Liabilities
   - Rectification of Errors

3. **Bank Reconciliation Statement**
   - Meaning; Causes of difference between Bank Book Balance and Balance as per Bank Pass Book / Bank Statement; Need of Bank Reconciliation Statement; Procedure for Preparation of Bank Reconciliation Statement

4. **Depreciation Accounting**
   - Methods, Computation and Accounting treatment of Depreciation; Change in Depreciation Methods

5. **Preparation of Final Accounts for Sole Proprietors**
   - Preparation of Profit & Loss Account, Balance Sheet

6. **Partnership Accounts**
   - Goodwill
     - Nature of Goodwill and Factors affecting Goodwill
     - Methods of Valuation: Average Profit, Super Profit and Capitalization Methods
     - Treatment of Goodwill
   - Final Accounts of Partnership Firms
     - Admission of a Partner
     - Retirement/Death of a Partner
     - Dissolution of a Partnership Firm

7. **Introduction to Company Accounts**
   - Issue of Shares and Debentures; Forfeiture of Shares; Re-Issue of Forfeited Shares; Redemption of Preference Shares

**PART B: FUNDAMENTALS OF AUDITING (30 MARKS)**

8. **Auditing**
   - Concepts and Objectives
   - Principles of Auditing
   - Types of Audit
   - Evidence in Auditing
   - Audit Programmes

9. **Audits and Auditor’s Reports**
   - Internal Audit
   - Statutory Auditor: Appointment, Qualification, Rights and Duties
   - Secretarial Audit: An Overview
   - Cost Audit: An Overview
   - Auditor’s Report: Meanings, Contents, Types, Qualifications
EXECUTIVE PROGRAMME

MODULE I

PAPER 1: COMPANY LAW

Level of Knowledge: Expert Knowledge

Objective: To acquire knowledge and develop understanding of the regulatory framework of companies with reference to various provisions of Companies Act and its schedules, rules, notifications, circulars, clarifications there under including case laws and Secretarial standards.

Detailed contents:

1. Introduction
   - Historical Development of Concept of Corporate Law in India.
   - Nature and Forms of Business.
   - Company vis-à-vis other Forms of Business.
   - Concept of Corporate Personality, Corporate Veil, Limited Liability and Citizenship.

2. Incorporation and its Consequences
   - Types of Companies and their incorporation.
   - Promoters – Meaning, Position, Duties, Rights, Responsibilities and Liabilities.
   - Formation of Companies – Procedural Aspects.
   - Memorandum of Association & Articles of Association and their Alteration.
   - Contracts and Conversion of Companies.
   - Commencement of Business.

3. Financial Structure
   - Concept of Capital and Financing of Companies – Sources of Capital; Classes and Types of Shares; Equity Shares with Differential Rights; Issue of Shares at Par, Premium and Discount; Forfeiture and Surrender of Shares; Bonus Issues; Rights Issues; Issue of Sweat Equity Shares; Employees Stock Option Scheme; Private Placement; preference shares and other forms of securities.
   - Alteration of Share Capital – Reduction of Capital; Buy–Back of Shares.
   - Prospectus – Definition; Abridged Prospectus; Red–Herring Prospectus; Shelf Prospectus; Information Memorandum; Contents, Registration; Misrepresentations and Penalties.
   - Debt Capital – Debentures, Debenture Stock, Bonds; Recent Trends and Dynamics of Corporate Debt Financing; Debenture Trust Deed and Trustees; Conversion of and Redemption of Debentures.
   - Securing of Debts: Charges; Creation, Modification and Satisfaction of Charges.
   - Allotment and Certificates – General Principles and Statutory Provisions related
to Allotment; Minimum Subscription; Irregular Allotment; Procedure of Issue of Share Certificates and Warrants.

4. Membership in a Company
   Modes of Acquiring Membership.
   Rights and Privileges of Members, Register of Members.
   Dematerialisation and Rematerialisation of Securities.
   Transfer and Transmission of Securities in Physical and Dematerialized forms.
   Nomination.

5. Management and Control of Companies
   Directors – Types, Director’s Identification Number (DIN), Appointment/Reappointment, Qualifications, Disqualifications, Vacation of Office, Retirement, Resignation and Removal of Managing and Whole–Time Directors and Manager.
   Role and Responsibilities of Directors.
   Powers and Duties.
   Loans to Directors.
   Remuneration of Directors.
   Office or Place of Profit.
   Contracts in which Directors are Interested.
   Board of Directors and its Committees.
   Company Secretary – Appointment, Role and Responsibilities.
   Company Secretary as a Key Managerial Personnel.
   Meetings:
   Meetings of Board and Committees – Frequency, Convening, Proceedings, Video Conferencing of Board/Committee(s); Resolution by Circulation; Minutes and Evidence.
   General Meetings – Kinds of Meetings; Law, Practice and Procedure relating to Convening and Proceedings at General and Other Meetings; Notice, Quorum, Chairman, Proxy, Voting including voting through Electronic Means; Resolutions, Circulation of Members’ Resolution, etc.; Postal Ballot; Recording, Signing and Inspection of Minutes.
   Distribution of Powers of a Company – Division of Powers between Board and General Meetings; Acts by Directors in Excess of Authority; Monitoring and Management.
   Sole Selling and Buying Agents – Meaning, Appointment and Reappointment, Removal; Powers of Central Government and Rules Framed for the Purpose.

6. Investments, Loans and Deposits
   Law relating to making investments in and granting loans to other bodies corporate and giving guarantees and providing security.
   Acceptance of Deposits, Renewal, Repayment, Default and Remedies.

7. Accounts and Audit
   Books of Accounts.
Financial Statements.
Auditors – Appointment, Resignation and Removal; Qualification and Disqualification; Rights, Duties and Liabilities.
Audit and Auditor’s Report.
Cost Audit and Special Audit.

8. **Dividends**
Profit and Ascertainment of Divisible Profits.
Declaration and Payment of Dividend.
Treatment of Unpaid and Unclaimed Dividend.
Transfer of Unpaid and Unclaimed Dividend to Investor Education and Protection Fund.
Board’s Report and Disclosures Contents and Annexure to Board’s Report.
Directors’ Responsibility Statement – Preparation and Disclosures.
Compliance Certificate – Need and Objective; Issue and Signing by Practising Company Secretary.
Corporate Governance Report.

9. **Registers, Forms and Returns**
Statutory Books and Registers prescribed under various provisions of the Company Law – Maintenance, Authentication Place of Keeping and Inspection.
Filing of various Forms and Returns with the Authorities.
Procedure and Penalties for Delayed Filing.
Annual Return – Nature and Significance; Contents; Certification by Practising Company Secretary.

10. **Inspection and Investigation**
Inspection of Documents.
Powers of the Inspector.
Seizure of Books and Documents.
Inspector’s Report.
Power of the Registrar of Companies.
Investigation into Affairs of the Company.

11. **Majority Rule and Minority Rights**
Law relating to Majority Powers and Minority Rights.
Shareholder Remedies – Actions by Shareholders; Statutory Remedies; Personal Actions.
Prevention of Oppression and Mis-Management.

12. **Merger, De-merger, Amalgamation, Compromises and Arrangements – An Overview**

13. **Producer Companies**
Concept, Formation, Functioning and Dissolution.

14. **Limited Liability Partnerships**
Concept, Formation, Membership, Functioning and Dissolution.

15. **Application of Company Law to Different Sectors**
Banking.
Insurance.
Others.

16. Offences and Penalties
   Introduction.
   Officer in Default.
   Penalties.

17. Compounding of Offences

18. Winding up of Companies – An Overview
   Concept and Modes.

19. Striking Off Name of Companies

20. An Introduction to E–Governance and XBRL

PAPER 2: COST AND MANAGEMENT ACCOUNTING

Level of Knowledge: Working Knowledge

Objective: To acquire knowledge and understanding of the concepts, techniques and practices of cost and management accounting and to develop skills for decision making.

Detailed contents:

1. Introduction to Cost and Management Accounting
   Cost Accounting: Evolution, Meaning, Objectives and Scope.
   Concepts of Costs, Classifications and Elements of Cost.
   Cost Centre and Cost Unit.
   Methods and Techniques of Costing.
   Cost Accounting Standards.
   Installation of a Costing System.
   Practical Difficulties in Installing a Costing System.
   Role of Cost Accountant in Decision Making.
   Management Accounting: Evolution, Meaning, Objectives and Scope.
   Tools and Techniques of Management Accounting.
   Conflicts in Profit versus Value Maximisation Principle.
   Role of Management Accountant in Decision Making.

2. Material Cost
   Materials Control – Concept and Techniques.
   Procurement Procedures and Documentation: Methods of Purchasing; Procedure of Purchases, Stores and Issue of Material; Stock Verification.
   Methods of Pricing of Material: FIFO, LIFO, Simple Average, Weighted Average.
   Accounting and Control of Material Losses, Wastage, Scrap, Spoilage and Defectives.
Inventory Management: Techniques of fixing of minimum, maximum and reorder levels, Economic Order Quantity, ABC Analysis; Stock Verification and Perpetual Inventory.

3. **Labour Cost**
   - Meaning and Classification of Labour Costs.
   - Accounting and Control of Labour Costs.
   - Time Keeping and Time Booking.
   - Attendance and Payroll Procedures, Time Recording, Overtime and Idle Time.
   - Labour turnover and Remedial Measures.
   - Efficiency Rating Procedures; Remuneration Systems and Incentive Schemes.

4. **Direct Expenses and Overheads**
   - Direct Expenses: Meaning, Nature, Collection, Classification and Treatment of Direct and Indirect Expenses.
   - Preparation of Cost Sheet.

5. **Activity Based Costing (ABC)**
   - Meaning, Importance, Characteristics.
   - Elements and Steps involved.
   - ABC vs. Traditional Costing.
   - Uses and Limitations.

6. **Cost Records**
   - Cost Ledgers – Integrated Accounts and Non-Integrated Accounts.
   - Reconciliation of Cost and Financial Accounts.

7. **Costing Systems**
   - Unit and Output Costing.
   - Job Costing: Job Cost Cards, Collecting Direct Costs, Allocation of Overheads and its Applications.
   - Batch Costing: Features and Applications.
   - Process Costing: Features, Applications and Types of Process Costing, Process Loss, Abnormal Gains and Losses, Equivalent Units, Inter-Process Profit, Joint Products, By-Products and Accounting.
   - Service Costing: Features and Applications, Unit Costing and Multiple Costing, Application, Identification of Cost Unit and Cost Determination and Control.
8. Marginal Costing
   Meaning, Advantages, Limitations and Applications.
   Breakeven Analysis.
   Cost-Volume Profit Analysis.
   P/V Ratio and its Significance.
   Margin of Safety.
   Absorption Costing: System of Profit Reporting and Stock Valuation.
   Difference between Marginal Costing and Absorption Costing.
   Income Measurement under Marginal Costing and Absorption Costing.

9. Standard Costing
   Definition, Significance and Applications.
   Various Types of Standards.
   Installation of Standard Costing System-for Material, Labour, and Overhead.
   Variance Analysis for Materials, Labour and Overheads and Accounting
   Treatment of Variances.
   Benchmarking for Setting of Standards.
   Variance Reporting to Management.

10. Budget, Budgeting and Budgetary Control
    Budget Concept, Manual.
    Fixed and Flexible Budgets.
    Preparation and Monitoring of Various Types of Budgets.
    Budgetary Control System: Advantages, Limitations and Installation.
    Zero Base Budgeting.
    Programme and Performance Budgeting.

11. Cost Accounting Records and Cost Audit
    Nature and Scope of Cost Audit.
    Purpose, Scope and Advantages of Cost Audit.
    Implementing Authorities of Cost Audit.
    Cost Audit Techniques and Programmes.
    Cost Audit Report.
    Cost Auditor – Appointment, Rights and Responsibilities.

12. Analysis and Interpretation of Financial Statements
    Recent Trends in Presenting Financial Statements.
    Financial Statements Analysis: Types, Methods, Objectives, Limitations.
    Ratio Analysis: Accounting, Uses, Classification, Advantages, Limitations.
    Cash Flow Statement.
    Fund Flow Statement.
    Difference between Cash Flow and Fund Flow Statement.
    Management Reporting.
PAPER 3: ECONOMIC AND COMMERCIAL LAWS

Level of Knowledge: Part A-Advance Knowledge  
Part B-Working Knowledge

Objective: To acquire knowledge and understanding of Economic and Commercial Laws.

Detailed contents:

PART A: ECONOMIC LAWS (70 Marks)

1. Foreign Exchange Management
   - Objectives and Definitions under FEMA, 1999.
   - Current Account Transactions and Capital Account Transactions.
   - FDI Policy.
   - Foreign Direct Investment in India and Abroad.
   - Acquisition and Transfer of Immovable Property in India and Abroad.
   - Establishment of Branch, Office etc. in India.
   - Export of Goods and Services.
   - Realization and Repatriation of Foreign Exchange.
   - Authorized Person.
   - Penalties and Enforcement.
   - Foreign Contributions and Hospitality.
   - Exemptions.
   - Powers of Central Government.
   - Adjudication, Appeal and Compounding.
   - Offences and Penalties.

2. Foreign Trade Policy and Procedures
   - Main Features.
   - Special Focus Initiatives.
   - Served from India Scheme.
   - Export Promotion Council.
   - Vishesh Krishi and Gram Udyog Yojana.
   - Focus Market Scheme; Focus Product Scheme; Duty Exemption and Remission Schemes; Advance Authorization Scheme; DFRC; DEPB; EPCG, etc.
   - EOUs, EHTPs, STPs, BPTs and SEZs.

3. Competition and Consumer Protection
   - Concept of Competition.
   - Development of Competition Law.
   - Competition Policy.
   - Competition Act, 2002 – Anti Competitive Agreements, Abuse of Dominant Position, Combination, Regulation of Combinations, Competition Commission of India; Appearance before Commission and Appellate Tribunal, Compliance of Competition Law.
Consumer Protection in India.
Genesis of the Law and Objects.
Rights of Consumers.
Nature and Scope of Remedies.
Appearance before Consumer Dispute Redressal Forums.

4. **Intellectual Property Rights**
   - Introduction – GATT, WIPO and TRIPS.
   - Concept and Development of Intellectual Property Law in India.
   - Law and Procedure Relating to Patents, Trade Marks and Copyrights.
   - Geographical Indications.
   - Design Act.
   - Overview of Laws Relating to Other Intellectual Property Rights.
   - Intellectual Property Appellate Board.

5. **Law relating to Arbitration and Conciliation**
   - Introduction to UNCITRAL MODEL LAW.
   - Law of Arbitration in India.
   - Types of Arbitration.
   - Appointment of Arbitrators – Procedure.
   - Judicial Intervention.
   - Venue – Commencement.
   - Award – Time limit, Enforceability, Interest.
   - Recourse against Award – Appeals.
   - Conciliation and Compromise.
   - International Commercial Arbitration; Foreign Awards.
   - Alternate Disputes Resolution.

6. **Law relating to Transfer of Property**
   - Important Definitions.
   - Types of Properties.
   - Movable and Immovable Property.
   - Properties which cannot be Transferred.
   - Rule Against Perpetuities.
   - *Lis Pendens*.
   - Provisions Relating to Sale.
   - Mortgage, Charge, Lease, Gift and Actionable Claim.

7. **Law relating to Stamps**
   - Methods of Stamping.
   - Consequences of Non-Stamping and Under-Stamping.
   - Impounding of Instruments.
   - Construction of Instruments for Determination of Stamp Duty Payable.
8. **Law relating to Contract**
   - Contract – Introduction.
   - Legality of Objects.
   - Standard Form of Contract.
   - Multinational Agreement.
   - E-Contracts.
   - Strategies and Constraints to enforce Contractual Obligations.
   - Special Contracts: Indemnity and Guarantee; Bailment and Pledge; Law of Agency.

9. **Prevention of Money Laundering**
   - Genesis.
   - Concept and Definitions, Various Transactions, etc.
   - Obligations of Banks and Financial Institutions.
   - RBI Guidelines on KYC.

**PART B: COMMERCIAL LAWS (30 Marks)**

10. **Law relating to Essential Commodities, Weights and Measures**
    - Overview of Essential Commodities Act, 1955.
    - Objects.
    - Powers of Central Government.
    - Seizure and Confiscation of Essential Commodities.
    - Summary Trial.
    - The Legal Metrology Act, 2009.

11. **Law relating to Societies**
    - General Concept Relating to Registration of Societies.
    - Property of Societies.
    - Suits by and against Societies.
    - Enforcement of Judgment against Societies.
    - Dissolution of Societies.

12. **Law relating to Trusts**
    - General Concept relating to Trusts.
    - Creation of Trust.
    - Duties and Liabilities of Trustees.
    - Rights and Powers of Trustees, Disabilities of Trustees.
    - Rights and Liabilities of the Beneficiary.

13. **Industries Development and Regulation**
    - Objects and Definitions.
    - An Overview of Industrial Policy.
Regulatory Mechanism under IDRA.

14. Law relating to Pollution Control and Environmental Protection
   Concept of Sustainable Development, Bio Diversity and Carbon Credit.
   Law Relating to Prevention and Control of Air Pollution and Water Pollution.
   National Green Tribunal.
   Appearance before Environment Tribunal/Authority.

15. Law relating to Registration of Documents
   Registration of Documents – Compulsory and Optional.
   Time and Place of Registration.
   Consequences of Non-Registration.
   Description of Property.
   Miscellaneous Provisions.

**PAPER 4: TAX LAWS AND PRACTICE**

**Level of Knowledge:** Working Knowledge

**Objective:** To acquire expert knowledge of practical and procedural aspects relating to Direct Tax Laws, Service Tax and VAT.

**Detailed contents:**

**PART A: INCOME TAX AND WEALTH TAX (70 Marks)**

1. **Basics and Definitions – Income Tax Act, 1961**
   Background, Concept and Mechanism of Income Tax.
   Definitions, Concept of Income, Previous Year, Assessment Year, Distinction between Capital and Revenue Receipts and Expenditure, Residential Status.
   Basis of Charge and Scope of Total Income.

2. **Incomes which do not form part of Total Income**

3. **Computation of Total Income under Various Heads**
   Salaries, Income from House Property, Profit and Gains of Business or Profession, Capital Gains, Income from Other Sources.

4. **Income of Other Persons included in Assessee’s Total Income; Aggregation of Income and Set Off or Carry Forward of Losses; Various Deductions to be made in Computing Total Income, Rebates and Relief’s; Applicable Rates of Taxes and Tax Liability.**

5. **Taxation of Individuals including Non-Residents, Hindu Undivided Family, Firms, LLP, Association of Persons, Cooperative Societies, Trusts, Charitable and Religious Institution.**

6. **Classification and Tax Incidence on Companies; Computation of Taxable**
Income and Assessment of Tax Liability, Dividend Distribution Tax, Minimum Alternate Tax and Other Special Provisions Relating to Companies.


9. Tax Planning & Tax Management
   Concept of Tax planning, Tax planning with reference to setting up a New Business; Location; Nature of Business; Tax Holiday, etc. Tax Planning with regard to Specific Management Decisions such as Mergers and Takeovers; Employees’ Remuneration; Voluntary Retirement Tax Planning with reference to Financial Management Decisions such as Borrowing or Investment Decisions; Reorganization or Restructuring of Capital.

10. Wealth Tax Act, 1956
    Background, Concept and Charge of Wealth Tax.
    Assets, Deemed Assets and Assets Exempt from Tax.
    Valuation of Assets, Computation of Net Wealth.
    Return of Wealth Tax and Provisions concerning Assessment.

11. Basic Concepts of International Taxation
    Residency Issues; Source of Income; Tax Havens; Withholding Tax, Unilateral Relief and Double Taxation Avoidance Agreements Controlled Foreign Corporation, Advance Rulings and Tax Planning, Authority for Advance Rulings.

12. Transfer Pricing
    Concepts, Meaning of International Transactions.
    Computation of Arm’s Length Price & Methods.
    Documentation and Procedural Aspects.

13. General Anti Avoidance Rules (GAAR)

PART B - SERVICE TAX & SALES TAX (30 Marks)


15. An Overview of Value Added Tax: Legislative Background, Concept of VAT, Declared Goods, Administrative Mechanism, Registration and Procedural Aspects, Rate and Computation of Tax, Levy, Collection and Payment of VAT.

16. Central Sales Tax; Tax on Inter- State Trade and Exports - Registration, Preparation and Filing of E-Returns, Rates of Tax, Assessment and Refunds.
MODULE II
PAPER 5: COMPANY ACCOUNTS AND AUDITING PRACTICES

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge and understanding of the concepts, principles and practices of company accounts and auditing in accordance with statutory requirements.

Detailed contents:
PART A: COMPANY ACCOUNTS (70 Marks)

1. Share Capital
   Issue of Shares: at Par, at Premium, at Discount, on Conversion and for consideration other than Cash; Forfeiture and Re-issue of Shares, Buyback of Shares, Redemption and Conversion of Preference Shares, Bonus Shares, Rights Issue, ESOPs, ESPS, Sweat Equity Shares.
   Alteration of Share Capital.
   Underwriting of Shares.

2. Debentures
   Issue of Debentures: at Par, at Premium, at Discount and for consideration other than Cash.
   Accounting Treatment and Procedures.
   Redemption of Debentures.
   Conversion of Debentures into Shares.

3. Final Accounts of Companies
   Treatment of Profit Prior to Incorporation, Preoperative and Preliminary Expenses.
   Preparation of Final Accounts under Company Law.

4. Corporate Restructuring
   Concept and Accounting Treatment as per AS.
   Methods of Amalgamations Accounting.
   The Pooling of Interests Method.
   The Purchase Method.
   Consideration.
   Treatment of Reserves, Goodwill and Pre- Acquisition & Post-Acquisition Profit.
   Accounting in the books of Transferor and Transferee.
   Merger and De-merger.
   Acquisition of Business.
   Internal Reconstruction.
5. **Consolidation of Accounts**
   Holding and Subsidiary Companies - Accounting Treatment, Disclosures and Consolidation of Accounts.

6. **Valuation of Shares and Intangible Assets**
   Valuation of Shares, Methods of Valuation, Price Earning Multiple Valuation, Discounted Cash Flow (DCF) Method.
   Valuation of Intangibles: Brand, Goodwill and IPRs.

7. **Liquidation of Company**
   Preparation of Statement of Affairs including Deficiency /Surplus Account.

8. **Corporate Financial Reporting**
   Various Requirements of Corporate Reporting.
   Value Added Statements: Economic Value Added (EVA), Market Value Added, Shareholders’ Value Added.

9. **Accounting Standards**
   Relevance and Significance.
   National and International Accounting Standards and Authorities.
   Adoption, Convergence and Interpretation of International Financial Reporting Standards (IFRS) and Accounting Standards in India.

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**PART B: Auditing Practices (30 Marks)**

10. **Auditing Concepts**
    Nature, Scope and Significance of Auditing.
    Basic Principles Governing an Audit.
    Overview of Auditing and Assurance Standards- National and International.

11. **Types of Company Audit**
    Statutory Audit.
    Internal Audit.
    Branch Audit.
    Joint Audit.
    Special Audit.
    CAG Audit.

12. **Internal Audit**
    Forms of Audit - Propriety Audit, Compliance Audit and Efficiency Audit.
    Nature, Scope and Techniques of Internal Audit; Functions and Responsibilities of Internal Auditors; Organisational Status of Internal Auditing Function, Internal Audit vis-à-vis Statutory Audit.

13. **Internal Control**
    Nature, Scope And Elements
    Internal Control distinguished from Internal Check and Internal Audit.
    Techniques of Internal Control System, Flow Charts, Internal Control Questionnaires.
    Steps for Internal Control and Audit Evaluation.
Audit Testing – Need For Sampling and Various Approaches to Statistical Sampling.
Inter-Firm and Intra-Firm Comparisons – Ratio And Trend Analysis; Audit In Depth.

14. Review of Internal Control
   Review of Purchasing Operations.
   Review of Efficacy of Management Information System.
   Review of Selling and Distribution Policies and Programmes.
   Review of Manufacturing Operations.
   Review of Personnel Policies.
   Appraisal of Management Decisions.

15. Audit Engagement and Documentation
   Audit Procedures: Audit Plan, Audit Programme, Vouching and Verification.
   Documentation: Audit Working Papers and Files.
   Sampling, Test Checking, Techniques of Test Checks.

PAPER 6: CAPITAL MARKET AND SECURITIES LAWS

Level of Knowledge: Expert Knowledge

Objective: To acquire knowledge and understanding of securities laws and the regulatory framework of capital markets.

Detailed contents:

PART A: Capital Market (60 Marks)

1. Overview of Capital Market
   Indian Capital Market.
   Authorities Governing Capital Markets in India.
   Profile of Securities Market.
   Securities Market Reforms and Regulatory Measures to Promote Investor Confidence.
   Features of Developed Capital Market: IOSCO.
   Overview of Depository System in India.

2. Capital Market Instruments and Rating
   Pure, Hybrid and Derivatives.
   Rating and Grading of Instruments: Concept, Scope and Significance, Regulatory Framework.
   Rating Agencies in India, Rating Methodologies.

3. Securities Market Intermediaries
   Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees,
Foreign Institutional Investors, Depositories, Depositories Participants, Custodians, Credit Rating Agencies, Venture Capitalists.

4. Market Infrastructure Institutions - Stock Exchanges
   Functions and Significance of Stock Exchanges.
   Operations and Trading Mechanism of Stock Exchanges.
   Demutualization of Stock Exchanges.
   SME Exchange.

5. Debt Market
   Debt Market: Instruments, Listing, Primary and Secondary Segment.

6. Money Market
   Growth of Money Market in India – Structure and Institutional Mechanism.

7. Mutual Funds
   Advantage of Investment in Mutual Fund.
   Concept of Trustee and Asset Management Company.
   Legal & Regulatory Framework.
   Offer Document, Accounting Valuation & Taxation.
   Investor’s Rights and Obligations.

8. Venture Capital
   Concept of Venture Capital.
   Registration, Investment Conditions and Restrictions.
   Foreign Venture Capital Investors.
   Private Capital Funds.

9. Collective Investment Schemes
   Regulatory Framework.
   Restrictions on Business Activities.
   Submission of Information and Documents.
   Trustees and their Obligations.

10. Resource Mobilization in International Capital Market
    Listing of Securities Issued Outside India.
    Foreign Currency Convertible Bonds.
    Global Depository Receipts.
    American Depository Receipts.
    External Commercial Borrowings.
Procedure for Issue of Various Instruments.

11. **Indian Depository Receipts**
   Indian Depository Receipts: Procedure for Making Issue of IDRs, Conditions for Issue of IDRs, Listing of IDRs.

**PART B: Securities Law (40 Marks)**

12. **Securities Contracts (Regulation) Act, 1956**

13. **SEBI Act, 1992**
   - Objective, Power and Functions of SEBI.
   - Securities Appellate Tribunal, Appeals, Appearance before SAT.

14. **Depositories Act, 1996**
   - Definitions, Setting up of Depository, its type, Role and Functions.
   - Depository Participants.
   - Admission of Securities.
   - Difference between Dematerialization & Rematerialisation.
   - Depository Process.
   - Inspection and Penalties.
   - Internal Audit and Concurrent Audit of Depository Participants.

