

IMPORTANT INFORMATION FOR ADMISSION/REGISTRATION

*1. Date of Admission/Registration:

(A) Foundation Programme for Undergraduates:

The candidate shall be admitted for a period of three years from the month in which his application, complete in all respects, is accepted for admission. It is treated as cancelled on passing the examination or completion of three years, whichever is earlier.

Under the regulations, candidates admitted for the Foundation Programme upto 31st March are eligible for appearing in December examination of the same year and those admitted upto 30th September are eligible for appearing in June examination in the next year.

(B) Main/Executive Programme for Graduates:

The candidate shall be registered as a student for a period of five years from the month in which his application, complete in all respects, is accepted for registration. Registration of student is treated as cancelled on passing the Professional Programme or on completion of five years, whichever is earlier.

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

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

2. Fee Payable at the time of Admission/Registration: The candidates are required to pay the following fee alongwith application for admission to Foundation Programme/ Registration for the Executive Programme.

		<i>For SC/ST</i>
(A) Admission for Foundation Programme	Rs. 3,600/-	Rs. 1,800/-
(B) Registration for Executive Programme		
— Foundation Passed Candidates	Rs. 6,500/-	Rs. 3,250/-
— Commerce Graduates	Rs. 7,000/-	Rs. 3,500/-
— Non-Commerce Graduates	Rs. 7,750/-	Rs. 3,875/-

(Non-Commerce candidates seeking exemption from the Foundation Programme examination under clause (iii) of Regulation 38 may make reduction @Rs. 187.50 per subject [from payment of the above fee of Rs. 7,750/- of Foundation Programme] which they had studied at the graduate or post graduate level and for which they are not required to undergo postal or oral tuition before becoming eligible for undergoing coaching for the Executive Programme as required under the rules.

(C) The registered students of the Institute can subscribe to the monthly journal "Chartered Secretary" on concessional rate of Rs. 300/- per year.

3. Certificates: Alongwith the application for admission/registration attested copies of the following certificates should be submitted:

(A) Foundation Programme Admission:

- Secondary/Matriculation in proof of age/date of birth.
- Sr. Secondary (10+2) Certificate.
- Copy of Roll No., if appearing in 10+2 Exam (in case of seeking provisional admission for Foundation Programme)

(B) Registration for Executive Programme.

- School Leaving Certificate in proof of age/date of birth
- Degree Certificate (if degree certificate has not been awarded, provisional certificate issued by the College/ University may be sent alongwith attested copies of Mark-sheets of all parts of the degree examination).
- Final pass Certificate of the ICA/ICWAI, where applicable. (membership certificate is not sufficient and need not be sent)
- Mark-sheets of all parts of the examination (required to be submitted by the candidates who are seeking exemption from undergoing coaching in the subject of Foundation Programme and registration as student under clause (iii) of regulation 38 or by those seeking paperwise exemption in the subject of Executive Programme examination under regulation 42.

4. Identity Card: The enclosed I.Card proform may also be sent duly filled/signed and attested by a member of the Institute or Gazetted Officer or a person authorised by the Institute.

5. Exemption from Individual paper(s): Following paperwise exemptions are available on the basis of qualifications mentioned under each paper subject to the condition that the candidate should have obtained fifty percent or more marks in the aggregate in the examination on the basis of which the exemption is claimed.

- (1) **Company Accounts and Cost & Management Accounting:** M.A. (Corporate Secretaryship/M.Com/M.B.A. [With Accountancy as one of the subject at B.A. (Corporate Secretarship)/B.Com level] with full paper in Cost Accounting/ Management Accounting/Financial Management at M.A. (Corporate Secretaryship/M.Com/M.B.A. level and must have secured 50% marks in the subject concerned (and also 50% marks in aggregate in examination) of a recognized University or Final Pass of ICWAI.
- (2) **General and Commercial Laws:** M.A. (Corporate Secretarship) or a degree in law of a recognized University.
- (3) **Tax Laws:** M.A. (Corporate Secretaryship) or Final Pass of ICWAI.

*6. Last date for receipt of application for admission to the examination:

- (i) 25th March for June examination.
- (ii) 25th September for December examination.
- (iii) With late fee of Rs. 100/- upto 9th April and 10th October, respectively.

* **Note:** In case the above cut off dates fall on Sunday and/or Public Holiday; the next following day shall be treated as last date of Admission/Registration and/or Admission to CS Examinations of Foundation/Executive/Professional Program respectively.

