

FAQ'S (Frequently asked Questions) **(Updated on 20.07.2024)**

PART 1 : (A) FAQ ON CSEET(CS EXECUTIVE ENTRANCE TEST)

Q.1	Has the new admissions to Foundation Programme discontinued after introduction of new regulations / CS Executive Entrance Test (CSEET)?																	
A.1	Yes. New admissions to Foundation Programme has been discontinued after introduction of new regulations and the CSEET has been introduced as a qualifying test for registration to Executive Programme.																	
Q.2	Can the Graduates / Post Graduates (Bachelor's/Master's Degree Holders can seek registration directly to Executive Programme?																	
A.2	Yes. The Graduates/ Post Graduates can take direct admission in CS Executive Programme.																	
Q.3	Is there any category of students who are exempted from qualifying CSEET for seeking registration to Executive Programme?																	
A.3	Yes. As per the present guidelines, the following categories of students are exempted from qualifying CSEET and are eligible to seek registration directly to Executive Programme: 1. Company Secretaries Foundation Programme passed students 2. ICAI (The Institute of Chartered Accountants of India) Final Course passed students. 3. ICMAI (The Institute of Cost Accountants of India) Final Course passed students. 4. Graduates 5. Post-Graduates 6. Appearing Final Year/Final Semester examination of Graduation																	
Q.4	What is the revised Fee Structure for registration to Executive Programme?																	
A.4	The revised Fee Structure for registration to Executive Programme is given below: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Particulars</th><th colspan="3">Executive Programme</th></tr> <tr> <th>CSEET Passed</th><th>CS Foundation Passed</th><th>ICAI Final Passed / ICMAI Final Passed / Graduates / Appearing Final Year/Final Semester examination of Graduation/ Post-Graduates</th></tr> </thead> <tbody> <tr> <td>Registration Fee</td><td style="text-align: center;">2000</td><td style="text-align: center;">2000</td><td style="text-align: center;">2000</td></tr> <tr> <td>Education Fee</td><td style="text-align: center;">12900</td><td style="text-align: center;">12900</td><td style="text-align: center;">12900</td></tr> </tbody> </table>			Particulars	Executive Programme			CSEET Passed	CS Foundation Passed	ICAI Final Passed / ICMAI Final Passed / Graduates / Appearing Final Year/Final Semester examination of Graduation/ Post-Graduates	Registration Fee	2000	2000	2000	Education Fee	12900	12900	12900
Particulars	Executive Programme																	
	CSEET Passed	CS Foundation Passed	ICAI Final Passed / ICMAI Final Passed / Graduates / Appearing Final Year/Final Semester examination of Graduation/ Post-Graduates															
Registration Fee	2000	2000	2000															
Education Fee	12900	12900	12900															

	CSEET Exemption Fee	Nil	Nil	5000	
	Pre-Exam Test Fee	1000	1000	1000	
	One Day Orientation Programme Fee	600	600	600	
	Chartered Secretary Journal Subscription (Optional) for one year	500	500	500	
	Total	17000	17000	22000	
Q.5	Is there any exemption fee applicable for such exempted categories of students?				
A.5	Yes. ICAI, ICMAI Final Course passed, Graduates and Post-Graduates students are required to pay Exemption Fee of Rs.5000/- while registering for Executive Programme. However, CS Foundation Programme students are NOT required to pay any exemption fee.				
Q.6	What is the schedule of conducting CSEET?				
A.6	The tentative schedule for conducting CSEET is as under:				
	Month of CSEET	Period During which candidates can register for CSEET	Date of CSEET	Last Date for Declaration of Results	Cut-off date of registration in CS Executive Program
	May	16 th December to 15 th April	Saturday/ Sunday in 2nd /3rd Week of May	By 4th Week of May	31 st May (for appearing in both modules of Executive Program in December session in same year)
	July	16 th April to 15 th June	Saturday/ Sunday in 2nd /3rd Week of July	By 4th Week of July	31 st July (for appearing in single module of Executive Program in December session in same year)
	November	16 th June to 15 th October	Saturday/ Sunday in 2nd /3rd Week of November	By 4th Week of November	30 th November (for appearing in both modules of Executive Program in June session in next year)
	January	16 th October to 15 th December	Saturday/ Sunday in 2nd /3rd Week of January	By 4th Week of January	31 st January (for appearing in single module of Executive Program in June session in same year)
Q.7	What is the fee for registration to CSEET?				
A.7	The fee for registration to CSEET is Rs. 2000 /- per session including CSEET (Guide 1 & 2) per student per appearance. Institute also provides free online classes for CSEET. Students can also register for physical classes of CSEET conducted by Regional/Chapter offices at the time of registration in CSEET by remitting partial optional fees of Rs. 1000 /-				
Q.8	Is there any concession in Fee for any category of students for registration to CSEET?				