15. **Issue and Listing of Securities**
   - Listing of Securities.
   - Issue of Capital and Disclosure Requirements (ICDR).
   - Procedure for Issue of Various Types of Shares and Debentures.
   - Employee Stock Option Scheme and Employee Stock Purchase Scheme.
   - Delisting of Securities.

16. **Regulatory Framework relating to Securities Market Intermediaries**
   - Primary Market and Secondary Market Intermediaries: Role and Functions, Merchant Bankers, Stock Brokers, Syndicate Members, Registrars, Underwriters, Bankers to an Issue, Portfolio Managers, Debenture Trustees, Foreign Institutional Investors, Custodians, Credit Rating Agencies, Venture Capitalists.

17. **An Overview of Law relating to Insider Trading and Takeovers**

**PAPER 7: INDUSTRIAL, LABOUR AND GENERAL LAWS**

**Level of Knowledge:** Working Knowledge

**Objective:** To acquire knowledge and understanding of Industrial, Labour and General Laws.

**Detailed contents:**

**PART A: INDUSTRIAL AND LABOUR LAWS (70 Marks)**

1. **Factories Act, 1948**
   - Object and Scope.
2. Minimum Wages Act, 1948
   Object and Scope.
   Application and Major Provision of Minimum Wages Act.

3. Payment of Wages Act, 1936
   Object and Scope.

4. Equal Remuneration Act, 1976
   Object and Scope.

5. Employees’ State Insurance Act, 1948
   Object and Scope.

6. Employees’ Provident Funds and Miscellaneous Provisions Act, 1952
   Object and Scope.

7. Payment of Bonus Act, 1965
   Object and Scope.
   Application and Major Provisions of Payment of Bonus Act.

8. Payment of Gratuity Act, 1972
   Object and Scope.

9. Employees Compensation Act, 1923
   Object and Scope.

10. Contract Labour (Regulation and Abolition) Act, 1970
    Object and Scope.

11. Maternity Benefit Act, 1961
    Object and Scope.

12. Child Labour (Prohibition and Regulation) Act, 1986
    Object and Scope.

13. Industrial Employment (Standing Orders) Act, 1946
    Object and Scope.

14. Industrial Disputes Act, 1947
    Object and Scope.
15. **Trade Unions Act, 1926**
   Object and Scope.

16. **The Labour Laws Exemption from Furnishing Returns and Maintaining Register by Certain Establishments Act, 1988**
   Object and Scope.

17. **Employment Exchanges(Compulsory Notification of Vacancies) Act, 1959**
   Object and Scope.

18. **Apprentices Act, 1961**
   Object and Scope.

19. **Labour Audit covering the above Acts and those Industry specific Acts**

**PART B: General Laws (30 Marks)**

20. **Constitution of India**
   Ordinance Making Powers of the President and the Governors.
   Legislative Powers of the Union and the States.
   Freedom of Trade, Commerce and Intercourse.
   Constitutional Provisions relating to State Monopoly.
   Judiciary, Writ Jurisdiction of High Courts and the Supreme Court.
   Different Types of Writs - *Habeas Corpus, Mandamus, Prohibition, Quo Warranto and Certiorari*.
   Concept of Delegated Legislation.

21. **Interpretation of Statutes**
   Need for Interpretation of a Statute.
   General Principles of Interpretation.
   Internal and External Aids to Interpretation.
   Primary and Other Rules.

22. **An Overview of Law relating to Specific Relief; Limitation and Evidence**

23. **Code of Civil Procedure**
   Elementary Knowledge of the Structure of Civil Courts, their Jurisdiction.
   Basic Understanding of Certain Terms - Order, Judgment and Decree, Stay of Suits, *Res Judicata*. 
Suits by Companies, Minors.
Basic Understanding of Summary Proceedings, Appeals, Reference, Review and Revision.

24. **Indian Penal Code and Criminal Procedure Code**
    Important Definitions and Salient Features, *Mens Rea*.
    Cognizable and Non-Cognizable Offences, Bail, Continuing Offences, Searches.
    Limitation for taking Cognizance of Certain Offences.

25. **Right to Information**
    Objective.
    Public Authorities & their Obligations.
    Designation of Public Information Officers (PIO) and their Duties.
    Request for Obtaining Information.
    Exemption from Disclosure.
    Who is excluded.
    Information Commissions (Central & State) and their Powers.
    Appellate Authorities.
    Penalties.
    Jurisdiction of Courts.
    Role of Central/State Governments.
PROFESSIONAL PROGRAMME

MODULE I

PAPER 1 : ADVANCED COMPANY LAW AND PRACTICE
(100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of the practical and procedural aspects of the Companies Act.

Contents:

1. Company Formation and Conversion
   - Choice of Form of Business Entity; Conversion/ Re-conversion of One Form of Business Entity into Another
   - Incorporation of Private Companies, Public Companies, Companies Limited by Guarantee and Unlimited Companies and their Conversions/ Re-conversion/Re-registration
   - Formation of Nidhi Companies, Producer Companies and Mutual Benefit Funds
   - Commencement of Business and New Business; Pre Incorporation Agreements and Contracts
   - Formation of Non Profit Companies
   - Procedure Relating to Foreign Companies Carrying on Business in India

2. Procedure for Alteration of Memorandum and Articles
   - Alteration of Various Clauses of Memorandum: Name Clause, Situation of Registered Office Clause, Objects Clause, Capital Clause and Liability Clause
   - Effects of Alteration of Articles

3. Procedure for Issue of Securities
   Part A: Shares
   - Public Issue, Rights Issue and Bonus Shares, Issue of Shares at Par/Premium/Discount; Issue of Shares on Preferential/Private Placement Basis
   - Allotment, Calls on Shares and Issue of Certificates
   - Issue of Sweat Equity Shares, Employees Stock Option Scheme (ESOPs), Employees Stock Purchase Scheme (ESPS), Shares with Differential Voting Rights
   - Issue and Redemption of Preference Shares
   - Alteration of Share Capital - Forfeiture of Shares and Reissue of Forfeited Shares; Increase, Consolidation, Conversion and Re-conversion into
Stock, Subdivision and Cancellation and Surrender of Shares

- Buy Back of Shares
- Reduction of Share Capital

**Part B: Debt Instruments**

- Issue of Debentures and Bonds, Creation of Security and Debenture Redemption Reserve, Drafting of Debenture Trust Deed, Redemption of Debentures, Conversion of Debentures into Shares
- Deposits

4. **Procedure relating to Membership, Transfer and Transmission**

- Induction of Members, Nomination of Shares, Variation of Shareholders’ Rights, Cessation of Membership including Dispute Resolution
- Transfer/Transmission/Transposition
- Admission of Securities in Electronic Mode
- Dematerialization/Rematerialisation of Securities
- Compliances relating to Insider Trading and Takeovers

5. **Directors and Managerial Personnel**

- Obtaining DIN
- **Directors and Managerial Personnel** - Appointment, Reappointment, Resignation, Removal and Varying Terms of Appointment/Re-appointment
- Payment of Remuneration to Directors and Managerial Personnel and Disclosures thereof; Compensation for Loss of Office
- Waiver of Recovery of Remuneration
- Making Loans to Directors, Disclosure of Interest by a Director, Holding of Office or Place of Profit by a Director/Relative
- **Company Secretary** - Appointment, Resignation and Removal
- **Company Secretary in Practice** - Appointment, Resignation and Removal

6. **Meetings**

- **Collective Decision Making Forums** - Authority, Accountability, Delegation and Responsibility
- **Board Meetings** - Convening and Management of Meetings of Board and Committees; Preparation of Notices and Agenda Papers
- **General Meetings** - Convening and Management of Statutory Meeting, Annual and Extra-Ordinary General Meetings, Class Meetings; Creditors’ Meetings; Preparation of Notices and Agenda Papers; Procedure for Passing of Resolutions by Postal Ballot; Voting through Electronic Means; Conducting a Poll and Adjournment of a Meeting
- **Post-Meeting Formalities** - Preparation of Minutes and Dissemination of Information and Decisions
7. Auditors
- **Auditors** - Procedure for Appointment/Re-appointment, Resignation and Removal of Statutory Auditors and Branch Auditors; Appointment of Cost Auditors
- Special Auditors; CAG audit

8. Distribution of Profit
- Ascertainment of Distributable Profits and Declaration of Dividend; Payment of Dividend
- Claiming of Unclaimed/Unpaid Dividend; Transfer of Unpaid/Unclaimed Dividend to Investor Education and Protection Fund

9. Procedure relating to Charges
- Creation and Registration, Modification, Satisfaction of Charges
- Inspection of charges

10. Procedure relating to Inter-Corporate Loans, Investments, Guarantees and Security
- Making Inter-Corporate Loans, Investments, Giving of Guarantee and Security

11. Preparation & Presentation of Reports
- Preparation of Financial Statements, Auditors’ Report, Directors’ Report and Report on Corporate Governance

12. E- Filing
- Filing and Filing of Returns and Documents
  - Annual Filing, i.e., Annual Accounts; XBRL Filing, Compliance Certificate, Annual Return
  - Event Based Filing

13. Striking off Names of Companies
- Law and Procedure

14. Recent Trends and Developments in Company Law

15. Trusts and Non-Profit Organisation

**PAPER 2: SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE (100 Marks)**

Level of Knowledge: Expert Knowledge

Objective:
(i) To acquire thorough understanding of secretarial audit and Corporate Compliance Management.
(ii) To acquire understanding of the due diligence of various business transactions.
Contents:

Part A: Secretarial Audit (25 Marks)

1. Secretarial Standards
   • Concept, Scope and Advantages
   • Secretarial Standards issued by the ICSI
   • Compliance of Secretarial Standards for Good Governance
   • Relevance of Guidance Note(s)

2. Secretarial Audit
   • Need, Objective and Scope
   • Periodicity and Format for Secretarial Audit Report
   • Benefits of Secretarial Audit
   • Professional Responsibilities and Penalties

3. Checklist for Secretarial Audit

Part B: Due Diligence and Compliance Management (75 Marks)

4. Due Diligence – An Overview
   • Introduction, Nature, Need and its Significance
   • Objectives, Scope and Types of Due Diligence
   • Process of Due Diligence
   • Concept of Data Room in Due Diligence
   • Due Diligence vs. Audit

5. Issue of Securities
   • Introduction and Regulatory Framework
   • Pre and Post Issue Due Diligence – IPO/FPO
   • Due Diligence – Preferential Issues of Listed and Unlisted Companies
   • Employee Stock Option, Bonus Issue, Rights Issue, Debt Issues
   • Issue of Securities by SMEs
   • Role of Company Secretary in Issue of Securities

6. Depository Receipts Due Diligence
   • Introduction; Broad Regulatory Framework; Parties, Approvals, Documentation and Process
   • Issue of ADRs, GDRs, IDR and FCCBs

7. Merger & Acquisition (M&A) Due Diligence
   • Introduction
   • Stages of M&A Due Diligence
   • Data Room Management
   • Business, Financial, Legal and Corporate Governance Due Diligence
   • HR and Cultural Due Diligence
8. **Competition Law Due Diligence**
   - Introduction
   - Need for Competition Compliance Programme
   - Mergers & Acquisitions and Competition Law Aspects
   - Reasons for Due Diligence of Competition Law Aspects
   - Process of Due Diligence of Competition Law Aspects
   - Due Diligence of Various Agreements
   - Some Common Anti Competitive Practices
   - Due Diligence on Abuse of Dominance
   - Due Diligence Checklist for Compliance with Competition Act 2002
   - Checklist for Anti Competitive Agreements/Abuse of Dominant Position/Regulation of Combinations

9. **Legal Due Diligence**
   - Introduction
   - Objectives, Scope, Need and Process
   - General Documents/Aspects to be covered
   - Possible Hurdles in Carrying out a Legal Due Diligence and Remedial Actions

10. **Due Diligence for Banks**
    - Introduction
    - Need for Due Diligence for Banks
    - Process of Due Diligence for Banks
    - Due Diligence Report to Banks

11. **Environmental Due Diligence**
    - Introduction
    - Need for Environmental Due Diligence
    - Process involved in Environmental Due Diligence
    - Regulatory Framework relating to Environment
    - Check List on Major Regulatory Compliances
    - Environmental Guidelines for Industries by Ministry of Environment
    - Environmental Impact Assessment
    - Environmental Management Plan
    - Preparation of Risk Analysis Matrix
    - Identification of Potential Issues
    - Impact Analysis
    - Suggestions and Mitigation Measures
12. Search and Status Reports
- Importance and Scope
- Verification of Documents relating to Charges
- Requirements of Financial Institutions and Corporate Lenders
- Preparation of Report

13. Compliance Management
- Concept and Significance
- Establishment of Compliance Management System
- Absolute, Apparent and Adequate Compliance

PAPER 3: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY (100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge of the legal, procedural and practical aspects of Corporate Restructuring, Valuation and Insolvency.

Contents:

Part A - Corporate Restructuring (50 Marks)

1. Introduction and Concepts
- Meaning of Corporate Restructuring
- Need, Scope and Modes of Restructuring
- Historical Background
- Emerging Trends
- Planning, Formulation and Execution of Various Corporate Restructuring Strategies - Mergers, Acquisitions, Takeovers, Disinvestments and Strategic Alliances, Demerger and Hiving off
- Expanding Role of Professionals

2. Merger and Amalgamation
- Introduction
- Legal, Procedural, Economic, Accounting, Taxation and Financial Aspects of Mergers and Amalgamations including Stamp Duty and Allied Matters
- Interest of Small Investors
- Merger Aspects under Competition Law
- Jurisdiction of Courts; Filing of Various Forms
- Amalgamation of Banking Companies and Government Companies
- Cross Border Acquisition and Merger

3. Corporate Demerger and Reverse Merger
- Concept of Demerger; Modes of Demerger - by Agreement, under Scheme of Arrangement
• Demerger and Voluntary Winding Up
• Legal and Procedural Aspects; Tax Aspects and Reliefs
• Reverse Mergers – Procedural Aspects and Tax Implications

4. Takeover
• Meaning and Concept
• Types of Takeovers; Legal Aspects – SEBI Takeover Regulations
• Disclosure and Open Offer Requirements
• Bail Out Takeovers and Takeover of Sick Units
• Takeover Defences
• Cross Border Takeovers

5. Funding of Merger and Takeover
• Financial Alternatives; Merits and Demerits
• Funding through various Types of Financial Instruments including Equity and Preference Shares, Debentures, Securities with Differential Rights, Swaps, Stock Options; ECBs, Funding through Financial Institutions and Banks
• Rehabilitation Finance
• Management Buyouts/Leveraged Buyouts

6. Financial Restructuring
• Reduction of Capital
• Reorganization of Share Capital
• Buy-Back of Shares – Concept and Necessity
• Procedure for Buy-Back of Shares by Listed and Unlisted Companies

7. Post Merger Reorganization
• Factors involved in Post Merger Reorganization
• Integration of Businesses and Operations
• Assessing Accomplishment of Post Merger Objectives; Measuring Post Merger Efficiency

8. Case Studies

Part B – Valuation (30 Marks)

9. Introduction
• Meaning, Objective & Scope of Valuation
• Principles of Valuation
• Preliminary Work relating to Valuation
• Valuation Standards and Valuation Analysis

10. Valuation Techniques
• Historical Earnings Valuation
• Asset Based Valuation
• Market Based Valuation
11. Regulatory and Taxation Aspects
   • Legal & Regulatory aspects related to Valuation such as SEBI Regulations/ RBI Regulations
   • Income Tax Implications

12. Valuations for Different Strategies
   • Merger & Acquisition, Demerger, Slump Sale
   • Liquidation and Corporate Insolvency
   • Internal & External Restructuring
   • Valuation of Intangibles
   • Valuation of Securities

**Part C – Insolvency (20 Marks)**

13. Introduction
   • Concept of Insolvency, Historical Developments
   • History of Bankruptcy Laws in USA, UK and India

14. Revival, Rehabilitation and Restructuring of Sick Companies
   • Sick Companies and their Revival with Special Reference to the Law and Procedure relating to Sick Companies

15. Securitization and Debt Recovery
   • Overview of the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002; Process; Participants
   • Special Purpose Vehicle (SPV), Asset Reconstruction Companies (ARCs), Qualified Institutional Buyers (QIB)
   • Overview of the Recovery of Debts Due to Banks and Financial Institutions Act, 1993
   • Tribunal, Procedure; Compromises and Arrangements with Banks and Creditors

16. Winding Up
   • Concept; Modes of Winding Up; Administrative Machinery for Winding Up
   • Winding up Process and Procedure; Managing Stakeholders and Parties in Liquidation; Conducting Meetings of Shareholders/Creditors; Dealing with Contracts; Managing Estate
   • Outsourcing Responsibilities to Professionals/Service providers such as Valuers, Security Agencies
   • Best Practices in Performing Liquidation/Administrator Functions; Accountability and Liabilities; Role of Liquidators and Insolvency Practitioners
   • Consequences of Winding Up; Winding Up of Unregistered Companies; Dissolution
17. Cross Border Insolvency
- UNCITRAL Model Law on Cross Border Insolvency
- UNCITRAL Legislative Guide to Insolvency Law
- World Bank Principles for Effective Insolvency and Creditor Rights
- Asian Development Bank Principles of Corporate Rescue and Rehabilitation
- Bankruptcy under Chapter 11 of US

MODULE 2

PAPER 4: INFORMATION TECHNOLOGY AND SYSTEMS
AUDIT (100 Marks)

Level of Knowledge: Working Knowledge

Objective: To acquire knowledge of Information Technology Law, Information Systems and Systems Audit.

Contents:

1. Information Technology Law
   - Information Technology Act – Definitions, Important terms under Information Technology Legislation
     - Digital Signatures
     - Electronic Records
     - Certifying Authority
     - Digital Signature Certificate
     - Cyber Regulation Appellate Tribunal
   - Offences and Penalties

2. Information Systems
   - Systems - An Overview, Information and Data: Definition and Distinctions
   - Information as a Corporate Resource, Features and Qualities of Information
   - Types of Information, Process of Generating Information, Value and Cost of Information
   - Information Needs at Various Levels of Management, Factors Influencing Information Needs
   - Information Systems: Definition and Elements
   - Information System Activities, Types of Information Systems, Information Systems in Business Management, Recent Trends in Information Systems

3. Computer Hardware – An Overview
   - Computers: An Introduction
   - Computer System: Concept, Types, Categories and Emerging Technologies
   - Components of a Computer System
   - Primary and Secondary Storage, Computer Storage Capacities
   - Computer Peripherals – Inputs, Output and Storage Devices

4. Computer Software – An Overview
   - Computer Software: An Introduction, Software Trends
• Multi-Programming, Multi-Processing, Time Sharing, Batch Processing
• On-Line and Real Time Processing
• Application Software
• Systems Securities

5. Database Management
• Data Base Concepts
• Data Structure
• Data Base Management System
• Data Base Files
• Data Mining and Warehousing

6. Programming – An overview
• Programming: Concepts, Stages of Programming
• Programme Development Approach
• Lgorithm, Flow Charting Concepts
• High Level Languages
• Machine Level Languages

7. Internet and Other Technologies
• Internet and World-Wide Web, Intranets, Extranets, Applications Of Internet,
• Internet Protocols
• E-Commerce - Nature, Types (B2B, B2C, C2C), Supply Chain Management, CRM,
• Electronic Data Interchange (EDI), Electronic Fund Transfers (EFT), Payment Portal,
• E-Commerce Security
• Mobile Commerce, Bluetooth and Wi-Fi

8. Management Information Systems – An Overview
• Concept, Evolution and Elements
• Structure
• Computerized MIS
• Approaches of MIS Development
• Pre-requisites of an Effective MIS
• MIS and Decision Support Systems
• MIS and Information Resource Management
• Artificial Intelligence and Expert System


10. E-Governance in India

11. Systems Audit – An Overview
• Nature, Significance and Scope of Systems Audit
• Steps Involved in Conducting Systems Audit
• Systems Audit and Management Functions
• Systems Audit of Computerized Secretarial Functions
• Norms and Procedure for Computerization, Computers Control and Security
• Testing of Computer Systems – Documentation Standards, Policies and Procedures, Audit Approach

PAPER 5: FINANCIAL, TREASURY AND FOREX MANAGEMENT (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of practical aspects of the management and techniques of financial, treasury and forex management.

CONTENTS:
1. Nature and Scope of Financial Management
   • Nature, Significance, Objectives and Scope (Traditional, Modern and Transitional Approach)
   • Risk-Return and Value of the Firm
   • Financial Distress and Insolvency
   • Financial Sector Reforms and their Impact
   • Functions of Finance Executive in an Organisation

2. Capital Budgeting
   • Time Value of Money
   • Planning and Control of Capital Expenditure
   • Capital Budgeting Process
   • Techniques of Capital Budgeting- Discounted and Non-Discounted Cash Flow Methods, Choice of Methods
   • Capital Rationing; Risk Evaluation and Sensitivity Analysis, Simulation for Risk Evaluation
   • Linear Programming and Capital Budgeting Decisions - under Constraints and with Multiple Objectives using Mathematical Programming Models, Inflation, Uncertainty and Evaluation using Statistical Decision Theory
   • Analysis of Capital Budgeting Decisions- Some Case Studies

3. Capital Structure
   • Meaning and Significance
   • Capital Structure vis-à-vis Financial Structure; Planning and Designing; Optimal Capital Structure
   • Determinants of Capital Structure; Capital Structure and Valuation - Theoretical Analysis
   • EBIT – EPS Analysis, EBITDA Analysis (Earning before Interest, Tax, Depreciation and Amortization)
   • Risk and Leverage; Measures of Operating and Financial Leverage, Effects of Leverage on Shareholders’ Returns

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4. Cost of Capital
   • Meaning; Factors Affecting Cost of Capital
   • Measurement of Cost of Capital, Weighted Average Cost of Capital, Marginal Cost of Capital

5. Services
   • Meaning, Significance, Scope and Structure of Financial Services
   • Types of Financial Services- Merchant Banking, Securitization of Debt, Loan Syndication, Housing Finance, Custodial and Advisory

6. Project Finance
   • Project Planning - Preparation of Project Report
   • Project Appraisal under Normal, Inflationary and Deflationary Conditions
   • Project Appraisal by Financial Institutions – Lending Policies and Appraisal Norms by Financial Institutions and Banks; Loan Documentation, Project Review and Control; Social Cost and Benefit Analysis of Project. (UNIDO Approach), Term Loans from Financial Institutions and Banks; Lease and Hire Purchase Finance; Venture Capital Funds; Private Equity; International Finance and Syndication of Loans, Deferred Payment Arrangements; Corporate Taxation and its Impact on Corporate Financing
   • Financing Cost Escalation

7. Dividend Policy
   • Introduction; Types, Determinants and Constraints of Dividend Policy
   • Forms of Dividend
   • Different Dividend Theories - Walter’s Model, Gordon’s Model and Modigliani-Miller Hypothesis of Dividend Irrelevance
   • Dividend Policy - Practical and Legal Constraints
   • Corporate Dividend Practices in India

8. Working Capital
   • Meaning, Types, Determinants and Assessment of Working Capital Requirements, Negative Working Capital
   • Operating Cycle Concept and Applications of Quantitative Techniques
   • Management of Working Capital - Cash, Receivables, Inventories; Financing of Working Capital; Banking Norms and Macro Aspects
   • Factoring and Forfeiting

9. Security Analysis and Portfolio Management
   • Portfolio Management - Meaning, Objectives; Portfolio Theory – Traditional Approach; Fixed and Variable Income Securities, Markowitz Portfolio Theory; Modern Approach - CAPM Model; Economic Value Added, Sharpe Single & Multi Index Model; Arbitrage Pricing Theory (APT); Risk Adjusted Measure of Performance
10. Derivatives and Commodity Exchanges- An Overview

11. Treasury Management
   - Meaning, Objectives, Significance, Functions and Scope of Treasury Management
   - Relationship between Treasury Management and Financial Management; Role and Responsibilities of Chief Finance Officer
   - Tools of Treasury Management; Internal Treasury Controls; Environment for Treasury Management
   - Liquidity Management, Regulation, Supervision and Control of Treasury Operations, Implications of Treasury on International Banking

12. Forex Management
   - Nature, Significance and Scope of Forex Management
   - Foreign Exchange Market and its Structure
   - Foreign Exchange Rates and its Determination
   - Exchange Rate Quotes; Types of Exchange Rates; Forex Trading; Currency Futures and Options
   - Foreign Exchange Risk Exposures and their Management; Exchange Rate Forecasting; Risk in Foreign Exchange Business

13. Practical Problems and Case Studies

PAPER 6: ETHICS, GOVERNANCE AND SUSTAINABILITY
(100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire knowledge of ethics, emerging trends in good governance practices and sustainability.

Contents:

Part A: Ethics and Governance (70 Marks)

1. Introduction
   - Ethics, Business Ethics, Corporate Governance, Governance through Inner Consciousness and Sustainability
   - Failure of Governance and its Consequences

2. Ethical Principles in Business
   - Role of Board of Directors
   - Organization Climate and Structure and Ethics
   - Addressing Ethical Dilemmas
   - Code of Ethics; Ethics Committee; Ethics Training; Integrity Pact
   - Case Studies and Contemporary Developments

3. Conceptual Framework of Corporate Governance
   - Introduction, Need and Scope
• Evolution of Corporate Governance
• Developments in India
• Developments in Corporate Governance – A Global Perspective
• Elements of Good Corporate Governance

4. Board Effectiveness - Issues and Challenges
• Board Composition; Diversity in Board Room; Types of Directors; Board’s Role and Responsibilities
• Chairman, CEO, Separation of Roles
• Relationship between Directors and Executives
• Visionary Leadership
• Board Charter, Meetings and Processes
• Directors’ Training and Development
• Performance Evaluation of Board and Directors

5. Board Committees
• Introduction
• Various Board Committees, their Composition, Role and Responsibilities, Contribution to Board Governance
  • Audit Committee
  • Shareholders Grievance Committee
  • Remuneration Committee
  • Nomination Committee
  • Corporate Governance Committee
  • Corporate Compliance Committee
  • Other Committees

6. Legislative Framework of Corporate Governance in India
• Under Listing Agreement, SEBI Guidelines, Companies Act
• Corporate Governance in
  • PSUs
  • Banks
  • Insurance Companies

7. Legislative Framework of Corporate Governance – An International Perspective
• Australia
• Singapore
• South Africa
• United Kingdom
• Contemporary Developments in the Global Arena

8. Risk Management and Internal Control
• Risk and its Classification
• Risk Management and Oversight
9. Corporate Governance and Shareholder Rights
   - Rights of Shareholders
   - Challenges in Exercising Shareholders Rights
   - Corporate Governance issues with regard to Related Party Transactions
   - Role of Investor Associations in Securing Shareholders Rights
   - Role of Institutional Investors in Corporate Governance

10. Corporate Governance and Other Stakeholders
    - Employees
    - Customers
    - Lenders
    - Vendors
    - Government
    - Society

11. Corporate Governance Forums
    - The Institute of Company Secretaries of India
    - National Foundation for Corporate Governance
    - Organisation for Economic Co-operation and Development
    - Global Corporate Governance Forum
    - Institute of Directors
    - Commonwealth Association of Corporate Governance
    - International Corporate Governance Network
    - The European Corporate Governance Institute
    - Conference Board
    - The Asian Corporate Governance Association
    - Corporate Secretaries International Association

Part B: Sustainability (30 Marks)

1. Sustainability
   - Meaning and Scope
   - Corporate Social Responsibility and Corporate Sustainability
   - Sustainability Terminologies and Meanings
   - Why is Sustainability an Imperative
   - Sustainability Case Studies
   - Triple Bottom Line (TBL)
2. Corporate Sustainability Reporting Frameworks
   • Global Reporting Initiative Guidelines
   • National Voluntary Guidelines on Social, Environmental and Economic Responsibilities of Business
   • International Standards
   • Sustainability Indices
   • Principles of Responsible Investment
   • Challenges in Mainstreaming Sustainability Reporting
   • Sustainability Reporting Case Studies

3. Legal Framework, Conventions, Treaties on Environmental and Social Aspects

4. Principle of Absolute Liability – Case Studies

5. Contemporary Developments – Integrated Reporting

MODULE 3

PAPER 7: ADVANCED TAX LAWS AND PRACTICE
(100 Marks)

Level of Knowledge: Advance Knowledge

Objective: To acquire Advance knowledge of the practical and procedural aspects of Direct and Indirect Tax Laws.

