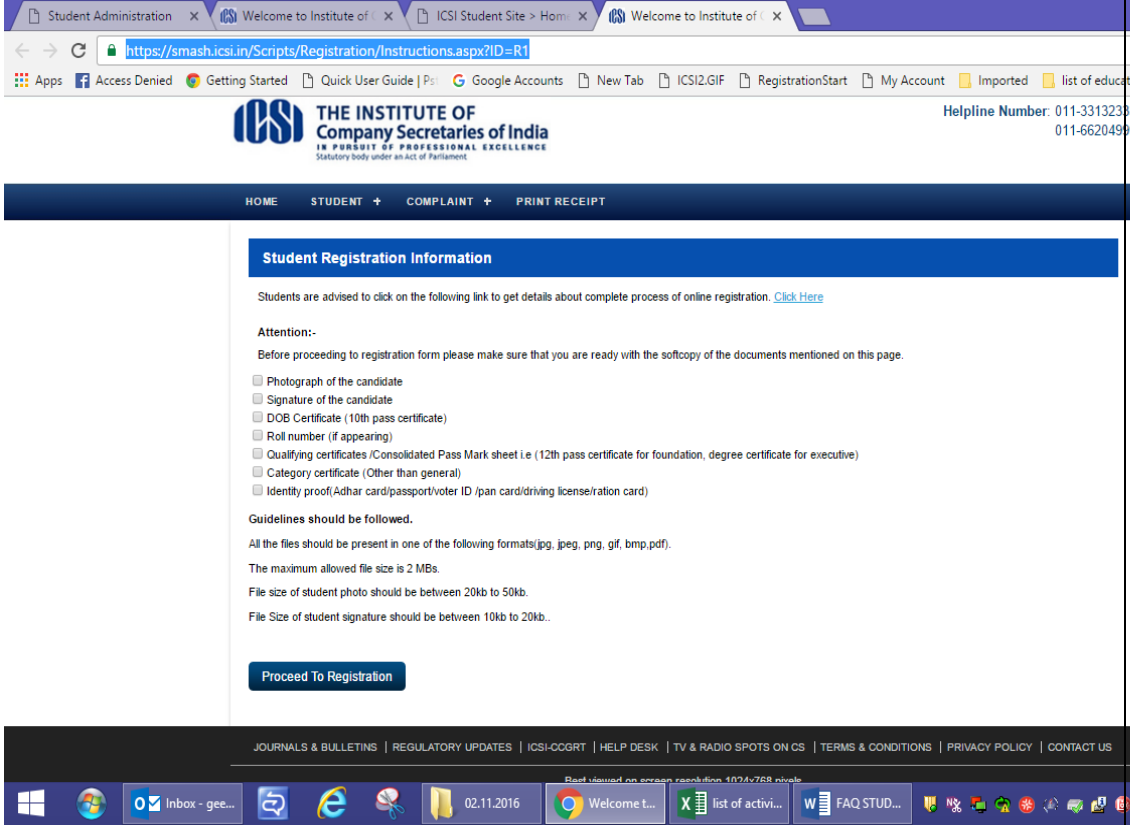



FREQUENTLY ASKED QUESTIONS (FAQS)