A.8	The following concessions are applicable while registering for CSEET: <table> <tr> <th>Category</th><th>Concession</th></tr> <tr> <td>SC/ST</td><td>50%</td></tr> <tr> <td>Physically Handicapped</td><td>50%</td></tr> <tr> <td>ICSI Staff and Wards / Spouse of ICSI Staff</td><td>75%</td></tr> <tr> <td>ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI)</td><td>100%</td></tr> <tr> <td>Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh)</td><td>50%</td></tr> <tr> <td>Students from the Union Territories of Jammu & Kashmir and Ladakh</td><td>100%</td></tr> </table>	Category	Concession	SC/ST	50%	Physically Handicapped	50%	ICSI Staff and Wards / Spouse of ICSI Staff	75%	ICLS Officers/ Officers & Staff of MCA and affiliated offices (NCLT, SFIO and CCI)	100%	Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep (similar scheme is being introduced for the Students of Himachal Pradesh)	50%	Students from the Union Territories of Jammu & Kashmir and Ladakh	100%
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Q.9	Which are the subjects covered under CSEET?														
A.9	The CS Executive Entrance Test shall be conducted on a single day as per the following: Computer Based Test of 120 Minutes consisting of four parts viz. (i) Business Communication; (ii) Legal Aptitude & Logical Reasoning (iii) Economic and Business Environment & (iv) Current Affairs and Quantitative Aptitude Viva Voce of 15 Minutes on “Presentation and Communication Skills”														
Q.10	What is the mode/ pattern of CSEET?														
A.10	The CSEET is an online Computer-based Test. CSEET is a test of 200 marks comprising of MCQs, audio clips, video clips, and descriptive questions.														
Q.11	What is the qualifying criteria of CSEET?														
A.11	An aggregate of 50% and minimum 40% marks in each subject is the qualifying criteria.														
Q.12	What is the duration of the Test?														
A.12	The duration of the test is 135 minutes (120 Minutes for MCQ test and 15 minutes for Viva Voce).														
Q.13	Is there any negative marking in CSEET?														
A.13	No. There is no negative marking.														
Q.14	Is there any Viva Voce as part of Paper No. 4 i.e. Current Affairs and Quantitative Aptitude, Presentation and Communication Skills														
A.14	The Current Affairs and Quantitative is a computer-based Test carrying 20 marks (out of 50 Marks) and Viva Voce (Presentation and Communication Skills) is for a duration of 15 Minutes carrying 30 Marks.														
Q.15	Is there any change in the cut-off dates for registration to Executive and Professional Programmes for appearing in the examinations?														
A.15	Yes. The revised dates shall be as under:														