Contents:

   PART A: Direct Tax Management (30 Marks)

   Chapter 1: Taxation of Individual Entities, Partnership, LL.P, Companies.

   Chapter 2: International Taxation Covering Taxation of Non Resident Entities, Advance Ruling, Transfer Pricing, Direct tax Avoidance Agreement.

   Chapter 3: Case studies and Practical Problems covering Advance Tax Planning relating to Companies and Business Entities.

   Part B: Central Excise, Customs, VAT and Service Tax (70 Marks)

   1. Introduction
      • Special Features of Indirect Tax Levies - All Pervasive Nature, Contribution to Government Revenues; Constitutional Provisions Authorizing the Levy and Collection of Duties of Central Excise and Customs

   2. Central Excise Laws
      • Basis of Chargeability of Duties of Central Excise - Goods, Manufacture, Classification and Valuation of Excisable Goods
      • CENVAT Credit Mechanism
      • Registration, Assessment, Provisional Assessment, Manner of Payment of Duty, Exemption, Recovery and Refunds of Duties
      • Clearance of Excisable Goods; Invoice System, Central Excise Bonds; Maintenance of Accounts and Records and Filing of Returns, Large Tax Payer Units, Excise Audit 2000, Audit u/s 14 and 14AA of Central Excise Act 1944
• Exemption to First Clearance of Specified Goods
• Export Incentives under Central Excise such as SEZs, STPI, EHTP, EPZ
• Investigation, Adjudication, Appeal and Revision, including Appearance before CESTAT by Company Secretary as Authorized Representative; Settlement of Cases, Advance Ruling
• Search, Seizure, Arrest, Prosecution and Compounding; Offences and Penalty
• Miscellaneous Provisions under Central Excise

3. **Customs Laws**

• Levy of Customs Duties, Types of Customs Duty Leviable, Tariff Classification & Exemptions, Valuation of Imported and Exported goods
• Provision of Assessment, Payment of Duties, Recovery and Refund of Customs Duties
• Duty Drawback
• Procedure for Clearance of Imported and Exported Goods
• Transportation and Warehousing
• Confiscation of Goods and Conveyances and Imposition of Penalties; Search, Seizure and Arrest, Offences and Prosecution Provisions
• Adjudication, Appeal and Revision; Settlement of Cases, Advance Ruling
• Other Relevant Areas and Case Studies under Custom Laws and Rules

4. **Promissory Estoppel in Fiscal Laws** – Principles and Applicability with reference to Indirect Taxes

5. **Tax Planning and Management** – Scope and Management in Customs, with Specific Reference to important Issues in the Respective Areas


7. **Goods and Service Tax (GST)** – Concept and Developments

8. **Background, Concept and Mechanism of VAT, Classification, Invoicing, Exemption, Returns, Refunds, Demands, Appeals, Revisions, Liability under VAT.**

9. Set off and Composition Scheme, Computation of VAT, Assessment, VAT on Works Contract, Right to use Property, Rate of Tax, Procedural Aspects including Registration, Preparation and Filing of E-Returns, Audit and Appearances
PAPER 8: DRAFTING, APPEARANCES AND PLEADINGS
(100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire expert knowledge of drafting, pleadings and advocacy techniques.

Contents:

1. General Principles of Drafting and Relevant Substantive Rules
   - Drafting: Concept, General Principles and relevant substantive rules thereof
   - Basic Components of Deeds, Endorsements and Supplemental Deeds, Aids to Clarity and Accuracy, Legal Requirements and Implications

2. Drafting and Conveyancing relating to Various Deeds and Agreements
   - Conveyancing in General, Object of Conveyancing
   - Drafting of various Agreements including Sale Agreements, Joint Venture and Foreign Collaboration Agreements, Arbitration; Guarantees, Counter Guarantees; Bank Guarantee, Hypothecation Agreement, Outsourcing Agreements, Service Agreements, E-Contracts, Leave and License, IPR Agreements,
   - Promissory Note, Power of Attorney- General and Special, Will, Relinquishment Deed, Deed of Dissolution of Partnership, Hire-Purchase Agreement, Deed of Family Settlement and Other Deeds
   - Deed of Sale of Land, Building, Mortgage, License, Lease, Assignment, Trust, Gift, Partnership
   - Drafting of Writs, Partnership Deed, Sale Agreements, Collaboration Agreements, Hypothecation Agreements, E-Contracts
   - Drafting of Legal Opinion
   - Shareholder’s Agreement

3. Drafting of Agreements under the Companies Act
   - Pre incorporation Contracts; Memorandum and Articles of Association and other Agreements like slump sale

4. Pleadings
   - Pleadings in General; Object of Pleadings; Fundamental Rules of Pleadings
   - Civil: (i) Plaint Structure; Description of Parties (ii) Written Statement (iii) Interlocutory Application (iv) Original Petition (v) Affidavit (vi) Execution Petition and (vii) Memorandum of Appeal and Revision (viii) Petition under Article 226 and 32 of the Constitution of India (ix) Special Leave Petition
   - Criminal: (i) Complaints (ii) Criminal Miscellaneous Petition (iii) Bail Application and (iv) Memorandum of Appeal and Revision
   - Application for Setting Aside Ex-Parte Decree; Ordinary Suit of Recovery; Suit under Order XXXVII of Code of Civil Procedure, 1908
   - Suit for Permanent Injunction; Application for Temporary Injunction; Suit for Specific Performance; General Principles of Criminal Proceedings; Application under Section 125 of Code of Criminal Procedure, 1973; F.I.R
under Section 154 of Code of Criminal Procedure, 1973

5. **Appearances**
   - Appearance before Tribunals/Quasi Judicial Bodies such as CLB, SAT, NCLT, CCI, TRAI, Tax Authorities and Appellate Tribunals
   - Drafting of Affidavit in Evidence; Arguments on Preliminary Submissions, Arguments on Merits; Legal Pleadings and Written Submissions
   - Dress Code, Etiquettes and Court Craft

6. **Compounding of Offences**
   - Compounding of Offences under the Companies Act, SEBI Act, FEMA
   - Consent Orders

7. **Practical Exercises**
   - Notice to the Tenant under section 106 of Transfer of Property Act
   - Notice under Section 80 of Code of Civil Procedure, 1908
   - Reply to Notice
   - General Power of Attorney
   - Will
   - Agreement to Sale
   - Deed of Sale
   - Suit for Dissolution of Partnership
   - Petition for grant of Probate / Letters of Administration
   - Petition under Section 397 of Companies Act, 1956
   - Application for Appointment of Receiver/Local Commissioner
   - Application for Compromise of Suit
   - Application for Appointment of Guardian
   - Application to Sue as an Indigent Person under Order 33, Code of Civil Procedure
   - Appeal from Original Decree under Order 41, Code of Civil Procedure
   - Appeal from Orders under order 43 of Code of Civil Procedure
   - Revision Petition / Review Petition
   - Application under Section 5 of Limitation Act
   - Application for Execution
   - Application for Caveat Section 148A of Code of Civil Procedure
   - Writ Petition
   - Application under Section 482 of Code of Civil Procedure
   - Compounding of Offences by way of Compromise under Section 320(i) Code of Criminal Procedure
   - Lease Deed / Mortgage Deed
   - Special Power of Attorney
   - Relinquishment Deed
   - Partnership Deed / LLP Agreement
SYLLABUS OF ELECTIVE PAPERS UNDER PROFESSIONAL PROGRAM
(The students shall have the option to opt any one of the five elective papers)

ELECTIVE PAPER 9.1: BANKING LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge of law and practice relating to Banking

Contents:
1. Overview of Banking System
2. Regulatory Framework and Compliances
   B. Government and RBI’s Powers
      • Opening of New Banks and Branch Licensing
      • Constitution of Board of Directors and their Rights
      • Banks Share Holders and their Rights
      • CRR and SLR Concepts
      • Cash-Currency Management
      • Winding up – Amalgamation and Mergers
      • Powers to Control Advances – Selective Credit Control – Monetary and Credit Policy
      • Audit and Inspection
      • Supervision and Control – Board for Financial Supervision – its Scope and Role
      • Disclosure of Accounts and Balance Sheets
      • Submission of Returns to RBI
      • Corporate Governance
3. Legal Aspects of Banking Operations
   • Case Laws on Responsibility of Paying and Collecting Banker Indemnities or Guarantees – Scope and Application – Obligations of a Banker – Precautions and Rights – Laws relating to Bill Finance, LC and Deferred
Payments – Laws Relating to Securities – Valuation of Securities – Modes of Charging Securities – Lien, Pledge, Mortgage, Hypothecation etc – Registration of Firms/Companies – Creation of Charge and Satisfaction of Charge

4. Banking Related Laws

• TDS
• Banking Cash Transaction Tax
• Service Tax
• Asset Reconstruction Companies
• The Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002
• The Consumer Protection Act, 1986
• Banking Ombudsman
• Lok Adalats
• Lender’s Liability Act

5. Banker – Customer Relations

• The legal relationship between the Banker and Customer, the Multifarious Transactions between them and the Rights and Duties of the Parties springing out of such relationship
• Nature of Banking Business
• Legal Nature of Banker-Customer Relationship and their Mutual Rights and Duties
• Special Categories of Customers, such as Corporations, Partnership Firms, Hindu Joint Families, Unincorporated Bodies, Trusts, Joint Account Holders, Minors, Nominee Accounts, Liquidator, Mercantile Agents, Non-Resident Indians, Foreigners and the Legal Incidence of Each
• Different Types of Accounts such as Current Accounts, Savings Bank Account and Fixed Deposits
• Other Transactions between Banker and Customer such as Safe Deposit Vaults, Financial Advice, Letters of Introduction and Other Services Rendered by Banks
• special features of the relationship between banker and customer – Their mutual rights and duties – lien – Power to combine different accounts – Secrecy of account

6. Loans and Advances

• Law, Practice and Policies governing the employment of the funds in the hands of the banker with special reference to the lending banker
• State Policy on Loans and Advances – Priority sector advances and socio-economic policies - Financial inclusion – Self-Employment Schemes –
Women Entrepreneurs – Small Scale Industries – Agricultural Finance, Export Finance, etc – Micro Finance - How the banker profitably uses the fund – Call loans and loans repayable at short notice – Loans and advances – Overdrafts – Legal control over bank’s deployment of funds

7. Securities for Banker’s Loans
   - The legal issues involved in and the practice governing the different kinds of securities for banker’s advances and loans
   - Guarantees, pledge, lien, mortgage, charge – subject matters of collateral security
   - Corporate Securities
   - Documents of title to goods
   - Land and Buildings
   - Book debts
   - Life Policies
   - Factoring; Bill Discounting; Bank Guarantees; Letters of Credit; Commercial Papers

8. Financial Analysis of Banks
   - Introduction; Role of financial analysis in financial management; Techniques of Financial Analysis; DuPont Model of Financial Analysis; Special issues in Financial Analysis of Banking Industry

9. Financial System Contemporary and Emerging Issues: An Overview
   - Introduction; Role of Financial System; Capital Flow Through Intermediary Financial Institutions; Direct Capital Flow; Primary Market Products; Primary Market Issue Facilitators; Secondary Market; Economic Importance of Financial Markets (Cross referencing from Study Material)

10. International Banking Management
    - International Banking: An Overview
    - Legal & Regulatory Framework
    - International Banking Operations Management
    - Risk Management in International Banking
    - Special Issues: Technology and International Banking; Globalisation and International Banking; Financial Innovations in International Banking

11. Electronic Banking and IT in Banks
    - IT in Banking: An Introduction
    - IT Applications in Banking- Computer-Based Information Systems for Banking; Electronic Banking; Electronic Fund Management
    - Enabling Technologies of Modern Banking- Electronic Commerce and Banking; Supply Chain Management; Customer Relationship Management; Integrated Communication Networks for Banks
    - Security and Control Systems – Cybercrimes and fraud management
    - Planning and Implementation of Information Systems
12. Risk Management in Banks
   • Risk Management: An Overview
   • Credit Risk Management
   • Liquidity and Market Risk Management
   • Operational Risk Management
   • Special Issues- Risk Management Organisation; Reporting of Banking Risk; Risk Adjusted Performance Evaluation
   • Basel III

13. Ethics and Corporate Governance in Banks
   • Ethics and Business
   • Corporate Governance
   • Corporate Social Responsibility
   • Governance in Financial Sector

ELECTIVE PAPER 9.2: CAPITAL, COMMODITY & MONEY MARKET (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge of Capital, Commodity and Money Market

Contents:

1. Economic Framework
   • Basic structure of Flow of funds in the economy;
   • Capital Markets its Role in Capital formation, Functions of Liquidity, Resource Allocation and Transaction Cost-reduction

2. Legal Framework
   • Ministry of Finance (Capital Markets Division, Department of Economic Affairs)
   • Ministry of Corporate Affairs
   • Companies Act, 1956
   • SEBI Act, 1992
   • Securities Contracts (Regulation) Act, 1956 (SCRA)
   • Depositories Act, 1996
   • Prevention of Money Laundering Act, 2002
   • Grievance Redressal Mechanism: Stock Exchange (Investor Protection Fund), SEBI, Securities Appellate Tribunal (SAT), Supreme Court
   • Enforcement: Economic Offences Wing, Financial Intelligence Unit,
3. Financial Intermediaries Framework

- Framework of Market Infrastructure Institutions (MII), Stock Exchanges, Clearing Corporations, Custodians,
- Depositories, Depository Participants, Registrars and Transfer Agents (RTA), Bankers to issue
- Merchant Bankers, Underwriters, Investment Advisors, Portfolio Managers, Self Certified Syndicate Banks,
- Brokers, Sub-brokers, Market-makers
- Credit Rating Agencies

4. Primary Markets

- IPO, FPO, Offer for Sale, Private Placement, Preferential Allotment, Institutional Placement Procedures (IPP), Qualified Institutional Placement (QIP), Rights Issue, Bonus Issue
- Prospectus, DRHP, Shelf Prospectus, Red Herring prospectus
- Private Investment in Public Equity (PIPE)
- SEBI (Issue of Capital & Disclosure Requirements) Regulations, 2009
- Lead Manager (Pre & Post Issue Activities)
- Due Diligence Review
- Underwriting obligations
- Basis of Allotment
- Book-building
- Pre-issue and Post-issue activities,
- Green-shoe Option
- Pre-listing and Post-listing activities, Listing Agreement

5. Secondary Markets

- Opening day (listing)
- Continuing compliance obligations and disclosures: Post-listing activities, Corporate Actions
- Requirements for Continuing Listing
- Corporate Governance Norms
- Disclosures as per Listing Agreement: Price Sensitive Information, Material Changes, Quarterly results
- Stock Market Indices

6. Capital Market Investment Institutions

- Domestic Financial Institutions (DFI), Qualified Institutional Buyers (QIB), Foreign Institutional Investors (FII), Private Equity (PE), Angel Funds,
7. Capital Market Instruments
   • Equities
   • Preference Shares, Shares with Differential Voting Rights (DVR)
   • Corporate Debt :Non Convertible Debentures (NCD), Partly-and Fully-Convertible Debentures (PCD, FCD)
   • NCDs with or without Call and Put Features
   • Bonds, Foreign Currency Convertible Bonds (FCCB)
   • Indian Depository Receipts (IDR)
   • Derivatives: Single Stock Futures, Single Stock Options, Index futures (SENSEX, NIFTY), Index Options, Interest Rate Futures, Currency futures
   • Exchange Traded Funds (ETF)
   • Warrants

8. Resource Mobilization through International Markets
   • Global Depository Receipt (GDR)
   • American Depository Receipt (ADR)
   • Listing on the London Alternative Investment Market (AIM), NASDAQ, NYSE


10. Economics of Commodities Marketing
   (a) Economic Rationale for Commodities Trading Place and store value
   (b) Perishables and non-perishables
   (c) Tangibles and Intangibles (Weather, Freight)
   (d) How resources can be optimized through price hedges

11. Commodities Market Operations
   • Origin of Commodity Market in India
   • Products, Participants and Functions
   • Evolution of Commodity Exchanges; Regulatory Framework
   • Structure Of Commodity exchanges, membership, Risk Management, Clearing and Settlement System, Commodities Traded on Stock Exchanges Platform-NCDEX, MCX SX
   • Instruments available for Trading
   • Using commodity exchanges for Hedging, Speculation and Arbitrage

12. Introduction to Money Market
   • Nature & Deployment of Surplus Funds and Raising of Short-term funds, Characteristics of Money Market
   • Regulatory framework of RBI, FIMMDA (Fixed Income, Money Market
and Derivatives Association) and Foreign Exchange Dealers Association of India (FEDAI)

- Call Money Market-Players, Utility, Money market Instruments: Commercial Paper, Certificates of Deposits, Bills of Exchange, Treasury Bills (T-Bills), Bill Discounting, Factoring, Letter of Credit, Money Market Mutual Funds, Fixed Maturity Plans

**ELECTIVE PAPER 9.3: INSURANCE - LAW AND PRACTICE**

(100 Marks)

**Level of Knowledge:** Expert Knowledge

**Objective:** To acquire specialized knowledge of law and practice relating to Insurance.

**Contents:**

1. **Understanding and Managing Risk**
   

2. **General Principles and Concepts of Insurance**
   
   Insurable Interest - Indemnity - *Uberrimae fidei* - Proximate Cause - Subrogation and Contribution - Differentiation Insurance and Guarantee - Insurance and Wager - Disclosure – Moral Hazards

3. **Insurance Contract and Indian Market Conditions**
   

4. **Regulatory Environment – Specific Legislations**
   

5. **Regulatory Environment - General**
   

6. **International Regulatory Framework**
   
   International Association of Insurance Supervisors – Future Trends

7. **Life Insurance - Practices, Procedures**
   
   Application of Principles in Life Insurance Contract — Representation - Assignment and Nomination - Title and Claims - Tax Law Implications - Concept of Trusts in Life Policy - Stamp Duties - Role and Function of Life Insurance Companies.
8. Life Insurance & Pension Products
Life Insurance Products – Proposals, Policy and documentation


Claims Procedures – Underinsurance - Condition of Average - Recovery – Salvage.

11. General Insurance Products
   - Property Insurance (Fire and Engineering)
   - Marine Insurance (Hull and Cargo)
   - Motor Insurance
   - Business Interruption
   - Liability Insurance (Public, Products, Professional, Directors & Officers etc)
   - Personal Lines (Health, Accident, Travel, Residential Premises etc.)
   - Rural and Agricultural
   - Micro-Insurance
   - Other Miscellaneous lines (Burglary, Bankers’ Risks, Fidelity etc.)

12. Ethics and Corporate Governance Framework for Insurance Companies
Financial Statements, Protection of Policy holders, Concept of Treating Customers Fairly (TCF), Actuarial and Other Certifications

ELECTIVE PAPER 9.4: INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE (100 Marks)

Level of Knowledge: Expert Knowledge
Objective: To acquire advance knowledge of law and practices relating to intellectual property.

Contents:
1. Introduction
   - Meaning, Relevance, Business Impact, Protection of Intellectual Property
   - Copyrights, Trademarks, Patents, Designs, Utility Models, Trade Secrets and Geographical Indications
   - Bio-diversity and IPR
   - Competing Rationales for Protection of Intellectual Property Rights

2. Patents
   - Concept of Patent
• Product/Process Patents & Terminology
• Duration of Patents- Law and Policy Consideration Elements of Patentability - Novelty and Non Obviousness (Inventive Steps and Industrial Application, Non- Patentable Subject Matter
• Procedure for Filing of Patent Application and types of Applications
• Procedure for Opposition,
• Revocation of Patents
• Ownership and Maintenance of Patents
• Assignment and licensing of Patents
• Working of Patents- Compulsory Licensing
• Patent Agent- Qualification and Registration Procedure

• Patent Offices in India
• Importance of Patent Information in Business Development
• Patent search through Internet, Patent Databases

4. Preparation of Patent Documents
• Lab Notebooks/Log Books/Record Books
• Methods of Invention Disclosures
• Patent Application and its Contents
• Reading & Writing of the Patent Document

5. Process for Examination of Patent Application
• Publication of Patent Applications
• Request for Examination
• Process for Examination & Prosecution
• Reissue & Reexamination

6. Patent Infringement
• Literal Infringement
• Doctrine of Equivalence and Doctrine of Colorable Variation
• Contributory Infringement
• Defenses to Infringement including Experimental Use, Inequitable Conduct, Patent Misuse
• Legal Aspects (Act, Rules, Procedures)

7. Recent Developments in Patent System
• Software and Business Method Patenting in India & other Jurisdiction
• Patentable Inventions with Special Reference to Biotechnology Products entailing Creation of New Forms of Life

8. Trademarks
• The rationale of protection of trademark as (a) an aspect of commercial and (b) of consumer rights
• Definition and concept of Trademarks
• Different kinds of marks (brand names, logos, signatures, symbols, well known marks, certification marks and service marks)
• Non Registrable Trademarks
• Procedure for Registration of Trademarks
• Opposition Procedure
• Assignment / Transmission / Licensing of Trademarks
• Infringement of Trademarks
• Passing off Action
• Offences and Penalties
• International Conventions- Madrid Protocol
• Domain Names
• WIPO Internet Domain Name Process

9. Copyrights
• Nature of Copyright
• Works in which Copyrights subsist
• Author & Ownership of Copyright
• Rights Conferred by Copyright
• Assignment, Transmission, Licensing of Copyrights
• Infringement of Copyrights
• Remedies & Actions for Infringement of Copyrights
• Copyright Societies, Office, Board, Registration of Copyrights & Appeals
• International Conventions
• Copyright pertaining to Software/Internet and other Digital media
• Remedies, especially, possibility of Anton Pillar Injunctive Relief in India

10. Industrial Designs
• What is a Registrable Design
• What is not a Design
• Novelty & Originality
• Procedure for Registration of Designs
• Copyright under Design
• Assignment, Transmission, Licenses
• Procedure for Cancellation of Design
• Infringement
• Remedies

11. Geographical Indications
• Meaning and Nature
• Who are entitled for registration
• Conditions & Procedure for Registration
• Offences and Penalties

12. Protection of Trade Secrets

13. Key Business Concerns in Commercializing Intellectual Property Rights
• Competition and Confidentiality Issues, Antitrust Laws
• Employee Confidentiality
• Assignment of Intellectual Property Rights
• Technology Transfer Agreements
• Intellectual Property Issues in the Sale of Business
• Care & Maintenance of Confidential Information
• Legal Auditing of Intellectual Property
• Due Diligence of Intellectual Property Rights in a Corporate Transaction

14. Management and Valuation of Intellectual Property

15. Recent Trends and Development

ELECTIVE PAPER 9.5: INTERNATIONAL BUSINESS – LAWS AND PRACTICES (100 Marks)

Level of Knowledge: Expert Knowledge

Objective: To acquire specialized knowledge in International business, law, procedure and practices.

Contents:

1. Introduction
   (a) International Business – Nature and Scope,
   (b) Globalization – Meaning, Levels, Merits, Limitations and irreversibility of Globalization
   (c) Need to go global
   (d) Internationalization Decisions (entry modes)
   (e) SEZ features

2. International Business Environment
   (a) Meaning of Environment
   (b) Dimensions – PEST to STEEPLE
   (c) Internal Environment and External Environment
   (d) SWOT Analysis
   (e) Various approaches to Assess competitiveness including Michael Porter’s 5- Forces Model
   (f) Global Competitiveness Index

3. Multi National Enterprises (MNEs) and Foreign Direct Investment (FDI)
   (a) Meaning and Characteristics
(b) Role of MNEs in host economy
(c) Trends in Global FDI
(d) Trends in FDI with reference to India
(e) Issues with MNEs – Taxation, Restrictive Trade Practices, Currency, Jurisdiction and Technology Transfer

4. Foreign Trade Policy and Procedures
   (a) Introduction to Foreign Trade Policy
   (b) Institutional Framework for Export Promotion
   (c) Export Incentives and Facilities
   (d) EPZ/FTZ/100% EOU’s
   (e) Quality Control for Exports
   (f) Export Prospects for Select Products and Services
   (g) INCO Terms
   (h) International Commercial Arbitration- Shipment and Post Shipment Finance
   (i) SEZ-Incentives and Benefits
   (j) Method of Realizing Export Payments and Ensuring Guaranteed Export Payment
   (k) Central Excise Clearance Formalities
   (l) Customs Regulations and Clearance Formalities for Exports & Imports
   (m) Duty Draw Back Claims Procedure
   (n) Foreign Trade Financing – Export & Import
   (o) Foreign Exchange Risk Management
   (p) International Credit Management
   (q) Warehousing
   (r) Instruments of Trade Policy and India’s Trade Policy

5. International Trade and Regional Economic Integration
   (a) Theory – Mercantilism, absolute advantage and comparative advantage
   (b) Trends in Global Trade
   (c) Trends in India’s Trade
   (d) Types of Regional Economic Integration – Free Trade Area, Custom Union, Common Market, Economic Union, Monitory Union and Political Union etc.
   (e) Trading Blocks- ASEAN, SAFTA, SAARC, NAFTA, EU

6. Institutional Environment
   (a) Pre WTO Scenario, difference between GATT and WTO
   (b) Trade Related Institutions – WTO and UNCTAD
   (c) WTO – Basic Principles, various agreements, Functions and Areas of Operations, Dispute Settlement Mechanism (rules and procedures)
   (d) IMF, IBRD, ADB
   (e) Commodity Agreements
7. Anti-Dumping Duties
   (a) WTO Provisions on Anti-Dumping, Anti-Dumping Duties, Procedure and Developments
   (b) Regulatory Framework for Anti Dumping in India
   (c) Recent Anti Dumping Cases in India

8. Subsidies and Countervailing Duties
   (a) WTO Provisions
   (b) Administration
   (c) Procedure and Emerging Trends
   (d) Regulatory Framework for Subsidies & Countervailing duties in India
   (e) Doha Development Round

9. Foreign Collaborations and Joint Ventures
   (a) Foreign Direct Investment Policy, Industrial Policy
   (b) Kinds of Collaboration and Joint Ventures
   (c) Drafting of Agreement
   (d) Restrictive Clauses in the Foreign Collaboration/Joint Venture Agreements
   (e) International Commercial Arbitration

10. Strategic Alliances
    (a) Meaning, Rationale, Types, Trends in Alliances in New Competitive Environment, Strategic Alliance Failures, Managing Strategic Alliances.

