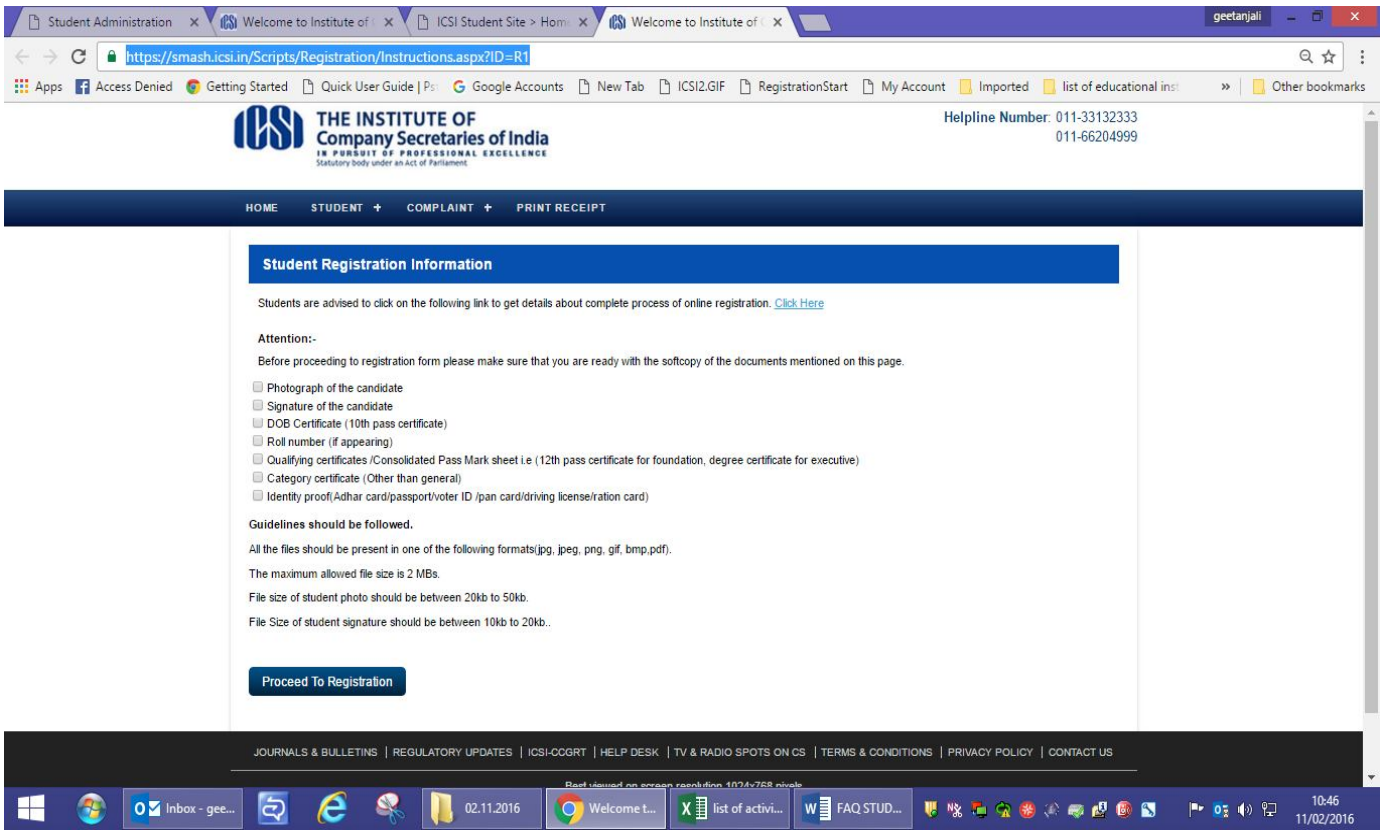
DIRECTORATE OF STUDENT SERVICES

FREQUENTLY ASKED QUESTIONS (FAQS)
(REVISED AS ON 09TH MAY, 2017)

PART-1 : REGISTRATION TO FOUNDATION / EXECUTIVE PROGRAMME

Q.1	**I want to register as a student for Company Secretary ship Course – where do I start?**
A.1	**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** 
Q.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.**
Q.3	**Which are the stages covered under CS Course?**
A.3	**There are three stages covered under CS Course.** **1. Foundation Programme (10+2 Passed Students can start from this stage)** **2. 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]** **3. Professional Programme**
Q.4	**What is Eligibility criteria for Admission to Foundation Programme?**
A.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.
Q.6	**What is the last date of registration in Foundation Programme?**
A.6	**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:** **31st March- For appearing in December examination of the same year** **30th September – For appearing in June examination of the next year**
Q.7	**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.7	**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:** **i) A Degree or master's degree in Corporate Secretaryship or Commerce; or** **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** **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** **iv) A degree or master's degree in any discipline other than Fine Arts.** **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.**
Q.8	**I am appearing in Final year exam of Graduation. Can I apply for direct registration Executive Programme ?**
A.8	**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:** **28th February – For appearing in both modules in December examination of the same year** **31st May – Forappearing in Any One module in December examination of the same year** **31st August –For appearing in both modules in June examination of the next year** **30th November –For appearing in Any One module in June examination of the next year**
Q.10	**What is the process of registering online ?**

A.10	1. *User Manual for "Foundation / Executive Registration"*

Table of Contents

Registration in Foundation Programme 4

Check Application Status for Foundation Programme.....9

Download ID Card/Registration Letter (For "Approved" application).....9

Registration In Executive Programme 10

Check Application Status For Executive Programme.....15

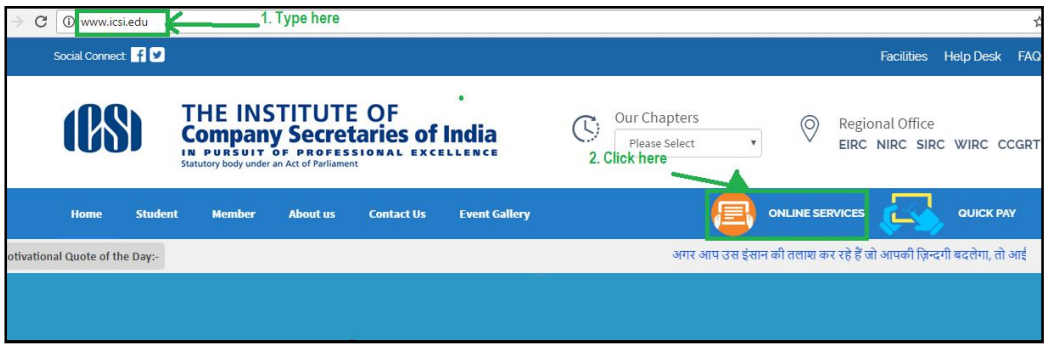
Download ID Card/Registration Letter (For "Approved" application).....15

Check Study Material Dispatch Status (Only for "Approved" application status)16

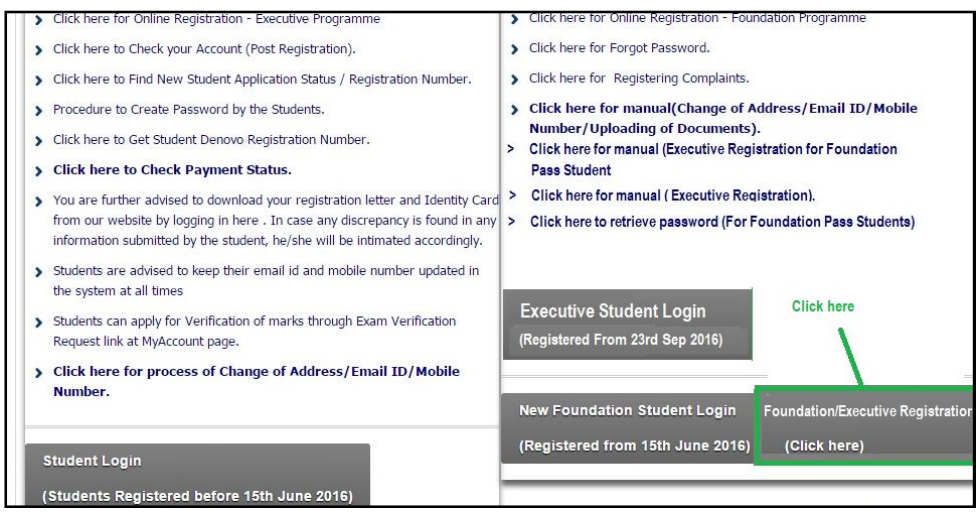
Registration in Foundation Programme

Step 1:

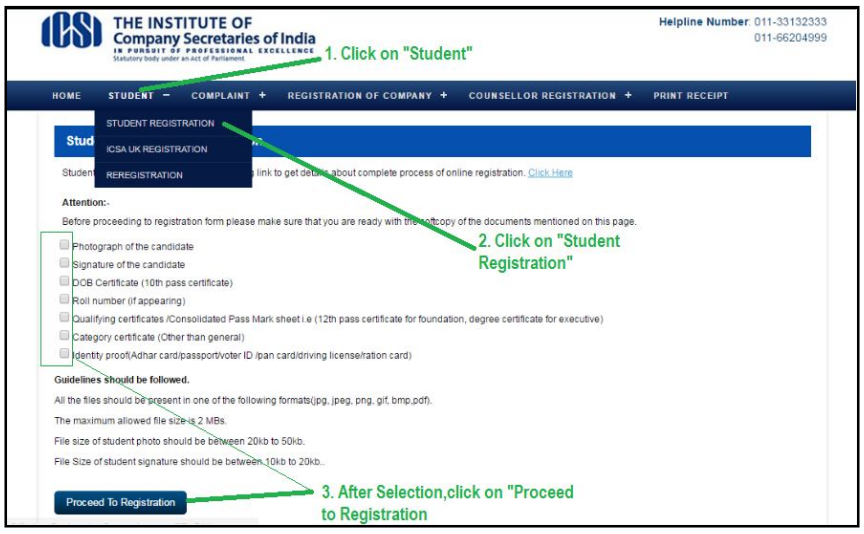
In order to Register for "Foundation Programme", type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".



Now, click on link "Foundation/Executive Registration" as per below screen.

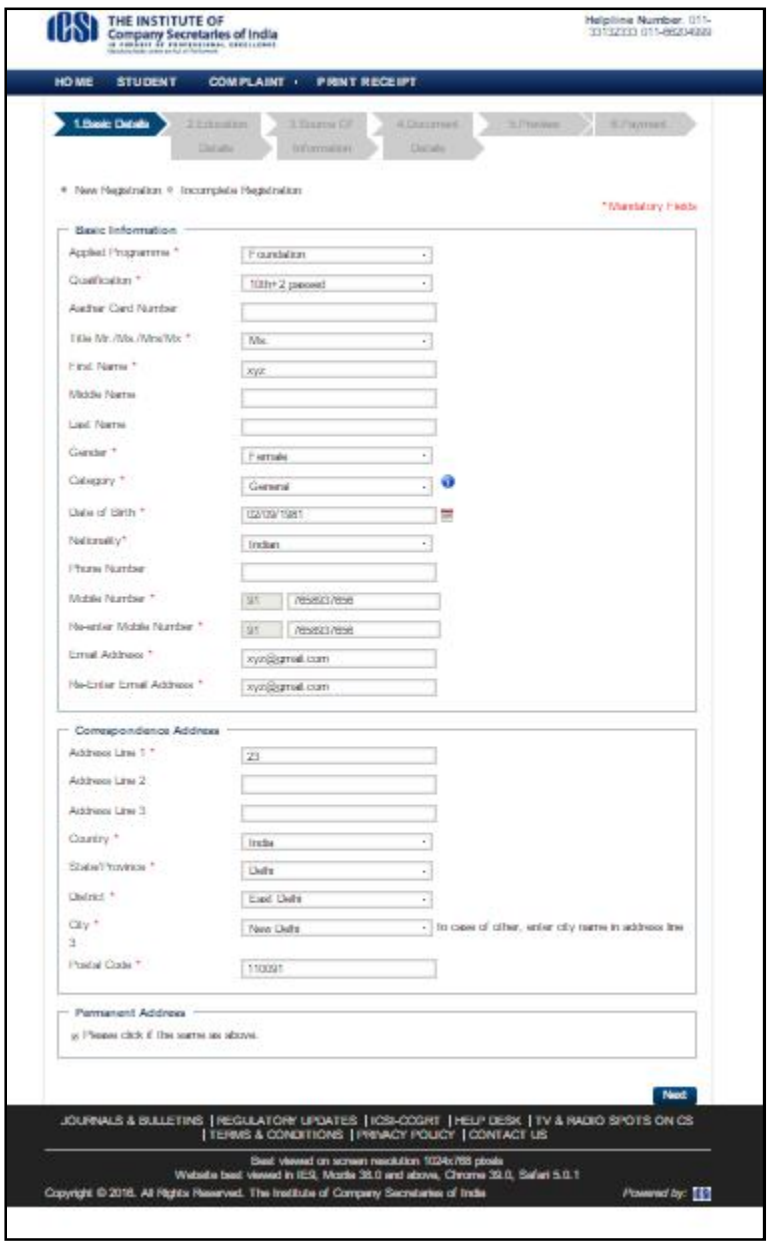


Step 2:



