# **DIRECTORATE OF STUDENT SERVICES**

# FREQUENTLY ASKED QUESTIONS (FAQS) (REVISED AS ON 09<sup>TH</sup> MAY, 2017)

### PART-1 : REGISTRATION TO FOUNDATION / EXECUTIVE PROGRAMME

Q.1 A.1	I want to register as a student for Company Secretary ship Course – where do I start? 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 :-
	https://smash.icsi.in/Scripts/Registration/Instructions.aspx?ID=R1
	Student Administration ×  Welcome to Institute of ×  ICSI Student Site > Hom ×  Welcome to Institute of ×  GettingStartion/Scripts/Registration/Instructions.aspx?ID=R1
	THE INSTITUTE OF Company Secretaries of India Institute of Professional Acceletations Statutory body under an Act of Professional Statutory body under an Act of Professional
	HOME       STUDENT       +       COMPLAINT       +       PRINT RECEIPT         Student Registration Information         Students are advised to click on the following link to get details about complete process of online registration. Click Here         Attention:-
	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 Proceed To Registration
	JOURNALS & BULLETINS   REGULATORY UPDATES   ICSI-COGRT   HELP DESK   TV & RADIO SPOTS ON CS   TERMS & CONDITIONS   PRIVACY POLICY   CONTACT US
2.2	Whether Registration Form is also available at institute's website? If yes, can I download it and submit the same ?
A.2	No. Downloaded copy of registration form is not acceptable. Students are essentially required to fill up and submit their application through Online Mode.
2.3	Which are the stages covered under CS Course?
.3	There are three stages covered under CS Course.
	<ol> <li>Foundation Programme (10+2 Passed Students can start from this stage)</li> <li>Executive Programme [Bachelor's Degree (except in Fine Arts), Foundation pass of ICSI, Foundation pass of ICAI-CMA, CPT Pass of ICAI can start from this stage]</li> <li>Professional Programme</li> </ol>
2.4	What is Eligibility criteria for Admission to Foundation Programme?
4.4	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 and forfeiture of the registration fee 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.
What is the last date of registration in Foundation Programme?
Admission is open throughout the certain cut-off dates have been fixed vis-à-vis the CS Examinations conducted in June and December every year.
Following are the cut-off dates:
31 <sup>st</sup> March- For appearing in December examination of the same year
30 <sup>th</sup> September – For appearing in June examination of the next year
What is Eligibility Criteria for direct Admission to Executive Programme? Or
Who is eligible for exemption from passing the Foundation Programme Examination and seek direct registration to Executive Programme?
A student, who has either passed the Foundation Programme examination of the Institute (or exempted thereof) is eligible for seeking registration to Executive Programme. Further, students who have passed their Bachelor's Degree Examinations in any subject (except in Fine Arts) are eligible to seek registration directly to Executive Programme.
A candidate possessing any of the following qualifications is eligible for exemption from passing the Foundation Programme examination:
<ul> <li>i) A Degree or master's degree in Corporate Secretaryship or Commerce; or</li> <li>ii) Pass in the Final examination of the Institute of Cost Accountants of India or the Institute of Chartered Accountants of India or any other Accountancy Institutions in India or abroad recognized as equivalent thereto by the Council; or</li> <li>iii) Pass in the Foundation examination of the Institute of Cost Accountants of India or CPT of The Institute of Chartered Accountants of India; or</li> <li>iv) A degree or master's degree in any discipline other than Fine Arts.</li> </ul>
A non-commerce candidate seeking exemption from the Foundation Programme examination will also be provided a set of Study Materials of Foundation Program for his/her self-study to acquire basic knowledge about the subjects of Foundation Program.
I am appearing in Final year exam of Graduation. Can I apply for direct registration Executive Programme ?
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 copyof his/her passed mark sheet of Final year Bachelor's Degree Examinations withinsix 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 registrationand forfeiture of the registration fee 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.9	What is the last date of registration in Executive Programme ?
A.9	Registration is open throughout the year. However, certain cut-off dates have been fixed vis- à-vis the CS Examinations conducted in June and December every year.
	Followings are the cut-off dates:
	28 <sup>th</sup> February – For appearing in both modules in December examination of the same year
	31 <sup>st</sup> May – Forappearing in Any One module in December examination of the same year
	31 <sup>st</sup> August –For appearing in both modules in June examination of the next year
	30 <sup>th</sup> November –For appearing in Any One module in June examination of the next year
Q.10	What is the process of registering online ?

.10	1. User Manual for "Foundation / Executive Registration"
	Table of Contents
	Registration in Foundation Programme4
	Check Application Status for Foundation Programme
	Download ID Card/Registration Letter (For "Approved" application)
	Registration In Executive Programme10
	Check Application Status For Executive Programme
	Download ID Card/Registration Letter (For "Approved" application)15
	Check Study Material Dispatch Status (Only for "Approved" application status)16
	Registration in Foundation Programme
	Step 1:
	In order to Register for "Foundation Programme", type <u>www.icsi.edu</u> in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".
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	Now, click on link "Foundation/Executive Registration" as per below screen.
	Click here for Online Registration - Executive Programme     Click here for Online Registration - Foundation Programme     Click here to Check your Account (Post Registration).     Click here for Forgot Password.
	Click here to Find New Student Application Status / Registration Number.     Click here for Registering Complaints.     Procedure to Create Password by the Students.     Click here for manual(Change of Address/Email ID/Mobile
	Click here to Get Student Denovo Registration Number.     Number/Uploading of Documents).     Click here for manual (Executive Registration for Foundation
	Click here to Check Payment Status.     Pass Student     You are further advised to download your registration letter and Identity Card     from our website by logging in here . In case any discrepancy is found in any     Click here to retrieve password (For Foundation Pass Students)
	from our website by logging in here . In case any discrepancy is found in any information submitted by the student, he/she will be intimated accordingly. Students are advised to keep their email id and mobile number updated in
	the system at all times           Students can apply for Verification of marks through Exam Verification         Executive Student Login         Click here
	Request link at MyAccount page.     (Registered From 23rd Sep 2016)       > Click here for process of Change of Address/Email ID/Mobile
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### Step 3: Fill Basic Detail

- I.
- Select "New Registration" for first time user. In case, you have already filled this application however payment is pending, then select "Incomplete Registration". II.

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Ver Syrgid 2 2010. Al Rights Reserved. The Institute of Sep 6: Fee Detail 8 DESE DETAIL INSTITUTE O Company Secretaria NOME STUDENT COMPLAIN 1 Basis Detail 2 COMPLAIN 1 Basis Detail 2 Complain Source Of Information How did you come to know about Company Secretaries Course Payment Amount Fee Details RegistRation FEE-EXECUTIVE EXEMPTION FEE-EXECUTIVE EXEMPTION FEE-EXECUTIVE SUBSCRIPTION TO CHARTERED SECRETARY	Best viewed on screen resolution 1024/788 pixels ite best viewed in IE9, Mozila 38.0 and above, Chrome 39.8, Saf borpany Secretaries of India <b>Source of Information</b> <b>Fessofindia</b> <b>T + REGISTRATION OF COMPANY + C</b> <b>D Details</b> <b>3.Source Of Information</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2</b>	AND & CONDITIONS   PRIVACY POLICY   CONTACT Iari 5.0.1 Powered by tion OUN SELLOR REGISTRATION + PR OUN SELLOR REGISTRATION + PR DECEMBER SPECIES Preview * * * * * * * * *	telpline Number: 011-33132333 011-66204999 NT RECEIPT	
Verals 2 Sulterns   reculatory updates pyrget 0 2010. Al Rights Reserved. The Institute of 0 Page 6: Fee Detail 8 Page 7: Fee Detail 8 Page 7: Fee Detail 9 Company Secretaries Company Secretaries Company Secretaries Company Secretaries Pagment Amount Fee Details REGISTRATION FEE-EXECUTIVE EXEMPTION FEE-FOUNDATION EDUCATION FEE-FOUNDATION EDUCATION FEE-EXECUTIVE SUBSCRIPTION TO CHARTERED SECRETARY	Best viewed on screen resolution 1024/788 pixels ite best viewed in IE9, Mozila 38.0 and above, Chrome 39.8, Saf borpany Secretaries of India <b>Source of Information</b> <b>Fessofindia</b> <b>T + REGISTRATION OF COMPANY + C</b> <b>D Details</b> <b>3.Source Of Information</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2500</b> <b>1.2</b>	AND & CONDITIONS   PRIVACY POLICY   CONTACT Iari 5.0.1 Powered by tion OUN SELLOR REGISTRATION + PR OUN SELLOR REGISTRATION + PR DECEMBER SPECIES Preview * * * * * * * * *	telpline Number: 011-33132333 011-66204999 NT RECEIPT	
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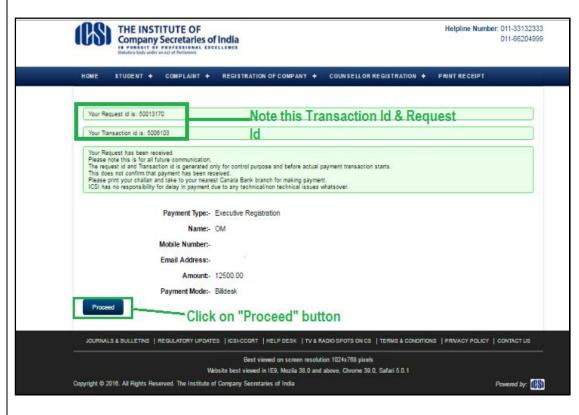
## Step 8: Preview Application