11. Logistics Management
    (a) Logistics Framework- Concept, Objective and Scope
    (b) Transportation, Warehousing, Inventory Management, Packing and Unitization, Control and Communication
    (c) Role of IT in Logistics, Logistics Service Firms and Third Party Logistics
## SCHEME OF PAPERWISE EXEMPTION
FOR SWITCHOVER FROM OLD SYLLABUS TO NEW SYLLABUS

### EXECUTIVE PROGRAMME

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<thead>
<tr>
<th>Existing syllabus</th>
<th>Paper-wise Exemption under New syllabus</th>
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<td>MODULE 1</td>
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<tr>
<td>1. General and Commercial Laws *</td>
<td>Please Refer Note</td>
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<tr>
<td>2. Company Accounts and Cost &amp; Management Accounting **</td>
<td>M1. P2. Cost and Management Accounting</td>
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<td>3. Tax Laws</td>
<td>Tax Laws and Practice</td>
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<td>MODULE 2</td>
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<tr>
<td>5. Economic and Labour Laws *</td>
<td>Please Refer Note</td>
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*Note: In case the student has obtained 60 or more marks in paper 1 AND 5 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 3 (Economic and Commercial Laws) AND 7 (Industrial, Labour and General Laws) under new syllabus.

**Note: Since the weightage has been given to Auditing in paper 5, Company Accounts and Auditing. In addition the Institute is pursuing with the regulatory authorities to recognize the Company Secretary as Auditing Professionals, therefore the exemption is given to only Paper 2 Cost and Management Accounting under new syllabus.

### PROFESSIONAL PROGRAMME

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<tr>
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<tr>
<td>MODULE 1</td>
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<td>2. Drafting, Appearances and Pleadings</td>
<td>M3 P8 Drafting, Appearances and Pleadings</td>
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<td>MODULE 2</td>
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<td>4. Corporate Restructuring &amp; Insolvency</td>
<td>M1 P3 Corporate Restructuring, Valuation and Insolvency</td>
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<td>MODULE 3</td>
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<td>5. Advanced Tax Laws and Practice</td>
<td>Advanced Tax Laws and Practice</td>
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<tr>
<td>MODULE 4</td>
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<tr>
<td>6. Due Diligence and Corporate Compliance Management</td>
<td>M1. P2. Secretarial Audit, Compliance Management and Due Diligence</td>
</tr>
</tbody>
</table>
LIST OF RECOMMENDED BOOKS

IMPORTANT NOTE

The list of suggested readings has been classified into two categories, viz. (i) Readings; and (ii) References. The books suggested for readings cover a substantial portion of the syllabus. The Institute’s publications have also been included under the Readings/References. In some papers, the subject being very vast, it is not possible to recommend one book, and, therefore, students are advised to read a separate book for each functional area in these papers.

Students are also advised to read relevant Bare Acts and Rules and Regulations relating thereto. ‘Student Company Secretary’, ‘Chartered Secretary’ and other journals of repute should also be read regularly for updating and supplementing the knowledge particularly, in subjects like Taxation, Economic Laws, Labour Laws and Corporate Laws.

FOUNDATION PROGRAMME

PAPER 1 : BUSINESS ENVIRONMENT AND ENTREPRENEURSHIP

Readings:

1. M.C. Shukla  

2. N.D. Kapoor  
   Mercantile Law; Sultan Chand & Co., New Delhi.

3. N.D. Kapoor & Dinkar Pagare  
   Business Laws and Management; Sultan Chand & Sons.

4. M.C. Kuchhal  
   Mercantile Law; Vikas Publishing House, New Delhi.

5. Daniel Albvoverove  
   Legal Aspects of Business; Oxford University Press.

6. Poonam Gandhi  
   Business Studies; Dhanpat Rai & Company Private Limited, Delhi.

7. NCERT  
   Business Studies Text Book for Class 10+2

8. D. Chandra Bose  
   Business Laws; PHI Learning Pvt. Ltd.

9. Richard Blundel & Nigel Lockett  
   Exploring Entrepreneurship; Oxford University Press.

References:

Sen & Mitra  
Commercial Law; The World Press Pvt. Ltd., Calcutta.
## PAPER 2: BUSINESS MANAGEMENT, ETHICS AND COMMUNICATION

**Readings:**

2. L.M. Prasad Principles and Practice of Management.
6. Madhurima Lal and Shikha Sahai Entrepreneurship; Excel Publication.
11. S. Balachandran, Raja, Nair Ethics, Indian Ethos and Management; Shroff Publication.
15. Ramesh M.S., Pattanshetti & Madhumati M. Kulkarni Business Communication; R. Chand & Co., 1, Ansari Road, Daryaganj, New Delhi.
References:

2. Peter F. Drucker Management, Tasks Responsibilities Practice
5. Cambridge University Press Cambridge Advanced Learner’s Dictionary

PAPER 3: BUSINESS ECONOMICS

Readings:

1. H.L. Bhatia Micro Economic Theory; Modern Publisher, Gulab Bhawan, 6, Bahadurshah Zafar Marg, New Delhi.
4. Atmanand Managerial Economics; Excel Publication.

7. Ruddar Datt & K.P.M. Sundaram  Indian Economy; S. Chand & Company Ltd., Ram Nagar, New Delhi.


12. Dr. Vivek Mittal  Business Environment; Excel Publication.


References:


PAPER 4 : FUNDAMENTAL OF ACCOUNTING AND AUDITING

Readings:


5. S. N. Maheshwari & S.K. Maheshwari  
7. Ashok Sehgal & Deepak Sehgal  
   Advanced Accounting (Financial Accounting); Taxmann’s, New Delhi.
8. S. Jayaraman  
   Financial Accounting; Excel Publication
9. Aruna Jha  
10. S.D. Sharma  
11. Anand G. Srinivasan  
    Auditing, Taxmann Publications Pvt. Ltd., New Rohtak Road, New Delhi.
12. S. Sundharababu, S. Sundharsanam, B.N. Tondon  
    A Handbook of Practice Auditing, S. Chand & Company, New Delhi

References:
1. T. P. Ghosh, A. Banerjee & K.M. Bansal  
   Principles and Practice of Accounting, Galgotia Publishing Company, New Delhi-5.
2. P. C. Tulsian  
3. R. Narayanaswamy  
   Financial Accounting – A Managerial Prospective; PHI Learning Pvt. Ltd.
4. Ashish K. Bhattacharyya  
   Essentials of Financial Accounting; PHI Learning Pvt. Ltd.
EXECUTIVE PROGRAMME

MODULE I

PAPER 1 : COMPANY LAW

Readings:

1. Dr. Avtar Singh : Company Law; Eastern Book Company, 34, Lalbagh, Lucknow – 226 001
2. C.R. Datta : Datta on the Company Law; Lexis Nexis, Butterworths Wadhwa, Nagpur
3. A. Ramaiya : Guide to the Companies Act; Lexis Nexis, Butterworths Wadhwa, Nagpur
5. A.K. Mujumdar, Dr. G.K. Kapoor : Company Law and Practice; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
7. M.C. Kuchhal : Modern Indian Company Law; Shri Mahavir Book Depot, 2603, Nai Sarak, Delhi-110 006.

References:

2. R. Suryanarayanan : Company Law Ready Reckoner; Commercial Law Publishers, 151, Rajinder Market, Opp. Tis Hazari Court, Delhi-110054.
3. Palmer : Company Law (Vol. 1); Stevens & Sons Ltd., London.
5. Taxmann’s : Circulars & Clarifications on Company Law; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
6. Bare Act : Corporate Laws; Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.
   The Companies Act, 1956; Universal Law Publishing Co., C-FF-1A, Dilkhush Industrial Estate, G.T. Karnal Road, Delhi-110 003.

Journals:
1. Chartered Secretary : ICSI, New Delhi
2. Student Company Secretary : ICSI, New Delhi

Note: The latest edition of all the books referred to above should be read.

PAPER 2 : COST AND MANAGEMENT ACCOUNTING

Readings & References:
1. V.K. Saxena & C.D. Vashist : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj, New Delhi -110 002.
2. S.N. Maheshwari : Cost and Management Accounting; Sultan Chand & Sons, 23, Daryaganj, New Delhi -110 002.
3. I.M. Pandey : Management Accounting; Vikas Publishing House (P) Ltd., A-22, Sector 4, Noida – 201 301
4. Ravi M. Kishore : Advanced Management Accounting; Taxmann’s, Taxmann Publication (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110 005.
7. C.T. Horngren : Cost and Management Accounting - A Managerial Emphasis; Pearson Education Asia, 482, F.I.E. Patparganj, Delhi-110 092.


**PAPER-3 : ECONOMIC AND COMMERCIAL LAWS**

**Readings & References:**


5. Dr. V.K. Aggarwal : Consumer Protection Law and Practice; Bharat Law House, 22, Tarun Enclave, Pitampura, New Delhi - 110 034.

10. Lall’s : Commentaries on Water and Air Pollution Laws; Delhi Law House, Delhi.
22. N. Suryanarayan Iyer : Indian Trust Act, 1882; Revised by Dr. R.G. Chaturvedi; Law Book Company, Allahabad.
PAPER 4 : TAX LAWS & PRACTICE

Readings:

I. Income Tax :

1. Dr. V.K. Singhania : Students Guide to Income-tax including Service Tax/VAT; Taxmann Publications Pvt. Ltd., 59/32, New Rohtak Road, New Delhi – 110 005


4. Dr. H.C. Mehrotra and Dr. S.P. Goyal : Direct Taxes (with Tax Planning); Sahitya Bhawan, Agra.

II. Service Tax and Value Added Tax:

1. V.S. Datey : Service Tax Ready Reckoner; Taxmann Publications, 59/32, New Rohtak Road, New Delhi


Reference:


Journals :

2. Student Company Secretary (Bi-Monthly Bulletin) : I.C.S.I., New Delhi.

3. Income Tax Reports : Company Law Institute of India Pvt. Ltd., Tyagaraja Road, Madras.

4. Taxmann : Taxmann; 59/32, New Rohtak Road, New Delhi - 110 005.


Note :
(i) Students are advised to read the relevant Bare Acts. ‘Student Company Secretary’ and ‘Chartered Secretary’ regularly for updating the knowledge.
(ii) The latest editions of all the books relevant for the applicable assessment year referred to above should be read.

MODULE II

PAPER 5 : COMPANY ACCOUNTS AND AUDITING PRACTICES

Readings & References:


5. Ashok Sehgal & Deepak Sehgal : Advanced Accounting-Vol. 2; Taxmann’s, 59/32, New Rohtak Road, New Delhi-110 005.


PAPER 6 : CAPITAL MARKETS AND SECURITIES LAWS

Readings:


5. S. Suryanarayanan & V. Varadarajan : SEBI – Law, Practice & Procedure; Commercial Law Publishers (India) Pvt. Ltd., 151, Rajindra Market, Opp. Tis Hazari Court, Delhi - 110054


References:


2. Indian Securities Market - A Review : NSE Yearly Publication

3. Website : www.sebi.gov.in
   www.nseindia.com
   www.bseindia.com
Journals:
1. SEBI and Corporate Laws : Taxmann, 59/32, New Rohtak Road, New Delhi-110 005.

Note: Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. ‘Student Company Secretary’ and ‘Chartered Secretary’ should also be read regularly for updating the knowledge.

PAPER 7 : INDUSTRIAL, LABOUR AND GENERAL LAWS

Readings & References:
1. Relevant Bare Acts : Labour Laws

Journals:
1. Student Company Secretary (Monthly) : The ICSI, New Delhi-110 003.
2. Chartered Secretary (Monthly) : The ICSI, New Delhi-110 003.
3. All India Reporter : All India Reporter Ltd., Congress Nagar, Nagpur.

Note:
1. Students are advised to read the above journals for updating the knowledge.
2. Students are advised to read/refer the latest editions of the books in the reading/reference lists.
3. Students are also advised to read legal glossary/legal terms given in Appendix.
PROFESSIONAL PROGRAMME

MODULE 1

PAPER 1 : ADVANCED COMPANY LAW AND PRACTICE

Readings:

7. Company Rules & E-Company Forms: Taxmann Publication (P) Limited

PAPER 2: SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE

Readings:

4. K. R. Sampath: Mergers/Amalgamations, takeovers, Joint Ventures, LLPs and Corporate Restructure, Snow white Publications
5. S. Ramanujam: Mergers et al, LexisNexis Butterworths Wadhwa Nagpur
6. Alexandra Reed Lajoux & Charles M. Elson: The Art of M&A Due Diligence
7. Secretarial Standards issued by ICSI

Important Websites

(a) www.sebi.gov.in
(b) www.rbi.org.in
Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. ‘Student Company Secretary’ and ‘Chartered Secretary’ should also be read regularly for updating the knowledge.

**PAPER 3: CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY**

Readings:

4. K. R. Sampath : Mergers/Amalgamations, Takeovers, Joint Ventures, LLPs and Corporate Restructure, Snow White Publications
5. S. Ramanujam : Mergers et al, LexisNexis Butterworths Wadhwa Nagpur
6. Ray : Mergers and Acquisitions Strategy, Valuation and Integration, PHI

**Important Websites**

(a) www.sebi.gov.in  
(b) www.rbi.org.in  
(c) www.finmin.nic.in  
(d) www.dipp.nic.in  
(e) www.mca.gov.in

Students are advised to read relevant Bare Acts and Rules and Regulations relating thereto. ‘Student Company Secretary’ and ‘Chartered Secretary’ should also be read regularly for updating the knowledge.

**MODULE 2**

**PAPER 4: INFORMATION TECHNOLOGY AND SYSTEMS AUDIT**

Readings:

2. Jerome Kanter : Managing with Information, Prentice Hall of India

5. Dr. L.M. Prasad and Usha Prasad : Information Systems & Technology, Sultan Chand Publication

**PAPER 5: FINANCIAL, TREASURY AND FOREX MANAGEMENT**

**Readings:**

2. Prasanna Chandra : Financial management - Theory and Practice, Mcgraw Hill Education (India) Limited

**PAPER 6: ETHICS, GOVERNANCE AND SUSTAINABILITY**

**Readings:**

1. N. Balasubramanian : Corporate Governance and Stewardship, Tata Mcgraw Hill
2. H. C. Mruthyunjaya : Business Ethics and Value System, PHI
3. A. C. Fernando : Business Ethics – An Indian Perspective Pearson
4. Inderjit Dube : Corporate Governance; Lexis Nexis Butterworths Wadhwa, Nagpur
5. Sanjiv Agarwal : Corporate Governance: Concept & Dimensions; Snow White Publications P Ltd.
7. Edited by G.P. Gupta & M.S. Srinivasan : Management by Consciousness, Sri Aurobindo Foundation for Integral Management
8. ICSI & Taxmann : Corporate Governance Beyond Letters
9. ICSI : CG Insight, Gender Diversity on Boardrooms, Shareholder Activism, Sustainability Reporting for Sustainable Future

10. ICSI : Secretarial Standards on Board Meetings, General Meetings, Boards’ Report, Guidance Note on Corporate Governance Certification

MODULE 3

PAPER 7 ADVANCED TAX LAWS AND PRACTICE

Readings:

I. Direct Taxes


4. B.B. Lal and N. Vashist : Direct Taxes, Income Tax, Wealth Tax and Tax Planning; Darling Kindersley (India) Pvt. Ltd., 482, FIE, Patparganj, Delhi.-110092

II. Indirect Taxes


2. Dr. Sanjeev Kumar : T-195, Mangolpuri Industrial Area, Phase-1, New Delhi-110083


References:

I. Direct Taxes

4. Kanga & Palkhivula : Shalmadas Gandhi Marg, Chikal House, Opposite Bank of India, Princess Street, Mumbai

II. Indirect taxes

2. Taxmann : CENVAT Law & Practice; Taxmann Allied Services (P) Ltd., 59/32, New Rohtak Road, New Delhi – 110005

PAPER 8: DRAFTING, APPEARANCES AND PLEADINGS

Readings:


References:

RECOMMENDED BOOKS FOR ELECTIVE PAPERS

9.1 BANKING LAW AND PRACTICE

2. A.B. Srivastava and K. Elumalai: Seth’s Banking Law, Law Publisher’s India (P) Limited

### 9.2 CAPITAL, COMMODITY AND MONEY MARKET

1. Dr. S. Gurusamy : Capital Market, Tata Mcgraw Hill Education Private Limited

2. Indian Institute of Banking & Finance : Securities Market and Products, Taxmann Publications (p) Ltd.


### 9.3 INSURANCE LAW AND PRACTICE


5. Dr. Avtar Singh : Law of Insurance, Universal Publication Pvt. Limited


### 9.4 INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE

1. S.K. Roy Chaudhary & H.K. Saharay : The Law of Trademarks, Copyright, Patents and Design
<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>B.L. Wadehra</td>
<td>Law Relating to Patents, Trademarks, Copyright, Designs and Geographical Indications</td>
</tr>
<tr>
<td>3.</td>
<td>Aswani Kr. Bansal</td>
<td>Law of Trademarks in India</td>
</tr>
<tr>
<td>4.</td>
<td>Satyawrat Ponkse</td>
<td>The Management of Intellectual Property</td>
</tr>
<tr>
<td>6.</td>
<td>Dr. Subash Chanra Roy</td>
<td>Lecture on Intellectual Property Law, Chanakya Law University, Patna</td>
</tr>
</tbody>
</table>

**9.5 INTERNATIONAL BUSINESS-LAWS AND PRACTICES**

<table>
<thead>
<tr>
<th>No.</th>
<th>Author</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>V.K. Pamecha</td>
<td>A Guide to Export-Import Consultancy &amp; Registration Services</td>
</tr>
<tr>
<td>3.</td>
<td>R.K. Gupta</td>
<td>Anti Dumping Law and Procedures</td>
</tr>
<tr>
<td>4.</td>
<td>R.K. Jain</td>
<td>Foreign Trade Policy and Handbook of Procedures</td>
</tr>
<tr>
<td>7.</td>
<td>P.K. Khurana</td>
<td>Export Management</td>
</tr>
</tbody>
</table>
TABLE OF FEES
(As determined by the Council relating to Students and Licentiates)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee (₹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Registration fee:</td>
<td>2,000</td>
</tr>
<tr>
<td>2. Exemption Fee</td>
<td></td>
</tr>
<tr>
<td>(a) Foundation Programme:</td>
<td>500</td>
</tr>
<tr>
<td>(b) Executive Programme:</td>
<td>700</td>
</tr>
<tr>
<td>3. Postal Tuition Fee</td>
<td></td>
</tr>
<tr>
<td>Foundation Programme Payable at the time of registration by non-commerce candidates who are seeking exemption from passing the Foundation Programme examination under clause (ii) of regulation 38.</td>
<td>@₹187.50 per subject for those subjects of the Foundation Programme examination which the candidate had not studied at the graduate or post-graduate level and for which he is required to undergo coaching for the Foundation Programme pursuant to proviso to regulation 38.</td>
</tr>
<tr>
<td>Executive Programme Payable at the time of registration</td>
<td>6,500</td>
</tr>
<tr>
<td>Professional Programme Payable after passing the Executive Programme examination</td>
<td>12,000</td>
</tr>
<tr>
<td>4. Subjectwise exemption fee</td>
<td>₹ 1,000 per subject</td>
</tr>
<tr>
<td>Executive/Professional Programme</td>
<td></td>
</tr>
<tr>
<td>5. Fee for Registration <em>De novo</em></td>
<td></td>
</tr>
<tr>
<td>(a) If applying within 2 years from the date of expiry of former registration</td>
<td></td>
</tr>
<tr>
<td>(i) Registration Fee</td>
<td>₹ 2,000</td>
</tr>
<tr>
<td>(ii) Postal Tuition fee (if completion certificate not obtained for both modules of Executive/all modules of Professional Programme examination).</td>
<td>Balance of ₹6,500 for Executive Programme or ₹12,000 for Professional Programme after adjusting the postal tuition fee already paid for Executive Programme or Professional Programme, as the case may be.</td>
</tr>
<tr>
<td>(b) If applying after 2 years but within 5 years from the date of expiry of former registration</td>
<td></td>
</tr>
<tr>
<td>(i) Fees as stated under clause (a) above</td>
<td></td>
</tr>
<tr>
<td>(ii) Exemption fee for Foundation Programme examination</td>
<td>₹ 500</td>
</tr>
</tbody>
</table>
(iii) Exemption fee from Executive Programme examination (if passed both the modules) ₹ 750
(iv) Subjectwise exemption fee ₹ 1,000 per subject

6. Extension of registration
   (i) Extension of registration fee ₹ 750 per annum
   (ii) Service charges ₹ 250 per module for which coaching completion certificate has not been issued.
   (iii) Arrears of fee under the previous registration, if any.

7. Examination Fees:
   (i) Examination fee:
       Foundation Programme ₹ 1,200 lump sum
       Executive Programme ₹ 1,200 per module
       Professional Programme ₹ 1,200 per module
   (ii) Late fee for receipt of Examination Application within 15 days of the scheduled last date ₹ 250
   (iii) Change of Examination Centre fee ₹ 250
   (iv) Change of Module fee ₹ 250
   (v) Change of Medium fee ₹ 250
   (vi) Verification of marks fee ₹ 250 per subject

8. Miscellaneous Fees:
   (i) Issue of Duplicate Pass Certificate ₹ 200
   (ii) Issue of Duplicate Marks-Sheet ₹ 100 per session
   (iii) Issue of Transcript ₹ 250 each

9. Annual subscription of Licentiate ICSI ₹ 1,000
10. Apprenticeship Training Fee ₹ 50

NOTE:
(i) Applicants/Students belonging to Scheduled Caste/Scheduled Tribe are eligible to seek 50% concession in fees on submission of written requests together with attested copy of the relevant certificate issued by the competent authority.
(ii) Once an application for registration is accepted by the Institute, no part of the fee shall be refunded under any circumstances. Fees in respect of such applications which are not eligible for registration or not accepted, for any other reason, may be refunded after deducting ₹ 25 towards administrative expenses.
Sir,

I request that my registration as a student may be extended for one year in accordance with Regulation 21(3) of ‘The Company Secretaries Regulations, 1982’. The required particulars are furnished below:

(i) Registration No. 

(ii) Surname

First & Middle Name: 

(iii) *Additional Educational/Professional Qualifications

<table>
<thead>
<tr>
<th>Exam. Passed</th>
<th>Medium of Exam</th>
<th>Year</th>
<th>Aggregate Marks</th>
<th>Maximum Marks</th>
<th>%age of Marks</th>
</tr>
</thead>
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<tr>
<td>Qual. Code</td>
<td>Qualification</td>
<td>Med. Code</td>
<td>Medium</td>
<td></td>
<td></td>
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</table>

(Refer Code List)

(iv) Address for communication (if changed)

City: 
State: Pin: 
(Refer Code List)

E-mail ID________________________________ Mobile No._________________________

(v) Paperwise Exemption secured under Previous Registration

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Refer Code List)

* Qualifications acquired subsequent to the registration as a student.
(vi) Passing groups/modules of Final/Professional Programme examination under previous registration

<table>
<thead>
<tr>
<th>Examination Final/Professional Programme</th>
<th>Group/Module</th>
<th>Session</th>
<th>Year</th>
<th>Roll No.</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(vii) Particulars of Postal/Oral Coaching Completion Certificate of Inter/Final Course

<table>
<thead>
<tr>
<th>Examination Group/Module</th>
<th>CC No.</th>
<th>Date</th>
<th>Old/New Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final/Prof. Prog. I</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Final/Prof. Prog. II</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final/Prof. Prog. III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final/Prof. Prog. IV</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(viii) Fee-Mode: [ ] DD No./Ack. No./CG/SBS No.: [ ]

(Refer Code List V)

Date: [D D M M Y Y Y Y]

Amount: [ ]

Bank Code: [ ]

(Refer Code List XI)

Bank Name:

Branch:

City:

Details:

(i) Extension of Regn. fee: [ ]

(ii) Service Charges: [ ]

2. I hereby, undertake that I shall, as a registered student of the Institute conduct myself in a manner befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by such regulations, by-laws, rules, standing orders, directions, applicable to me from time to time.

Yours faithfully,

Place: [ ]

Date: [ ]

Signature: [ ]
APPLICATION FOR REGISTRATION DE NOVO
(See Regulation 22)

The application form should be filled in by the candidate in block letters.
Where blocks are provided, each block should contain one character only. A character denotes an alphabet, comma or any other sign. To indicate gap, a block may be left as blank.
Please use codes, where required, as given in the code-sheet.

Sir,
1. I request that I may be registered as a student de novo in accordance with Regulation 22 of the Company Secretaries Regulations, 1982.

(i) Previous Registration No. 
Surname 
First & Middle Name: 

(ii) Sex (M/F) ___________ Marital Status ___________ Nationality ___________
Domicile ___________ Country ___________ Religion ___________
(Refer code list I for Domicile, II for Country and III for Religion)

(iii) Date of Birth: 

(iv) Category Code: (Refer Code List IV)

(v) Complete Postal Address to which communication to be sent:

City:
State: ___________ Pin: ________
(Refer Code List I for State)

(vi) E-mail: ____________________ Mobile: ____________________

Passport size Photograph duly signed by the applicant to be affixed here
(vii) Fee-Mode: DD No./Ack. No./CG/SBS No.: [Blank space]
(Refer Code List V)
Date: [Blank space] Amount: [Blank space]
Bank Code: [Blank space]
(Refer Code List XI for Bank Codes)
Bank Name: [Blank space]
Branch: [Blank space]
City: [Blank space]
Regn. Fee: [Blank space]
Foundation Programme Exemption fee: [Blank space]
Inter/Executive Prog. Exemption fee: [Blank space]
Paperwise exemption fee: [Blank space]
Difference of P.T. fee: [Blank space]
Cost of study material: [Blank space]

(viii) Educational Qualifications Degree onwards and recognised Professional Qualifications

<table>
<thead>
<tr>
<th>Exam. Passed Code</th>
<th>Qualification Code</th>
<th>Medium of Exam Code</th>
<th>Year</th>
<th>Marks in Aggregate</th>
<th>Maximum Marks</th>
<th>%age of Marks</th>
</tr>
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</tbody>
</table>

(Refer Code List VI for Medium Code, VII for Qualification Code)

(ix) Other Professional course/examination which the candidate is pursuing simultaneously: [Blank space]
(Refer Code list VII)

(x) Region: [Blank space] Chapter Code: [Blank space]
(Refer code list VIII)
Chapter Name: [Blank space]
Occupational Status (E/S/N): [Blank space] (E - Employed, S - Self Employed, N - Not Employed)
Designation: [Blank space]
Occupational Address of Candidate: __________________________________________________________
____________________________________________________________________________________
Telephone No. (Off): __________________________ Res. ________________________________
Telegraphic Address: __________________________ Telefax No. __________________________ Fax No.__________________
Annual Income: ______________________________________________________________________
Father/Husband’s Name: __________________________________________________________________
Occupation Code: __________________________ Designation ___________________________
(Refer Code List IX)
Office Address of Father/Husband: _______________________________________________________
____________________________________________________________________________________
Office Telephone: __________________________ Fax No.__________________ Family Income__________

(xi) Particulars of Paperwise exemptions secured under previous registration

<table>
<thead>
<tr>
<th>Examination</th>
<th>Paper</th>
<th>Basis</th>
<th>Syllabus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Code</td>
<td>Qualification</td>
</tr>
</tbody>
</table>

(Refer Code list X for Subject code, VII for Qualification Code)

(xii) Particulars of coaching completion certificate

<table>
<thead>
<tr>
<th>Examination</th>
<th>Group/Module</th>
<th>CC No.</th>
<th>Date</th>
</tr>
</thead>
</table>

(xiii) Particulars of Passing groups of Inter (Executive)/Final (Professional) examination under previous registration

<table>
<thead>
<tr>
<th>Examination</th>
<th>Group/Module</th>
<th>Session</th>
<th>Year</th>
<th>Roll No.</th>
</tr>
</thead>
</table>

2. (a) I request that I may be exempted from the following papers of the Inter (Executive)/Final (Professional) Course on the basis of exemption from individual subjects previously secured by me under my former registration, pursuant to Regulation 42(4)/45(2):

<table>
<thead>
<tr>
<th>Examination</th>
<th>Paper</th>
<th>Corresponding Paper under Prev. regt.</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Code</td>
<td>Qualification</td>
</tr>
</tbody>
</table>

(Refer code list X for Subject code, VII for Qualification Code)
(b) I request that I may be exempted from the following papers of the Intermediate/Executive Programme/Final/Professional Programme Examination under Regulation 42(3)/45(1):

<table>
<thead>
<tr>
<th>Examination</th>
<th>Paper</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. I request that I may be supplied with study material for the following subjects of the Executive Programme/Final/Professional Programme Examination:

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject</th>
<th>Issued date (for office use)</th>
<th>Series (for office use)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

(Refer Code list X Subject code).

