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.

Passport size Photograph To be affixed here

The Secretary
The Institute of Company Secretaries of India
C – 37, Sector – 62, Noida 201309

Ph : 4522072   E-mail : archana.goel@icsi.edu

Sir,

I request that I may be registered as a student de novo in accordance with Regulation 22 of the Company Secretaries Regulations, 1982. The required particulars are furnished below:-

1.

Previous Regn. No.

ii) Surname

F   First & Middle Name

ii) a)   Sex (M/F)   b)   Marital Stautus (M/S)

b)   Domicile

iii)   a)Nationality
(I-Indian,F-Foreign

d) Religion

Country

(Refer Code list I for Domicile, II for Country and III for Religion)

iv) Date of Birth

v) Category Code   (Refer code list IV)

vl) a) Complete Postal Address to which communication to be sent:

City

State   Pin

(Refer code list I for State)

Email-ID _____   Mobile No _____

vii) Fee Mode   DD NO./Ack. No./CB/SBS NO.

(Refer code list I for State)

Date   Amount

Bank Code: ☐☐
(Refer Code list XI for Bank Codes)

Bank Name

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Branch ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

City ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

i) Regn. Fee ☐☐☐☐

ii) Foundation Programme exemption fee ☐☐☐☐

iii) Inter/executive Programme exemption fee ☐☐☐☐

iv) Paperwise exemption fee ☐☐☐☐

v) Difference of P.T. fee ☐☐☐☐

vi) Cost of study material ☐☐☐☐

vii)

viii) Educational Qualification Degree onwards & recognised Professional Qualification

Exam Passed		Medium of Exam		Year	Marks in Aggregate	Maximum Marks	%age Marks
Code	Qualification	Code	Medium				
		'					

(Refer code list VI for Medium Code, VII for Qualification Code)

ix) Other Professional course/examination which the candidate is pursuing simultaneously ☐☐ (Refer Code list VIII)

x) Region ☐☐☐☐ Chapter Code ☐☐ (Refer Code list VIII)

Chapter Name ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

xi) Previous Regn. No. ☐☐☐☐☐☐☐☐☐☐ ☐☐☐ ☐☐☐☐

XII) Occupational Status (E/S/N) ☐ (E-Employed,S-Self Employed, N-Not Employed)

Occupation code ☐☐ (Refer Code List IX)

Designation ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Occupational Address of Candidate

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Telephone No. (Off.)

Telephone No. (Res.)

Telegraphic Address

Telex No.

Fax No.

Annual income

xiii) Father/Husband's
Name

Occupation code   (Refer code list IX)

Designation

Office address of Father/Husband :

Off. Telephone

Fax No.

Family Income

xiv) Particulars of Paperwise exemptions secured under previous registration

Examination	Papers		Basis		Syllabus
	Subject Code	Subject	Code	Quali	

(Refer Code List X for Subject Code, VII for Qualification Code)

xv) Particulars of coaching completion certificate

Examination	Group / Module	CCNo.	Date

xvi) Particulars of Passing groups of Inter/Executive Prgramme/Final/Professional Programme examination under previous registration

Examination	Group/Module	Session	Year	Roll No.

2. a)   I request that I may be exempted from the following papers of the Intermediate/Executive Programme/Final/Professional Programme on the basis of exemption from individual subjects previously secured by me under my former registration, pursuant to Regulation 42(4)/45(2):

Examination	Paper		Corresponding Paper under Prev. regt.	Basis	
	Subject Code	Subject		Code	Qual.

(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):

Examination	Papers		Exam Passed	
	Subiect Code	Subiect	Quali. Code	Qualification

Refer Code list X Subject code, VII for Qualification code)

3.   I request that I may be supplied with study material for the following subjects of the Intermediate/Executive Programme/Final/Professional Programme examination:

Subject Code	Subject	Issued date (for office use)	Series (for office)	Remarks

(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

CODE LIST – I

	DOMICILE CODES/STATE CODES		
AN	Arunachal Pradesh	MN	Manipur
AP	Andhra Pradesh	MG	Meghalaya
AS	Assam	MZ	Mizoram
BI	Bihar	NG	Nagaland
CH	Chattisgarh	OR	Orissa
DE	Delhi	PC	Pondicherry
GO	Goa	PB	Punjab
GJ	Gujrat	RJ	Rajasthan
HR	Haryana	SK	Sikkim
HP	Himachal Pradesh	TN	Tamil Nadu
JK	Jammu & Kashmir	TR	Tripura
JH	Jharkhand	UC	Uttranchal
KR	Karnataka	UP	Uttar Pradesh
KE	Kerala	WB	West Bengal
MP	Madhya Pradesh	UT	Union Territories
MH	Maharashtra		

