



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

VISION

"To be a global leader
in promoting good
corporate governance"

ICSI Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। तृप्तोः शोके ह्यु कुरु।

MISSION

"To develop high calibre
professionals facilitating
good corporate governance"

The Institute of Company Secretaries of India (ICSI)

- Statutory Body established under an Act of Parliament, i.e., the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries
- Functions under the jurisdiction of Ministry of Corporate Affairs, Government of India
- Headquarters at New Delhi
- 4 Regional Offices at New Delhi, Kolkata, Mumbai, Chennai
- Centre for Corporate Governance Research and Training (ICSI-CCGRT) at Navi Mumbai
- Centre of Excellence at Hyderabad
- 74 Chapters across India
- Over 200 examination Centres across India and overseas centres at Dubai and New York, USA
- Over 100 Study Centres across India



Company Secretary The Governance Professional

- Advisor to the Board of Directors
- Key Managerial Personnel
- Compliance Officer
- Secretarial Auditor
- Corporate Risk Manager
- Chief Governance Officer
- Corporate Planner and Strategic Manager
- Internal Auditor
- GST Professional
- Registered Valuer
- Insolvency Professional
- Representation Services

Programmes	Eligibility	Fee Details**	Cut off Dates for Registration*	Subjects (Students are provided with the study material at the time of admission)
CS Foundation Programme	10+2 pass or its equivalent of any stream except fine arts. (Students appearing for 10+2 or its equivalent Board examination can also apply for CS Foundation Programme on provisional basis with the condition of submitting 12th Pass proof within 6 months.)	₹ 4,500/- (In addition Rs. 600/- payable for e-Learning fee)	<ul style="list-style-type: none"> • 31st March for appearing in December examination of the same year • 30th September for appearing in June examination of the next year • Registration is valid for 3 years. 	<ol style="list-style-type: none"> 1. Business Environment and Law 2. Business Management, Ethics & Entrepreneurship 3. Business Economics 4. Fundamentals of Accounting and Auditing
CS Executive Programme	Graduation or its equivalent (Any discipline excluding Fine Arts) / CS Foundation Programme Pass/ Foundation pass of CMA/ CPT or Foundation Pass of ICAI or final examination of any other Accountancy Institution in India or abroad recognised as equivalent thereto. (Students appearing in Final Year of Graduation or its equivalent Examination can also apply for CS Executive Programme on provisional basis with the condition of submitting Graduation pass proof within 6 months.) (In order to become eligible for registration as a student of Executive Programme, he/she should not be less than seventeen years of age on the date of his/ her application.)	₹ 8,500/- CS Foundation Pass Student ₹ 9,000/- For Commerce Graduates ₹ 10,000/- For Non Commerce Graduates ₹ 12,500/- For CPT or Foundation Pass of ICAI/Foundation Pass of CMA (In addition Rs. 1,000/- payable for Pre-Examination Test fee)	<ul style="list-style-type: none"> • 28th February (eligible to appear in both the modules of Executive Programme December examination of the same year) • 31st May (eligible to appear in only One Module of Executive Programme December examination of the same year) • 31st August (eligible to appear in both the modules of Executive Programme June examination of the next year) • 30th November (eligible to appear in only One Module of Executive Programme June examination of the next year.) • Registration is valid for 5 years. 	Module- 1 <ol style="list-style-type: none"> 1. Jurisprudence, Interpretation & General Laws 2. Company Law 3. Setting up of Business Entities and Closure 4. Tax Laws Module – 2 <ol style="list-style-type: none"> 5. Corporate & Management Accounting 6. Securities Laws & Capital Markets 7. Economic, Business and Commercial Laws 8. Financial and Strategic Management
CS Professional Programme	CS Executive Programme Pass	₹ 12,000/- (In addition Rs. 1,000/- payable for Pre-Examination Test fee)	<ul style="list-style-type: none"> • A candidate will be admitted to the Professional Programme Examination, if 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. • Candidates registered for professional programme up to and including the month of February in a year are eligible to appear in all the modules of the Professional Programme examination to be held in December same year, and those registered between June to August during a year are eligible to appear in all the modules of the Professional Programme examination to be held in the month of June next year. • Candidates registered for professional programme up to and including the month of May in a year will be eligible for appearing in any one module in December examination same year and those who are registered up to and including the month of November in a year will be eligible to appear in any one module of Professional Programme examination to be held in the month of June next year. • A student is required to complete both the Executive & Professional Programmes within the validity of his/her registration period. 	Module-1 <ol style="list-style-type: none"> 1. Governance, Risk Management, Compliances and Ethics 2. Advanced Tax Laws 3. Drafting, Pleadings and Appearances Module – 2 <ol style="list-style-type: none"> 4. Secretarial Audit, Compliance Management and Due Diligence 5. Corporate Restructuring, Insolvency, Liquidation & Winding-up 6. Resolution of Corporate Disputes, Non-Compliances & Remedies Module – 3 <ol style="list-style-type: none"> 7. Corporate Funding & Listings in Stock Exchanges 8. Multidisciplinary Case Studies (The examination for this paper will be open book examination) 9. Electives 1 paper out of below 8 papers <ol style="list-style-type: none"> 9.1 Banking – Law & Practice 9.2 Insurance – Law & Practice 9.3 Intellectual Property Rights – Laws and Practices 9.4 Forensic Audit 9.5 Direct Tax Law & Practice 9.6 Labour Laws & Practice 9.7 Valuations & Business Modelling 9.8 Insolvency – Law and Practice (The examination for elective paper will be open book examination)