4. I hereby undertake that I shall, as a registered student of the Institute, conduct myself in a manner befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by such regulations, byelaws, rules, standing orders, directions, conditions or guidelines as may be laid down by the Council and made applicable to me from time to time.

Yours faithfully,

Place: 

Date: 

Signature
APPLICATION FOR COMPULSORY ENROLMENT FOR PROFESSIONAL PROGRAMME

The Secretary
The Institute of Company Secretaries of India
‘ICSI HOUSE’, 22, Institutional Area
Lodi Road, New Delhi - 110 003

Sir,

I wish to seek Compulsory enrolment for undergoing coaching for the Professional Programme as I have passed both groups (modules) of the Intermediate (Executive) examination. The relevant information is furnished below:

1. Surname
First & Middle Name:

2. Address for communication (if changed)
City :
State : Pin :
(Refer Code List I for State)
E-Mail Address:
Mobile:

3. Details of Passing the Intermediate (Executive) Examination

<table>
<thead>
<tr>
<th>Group (Module)</th>
<th>Session</th>
<th>Roll No.</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Fee-Mode : DD No./Ack. No./Cash CB/SBS No.:
(Refer Code List II for Fee mode)

Date :
Amount :

Bank Code :
(Refer Code List IV for Bank codes)
5. Subjects from which exemption sought on the basis of passing Final exam of ICWAI

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject</th>
<th>Grant Date (for office use)</th>
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</tr>
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</table>

(Refer Code List No. II)

Dated: ________________________________  Signature of Student
### Application Form No.

#### THE INSTITUTE OF
Company Secretaries of India

Pursuit of Professional Excellence

Application for Enrolment to the JUNE / DECEMBER ...

<table>
<thead>
<tr>
<th>Registration Admission No.</th>
<th>Ex. Centre Name</th>
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</thead>
<tbody>
<tr>
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#### Particulars of Papewise Exemption (Refer Code List)

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<thead>
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<th>Subject Code</th>
<th>Base Code 1</th>
<th>Base Code 2</th>
<th>Base Code 3</th>
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</table>

#### Employment Status

- [ ] Employed
- [ ] Not Employed
- [ ] Self Employed

#### Mobile Number

<table>
<thead>
<tr>
<th>Residence</th>
<th>ODI</th>
<th>Phone</th>
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</table>

#### Bank Code

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<th>Bank Name</th>
<th>Demand Draft / Acknowledgement No.</th>
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</thead>
<tbody>
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</tbody>
</table>

---

**Declarations**

I hereby confirm that all payments on account of Registration Fee, Exam Fee, etc., have been paid up to date. I hereby declare that the particulars furnished are true to the best of my knowledge and belief and if at any time it is proved that the said particulars were untrue, I agree to the consequences thereof. I am also aware that the fees paid by me to the Institute and without prejudice to the rights of the Institute to take any future action as deemed fit in the matter, I undertake that I shall abide by such regulations, Bye-laws, rules, standing orders, directions, condition of enrolment, declaration of candidature and made application to me from time to time.

**Signature**

Date: 

**Registration / Admission No.**

**NAME:** 

**ADDRESS:**

**PIN CODE:**

**SIGNATURE OF CANDIDATE**

(Sign in Box)

**AFFIX / PASTE**

a recent photograph (do not staple or pin)

Photograph must not be larger than this box

**Do not attace the Photograph**
C. No. …………………

(Emblem)

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

CS Professional Programme Examination Certificate

THIS IS TO CERTIFY THAT

……………………………………………………………………………….. ………has passed the

CS FOUNDATION/EXECUTIVE/PROFESSIONAL PROGRAMME EXAMINATION

held by the Institute of Company Secretaries of India in the month of……………….. 20……

Given under the authority of the Council this…………………………………………………… day
of……………….. 20………………

Authorised Signatory   Secretary

---

Form ST 8

Application for Licentiate ICSI

The Secretary
The Institute of Company Secretaries of India
‘ICSI HOUSE’, 22, Institutional Area, Lodi Road
New Delhi – 110 003.

Sir,

I hereby apply for enrolment as a Licentiate of the Institute of Company Secretaries of India in
accordance with Regulation 29 of the Company Secretaries Regulations, 1982. The required particulars
are furnished below:

1. Name in full: Mr./Miss/Mrs. (in block letters) ………………………………………………
2. Father’s/Husband’s Name: Mr. …………………………………………………
3. Nationality …………………………………………………
4. Domicile …………………………………………………
5. Complete postal address to which communication to be sent …………………………………………………
6. Occupation, if any with designation and full address …………………………………………………
7. Educational/Professional Qualifications …………………………………………………
8. The year and month in which the final examination passed/completed:
   Year ……………………   Month…………………   Roll No. ……………………
9. Student Registration Number …………………………………………………
10. I hereby undertake that if admitted as Licentiate ICSI of the Institute, I shall abide by such
    regulations, bye-laws, rules, standing orders, directions, conditions or guidelines as may be laid
    down by the Council and made applicable to me from time to time.
11. A Bank draft drawn on……………………………………… Bank bearing No………………
    dated……………………… for Rs. …………………… towards the annual subscription is
    enclosed.

Yours faithfully,

Place………………
Date………………

Signature & Name
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Licentiateship Certificate

This is to certify that son/daughter/wife of Shri………….. has been enrolled as Licentiate of The Institute of Company Secretaries of India and is entitled to use the descriptive letters “Licentiate ICSI”. The certificate is issued subject to the provisions of the Company Secretaries Act, 1980 and the regulations framed thereunder, as amended from time to time and shall be effective from………….. Day of………….. 20………. And is renewable on year to year basis.

Given under the authority of the Council this………. day of…………… 20………

Secretary

(This Certificate is the property of the Institute)

Application Form for Management/Apprenticeship/Practical Training/Exemption from Undergoing Training

In order to enable us to take prompt action and avoid reference back, please ensure to complete the form in all respects by enclosing requisite testimonials/certificates.

Specimen proforma for training:

Latest passport size photograph countersigned by the candidate to be submitted with the original copy only.

Registration Number :___________________________ DENOVO Regn No._______________________

Name___________________________________________________Age______________________years

(Date of Birth_______________________________ Date of Registration___________________________)

Father’s Name_________________________________________________________________________

Details of passing the Intermediate/Executive/Final/Professional Programme examination of Company Secretarieship (please attach the copies of mark sheets of all the groups/modules of Intermediate/Executive Programme/Final/Professional Programme examination and computer training certificate from SIFY presently and completion certificate of TOP/EDP, ADP/PDP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Group/Module</th>
<th>Examination/Modules</th>
<th>Session</th>
<th>Roll Number</th>
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<td>First</td>
<td>Intermediate/Executive Programme</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>Second</td>
<td>Intermediate/Executive Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>First</td>
<td>Final/Professional Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Second</td>
<td>Final/Professional Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Third</td>
<td>Final/Professional Programme</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Fourth</td>
<td>Professional Programme</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Qualifications:
(a) Educational
(b) *Professional :
(c) Computer Knowledge :

(*Please attach the attested/photostat copies of ACA/AICWA certificates, if not sent earlier. In case sent earlier, please give the reference)
Address to which correspondence should be made:

<table>
<thead>
<tr>
<th>Mobile</th>
<th>Telephone No</th>
<th>Residence</th>
<th>Office</th>
</tr>
</thead>
</table>

E-mail address ________________________

Name & address of the organisation/Company Secretary in Practice with Membership Number (Registered with the Institute for training purpose) in order of preference where training is to be arranged:

(i) ______________________________________________
(ii) _____________________________________________
(iii) ____________________________________________
(iv) _____________________________________________
(v) ______________________________________________

Particulars of experience (Past & Present), if claiming exemption from training:

<table>
<thead>
<tr>
<th>Name of the Company &amp; PUC if applicable</th>
<th>Placement in Organisational Hierarchy</th>
<th>Exact Designation</th>
<th>Emoluments Drawn</th>
<th>Period From</th>
<th>To</th>
</tr>
</thead>
</table>

Have you indicated the particulars of your experience both past and present in the Application Form at the time of registration with the Institute. Give reasons, if these are different from the one given at the time of registration.

Details of exemption from Practical Training, if any, sought on the basis of executive experience gained in those fields (Please refer to Regulations 48, 51 and 52 of the Company Secretaries Regulations, 1982, as amended).

(1) I am enclosing the following documents in support of my claim for exemption from training:
   (i) Appointment letter from past and present employer.
   (ii) Experience Certificate(s) indicating exact designation, duration of service, salary drawn and job contents in brief duly signed by the Managing Director(s)/Chief Executive(s)/authorized signatories of the organisation.
   (iii) Annual Report(s) in respect of the organisation(s).
   (iv) Organisation Chart(s) duly certified by the Chief Executive of the organisation(s).
   (v) Salary slip for the beginning and last pay drawn from the organisation(s).

(2) Whether undergone Management Training/Apprenticeship, if yes, give the name of Company/Practising Company Secretary and duration.

<table>
<thead>
<tr>
<th>Name of Company/Practising Company Secretary</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
</tr>
</tbody>
</table>

(3) Whether undergone Secretarial Modular Training Programme/MSOP If yes, please attach an attested photostat copy.

If not, the date by which the candidate would like to commence training.

Declaration

I_____________________________________do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended from time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as
a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or
direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48
or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the
Institute.

Countersigned by Chief Executive of the Employer Company/
Head of the Organization with Seal/Authorised signatory/
Company Secretary in Practice with seal 
Signature of the candidate
Date :

Notes :
1. Training undergone by a student without prior sponsorship from the Institute shall not be
reckoned for the purpose of Regulation 48 or 50.
2. It is the endeavour of the Institute to process all applications for exemption from training
within a period of 30 days. However, in case you do not hear from the Institute within the said
period, kindly get in touch with the Directorate of Training & Placement.
### ANNEXURE-VII

**ADDRESSES AND WORKING HOURS OF REGIONAL /CHAPTERS OFFICES**

<table>
<thead>
<tr>
<th>Code</th>
<th>Chapter at No.</th>
<th>Address</th>
<th>Days</th>
<th>Timings</th>
<th>Tel. No. / Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>Kolkata – R.O.</td>
<td>ICSI-EIRC Building 3-A, Ahiripukar 1st Lane, Kolkata-700 019</td>
<td>Monday to Friday</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>033-22832973/22816541/42</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:eiro@icsi.edu">eiro@icsi.edu</a> Fax: 033-22816542</td>
<td></td>
<td></td>
<td>22901065/22902178/79</td>
</tr>
</tbody>
</table>

**EASTERN INDIA REGIONAL OFFICE**

| 19    | Kolkata – R.O. | ICSI-EIRC Building 3-A, Ahiripukar 1st Lane, Kolkata-700 019 | Monday to Friday | 10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM | 033-22832973/22816541/42 |
|       |                | E-mail: eiro@icsi.edu Fax: 033-22816542 |               |                    | 22901065/22902178/79 |

**CHAPTERS OF E.I.R.C.**

| 01    | Bhubaneswar | “ICSI BUILDING” Plot No. 70 V.I.P. Colony, I.R.C. Village Bhubaneswar-751 015 | Monday to Friday | 10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM | 0674-2552282 |
|       |             | E-mail: bhubeswar@icsi.edu |               |                    | 0361-2600401 (M) 9435191229 |

| 02    | North Eastern (Guwahati) | ICSI House, House No. 14, 1st Bye Lane Left, L.K.R.B. Road, Nabin Nagar Opp. AIDC, D.G. Baruah Road Guwahati-781 024 | Mon. to Sat. | 10.00 A.M. to 6.00 P.M. | 0657-2234273 |
|       |             | E-mail: nechapter@gmail.com |               |                    | 0657-2234273 |

| 03    | Jamshedpur | Room No. 9, Russi Modi Centre for Excellence Jubilee Road, P.O. Bistupur Jamshedpur-831 001 | Mon. to Sat. | 10.00 AM to 6.30 PM | 0657-2234273 |
|       |             | E-mail: jamshedpur@icsi.edu |               |                    | 0657-2234273 |

<p>| 04    | Patna       | B-27, 2nd Floor, Luv-Kush Towers Exhibition Road Patna-800 001 | Mon. to Fri. | 10.30 AM to 6.30 PM | (M) 9234705754 |
|       |             | E-mail: <a href="mailto:patna@icsi.edu">patna@icsi.edu</a> |               |                    | 0657-2234273 |</p>
<table>
<thead>
<tr>
<th>Code</th>
<th>Chapter at No.</th>
<th>Address</th>
<th>Days</th>
<th>Timings</th>
<th>Tel. No. / Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>05</td>
<td>Ranchi</td>
<td>2-C, Om Shanti Apartment</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 5.00 PM</td>
<td>0651-3254128</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O.C.C. Bangla School Lane, Main Road</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ranchi-834 001</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:ranchi@icsi.edu">ranchi@icsi.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Dhanbad</td>
<td>North End Convent Campus, Police Line</td>
<td>Mon. to Sat.</td>
<td>8.00 AM to 1.00 PM and 4.00 PM to 7.00 PM</td>
<td>0326-2205076</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dhanbad - 826 001</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>07</td>
<td>Hooghly</td>
<td>Krishna Kunj Apartment</td>
<td>Sun. to Fri.</td>
<td>10.00 AM to 6.30 PM</td>
<td>033-26720315</td>
</tr>
<tr>
<td></td>
<td></td>
<td>89/114/2, D.N. Banerjee Road, Rishra</td>
<td></td>
<td></td>
<td>(M) 9088677392</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hooghly-712 248</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:hooghly@icsi.edu">hooghly@icsi.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Delhi - R.O.</td>
<td>ICSI-NIRC Building</td>
<td></td>
<td>9.00 A.M. to 5.30 PM</td>
<td>011-49343003/06</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Plot No. 4, Prasad Nagar Institutional Area</td>
<td>Lunch:1.00 to 1.30 PM</td>
<td></td>
<td>25816593</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Delhi-110 005</td>
<td></td>
<td></td>
<td>Fax: 011-25722662</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:nrio@icsi.edu">nrio@icsi.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Agra</td>
<td>D-4 (Basement), Kamla Nagar</td>
<td>Mon. to Sat.</td>
<td>7.00 AM to 7.00 PM</td>
<td>0562-4031444</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Agra-282 005</td>
<td>Sunday</td>
<td>7.00 AM to 2.00 PM</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:agr@icsi.edu">agr@icsi.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>Bhilwara</td>
<td>B-2-3, Lok Peeda Complex, Near Love Garden</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM</td>
<td>01482-329603/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bhilwara-311 001</td>
<td></td>
<td></td>
<td>238044</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:bhilwara@icsi.edu">bhilwara@icsi.edu</a></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Chandigarh</td>
<td>GGDSD College, Sector-32C</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.00 PM</td>
<td>0172-2661840</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chandigarh-160 047</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:chandigarh@icsi.edu">chandigarh@icsi.edu</a></td>
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</tr>
<tr>
<td>Code</td>
<td>Chapter at No.</td>
<td>Address</td>
<td>Days</td>
<td>Timings</td>
<td>Tel. No. / Mobile No.</td>
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<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>22 Faridabad</td>
<td>Office No. G-45, Ground Floor Vardhman Star Mall, Sector 19 Faridabad-121 002</td>
<td>Mon. to Sat.</td>
<td>9.00 AM to 5.00 PM Lunch: 12.30 to 1.00 PM</td>
<td>9136606601-05</td>
<td></td>
</tr>
<tr>
<td>23 Ghaziabad</td>
<td>23-B, Nehru Apartment, Nehru Nagar Ghaziabad-201 001</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>0120-4559681</td>
<td></td>
</tr>
<tr>
<td>37 Gurgaon</td>
<td>First Floor, Deenbandhu Sir Chhoturam Bhawan, Jharsa Road (Behind Shiv Mandir) Sector-32, Gurgaon-122 002</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>0124-2380021</td>
<td></td>
</tr>
<tr>
<td>24 Jaipur</td>
<td>‘ICSI House’, A-5/A, Institutional Area Jhalana Doongari Jaipur-302 004</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>0141-2707736/2707236</td>
<td></td>
</tr>
<tr>
<td>36 Jodhpur</td>
<td>Office No. 6, 2nd Floor, Back of NIIT Abhay Chambers, Jalori Gate Jodhpur – 342 003</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 6.00 PM Lunch: 1.30 to 2.30 PM</td>
<td>0291-5102551</td>
<td></td>
</tr>
<tr>
<td>25 Kanpur</td>
<td>118/90, “Gumti Plaza” (2nd Floor) Kaushalpuri, Gumti No. 5 Kanpur-208 012</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>0512-2296565/2212767 Telefax: 0512-2212767</td>
<td></td>
</tr>
<tr>
<td>27 Lucknow</td>
<td>1/157, Vivek Khand, Gomti Nagar Lucknow-226 010</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM</td>
<td>0522-4109382</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Chapter at No.</td>
<td>Address</td>
<td>Days</td>
<td>Timings</td>
<td>Tel. No. / Mobile No.</td>
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<tr>
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<td>---------</td>
<td>----------------------</td>
</tr>
<tr>
<td>26</td>
<td>Ludhiana</td>
<td>11-B, 2nd Floor, Gurdwara Saheeda Pheruman Complex, G.T. Road Ludhiana-141 003 E-mail: <a href="mailto:ldh_chapter@yahoo.co.in">ldh_chapter@yahoo.co.in</a> / <a href="mailto:ludhiana@icsi.edu">ludhiana@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.00 PM Lunch: 1.00 to 2.00 PM</td>
<td>0161-2545456</td>
</tr>
<tr>
<td>32</td>
<td>Meerut</td>
<td>Meerut Contact Centre of ICSI, Central Gallery Deptt. of Commerce, Meerut College Meerut - 250 001 E-mail: <a href="mailto:meerut@icsi.edu">meerut@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>9.30 AM to 5.30 PM Lunch: 1.00 to 1.30 PM</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Modinagar</td>
<td>Near Modi Steels Opp. MM Printers Delhi-Meerut G.T. Road Modinagar-201 204 E-mail: <a href="mailto:icsimodinagarchapter@rediffmail.com">icsimodinagarchapter@rediffmail.com</a></td>
<td>Mon. to Sat.</td>
<td>5.00 PM to 9.00 PM</td>
<td>01232-243048</td>
</tr>
<tr>
<td>31</td>
<td>Noida</td>
<td>C-37, Sector – 62, Noida-201 301 E-mail: <a href="mailto:Noida@icsi.edu">Noida@icsi.edu</a></td>
<td>Mon. to Fri.</td>
<td>11.00 AM to 7.30 PM Lunch: 1.00 to 1.30 PM</td>
<td>(M) 9811231064</td>
</tr>
<tr>
<td>29</td>
<td>Shimla</td>
<td>1st Floor, Ram Mandir Market, Ram Bazar Shimla-171 001 E-mail: <a href="mailto:shimla@icsi.edu">shimla@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 5.00 PM Lunch: 1.00 to 2.00 PM</td>
<td>(M) 9805761656</td>
</tr>
<tr>
<td>30</td>
<td>Udaipur</td>
<td>M.V. Shramjeevi College, Deptt. of Business Management Studies, Shakti Nagar Corner Udaipur-313 001 E-mail: <a href="mailto:udaipur@icsi.edu">udaipur@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>1.00 PM to 8.00 PM</td>
<td>0294-2413977</td>
</tr>
<tr>
<td>Code</td>
<td>Chapter at No.</td>
<td>Address</td>
<td>Days</td>
<td>Timings</td>
<td>Tel. No. / Mobile No.</td>
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<td>--------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>33</td>
<td>Yamuna Nagar</td>
<td>368/14, Govindpuri Road, Professor Colony, Yamuna Nagar - 135 001</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 1.00 PM, 4.00 PM to 6.00 PM</td>
<td><a href="mailto:Yamunanagar@icsi.edu">Yamunanagar@icsi.edu</a></td>
</tr>
<tr>
<td>35</td>
<td>Allahabad</td>
<td>30A/9/2A, Cooper Road, Near Hari Masjid, In front of HT Media Office, 2nd Floor, Civil Lines, Allahabad - 211 003</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 12.00 Noon</td>
<td>(M) 9415306147, 0532-3266100, 9415351209</td>
</tr>
<tr>
<td>81</td>
<td>Varanasi</td>
<td>‘J’ Block, 2nd Floor, Gurukripa Complex, Nadesar, Varanasi - 221 002</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 5.30 PM, Lunch: 2.00 to 3.00 PM</td>
<td><a href="mailto:Allahabad@icsi.edu">Allahabad@icsi.edu</a></td>
</tr>
<tr>
<td>83</td>
<td>Bareilly</td>
<td>15, Gulmohar Park, Rajinder Nagar, Bareilly - 243 122</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 5.30 PM, Lunch: 1.00 to 1.30 PM</td>
<td>0581-2310708</td>
</tr>
<tr>
<td>84</td>
<td>Dehradun</td>
<td>3, Siddharth Enclave, GMS Road, Near Wadia Institute, Dehradun-248 001</td>
<td>Mon. to Fri.</td>
<td>4.00 PM to 7.30 PM</td>
<td><a href="mailto:Dehradun@icsi.edu">Dehradun@icsi.edu</a></td>
</tr>
<tr>
<td>85</td>
<td>Jammu</td>
<td>204, 2nd Floor, South Block, Rail Head Complex, Jammu - 180 012</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 2.00 PM</td>
<td><a href="mailto:Jammu@icsi.edu">Jammu@icsi.edu</a></td>
</tr>
<tr>
<td>86</td>
<td>Ajmer</td>
<td>270/9, “Pokharna House”, Hathi Bhata, Ajmer - 305 001</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 1.00 PM</td>
<td><a href="mailto:Ajmer@icsi.edu">Ajmer@icsi.edu</a></td>
</tr>
<tr>
<td>Code</td>
<td>Chapter at No.</td>
<td>Address</td>
<td>Days</td>
<td>Timings</td>
<td>Tel. No. / Mobile No.</td>
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<tr>
<td>87</td>
<td>Amritsar</td>
<td>3, M.M. Malviya Road Amritsar - 143 001 E-mail: <a href="mailto:shubhamstock@yahoo.com">shubhamstock@yahoo.com</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM</td>
<td>0183-2227270/71/74</td>
</tr>
<tr>
<td>88</td>
<td>Jalandhar</td>
<td>Raj Chambers, Hind Samachar Street Jalandhar - 144 001 E-mail: <a href="mailto:jal.chapter@gmail.com">jal.chapter@gmail.com</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.00 PM</td>
<td>0181-2280315 (M) 9872397506</td>
</tr>
<tr>
<td>89</td>
<td>Karnal-Panipat</td>
<td>3, Old Ramesh Nagar Karnal - 132 001 E-mail: <a href="mailto:karnal_icsi@yahoo.co.in">karnal_icsi@yahoo.co.in</a></td>
<td>Mon. to Sat.</td>
<td>4.00 PM to 7.00 PM</td>
<td>0184-3290035</td>
</tr>
<tr>
<td>90</td>
<td>Alwar</td>
<td>42, Raghu Commercial Complex Opp. Old TV Tower Vijay Mandir Road Alwar – 301 001 E-mail: <a href="mailto:alwar@icsi.edu">alwar@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>9.30 AM to 1.30 PM 4.00 PM to 7.00 PM</td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>Kota</td>
<td>Five-O-Six, Mahavir Nagar-III Kota - 324 005 E-mail: <a href="mailto:kota@icsi.edu">kota@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>9.00 AM to 6.00 PM Lunch: 1.30 to 3.00 PM</td>
<td>0744-2476176/</td>
</tr>
<tr>
<td>93</td>
<td>Sonepat</td>
<td>586/24, Mission Road Sonepat - 131 011 E-mail: <a href="mailto:sonepatchapter@gmail.com">sonepatchapter@gmail.com</a> / <a href="mailto:sonepat@icsi.edu">sonepat@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>9.00 A.M. to 5.00 P.M. Lunch: 1.30 to 2.00 PM</td>
<td>(M) 9416972240</td>
</tr>
<tr>
<td>94</td>
<td>Srinagar (J&amp;K)</td>
<td>S.P. College Srinagar - 190 001 E-mail: <a href="mailto:parvez.bazaz@gmail.com">parvez.bazaz@gmail.com</a></td>
<td>Mon. to Sat.</td>
<td>3.30 PM to 7.00 PM</td>
<td>(M) 9796341055 Fax: 0194 - 2481928</td>
</tr>
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<td>Days</td>
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<td>59</td>
<td>Chennai – R.O.</td>
<td>ICSI-SIRC House No. 9, Wheat Crofts Road, Nungambakkam Chennai-600 034</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>044-28279898/ 28222212 telefax: 044-28268685</td>
</tr>
<tr>
<td>41</td>
<td>Bangalore</td>
<td>“Sheriff Chambers” (Rear Block - 3rd Floor) 14, Cunningham Road Bangalore-560 052</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch 1.30 to 2.00 PM</td>
<td>080-22287158/ 22286574 Fax: 080-22261861</td>
</tr>
<tr>
<td>42</td>
<td>Coimbatore</td>
<td>ICSI Coimbatore House 556, Mettupalayam Road Near North Coimbatore Flyover Coimbatore-641 043</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>0422-2452006</td>
</tr>
<tr>
<td>44</td>
<td>Hyderabad</td>
<td># 6-3-609/5, Anand Nagar Colony Khairatabad Hyderabad-500 004</td>
<td>Mon. to Fri.</td>
<td>10.00 A.M. to 6.30 P.M. Lunch: 1.30 to 2.00 PM</td>
<td>040-23399541/ 23396494 Fax: 040-23325458</td>
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<tr>
<td>Code</td>
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</table>
| 43   | Kochi          | Door No. 25, Mather Square  
2nd Floor (Opp. North Railway Station)  
Ernakulam-682 018  
E-mail: kochi@icsi.edu/icsicochin@gmail.com | Mon. to Sat  
Saturday  
Lunch: 1.30 to 2.00 PM | 10.00 AM to 6.00 PM  
9.00 AM to 4.00 PM  
4050502 | 0484-2392950/4050502 |
| 45   | Madurai        | C-3, 3rd Floor, A.R. Plaza  
16/17, North Veli Street  
Madurai-625 001  
E-mail: madurai@icsi.edu | Mon. to Sat. | 9.00 AM to 3.00 PM | 0452-2340797 |
| 51   | Mangalore      | Grace Towers, 2nd Floor, Bejai  
Mangalore-575 004  
E-mail: mangalore@icsi.edu  
mngicsi@dataone.in | Mon. to Fri.  
Lunch: 1.30 to 2.00 PM | 10.00 AM to 6.30 PM  
0824-2216482 | |
| 46   | Mysore         | 125, National Housing Co-operative Society Limited Layout  
Opp. J.K. Tyres Ltd., Off. KRS Road  
Mysore-570 016  
E-mail: mysore@icsi.edu | Mon. to Sun.  
Lunch: 1.30 to 2.00 PM | 8.00 AM to 8.00 PM  
0821-2516065 | |
| 52   | Puducherry     | Plot No. 4, Floor -. 1, Rose Garden  
ECR Bye-pass Road, Lawspet  
Puducherry-605 008  
E-mail: puducherry@icsi.edu | Mon. to Sat. | 9.00 AM to 7.00 PM  
(M) 9362251151 | 0413-2251151/9362251151 |
| 49   | Thiruvananthapuram | Utsavamadom Building, Fort  
Thiruvananthapuram-695 023  
E-mail: tvm@icsi.edu/icsitvm@gmail.com | Mon. to Sat. | 6.30 AM to 8.00 PM  
0471-2451915 | |
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<th>Code</th>
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<th>Timings</th>
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<td>48</td>
<td>Tiruchirappalli</td>
<td>34-A, Promenade Road, Cantonment Tiruchirappalli-620 001 E-mail: <a href="mailto:tiruchirappalli@icsi.edu">tiruchirappalli@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>6.30 PM to 8.30 PM</td>
<td>0431-2416337</td>
</tr>
<tr>
<td>50</td>
<td>Visakhapatnam</td>
<td>48-3-3, 1st Floor, Opp. BVK College Lane Srinagar Street Visakhapatnam-530 016 E-mail: <a href="mailto:vpatnam@icsi.edu">vpatnam@icsi.edu</a></td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 2.00 P.M. 4.00 PM to 8.00 PM</td>
<td>0891-2533516</td>
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<td></td>
<td>Saturday</td>
<td>10.00 AM to 2.00 PM</td>
</tr>
<tr>
<td>55</td>
<td>Thrissur</td>
<td>1st Floor, BECOS Square Machingal Lane Thrissur - 680 001 E-mail: <a href="mailto:icsitsr@gmail.com">icsitsr@gmail.com</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 5.00 PM</td>
<td>0487-2327860 (M) 9995639511</td>
</tr>
<tr>
<td>57</td>
<td>Salem</td>
<td>25/11A4, Guru Raghavendra Nagar Yerikkarai Road, Reddiyur Salem - 636 004 E-mail: <a href="mailto:salem@icsi.edu">salem@icsi.edu</a> / <a href="mailto:icsislmsat@yahoo.co.in">icsislmsat@yahoo.co.in</a></td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.30 PM Lunch: 2.00 to 3.00 PM</td>
<td>(M) 8754340840</td>
</tr>
<tr>
<td>58</td>
<td>Calicut</td>
<td>D5/604, KMO Bldg., Opp. Civil Station Calicut - 673 020 E-mail: <a href="mailto:calicuticsi@gmail.com">calicuticsi@gmail.com</a></td>
<td>Mon. to Sat.</td>
<td>9.00 AM to 5.00 PM</td>
<td>0495-2374702</td>
</tr>
<tr>
<td>60</td>
<td>Palakkad</td>
<td>Door No. XII/386, 2nd Floor, SBT Building NH Junction, Chandranagar P.O. Palakkad - 678 007 E-mail: <a href="mailto:palakkad@icsi.edu">palakkad@icsi.edu</a> / <a href="mailto:icsi.pkd@gmail.com">icsi.pkd@gmail.com</a></td>
<td>Mon. to Sat.</td>
<td>11.00 AM to 4.00 PM</td>
<td>0491-2574061</td>
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<tr>
<td>Code</td>
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<td>79</td>
<td>MUMBAI – R.O.</td>
<td>13 (First Floor) and 56 &amp; 57(Fifth Floor)</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM</td>
<td>022-22844073/</td>
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<tr>
<td></td>
<td></td>
<td>Jolly Maker Chambers No. 2</td>
<td></td>
<td>Lunch: 1.30 to 2.00 PM</td>
<td>22047569/22047580/</td>
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<tr>
<td></td>
<td></td>
<td>Nariman Point, Mumbai-400 021</td>
<td></td>
<td>Counter Timings</td>
<td>22047604</td>
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<td></td>
<td></td>
<td>E-mail: <a href="mailto:wiro@icsi.edu">wiro@icsi.edu</a></td>
<td></td>
<td>10.15 AM to 4.15 PM</td>
<td>Fax: 022-22850109</td>
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**WESTERN INDIA REGIONAL OFFICE**