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#### Step 10: Transaction Id Generation. Note transaction Id for future reference.



On Successful Payment, You will be registered in Foundation Programme and same will be intimated through email/sms on registered email id/mobile number. Thereafter your documents would be verified by the Institute. After verification, your application shall be approved by the Institute in case you fulfil the eligibility criteria.

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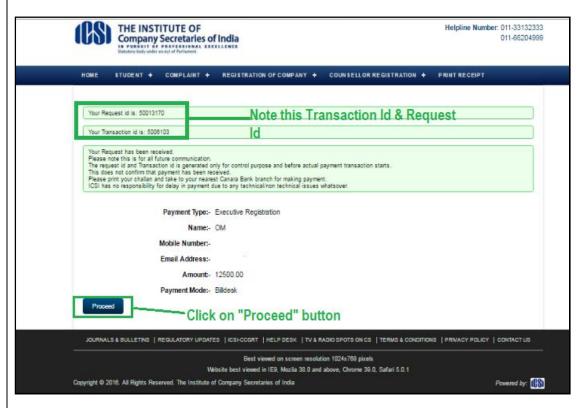
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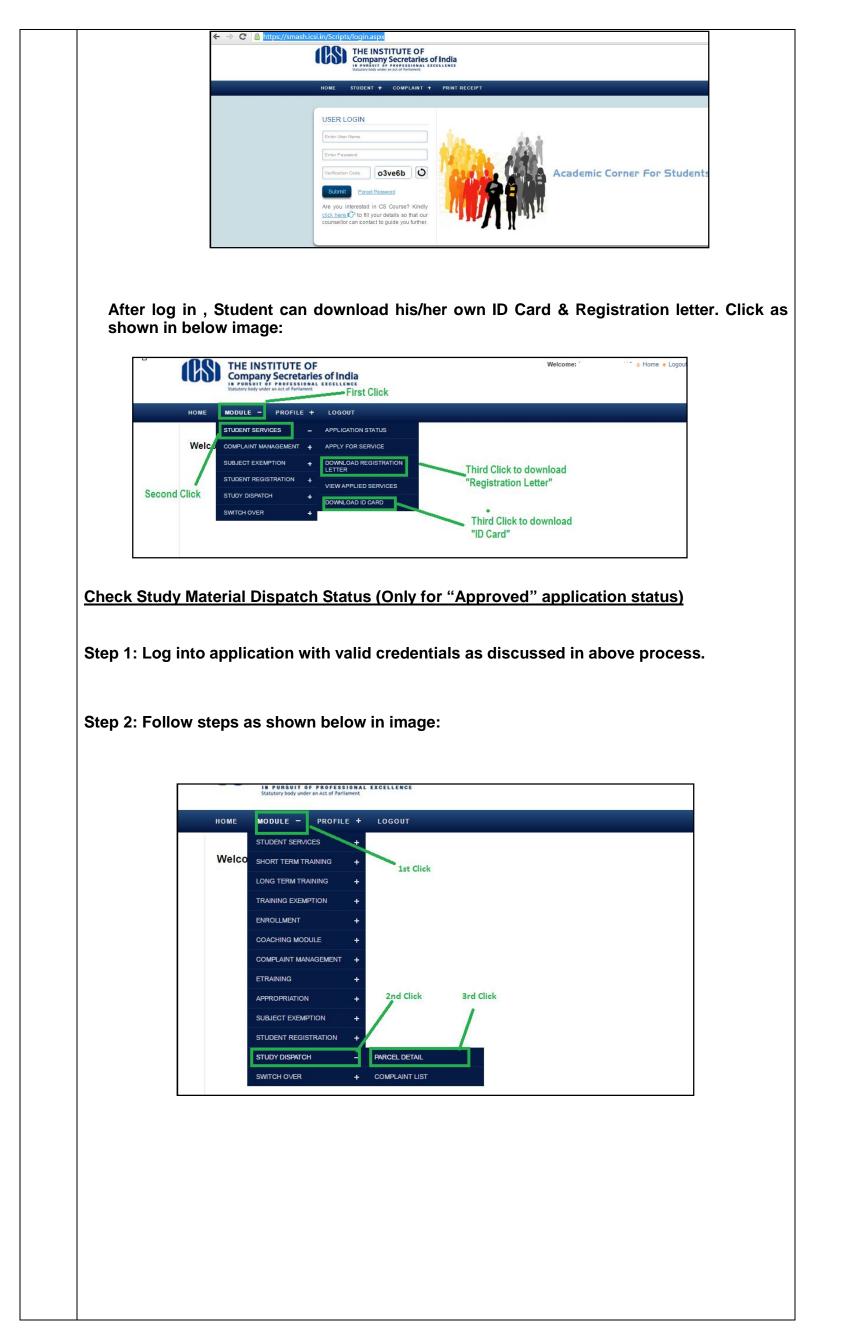
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#### Step 10: Transaction Id Generation. Note transaction Id for future reference.