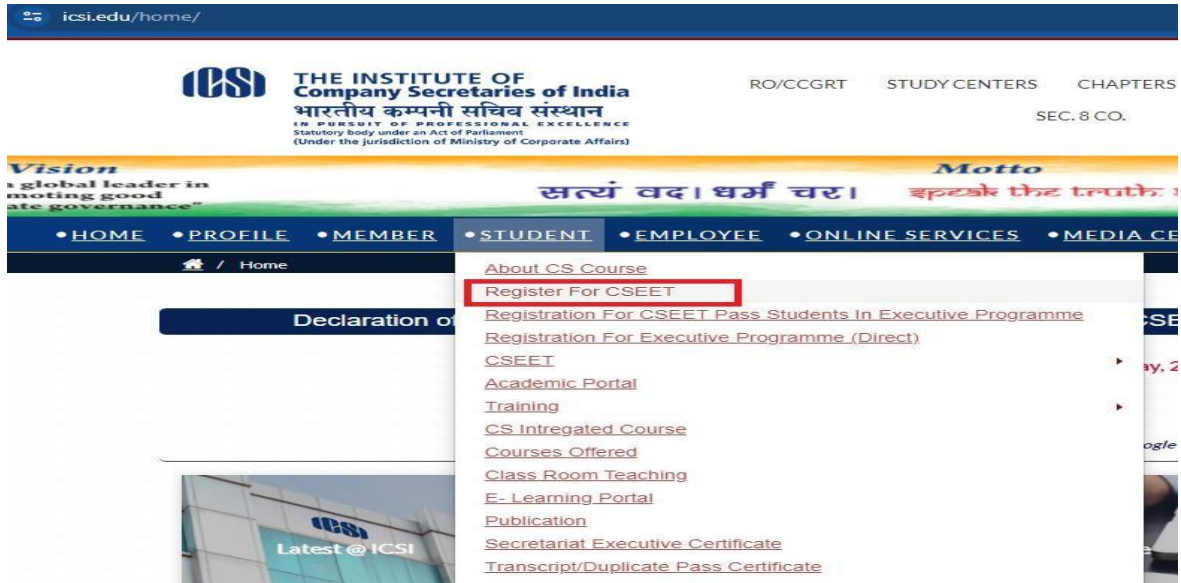
	For June Session	For Both Groups	30th November (previous year)	
		For Any one Group	31st January (same year)	
	For December Session	For Both Groups	31st May (same year)	
		For Any one Group	31st July (same year)	
Q.16	Are students allowed provisionally to register for Executive Programme?			
A.16	Yes.			
Q.17	Are the students required to successfully complete the Pre-Examination Test before seeking enrollment to Executive and Professional Programme Examinations?			
A.17	Yes. Students registered under Syllabus 2022 (including those switched over to Syllabus 2022 from earlier syllabus) and onwards shall be required to successfully complete Pre-Examination Test before seeking enrollment to Executive and Professional Programme Examinations.			
Q.18	Is there any change in the dates for seeking examination enrollment to Executive & Professional Programme Examinations?			
A.18	There is no change in the cut-off dates for seeking examination enrollment. The dates for seeking examination enrollment shall be as under:			
	Session	Period during which the students can submit examination form and fee	Period during which the students can submit examination form and fee (with prescribed fee)	
	June	The online examination enrollment window is opened tentatively on 26 th February and the students may submit the forms upto 25 th March	Students may submit the examination form during 26 th March to 9 th April with Late Fee.	
	December	The online examination enrollment window is opened tentatively on 26 th August and the students may submit the forms upto 25 th September	Students may submit the examination form during 26 th September to 10 th October with Late Fee.	