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<th>Days</th>
<th>Timings</th>
<th>Tel. No. / Mobile No.</th>
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<tr>
<td>61</td>
<td>Ahmedabad</td>
<td>ICSI-Maneklal Mills Complex</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 6.30 PM</td>
<td>079-26589343/</td>
</tr>
<tr>
<td></td>
<td></td>
<td>S-2, ‘B’ Tower, Chinubhai Towers</td>
<td></td>
<td>Lunch: 1.30 to 2.00 PM</td>
<td>(M) 09879765656</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Opp. Handloom House, Ashram Road</td>
<td></td>
<td>Counter Timings</td>
<td>Fax: 079-26587965</td>
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<td></td>
<td>Ahmedabad-380 009</td>
<td></td>
<td>10.15 AM to 4.15 PM</td>
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<td></td>
<td></td>
<td>E-mail: <a href="mailto:ahmedabad@icsi.edu">ahmedabad@icsi.edu</a></td>
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<tr>
<td>72</td>
<td>Aurangabad</td>
<td>FR-9, 1st Floor, Kuber Avenue-B</td>
<td>Mon. to Fri.</td>
<td>10.30 AM to 6.30 PM</td>
<td>0240-2451124</td>
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<tr>
<td></td>
<td></td>
<td>Rana Nagar, Beside Seven Hills Flyover</td>
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<td></td>
<td></td>
<td>Jalna Road, Aurangabad - 431 005</td>
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<td></td>
<td>E-mail: <a href="mailto:aurangabad@icsi.edu">aurangabad@icsi.edu</a></td>
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<tr>
<td>63</td>
<td>Bhopal</td>
<td>148, Second Floor, Anchor Mansion</td>
<td>Mon. to Sat.</td>
<td>11.00 AM to 6.00 PM</td>
<td>0755-2577139</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Zone-II, M.P. Nagar</td>
<td></td>
<td>(Except 2nd Saturday)</td>
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<td>Bhopal-462 011</td>
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<td>E-mail: <a href="mailto:bhopal@icsi.edu">bhopal@icsi.edu</a></td>
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<tr>
<td>64</td>
<td>Dombivli</td>
<td>Satchidanand Apartment, Ground Floor</td>
<td>Mon to Sat.</td>
<td>4.00 PM to 8.30 PM</td>
<td>0251-2445423</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Near Old Post Office, Tilak Road</td>
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<td>Dombivli East-421 201</td>
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<td></td>
<td>E-mail: <a href="mailto:csdombivlichapter@gmail.com">csdombivlichapter@gmail.com</a></td>
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<tr>
<td>65</td>
<td>Goa</td>
<td>INDRAPRASTHA, 6th Floor Opp. Govinda Building &amp; Hero Honda Show Room M.B. Road, Panaji, Goa-403 001</td>
<td>Mon. to Fri.</td>
<td>9.30 AM to 5.30 PM 9.30 AM to 1.30 PM Lunch: 1.30 to 2.30 PM</td>
<td>0832-2435033</td>
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<tr>
<td>66</td>
<td>Indore</td>
<td>B/1-2-3, Ashray Apartment 2/1, Manormaganj Indore-452 001</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 6.00 P.M.</td>
<td>0731-4248181/ 2494552</td>
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<tr>
<td>76</td>
<td>Kolhapur</td>
<td>“Kaumudi” 247/7-E Ward Tarabai Park Kolhapur - 416 003</td>
<td>Mon. to Sat.</td>
<td>9.30 PM to 12.30 PM</td>
<td>0231-2659498</td>
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<td>67</td>
<td>Nagpur</td>
<td>3A, 3rd Floor, Avinisha Towers Mehadia Square, Dhantoli Nagpur-440 012</td>
<td>Mon. to Sat.</td>
<td>10.00 AM to 7.00 PM</td>
<td>0712-2453276</td>
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<tr>
<td>74</td>
<td>Navi Mumbai</td>
<td># 30, Seawood Corner Building, Plot No. 19A Sector 25, Opp. Seawoods Durare Rly. Station Nerul (East) Navi Mumbai-400 706</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM</td>
<td>022-27721488 (M) 8149121488</td>
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<tr>
<td>68</td>
<td>Pune</td>
<td>23, Mukund Nagar, Corner of Lane No. 1 Above Dr. Joshi Hospital, Gupte Market Pune-411 037</td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM Lunch: 1.30 to 2.00 PM</td>
<td>020-24263228/ 24260341 Fax: 020-24260341</td>
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<tr>
<td>71</td>
<td>Raipur</td>
<td>302-B, Dophin Chamber (3rd Floor) Opp. Bank of Baroda, Cloth Market, Pandari Raipur-492 001 ; E-mail: <a href="mailto:icsiraipur@yahoo.co.in">icsiraipur@yahoo.co.in</a></td>
<td>Mon. to Sat.</td>
<td>11.00 AM to 8.00 PM</td>
<td>0771-3267784 (M) 9826150853</td>
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<tr>
<td>73</td>
<td>Rajkot</td>
<td>305, Krishna Con Arch- II, Tagore Road Rajkot-360 002</td>
<td>Mon. to Sat.</td>
<td>2.00 PM to 6.30 PM</td>
<td>0281-3059646 (M) 9638514411</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-mail: <a href="mailto:icsi.rajkot@gmail.com">icsi.rajkot@gmail.com</a></td>
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</tr>
<tr>
<td>69</td>
<td>Surat</td>
<td>B-209, Tirupati Plaza, Athwagate Surat-395 001 ; E-mail: <a href="mailto:surat@icsi.edu">surat@icsi.edu</a></td>
<td>Mon. to Sat.</td>
<td>11.00 AM to 7.00 PM</td>
<td>0261-2463404 3917164</td>
</tr>
<tr>
<td>75</td>
<td>Thane</td>
<td>Shree Apartment, Ground Floor, Opp. Godbole Hospital, Naupada Near Saraswati Secondary Marathi Medium School Thane (West) - 400 602 ; E-mail: <a href="mailto:thane@icsi.edu">thane@icsi.edu</a></td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 PM</td>
<td>022-25444478 FAX: 022-25444479</td>
</tr>
<tr>
<td>62</td>
<td>Vadodara</td>
<td>Office No. 1, 2nd Floor Stop-N-Shop Plaza, (Offtel Tower-II) R.C. Dutt Road, Vadodara-390 007 E-mail: <a href="mailto:vadodara@icsi.edu">vadodara@icsi.edu</a></td>
<td>Mon. to Fri.</td>
<td>10.00 AM to 6.30 P.M.</td>
<td>0265-2331498</td>
</tr>
<tr>
<td>70</td>
<td>Nashik</td>
<td>Prasanna Archade, 2nd Floor Opp. Hotel Samrat, Old Agra Road Nashik - 422 002 E-mail: <a href="mailto:dateyvs@yahoo.com">dateyvs@yahoo.com</a> / <a href="mailto:nasik@icsi.org">nasik@icsi.org</a></td>
<td>Mon. to Sat.</td>
<td>12.00 PM to 7.30 PM</td>
<td>0253-2509989/ 2500150</td>
</tr>
<tr>
<td></td>
<td>Bhayander</td>
<td>3, Roop Rajat Plaza, 150 feet Road Near Reena Mehta College Bhayander (West) - 401 101 Thane Distt. E-mail: <a href="mailto:bhayander@icsi.edu">bhayander@icsi.edu</a></td>
<td></td>
<td></td>
<td>022-28183888</td>
</tr>
<tr>
<td></td>
<td>International Chapter</td>
<td>C/o Kaizensox Consulting FZE, UAE</td>
<td></td>
<td></td>
<td>Global Cell : +971.55.886.8029</td>
</tr>
<tr>
<td></td>
<td>Dubai &amp; MEA</td>
<td>F-102/2, Dubai Silicon Oasis HQ Building Post Box 120245, Dubai, UAE E-mail : <a href="mailto:sunil@kaizensox.com">sunil@kaizensox.com</a> Skype : kkbby888</td>
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</tr>
</tbody>
</table>

* For addresses of Head Office and Regional Offices, please refer to the back cover.
RECOGNITIONS FOR COMPANY SECRETARIES

I. FOR A PRACTISING COMPANY SECRETARY

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Companies Act, 1956</td>
<td>(a) ‘Secretary’ in whole-time practice defined as member of the Institute in practice and not in full time employment [section 2(45A)].</td>
<td>15 June, 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) To make statutory declaration in Form 1 that all requirements of the Companies Act, 1956 and the rules made thereunder have been complied with in respect of registration of a company and matters precedent and incidental thereto [section 33(2)].</td>
<td>15 June, 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(c) To make a verified declaration in Forms 19, 20 and 20A of compliances for obtaining a certificate of commencement of business/commencement of other business [section 149].</td>
<td>15 June, 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(d) To sign the annual return of listed company (section 161).</td>
<td>15 June, 1988</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(e) To certify that requirements of Schedule XIII have been complied with as regards statutory guidelines for appointment of managerial personnel and payment of managerial remuneration to them without the approval of the Central Government [section 269(2) and Schedule XIII].</td>
<td>15 June, 1988</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
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<tr>
<td>(f)</td>
<td>To issue compliance certificate as to whether a company has complied with all the provisions of the Companies Act, 1956, for companies not required to employ a whole-time Secretary under sub-section (1) of section 383A and having paid-up share capital of ten lakh rupees or more [proviso to section 383A(1)].</td>
<td>13 December, 2000</td>
<td></td>
</tr>
<tr>
<td>(g)(i)</td>
<td>A member of the Institute having at least 15 years working experience as a Secretary in whole-time practice is eligible to be appointed as a Technical member of the National Company Law Tribunal [Section 10FD (3)(e)].</td>
<td>To be effective from the date of commencement of the Companies (Second Amendment) Act, 2002, (i.e. from such dates as may be notified by the Central Government)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) A Practising Company Secretary may be authorized by any person to present his or its case before the National Company Law Tribunal or National Company Law Appellate Tribunal [Section 10GD]</td>
<td></td>
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<tr>
<td></td>
<td>(iii) A professional firm of Company Secretaries may be appointed as an Official Liquidator in respect of winding up of a company by the National Company Law Tribunal [Section 448(1)(a)].</td>
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<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
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<td>9.</td>
<td>Form No.23 AC</td>
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<td>10.</td>
<td>Form No.23 ACA</td>
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<tr>
<td>11.</td>
<td>Form No.23AC-XBRL</td>
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<tr>
<td>12.</td>
<td>Form No.23ACA-XBRL</td>
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<td>13.</td>
<td>Form No.24AB</td>
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<td>14.</td>
<td>Form No.25C</td>
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<td>15.</td>
<td>Form No.32</td>
<td>Declaration:</td>
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<tr>
<td>16.</td>
<td>Form No.1</td>
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<td>17.</td>
<td>Form No.19</td>
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<td>18.</td>
<td>Form No.20</td>
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<tr>
<td>19.</td>
<td>Form No.20A</td>
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<td>20.</td>
<td>Form No.61</td>
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</tr>
<tr>
<td>4.</td>
<td>Companies (Declaration of Dividend out of Reserves) Amendment Rules, 2006</td>
<td>Pre-certification of e-form of application for approval for declaration of dividend out of reserves. [Pursuant to Section 205A (3)].</td>
<td>3 March, 2006</td>
</tr>
<tr>
<td>6.</td>
<td>Companies (Director Identification Number) Rules, 2006 [Rule 6]</td>
<td>To certify form DIN-3 (Form for sending of Director Identification Number intimation by the company to the Registrar)</td>
<td>1 November, 2006</td>
</tr>
<tr>
<td>7.</td>
<td>The Companies Regulations, 1956</td>
<td>In respect of section 25 companies, to give a declaration to the effect that the Memorandum and Articles of Association have been drawn up</td>
<td>July, 1989</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
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<td>in conformity with the provisions of the Companies Act and that all requirements of the Act and the Rules made thereunder have been duly complied with in respect of the registration or matters incidental or supplementary thereto [Regulation 4(ii)].</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Private Limited Company and Unlisted Public Limited Company (Buy-Back of Securities) Rules, 1999. (Rule 10)</td>
<td>Extinguishment and physical destruction of the bought back share certificates to be done in the presence of a Company Secretary in whole-time practice within seven days from the date of acceptance of shares. To certify compliance with these Rules including the provisions relating to extinguishment and destruction of share certificates.</td>
<td>6 July, 1999</td>
</tr>
<tr>
<td>10.</td>
<td>Unlisted Public Companies (Preferential Allotment) Rules, 2003 [Rule 7]</td>
<td>In case of every issue of shares/warrants/fully convertible debentures/partly convertible debentures or other financial instruments with conversion option, to certify that the issue of the said instruments is being made in accordance with these Rules.</td>
<td>4 December, 2003</td>
</tr>
<tr>
<td>11.</td>
<td>Unlisted Companies (Issue of Sweat Equity Shares) Rules, 2003 [Rule 11]</td>
<td>In case of every company that has allotted shares under these Rules, the Board of Directors shall at each annual general meeting place before the shareholders a certificate from Practising Company Secretary/auditors of the company that sweat equity shares have been allotted in accordance with the resolution of the company in the general meeting and the Rules in this regard.</td>
<td>4 December, 2003</td>
</tr>
</tbody>
</table>