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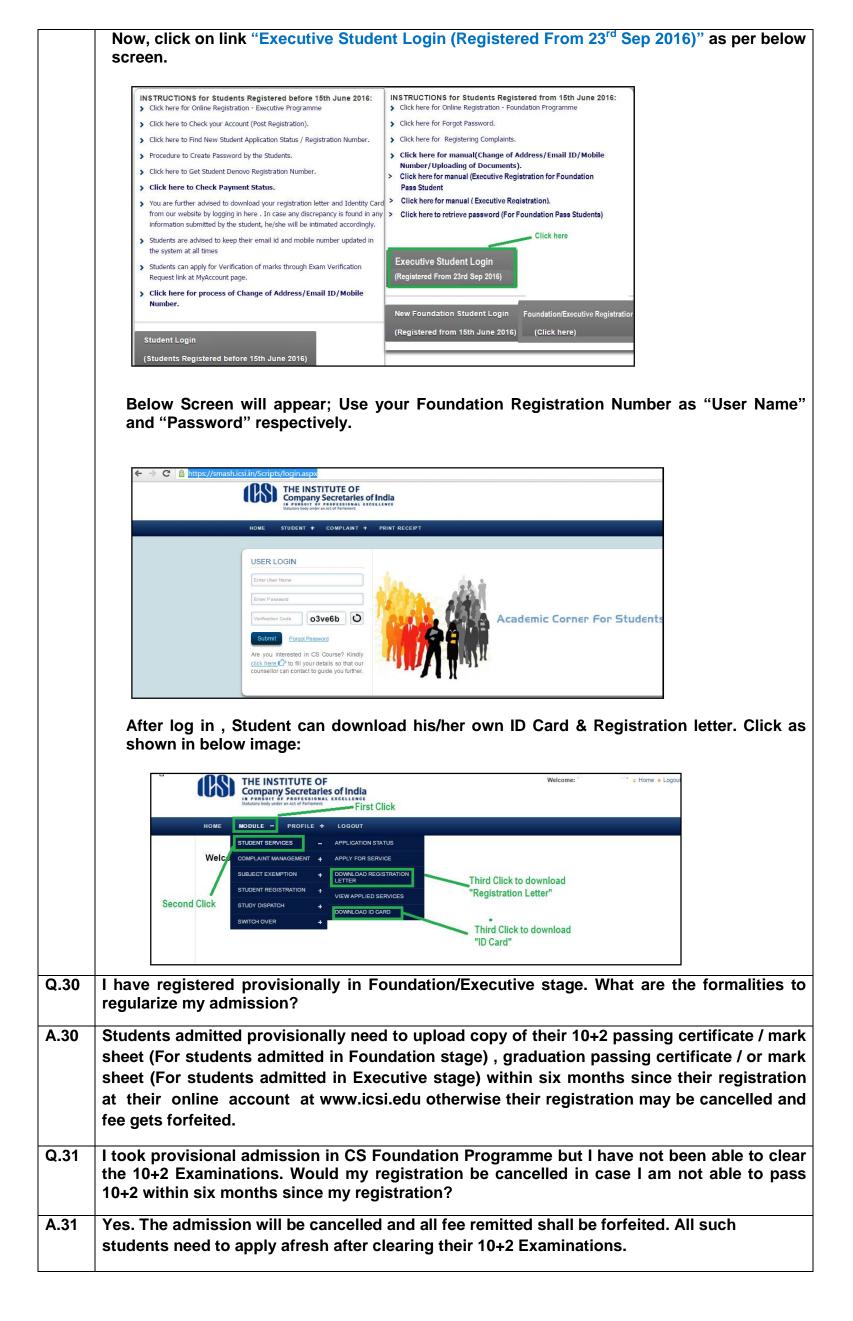
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	1 27/05/2015 Either re-upload your category certificate or change it to General. Admin
	Remarks *
	User will have to put remarks (For example: I have re upload the document) before click on "Submit" button.
	Submit Close Timage File should be having extensions .pgong only.
	* Bocumentifile should be having extension .pdf, .pg, .png only. * The size of file should be less than 2 MB.
	Step 5:
	THE INSTITUTE OF Velcome: 31 Company Secretaries of India
	IR PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliamost
	HOME MODULE + PROFILE + LOGOUT
	Application Status
	REGISTRATION NUMBER REGISTRATION DATE APPLICATION STATUS
	316985000808/2018 16-08-2018 ReSubmit Basic Details () Relative & Educational Details () Source of Information () Upload Document ()
	Now Application status will be "Resubmit", till the time application is
	approved.
	JOURNALS & BULLETINS   REGULATORY UPDATES   ICSI-CCGRT   HELP DESK   TV & RADIO SPOTS ON CS   TERMS & CONDITIONS   PRIVACY POLICY   CONTACT US
	Best viewed on screen resolution 1024x768 pixels Website best viewed in IE9, Mozila 38.0 and above, Chrome 39.0, Safari 5.0.1
	Copyright © 2018. All Rights Reserved. The Institute of Company Secretaries of India Powered by:
Q.12	I have registered online. When would I get my study material?
A.12	
A.12	Students who have registered online need to upload their documents at their respective account. After that their documents are verified at the Institute's end. In case application is
	complete in all respects, the same is approved and students get study material within 10-12
	day after approval of his /her application.
Q.13	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.13	Students applying through online mode are NOT required to send hard copies of any
	document to the Institute unless specifically asked for producing the same for verification.
Q.14	Which subjects are covered under the Foundation Programme?
A.14	There are four (4) subjects:
A.14	There are rour (4) subjects.
	i) Business Environment & Entrepreneurship
	ii) Business Management, Ethics and Communication
	iii) Business Economics
	iv) Fundamentals of Accounting and Auditing
Q.15	Which subjects are covered under the Executive Programme?
A.15	There are seven(7) subjects covered under two modules : -
	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
Q.16	I want to register as ICSI student but cannot make a payment online using a credit card. What do I do?
A.16	For online registration, apart from Credit Card, may pay through Debit Card/ Net banking Channels / or Bank Challan (Through Canara Bank Branches). If you are facing any difficulty to pay through payment gateway or not getting payment confirmations (including non-generation acknowledgements), you may seek help through ourtelephone numbers 011-66204999 (Monday – Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m
Q.17	What is the procedure for getting refund of excess payments during Online registration process?
A.17	After successful payment, a formal acknowledgement/receipt will be generated by the system. In case of multiple payments, you may write to the Directorate of Student Services, Noida for processing the refund of excess amount received by the Institute.
Q.18	What is the Process of resetting and recovering password for registered students?
A.18	Students can reset and create new password at the following link :
	https://www.icsi.in/student/RecoverPassword.aspx
	Students who have got themselves registered in Foundation stage from 15 <sup>th</sup> June 2016 onwards and Students who have registered themselves in Executive stage from 23 <sup>rd</sup> September 2016 are required to go to follow the process given below for resetting the password.
	Process 4: Change/Reset Password
	Step 1: Log in with valid credentials on https://smash.icsi.in/Scripts/login.aspx
	Step 2: Click on Profile > Change Password
	THE INSTITUTE OF Company Secretaries of India
	HOME MASTERS + MODULE + REPORTS + PROFILE - LOGOUT Dashboard for ICSI CHANGE PASSWORD

	THE INSTITUTE OF Company Secretaries	
	Change Password	
	Old Password*	
	New Password*	(Minimum 8 Characters)
	Confirm Password*	(Minimum 8 Characters)
	Submit	Reset
	* Password need at least one Uppercase, * Password need at least one Lowercase, * Password need at least one Special Characters @ * Password need at least one Number.	₽#`~!%^\$&*()+ .
Q.19	What fees do I need to pay to	register?
A.19	You need to pay registration for	ees as follows: -
	a) Foundation Programme - b) Executive Programme -	Rs. 4500/-
	<ul> <li>For Non-co</li> <li>CPT passed</li> <li>CS Foundation</li> </ul>	erce Graduates - Rs.9,000/- ommerce Graduate - Rs.10,000/- d of ICAI & Foundation passed of ICAI-CMA - Rs.12,500/- ation Pass Student - Rs.8,500/- able to the Institute are to be remitted through payment
	gateway at online services ( i.	.e. through debit card / credit card /net banking / bank challan )
Q.20	Is there any concession in fee	s for SC/ST candidates?
A.20	candidate To avail the fees co	ed to pay only 50% of the fees payable by general category oncession students are required to submit requisite certificate ority State/ Central Government.
Q.21	-	fees for Widows and wards of the Martyrs?
A.21	Widows and wards of the Mart general category students.	tyrs are required to pay only 50% of the fee applicable to
Q.22	Is there any concession in fee	s for OBC candidates?
A.22	No fees concession is appli	cable for OBC candidates.
Q.23	Is there any concession in	fees for Physically Handicapped Students?
A.23	Physically Handicapped Stud below :	ents are eligible for concession in fees as per details given
	Stage	Payable by physically handicapped student
	Foundation Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.1500)
	Executive Programme	Only Registration Fee will be charged (At present Registration Fee is Rs.2000)
	Professional Programme	Only Registration Fee will be charged ( At present Registration Fee is NIL )
	The above concession would	be granted subject to the following guidelines : -
		ould submit a certificate issued by a Physician / Surgeon/ ate/ Central Government to the effect of permanent physical ss) as per the PWD Act.
	It is clarified that all other ser general category students.	vices shall be available on full payment basis as applicable to