PART- 1 : (B) REGISTRATION TO CSEET (CS EXECUTIVE) ENTRANCE EXAMINATION

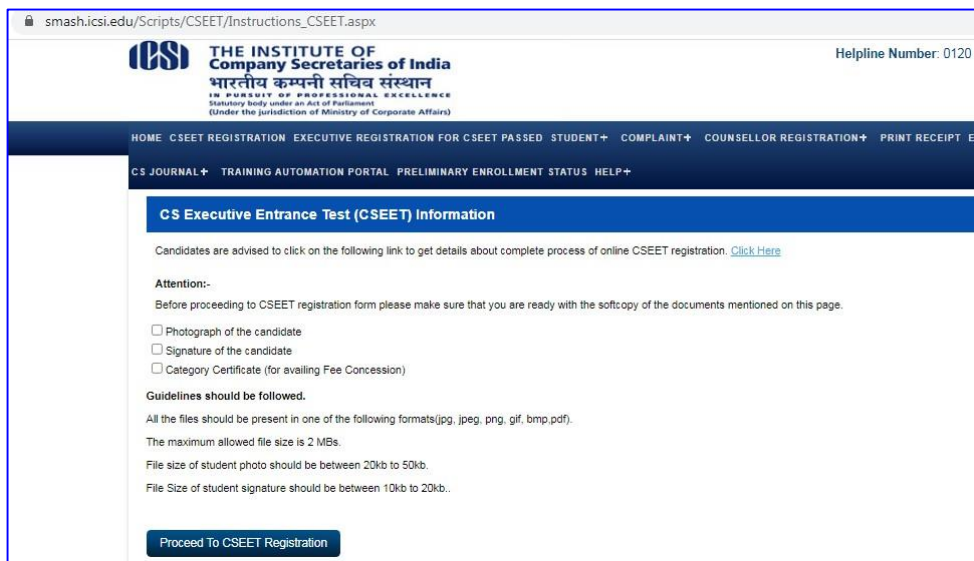
Q.1 How to Register for CSEET Entrance Examination?

A.1 The steps for registration for CSEET are as under:

Step 1: In order to Register for “CSEET”, type www.icsi.edu in any recommended browser (IE 9, Mozilla 38.0 & above, Chrome 39.0), then click on “Student Tab”.



Step 2: Click on the link for registering for CSEET.



Step 3: Fill Basic Details

ICSI - Registration

Not secure | smash.icsi.in/Scripts/CSEET/Registration_CSEET.aspx

THE INSTITUTE OF
Company Secretaries of India
भारतीय कंपनी सचिवों संस्थान
The Institute of Company Secretaries of India
भारतीय कंपनी सचिवों संस्थान
Under the jurisdiction of Ministry of Corporate Affairs

Helpline Number: 0120-4822000

HOME | CSEET | REGISTRATION | STUDENT | COMPLAINT | COUNSELLOR REGISTRATION | PWBT REGISTRY SCHEME | CS JOURNAL | HELP

Registration

Basic Information

Qualification: 10th+2 passed

Author Card Number: 12345678

Title in this Institute: N/A

First Name: ABC

Middle Name:

Last Name:

Gender: Female

Category: Fee waiver Scheme for J & K/UTs, Ladakh

Date of Birth: 01/01/1995

Nationality: Indian

Mobile Number: 91 1234567890

Re-enter Mobile Number: 91 1234567890

Email Address: abc@gmail.com

Re-Enter Email Address: abc@gmail.com

CSEET Exam Center: Noida

Address

Address Line 1: 123

Address Line 2: 456

Address Line 3: 789

Country: India

State/Province: Delhi

District: Central Delhi

City: New Delhi

Postal Code: 110001

Next

Fill the basic details & click on 'Next' button

Step 4: Please Note Unique Id for future reference

CS JOURNAL | TRAINING AUTOMATION PORTAL | PRELIMINARY ENROLLMENT STATUS | HELP

1. Basic Details | 2. Education Details | 3. Source of Information | 4. Document Details | 5. Preview | 6. Payment

Your Unique Request ID is : 111483843

Your request is in progress, and you will receive a confirmation mail/SMS shortly. Please proceed to next pages for registration

Back

Next

Step 5: opt for the Classroom teaching centres of ICSI to join classes (Yes/No) , check fee details and click Next button.

1.Basic Details
2.Fees Details
3.Document Details
4.Preview
5.Payment

ICSI Classes for CSEET(best faculties & nominal fees). To join click on Yes

☒ Yes
☐ No

Coaching Center Select Coaching Center

Payment Amount 2000

Fee Details

CSEET FEES	1000.00	
CSEET-ADVANCE CLASS ROOM TEACHING/ORAL TUITION FEE	1000.00	☐ (Optional) if Coaching is not Selected (Rs 1,000.00 will be reduced)

Please note that the Class Room Teaching fee taken at the time of registration fee is only advance fees, you are required to remit balance fee at your respective Regional Chapter Office. Further , The Class Room Teaching fee will be valid for only one session.

Back
Next

Step 6: Upload your required documents and the  declaration box and click next button.