II. CORPORATE AND ECONOMIC LAWS

<p>| 12. | Competition Act, 2002 (Section 35 &amp; 53S) | To act as authorised representative before the Competition Commission of India and Competition Appellate Tribunal. | 31 March, 2003 |</p>
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.</td>
<td>The Telecom Regulatory Authority of India Act, 1997 (Section 17 and Explanation (b) thereto)</td>
<td>To act as authorized representative before the Telecom Disputes Settlement and Appellate Tribunal.</td>
<td>March, 2000</td>
</tr>
<tr>
<td>16.</td>
<td>IRDA (Registration of Indian Insurance Companies) Regulations, 2000 (Regulation 10)</td>
<td>To certify that the company has complied with all the requirements relating to registration fees, share capital, deposits and other requirements of the Insurance Regulatory and Development Authority Act, 1999.</td>
<td>July, 2000</td>
</tr>
<tr>
<td>17.</td>
<td>Foreign Trade Policy 2009-2011.</td>
<td>Illustrative List of certificates which may be issued by a Company Secretary in Practice is given hereunder: (i) Certificate for issue of EPCG authorization (Appendix 26) (ii) Certificate for EPCG Redemption (Appendix 26A) (iii) Certificate showing sales turnover of ammunition (indigenous and imported) during the preceding three licensing years (Annexure ANF 2B) (iv) Certification in respect of Application for grant of Status Certificate (ANF 3A) (v) Certification in respect of application for Served from Indian Scheme (annexure ANF 3B) (vi) Certificate for Agriculture Infrastructure incentive scrip under VKGUY (Annexure to ANF 3D)</td>
<td>Foreign Trade Policy (2009 – 2014)</td>
</tr>
<tr>
<td>18.</td>
<td>Special Economic Zones Rules, 2006(Rule 61)</td>
<td>To act as authorized representative before the Board of Approval</td>
<td>February, 2006</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<tr>
<td>19.</td>
<td>Foreign Exchange Management Act, 1999 (FEMA)</td>
<td>To issue certificates for exchange control purposes. All certificates, which a Practising Chartered Accountant can issue as documentary evidence in support of certain applications, may also be issued by a Company Secretary in Whole-time Practice.</td>
<td>Original recognition received in 1992 under FERA. RBI clarified vide letter dated April 19, 2001, the recognition is valid under FEMA</td>
</tr>
<tr>
<td>20.</td>
<td>Foreign Exchange Management (Transfer of Issue of Securities by a Person Resident Outside India) Regulations, 2008</td>
<td>To certify under FDI Scheme on behalf of Indian companies accepting investment</td>
<td>30 May, 2008</td>
</tr>
<tr>
<td>III.</td>
<td>SECURITIES LAWS AND CAPITAL MARKETS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>The Securities and Exchange Board of India Act, 1992. [Section 15V, Explanation (b)]</td>
<td>To appear as authorised representative before the Securities Appellate Tribunal</td>
<td>December, 1999</td>
</tr>
<tr>
<td>23.</td>
<td>The Depositories Act, 1996 [Section 23C, Explanation (b)]</td>
<td>To appear as authorised representative before the Securities Appellate Tribunal</td>
<td>December, 1999</td>
</tr>
<tr>
<td>24.</td>
<td>SEBI - Circular No. MRD/DoP/SE/Cir-1/06</td>
<td>Certify non-promoter holdings as per clause 35 of Listing Agreement in demat mode in case of the companies which have established connectivity with both the depositories.</td>
<td>13 January, 2006</td>
</tr>
<tr>
<td>25.</td>
<td>Clause 47(c) of the Listing Agreement</td>
<td>Certification to the effect that RTA and/or In-house Share transfer facility of Listed Companies have issued all certificates within one month of the lodgement for transfer, subdivision, consolidation, renewal, exchange or endorsement of calls/allotment monies. This certificate is to be issued within one month of the end of each half of the financial year.</td>
<td>February 12, 1998</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<tr>
<td>27.</td>
<td>Model Listing Agreement for Listing of Debt Securities. SEBI/CFD/DIL/CIR-39/2004/1/01</td>
<td>To issue certificate regarding maintenance of adequate security cover in respect of listed debentures by either a Practising Company Secretary, every quarter.</td>
<td>1 November, 2004</td>
</tr>
<tr>
<td>29.</td>
<td>Listing Agreement for Indian Depository Receipts (IDRs) SEBI/CFD/DIL/IDR/1/2006/3/4</td>
<td>To issue certificate of compliance of conditions of Corporate Governance.</td>
<td>3 April, 2006</td>
</tr>
<tr>
<td>30.</td>
<td>SME Listing Agreement</td>
<td>To certify that all transfers have been completed within stipulated time. To certify compliance of conditions of Corporate Governance.</td>
<td></td>
</tr>
<tr>
<td>31.</td>
<td>SEBI (Depositories Participants) Regulations, 1996</td>
<td>Reconciliation of Share Capital Audit: To issue quarterly certificate with regard to reconciliation of the total issued capital, listed capital and capital held by depositaries in dematerialized form, details of changes in share capital during the quarter, and in-principle approval obtained by the issuer from all the stock exchanges where it is listed in respect of such further issued capital.</td>
<td>2 September, 2003</td>
</tr>
<tr>
<td>32.</td>
<td>SEBI’s Circular IMD/PMS/CIR/1/21727/03</td>
<td>To conduct Internal Audit of Portfolio Managers.</td>
<td>18 November, 2003</td>
</tr>
<tr>
<td>33.</td>
<td>SEBI’s Circular MRD/DMS/CIR-29/2008</td>
<td>To conduct internal Audit of Stock Brokers/Trading Members/Clearing Members</td>
<td>21 October, 2008</td>
</tr>
<tr>
<td>34.</td>
<td>SEBI’s Circular SEBI/MIRSD/CRA/Cir-01/2010</td>
<td>To conduct internal Audit for Credit Rating Agencies (CRAs)</td>
<td>06 January, 2010</td>
</tr>
<tr>
<td>35.</td>
<td>SEBI (Investment Advisers) Regulations, 2013</td>
<td>To conduct yearly Audit Investment Adviser in respect of compliance with these regulations.</td>
<td>21 January, 2013</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<tr>
<td>36.</td>
<td>Bombay Stock Exchange Limited BSE Notice No. 20061031 - 21</td>
<td>To issue Networth Certificate to be submitted by all active members including representative members of Cash segment, Limited Trading members &amp; Trading and/or Clearing members of the Derivatives segment of the Bombay Stock Exchange.</td>
<td>31 October, 2006</td>
</tr>
<tr>
<td>37.</td>
<td>Bombay Stock Exchange Limited</td>
<td>Listing of new equity shares issued to the shareholders of the company pursuant to the reduction of capital/BIFR order -- If there are non-transferable shares in existence, a certificate from Practising Company Secretary specifically certifying that equity share certificates held by promoters, etc. have been stamped “Not to be sold/transfered/hypothecated until ….” (source: <a href="http://www.bseindia.com">www.bseindia.com</a>)</td>
<td></td>
</tr>
<tr>
<td>41.</td>
<td>National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)</td>
<td>Details of shareholding pattern/sharing pattern of firms in format C-6 of Annual Return submitted by Trading Member to the Stock Exchange.</td>
<td>6 September, 2006</td>
</tr>
<tr>
<td>42.</td>
<td>National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)</td>
<td>Details of Dominant group of corporates in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange.</td>
<td>6 September, 2006</td>
</tr>
<tr>
<td>43.</td>
<td>National Stock Exchange Limited (NSE Circular No.541 Ref. NSE/MEM/7835)</td>
<td>Details of Dominant group of firms in format C-7 of Annual Return submitted by Trading Member to the Stock Exchange</td>
<td>6 September, 2006</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<tr>
<td>46.</td>
<td>National Stock Exchange</td>
<td>For listing of shares previously kept in abeyance</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing- Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable).</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Section 101, 391 and 394 of the Companies Act, 1956.</td>
<td></td>
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<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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</tbody>
</table>
| 49.    | National Stock Exchange    | Demerger - Resulting Company Seeking Listing at Exchange  
Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956.  
In case of a new company formed pursuant to the scheme and proposed to be listed  
Certified true copy of the certificate from Practising Company Secretary about Networth of the company - post scheme of Arrangement. The certificate should expressly specify reserves forming part of networth. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)  
http://www.nseindia.com/corporates/content/further_issues.htm |
| 50.    | National Stock Exchange    | Grant of approval under Clause 24(f) of the Listing Agreement (Demerger - Others)  
- In case of scheme of demerger of a listed company a Certificate from Practicing Company Secretary certifying Percentage turnover and profitability of the division, being hived off vis-à-vis the other divisions of the company. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)  
http://www.nseindia.com/corporates/content/further_issues.htm |
| 51.    | National Stock Exchange    | Grant of approval under Clause 24(f) of the Listing Agreement (Reduction of Capital under Section 100)  
Certificate from Practicing Company Secretary for Networth of the Company pre and post Scheme under Sections 101, 391 and 394 of the Companies Act, 1956. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)  
http://www.nseindia.com/corporates/content/further_issues.htm |
<table>
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<th>When Obtained</th>
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<tr>
<td>52.</td>
<td>National Stock Exchange</td>
<td>For listing of further issue of securities issued pursuant to scheme of amalgamation/merger/scheme of arrangement etc.</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate from Practicing Company Secretary regarding lock-in details.</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>• Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable).</td>
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</tr>
<tr>
<td>53.</td>
<td>National Stock Exchange</td>
<td>For listing of further issue of securities issued as Bonus</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate from Practicing Company Secretary to the effect that the SEBI (ICDR) Regulations, 2009 for bonus issue is complied with.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Statement of total bonus entitlement as per the existing capital, bonus shares actually allotted and shares kept in abeyance, if any to be given by the Company Secretary</td>
<td></td>
</tr>
<tr>
<td>54.</td>
<td>National Stock Exchange</td>
<td>For listing of shares arising out of Conversion of Debentures/Warrants/Notes/Bonds into Equity Shares</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Certificate from Practicing Company Secretary for receipt of money at the time of allotment of Convertible Debentures/Warrants/Notes, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Confirmation from the Company Secretary that the shares issued to NRIs are as per guidelines issued by Reserve Bank of India (if applicable).</td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
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</table>
| 55. | National Stock Exchange | **For grant of in-principle approval for ESOP under Schedule V, i.e. prior to exercise of Options**  
Confirmation from the company secretary that the new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm) |
| 56. | National Stock Exchange | **For listing of equity shares issued pursuant to exercise of options granted under ESOP/ESOS/ESPS under Schedule VI**  
- Certificate from Company Secretary or any other authorized signatory for receipt of money.  
- Statement of the Compliance Officer/Company Secretary/Authorised signatory showing number of shares for which the in-principle approval was taken and no. of shares allotted, date of allotment and the balance outstanding. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm) |
| 57. | National Stock Exchange | **For listing of further issue of securities issued under Employee Stock Purchase Scheme**  
- Certificate from Company Secretary or any other authorized signatory for receipt of money.  
- Statement of the Compliance Officer/Company Secretary/Authorised signatory showing number of shares | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm) |
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<th>When Obtained</th>
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<tbody>
<tr>
<td>58.</td>
<td>National Stock Exchange</td>
<td><strong>For in-principle approval for Equity Shares issued on conversion of FCCBs (Conversion of FCCBs for the first time)</strong>&lt;br&gt;• Confirmation from the Compliance officer / Company Secretary / Authorised Signatory regarding conversion rate of the Foreign Currency on the date of allotment .&lt;br&gt;• Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend.&lt;br&gt;• Certificate from the Company Secretary/Managing Director regarding the issue being under ‘Automatic Route’ as per the Notification of MOF vide FNo. 15/7/99 – NRI dated January 19, 2000 or the relevant permissions from MOF and RBI.&lt;br&gt;• Certificate from Statutory Auditors / Practising Chartered Accountant/ Practising Company Secretary regarding the following:&lt;br&gt;  ➢ Pricing of the issue along with the detailed working of the same&lt;br&gt;  ➢ Stating that the Company has received the entire consideration payable prior to the allotment of shares/FCCBs</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
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(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm)
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<th>When Obtained</th>
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<tbody>
<tr>
<td>59.</td>
<td>National Stock Exchange</td>
<td><strong>For in-principle approval for Equity Shares issued on conversion of FCCBs (second and subsequent application)</strong> Confirmation from the Company Secretary that the shares issued rank pari-passu with the existing equity shares of the Company including dividend</td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)</td>
</tr>
</tbody>
</table>
| 60.    | National Stock Exchange      | **Grant of approval for listing of shares under Preferential issue under Clause 24(a) of the Listing Agreement** Certificate from Practicing Company Secretary confirming:  
  - The entire pre-preferential holding of the allottee and that the same is in dematerialized form.  
  - The Pricing of the issue along with the detailed working of the same. | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)                                                                  | http://www.nseindia.com/corporates/content/further_issues.htm                                                                                  |
| 61.    | National Stock Exchange      | **For listing of shares/ securities issued on Preferential/Private Placement basis**  
  - Certificate from Practising Company Secretary for the following confirmations:  
    - The company has received the entire consideration payable prior to the allotment of shares. If convertible securities are allotted then the 25%/100% consideration is received prior to the allotment of the convertible securities.  
    - The total shares under lock-in (alongwith the dates of lock-in and distinctive numbers) and additionally confirming that the locked in equity shares | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue)                                                                  | http://www.nseindia.com/corporates/content/further_issues.htm                                                                                  |
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<th>Sl. No.</th>
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<td></td>
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<td>if issued in physical form have been enounced with non-transferability condition.</td>
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<td></td>
<td></td>
<td>• The entire pre-preferential holding of the allottee (mentioning the quantity) is locked in for the period starting from relevant date up to a period of six months from the date of allotment</td>
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<td>• In Case allotment under Sec. 81 (3) of Companies Act:</td>
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<td></td>
<td>• A confirmation signed by the compliance officer of the company duly counter confirmed by the statutory auditors of the company/practicing company secretary confirming that the said allotment has been made in accordance with the provision of section 81(3) of The Companies Act, 1956.</td>
<td></td>
</tr>
<tr>
<td>62.</td>
<td>National Stock Exchange</td>
<td><strong>Grant of pre In- Principle approval for listing of shares to be issued under Institutional Placement Programme (IPP)</strong></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Confirmation from the company secretary with respect to the following points:</td>
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<td></td>
<td></td>
<td>• the new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend.</td>
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<td></td>
<td>• the issue will be in compliance with Chapter VIII-A of SEBI (ICDR) Regulations.</td>
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<td></td>
<td></td>
<td>• there shall be atleast 10 allottees in every IPP issuance and no single (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
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<td>Sl. No.</td>
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<td>allottee shall be allotted more than 25% of the offer size.</td>
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<td></td>
<td>Type of Method selected for allocation/allotment and confirmation from the company whether the same has been disclosed in the Offer document.</td>
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<td></td>
<td></td>
<td>The aggregate of all the tranches of institutional placement programme made by the eligible seller shall not result in increase in public shareholding by more than ten per cent or such lesser per cent as is required to reach minimum public shareholding.</td>
<td></td>
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<td></td>
<td></td>
<td>Certificate from Practicing Company Secretary confirming that the promoter or promoter group who are offering their eligible securities have not purchased and/or sold the eligible securities of the company in the twelve weeks period prior to the offer</td>
<td></td>
</tr>
<tr>
<td>63.</td>
<td>National Stock Exchange</td>
<td><strong>For listing of shares issued under Institutional Placement Programme</strong></td>
<td>(Source: NSE- Corporates – Listing on NSE - Further Issue Listing- Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
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<td></td>
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<td>• Confirmations from the Company Secretary with respect to following points:</td>
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<td></td>
<td></td>
<td>➢ the issue is in compliance with Chapter VIII-A of SEBI (ICDR) Regulations.</td>
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<td></td>
<td>➢ the shares issued rank pari-passu with the existing equity shares of the Company including dividend.</td>
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<td></td>
<td></td>
<td>➢ Number of allottees are as per the regulation 91H(2) of Chapter VIII-</td>
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<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<td></td>
<td>A of SEBI (ICDR) Regulations and the allotment is in compliance with regulation 91G(2) of Chapter VIII-A of SEBI (ICDR) Regulations.</td>
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<td></td>
<td>➢ there are all at least 10 allottees and no single investor receives allotment more than 25% of the offer size.</td>
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<tr>
<td></td>
<td></td>
<td>• Certificate from Practicing Company Secretary confirming that the promoter or promoter group who are offering their eligible securities have not purchased and/or sold the eligible securities of the company in the twelve weeks period prior to the offer.</td>
<td></td>
</tr>
<tr>
<td>64.</td>
<td>National Stock Exchange</td>
<td><strong>Grant of approval for listing of shares to be issued under QIP under Clause 24(a) of the Listing Agreement</strong></td>
<td>(Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) <a href="http://www.nseindia.com/corporates/content/further_issues.htm">http://www.nseindia.com/corporates/content/further_issues.htm</a></td>
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<td></td>
<td>• Certificate from Practising Company Secretary regarding Networth calculation.</td>
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<td></td>
<td>• Confirmation from Company Secretary in regard to the following: (a) The new shares to be issued will rank pari-passu with existing equity shares in every respect including dividend. (b) The issue will be in compliance with the chapter VIII of SEBI (Issue of Capital &amp; Disclosure Requirement) Regulations, 2009. (c) The issue will be in compliance with the prescribed requirements of Clause 40A of the Listing Agreement (d) The aggregate of the proposed QIP and all previous QIP (if any) made by the issuer in the same</td>
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<td>Sl. No.</td>
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<td>financial year shall not exceed five times the net worth of the issuer as per the audited balance sheet of the previous financial year.</td>
<td></td>
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</tbody>
</table>
| 65.    | National Stock Exchange | **For listing of shares issued under QIP**  
- Certificate from Practising Company Secretary regarding calculation of the floor price.  
- Confirmation from the Company Secretary regarding the following: a) The issue is in compliance with the chapter VIII of SEBI (Issue of Capital & Disclosure Requirement) Regulations, 2009. b) The shares issued rank pari-passu with the existing equity shares of the Company including dividend c) Relevant Date, Date of Open & Close of the offer d) Number of allottees as per the Clause 87 (2) of the ICDR Regulation, 2009 (i.e. The qualified institutional buyers belonging to the same group or who are under same control shall be deemed to be a single allottee). | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm) |
| 66.    | National Stock Exchange | **Post Issue- For in-principle approval for listing of securities issued under Rights/ Public Issues by already listed company**  
- Certificate from Practicing company secretary stating that allotment has been made as per the basis of allotment approved by the Designated Stock Exchange.  
- Certificate from Practising Company Secretary confirming securities under lock-in (the certificate should include the distinctive | (Source: NSE-Corporates – Listing on NSE - Further Issue Listing-Further Issue) [http://www.nseindia.com/corporates/content/further_issues.htm](http://www.nseindia.com/corporates/content/further_issues.htm) |
<table>
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<th>Sl. No.</th>
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<td></td>
<td></td>
<td>numbers of securities under lock-in and date from and upto which these shares are under lock-in).</td>
<td></td>
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<tr>
<td>67.</td>
<td>National Stock Exchange</td>
<td>With regard to application by the company for Name Change, the Certificate from Practicing Company Secretary providing detailed bifurcation of income earned by the Company under various activities.</td>
<td>(Source: NSE-Corporates-Other Information-Check List-Download) <a href="http://www.nseindia.com/corporates/content/checklist.htm">http://www.nseindia.com/corporates/content/checklist.htm</a></td>
</tr>
<tr>
<td>68.</td>
<td>National Securities Depositories Limited (NSDL)</td>
<td>Conduct of Internal Audit of operations of the Depository Participants, at intervals of not more than three months and furnish a copy of the internal audit report to the depository.</td>
<td>March, 1999</td>
</tr>
<tr>
<td>70.</td>
<td>Central Depository Services (India) Limited (CDS)</td>
<td>(i) Conduct of Internal Audit of operations of the Depository Participants at such intervals as may be specified by CDS from time to time and furnish a copy of the internal audit report to CDS. (ii) For empanelment by CDS as auditors for conduct of audit of the records of the participants in so far as the records and operations relate to CDS.</td>
<td>September, 1999</td>
</tr>
<tr>
<td>71.</td>
<td>(A) Securities Contracts (Regulation) Act, 1956; and Securities Contracts (Regulation) Rules, 1957 [Section 22C, Explanation (b)] (Guideline No. F1/8/SE/82 dt. 20.8.1982).</td>
<td>(i) To appear as authorized representative before the Securities Appellate Tribunal (ii) Certificate to the effect that allotment has been made by the company on the basis approved by the Stock Exchange.</td>
<td>December, 1999 (ii) Certificate to the effect that allotment has been made by the company on the basis approved by the Stock Exchange. August, 1982</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
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<tr>
<td>IV. TAXATION</td>
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<tr>
<td>74.</td>
<td>Wealth-tax Rules, 1957 [Rule 8A(7)(i)]</td>
<td>Recognized as registered valuer of stocks, shares &amp; debenture etc.</td>
<td>8 October, 1974</td>
</tr>
<tr>
<td>75.</td>
<td>Authority for Advance Ruling, (Customs, Central Excise and Service Tax) Procedures Rules, 2005</td>
<td>To act as authorized representative under Rule 2(d)(i)</td>
<td>January 2005</td>
</tr>
<tr>
<td>76.</td>
<td>The Customs, Excise and Service Tax Appellate Tribunal under the Customs Act, 1962 [Section 146A(2)(d)] read with Customs (Appeals) Rules, 1982 [Rule 9(c)] and The Central Excise Act, 1944 [Section 35Q(2)(c)] read with Central Excise (Appeals) Rules, 2001 [Rule 12(c)] and Service Tax vide section 83 of Finance Act, 1994</td>
<td>To act as authorized representative before the Customs, Excise and Service Tax Appellate Tribunal</td>
<td>October, 1982</td>
</tr>
<tr>
<td>77.</td>
<td>West Bengal Value Added Tax Rules, 2005</td>
<td>Authorized to appear before Appellate and Revisional Board, the Commissioner, the Special Commissioner, the Additional Commissioner or any person appointed to assist the Commissioner on behalf of a dealer [Rule 2 (1)(a)(iv)].</td>
<td>April, 2005</td>
</tr>
<tr>
<td>78.</td>
<td>Bihar Value Added Tax Act, 2005</td>
<td>Authorised to appear before VAT authorities appointed under Section 10 or the Tribunal or an Officer of the Bureau of Investigation constituted under Section 86 of the Act [Section 87(d)].</td>
<td>April, 2005</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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<td>79.</td>
<td>Daman and Diu Value Added Tax Regulation, 2005</td>
<td>Authorised to appear before any VAT authority in connection with any proceedings under this Regulation. [Regulation 82(1)(b)].</td>
<td>April, 2005</td>
</tr>
<tr>
<td>80.</td>
<td>Goa Value Added Tax Act, 2005</td>
<td>Authorised to appear before any VAT authority including the Tribunal in connection with any proceedings under this Act [Section 82(1)(b)].</td>
<td>April, 2005</td>
</tr>
<tr>
<td>81.</td>
<td>Jharkja Jharkhand Value Added Tax Act, 2005</td>
<td>To conduct VAT Audit under section 63(1) To appear before VAT authorities under Rule 51(1)(c)</td>
<td>February 2006</td>
</tr>
<tr>
<td>82.</td>
<td>Karnataka Value Added Tax Act, 2003 read with Karnataka Value Added Tax Rules, 2005</td>
<td>Authorised to appear before any Authority other than the High Court in connection with any proceeding under this Act [Section 86 (c) read with Rule 168(2)(c) (iv)(b)].</td>
<td>April, 2005</td>
</tr>
<tr>
<td>84.</td>
<td>Delhi Value Added Tax Act, 2004</td>
<td>Authorize to appear before VAT Authorities under section 82 (1)(b)</td>
<td>June 2012</td>
</tr>
</tbody>
</table>

V. FINANCIAL INSTITUTIONS

<p>| Sl. No. | Certification with regard to the following: | | |
|---------|---------------------------------------------|---------------|
| 85. | (i) Industrial Development Bank of India | (a) Necessary powers of a company and its directors to enter into an agreement. | July, 1981 |
| | (ii) Industrial Finance Corporation of India | (b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up, and the actual borrowing. | December, 1981 |
| | (iii) Industrial Credit and Investment Corporation of India | (c) List of Members of a company. | July, 1983 |
| | (iv) Unit Trust of India | (d) Copies of resolutions passed at company meetings to be furnished to financial institutions. | |
| | (v) Life Insurance Corporation of India | | |
| | (vi) General Insurance Corporation of India | | |
| | (vii) Industrial Reconstruction Bank of India | (e) to (d) | January, 1986 |</p>
<table>
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<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
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<tbody>
<tr>
<td>(viii)</td>
<td>Industrial Develop-ment Bank of India</td>
<td>Certification of documents relating to charges.</td>
<td>April, 1991</td>
</tr>
</tbody>
</table>

**VI. BANKS**

86. Reserve Bank of India Circular DBOD No.BP.PC.46/08.12.001/20 08-09 | Diligence Report for Banks | September 19, 2008 |


| (i) | Indian Bank | Certification of documents relating to charges. | December, 1990 |
| (ii) | Bank of India | -do- | February, 1991 |
| (iii) | Andhra Bank (Eastern Region) | -do- | February, 1991 |
| (vi) | Vijaya Bank | -do- | March, 1991 |
| (ix) | State Bank of India | -do- | September, 1991 |
| (x) | Bharat Overseas Bank | -do- | September, 1991 |
| (xi) | State Bank of Mysore | -do- | October, 1991 |
| (xii) | Indian Overseas Bank | -do- | October, 1991 |
| (xiii) | State Bank of Indore | -do- | February, 1992 |
| (xiv) | State Bank of Travancore | -do- | April, 1992 |
| (xv) | Laxmi Vilas Bank Ltd. | -do- | June, 1992 |

**VII. STATE LEVEL AGENCIES**

88. State Financial/Industrial Investment/ Development Corporations; | A. Certification with regard to the following: |

<p>| (i) | Himachal Pradesh Financial Corporation, Shimla | (a) Necessary powers of a company and its directors to enter into an agreement | July, 1982 |</p>
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<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
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<td></td>
<td></td>
<td>(b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing.</td>
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<tr>
<td>(ii)</td>
<td>West Bengal</td>
<td>-do-</td>
<td>August, 1982</td>
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<td></td>
<td>Financial</td>
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<td>Corporation²,</td>
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<td></td>
<td>Calcutta</td>
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<td>(iii)</td>
<td>Maharashtra State</td>
<td>-do-</td>
<td>April, 1984</td>
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<td>Financial</td>
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<td>Corporation,</td>
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<td>Mumbai</td>
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<td>(iv)</td>
<td>UP State Industrial</td>
<td>-do-</td>
<td>December, 1985</td>
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<td></td>
<td>Development</td>
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<td></td>
<td>Corporation Ltd.,</td>
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<td>Kanpur</td>
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<td>(v)</td>
<td>Assam Industrial</td>
<td>(a) Necessary powers of a company and its directors to enter into an agreement.</td>
<td>March, 1982</td>
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<tr>
<td></td>
<td>Development</td>
<td></td>
<td>October, 1988</td>
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<td></td>
<td>Corporation Ltd.²</td>
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<tr>
<td></td>
<td>Guwahati</td>
<td>(b) Borrowing limits of a company under section 293(1)(d) of the Companies Act, 1956, including details of share capital, authorised, issued, subscribed and paid-up and the actual borrowing.</td>
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<td></td>
<td>(c) List of members of a company.</td>
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<td>(d) Copies of resolutions passed at company meetings to be furnished to financial institutions.</td>
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<td>(vi)</td>
<td>Gujarat Industrial</td>
<td>-do- (a) to (d)</td>
<td>October, 1982</td>
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<tr>
<td></td>
<td>Investment Corp.</td>
<td></td>
<td>August, 1986</td>
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<td></td>
<td>Ltd.², Ahmedabad</td>
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<tr>
<td>(vii)</td>
<td>Nagaland Industrial</td>
<td>-do- (a) to (d)</td>
<td>September, 1983</td>
</tr>
<tr>
<td></td>
<td>Dev. Corp. Ltd.,</td>
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<td></td>
<td>Dimapur</td>
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<tr>
<td>(viii)</td>
<td>Uttar Pradesh</td>
<td>-do- (a) to (d)</td>
<td>September, 1983</td>
</tr>
<tr>
<td></td>
<td>Financial Corpn.,</td>
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<td></td>
<td>Kanpur</td>
<td></td>
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<tr>
<td>(ix)</td>
<td>State Industries</td>
<td>-do- (a) to (d)</td>
<td>October, 1983</td>
</tr>
<tr>
<td></td>
<td>Promotion Corpn.</td>
<td></td>
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<td></td>
<td>of Tamil Nadu</td>
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<td></td>
<td>Ltd.², Chennai</td>
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<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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</tr>
<tr>
<td>(x)</td>
<td>The Tamil Nadu Industrial Investment Corpn. Ltd.</td>
<td>-do-(a) to (d)</td>
<td>November, 1983</td>
</tr>
<tr>
<td></td>
<td>Chennai</td>
<td></td>
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</tr>
<tr>
<td>(xi)</td>
<td>Karnataka State Indl. Invest. And Dev. Corpn. Ltd.</td>
<td>-do-(a) to (d)</td>
<td>July, 1982 February, 1986</td>
</tr>
<tr>
<td></td>
<td>Bangalore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xii)</td>
<td>The Pradeshiya Ind. And Investment Corpn. of UP Ltd.</td>
<td>-do-(a) to (d)</td>
<td>March, 1986</td>
</tr>
<tr>
<td></td>
<td>Lucknow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xiii)</td>
<td>Andhra Pradesh State Financial Corpn.</td>
<td>-do-(a) to (d)</td>
<td>June, 1982 March, 1986</td>
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<tr>
<td></td>
<td>Hyderabad</td>
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<tr>
<td></td>
<td>Chandigarh</td>
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<tr>
<td>(xv)</td>
<td>The State Indl. and Investment Corpn. of Maharashtra Ltd.</td>
<td>-do-(a) to (d)</td>
<td>June, 1982 April, 1984 June, 1984</td>
</tr>
<tr>
<td></td>
<td>Mumbai</td>
<td></td>
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</tr>
<tr>
<td>(xvi)</td>
<td>Haryana Financial Corpn.</td>
<td>-do-(a) to (d)</td>
<td>September, 1982, April, 1986, May, 1988</td>
</tr>
<tr>
<td></td>
<td>Chandigarh</td>
<td></td>
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</tr>
<tr>
<td>(xvii)</td>
<td>Punjab Financial Corpn.</td>
<td>-do-(a) to (d)</td>
<td>May, 1986</td>
</tr>
<tr>
<td></td>
<td>Chandigarh</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xviii)</td>
<td>Andhra Pradesh Indl. Dev. Corpn. Ltd.</td>
<td>-do-(a) to (d)</td>
<td>May, 1982 June, 1986</td>
</tr>
<tr>
<td></td>
<td>Hyderabad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xix)</td>
<td>Rajasthan State Indl. Dev. &amp; Inv. Corpn. Ltd.</td>
<td>-do-(a) to (d)</td>
<td>August, 1986</td>
</tr>
<tr>
<td></td>
<td>Jaipur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xx)</td>
<td>Indl. Promotion &amp; Inv. Corpn. of Orissa Ltd.</td>
<td>-do-(a) to (d)</td>
<td>September, 1982 August, 1986</td>
</tr>
<tr>
<td></td>
<td>Bhubaneswar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xxi)</td>
<td>Gujarat State Fin. Corpn.</td>
<td>-do-(a) to (d)</td>
<td>April, 1982 September, 1986</td>
</tr>
<tr>
<td></td>
<td>Ahmedabad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(xxii)</td>
<td>The Zoram Indl. Dev. Corpn. Ltd.</td>
<td>-do-(a) to (d)</td>
<td>March, 1987</td>
</tr>
<tr>
<td></td>
<td>Mizoram</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
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</tr>
<tr>
<td>(xxiii)</td>
<td>Kerala State Indl. Dev. Corpn. Ltd², Thiruvananthapuram</td>
<td>-do- (a) to (d)</td>
<td>August, 1986</td>
</tr>
<tr>
<td>(xiv)</td>
<td>Rajasthan Financial Corpn. ² Jaipur</td>
<td>-do- (a) to (d)</td>
<td>September, 1983 July, 1987</td>
</tr>
<tr>
<td>(xv)</td>
<td>West Bengal Indl. Dev. Corpn. Ltd², Calcutta</td>
<td>-do- (a) to (d)</td>
<td>July, 1987</td>
</tr>
<tr>
<td>(xvi)</td>
<td>Orissa State Financial Corporation</td>
<td>-do- (a) to (d)</td>
<td>July, 1987</td>
</tr>
<tr>
<td>(xvii)</td>
<td>Bihar State Financial Corpn., Patna</td>
<td>-do- (a) to (d)</td>
<td>January, 1988</td>
</tr>
<tr>
<td>(xviii)</td>
<td>Delhi Financial Corpn. ², New Delhi</td>
<td>-do- (a) to (d)</td>
<td>August, 1988</td>
</tr>
<tr>
<td>(xix)</td>
<td>Manipur Indl. Dev. Corpn. Ltd ², Imphal</td>
<td>-do- (a) to (d)</td>
<td>April, 1990</td>
</tr>
<tr>
<td>(xx)</td>
<td>Pondicherry Indl. Promotion, Dev. &amp; Inv. Corpn. Ltd., Pondicherry</td>
<td>-do- (a) to (d)</td>
<td>December, 1990</td>
</tr>
<tr>
<td>(xxi)</td>
<td>Arunachal Pradesh Indl. Dev. &amp; Financial Corpn. Ltd. ², Naharlagum</td>
<td>-do- (a) to (d)</td>
<td>August, 1991</td>
</tr>
<tr>
<td>(xxii)</td>
<td>Gujarat Industrial Development Corporation</td>
<td>To issue certificate with regard to shareholders, and share-holdings of companies, for the purposes of transfer of industrial Plot/Shed.</td>
<td>May, 1999</td>
</tr>
</tbody>
</table>

**B. Secretarial Audit**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>(xxxiii)</td>
<td>Manipur Industrial Development Corpn. Ltd., Imphal</td>
<td>Secretarial Audit, once a year of the companies assisted by the Corporation</td>
<td>April, 1990</td>
</tr>
<tr>
<td>(xxxiv)</td>
<td>Assam Indl. Dev. Corpn. Ltd., Guwahati</td>
<td>Secretarial Audit, once a year, of the companies assisted by the Corpn. under the IDBI's Refinance Scheme. However, companies having whole-time secretary need not perform Secretarial Audit, provided such Company Secretary submits a certificate of compliance of various provisions of law.</td>
<td>July, 1990</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>Statute/Authority</td>
<td>Purpose</td>
<td>When Obtained</td>
</tr>
<tr>
<td>---------</td>
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<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>(xxv)</td>
<td>Gujarat Industrial Investment Corporation Ltd., Ahmedabad</td>
<td>Secretarial Audit, once a year, of the companies assisted by the Corpn. including the joint/associate sector companies of the corpn. However, companies having whole-time secretary need not perform Secretarial Audit provided such Company Secretary submits a certificate of compliance of various provisions of law.</td>
<td>June, 1991</td>
</tr>
<tr>
<td>(xxxvi)</td>
<td>Arunachal Pradesh Industrial Development &amp; Financial Corpn. Ltd., Naharlagun</td>
<td>Secretarial Audit, once a year, of the companies assisted by the Corporation.</td>
<td>August, 1991</td>
</tr>
</tbody>
</table>

**C. Due Diligence Certificates/Search Report**

| (xxxvii) | Gujarat State Financial Corporation | 
| (i) | Certification with regard to the compliance of various laws such as Factories Act, Safety Provisions and other local Acts, by the concerned borrowers. | May, 1999 |
| (ii) | Preparation of Search Report and other work connected with Registrar of Companies. |

**VIII. GOVERNMENT DEPARTMENTS**

<p>| 89. | Department of Agriculture and Cooperation, Ministry of Agriculture | To issue a certificate about certain prescribed details of a company chartering foreign fishing vessels, according to the guidelines issued by the Department of Agriculture and Co-operation. | July, 1987 |
| 90. | Entrepreneurship Department of Industries, Government of Orissa | A Company Secretary setting up industrial unit recognised as ‘Special Class Entrepreneur’ under the category of technical entrepreneurs (Special class entrepreneurs are eligible for 5% extra capital investment subsidy and other additional privileges for setting up industries). | August, 1992 |</p>
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Statute/Authority</th>
<th>Purpose</th>
<th>When Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>91.</td>
<td>Department of Telecommunication, vide its Guidelines No. 820-1/2006-LR, dated 24.8.2007</td>
<td>The &quot;Guidelines and General Information for Grant of Licence for Operating Internet Services&quot; authorise Company Secretaries to issue certificate on net worth of the Companies. The Guidelines provide that a company having ISP licence and a net worth of Rs. One Hundred crore or more can only offer IPTV services subject to approval from Licensor. A certificate from Company Secretary (certifying the net worth of the company) is to be submitted</td>
<td>August, 2007</td>
</tr>
<tr>
<td>92.</td>
<td>Ministry of Heavy Industries and Public Enterprises, Department of Public Enterprises, vide its ref. no. 18(8)/2005-GM dated 22nd June 2007</td>
<td>The Guidelines on Corporate Governance for Central Public Sector Enterprises 2007 provide that the company shall obtain a certificate from practicing Company Secretary regarding compliance of conditions of corporate governance as stipulated in these Guidelines and Annexes.</td>
<td>June 2007</td>
</tr>
</tbody>
</table>

**IX. HIGH COURT**


1. Secretary of Company can also undertake such assignment.
2. In addition, certificate in respect of search reports from the records maintained by the office of the Registrar of Companies will be accepted.