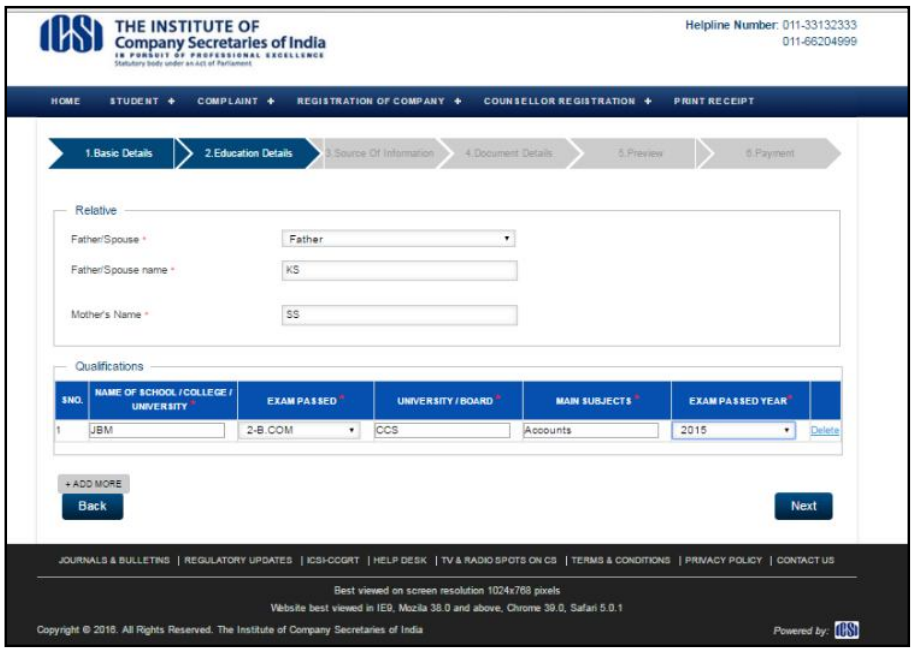
Step 3: Fill Basic Detail

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

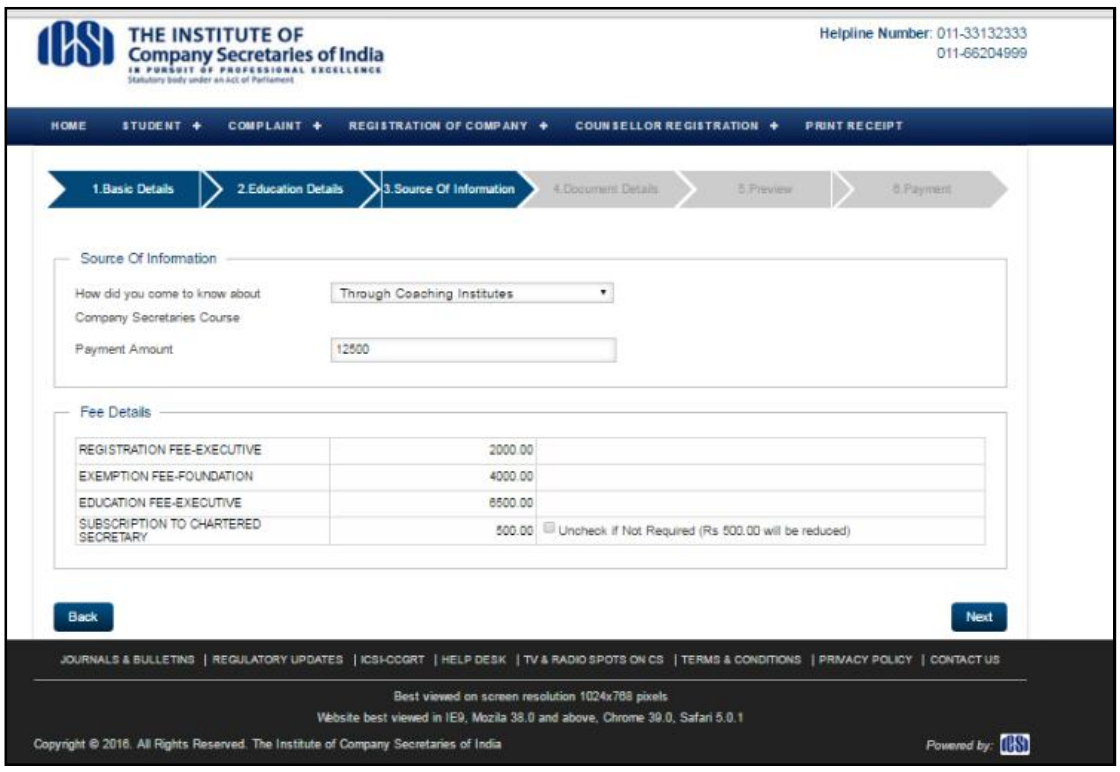


Step 4: Unique Id Generation; please note it and use in case of unsuccessful payment to pay again.

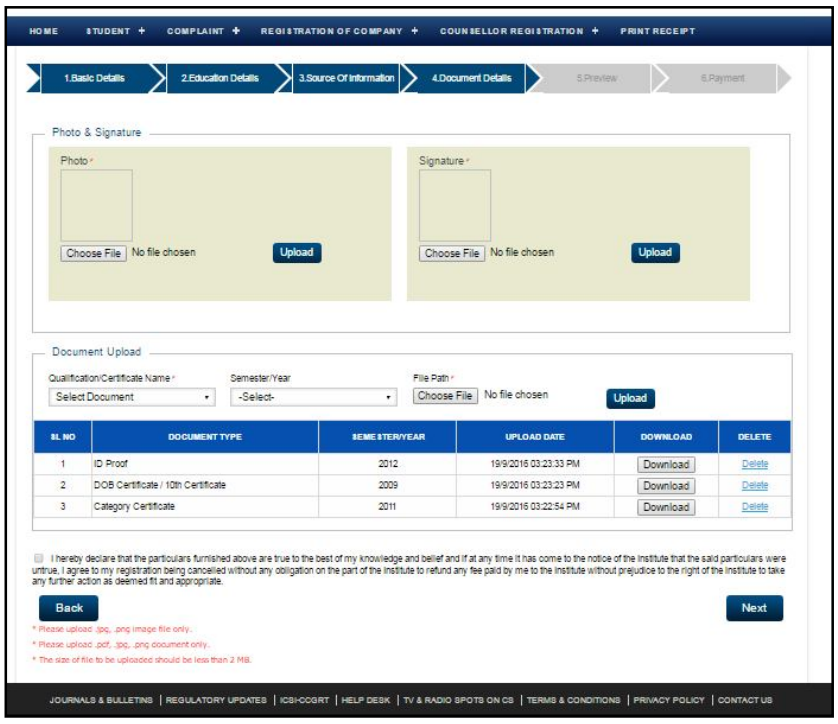
Step 5: Fill Qualification Detail



Step 6: Fee Detail & Source of Information

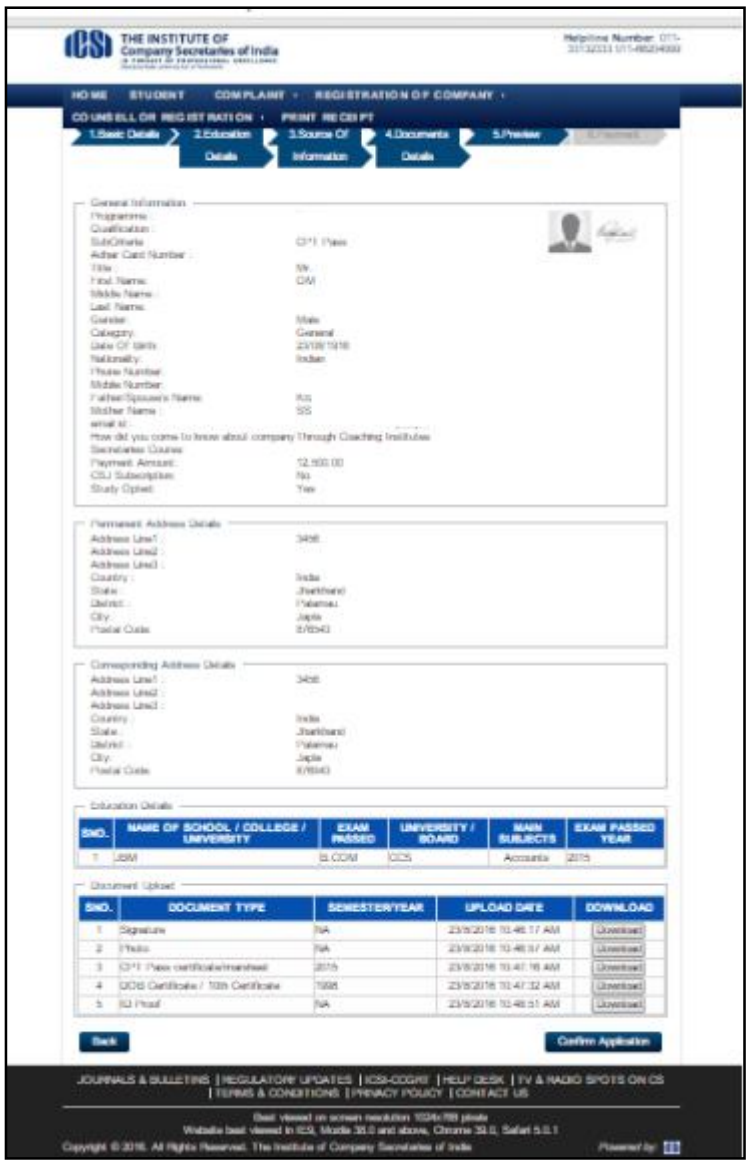


Step 7: Upload Mandatory Documents



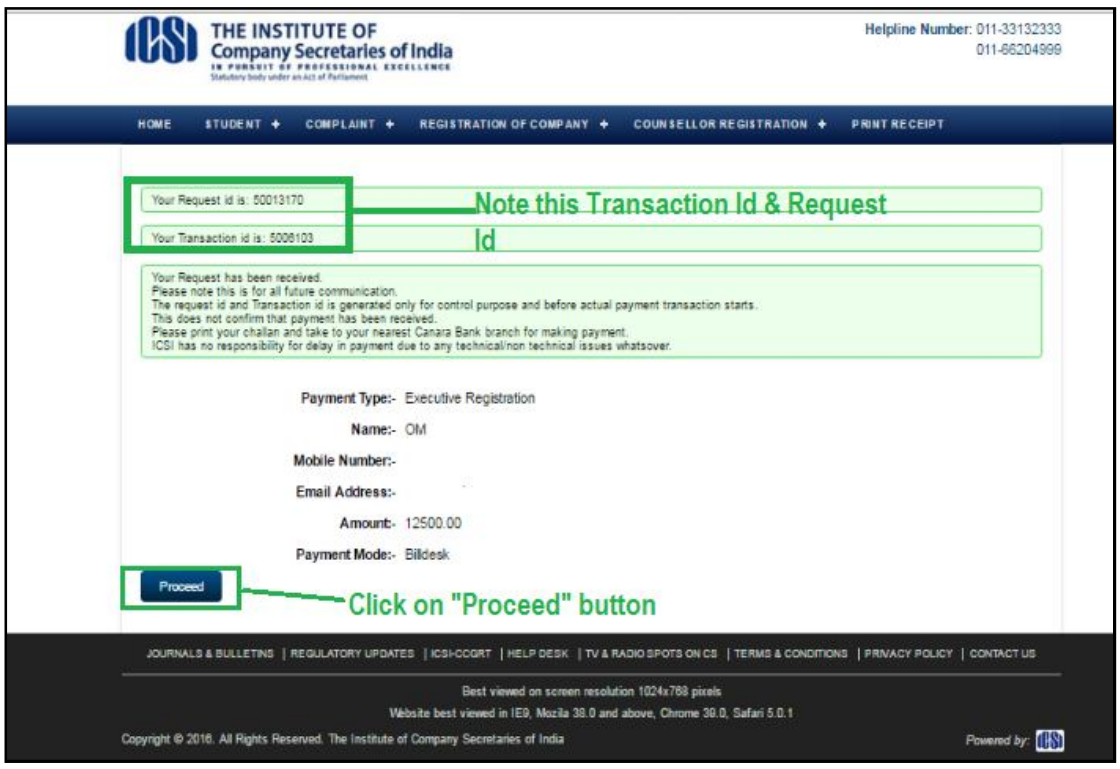
Step 8: Preview Application

Click on “Confirm Application” button after previewing



Step 9: Payment Mode Selection

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

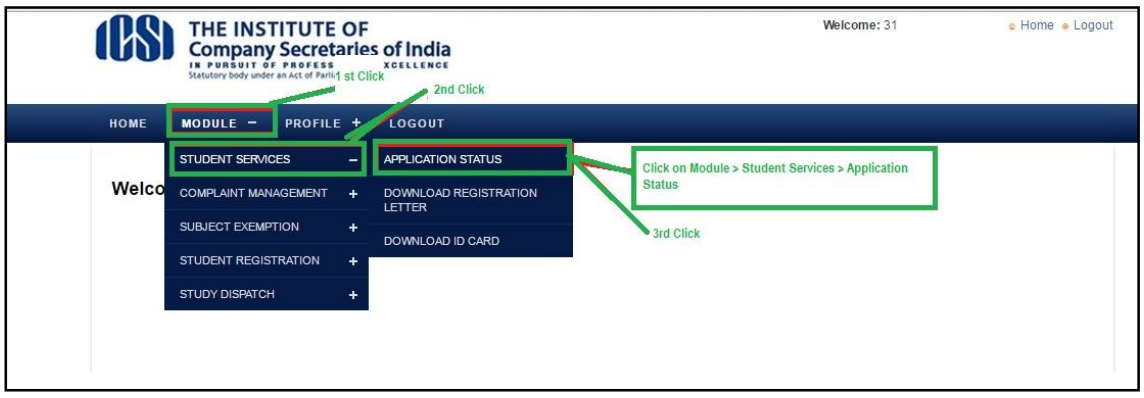


On Successful Payment, You will be registered in Foundation Programme and same will be intimated through email/sms on registered email id/mobile number. Thereafter your documents would be verified by the Institute. After verification , your application shall be approved by the Institute in case you fulfil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

Check Application Status for Foundation Programme

Step 1: Log in with valid credentials on www.icsi.edu

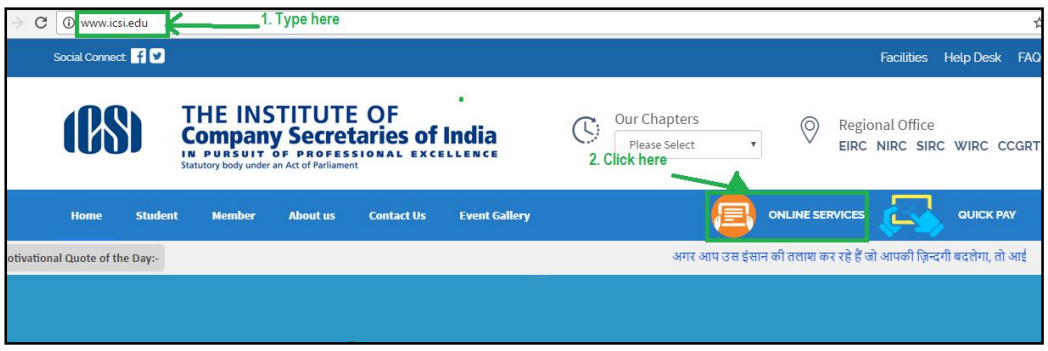
Step 2:



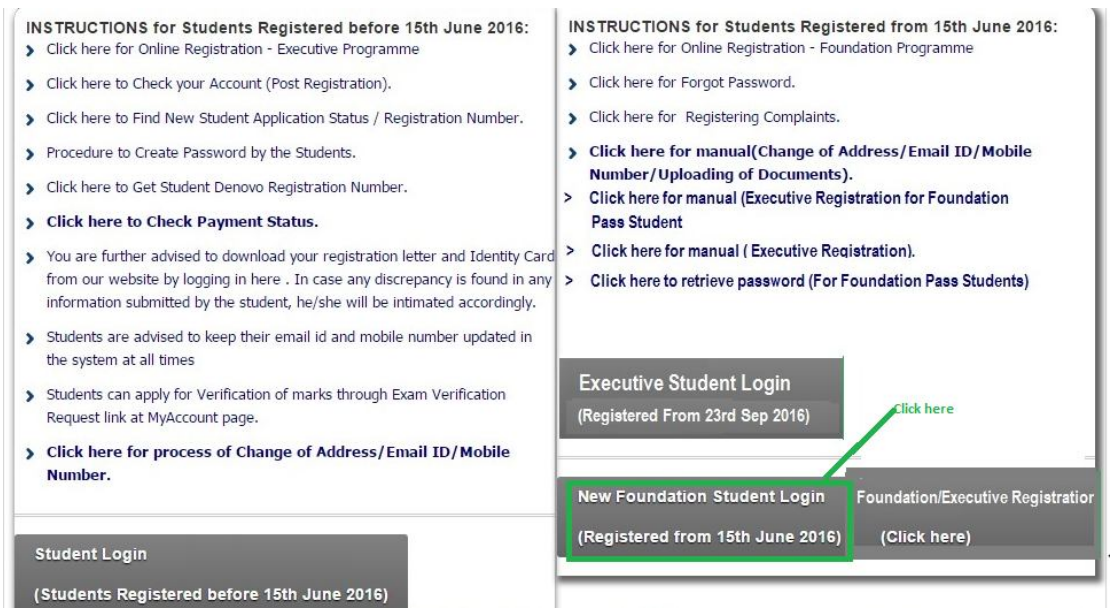
Download ID Card/Registration Letter (For "Approved" application)

Step 1:

In order to login for "Foundation Programme", type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".