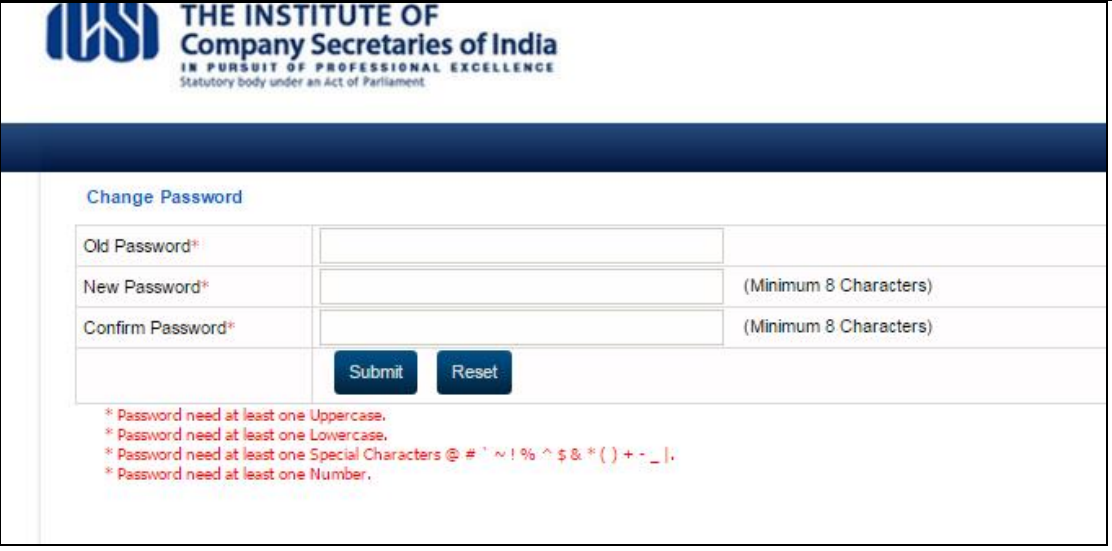
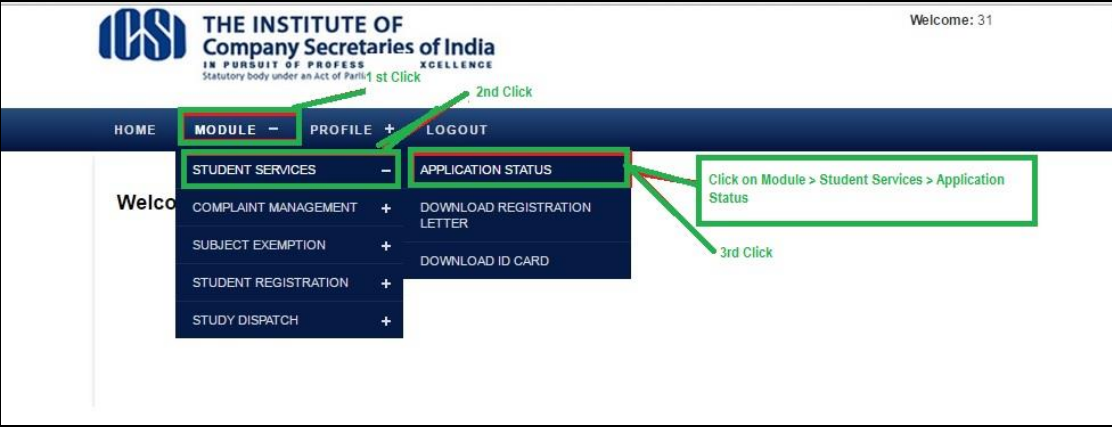
Fee Waiver Scheme for the students of North Eastern States and State of Jammu and Kashmir

Q1.	What is fees waiver scheme of The Institute of Company Secretaries of India
A.1.	Fee Waiver scheme of the Institute of Company Secretaries of India is applicable for all the students registering for the Foundation or Executive Programme Stages from North Eastern States (Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura) and State of Jammu and Kashmir. All students belonging to North Eastern States and State of Jammu and Kashmir who have passed the 10+2 Examinations / Bachelor's Degree Examinations /CPT of ICAI/Foundation pass of ICAI-COST as the case may be irrespective of the percentage of marks shall be eligible for Fee Waiver while registering for Foundation Programme or Executive Programme Stage respectively. Under this scheme students shall be getting hundred percent waiver in registration fees in case they register for Foundation or Executive stage as the case may be.
Q2.	Who is eligible for the fees waiver scheme of The Institute of Company Secretaries of India?
A.2.	Waiver in fee will be applicable for the students registering for Foundation or / and Executive Programme Stages from Jammu & Kashmir and North Eastern states only. The scheme will be applicable only for students of Jammu & Kashmir and North Eastern states who have passed their 12 th class / graduation /CPT of ICAI/Foundation pass of ICAI-COST from the said states as mentioned and the student must submit their resident proof (Aadhar / Passport or equivalent) of the said state supporting his/her domicile.
Q3.	Till which date the scheme will be effective.
A.3.	The Scheme will be effective till 31 st March, 2018. Students registered in Foundation / Executive stages as the case till 31 st March 2018 shall only be entitled for fees waiver benefit under this Scheme.
Q4.	Do I need to submit any proof supporting my Domicile under this Scheme?
A4.	The scheme will be applicable only for students of Jammu & Kashmir and North Eastern states who have passed their 12 th class / graduation /CPT of ICAI/Foundation pass of ICAI-COST from the said states as mentioned and the student must submit their resident proof (Aadhar / Passport or equivalent) of the said state supporting his/her domicile.