1.Basic Details
2.Fees Details
3.Document Details
4.Preview
5.Payment

Photo & Signature

Photo*

Choose file
No file chosen
Upload

Signature*

Choose file
No file chosen
Upload

Document Upload

Qualification/Certificate Name*
Semester/Year
File Path*

Select Document
-Select-
Choose file
No file chosen
Upload

Note: Kindly upload domicile certificate at category option to get the benefit of fee waiver scheme applicable to your state/UT

SL NO	DOCUMENT TYPE	SEMESTER/YEAR	UPLOAD DATE	DOWNLOAD	DELETE

☐ Undertaking by the Student

1. I hereby declare that I fulfil the eligibility criterion for appearing in CSEET and the particulars furnished above are true to the best of my knowledge and belief. I shall be furnishing all eligibility documents at the time of Executive Programme registration after passing CSEET and if at any time it has come to the notice of the Institute that the said particulars were untrue, I agree to my registration for appearing in CS Executive Entrance Test (CSEET) being cancelled without any obligation on the part of the Institute to refund any fee paid by me to the Institute without prejudice to the right of the Institute to take any further action as deemed fit and appropriate.

2. I shall conduct myself in a manner befitting the ideals and standards of the profession of Company Secretaries generally and as specified by the Council from time to time and shall abide by bye-laws or other standing orders as may be framed by the Council and made applicable from time to time.

Back
Next

Step 7: Preview the application and click on 'Confirm Application'

1.Basic Details
2.Fees Details
4.Documents Details
4.Preview
3.Payment

General Information

Programme : CBEET EXAM
Qualification : 10th+2 passed
Adhar Card Number :
Title :
First Name :
Middle Name :
Last Name :
Gender :
Category :
Date Of Birth :
Nationality :
Mobile Number :
Email Id :
CBEET Exam Center :
Coaching Center Name :
Payment Amount :

Address Details

Address Line1 :
Address Line2 :
Address Line3 :
Country : India
State : Delhi
District : Central Delhi
City : New Delhi
Postal Code : 110005

Document Upload

SNO.	DOCUMENT TYPE	STATUS/REMARK	UPLOAD DATE	DOWNLOAD
1	Signature	NA	22/3/2022 04:08:05 PM	Download
2	Photo	NA	22/3/2022 04:08:00 PM	Download
3	Category Certificate	NA	22/3/2022 04:08:12 PM	Download

Back
Confirm Application

Steps 8: Payment Mode Selection

Choose Payment mode/Gateway

Payment Mode/Gateway*
Please select

Next

* Kotak Bank Payment Gateway provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.

* Bill Desk Payment Gateway provides option to pay using Credit Card, Debit Card, Debit Card + ATM PIN , Internet Banking, Wallet/Cash Cards.

* Axis Bank Payment Gateway provides option to pay using Debit/Credit Card only.

* Challan can be submitted to any Branch of Canara Bank.

Steps 9: Please Note Request Id and Transaction Id for future reference

Your Request id is: _____

Your Transaction id is: _____

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- CSEET Registration

Name:- _____

Mobile Number:- _____

Email Address:- _____

Amount:- 1000.00

Payment Mode:- Billdesk

[Proceed](#)

On Successful Payment, you will be registered in CSEET and same will be intimated through email/sms on registered email id/mobile number. You can appear for the CSEET as per the schedule sent through email/sms.