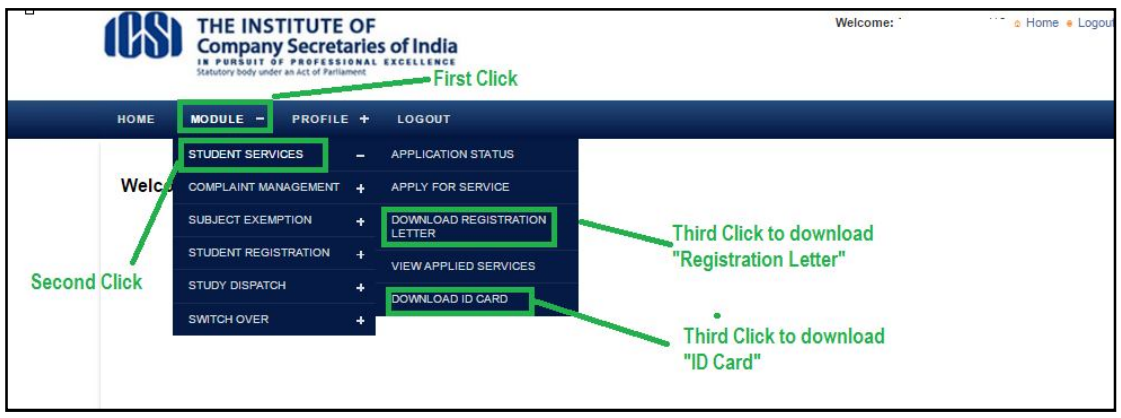


Now, click on link "New Foundation Student Login (Registered from 15th June 2016)" as per below screen.



Below Screen will appear; Use your Foundation Registration Number as "User Name"; Use password as received at the time of registration (for first time login).

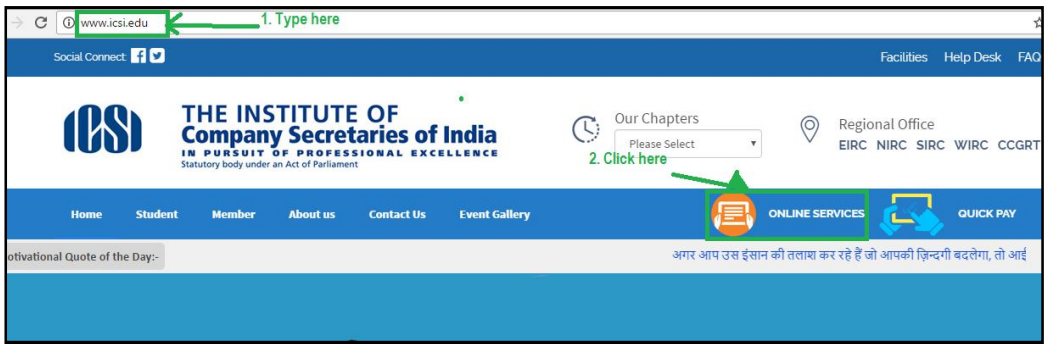
After log in , Student can download his/her own ID Card & Registration letter. Click as shown in below image:



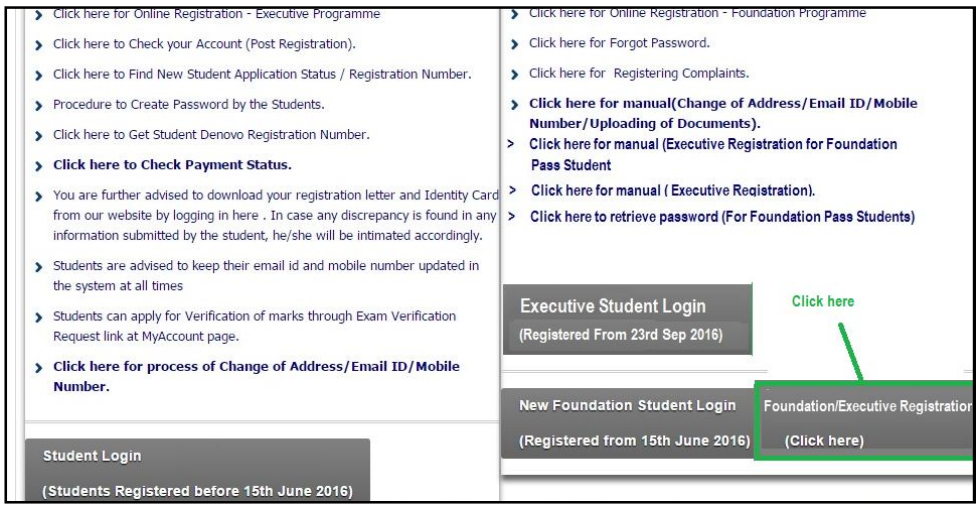
Registration in Executive Programme

Step 1:

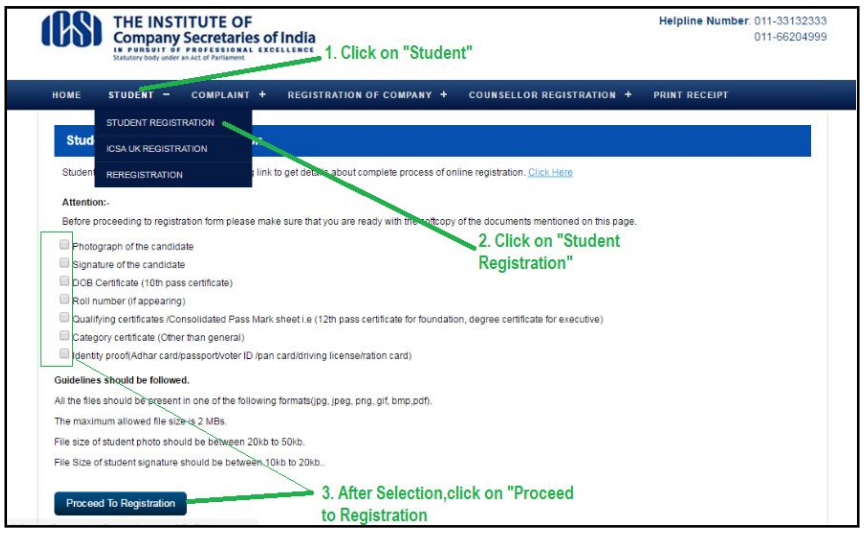
In order to Register for "Executive Programme", type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on "Online Services".



Now, click on link "Foundation/Executive Registration" as per below screen.

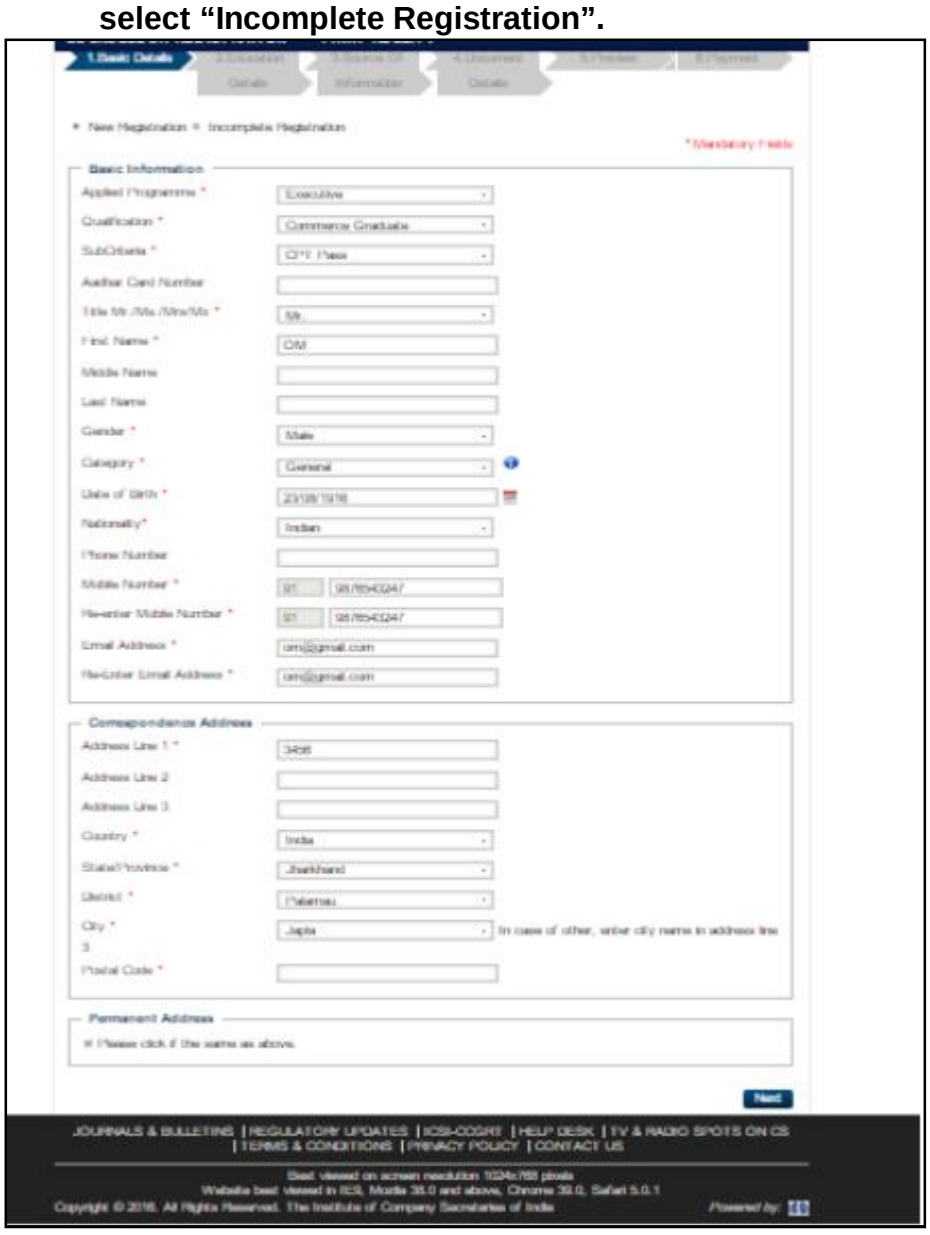


Step 2:

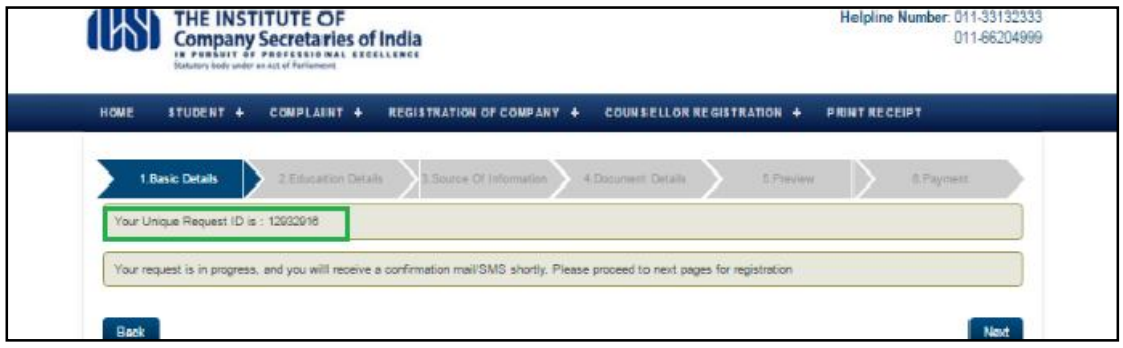


Step 3: Fill Basic Detail

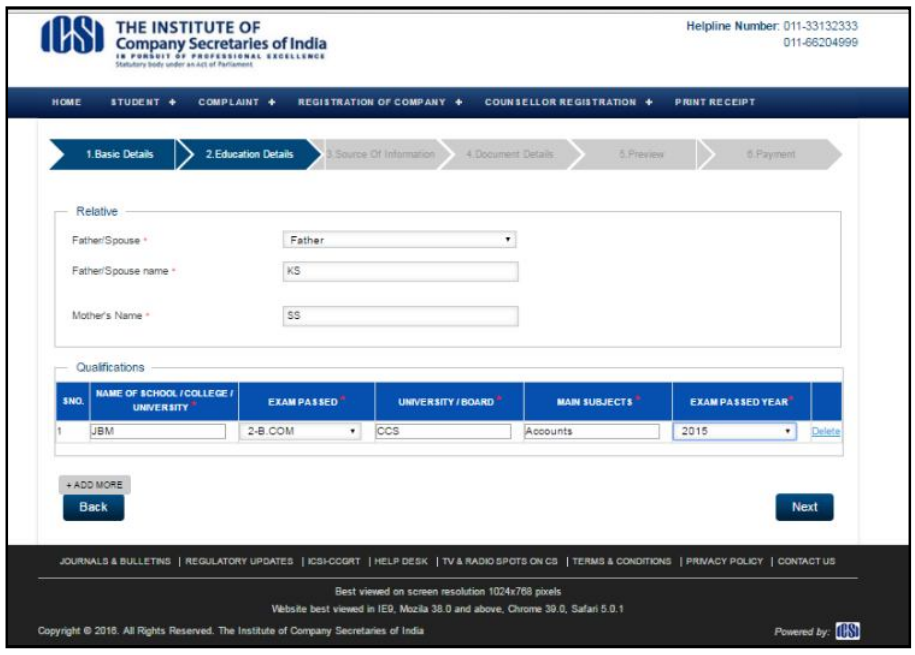
1. **Select “New Registration” for first time user.**
2. **In case, you have already filled this application however payment is pending, then select “Incomplete Registration”.**



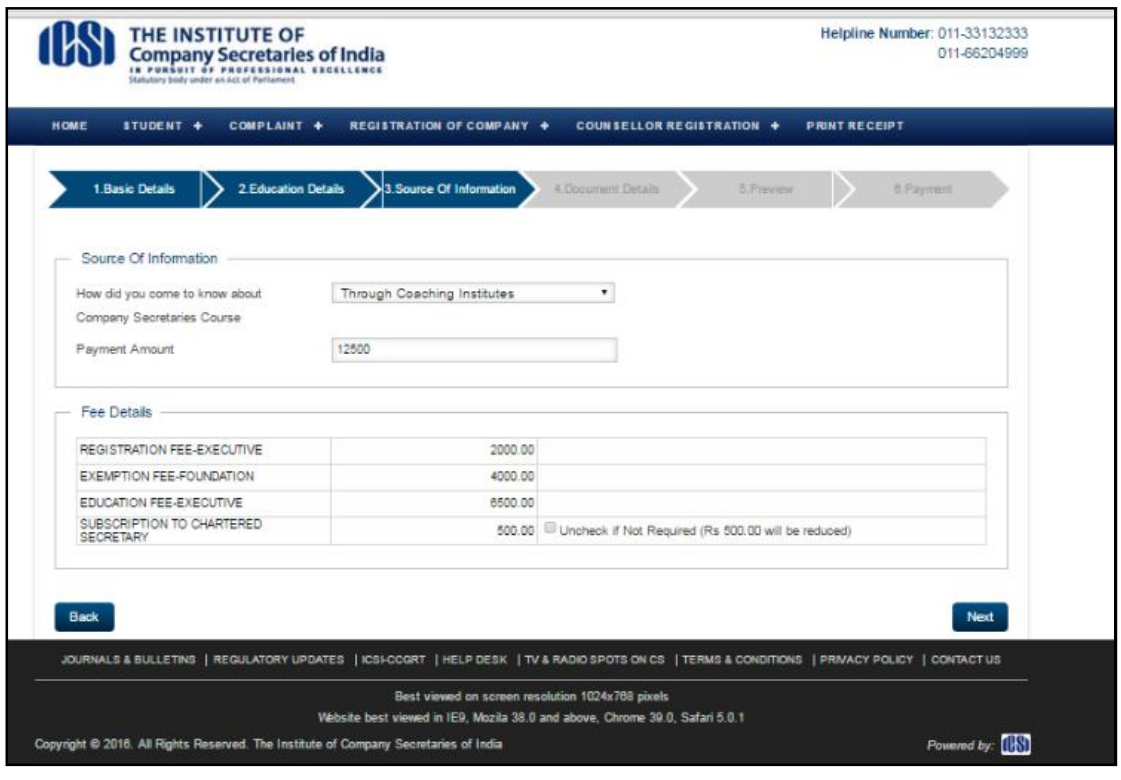
Step 4: Unique Id Generation; Please note it and use in case of unsuccessful payment to pay again.