**II - FOR A COMPANY SECRETARY IN EMPLOYMENT**

<p>| 1.     | Ministry of Education | Appointment of superior posts and services under the Central Government. | February, 1968 December, 1971 |
| 2.     | Section 2(45) of the Companies Act, 1956 | “Secretary” redefined to include, a member of the Institute appointed to perform the duties which may be performed by a secretary under the Act and other ministerial or administrative duties. | July, 1981 May, 1988 w.e.f. 15.6.1988 |</p>
<table>
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</table>
| 3. | Section 383A of the Companies Act, 1956 read with Companies (Appointment & Qualifications of Secretary) Rules, 1988 | (i) Every Company having a paid-up share capital of Rs. 5 crores or more to employ a whole-time secretary who is a member of the Institute.  
(ii) Pass in Intermediate examination of the Institute eligible for appointment as whole-time secretary in case of companies having paid-up share capital of less than Rs. 5 crores.  
(iii) Pass in Intermediate examination of the Institute eligible for appointment as a whole-time secretary in case of a company with its registered office and corporate office and works situated in towns with a population of less than one lakh in accordance with Census of India 2001 Report and having a paid-up share capital of rupees two crores or more but less than rupees five crores. | February, 1975 (as amended in December 1988, April 1993, and in June, 2002) |
| 4. | Section 581X of the Companies Act, 1956 | Every producer company having an average annual turnover exceeding five crores rupees in each of three consecutive financial years to have a whole-time secretary who is a member of the Institute. | 6 February, 2003 |
| 5. | SEBI vide circular Letter No. SMD/POLICY/CIR-12/99 dated 18.5.1999 | Compliance officer to be appointed by Listed companies in Compliance with Circular No. SMD/POLICY/CIR-06/98 dated February, 12, 1988, shall be the Company Secretary of the Company. | May, 1999 |
| 7. | Central Government (Ministry of Corporate Affairs) | Qualification for recruitment to Grades I to IV in the Accounts Branch of the Central Company Law Service. | November, 1982 |
| 8. | Ministry of Home Affairs, Department of Personnel and Administrative Reforms | Empanelment of Company Secretaries for assignment of Indian experts to the developing countries of Asia, Africa and Latin America. | March, 1984 |
June, 1981 |
<table>
<thead>
<tr>
<th>No.</th>
<th>Authority</th>
<th>Order Reference</th>
<th>Relevant Information</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Government of Tamil Nadu, Personnel and Administrative Reforms (Personnel) Department, Order No. G.O. Ms. No. 148 dated 7.3.1988</td>
<td>ACS is specialized as one of the qualifications for the purpose of Group ‘A’ appointments in the State Government Service in the departments concerned with Trade, Commerce, Finance, Commercial Taxes and Industry where such a specialized knowledge is called for.</td>
<td>March, 1988</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>(a) Govt. of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel &amp; Training) O M No. dated 1/2/89-Estt.(Pay.I) dated 09.04.1999. (b) Office of Comptroller &amp; Auditor General of India vide Letter No. 284/NGE(ENTT)/44-2005.</td>
<td>Employees passing Intermediate and Final Examinations of Company Secretaryship course are eligible for lump sum incentives of Rs. 2,000 and Rs. 4,000, respectively.</td>
<td>9th April,1999 (revised in 1999)</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Model Listing Agreement for Listing of Debt Securities SEBI/CFD/DIL/CIR-39/2004/1/01</td>
<td>Company Secretary or any other person to be designated as compliance officer.</td>
<td>1 November, 2004</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Model Listing Agreement for Listing of Indian Depository Receipts SEBI/CFD/DIL/IDR/1/2006/3/4</td>
<td>Issuer to appoint its Company Secretary as Compliance Officer.</td>
<td>3 April, 2006</td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE IX

GUIDELINES FOR SEEKING EXTENSION OF REGISTRATION
(Ref. Para 3.11.3)

EXECUTIVE PROGRAMME EXAMINATION

No extension of registration will be allowed to any student if he/she has not passed/completed the Executive Programme examination during the validity of registration period. All such students will have to seek registration de novo only.

PROFESSIONAL PROGRAMME EXAMINATION

1. Students whose registration expires between 28th/29th February and 31st May and between 31st August and 30th November are eligible for June/December Session without extension of Registration will be allowed extension of time without payment of extension of registration fee for the limited purpose of appearing in the ensuing June or December examination, respectively, as the case may be.

2. Registration of a student may be extended beyond a period of five years on year-to-year basis for appearing in the Professional Programme examination:

   (i) if he/she has completed postal/oral coaching and has been issued with coaching completion certificate for all modules/(groups) of the Professional Programme examination (Final Examination) under new syllabus during the validity of the previous registration period or has passed at least one module/(group) of the Professional Programme examination under the New Syllabus during the validity of the previous registration period as the case may be; and

   (ii) makes an application for extension of registration period alongwith requisite fee within six months from the date of expiry of registration or within six weeks of the declaration of results of the last examination in which he/she appeared, whichever is later.

3. Extension of registration shall be granted for one year at a time on payment of extension of registration fee of ₹ 750 per annum, arrears of fee, if any, under the previous registration and service charges @ ₹ 250 per module for which the student has not been issued with the coaching completion certificate for the Professional Programme.

4. On the student’s application for extension of registration being accepted by the Institute, the extended period will be counted in continuation of his previous registration. He/she will also continue to bear the same registration number.

5. No candidate will be allowed more than two extensions including the extension, if any, already availed under old/new syllabus for completing Professional Programme examination under the new syllabus.

6. A student who completes the Professional Programme examination (of the Institute) during the extended period of registration will be required to comply with
the practical experience and practical training requirements as stipulated under Company Secretaries Regulations, 1982 and guidelines framed there under in this regard.

7. Study material will not again be supplied on seeking extension of registration. However, it can be had on payment of ₹ 160 per subject.

8. A student, on being granted extension of registration, shall be eligible to get the ‘Student Company Secretary’ from the month next to the month in which his application for extension of registration is accepted by the Institute.

9. The Secretary - on being satisfied that application of any of the guidelines cause undue hardship to a candidate - may relax any of the said guidelines by recording reasons in writing.
ANNEXURE X

GUIDELINES FOR REGISTRATION DE NOVO

(Para 3.12)

[Registration de novo pursuant to regulation 22 read
with sub-regulation (2) of regulation 24.]

(A) Guidelines for candidates seeking registration de novo within two years of the expiry of previous registration.

1. A person whose registration has been cancelled on expiry of five-years period or otherwise may within two years of cancellation of former registration seek registration de novo on payment of the following fees:

(i) Registration fee: ₹ 2,000 w.e.f. 01.02.2013

(ii) - (a) Where a student has not completed coaching for both modules of Executive Programme/all modules of Professional Programme, balance of ₹ 6,500 of the postal tuition fee if enrolled for Executive Programme or balance of ₹ 12,000, if enrolled for Professional Programme, as the case may be, after adjusting the amount paid on this account earlier. However, credit for having completed coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

(b) Postal tuition fee of ₹ 5,000 in the case of students who have passed the Executive Programme examination but not enrolled for the Professional Programme.

(c) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificate(s) for both modules of Executive/all modules of Professional Programme as the case may be.

2. On the student being registered de novo he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) of the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment of ₹ 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration de novo from the month subsequent to the month in which the student was registered de novo.

(B) Guidelines for candidates seeking registration de novo after two years of the expiry of previous registration.

1. A person whose registration has been cancelled or has terminated on expiry of five-year period and has not sought registration de novo within two years of the expiry of former registration may seek registration de novo within 5 years of the cancellation/termination of his former registration on payment of the following fees:

(i) Registration fee ₹ 2,000

(ii) Exemption fee for

(a) Foundation Programme ₹ 500

(b) Executive Programme Examination (if already passed) ₹ 750
(iii) Paperwise exemption fee

(a) Executive Programme  ₨ 1,000 per paper
(b) Professional Programme  ₨ 1,000 per paper

(iv) Where a student has not completed coaching for both modules of Executive Programme/all modules of Professional Programme, balance of ₨ 6,500 of the postal tuition fee, if enrolled for Executive Programme or balance of ₨ 12,000 if enrolled for Professional Programme, as the case may be. However, credit for having completed the coaching in a particular module may be given if the coaching completion certificate has not been issued due to invalid registration or any other reason.

(v) ₨ 12,000 in the case of students who have passed the Executive Programme but not enrolled for the Professional Programme.

(vi) Arrears of postal tuition fee, if due, under former registration where the students have been issued with coaching completion certificates for both modules of Executive Programme/all modules of Professional Programme.

2. On the student being registered de novo, he will be given credit for the oral or postal tuition completed during the validity of his previous registration in the corresponding paper(s) at the new syllabus. Such a student shall not be supplied with the study material afresh. Study material can however be obtained on payment @ ₨ 160 per subject. Student Company Secretary will be sent free of cost during the validity period of registration de novo from the month subsequent to the month in which the student was registered de novo.

3. The registration de novo will be valid for a period of five years from the month in which the student has been registered de novo.

(C) No candidate shall be registered as a student de novo if he applies after five years of the expiry of the former registration. He may seek fresh registration as a student and no credit for the fees paid or examination passed under the former registration will be admissible on his registration as a fresh student under any circumstances.
# ANNEXURE XI

**LIST OF UNIVERSITIES WHICH HAVE RECOGNISED COMPANY SECRETARYSHIP QUALIFICATION AS EQUIVALENT TO POST GRADUATE DEGREE FOR PURSUING PH.D COURSE**

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Name of University</th>
<th>Reference</th>
<th>Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. ANDHRA PRADESH</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>National Academy of Legal Studies and Research (NALSAR) University of Law, 3-4-761, Barkatpura, Hyderabad-500 027.</td>
<td>MOU dated 10th April, 2004 and letter dated 5.8.2005</td>
<td>Discipline of Law</td>
</tr>
<tr>
<td>3.</td>
<td>Osmania University, Hyderabad, Andhra Pradesh-500 007</td>
<td>I/L/2005/Acad. dated 02.01.2006 and 2702/L/2006/Acad. dated 26.10.2006</td>
<td>Commerce/ Business Management</td>
</tr>
<tr>
<td>4.</td>
<td>Sri Venkateswara University, Tirupati, Chittor, Andhra Pradesh-517 502</td>
<td>8008/C- I(2)/2005 dated 29th April, 2005</td>
<td>Management and Commerce</td>
</tr>
<tr>
<td><strong>B. ASSAM</strong></td>
<td></td>
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<td></td>
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<tr>
<td>5.</td>
<td>Gauhati University, Gopinath Bardoloi Nagar, Guwahati-781 014</td>
<td>GU/AC/Equiv/08/886-888 dated 17. 06. 2008</td>
<td>Commerce</td>
</tr>
<tr>
<td><strong>C. BIHAR</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>T.M. Bhagalpur University, Bhagalpur, Bihar-812 007.</td>
<td>M/39067 dated 7.11.2003</td>
<td>Commerce and allied subjects</td>
</tr>
<tr>
<td><strong>D. CHANDIGARH</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>7.</td>
<td>Punjab University, Chandigarh–160 014.</td>
<td>4416/GM dated 31.3.1983</td>
<td>Business Management/ Commerce</td>
</tr>
<tr>
<td><strong>E. DELHI</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>8.</td>
<td>Guru Gobind Singh Indraprastha University, Delhi - 110 006</td>
<td>GGSIPU/DAA/2007-08/117 dated 02.01. 2008</td>
<td>Management and Law</td>
</tr>
<tr>
<td><strong>F. GUJARAT</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sl.No</td>
<td>Name of University</td>
<td>Reference</td>
<td>Subjects</td>
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<tr>
<td>10</td>
<td>North Gujarat University, P.B. No.21, University Road, Patan, Gujarat 384 002</td>
<td>Aca/8479/2000 dated 19th August, 2000</td>
<td>Commerce and allied subjects</td>
</tr>
<tr>
<td>12</td>
<td>South Gujarat University, University Campus, Udhana-Magdalia Road, Surat - 395 007</td>
<td>A/Eli/Equi/17388 dated 18/23.2.1981</td>
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<td>Shri Mata Vaishno Devi University, College of Management, Sub Post Office-182 320, Jammu &amp; Kashmir</td>
<td>SMVDU/COM/11/3580 dated 22.11.2011</td>
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<td>15</td>
<td>The University of Kashmir(^1), Hazrat Bal, Srinagar-190 006.</td>
<td>Fr(Recog.Acad)/KU/002 dated 7.5.2002</td>
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<td>Com./17663/85-86 dated 3.4.1986</td>
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\(^1\) M. Phil Course only
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<td>Devi Ahilya Vishwavidyalaya, R N Tagore Marg, Indore-452 001, Madhya Pradesh</td>
<td>No. 11/06/630 dated 27.04.2006</td>
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<td>44.</td>
<td>University of Bikaner, Dungar College Campus, JNV Colony, Bikaner-334 003 (Raj.)</td>
<td>F.12/UOBUOB/Rese/2006/18047-18107 dated 1.11.06</td>
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<td>18732-I/S4/2003 dated 02.01.2004</td>
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<td>Madurai Kamaraj University, Palkalai Nagar, Madurai-625 021</td>
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<td>Manonmaniam Sundaranar University, Tirunelveli-627 009, Tamilnadu.</td>
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<td>B.Tech.</td>
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<td>B.M.I.T.</td>
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<td>103</td>
<td>Diploma in Computer in Office Management</td>
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**Code List VIII**

**CHAPTER CODES**

**Under EIRC**

Eastern India Regional Council (EIRC) office at Kolkata Comprising the States of Arunachal Pradesh, Assam, Bihar, Jharkhand, Meghalaya, Manipur, Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal

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<th>Code</th>
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<tr>
<td>02</td>
<td>Guwahati (North East)</td>
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<tr>
<td>03</td>
<td>Patna</td>
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<td>04</td>
<td>Ranchi</td>
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<td>05</td>
<td>Dhanbad</td>
</tr>
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<td>06</td>
<td>Kolkata-RO</td>
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</table>

**Under NIRC**

Northern India Regional Council (NIRC) Office at Delhi Comprising the States of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttranchal and the Union Territory of Chandigarh

<table>
<thead>
<tr>
<th>Code</th>
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<td>Jaipur</td>
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<td>25</td>
<td>Kanpur</td>
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<td>Ludhiana</td>
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<td>28</td>
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<td>Shimla</td>
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<td>Udaipur</td>
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31 Noida
32 Meerut
33 Yamuna Nagar
34 Agra
35 Allahabad
36 Jodhpur
37 Gurgaon
38 Beawar
39 Delhi-RO
81 Varanasi
82 Bhilwara
83 Bareilly
84 Dehradun
85 Jammu
86 Ajmer
87 Amritsar
88 Jalandhar
89 Karnal-Panipat
90 Alwar
91 Kota
92 Rohtak
93 Sonepat
94 Srinagar

**Under SIRC**
Southern India Regional Council (SIRC) Office at Chennai Comprising the States of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Pondicherry and the Union Territories of Andaman & Nicobar Islands and Lakshadweep

41 Bangalore
42 Coimbatore
43 Kochi
44 Hyderabad
45 Madurai
46 Mysore
48 Tiruchirapalli
49 Thiruvananthapuram
50 Visakhapatnam
51 Mangalore
52 Puducherry
55 Thrissur
57 Salem
58 Calicut
59 Chennai-RO
60 Palakkad

**Under WIRC**
Western India Regional Council (WIRC) Office at Mumbai Comprising the States of Goa, Gujarat, Chhatisgarh, Madhya Pradesh, Maharashtra and the Union Territories of Dadra & Nagar Haveli, Diu & Daman.

61 Ahmedabad
62 Vadodara
63 Bhopal
64 Dombivli
65 Goa
66 Indore
67 Nagpur
68 Pune
69 Surat
70 Nashik
71 Raipur
72 Aurangabad
73 Rajkot
74 Navi Mumbai
75 Thane
76 Kolhapur
77 Bhayander
79 Mumbai-RO

Overseas - Dubai

**Important:** If address of a candidate falls at a place where there is no Chapter he may indicate code of a nearby chapter for participating in the activities meant for students.

**Code List IX**

**OCCUPATION CODES**

**Central Government**

01 Indian Administrative Service
02 Indian Foreign Service
03 Indian Police Service
04 Indian Audit & Accounts Services
05 Indian Customs and Central Excise Services
06 Indian Income Tax Services
07 Indian Postal Services
08 Indian Railway Services
09 Other Civil Services
10 Indian Economic Service
11 Company Law Services
12 Indian Legal Services
13 Others
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<td>22 Others</td>
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<td>Defence Services</td>
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<td>26 Officer</td>
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<td>27 Others</td>
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</tr>
<tr>
<td>All India Financial Institutions/State Financial Institutions/State Industrial Development Corporations</td>
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<tr>
<td>31 Chairman/Managing Director/Chief Executive/Director</td>
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<tr>
<td>32 Executive</td>
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<tr>
<td>33 Non Executive</td>
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<tr>
<td>Autonomous Bodies</td>
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<td>36 Chairman/Managing Director/Chief Executive/Director</td>
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<tr>
<td>37 Executive</td>
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<tr>
<td>38 Non Executive</td>
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<td>Local Self Govt./Bodies, Municipal Corporations/Committees</td>
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<tr>
<td>40 Mayor</td>
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<td>41 Commissioner</td>
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<td>42 Administrator</td>
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<td>43 Executive</td>
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<td>44 Others</td>
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<td>Public Sector Undertaking</td>
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<td>46 Chairman/Managing Director/Chief Executive/Director</td>
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<td>50 Chairman</td>
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<td>56 Executive</td>
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<td>57 Non Executive</td>
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<td>60 Chairman/Managing Director/Chief Executive/President/Vice-President/General Manager</td>
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<td>78 Chairman/Managing Director/Chief Executive/Director</td>
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<td>87 Cost &amp; Works Accountant</td>
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Code List X

SUBJECT CODES

FOUNDATION PROGRAMME
311 Business Environment and Entrepreneurship
312 Business Management, Ethics and Communication
313 Business Economics
314 Fundamentals of Accounting and Auditing

EXECUTIVE PROGRAMME
Module I
321 Company Law
322 Cost and Management Accounting
323 Economic and Commercial Laws
324 Tax Laws and Practice

Module II
325 Company Accounts and Auditing Practices
226 Capital Markets and Securities Laws
227 Industrial Labour and General Laws

PROFESSIONAL PROGRAMME
Module I
331 Advanced Company Law and Practice
332 Secretarial audit, Compliance Management And Due Diligence
333 Corporate Restructuring, Valuation and Insolvency

Module II
334 Information Technology and Systems Audit
335 Finance, Treasury and Forex Management
336 Ethics, Governance and Sustainability

Module III
337 Advanced Tax Laws and Practice
338 Drafting, Appearances and Pleadings

Elective 1 out of below 5 subjects
341 Banking Law and Practice
342 Capital, Commodity and Money Market
343 Insurance Law and Practice
344 Intellectual Property Rights – Law and Practice
345 International Business - Laws and Practices

Code List XIV

BANK CODES
01 Andhra Bank
02 Allahabad Bank
03 ANZ Grindlays Bank
04 Bank of America
05 Bank of India
06 Bank of Baroda
07 Bank of Maharashtra
08 Bank of Tokyo
10 Canara Bank
11 Corporation Bank
12 Citi Bank
13 Dena Bank
14 The Hongkong & Shanghai Bank
15 Indian Bank
16 Indian Overseas Bank
17 State Bank of India
18 State Bank of Indore
19 State Bank of Travancore
20 State Bank of Bikaner & Jaipur
21 State Bank of Patiala
22 State Bank of Saurashtra
23 Syndicate Bank
24 Punjab National Bank
25 Vijaya Bank
26 Standard Chartered Bank
27 Union Bank of India
28 Punjab & Sind Bank
29 The Bank of Rajasthan
30 The Vysya Bank
31 United Bank of India
32 United Commercial Bank
33 ABN Amro Bank
34 State Bank of Mysore
35 Oriental Bank of Commerce
36 State Bank of Hyderabad
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<td>Reserve Bank of India</td>
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<td>City Union Bank Ltd.</td>
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<td>The Karur Vysya Bank Ltd.</td>
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<td>Global Trust Bank Ltd.</td>
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<td>The General Co-op. bank Ltd.</td>
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<td>The Sangli Bank Ltd.</td>
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<td>Indusind Bank Ltd.</td>
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<td>The Dhanalakshmi Bank Ltd.</td>
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<td>The Saraswat Co-op. Bank Ltd.</td>
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<td>Purshottam Kanji Exchange Co. Ltd.</td>
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<td>78</td>
<td>National Bank of Bahrain</td>
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<td>79</td>
<td>The Sakura Bank Ltd.</td>
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<td>80</td>
<td>The Jammu &amp; Kashmir Bank Ltd.</td>
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<td>81</td>
<td>Credit Agricole Indosuez</td>
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<td>82</td>
<td>The Benares State Bank Ltd.</td>
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<td>83</td>
<td>American Express</td>
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<td>84</td>
<td>Ghaziabad Zila Sahakari Bank Ltd.</td>
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<td>85</td>
<td>The Bank of Nova Scotia</td>
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<td>Jain Co-op. Bank Ltd.</td>
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<td>91</td>
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<td>98</td>
<td>Other Bank</td>
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ANNEXURE XIII

ONLINE REGISTRATION FOR FOUNDATION/EXECUTIVE PROGRAMME

To render efficient and quick services to its students, the Institute has introduced Online facility for admission/registration for Foundation/Executive programme through which the students can register themselves through the web site of the institute while sitting at home.

1.1 Online Registration for Foundation/Executive

Please follow the below steps to register online

1. Click the online services on top of the ICSI website (http://www.icsi.edu/)

2. Then go to Students and click on Student Registration
3. Click on the documents mentioned below, if you have the softcopy of the same otherwise you will not be able to Register yourself

**NOTE:**

- File format should be jpg, jpeg, png, gif, bmp
- File sizes of documents should not exceed 5 MB
- Size of Student Photo should be between 20KB – 50KB
- Size of Student Signature should be between 10KB – 20KB

4. Now Click on Proceed to Registration
5. Now you will get a screen as given below.

6. Select the Course type as applicable to you (Foundation/Executive)
7. Fill other fields and click on Register

8. After this you will get your Request ID and Payment ID with your personal details. Also the copy of same details will be mailed to you on your registered ID.

9. After this Click on Make Payment

10. After payment students would be sent user name and password by E mail. They need to upload documents at manage account option

HOW TO ACCESS YOUR ACCOUNT AFTER REGISTERING TO ICSI

Please follow the below step to access your registered account:
1. Click the online services on top of the ICSI website (http://www.icsi.edu/)

2. Enter your Username and Password
3. Now you will get the following screen.

4. Click on Manage Account

5. Upload all documents in support of your qualification, photograph, and signature online at various browsing options as applicable to you given under manage account option

**Note:** Hard copies are not accepted in online registrations. Students need to upload documents online only. Online registration of the student would be completed only after approval of his/her application by the Institute. A separate automated communication regarding completion of registration would be sent to the student through E-mail. After that student can download registration letter/identity card from his/her account. In case student faces any technical problem he/she may send request at info@icsi.edu
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| **GUIDANCE NOTES** | |
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| 4 | Guidance Note on Code of Conduct for CS | 250 |
| 5 | Guidance Note on Certification under Investor Education and Protection Fund | 50 |
| 6 | Guidance Note on Buy-Back of Securities | 150 |
| 7 | Guidance Note on Meeting of Board of Directors | 150 |
| 8 | Guidance Note on Passing of Resolution by Postal Ballot(Revised edition) | 100 |
| 9 | Guidance Note on General Meetings | 150 |
| 10 | Guidance Note on Corporate Governance Certificate | 200 |
| 11 | Guidance Note on Preferential Issue of Shares | 100 |
| 12 | Guidance Note on Diligence Report for Banks | 499 |
| 13 | Guidance Note on Internal Audit of Stock Brokers | 300 |
| 14 | Guidance Note on Listing of Corporate Debt | 150 |
| 15 | Guidance Note on Related Party Transactions | 150 |
| 16 | Guidance Note on Board Processes | 50 |
| 17 | Guidance Note on Non – Financial Disclosures | 50 |

| **OTHERS** | |
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| 2 | Cap | 60 |
| 3 | Tie | 500 |
| 4 | T-shirt | 300 |
| 5 | PMQ Prospectus | 500 |

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**CDs**

1. Chartered Secretary on CD ROM Tenth Edition (1971 - 2012 July) 600
   *(₹400/- for updated edition if any of the previous editions is returned back)*

2. Secretarial Standards (SS1 – SS10) 100

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