CODE LIST – II

	COUNTRY CODES		
001	Australia	021	Pakistan
002	Bahamas	022	Portugal
003	Bahrain	023	Saudi Arabia
004	Bangladesh	024	Singapore
005	Bhutan	025	South Africa
006	Canada	026	Sultanate of Oman
007	Doha Qatar	027	Tanzania
008	East Africa	028	Thailand
010	India	029	U.A.E
011	Jamaica	030	Uganda
012	Indonesia	031	United Kingdom (U.K.)
013	Japan	032	United States of America
014	Kenya	033	West Africa
015	Kuwait	034	West Indies
016	Malasia	035	Yamen Arab Republic
017	Nepal	036	Zambia
018	Netherland	037	Zimbabwe
019	Nigeria	099	Others
020	North Ireland		

CODE LIST - III

	RELIGION CODES		
01	Hindu	05	Buddhist
02	Muslim	06	Parsi
03	Sikh	07	Jain
04	Christian	10	Others

CODE LIST - IV

	CATEGORY CODES		
01	General	06	Staff Member
02	SC/ST	07	Ward of Staff
03	OBC	08	Ward of Council Member of ICSI
04	Physically Handicapped	09	Ward of Member of ICSI
05	Ex-Serviceman	10	Spouse, Blood, First Relation

CODE LIST – V

	FEE MODE CODES		
DD	Demand Draft		
BC	Cash–Through Pay-in-slip of Canara Bank		
BS	Cash-Through Pay-in-slip of State bank of Saurastra		
CA	Cash (Through Reception Receipt)		

CODE LIST – VI

MEDIUM OF EXAM

01	English	11	Marathi
02	Assamee	12	Nepali
03	Bengali	13	Oriya
04	Gujrati	14	Punjabi
05	Hindi	15	Sanskriti
06	Kannada	16	Sindhi
07	Kashmiri	17	Tamil
08	Konkani	18	Telugu
09	Malyalam	19	Urdu
10	Manipuri	20	Others

CODE LIST - VII

QUALIFICATION CODES (INTER)

01	A.M.I.E	39	Diploma in Commerce
02	B.Com.	40	Diploma in Company Law (Banking Law Practice)
03	B.Ed.	41	Diploma in Law
04	B.A. (Other than Fine Arts)	42	Diploma in Management
05	B.A. (Corporate Secretaryship)	43	Final Pass of ICSA, London
06	B.A. (Hon)	44	Final Pass of ICWAI
07	B.A. (Vocational)	45	Final Pass of ICAI
08	B.A.L.	46	I.E.T.E.
09	B.B.A.	47	LL.B.
10	B.B.M.	48	LL.M.
11	B.B.S.	49	M.Ed.
12	B.C.L.	50	M.A. (Corporate Secretaryship)
13	B.Com. (Hon)	51	M.A. (Public Administration)
14	B.G.L.	52	M.A. (Other than Fine Arts)
15	B.L.	53	M.B.A.
16	B.P.Ed.	54	M.B.B.S.
17	B.Pharma.	55	M.C.S.
18	B.S.L.	56	M.Com.
19	B.Sc.	57	M.D.
20	B.Sc. (Applied Commerce)	58	M.Phil.
21	B.Sc. (Dairy Tech.)	59	M.F.A.
22	B.Sc. (Eng.)	60	M.M.S.
23	B.Sc. (Hon)	61	M.S.
24	B.Tech.	62	M.Sc.
25	Bachelor of Banking & Commerce	63	M.Tech.
26	Bachelor of Computer Sc. & Application	64	Master of Computer Sc. & Application
27	Bachelor of Engineering	65	Master of Finance and Control
28	Bachelor of Library Science	66	Master of Library Science
29	BAMS	67	MBM
30	Bus. Admin. of IIM,A'bad,B'lore, Calcutta,Lucknow	68	MSW
31	Business Admin. of Allahabad University	69	PGD in Business Admin.
32	Business Management of IMT, Ghaziabad	70	PGD in Finance Management
33	Business Management of XLRI, Jamshedpur	70	PGD in PMIR
34	Business Management of XISS, Ranchi	90	Others
35	BV & AH	91	Bachelor of Fine Arts
36	C.F.A	92	Master of Fine Arts
37	CAIIB	99	Foundation Passed
38	D.Phil		