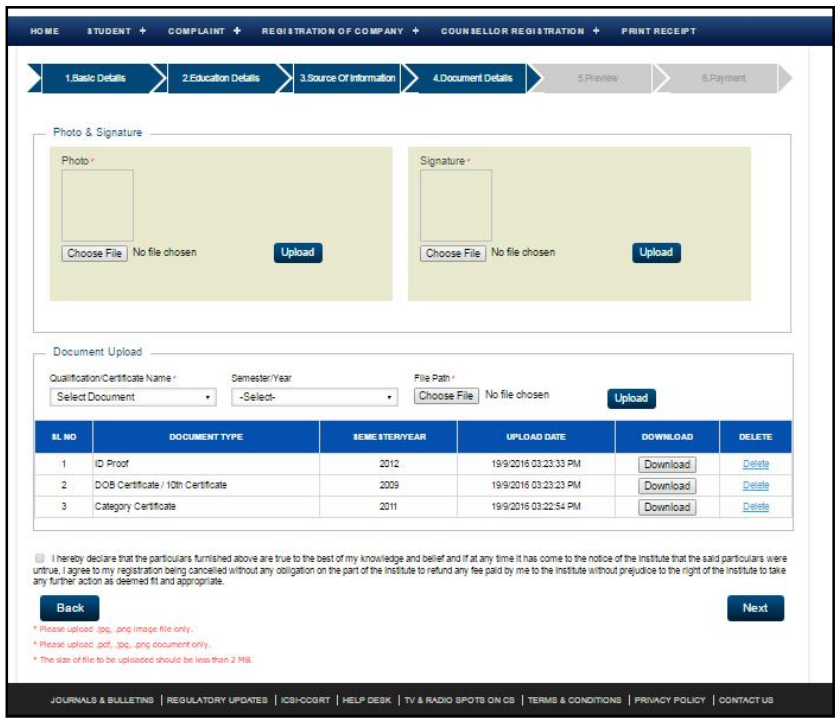
Step 5: Fill Qualification Detail



Step 6: Fee Detail & Source of Information

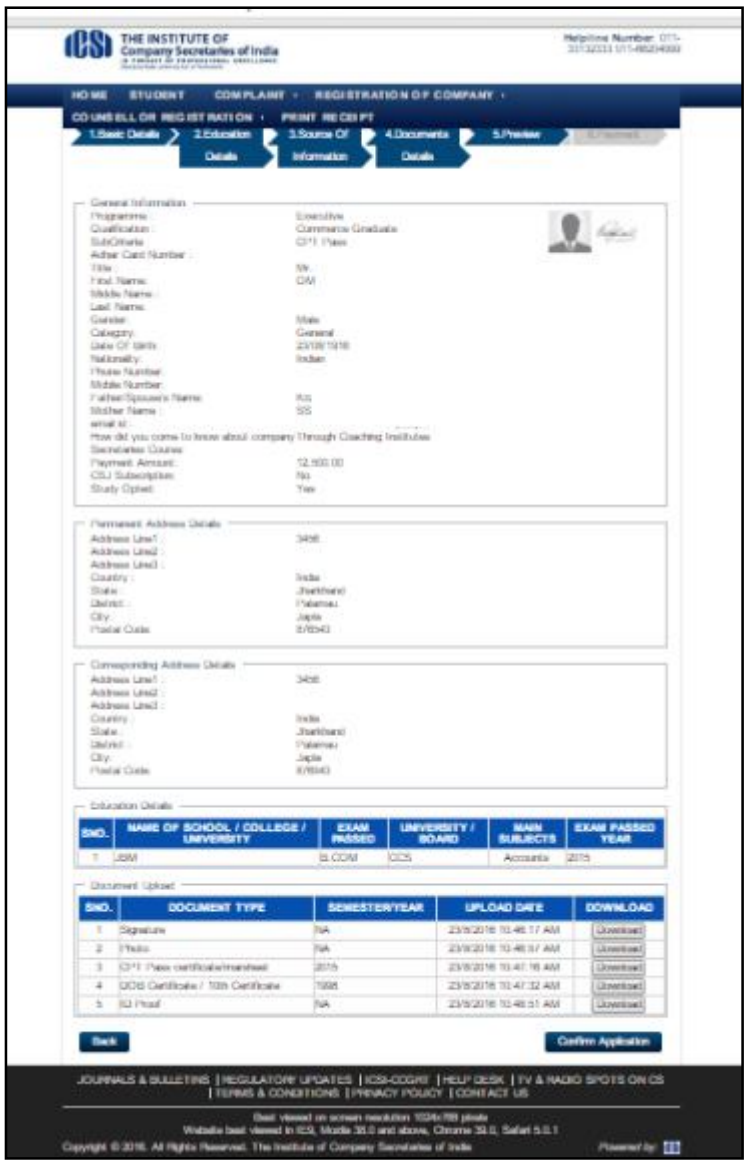


Step 7: Upload Mandatory Documents



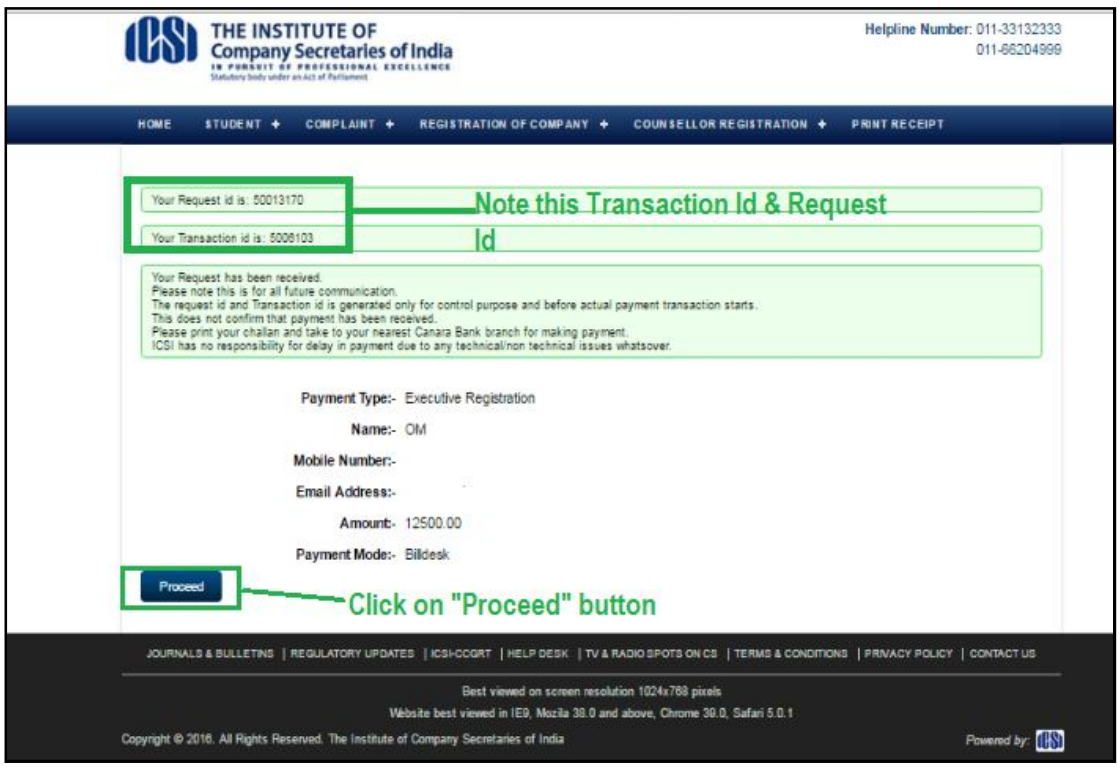
Step 8: Preview Application

Click on “Confirm Application” button after previewing



Step 9: Payment Mode Selection

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

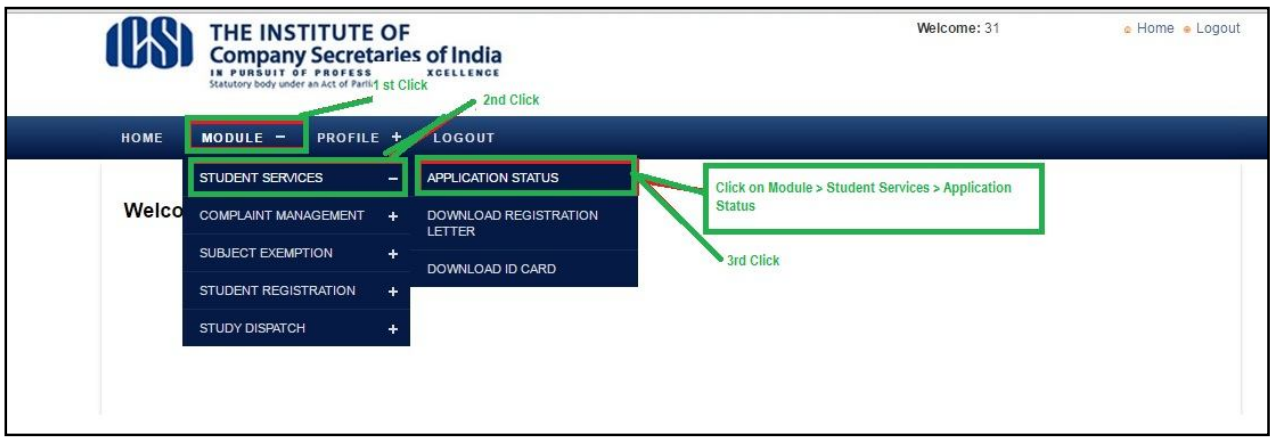


On Successful Payment, You will be registered in Executive Programme and same will be intimated through email/sms on registered email id/mobile number. Thereafter your documents would be verified by the Institute. After verification , your application shall be approved by the Institute in case you fulfil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

Check Application Status for Executive Programme

Step 1: Log in with valid credentials on www.icsi.edu

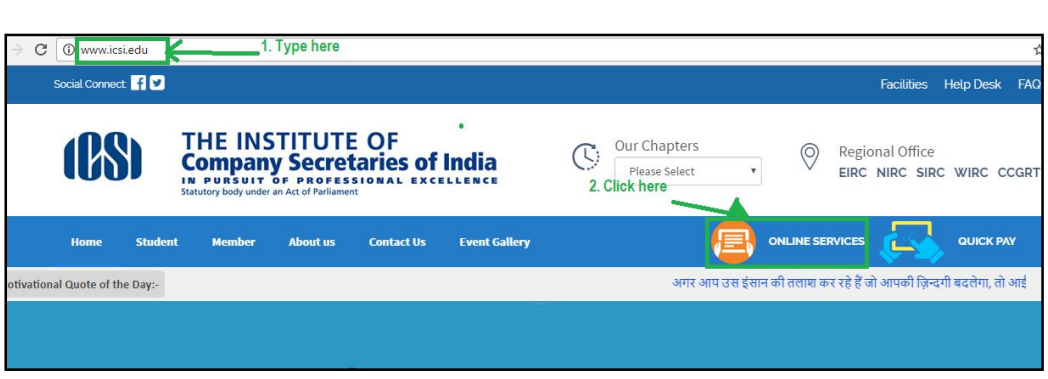
Step 2:



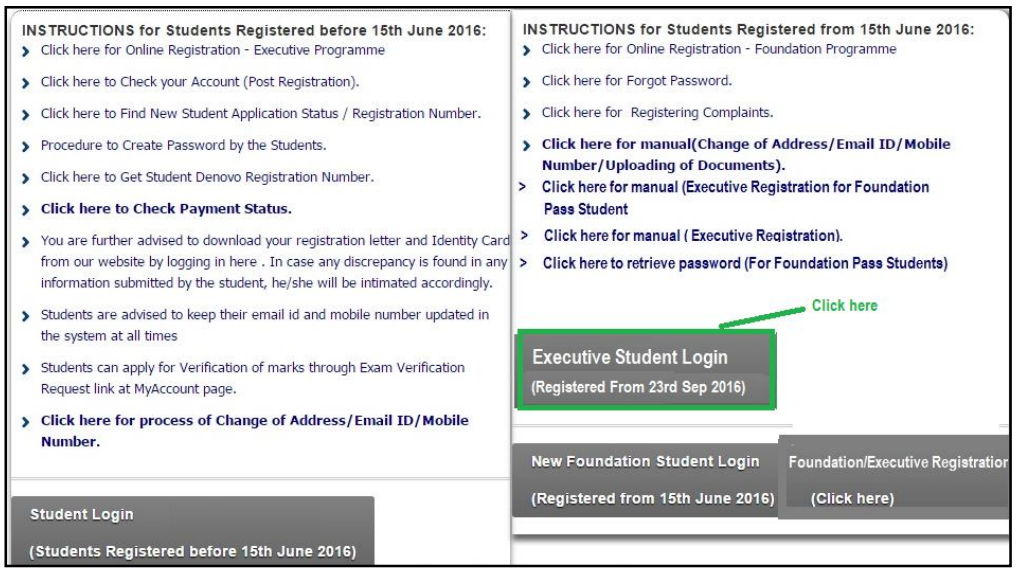
Download ID Card/Registration Letter (For "Approved" application)

Step 1:

1. **In order to login 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".**

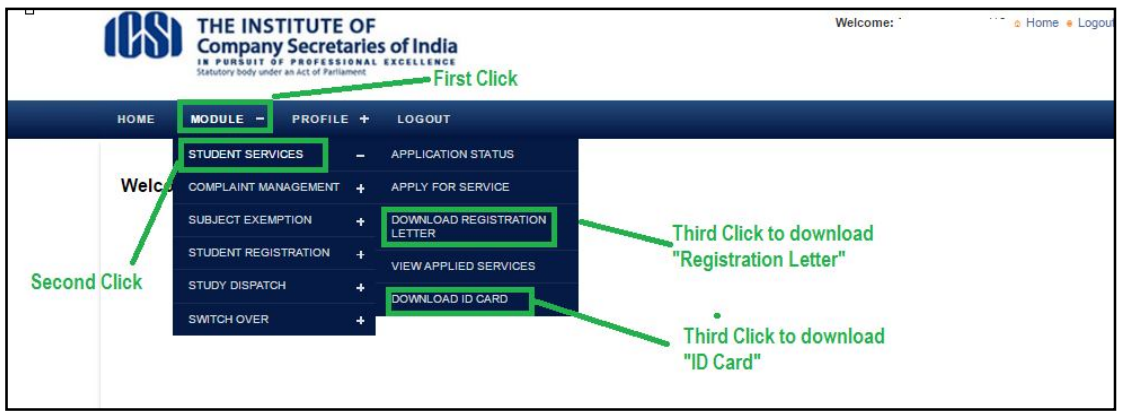


Now, click on link "Executive Student Login (Registered From 23rd Sep 2016)" as per below screen.