LIST OF CODES

Code List I QUALIFICATION CODES (EXECUTIVE PROGRAMME) (*Indicate commerce group qualifications)

01	A.M.I.E
02	B.Com
03	B.Ed
04	B.A. (Other than Fine Arts)
05	B.A. (Corporate Secretaryship)
06	B.A. (Hons.)
07	B.A. (Vocational)
08	B.A.L.
09	B.B.A.
10	B.B.M.
11	B.B.S.
12	B.C.L.
13	B.Com (Hons.)
14	B.G.L.
15	B.L.
16	B.P.Ed
17	B.Pharm.
18	B.S.L.
19	B.Sc.
20	B.Sc. (Applied Commerce)
21	B.Sc. (Dairy Tech.)
22	B.Sc. (Eng.)
23	B.Sc. (Hons.)
24	B.Tech.
25	Bachelor of Banking & Commerce
26	Bachelor of Computer Science and Application
27	Bachelor of Engineering
28	Bachelor of Library Science
29	BAMS
30	Bus. Admn. of IIM, A'bad, B'lore, Calcutta, Lucknow
31	Business Admn. of Allahabad University
32	Business Management of IMT, Ghaziabad
33	Business Management of XLRI, Jamshedpur
34	Business Management of XISS, Ranchi
35	BV & AH
36	C.F.A.
37	CAIIB
38	D.Phil.
39	Diploma in Commerce
40	Diploma in Company Law (Banking Law Prac.)
41	Diploma in Law
42	Diploma in Management
43	Final Pass of ICSA, London
44	Final Pass of ICWAI
45	Final Pass of the ICAI
46	I.E.T.E.
47	LL.B.
48	LL.M.
49	M.Ed.
50	M.A. (Corporate Secretaryship)
51	M.A. (Public Administration)
52	M.A. (Other than Fine Arts)
53	M.B.A.
54	M.B.B.S.
55	M.C.S.
56	M.Com.
57	M.D.
58	M.Phil.
59	M.F.A.
60	M.M.S.
61	M.S.
62	M.Sc.
63	M.Tech.
64	Master of Computer Science and Application
65	Master of Finance and Control
66	Master of Library Science
67	M.B.M.
68	MSW
69	PGD in Business Admn.
70	PGD in Finance Management
71	PGD in PMIR
72	Diploma in Business Management
73	M.B.I.
74	B.C.A.M.
75	R.I.T.
76	B.M.S.
77	M.F.E.M.
78	B.E.COM.
79	P.G. Dip. in Rural Management
80	Master in Business Finance
81	B.I.S. (Information Systems)
82	P.G. Dip. in Business Management
83	B.M.I.T.
84	M.L.P. Management
85	B.F.I.A. (Bachelor of Financial & Investment Analysis)
86	B.B.E. (Bachelor of Busi. Economics)
87	B.I.B.F. (Bachelor of International Business & Finance)
88	A.C.I.S.
89	B.A.
90	Others
91	Bachelor of Fine Arts
92	Master of Fine Arts
93	MA
94	PH.D.
95	ACA
96	FCA

97	AICWAI
98	FICWAI
99	Foundation Pass of ICSI
100	Executive Pass of ICSI
101	BBA-LL.B. (Integrated Course)
102	BDIT (Bachelor of Development & Information Technology)
103	Dip. in Computer in Office Mgmt.
104	Bachelor of Architecture
105	Bachelor of Physiotherapy
106	Bachelor of Mass Media

Code List II 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

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

Under NIRC

Northern India Regional Council (NIRC) Office at Delhi comprising the States of Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttaranchal and the Union Territory of Chandigarh

21	Chandigarh
22	Farridabad
23	Ghaziabad
24	Jaipur
25	Kanpur
26	Ludhiana
27	Lucknow
28	Modinagar
29	Shimla
30	Udaipur
31	Noida
32	Meerut
33	Yamuna Nagar
34	Agra
35	Allahabad
36	Jodhpur
37	Gurgaon
39	Delhi-RO
81	Varanasi
82	Bhiliwara
83	Bareilly
84	Dehradun
85	Jammu
86	Ajmer
87	Amritsar
88	Jalandhar
89	Karnal-Panipat
90	Alwar
91	Kota
92	Rohitak
93	Sonepat
94	Srinagar
99	Head ICSI