CHAPTER CODES			

UNDER EIRC

Eastern India Regional Councils (EIRC) office at Kolkata Comprising The States of Arunachal Pradesh, Assam, Bihar ,Jharkhand ,Maghalaya, Manipur,Mizoram, Nagaland, Orissa, Sikkim, Tripura and West Bengal

01	Bhubaneswar	05	Ranchi
02	Guwahati (North East)	06	Dhanbad
03	Jamshedpur	07	Hooghly
04	Patna	19	Kolkata – RO

UNDER NIRC

Northern India Regional Councils (NIRC) office at Delhi Comprising The States of Delhi, Haryana, Himachal Pradesh, Jammu Kashmir, Punjab,Rajasthan, Uttranchal,Uttar Pradesh and the Union Territory of Chandigrah

21	Chandigrah	33	Yamuna Nagar (Satellite)
22	Faridabad	34	Agra (Satellite)
23	Ghaziabad	35	Allahabad (Satellite)
24	Jaipur	36	Jodhpur (Satellite)
25	Kanpur	37	Gurgaon
26	Ludhiana	38	Beawer (Satellite)
27	Lucknow	39	Delhi - RO
28	Modinagar	81	Varanasi (Satellite)
29	Shimla	82	Bhilwara (Satellite)
30	Udaipur	83	Bareilly (Satellite)
31	Noida	84	Dehradun (Satellite)
32	Meerut (Satellite)	85	Jammu (Satellite)

UNDER SIRC

Southern India Regional Councils (SIRC) office at Chennai Comprising The States of Andhra Pradesh, Karnatka, Kerala, Tamil Nadu, Pondicherry and the Union Territories of Andaman & Nicobar Islands and Lakshadeep

41	Bangalore	51	Mangalore
42	Coimbatore	52	Pondicherry
43	Kochi	53	Kottayam (satellite)
44	Hyderabad	54	Vijayawada (satellite)
45	Madurai	55	Thrissur (satellite)
46	Mysore	56	Hubli/Dharwad (satellite)
48	Tiruchirapalli	57	Salem (Satellite)
49	Thiruvanathapuram	58	Calicut (Satellite)
50	Visakhapatnam	59	Chennai – RO

UNDER WIRC

Western India Regional Councils (WIRC) office at Mumbai Comprising The States of Chattisgarh, Goa, Gujarat, Madhya Pradesh, Maharastra, and the Union Territories of Dadra & Nagar Haveli, Diu & Daman.

61	Ahmedabad	68	Pune
62	Vadodra	69	Surat
63	Bhopal	70	Nashik (Satellite)
64	Dombivli	71	Raipur (Satellite)
65	Goa	72	Aurangabad (Satellite)
66	Indore	73	Rajkot (Satellite)
67	Nagpur	79	Mumbai (RO)

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 Services		08	Indian Railway Services
02	Indian Foreign Services		09	Other Civil Services
03	Indian Police Services		10	Indian Economic Services
04	Indian Audit & Accounts Services		11	Company Law Services
05	Indian Customs and Central Excise Services		12	Indian Legal Services
06	Indian Income Tax Services		13	Others
07	Indian Postal Services			