Below Screen will appear; Use your Executive Registration Number as "User Name"; Use password as received at the time of registration (for first time login).

After log in , Student can download his/her own ID Card & Registration letter. Click as shown in below image:

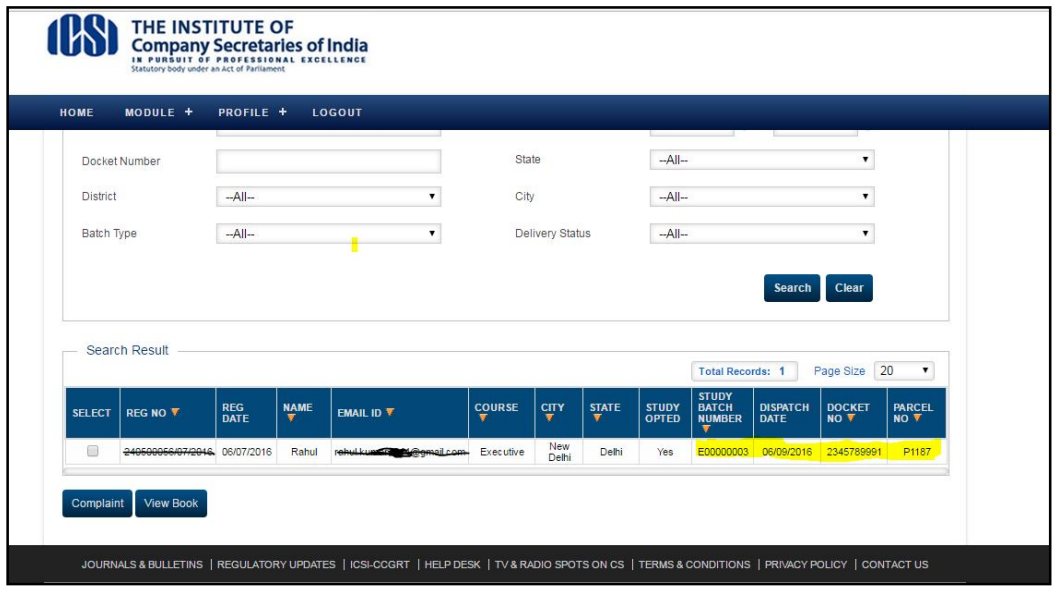


Check Study Material Dispatch Status (Only for “Approved” application status)

Step 1: Log into application with valid credentials as discussed in above process.

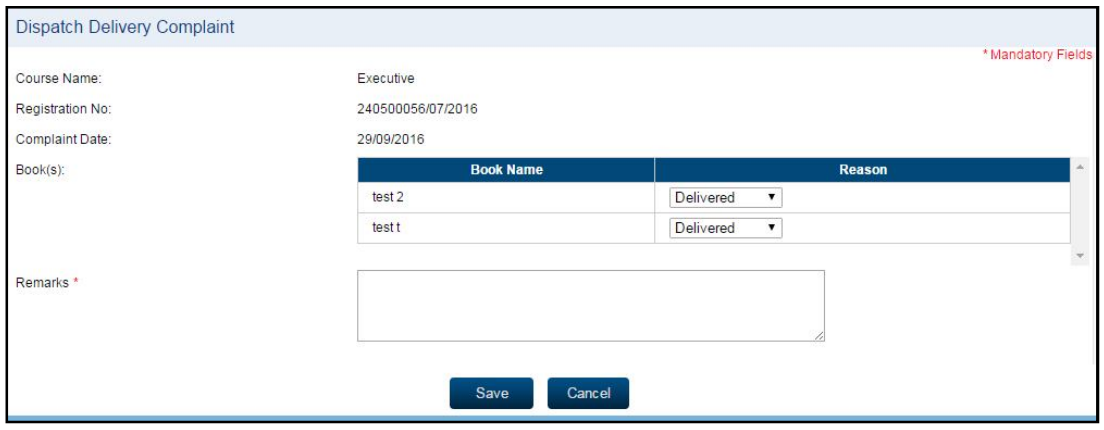
Step 2: Follow steps as shown below in image:

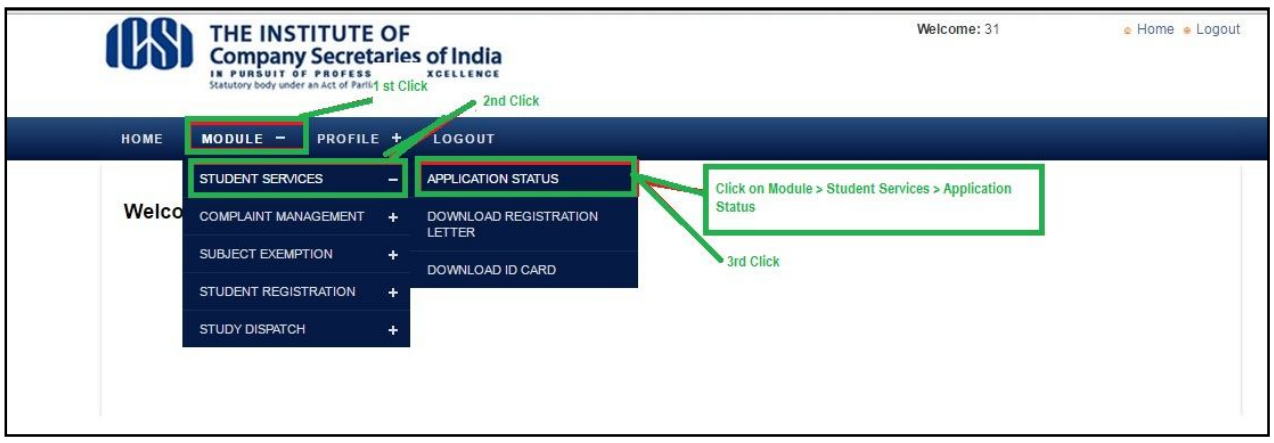
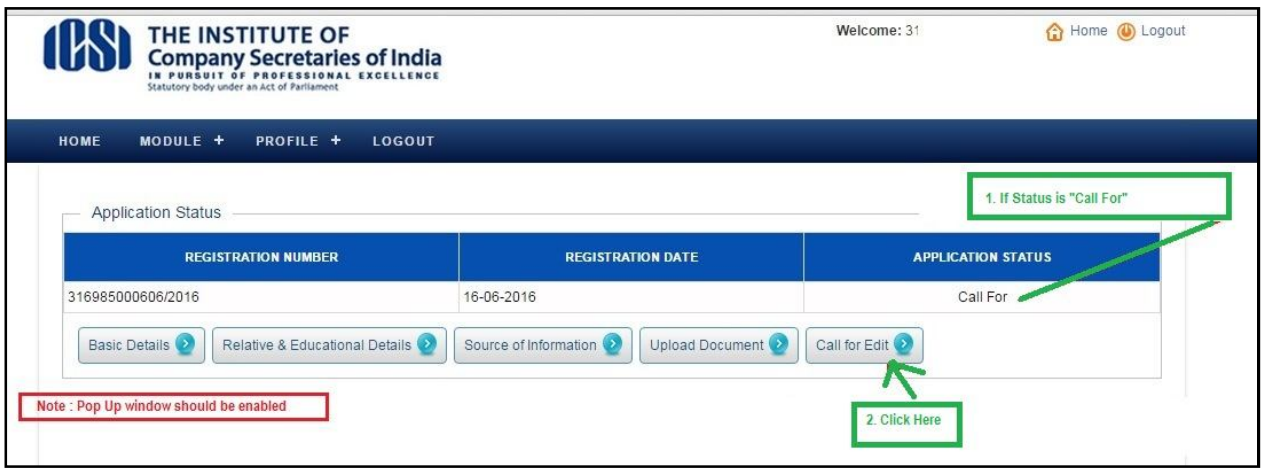
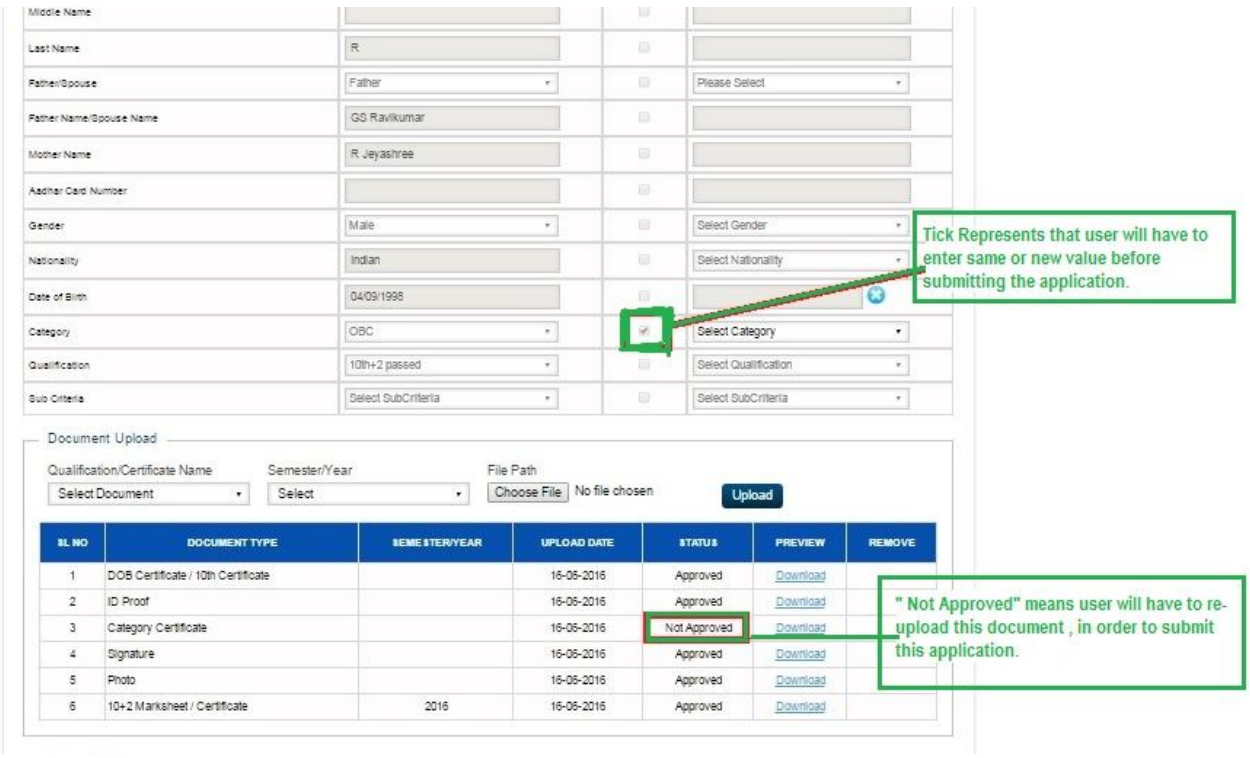
Step 3: Student can view dispatched parcel detail as in highlighted area:

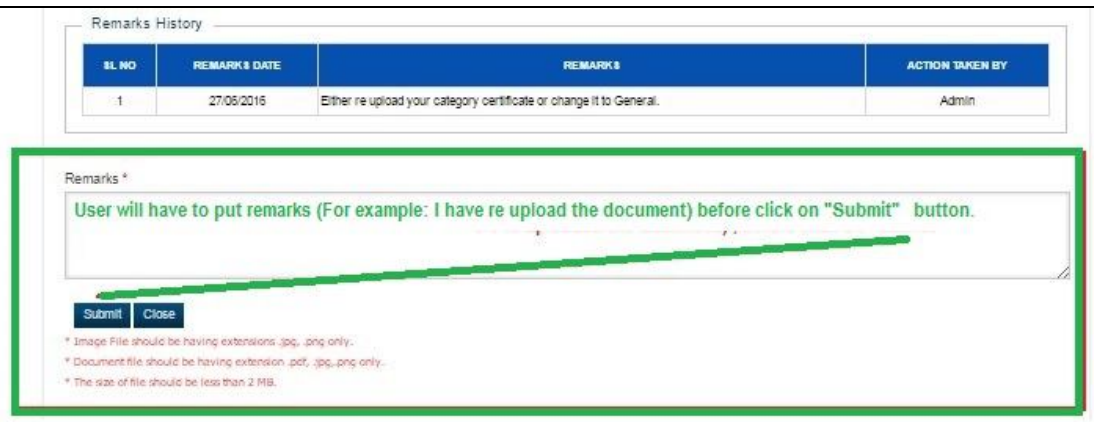


Step 4: In case student faces any problem regarding study material, he/she can raise complaint by clicking on "Complaint" button after making selection from grid

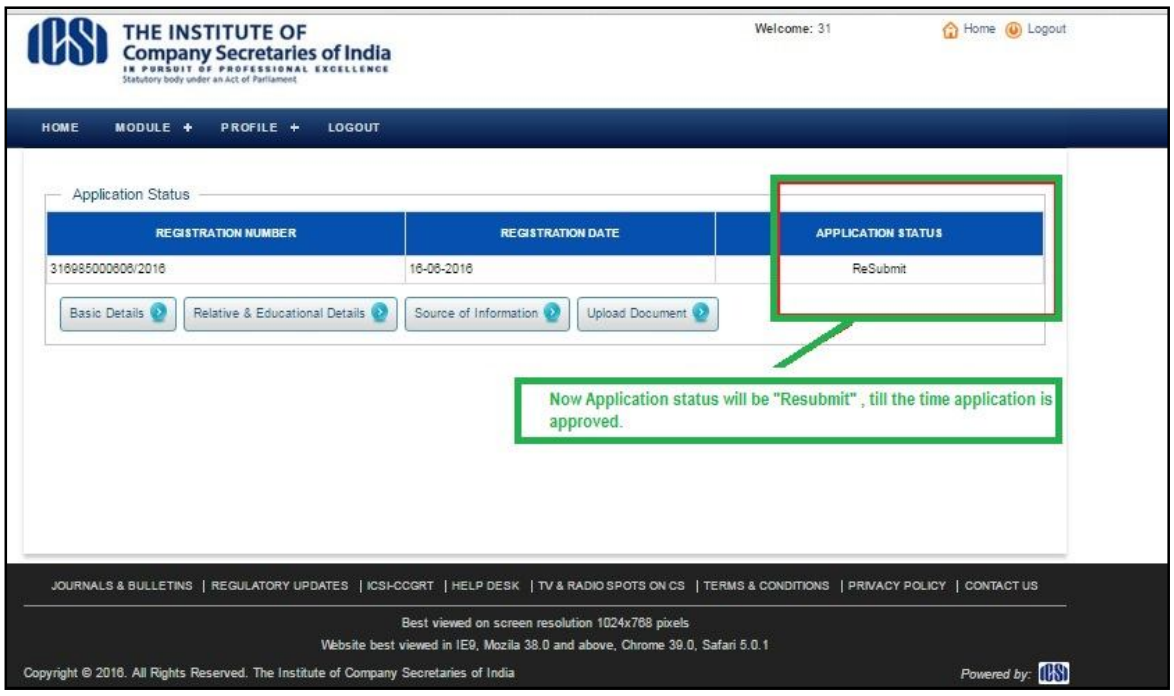
Note : Pop window of web browser should be enabled.