Q5.	How would I Submit my Proof of Domicile?
A.5.	Students having address and valid identity proof of respective States covered under this scheme shall only be given benefit. Students shall be required to upload these documents while applying online for registration.
Q6.	In case I am already taking fees concession from any other source, still I am eligible for fees waiver scheme of ICSI
A.6.	The students applying for waiver of fees benefit under this scheme shall be required to produce a Self declaration certificate that he/she is not taking refund of ICSI Course fees from any other source. Such students who are taking benefit against CS fees from any other source will not be entitled for fees waiver under this scheme.
Q7	I want to register as a student for Company Secretary ship Course Under Fees waiver Scheme – where do I start?
A.7.	<p>For registration, please visit www.icsi.edu, click on “online services” (at the top of home page) and proceed. Students can apply for registration through online services of institute at the link given below :-</p> <p><u>https://smash.icsi.in/Scripts/Registration/Instructions.aspx?ID=R1</u></p>  <p>The screenshot shows a web browser window with the URL https://smash.icsi.in/Scripts/Registration/Instructions.aspx?ID=R1. The page header includes the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. The main content area is titled 'Student Registration Information' and contains the following text: 'Students are advised to click on the following link to get details about complete process of online registration. Click Here'. Under 'Attention:-', it states 'Before proceeding to registration form please make sure that you are ready with the softcopy of the documents mentioned on this page.' A list of required documents is provided with checkboxes: Photograph of the candidate, Signature of the candidate, DOB Certificate (10th pass certificate), Roll number (if appearing), Qualifying certificates / Consolidated Pass Mark sheet i.e (12th pass certificate for foundation, degree certificate for executive), Category certificate (Other than general), and Identity proof (Aadhar card/passport/voter ID /pan card/driving license/ration card). Below this, it says 'Guidelines should be followed.' and lists file format requirements: 'All the files should be present in one of the following formats(jpg, jpeg, png, gif, bmp,pdf). The maximum allowed file size is 2 MBs. File size of student photo should be between 20kb to 50kb. File Size of student signature should be between 10kb to 20kb..'. At the bottom of the content area is a blue button labeled 'Proceed To Registration'.</p>
Q.8	Whether Registration Form is also available at institute’s website? If yes, can I download it and submit the same ?
A.8.	No. Downloaded copy of registration form is not acceptable. Students are essentially required to fill up and submit their application through Online Mode.

Q.9	Will I be getting physical copy of study material in case I register under this scheme?
A9.	The fees waiver shall be one time and covers soft copy of the ICSI Study material. The Students may download the soft copy of the ICSI study material available at the www.icsi.edu . They may also purchase physical copy of the ICSI study material online or from / ICSI Offices/ ICSI Study Centers.
Q.10	Which are the stages covered under CS Course?
A.10.	There are three stages covered under CS Course. <ol style="list-style-type: none"> 1. Foundation Programme (for 10+2 Passed Students 2. Executive Programme [for students having Bachelor's Degree (except Fine Arts), Foundation pass of ICSI, Foundation pass of ICAI-CMA, CPT Pass of ICAI Professional Programme
Q.11	What is the eligibility criteria for Admission to Foundation Programme?
A.11.	Students who have passed the Senior Secondary School Examination under 10+2 scheme of a recognized Board or equivalent may seek admission to Foundation Programme. Note: A student appearing in 10+2 examination may also apply for provisional admission in Foundation Programme by uploading the scanned copy of his/her Admit Card (Hall Ticket) of 10+2 Board examinations. Such students are required to regularize their provisional admission by submitting scanned copy of his/her 10+2 passed mark sheet/ certificate within six months from the date of his/her admission in Foundation Programme. Failure to submit the 10+2 passed mark sheet/ certificate within the prescribed time of six months shall result in cancellation of the Foundation Programme registration without any further notice to the concerned student. It will be the responsibility of the students to upload the desired certificate within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are not eligible for appearing in the CS Examinations.
Q.12	What is Eligibility Criteria for direct Admission to Executive Programme?
A.12.	A student having the following qualifications can take admission in CS Executive Programme <ol style="list-style-type: none"> 1. Any Degree (Commerce / Non Commerce) except Fine Arts or masters degree 2. Equivalent to Degree qualification 3. Appearing in Final year of Graduation 4. Foundation Pass of ICSI 5. CPT Pass-of ICAI 6. Final Pass of ICAI 7. Final Pass-of ICAI-CMA 8. Foundation Pass of ICAI-CMA