PART-2 : REGISTRATION TO EXECUTIVE PROGRAMME

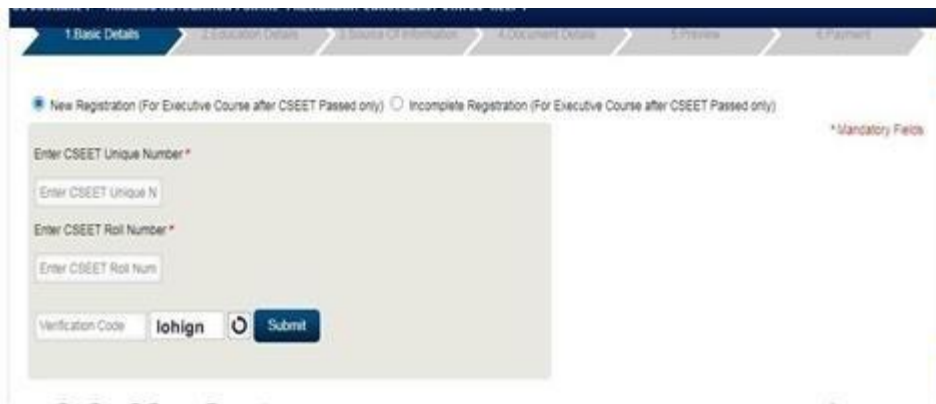
Q. 1 How to Register for Executive Programme?

A.1 The detailed process of online registration of Executive Programme for CSEET pass students is given below.

Steps 1:

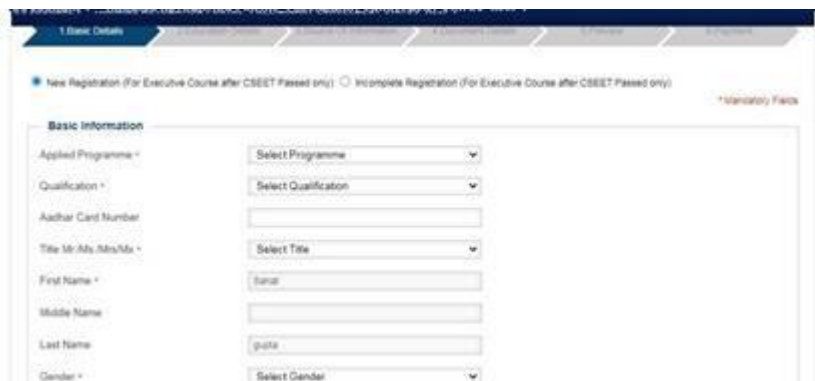


Steps 2: Please enter your CSEET unique ID number and CEET Roll number.



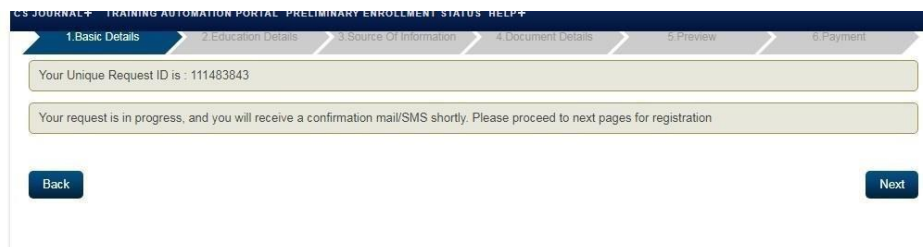
The screenshot shows a web form for Step 2 of a registration process. At the top, a progress bar indicates six steps: 1. Basic Details, 2. Education Details, 3. Source Of Information, 4. Document Details, 5. Preview, and 6. Payment. Below the progress bar, there are two radio button options: "New Registration (For Executive Course after CSEET Passed only)" which is selected, and "Incomplete Registration (For Executive Course after CSEET Passed only)". To the right of these options is a red asterisk and the text "*Mandatory Fields". The form contains three input fields: "Enter CSEET Unique Number *" with a text box containing "Enter CSEET Unique N", "Enter CSEET Roll Number *" with a text box containing "Enter CSEET Roll Num", and "Verification Code" with a text box containing "lohign" and a circular refresh icon. A blue "Submit" button is located at the bottom right of the form.

Steps 3: Please Fill your Basic Details.



The screenshot shows a web form for Step 3 of a registration process. At the top, a progress bar indicates six steps: 1. Basic Details, 2. Education Details, 3. Source Of Information, 4. Document Details, 5. Preview, and 6. Payment. Below the progress bar, there are two radio button options: "New Registration (For Executive Course after CSEET Passed only)" which is selected, and "Incomplete Registration (For Executive Course after CSEET Passed only)". To the right of these options is a red asterisk and the text "*Mandatory Fields". The form is titled "Basic Information" and contains several fields: "Applied Programme *" with a dropdown menu showing "Select Programme", "Qualification *" with a dropdown menu showing "Select Qualification", "Aadhar Card Number" with a text box, "Title Mr/Ms/Ms/Ms *" with a dropdown menu showing "Select Title", "First Name *" with a text box containing "Sant", "Middle Name" with a text box, "Last Name" with a text box containing "gupta", and "Gender *" with a dropdown menu showing "Select Gender".