Q.11	**I have registered online. How to upload documents?**
A.11	**<u>Process 1: "Call for"/Edit of application/Uploading documents</u>** **Step 1: Log in with valid credentials on https://smash.icsi.in/Scripts/login.aspx** **Step 2:**  **Step 3:**  **Step 4:** 



Step 5:



Q.12	**I have registered online. When would I get my study material?**
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:** **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 15th June 2016 onwards and Students who have registered themselves in Executive stage from 23rd 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**

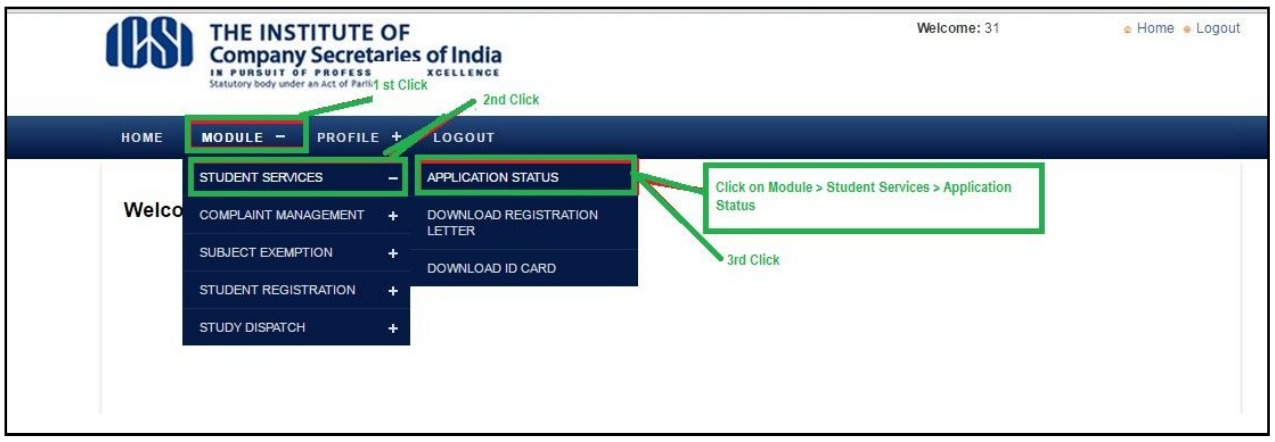
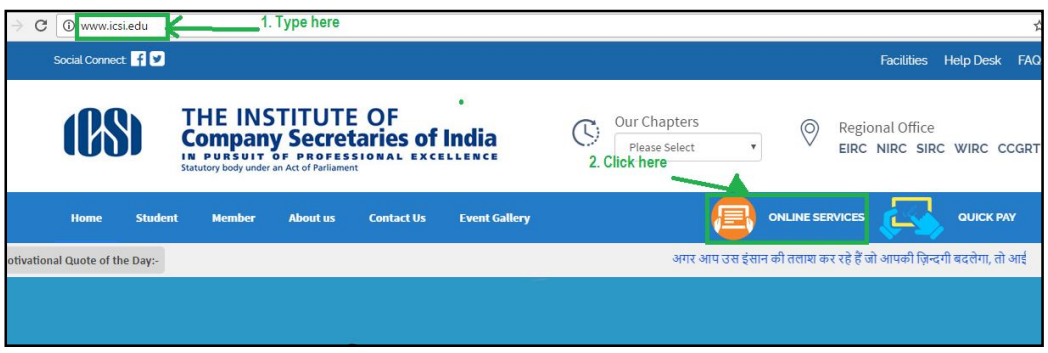
Q.19	**What fees do I need to pay to register?**
A.19	**You need to pay registration fees as follows: -** **a) Foundation Programme - Rs. 4500/-** **b) Executive Programme -** ▪ **For Commerce Graduates - Rs.9,000/-** ▪ **For Non-commerce Graduate - Rs.10,000/-** ▪ **CPT passed of ICAI & Foundation passed of ICAI-CMA - Rs.12,500/-** ▪ **CS Foundation Pass Student - Rs.8,500/-** **All fees and other dues payable 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 fees for SC/ST candidates?**
A.20	**SC/ST candidates are required to pay only 50% of the fees payable by general category candidate To avail the fees concession students are required to submit requisite certificate issued by the competent authority State/ Central Government.**
Q.21	**Is there any concession in fees for Widows and wards of the Martyrs?**
A.21	**Widows and wards of the Martyrs are required to pay only 50% of the fee applicable to general category students.**
Q.22	**Is there any concession in fees for OBC candidates?**
A.22	**No fees concession is applicable for OBC candidates.**
Q.23	**Is there any concession in fees for Physically Handicapped Students?**
A.23	**Physically Handicapped Students are eligible for concession in fees as per details given below :**

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)***

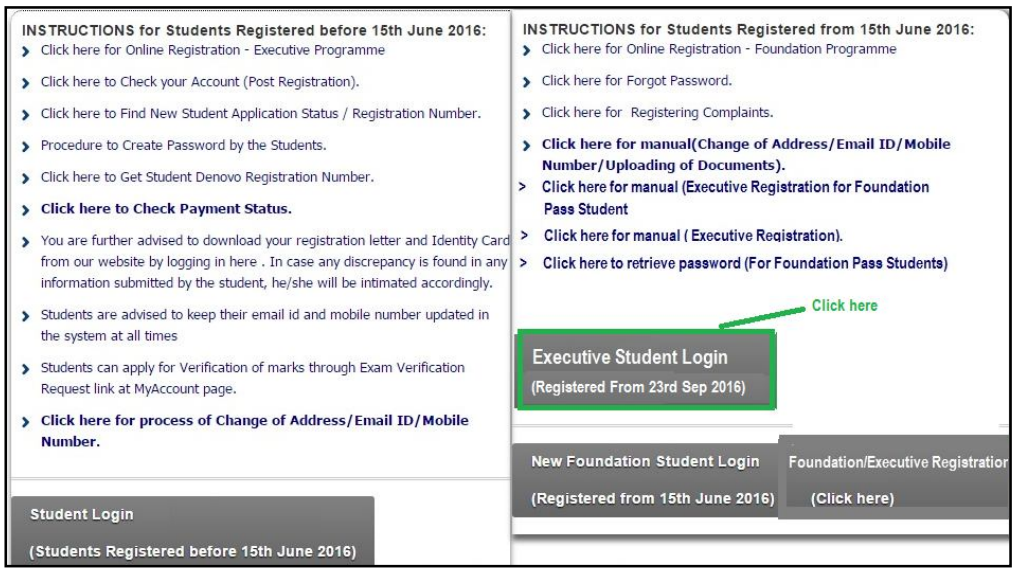
The above concession would be granted subject to the following guidelines : -

The concerned students should submit a certificate issued by a Physician / Surgeon/ Oculist working in a State/ Central Government to the effect of permanent physical disability (including blindness) as per the PWD Act.

It is clarified that all other services shall be available on full payment basis as applicable to general category students.

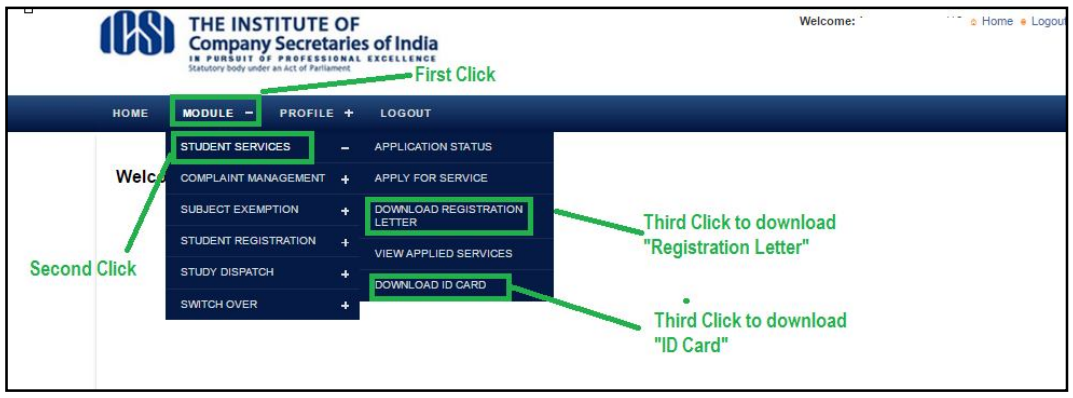
Q.24	**I have already applied for my registration. When shall I get the Registration Number?**
A.24	**Students who submit their registration form through online mode, they get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.**
Q.25	**How 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 https://smash.icsi.in/Scripts/login.aspx** **Step 2:** 
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?**
A.27	**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.**
Q.28	**I have not received my registration letter and Identity Card. Please let me know the procedure to obtain the registration letter and Identity card?**
A.28	**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**
Q.29	**What is the process of downloading registration letter/Identity card from the website?**
A.29	**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".** 

Now, click on link "Executive Student Login (Registered From 23rd Sep 2016)" as per below screen.



Below Screen will appear; Use your Foundation Registration Number as "User Name" and "Password" respectively.

After log in , Student can download his/her own ID Card & Registration letter. Click as shown in below image:



Q.30	**I have registered provisionally in Foundation/Executive stage. What are the formalities to regularize my admission?**
A.30	**Students admitted provisionally need to upload copy of their 10+2 passing certificate / mark sheet (For students admitted in Foundation stage) , graduation passing certificate / or mark sheet (For students admitted in Executive stage) within six months since their registration at their online account at www.icsi.edu otherwise their registration may be cancelled and fee gets forfeited.**
Q.31	**I took provisional admission in CS Foundation Programme but I have not been able to clear the 10+2 Examinations. Would my registration be cancelled in case I am not able to pass 10+2 within six months since my registration?**
A.31	**Yes. The admission will be cancelled and all fee remitted shall be forfeited. All such students need to apply afresh after clearing their 10+2 Examinations.**

Q.32	**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?**
A.32	**Yes. All such students need to apply afresh.**
Q.33	**I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?**
A.33	**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.)**
Q.34	**What is validity period of my registration number?**
A.34	**Registration for Foundation Programme is valid for three years, whereas registration for Executive Programme is valid for five years.**
Q.35	**Can I get the validity of my registration number renewed after expiry of the same?**
A.35	**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.**
Q.36	**What is ICSI Student Education Fund Trust ?**
A.36	**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 www.icsi.edu**
Q.37	**What is the process of applying for financial assistance under ICSI Student Education Fund Trust ?**
A.37	**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**
Q38	**What is the fee structure for taking admission in CS?**
A.38	**Please see the link given below for details of fee payable for various services :-** **https://www.icsi.edu/WebModules/Student/FeeDetails_Concession_01.04.2016.pdf**

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 https://smash.icsi.in/Scripts/login.aspx**
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)** **1. Click on Module => Student Services=> Professional Registration Request** **2. Student can view syllabus in which he/she is getting enrolled by clicking on view syllabus link** **3. Student will have to select optional subject (mandatory).** **4. Student can also opt for CSJ subscription by click on check box against CSJ label.** **5. Now click on "Proceed to payment".** **6. On Successful payment receipt will get generated generated (otherwise the payment is not successful)** **7. You are Successfully admitted in Professional Programme** **8. After submission of fees download your Professional Registration Letter & Identity card**
Q.42	**What are various cut-off dates for appearing in one / or three modules of Professional Programme examination?**
A.42	**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 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**

	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**

PART-3 : REGISTRATION DENOVO

Q.48	**When can I apply for registration De-novo (i.e. renewal of registration)?**
A.48	**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.49	**What is the validity of de-novo registration?**
A.49	**De-novo registration is valid for further period of five years.**
Q.50	**How many times I can apply for registration De-novo?**
A.50	**Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.**
Q.51	**I wish to apply for registration De-novo. Where can I get the denovo form ?**
A.51	**Physical denovo forms are not acceptable w.e.f 1ST January 2014. Students are advised to apply online through online services at** https://smash.icsi.in/Scripts/login.aspx
Q.52	**How can I pay the de-novo fees ?**
A.52	**Students can make payment of applicable fees through Challan / Bill desk/Axis Bank.**
Q.53	**How much fees I am required to pay for applying for registration De-novo ?**
A.53	**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.54	**Can I apply "on-line" for registration de-novo ?**
A.54	**Yes.**
Q.55	**How can I apply denovo of registration through online mode ?**
A.55	**Login with user ID and password (https://smash.icsi.in/Scripts/login.aspx)** **1. Click on Module > Student Services > Apply For Denovo / Extension** **2. Select service name: De novo or Extension** **3. Click on "Proceed to payment"** **4. Select Payment Mode** **5. Request ID and Transaction ID will generate on successful submission of the request.** **6. Click on Proceed** **7. For all successful payments , Payment receipt is generated otherwise the payment is not successful)** **8. Please download Identity Card** **9. In case of unsuccessful payment please resubmit your request** **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.56	**What is the last date for applying for De Novo / Extension of Registration ?**