Q.13	I am appearing in Final year exam of Graduation. Can I apply for direct registration Executive Programme ?
A.13.	A student awaiting the Final Year results of the Bachelor's Degree Examinations may apply for provisional registration in Executive Programme by uploading the scanned copy of his/her Admit Card (Hall Ticket) of Final Year Bachelor's Degree examinations apart from the Passed Mark Sheets of the remaining two years. Such students are required to regularize their provisional registration by uploading scanned copy of his/her passed mark sheet of Final year Bachelor's Degree Examinations within six months from the date of his/her registration to Executive Programme. Failure to submit the passed mark sheet/ certificate of Final Year Degree Examinations & Degree Certificate within the prescribed time of six months shall result in cancellation of the Executive Programme registration without any further notice to the concerned student. It will be the responsibility of the students to upload the desired certificates within the stipulated time to avoid complications at a later stage. Students who fail to regularize the registration are NOT eligible for appearing in the CS Examinations.
Q.15	Is there any requirement to send any document or copy of the online registration application along with documents to the Institute in physical form?
A.15.	Students can submit documents through online mode only and are not required to send hard copies of any documents to the Institute unless specifically asked for producing the same for verification.
Q.16	What is the Process of resetting and recovering password for registered students?
A.16.	<p>Students can reset and create new password at the following link :</p> <p><u>Process 4: Change/Reset Password</u></p> <p>Step 1: Log in with valid credentials on https://smash.icsi.in/Scripts/login.aspx</p> <p>Step 2: Click on Profile > Change Password</p>  <p>The screenshot shows the ICSI website dashboard. At the top, there is a navigation menu with links: HOME, MASTERS +, MODULE +, REPORTS +, PROFILE -, and LOGOUT. Below this, there is a sub-menu for 'Dashboard for ICSI' with a 'CHANGE PASSWORD' link highlighted in a green box.</p>

	
<p>Q.17</p>	<p>I have already applied for my registration. When shall I get the Registration Number?</p>
<p>A.17.</p>	<p>Students who submit their registration form through online mode, they get the User Id instantly after submission of application and uploading the requisite documents. This user Id is in fact their Registration Number.</p>
<p>Q.18</p>	<p>How can I check my registration status?</p>
<p>A.18.</p>	<p>Process 1: How to check the status of registration Step 1: Log in with valid credentials on https://smash.icsi.in/Scripts/login.aspx Step 2:</p> 
<p>Q.19</p>	<p>My registration is pending. What should I do now?</p>
<p>A.19.</p>	<p>Registration is pending due to either non compliance of documentary evidence or submission of less fees. Students are sent mails regarding pendency of registration. Registration gets approved on compliance of the above.</p>
<p>Q.20</p>	<p>I have registered provisionally in Foundation/Executive stage. What are the formalities to regularize my admission?</p>
<p>A.20.</p>	<p>Students admitted provisionally need to upload copy of their 10+2 passing certificate / mark sheet (For students admitted in Foundation stage) , graduation passing certificate / or mark sheet (For students admitted in Executive stage) within six months since their registration at their online</p>

	account at www.icsi.edu otherwise their registration may be cancelled
Q.21	I took provisional admission in CS Foundation Programme but I have not been able to clear the 10+2 Examinations. Would my registration be cancelled in case I am not able to pass 10+2 within six months since my registration?
A.21.	Yes. The admission will be cancelled All such students need to apply afresh after clearing their 10+2 Examinations.
Q.22	What is Student Academic Helpline?
A. 22.	<p>The Academic Helpline' is the helpline launched for students which provides the best of the faculty across the country to guide the students on various subjects. The Helpline remains open at 7 AM in the morning till 11 PM of night.</p> <p>Students may call us at 011-6675 7777 and inform the central core team about their query on any topic of Company Secretaryship Course. The central core team thereafter connects the students to the subject expert/faculty across the country.</p>
Q. 23	What is ICSI?
A. 23.	<p>The Institute of Company Secretaries of India (ICSI) is constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (Act No. 56 of 1980). ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India.</p> <p>The Institute of Company Secretaries of India awards the certificate of bestowing the designation of Company Secretary (CS) to a candidate qualifying for the membership of the Institute. It was in 1960 that the Company Law Board started a course in Company Secretaryship leading to the award of Government Diploma in Company Secretaryship. As the number of students taking up the Company Secretaryship course grew, the Government promoted on 4th October, 1968, Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government the conduct of Company Secretaryship examination.</p> <p>The Institute of Company Secretaries of India (ICSI) has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980. The Institute of company Secretaries of India (ICSI) has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai.</p>
Q.24	Is ICSI course is distance learning course?
A.24.	Yes, CS course is distance learning course.
Q.25	Why student take admission in CS Course?
A.25.	The company secretary is responsible for the efficient administration of a

	<p>company, particularly with regard to ensuring compliance with statutory and regulatory requirements and for ensuring that decisions of the board of directors are implemented.</p> <p>In India, every listed company and other class of companies (i.e. non-listed public companies with share capital of 50 million (5 Crore) & private Companies with share capital of 50 million [5 crore]) are required to have a Qualified Company Secretary be appointed as Key Managerial Personnel to perform the Functions of Company Secretary under section 203 of the Companies Act, 2013.</p>
Q.26	Where I contact for any query?
A. 26.	Students may call at ICSI Call Centre helpline at these numbers 011-33132333, 66204999 for any for any query or assistance .

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