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
79	Mumbai-RO

Code List III STATES CODES

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

Code List IV SUBJECT CODES

FOUNDATION PROGRAMME

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

EXECUTIVE PROGRAMME

Module I	
221	General and Commercial Laws
222	Company Accounts, Cost & Management Accounting
223	Tax Laws
Module II	
224	Company Law
225	Economic and Labour Laws
226	Securities Laws and Compliances

PROFESSIONAL PROGRAMME

Module I	
231	Company Secretarial Practice
232	Drafting, Appearance and Pleadings
Module II	
233	Financial, Treasury and Forex Management
234	Corporate Restructuring and Insolvency
Module III	
235	Strategic Management, Alliances and International Trade
236	Advanced Tax Laws and Practice
Module IV	
237	Due Diligence and Corporate Compliance Management
238	Governance, Business Ethics and Sustainability

Code List V FEE MODE CODES

DD	Demand Draft
BC	Cash - Through Pay-in-slip of Canara Bank E/C, Lodi Road New Delhi
BS	Cash - Through Pay-in-slip of State Bank of Saurashtra, Lodi Road, New Delhi
CA	Cash (Through Reception Receipt)
IP	Indian Postal Order
MO	Money Order

Code List VI 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 & Sindh 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
37	Central Bank of India
38	Karnataka Bank
39	HDFC Bank
40	ICI/CI Bank
41	IDBI Bank
42	UTI Bank
43	Times Bank
44	Deutsche Bank
45	Swan Bank
46	Delhi State Cooperative Bank
47	Vaish Cooperative Bank
49	UCO Bank
50	The South Indian Bank Ltd
51	The Federal Bank Ltd.
52	The Lakshmi Vilas Bank Ltd.
53	Bharat Overseas Bank Ltd.
54	The Catholic Syrian Bank Ltd ⁹
55	Tamilnad Mercantile Bank Ltd.
56	Reserve Bank of India
57	City Union Bank Ltd.
58	The Tamil Nadu State Apex Co-op Bank Ltd.
59	The Delhi State Co-op Bank Ltd.
60	The Janalaxmi Co-op Bank Ltd.
61	The Karur Vysya Bank Ltd.
62	Global Trust Bank Ltd.
63	The General Co-op Bank Ltd.
64	The Sangli Bank Ltd.
65	Lord Krishna Bank Ltd.
66	The United Western Bank Ltd.
67	The Nedungadi Bank Ltd.
68	Indusind Bank Ltd.
69	The Karnataka Bank Ltd.
70	Kanaka Durga Gramena Bank
71	The Dhanlaxmi Bank Ltd.
72	Bareilly Corporation Bank Ltd.
73	Bombay Mercantile Co-op Bank Ltd.
75	The Saraswat Co-op Bank Ltd.
76	Anyonya Sahayakari Mandali Co-op Bank
77	The Naitital Bank Ltd.
78	Punshotam Kanji Exchange Co. Ltd.
79	National Bank of Bahrain
80	The Sakura Bank Ltd.
81	The Jammu & Kashmir Bank Ltd.
82	Credit Agricole Indosuez
83	The Benares State Bank Ltd.
84	American Express
85	Ghaziabad Zila Sahakari Bank Ltd.
86	The Bank of Nova Scotia
87	The Sanwa Bank Ltd.
88	Oman International Bank
89	Development Credit Bank Ltd.
90	The Delhi Nagrik Seikari Bank
91	Jain Co-op Bank Ltd.
92	Societe Generale
93	The Bank of Tokyo Mitsubishi Ltd.
94	Oman Arab Bank S.A.O.C.
95	Madhya Pradesh Rajya Sahakari Bank
96	Indore Swami Siddh Mahila Co-op Bank
97	The Sarvodaya Sahakari Bank Ltd.
98	The Vyvayik Sahakari Bank Ltd.
99	Other Bank

Code List VII CATEGORY CODES

01	General
02	SC/ST
03	OBC
04	Physically Handicapped
05	Ex-Serviceman
06	Staff Member
07	Ward of staff
08	Ward of Council Member of ICSI
09	Ward of Member of ICSI

Code List VIII RELIGION CODE

01	Hindu
02	Muslim
03	Sikh
04	Christian
05	Buddist
06	Parsi
07	Jain
10	Others