Q.24	I have already applied for my registration. When shall I get the Registration Number?
A.24	Students who submit their registration form through online mode, they get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.
Q.25	How can I check my registration status?
A.25	Process 1: How to check the status of registration Step 1: Log in with valid credentials on <u>https://smash.icsi.in/Scripts/login.aspx</u> Step 2:
	THE INSTITUTE OF Company Secretaries of India Company Secretaries of India Section of Parity St Click     Welcome: 31        Home        Logout
	HOME MODULE - PROFILE + LOGOUT STUDENT SERVICES - APPLICATION STATUS COMPLAINT MANAGEMENT + DOWNLOAD REGISTRATION LETTER SUBJECT EXEMPTION + STUDENT REGISTRATION + STUDENT REGISTRATION + STUDY DISPATCH +
Q.26	My registration is pending. What should I do now?
A.26	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.
Q.27	I have received in-complete set of books. When will I receive the balance (Books) Study Material?
Q.27 A.27	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The
	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock.
A.27 Q.28	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card
A.27	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can
A.27 Q.28 A.28	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website <u>www.icsi.edu</u>
A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website <u>www.icsi.edu</u> What is the process of downloading registration letter/Identity card from the website? <u>Download ID Card/Registration Letter</u>
A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website www.icsi.edu What is the process of downloading registration letter/Identity card from the website?
A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website www.icsi.edu What is the process of downloading registration letter/Identity card from the website? Download ID Card/Registration Letter Step 1: In order to Register for "Executive Programme", type www.icsi.edu in any recommended
A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website <u>www.icsi.edu</u> What is the process of downloading registration letter/Identity card from the website? <u>Download ID Card/Registration Letter</u> Step 1: In order to Register for "Executive Programme", type <u>www.icsi.edu</u> in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".
A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website <u>www.icsi.edu</u> What is the process of downloading registration letter/Identity card from the website? <u>Download ID Card/Registration Letter</u> Step 1: In order to Register for "Executive Programme", type <u>www.icsi.edu</u> in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".
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A.27 Q.28 A.28 Q.29	Material? Incomplete set of books are sometimes provided to you at the time of registration, due to out-of-stock position of certain study materials or due to updation in study material. The remaining books are automatically sent to the students immediately on arrival of fresh stock. I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card? The Institute has discontinued the system of sending Registration Letter and Identity Card by post (in physical form). Instead, the registration letter along with Identity card can easily be downloaded from Institute's website www.icsi.edu What is the process of downloading registration letter/Identity card from the website? Download ID Card/Registration Letter Step 1: In order to Register for "Executive Programme", type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".



I took provisional admission in CS but now I got Compartment in Final year would my
registration be cancelled in case I am not able to pass final year passing certificate within six months since my registration?
Yes. All such students need to apply afresh.
I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?
As per procedure, all requests received for subscription for sending Chartered Secretary are forwarded to concerned section for sending the same to the respective student . In case of not receiving the same, you may contact our Call Centre helpline numbers 011-33132333 , 011-66204999 (Monday –Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)
What is validity period of my registration number?
Registration for Foundation Programme is valid for three years, whereas registration for Executive Programme is valid for five years.
Can I get the validity of my registration number renewed after expiry of the same?
Registration of Foundation Programme can not be renewed. Such students are required to seek fresh registration.
Registration of students of Executive Programme / Professional Programme can be renewed after the expiry of five years period from the month of registration.
What is ICSI Student Education Fund Trust ?
With an objective to encourage and economically backward and academically bright students to pursue the Company Secretaryship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust. The details are available on our <u>www.icsi.edu</u>
What is the process of applying for financial assistance under ICSI Student Education Fund Trust ?
Students desirous of availing the financial assistance may submit their application in the prescribed format (available at "Student" option at our website www.icsi.edu) along with all supporting documents to:-
Directorate of Student Services
The Institute of Company Secretaries of India
C-37, Sector – 62, Noida – 201 309
What is the fee structure for taking admission in CS?
Please see the link given below for details of fee payable for various services :-
Thease see the link given below for details of ree payable for various services

# PART-2 : REGISTRATION TO PROFESSIONAL PROGRAMME

Q.39	I have passed both modules of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programmeme ?
A.39	The Regional Councils & Chapters will not accept the Registration Applications in physical form effective from 1st January, 2014. It is further clarified that the downloaded copies of Registration Forms are also not to be accepted. Students are advised to apply for registration through online mode at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>
Q.40	What is the fees for registration in Professional Programme ?
A.40	Rs. 12000/ Students can make payment of applicable fees through Credit Card/Debit Card/Net banking or Bank Challan System.
Q.41	What is the process of registering online ?
A.41	A "Step by Step Procedure for Online Registration" is as follows :
	Login with user ID and password (https://smash.icsi.in/Scripts/login.aspx)
	<ol> <li>Click on Module =&gt; Student Services=&gt; Professional Registration Request</li> <li>Student can view syllabus in which he/she is getting enrolled by clicking on view syllabus link</li> <li>Student will have to select optional subject (mandatory).</li> <li>Student can also opt for CSJ subscription by click on check box against CSJ label.</li> </ol>
	<ol> <li>Now click on "Proceed to payment".</li> <li>On Successful payment receipt will get generated generated (otherwise the payment is not successful)</li> <li>You are Successfully admitted in Professional Programme</li> <li>After submission of fees download your Professional Registration Letter &amp; Identity card</li> </ol>
Q.42 A.42	<ul> <li>What are various cut-off dates for appearing in one / or three modules of Professional Programme examination?</li> <li>i) 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</li> </ul>
	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.
	ii) 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.
Q.43	Student registered in professional programme after cutoff dates can appear in the immediate session of exam with some penalty or late fee?
A.43	Under any circumstances, student cannot appear in the examination for which he/she is not eligible.
Q.44	Which subjects are covered under the Professional Programme New syllabus?
A.44	Total Nine (09) subjects under three Modules:
	MODULE 1

	4 Advanced Company Low and Practice
	1. Advanced Company Law and Practice
	2. Secretarial Audit, Compliance Management and Due Diligence
	3. Corporate Restructuring, Valuation and Insolvency
	MODULE 2
	4. Information Technology and Systems Audit
	5. Financial, Treasury and Forex Management
	6. Ethics, Governance and Sustainability
	MODULE 3
	7. Advanced Tax Laws and Practice
	8. Drafting, Appearances and Pleadings
	9. Electives 1 out of below 5 subjects
	9.1. Banking Law and Practice
	9.2. Capital, Commodity and Money Market
	9.3. Insurance Law and Practice
	9.4. Intellectual Property Rights - Law and Practice
	9.5. International Business-Laws and Practices
Q.45	Student who have registered in professional programme under old syllabus 2007 can appear in old syllabus 2007
A.45	Last Examination under the Professional Programme (Old Syllabus 2007) was held in June, 2016. From December, 2016 Session, all students have been automatically switched over to the Professional Programme (New Syllabus 2012) and now no student can appear in professional programme under old syllabus (2007).
Q.46	Is there any option for change of elective subject?
A.46	Yes, student can change their elective subject before filling the examination form. Detailed procedure to change elective subject may be seen at the following link of the Institute's website :-
	https://smash.icsi.in/Scripts/Student/ChangeOptionalSubject.aspx
	Login with user ID and password then Click on Module => Student Services=> Change optional subject
Q.47	Is there any option for Switchover for Professional Programme.
A.47	All students are eligible to appear in professional programme new syllabus (2012) only. If you are still registered in Old syllabus (2007) you are advised to opt the option of switchover to New syllabus before submission of examination enrollment form.
	https://smash.icsi.in/Scripts/login.aspx
	Click on Module => Switchover=>Apply for Switchover
	1

#### PART-3 : REGISTRATION DENOVO

Q.4 8	When can I apply for registration De-novo (i.e. renewal of registration)?
A.4 8	A student can apply for registration de-novo (i.e. renewal of registration) immediately on expiry of five years from the date of his previous registration but in any case within

	five years from the date of expiry of the registration.
Q.4 9	What is the validity of de-novo registration?
A.4 9	De-novo registration is valid for further period of five years.
Q.5 0	How many times I can apply for registration De-novo?
A.5 0	Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.
Q.5 1	I wish to apply for registration De-novo. Where can I get the denovo form ?
A.5 1	Physical denovo forms are not acceptable w.e.f 1 <sup>st</sup> January 2014. Students are advised to apply online through online services at <a href="https://smash.icsi.in/Scripts/login.aspx">https://smash.icsi.in/Scripts/login.aspx</a>
Q.5 2	How can I pay the de-novo fees ?
A.5 2	Students can make payment of applicable fees through Challan / Bill desk/Axis Bank.
Q.5 3	How much fees I am required to pay for applying for registration De-novo ?
A.5 3	Rs.2,000/- (lump- sum). Students who apply for Registration de-novo within two years of the expiry of former registration.
	Rs 3,000/- (lump-sum) If students fail to apply for Registration de-novo within two years of expiry Registration, they may still seek Registration de-novo within a maximum period of five years from the expiry of former registration.
	Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo.
Q.5 4	Can I apply "on-line" for registration de-novo ?
A.5 4	Yes.
Q.5 5	How can I apply denovo of registration through online mode ?
A.5	Login with user ID and password (https://smash.icsi.in/Scripts/login.aspx)
5	<ol> <li>Click on Module &gt; Student Services &gt; Apply For Denovo / Extension</li> <li>Select service name: De novo or Extension</li> <li>Click on "Proceed to payment"</li> </ol>
	<ol> <li>Select Payment Mode</li> <li>Request ID and Transaction ID will generate on successful submission of the request.</li> </ol>
	<ol> <li>6. Click on Proceed</li> <li>7. For all successful payments , Payment receipt is generated otherwise the payment is not successful)</li> </ol>
	<ol> <li>Please download Identity Card</li> <li>In case of unsuccessful payment please resubmit your request</li> </ol>
	For detailed procedure click on the link for user Manual. <u>https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_User%20Manual%20forDenovo&amp;E</u> <u>xtension.pdf</u>
Q.5 6	What is the last date for applying for De Novo / Extension of Registration ?