STATE GOVERNMENT

21	State Civil Services		22	Others

DEFENCE SERVICES

26	Officer		27	Others

ALL INDIA FINANCIAL INSTITUTIONS/STATE FINANCIAL INSTITUTIONS/STATE INDUSTRIAL DEVELOPMENT CORPORATIONS

31	Chairman/Managing Dir./Chief Executive/ Director		33	Non Executive
32	Executive			

AUTONOMOUS BODIES

36	Chairman/Managing Dir / Chief Executive / Director		37	Executive
38	Non Executive			

LOCAL SELF GOVT./BODIES, MUNICIPAL CORPORATIONS/COMMITTEES

40	Mayor		43	Executive
41	Commissioner		44	Others
42	Administrator			

PUBLIC SECTOR UNDERTAKING

46	Chairman/Managing Dir./Chief Executive/ Director		48	Non Executive
47	Executive			

CANTONMENT BOARDS/HOUSING/ELECTRICITY BOARDS

50	Chairman		52	Executive
51	Secretary/Member		53	Others

BANKING SECTOR

55	Chairman/Managing Dir./Chief Executive/ President/Vice President/General Manager		57	Non Executive
56	Executive			

INSURANCE SECTOR

60	Chairman/Managing Dir./Chief Executive/ President/Vice President/General Manager		62	Non Executive
61	Executive			

FINANCIAL SERVICES SECTOR

64	Chairman/Managing Dir./Chief Executive/ President/Vice President/General Manager		66	Non Executive
65	Executive			

EDUCATIONAL AND RESEARCH INSTITUTES

68	Research		70	Administration
69	Teaching		71	Others

HOSPITAL

72	Medical		74	Administration
73	Para Medical		75	Others

HOTEL & TRAVEL

76	Executive		77	Non Executive

COOPERATIVE SECTOR

78	Chairman/Managing Dir./Chief Executive/ Director		80	Non Executive
79	Executive			

OTHER PRIVATE SECTOR COMPANIES

81	Chief Executive/Director		83	Non Executive
82	Executive			

MISCELLANEOUS

84	Not Covered in any above Categories			

SELF EMPLOYED

85	Company Secretary		90	Business

86	Chartered Accountant	91	Doctor
87	Cost & Works Accountant	92	Architect
88	Advocate	93	Engineer
89	Management Consultant	99	Unemployed

SUBJECT CODES

FOUNDATION PROGRAMME

211	English & Business Communication	214	Elements of Business Laws & Management
212	Economics and Statistics		
213	Financial Accounting		

EXECUTIVE PROGRAMME

MODULE – I		GROUP – II	
221	General & Commercial Laws	224	Company Law
222	Company Accounts and Cost & Management Accounting	225	Economic and labour Laws
223	Tax Laws	226	Securities Laws & compliances

FINAL – OLD SYLLABUS

GROUP – I		GROUP – II	
131	Advanced Company Law & Practice	134	Financial, Treasury and Forex Management
132	Secretarial Practice relating to Economic Laws and Drafting & Coveyancing	135	Corporate Restructuring – Law & Practice
133	Secretarial and Management Audit	136	Banking and Insurance-Law & Practice

GROUP-III

137	WTO-International Trade, Joint Ventures and Foreign Collaborations
138	Direct & Indirect Taxation- Law & Practice
139	Human Resource Management and Industrial Relations

PROFESSIONAL PROGRAMME

Module - I
231	COMPANY SECRETARIAL PRACTICE
232	DRAFTING, APPEARANCES AND PLEADINGS

Module - II
233	FINANCIAL, TREASURY & FOREX MANAGEMENT
234	CORPORATE RESTRUCTURING & INSOLVENCY

Module – III
235	STRATEGIC MANAGEMENT, ALLIANCES AND INTERNATIONAL TRADE
236	ADVANCED TAX LAWS AND PRACTICE

Module – IV
237	DUE DILIGENCE & CORPORATE COMPLIANCE MANAGEMENT
238	GOVERNANCE, BUSINESS ETHICS AND SUSTAINABILITY

BANK CODES

01	Andhra Bank	25	Vijaya Bank
02	Allahabad Bank	26	Standard Chartered Bank
03	ANZ Grindlays Bank	27	Union Bank of India
04	Bank of America	28	Punjab & Sind Bank
05	Bank of India	29	Bank of Rajasthan
06	Bank of Baroda	30	Vysya Bank
07	Bank of Maharashtra	31	United Bank of India
08	Bank of Tokyo	32	United Commercial Bank
09	The Bank of Punjab Limited	33	ABN Amro Bank
10	Canara Bank	34	State Bank of Mysore
11	Corporation Bank	35	Oriental Bank of Commerce
12	Citi Bank	36	State Bank of Hyderabad
13	Dena Bank	37	Central Bank of India
14	Honkong & Shanghai Bank	38	Karnataka Bank
15	Indian Bank	39	HDFC Bank
16	Indian Overseas Bank	40	ICICI Bank
17	State Bank of India	41	UTI Bank
18	State Bank of Indore	42	Times Bank
19	State Bank of Travancore	43	Deutsche Bank
20	State Bank of Bikaner & Jaipur	44	Swan Bank
21	State Bank of Patiala	45	Delhi State Cooperative Bank
22	State Bank of Saurashtra	46	Vaish Cooperative Bank
23	Syndicate Bank	47	Bank of Madurai
24	Punjab National Bank	99	Others