* Admission is open throughout the year

- Examination is conducted for CS Foundation/ Executive / Professional Programmes twice a year in June and December.

** Applicants belonging to SC/ST, War widows and wards of Martyrs of Military and Para – military forces and Physically Handicapped category are eligible for concession in the fees.

- ICSI Students Education Fund Trust: Provides Financial Assistance to Economically Backward/ Academically Bright Students with Good Academic Record.

Student Registration is just a Click Away

REGISTRATION

Students may register online at ICSI Website:

www.icsi.edu



www.icsi.edu



Online Services

Stages to become a Company Secretary

REGISTRATION : Students may register online at ICSI Website: www.icsi.edu under the online services option by making payment through payment gateway. Thereafter they are required to upload documents in support of their qualification in order to get the registration process completed.

DISTANCE LEARNING:

- ICSI imparts Company Secretaries Course by Distance Learning enabling students to qualify as Company Secretaries.
- Study material is provided to all registered students.
- Students may pursue the Course through self study mode.
- Class room teaching facility is also provided by the Institute at select places through Regional Councils/ Chapters on payment of extra fee.
- e-learning facility through web based training and live virtual classroom is also available.

MEDIUM OF EXAMINATION : The Institute allows the students to appear in Institute's examination in English or Hindi medium, subject to other prescribed guidelines in this regard.

TRAINING :

Students are required to undergo for practical training in any one of the given format –

- three years** on registration for Executive Programme, **or**
 - two years** after passing the Executive Programme examination, **or**
 - one year** after passing the Professional Programme examination,
- OR**

Exempted therefrom on the basis of experience prescribed.

In addition, Members are required to undergo short duration in-house trainings for continuous upgradation of skills.

FURTHER ACADEMIC PURSUITS:

- CS qualification has been recognized by various Universities for admission to Ph.D. Course in Commerce / Management / Law, etc. • Post Membership Qualification (PMQ) Courses in various areas.

EMPLOYMENT PROSPECTS:

COMPANY SECRETARY IN EMPLOYMENT : Every listed company and every other public company having a paid up share capital of 5 crore rupees or more, is required to appoint a whole-time Company Secretary under the Companies Act, 2013. Company Secretaries are also designated as Key Managerial Personnel (KMP) under the same law.

COMPANY SECRETARY IN PRACTICE : As regards profile of a practising company secretary, one topping the charts is secretarial audit and is applicable to a certain class of companies. An audit to check compliance of various legislations including the Companies Act and other corporate and economic laws applicable to the company, Secretarial Audit is an independent and objective assurance intended to add value and improve operations of the Company.

Other areas of opportunity :

- Certification Services • Valuation • Insolvency & Bankruptcy • GST • Intellectual Property Rights • Representation Services • Mediation and Conciliation