A.5 The following are the cut-off dates for applying for De Novo vis-à-vis the CS Examinations
 6 conducted in June & December :

i) 09th April : ( For June session of examination )

ii) 10th October : ( For Dec. session of examination )

#### PART-4 : EXTENSION OF REGISTRATION

Q.57	What is the validity of extension of registration ?
A.57	Extension is valid for further one year period.
Q.58	How many times I can apply for extension of registration ?
A.58	Extension can be taken maximum for two times each for a one year period. The extension has to be sought within six months of expiry of such registration. To ascertain the eligibility for extension, students may contact Tel. No. 0120-4522072 or mail at : <u>extension@icsi.edu</u>
Q.59	I wish to apply for extension of registration. Where can I get the extension form ?
A.59	Physical Extension forms are not acceptable w.e.f1 <sup>st</sup> January 2014. Students are
A.59	advised to apply online through online services at https://smash.icsi.in/Scripts/login.aspx
Q.60	How can I pay the extension fees ?
A.60	Students can make payment of applicable fees through Challan / Bill desk/Axis Bank.
Q.61	How much fees I am required to pay for applying for extension of registration ?
A.61	Rs.1000 (lumpsum) per year. Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Extension of Registration.
Q.62	Can I apply "on-line" for extension of registration ?
A.62	Yes.
Q.63	How can I apply extension online?
A.63	Login with user ID and password (https://smash.icsi.in/Scripts/login.aspx)
	<ol> <li>Click on Module &gt; Student Services &gt; Apply For Denovo / Extension</li> <li>Select service name: De novo or Extension</li> <li>Click on "Proceed to payment"</li> <li>Select Payment Mode</li> <li>Request ID and Transaction ID will generate on successful submission of the request.</li> <li>Click on Proceed</li> </ol>
	<ol> <li>Click on Proceed</li> <li>For all successful payments , Payment receipt is generated otherwise the payment is not successful)</li> <li>Please download Identity Card</li> <li>In case of unsuccessful payment please resubmit your request</li> </ol>
	For detailed procedure click on the link for user Manual. https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_User%20Manual%20forDenovo& Extension.pdf
Q.64	Who is eligible for extension of registration?
A.64	Only Professional Programmeme students are eligible for extension of registration. For

seeking extension of registration, student concerned has to apply within six months from the expiry of his/her registration and he/she should have passed at least one module of Professional Programme.

#### PART-5 : PAPER-WISE EXEMPTION

Q. 65	Who is eligible to claim subject-wise exemption on the basis of qualifications ?
A.6 5	Exemption on the basis of Higher qualification is available at the following link, please go through the same. Further if you have any query regarding exemption on the basis of higher qualification please mail at <a href="mailto:exemption@icsi.edu">exemption@icsi.edu</a>
	https://www.icsi.edu/Docs/Website/Paperwise%20Exemption_forHighQual.pdf
Q. 66	What is the last date for applying for Paper-wise exemption ( On the basis of qualification )?
A.6 6	The Cut-off dates for applying for paper-wise exemption (on the basis of qualification) are given below :
	i) 9th April : (For June session of examination )
	ii) 10th October : ( For Dec. session of examination )
	Applications received after the stipulated cut-off dates will be considered for next subsequent sessions of examinations even if all eligibility conditions are fulfilled.
Q. 67	I am having required qualification. How can I claim subject-wise exemption ?
A.6 7	Student is required to apply for exemption through onlineservices available athttps://smash.icsi.in/Scripts/login.aspx.
	Please follow the steps for applying exemption on the basis of higher qualification from the user manual link placed below:
	https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_Qualification%20Based%20Subject
	%20Exemption%20&%20Cancellation%20-%20Student.pdf
Q.	I have already been granted exemption. I have also received a confirmation letter in this
68	connection from the Institute. Am I required to pay exemption fee per subject every time I am appearing in the examinations?
A.6 8	No. Exemption fee is required to be paid only once and the exemptions once granted will hold good during the validity of registration period or passing/completing the examination, whichever is earlier.
	No need to apply again if exemption already granted.
Q. 69	What is the criteria of getting paper-wise exemption, if I have secured more than 60% marks in any paper in my earlier examinations of ICSI ?I was absent in one paper. In this scenario, whether I am eligible for Exemption on the basis of 60% marks or not?
A.6 9	The eligibility criteria for exemption on the basis of securing 60% or more marks is available at the following link
	https://www.icsi.edu/docs/website/Faq_exemption.pdf
	The prescribed criteria is narrated below :
	Foundation Programme :
	A candidate who has appeared in all the papers for which he/she was enrolled and has obtained 60% or more marks in any paper(s), but failed, shall be declared to have passed

in the subsequent examination if he/she obtains a minimum of forty percent marks in

	each of the remaining papers and fifty percent marks in the aggregate of the remaining papers at one sitting within the next three following examinations.
	Executive Programme:
	(i) A candidate who has appeared in all the papers of a module, for which he/she was required to enroll, and has secured 60% or more marks in any paper(s) and a minimum 25% 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 percent or more marks, in any subsequent examination.
	(ii) 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 60% 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 and obtains fifty per cent marks in any subsequent examination.
	Professional Programme :
	A candidate who has appeared in both the papers of a module, for which he/she was enrolled and has secured 60% or more marks in any one paper and a minimum 25% marks in the other paper of the module, but failed in the module, shall be exempted from that paper in which he/she secured sixty percent or more marks and he/she shall be declared to have passed in that module if he/she re-appears in the remaining one paper of the module and obtains a minimum of 50% marks in any subsequent examination.
	IMPORTANT : Students who remain absent in any paper of particular Module are NOT eligible for exemption on the basis of 60% Marks Criteria even if he/ she has scored more than 60% marks in some papers covered under the module and are also meeting the guidelines pertaining to paper-wise exemption. In other words, appearance in all the papers covered under the module is an essential requirement to become eligible for consideration of exemption under 60% marks criteria.
Q. 70	How much fees I am required to pay for claiming paper wise exemption on the basis of 60% marks secured in Institute's earlier examinations?
A.7 0	No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination.
-	

#### PART-6 :SWITCHOVER TO NEW SYLLABUS

NOTE : Please click on below link for FAQ on the Modified Switchover Scheme for Professional Programme 2007 (Old) Syllabus to Professional Programme2012(New) Syllabus as announced by the Institute on 17.09.2016.

( https://www.icsi.edu/webmodules/FAQ\_on\_Modified\_Switchover\_Scheme\_from\_Professional\_Programme\_2007\_to\_2012\_Syllabus.pdf)

Q.71	How can I apply for Switchover? Am eligible for switchover ?
A.71	Student registered For Executive Program prior to February, 2013 and Professional Programme prior to September, 2013 under Old Syllabus, whose registration period is valid and is interested to appear in examination as per the New Syllabus, and intends to seek switch overcan apply for switch over to New Syllabus. A student can apply for Switch over to New Syllabus by Login to his a/c ( <u>https://smash.icsi.in/Scripts/login.aspx</u> ) and place request as per the steps mentioned in the user manual . Link of user manual is placed below:
	https://www.icsi.in/Student/Portals/0/Sitemap/UserManuals/Manual_SMASH_User%20Manual%20forSwitch Over&RevertSwitchOver.pdf
Q.72	Is there any fee for Switchover?
A.72	No, There is no fee for switch over to New Syllabus.