Steps 4: Please Note Request Id and Transaction Id for future reference



The screenshot shows a web form for Step 4 of a registration process. At the top, a progress bar indicates six steps: 1. Basic Details, 2. Education Details, 3. Source Of Information, 4. Document Details, 5. Preview, and 6. Payment. Below the progress bar, there are two yellow boxes containing text: "Your Unique Request ID is : 111483843" and "Your request is in progress, and you will receive a confirmation mail/SMS shortly. Please proceed to next pages for registration". At the bottom left is a blue "Back" button and at the bottom right is a blue "Next" button.

Steps 5: Please Fill your Parents details and your qualification Details

Choose Payment mode/Gateway

Payment Mode/Gateway:-

Please select

- Please select
- Challan
- Billdesk
- Axis Bank
- Kotak Bank

* Bill Desk provides option to pay using Credit Card, Debit Card, Internet Banking, Wallet/Cash Cards.

* Axis Bank provides option to pay using Debit/Credit Card only.

* Challan can be submitted to any Branch of Canara Bank.

Steps 10: Please Note Request Id and Transaction Id for future reference

Your Request id is: 51722704

Your Transaction id is: 6571564

Your Request has been received.
Please note this is for all future communication.
The request id and Transaction id is generated only for control purpose and before actual payment transaction starts.
This does not confirm that payment has been received.
Please print your challan and take to your nearest Canara Bank branch for making payment.
ICSI has no responsibility for delay in payment due to any technical/non technical issues whatsoever.

Payment Type:- Executive Registration

Name:-

Mobile Number:-

Email Address:-

Amount:- 10600.00

Payment Mode:- Billdesk

Proceed

Steps 11: On Successful Payment, you will be registered in Executive Programme and same will be intimated through email/SMS on registered email id/mobile number

Note: Executive Registration number will be used as user id for login in SMASH portal.

Q.1	Whether Registration Form is also available at institute's website? If yes, can I download it and submit the same?
A.1	No. Downloaded copy of registration form is not acceptable. Students are essentially required to fill up and submit their application through Online Mode.
Q.2	How to Register for Executive programme?
A.2	(a) Process of direct online registration for Executive Programme (Direct Admission –Graduates / Post Graduates / Final pass Course of ICAI/ Final pass Course of ICMAI https://www.icsi.edu/media/webmodules/22022022_Process_of_direct_online_registration_for_Executive_Programme.pdf (b) Process of online registration of Executive Programme for CSEET pass students – https://www.icsi.edu/media/webmodules/22022022_Processof_online_registration_of_Executive_Programme_for_CSEET_passstudents.pdf (c) Process of online registration of Executive Programme for Foundation pass students - https://www.icsi.edu/media/webmodules/22022022_Process_of_online_registration_of_Executive_Programme_for_Foundation_pass_students.pdf
Q.3	Which are the stages covered under CS Course?
A.3	There are two stages covered under CS Course. 1. Executive Programme • A student passed (10+2) Examination or equivalent there to and passed CSEET Examination shall be eligible to appear in the CS Executive Programme OR • ICAI, ICMAI Final Course passed, Graduates and Post-Graduates students can seek direct admission to Executive Programme. OR • Foundation Passed of ICSI 2. Professional Programme – CS Executive Passed
Q.4.	I am appearing in Final year exam of Graduation. Can I apply for direct registration in Executive Programme?
A.4.	Yes. Students appearing in The Final Year/Final Semester examination of Graduation can register provisionally upon submission by them of their Final Year/Final Semester Graduation Examination Admit Card.
Q.5.	I have registered online. When would I get my study material?
A.5.	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 21 working days after approval of his /her application
Q.6.	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.6.	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.7.	Which subjects are covered under the Executive Programme?
A.7.	There are Seven (7) subjects covered under two Groups: - Group- 1 1. JURISPRUDENCE, INTERPRETATION & GENERAL LAWS 2. COMPANY LAW & PRACTICE 3. SETTING UP OF BUSINESS, INDUSTRIAL AND LABOUR LAWS