A.56	**The following are the cut-off dates for applying for De Novo vis-à-vis the CS Examinations 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 : extension@icsi.edu**
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.f1st January 2014. Students are 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)** **1. Click on Module > Student Services > Apply For Denovo / Extension** **2. Select service name: De novo or Extension** **3. Click on "Proceed to payment"** **4. Select Payment Mode** **5. Request ID and Transaction ID will generate on successful submission of the request.** **6. Click on Proceed** **7. For all successful payments , Payment receipt is generated otherwise the payment is not successful)** **8. Please download Identity Card** **9. In case of unsuccessful payment please resubmit your request** **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.65	**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 exemption@icsi.edu** 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.66	**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.67	**Student is required to apply for exemption through online services available at** https://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. 68	**I have already been granted exemption. I have also received a confirmation letter in this connection from the Institute. Am I required to pay exemption fee per subject every time I am appearing in the examinations?**
A.68	**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.69	**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.70	**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 over--can apply for switch over to New Syllabus. A student can apply for Switch over to New Syllabus by Login to his a/c (**https://smash.icsi.in/Scripts/login.aspx**) 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%20forSwitchOver&RevertSwitchOver.pdf
Q.72	**Is there any fee for Switchover?**
A.72	**No, There is no fee for switch over to New Syllabus.**

<table>
<tr><td>Q.73</td><td>After switchover, whether the Institute will provide the new study material?</td></tr>
<tr><td>A.73</td><td>The study material of the New syllabus, if any, required by the student will have to be purchased by the student by paying the requisite cost of study material.</td></tr>
<tr><td>Q.74</td><td>What is the last date for switchover?</td></tr>
<tr><td>A.74</td><td>The switchover request has to be submitted by the students before submission of the examination enrollment form during the respective sessions.</td></tr>
<tr><td>Q.75</td><td>I have switched over to the New syllabus. May I revert to old syllabus ?</td></tr>
<tr><td>A.75</td><td>Switchover to the new syllabus is irreversible and the studentare not eligible to revert to the old syllabus under any circumstances.</td></tr>
<tr><td>Q.76</td><td>I am under the Old Syllabus of Executive Programme and would like to continue under the in Old Syllabus. What is the last session for old syllabus examination?</td></tr>
<tr><td>A.76</td><td>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].</td></tr>
<tr><td>Q.77</td><td>I want to switch over to New syllabus of Executive Programme. I want to know the details of corresponding exemptions on switchover to New Syllabus.</td></tr>
<tr><td>A.77</td><td>Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2012). On switchover to New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -
<table>
<tr><th colspan="2">EXISTING / OLD SYLLABUS</th><th colspan="2">REVISED/ NEW SYLLABUS</th></tr>
<tr><th>PAPER</th><th>CODE</th><th>PAPER</th><th>CODE</th></tr>
<tr><td>General and Commercial Laws (*)</td><td>221</td><td>See Note below(*)</td><td>323</td></tr>
<tr><td>Company Accounts</td><td>222</td><td>Cost and Management</td><td></td></tr>
<tr><td>and Cost &</td><td></td><td>Accounting</td><td>322</td></tr>
<tr><td>Management</td><td></td><td></td><td></td></tr>
<tr><td>Accounting</td><td></td><td></td><td></td></tr>
<tr><td>Tax Laws</td><td>223</td><td>Tax Laws and Practice</td><td>324</td></tr>
<tr><td>Company Law</td><td>224</td><td>Company Law</td><td>321</td></tr>
<tr><td>Economic and Labour Laws (*)</td><td>225</td><td>See Note below(*)</td><td>327</td></tr>
<tr><td>Securities Laws and Compliances</td><td>226</td><td>Capital Markets and Securities Laws</td><td>326</td></tr>
</table>
(*) Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.</td></tr>
<tr><td>Q.78</td><td>What is effective date of the New syllabus of Professional Programme?</td></tr>
<tr><td>A.78</td><td>The Professional program [New Syllabus- 2012] has been implemented with effect from 1st September 2013. The first examination under the professional programme (New Syllabus 2012] will be held in June 2014 and the last examination under the professional programme Old Syllabus will be held in June 2016. From Dec 2016 session, all students will be automatically switched over to the Professional Progarmme New Syllabus 2012</td></tr>
<tr><td>Q.79</td><td>What is the last date for seeking switchover to Professional Programme?</td></tr>
<tr><td>A.79</td><td>Student can submit request for switchover only through online services available at Institute’s website https://smash.icsi.in/Scripts/login.aspx at least 15 days before the commencement of examination.</td></tr>
<tr><td>Q.80 (a)

Q. 80</td><td>What are the corresponding Exemptions in professional programme after switchover from old syllabus to new syllabus ?</td></tr>
</table>

(b)

I am a student prior to introduction of 2007 (Old syllabus). I have registered to Professional Programme as per the Re-registration Scheme for dropout students. Am I eligible to get the exemption from Information Technology and Systems Audit paper covered under 2012(New Syllabus) as per the modified switchover scheme?

A.80

(a)

On switchoverto the New Syllabus, students of Professional Program (old syllabus) will be eligiblefor corresponding paper-wise 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 (*)

(*) All Students switching over from Professional Programme2007 (Old) Syllabus to Professional Programme2012(New) Syllabus or have already switched over from Professional Programme2007(Old) Syllabus to Professional Programme2012(New) Syllabus shall be eligible for exemption in *"Information Technology and Systems Audit"* paper under the Professional Programme2012(New) Syllabus.

A.80

(b)

Ans. (b) No. You are not eligible for the exemption in Information Technology and Systems Audit Paper covered under 2012(New) Syllabus as you have directly registered to 2012 (New) Syllabus.

PART-7 : EXAMINATION ENROLLMENT

Q.81 **How much examination fee is to be paid ?**

A.81

Course	General Category Stuents	SC/ST Students (50% Concession)	Physically Handicapped Students (75% Concession)
Foundation Programme	Rs 1200/- lumpsum	Rs 600/- Lumpsum	Rs 300/- lumpsum
Executive Programme	Rs 1200/- Per Module	Rs 600/- per Module	Rs300/- per Module
Professional Programme	Rs 1200/- per Module	Rs 600/- per Module	Rs 300/- per Module

For appearing from overseas Dubai Centre : Surcharge of US $ 100 (or its equivalent to Indian currency) in addition to the applicable examination fees.

Q.82 **What is the mode of payment of exam fees ?**

<table>
<tr><td>A.82</td><td>The fees may be remitted only through online payment gateway as available at Institute’s website www.icsi.edu by way of Credit Card/ Debit Card/ Netbanking / Bank Challan (Canara Bank), etc.</td></tr>
<tr><td>Q.83</td><td>When the examination enrollment starts and what is the last date of submission of examination forms for June & December Sessions of Examinations?</td></tr>
<tr><td>A.83</td><td>The Examination Forms for June & December Sessions can be filled as per the following last dates : -

<table><tr><td>Session</td><td>Without late fees</td><td>With late fees of Rs.250/-</td></tr><tr><td>June Examinations</td><td>25th March</td><td>9th April</td></tr><tr><td>December Examinations</td><td>25th September</td><td>10th October</td></tr></table>
While the Examination Enrollment starts from 25th February for June Session, the examination enrollment for December Session starts on 25th September every year.</td></tr>
<tr><td>Q.84</td><td>I wish to fill up the examination form. From where can I get the Examination Form ?</td></tr>
<tr><td>A.84</td><td>Examination application can be filled up only through online services available at Institute’s website www.icsi.edu</td></tr>
<tr><td>Q.85</td><td>How can I fill examination form through Online?</td></tr>
<tr><td>A.85</td><td>You have require to Institute’s website www.icsi.edu Click Login portal after that Login (through Registration No.) & Password -----click My accounts --- Examination enrolment.</td></tr>
<tr><td>Q.86</td><td>I have already submitted my examination from. Now I wish to change my centre. How can I do so?</td></tr>
<tr><td>A.86</td><td>Student can submit the change request only through online services available at Institute’s website www.icsi.eduat least 15 days before the commencement of examination of Institute. Payment of applicable fee is to be made through payment gateway.

Please note that change of exam center within the same city is not permissible.</td></tr>
<tr><td>Q.87</td><td>I have already submitted my examination form. Now I wish to change my Medium /Module. How can I do so?</td></tr>
<tr><td>A.87</td><td>Student can submit the change request only through online services available at Institute’s website www.icsi.edu at least 15 days before the commencement of examination of Institute. Payment of applicable fee is to be made through payment gateway.</td></tr>
<tr><td>Q.88</td><td>I have already submitted my examination form. How will I get my Admit Card (i.e. Roll No.) ?</td></tr>
<tr><td>A.88</td><td>Admit Card (i.e. Roll No.) can be downloaded from the Institute’s website www.icsi.edu before 10-12 days of commencement of Institute’s examinations.</td></tr>
<tr><td>Q.89</td><td>I have already passed examination. How will I get my mark sheet?</td></tr>
<tr><td>A.89</td><td>Mark sheet can be downloaded from Institute’s website www.icsi.edu. Effective from June, 2011 session, hard copy of mark sheets is issued to only such students who have passed Professional Programme. Hard copy of the mark sheet is NOT issued to Foundation / Executive passed students.</td></tr>
<tr><td>Q. 90</td><td>I have already passed examination. How will I get my Pass Certificate?</td></tr>
<tr><td>A.90</td><td>Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all four modules of Professional Programme).</td></tr>
</table>

	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 www.icsi.edu**
Q.92	**I had received my Pass Certificate. But I have lost it. How can I get the duplicate 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 enroll@icsi.edu**
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 ofFinal Course/ProfessionalProgramme 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:-**

ANNEXURE-A

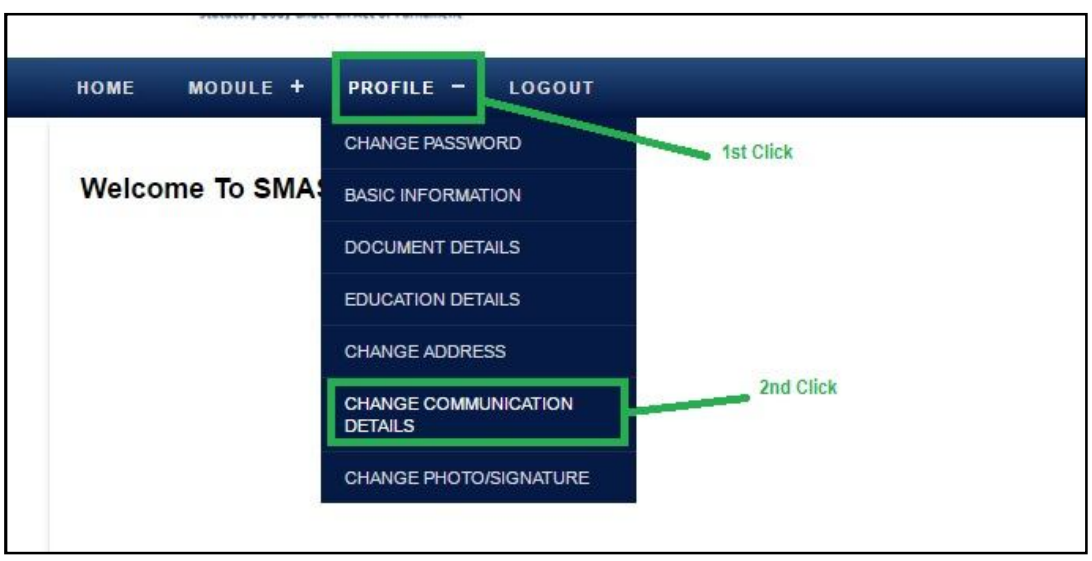
Subject under the existing Syllabus 2012	***Subject /1971 syllabus on which correspondi ng exemption shall be given.***	***Subject /1980 syllabus on which corresponding exemption shall be given.***	***Subject /1986 syllabus on which corresponding exemption shall be given.***	***Subject /1993 syllabus on which corresponding exemption shall be given.***	***Subject /2001 syllabus on which corresponding exemption shall be given.***	***Subject /2007 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 Companies Act, 2013 the corresponding exemption shall not be available in this paper.*

Q.101	**How the students will seek registration?**
A.101	**Students will fill up the prescribed registration form from the following link of the Institute's website and the send the same to the Institute alongwith the requisite documents& fee. Development of Online facility is also being explored which will be introduced subsequently.https://www.icsi.edu/docs/Webmodules/REREGISTRATION.pdf**
Q.102	**What is the registration fee and what will be the mode of payment ?**
A.102	**The registration fee is Rs.12000/- which is equivalent to the fee applicable for registration to the Professional Programme Stage. The fee has to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida.**
Q.103	**What will be the validity period of Re-registration and what if the students are not able to complete the Professional Programme Stage within the validity period?**
A.103	**The registration will be valid for five years and such students will have to seek Registration Denovo after the said period.**

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	**To,** **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 : archana.sethi@icsi.edu** **Tel. No. : 0120-4522072**

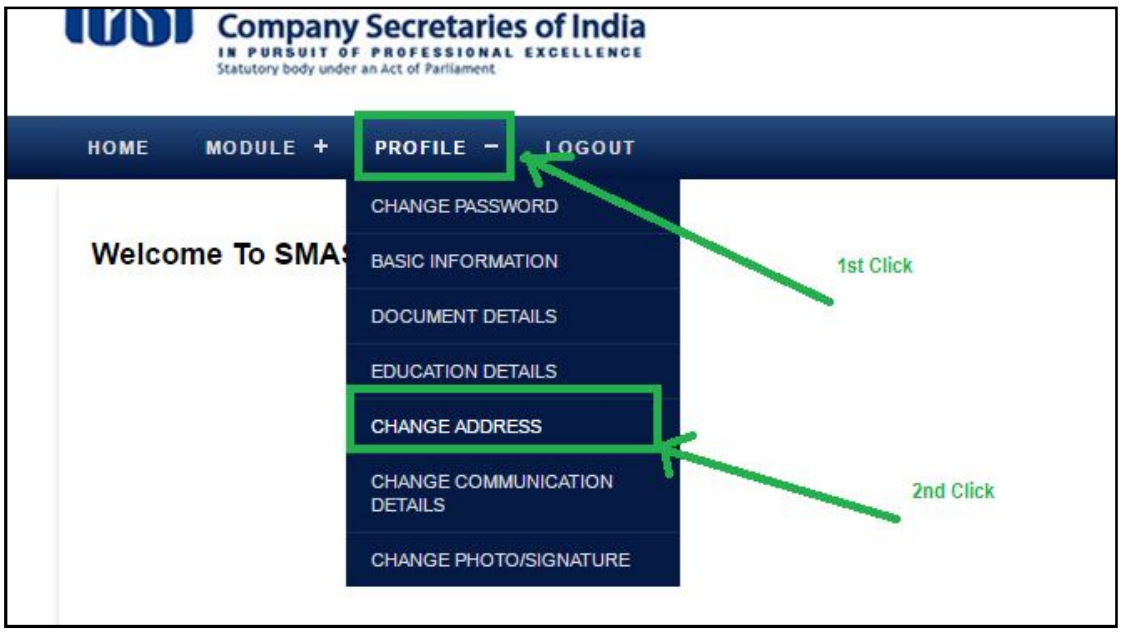
PART-10 : MISCELLANEOUS QUERIES

Q.107	**I have recently shifted my residence. How can I apply for change of address in Institute's record?**
A.107	**Students can change/update their address, mobile number & e-mail id themselves. Please follow the steps given below for updation of your address, mobile number & e-mail id.** **1) Visit on Institute's website www.icsi.edu** **2) Click on ON-LINE SERVICES (top right side of your screen)** **3) Click on Student Login** **4) Type your registration number in Username** **5) Type your password.** **6) Go to option /Student /My Account /Request /Change of Address** **However students registered from 15th June 2016 onwards in Foundation stage and students registered from 23rd September 2016 onwards in Executive stage are required to follow the process given below for updation of your address, mobile number & e-mail id.** **Change Mobile Number and Email address** **Step 1:** 