Q.73	After switchover, whether	the Insti	tute will provide the new stu	idy matei	rial?
A.73	-	-	abus, if any, required by the		
Q.74	What is the last date for sv	vitchove	r?		
A.74	-		submitted by the students b og the respective sessions.	efore su	bmission of the
Q.75	I have switched over to the	e New sy	llabus. May I revert to old sy	/llabus ?	
A.75	Switchover to the new syll to the old syllabus under a		irreversible and the student imstances.	are not e	eligible to revert
Q.76	_		ecutive Programme and wou at session for old syllabus ex		
A.76	The Last Examination under Executive Programme [old syllabus 2007] has been held in December 2014 session. From June, 2015 session, all students will be automatically switched over to the Executive programme [New syllabus 2012].				
Q.77		-	abus of Executive Program ns on switchover to New Sy		ant to know the
A.77	Executive Programme (Ne	w Syllab	bus 2007) students may a ous 2012). On switchover to r-wise exemptions as per th	New Sy	llabus, they will
	EXISTING / OLD SYLLA	ABUS	REVISED/ NEW SYLLA	BUS	
	PAPER	CODE	PAPER	CODE	
	General and	221	See Note below(*)	323	
	Commercial Laws (*)			020	
	Company Accounts and Cost &	222	Cost and Management Accounting	322	
	Management		<u> </u>		
	Accounting				
	Tax Laws	223	Tax Laws and Practice	324	
	Company Law	224	Company Law	321	
	Economic and Labour	225	See Note below(*)	327	
	Laws (*)	220	.,	021	
	Securities Laws and Compliances	226	Capital Markets and Securities Laws	326	
	under old syllabus and h	as obtai paper 3	obtained 60 or more mark ined the exemption as per 323 (Economic and Comm ws) under new syllabus.	rules, th	en, he shall be
Q.78	What is effective date of the	ne New s	yllabus of Professional Proc	gramme?	)
A.78	from 1st September 2013 (New Syllabus 2012] will professional programme	. The fir be held Old Syll rill be a	Syllabus- 2012] has been i st examination under the p in June 2014 and the last abus will be held in June utomatically switched ove	orofessio examina 2016. Fr	nal programme ation under the om Dec 2016
Q.79	What is the last date for se	eking sv	witchover to Professional Pr	ogramme	e?
A.79	•	//smash.ics	itchover only through online si.in/Scripts/login.aspx_at_least		
Q.80 (a)	What are the corresponding from old syllabus to new s	-	nptions in professional prog ?	ramme a	after switchover
Q. 80					

(b)		
	Professional Programme as per the Re-reg	2007 (Old syllabus). I have registered to gistration Scheme for dropout students. Am nation Technology and Systems Audit paper the modified switchover scheme?
A.80 (a)		nts of Professional Program (old syllabus) se exemptions as per the following details:-
	Paper Passed Under Professional Programme 2007 (Old) Syllabus	Exemption allowed in the Corresponding Paper Under Professional Programme 2012 (New) Syllabus as per the modified switchover scheme
	Company Secretarial Practice	Advanced Company Law and Practice
	Drafting, Appearances and Pleadings	Drafting, Appearances and Pleadings
	Financial, Treasury and Forex Management	Financial, Treasury and Forex Management
	Corporate Restructuring & Insolvency	Corporate Restructuring, Valuation and Insolvency
	Strategic Management, Alliances & International Trade	Elective Paper under Module-3
	Advanced Tax Laws and Practice	Advanced Tax Laws and Practice
	Due Diligence and Corporate Compliance Management	Secretarial Audit, Compliance Management and Due Diligence
	Governance, Business Ethics and Sustainability	Ethics, Governance and Sustainability
		Information Technology and Systems Audit (*)
	Professional Programme2012(New) Sylla Professional Programme2007(Old) Sylla	Tessional Programme2007 (Old) Syllabus to bus or have already switched over from ous to Professional Programme2012(New) in <i>"Information Technology and Systems</i> ramme2012(New) Syllabus.
A.80 (b)		e exemption in Information Technology and 2012(New) Syllabus as you have directly

### PART-7: EXAMINATION ENROLLMENT

	Stuents	(50% Concession)	Students (75% Concession)	
Foundation	Rs 1200/-	Rs 600/-	Rs 300/- lumpsum	
Programme	lumpsum	Lumpsum		
Executive	Rs 1200/- Per	Rs 600/- per	Rs300/- per Module	
Programme	Module	Module		
Professional	Rs 1200/- per	Rs 600/- per	Rs 300/- per Module	
Programme	Module	Module		
	Programme Executive Programme Professional Programme	Programme lumpsum Executive Rs 1200/- Per Programme Module Professional Rs 1200/- per Programme Module	FoundationRs 1200/- lumpsumRs 600/- LumpsumProgrammelumpsumLumpsumExecutiveRs 1200/- Per ModuleRs 600/- per ModuleProgrammeModuleModuleProfessionalRs 1200/- perRs 600/- per	

A.82	The fees may be remitted on Institute's website <u>www.icsi.ed</u> Challan (Canara Bank), etc.		ment gateway as available at rd/ Debit Card/ Netbanking / Bank				
Q.83	When the examination enrollr examination forms for June & I		is the last date of submission of Examinations?				
A.83	The Examination Forms for June & December Sessions can be filled as per the following last dates : -						
	Session	Without late fees	With late fees of Rs.250/-				
	June Examinations	25 <sup>th</sup> March	9 <sup>th</sup> April				
	December Examinations	25 <sup>th</sup> September	10 <sup>th</sup> October				
	While the Examination Enroll examination enroll		<sup>th</sup> February for June Session, the on 25 <sup>th</sup> September every year.				
Q.84	I wish to fill up the examination	form. From where ca	n I get the Examination Form ?				
A.84	Examination application can be Institute's website <u>www.icsi.ed</u>		n online services available at				
Q.85	How can I fill examination form	through Online?					
A.85			Click Login portal after that Login ccounts Examination enrolment.				
Q.86	I have already submitted my can I do so?	v examination from. No	ow I wish to change my centre. How				
A.86	Institute's website <u>www.icsi.</u>	eduat least 15 day	rough online services available at s before the commencement of e is to be made through payment				
	Please note that change of exa	m center within the sa	me city is not permissible.				
Q.87	I have already submitted my /Module. How can I do so?	examination form. N	low I wish to change my Medium				
A.87	Institute's website www.icsi.e	edu at least 15 da	ough online services available at tys before the commencement of e is to be made through payment				
Q.88	I have already submitted my No.)?	examination form. Ho	ow will I get my Admit Card ( i.e. Roll				
A.88	Admit Card ( i.e. Roll No. www.icsi.edu before 10-12 day	,	ed from the Institute's website of Institute's examinations.				
Q.89	I have already passed examination	tion. How will I get my	mark sheet?				
A.89	June, 2011 session, hard copy	of mark sheets is issume. Hard copy of t	vebsite <u>www.icsi.edu</u> . Effective from ued to only such students who have he mark sheet is NOT issued to				
Q. 90	I have already passed examination	tion. How will I get my	Pass Certificate?				
A.90	Pass Certificate is issued to						

	Issue of Pass certificate has been discontinued for Foundation / Executive passed
	students effective from June,2010 session.
Q.91	I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet?
A.91	Student is required to submit an application (addressed to Directorate of Examinations)
	for the same and send it to the Institute's Noida office along with a demand draft of Rs
	100/- +Rs. 40/= drawn in favour of " The Institute of CompanySecretaries of India"
	payable at New Delhi. Duplicate marksheet will be sent at his/her address within 15 days
	or can apply online through Institute's website <u>www.icsi.edu</u>
Q.92	I had received my Pass Certificate. But I have lost it. How can I get the duplicate
Q.92	Certificate?
A.92	If you are student is required to submit an application (addressed to to Directorate of
	Student Services) alongwith a demand draft of Rs 200/- (per copy) drawn in favour of "
	The Institute of Company Secretaries of India" payable at New Delhi. Further details,
	submit your query at <u>enroll@icsi.edu</u>
Q.93	Irequire a Transcript / Certified copy of the syllabus for further studies in abroad. How
	Can I get the same?
A.93	Student is required to submit an application alongwith passing details i.e. Registration
	no., Roll no., Session & Year of Passing, etc. (addressed to Directorate of Student
	Services) alongwith a demand draft of Rs 281/- per Transcript (₹250 + service tax Rs. 31/)
	drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi.
	For any Further details/ query, submit your query at enroll@icsi.edu

#### PART-8 :COMPUTER TRAINING

Q.94	Is computer training/Sify online exemption test is compulsory for students registered before 01.04.2014.
A.94	It has been decided by the Institute that the Computer Training Programme will no longer be part of the training structure and the same will NOT be applicable for any of the students of CS Executive Programme regardless of the training structure (old or new) opted by them or the date of their registration to the CS Course.
Q.95	Whether I can directly enroll for Executive examination without completing the Computer Training?
A.95	Yes, you may seek enrollment to Examinations without complying with the computer training requirement.
Q.96	I had not seen the announcement in respect of discontinuation of computer training & have made the payment for Sify test?
A.96	If any student register with M/s. Aptech or M/s. Sify disregarding this advisory, they will be doing so at their own risk and responsibility.

### PART-9: RE-REGISTRATION

Q.97	Can you please explain how the Re-Registration method works?
Q.97	The registration to the regular stage of CS Course (consisting of Executive Programme& Professional Programme stages) is valid for a period of five years. Students are eligible to seek Registration Denovo / Extension in case they are not able to complete both the stages within the five year period. However, the Registration Denovo has to be sought within a maximum period of five years after expiry of their registration failing which the benefits accrued under the said registration will get cancelled and the students will have to seek fresh registration and have to start ab initio.
	The Re-Registration method is specifically for such students who are not able to seek Registration Denovo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute from time to time.
Q.98	Is the Re-Registration method different from Registration Denovo? If yes how it works?
A.98	Yes. Under the Re-Registration Method, total exemption will be granted from Executive Programme Stage for those students who have passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute from time to time. Such students will be eligible to resume the CS Course from Professional Programme Stage on seeking fresh registration. The Re-Registration Method is only applicable for students who have passed the Intermediate Course/ Executive Programme Stage in the past but are not eligible to seek Registration Denovo.
Q.99	I am eligible to seek Registration Denovo / Extension. Am I eligible to resume CS Course through Re-Registration Method?
A.99	No. Students eligible for seeking Registration Denovo/ Extension will not be eligible to resume CS Course through Re-Registration Method.
Q.100	I have passed certain papers of Final Course/Professional Programme Stage also. Am I eligible for corresponding paper-wise exemptions against the papers passed by them in the Final Course/ Professional Programme Stage in addition to total exemption from Executive Programme Stage under the Re-Registration Method?
A.100	Yes. Students will be eligible for corresponding paper-wise exemptions against certain papers passed by them under the old syllabi ofFinal Course/ Professional Programme Stage. The details of corresponding paper-wise exemptions may be seen in the file given below:-

	Subject under the	Subject	Subject /1980	Subject /1986	Subject /1993	Subject/2001	ANNEXURE Subject /2007
	existing Syllabus 2012	/1971 syllabus on which correspondi ng exemption shall be given.	syllabus on which corresponding exemption shall be given.	syllabus on which corresponding exemption shall be given.	syllabus on which corresponding exemption shall be given.	syllabus on which corresponding exemption shall be given.	syllabus on which corresponding exemption shall be given.
	1. ADVANCED COMPANY LAW AND PRACTICE*	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	2. SECRETARIAL AUDIT, COMPLIANCE MANAGEMENT AND DUE DILIGENCE	No exemption	No exemption	No exemption	SECRETARIAL AND MANAGEMENT AUDIT/1993	SECRETARIAL AND MANAGEMENT SYSTEMS AUDIT	DUE DILIGENCE AND CORPORATE COMPLIANCE MANAGEMENT/2007
	3. CORPORATE RESTRUCTURING, VALUATION AND INSOLVENCY	No exemption	No exemption	No exemption	No exemption	CORPORATE RESTRUCTURI NG-LAW AND PRACTICE/200 1	CORPORATE RESTRUCTURING & INSOLVENCY/2007
	4. INFORMATION TECHNOLOGY AND SYSTEMS AUDIT	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	5. FINANCIAL, TREASURY AND FOREX MANAGEMENT	No exemption	No exemption	FINANCIAL MANAGEMENT /1986	FINANCIAL MANAGEMENT/199 3	FINANCIAL, TREASURY AND FOREX MANAGEMENT/2 001	FINANCIAL TREASURY & FOREX MANAGEMENT/2007
	6. ETHICS, GOVERNANCE AND SUSTAINABILITY	No exemption	No exemption	No exemption	No exemption	No exemption	GOVERNANCE, BUSINESS ETHICS & SUSTAINABILITY/2007
	7. ADVANCED TAX LAWS AND PRACTICE	No exemption	No exemption	INDIRECT TAXATION – LAW AND PROCEDURES /1986	CORPORATE TAX MANAGEMENT- INDIRECT TAXES/1993	DIRECT AND INDIRECT TAXATION-LAW AND PRACTICE /2001	ADVANCE TAX LAWS AND PRACTICES /2007
	8. DRAFTING, APPEARANCES AND PLEADINGS	No exemption	No exemption	DRAFTING AND CONVEYANCIN G/1986	No exemption	SECRETARIAL PRACTICE RELATING TO ECONOMIC LAWS AND DRAFTING AND CONVEYANCI NG/2001	DRAFTING APPEARANCES AND PLEADINGS/2007
	9. ELECTIVES 1 OUT OF BELOW 5 SUBJECTS	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	9.1. BANKING LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	9.2. CAPITAL, COMMODITY AND MONEY MARKET	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	9.3. INSURANCE LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	9.4. INTELLECTUAL PROPERTY RIGHTS - LAW AND PRACTICE	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	9.5. INTERNATIONAL BUSINESS-LAWS AND PRACTICES	No exemption	No exemption	No exemption	No exemption	No exemption	No exemption
	* Due to enactment of C				be available in this pap	ler.	
.101	How the studen		-				
.101	Students will fil website and th Development subsequently. <u>h</u>	e send th of Online	e same to facility is	the Institute s also beir	alongwith th	e requisite which wil	documents& f I be introduc
.102	What is the re	-					
.102	The registration the Profession favouring "The	al Prograr	nme Stage.	The fee has	s to be remit	ted by way	of demand d
.103	What will be the complete the Pi			-			nts are not able

Q.104	Which are the documents to be attached with the registration form?
A.104	Two latest passport size photographs, Demand Draft, Copies of Mark Sheet(s), Pass Certificate(s) relating to their passing of CS Examinations, Date of Birth Certificate & Other Qualification Certificate.
Q.105	Where the application is to be forwarded?
A.105	То,
	The Directorate of Student Services,
	C-37, Sector-62,
	Noida – 201 309 (U.P)
Q.106	From where I can get more information/ clarification on the Re-Registration Method?
A.106	For any information/ clarification on the matter, please contact :
	Ms. Archana Sethi
	Executive Admin (Student Services)
	E-Mail Id : <u>archana.sethi@icsi.edu</u>
	Tel. No. : 0120-4522072

### PART-10 : MISCELLANEOUS QUERIES

Q.107	I have recently shif record?	ted my residence. How can I apply for change of address in Institute's
A.107	-	e/update their address, mobile number & e-mail id themselves. Please n below for updation of your address, mobile number & e-mail id.
	<ol> <li>2) Click on ON</li> <li>3) Click on Study</li> <li>4) Type your response your point</li> <li>5) Type your point</li> </ol>	egistration number in Username
	students registered f follow the process give	egistered from 15 <sup>th</sup> June 2016 onwards in Foundation stage and from 23 <sup>rd</sup> September 2016 onwards in Executive stage are required to ven below for updation of your address, mobile number & e-mail id.
	HOME MODULE +	PROFILE - LOGOUT
	Welcome To SMA	CHANGE PASSWORD 1st Click   BASIC INFORMATION