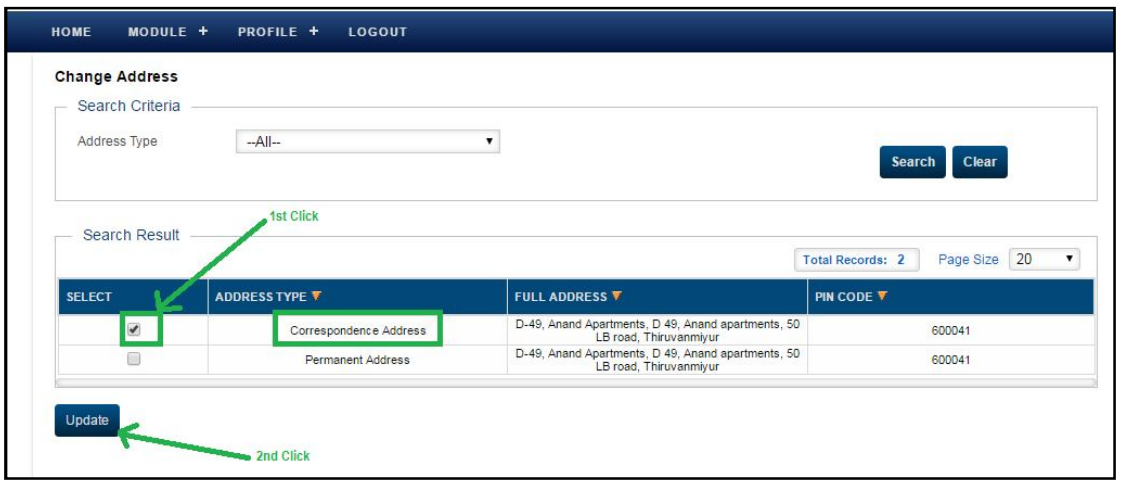
Step 2:

Process 3: Process to change correspondence /permanent address

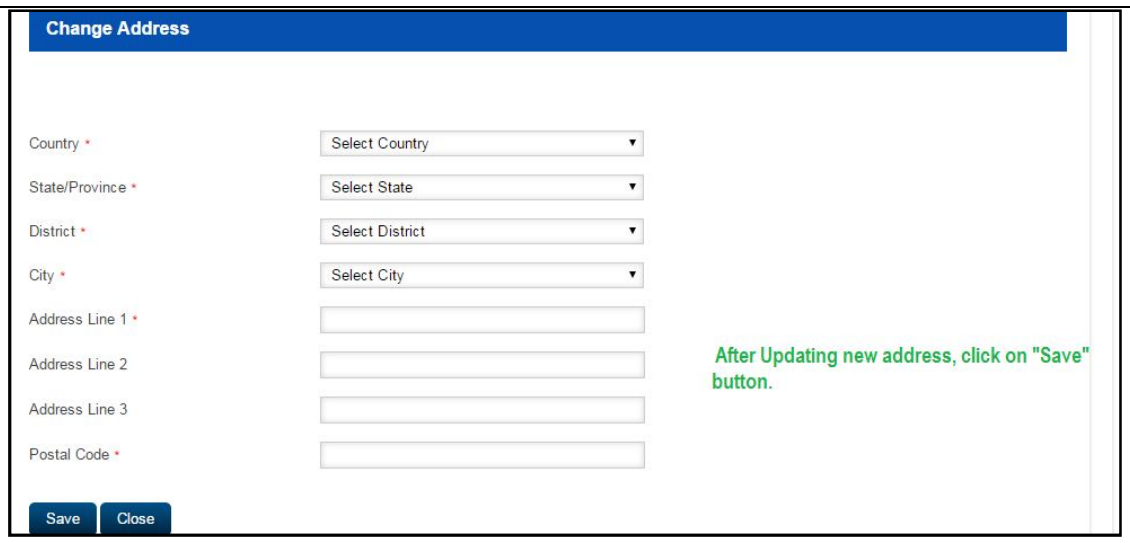
Step 1: After Log in



Step 2: To change Correspondence address



Step 3:



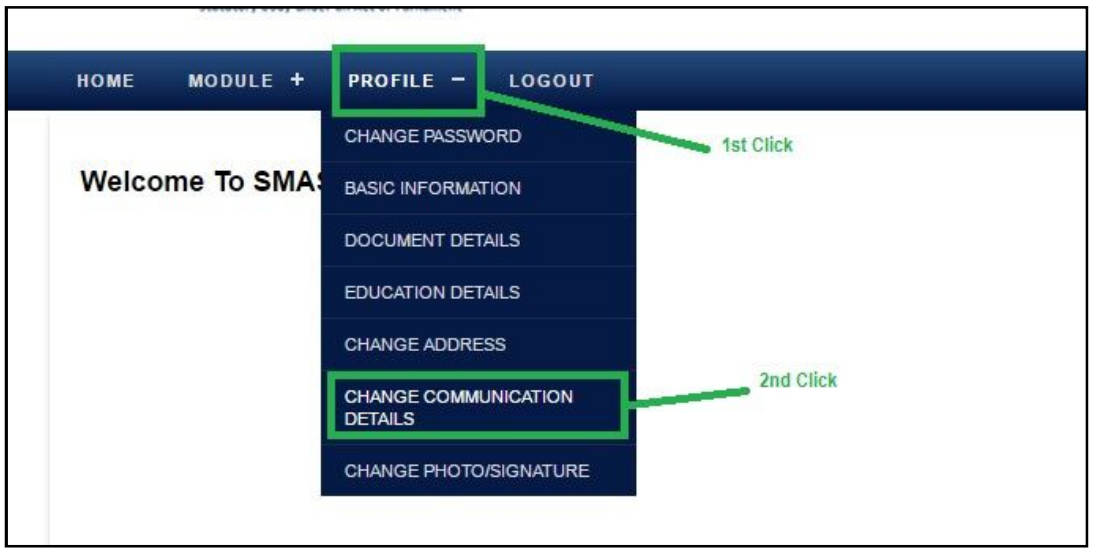
Note: Same process will be for changing permanent address.

Q.108	**I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do?**
A.108	**Students can change/update their address, mobile number & e-mail id themselves. Please follow the steps given below for updation of your address, mobile number & e-mail id.**

1) Visit on Institute's website www.icsi.edu
2) Click on ON-LINE SERVICES (top right side of your screen)
3) Click on Student Login
4) Type your registration number in Username
5) Type your password.
6) Go to option /Student /My Account /Request /Change of Address

However students registered from 15th June 2016 onwards in Foundation stage and students registered from 23rd September 2016 onwards in Executive stage are required to follow the process given below for updation of your address, mobile number & e-mail id.

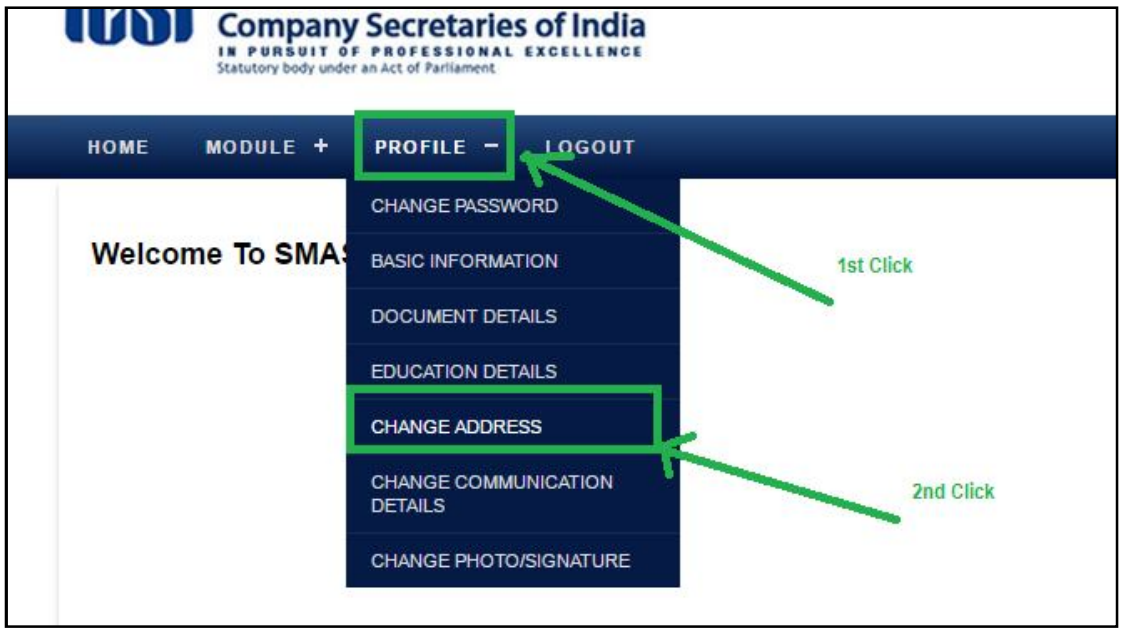
Change Mobile Number and Email address
Step 1:



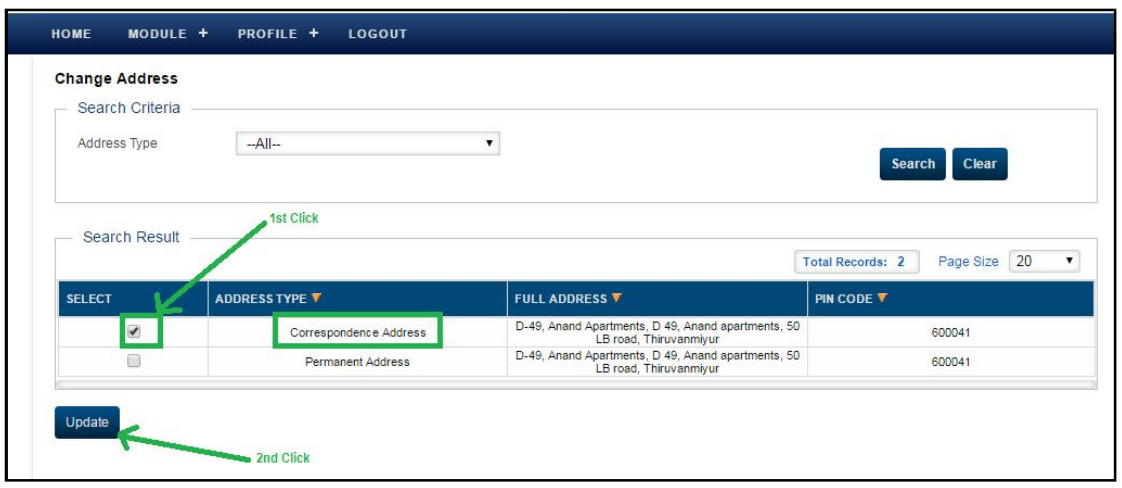
Step 2:

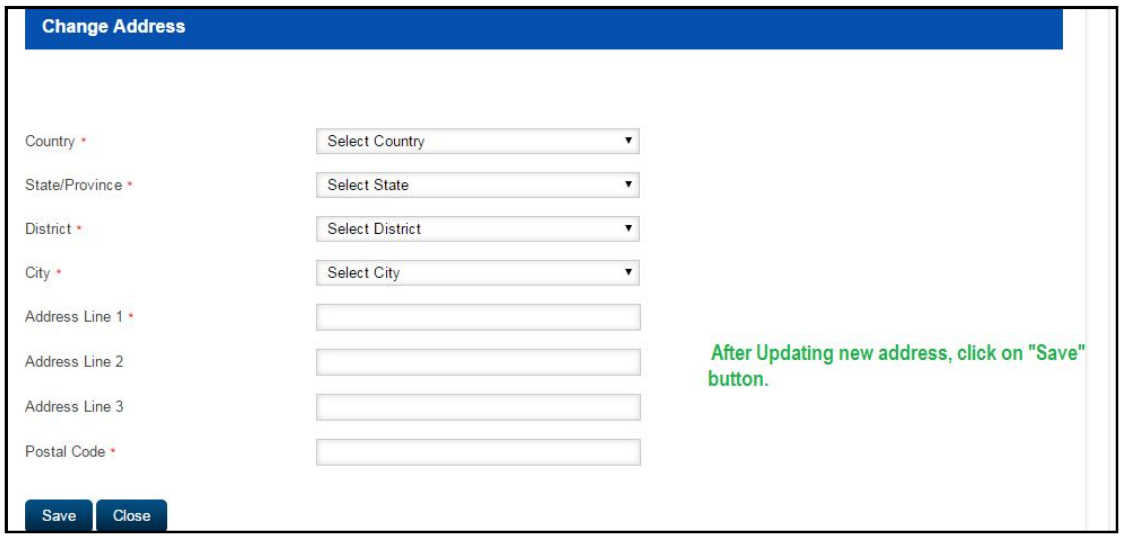
Process 3: Process to change correspondence /permanent address

Step 1: After Log in



Step 2: To change Correspondence address



	Step 3:  **Note: Same process will be for changing permanent address.**
Q.109	**I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do?**
A.109	**The Foundation and Student Company Secretary bulletins are being sent through e-mail to all registered students whose registration number is valid. Apart from the same, all issues of Foundation and Student Company Secretary Bulletin are also uploaded on institute's website www.icsi.edu in "Journals & Bulletins" section.**
Q.110	**I have passed after the process of Verification of Marks. Pending the result of Verification of Marks, I had submitted the examination enrollment form. Am I required to submit any formal request for refund of the examination fee remitted?**
A.110	**Under normal circumstances, the refund of examination fee is processed after conclusion of the examinations. However, if any student do not receive the refund within 20 to 25 days from the conclusion of examination, he/ she may write to enroll@icsi.edu for verification 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 www.icsi.eduIn 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 : emmsupport@netcore.co.in** **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: http://icsiedu1.xceedmail.com/icsi/admin/?page=dashboard.*** **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 www.icsi.edu** **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	**We have kept the Email attachment size up to 5 MBPS (maximum) due to security &maintenance concern in view of the following implications:** **1. Bandwidth may get choked resulting in the congestion in the network.** **2. With the implementation of such right, the mail delivery and receiving may get slow.**
Q.113	***What are the Guidelines to minimize Security threats to your online account on the Institute's website ?***
A.113	**1. Use Complex password (like Flowers -> F10w@r$) for your online accounts.** **2. Change the passwords frequently.** **3. Logout from the online account properly after session is completed.** **4. Do not let your online login account be unused/ideal for long time.** **5. Do not share your online account details to any unauthorized person.** **6. Clear the browsing history and cookies after logout from the system.** **7. Try to avoid using unsafe internet café's to the maximum.** **8. Do not use "remember password" option during the login.** **9. Please inform such type of security threat incidents to the Institute on immediate basis.**

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

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