THE INSTITUTE Company Secret: In PUBBIT OF PROFESSI Statutory body under an Act of Parilie	OF aries of India	Welcome: 31	😭 Home 🕘 Logou
HOME MODULE + PROFILE	+ LOGOUT		
Change Communication De	tails		
Current Mobile Number Update New Mobile Number	91777777777777777777777777777777777777		
Current Email Address	abc@gmail.com Enter your new email address		
Update New Email Address			
Save After Upd "Save" bu	ating Communication detail , click on Itton		
1: After Log in	change correspondence /perma y Secretaries of India	anent addres	s
1: After Log in		anent addres	s
1: After Log in Company In PURSUIT of Statutory body under	Secretaries of India	anent addres	S
1: After Log in Company In PURSUIT of Statutory body under	PROFESSIONAL EXCELLENCE ran Act of Parliament	anent addres	s
1: After Log in Company IN PURSUIT O Statutory body unde HOME MODULE +	PROFILE - LOGOUT CHANGE PASSWORD		s
1: After Log in Company IN PURSUIT O Statutory body unde HOME MODULE +	PROFILE - LOGOUT CHANGE PASSWORD BASIC INFORMATION		S
1: After Log in Company IN PURSUIT O Statutory body unde HOME MODULE +	PROFILE - LOGOUT CHANGE PASSWORD BASIC INFORMATION DOCUMENT DETAILS		S
1: After Log in Company IN PURSUIT O Statutory body unde HOME MODULE +	PROFILE - LOGOUT CHANGE PASSWORD BASIC INFORMATION DOCUMENT DETAILS EDUCATION DETAILS		S

# Step 2: To change Correspondence address

Change Address			
Address Type	All	•	Search Clear
Search Result	1st Click		
			Total Records: 2 Page Size 20
SELECT	ADDRESS TYPE V	FULL ADDRESS 🔻	PIN CODE 🔻
	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur	600041
8	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur	600041
			3
Update			
	2nd Click		

	Change Address			
	Country of	Calant Cauntai		
	Country * State/Province *	Select Country    Select State		
	District *	Select District		
	City *	Select City		
	Address Line 1 *			
	Address Line 2		After Updating new address, click on "Save"	
	Address Line 3		button.	
	Postal Code *			
	Save Close			
	Note: Same process	will be for changing per	manent address.	
Q.108	I wish to change my	e-mail ID / or mobile no.	in Institute's record. What s	should I do?
A.108	Students can chang	e/update their address,	mobile number & e-mail id	themselves. Please
	-	•	your address, mobile numb	
	1) Visit on In	stitute's website www.ic	si.edu	
	2) Click on O		ight side of your screen)	
	,	tudent Login		
		registration number in L	Isername	
	5) Type your 6) Go to optic	•	/Request /Change of Addre	ee
			Address / Change of Addre	33
		46		
			une 2016 onwards in Fou	
			016 onwards in Executive s	
	follow the process g	iven below for updation	of your address, mobile nu	nber & e-mail id.
	Change Mobile Num	ber and Email address		
	Step 1:			
	HOME MODULE +	PROFILE - LOGOUT		
		CHANGE PASSWORD	Ant Olick	
	Welcome To SMA	BASIC INFORMATION	1st Click	
		DOCUMENT DETAILS		
		EDUCATION DETAILS		
		CHANGE ADDRESS		
		CHANGE COMMUNICATION	2nd Click	
		DETAILS		
		CHANGE PHOTO/SIGNATURE		
1				

Company Secre IN PURSUIT OF PROFES Statutory body under an Act of Par	SIONAL EXCELLENCE	Welcome: 31	😭 Home 🔘 Log
HOME MODULE + PROFIL	e + logout		
Change Communication E	etails		
Current Mobile Number	917777777777	number	
Update New Mobile Number	91		
	abc@gmail.comEnter your new er	mail address	
Current Email Address	1		

## Process 3: Process to change correspondence /permanent address

## Step 1: After Log in

IN PURSUIT OF	Secretaries of India
HOME MODULE +	PROFILE -
	CHANGE PASSWORD
Welcome To SMA	BASIC INFORMATION 1st Click
	DOCUMENT DETAILS
	EDUCATION DETAILS
	CHANGE ADDRESS
	CHANGE COMMUNICATION 2nd Click DETAILS
	CHANGE PHOTO/SIGNATURE

# Step 2: To change Correspondence address

Change Address				
Search Criteria				
Address Type	All	v	Sear	chClear
Search Result	1st Click			
/			Total Records: 2	Page Size 20 🔹
SELECT 🖌 ADI	DRESS TYPE 🌹	FULL ADDRESS 🔻	PIN CODE 🔻	
	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update	Permanent Address 2nd Click	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041
Update		D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanmiyur		600041

	Step 3:			
	Change Address			
	Country *	Select Country	•	
	State/Province *	Select State	v	
	District *	Select District	•	
	City *	Select City	•	
	Address Line 1 *			
	Address Line 2		After Updating new address, click on "Save" button.	
	Address Line 3		button.	
	Postal Code *			
	Save Close			
	Save Close			
	Note: Same pro	ocess will be for cha	anging permanent address.	
Q.109	I am registere	ed student of Insti	itute, but I am not getting Student Company	Secretary
	bulletin regular	rly. What should I do	0?	-
A.109	The Foundatio	n and Student Com	pany Secretary bulletins are being sent through	e-mail to
/			istration number is valid. Apart from the same,	
		•	pany Secretary Bulletin are also uploaded on i	institute's
0.440			& Bulletins" section.	
Q.110	•	•	Verification of Marks. Pending the result of Verif	
			nation enrollment form. Am I required to submit a	ny formai
	request for refu	und of the examinati	ion fee remitted?	
A.110	Under normal	circumstances, the	refund of examination fee is processed after co	onclusion
		•	any student do not receive the refund within 20 to	
		usion of examinatio	on, he/ she may write to <u>enroll@icsi.edu</u> for verif	ication of
	records.			

### PART-11 : COMMUNICATION

Q.111	I am not receiving the mails from the Institute. What are the steps to be taken by me to enable the same?
A.111	Please check the E-Mail Id and Mobile Number in your online profile after logging into your account at <u>www.icsi.edu</u> In case you have any difficulty in Login, check your password by retrieving the same. The registration number and membership number are the username for students and members respectively. Please update the email and mobile number in case of any discrepancy.
	In a few cases, it has been noted that the stakeholder has used the spam link on the mail while reading the mails sent by the Institute. As per the guidelines, all the outgoing mails of the Institute through bulk mail servers must have the Spam Link. In all such cases, no further email can be sent by the Institute as the information of declaration of spam is maintained by a third party (which in our case is M/s Netcore).
	To enable the Institute again to reach out to this segment of the stakeholder, the stakeholder can reverse his / her decision and allow the Institute to reach out to him / her again by sending an email at the following email ID with specific contents as below : Email ID to which email is to be sent : <u>emmsupport@netcore.co.in</u> Language of the email is as under :
	EMM Support You are requested to enable the domain icsi.edu to send mails to me. My details are as under : My Membership / Registration Number :– My Name: My Email ID :
	The panel Url is: <u>http://icsiedu1.xceedmail.com/icsi/admin/?page=dashboard</u> .
	In case you still do not start receiving the bulk mails, lodge a complaint with our Call Centre at Tel.No. 011-33132333 to enable the Institute to verify the status and take further necessary action.

Q.111	I am not receiving any communications, Chartered Secretary Journal, etc. sent by post by the Institute?					
A.111	Please check your correspondence address in your online profile after logging into your account at <u>www.icsi.edu</u>					
	Please update the same in case of any discrepancy. In case the correspondence address is correct and yet you are not receiving the articles sent by the Institute by post, please lodge a complaint with the Call Centre at Tel.No. 011-33132333 to enable the Institute to verify the status and take further necessary action.					
Q.112	What is the reason to Email bounce back for the communication between ICSI & outside domain?					
A.112	<ul> <li>We have kept the Email attachment size up to 5 MBPS (maximum) due to security &amp;maintenance concern in view of the following implications:</li> <li>1. Bandwidth may get choked resulting in the congestion in the network.</li> <li>2. With the implementation of such right, the mail delivery and receiving may get slow.</li> </ul>					
Q.113	What are the Guidelines to minimize Security threats to your online account on the Institute's website ?					
A.113	<ol> <li>Use Complex password (like Flowers -&gt; F10w@r\$) for your online accounts.</li> <li>Change the passwords frequently.</li> <li>Logout from the online account properly after session is completed.</li> <li>Do not let your online login account be unused/ideal for long time.</li> <li>Do not share your online account details to any unauthorized person.</li> <li>Clear the browsing history and cookies after logout from the system.</li> <li>Try to avoid using unsafe internet café's to the maximum.</li> <li>Do not use "remember password" option during the login.</li> <li>Please inform such type of security threat incidents to the Institute on immediate basis.</li> </ol>					

NOTE: Please see the latest announcements on the Institute's website <u>www.icsi.edu</u> pending periodical updation of this FAQ.

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