	4. CORPORATE ACCOUNTING AND FINANCIAL MANAGEMENT																																					
	GROUP – 2 1. CAPITAL MARKET & SECURITIES LAWS 2. ECONOMIC, COMMERCIAL & INTELLECTUAL PROPERTY LAWS 3. TAX LAWS & PRACTICE																																					
Q.8	I want to register for CS Course but cannot make a payment online using a credit card. What do I do?																																					
A.8	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), kindly send the request at support.icsi.edu																																					
Q.9	What is the procedure for getting refund of excess payments during Online registration process?																																					
A.9	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 at dss@icsi.edu for processing the refund of excess amount received by the Institute.																																					
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	ICSI Staff and Wards / Spouse of ICSI Staff	75%
	Wards and widows of martyrs of Indian Army, Indian Air Force, Indian Navy and all para military forces	100% at the time of registration to Executive Programme stage
	In Service/ Retired personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces	
	Wards of all personnel of Indian Army, Indian Air Force, Indian Navy and all para military forces.	
	Candidates who are inducted as "Agniveer" under AGNEEPATH Scheme of the Government of India after completing four years under the Scheme	
	Students from the Union Territories of Jammu & Kashmir and Ladakh	
	Students from North Eastern States, Andaman & Nicobar Islands, Lakshadweep & Himachal Pradesh	50% at the time of registration to Executive Programme stage
	CONCESSION IN EXAMINATION FEE FOR STUDENTS OF EXECUTIVE PROGRAMME / PROFESSIONAL PROGRAMME	
	Category	Concession
	SC/ST	50%
	Physically Handicapped [as defined under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act]	75%
	ICSI Staff and Wards / Spouse of ICSI Staff	75%
	ICLS Officers and Officials Ministry of Corporate Affairs	100% (Only for the first attempt)
	CONCESSION IN FEE FOR REGISTRATION DE NOVO	
	Category	Concession
	SC/ST	50%
	Physically Handicapped [as defined under Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act]	75%
	ICSI Staff and Wards / Spouse of ICSI Staff	75%
Q.12	I have already applied for my registration. When shall I get the Registration Number?	
A.12	Students get the User Id instantly after making payment of requisite fees. This user Id is in fact their Registration Number.	
Q.13	My registration is pending. What should I do now?	
A.13	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.14	I have received in-complete set of books. When will I receive the balance (Books) Study Material?	
A.14	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.15	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.15	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.16	I have subscribed for the journal 'Chartered Secretary' along with my registration fee. Kindly let me know procedure for getting the journal?	

A.16	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 take up your queries / grievance through Communication Portal by selecting CS Journal from drop down menu at support.icsi.edu
Q.17	What is validity period of my registration number?
A.17	Registration for Executive Programme and Professional Programme is valid for five years.
Q.18	Can I get the validity of my registration number renewed after expiry of the same?
A.18	Registration of students of Executive Programme / Professional Programme can be renewed after the expiry of five years period from the month of registration.
Q.19	What is ICSI Student Education Fund Trust?
A.19	With an objective to encourage and economically backward and academically bright students to pursue the Company Secretary ship Course, the Institute has created a Trust viz. ICSI Students Education Fund Trust. The details are available at https://www.icsi.edu/seft/

Part-3 Classroom Teaching Details

Q.1	Does ICSI provide Classroom teaching facilities?
A.1	Yes ICSI Regional offices and chapters are providing classroom teaching facilities for students. Besides, ICSI-HQ is also conducting online centralized classes, Doubt clearing classes for the students of the institute.
Q.2	Where to contact and how to register for ICSI class room teaching?
A.2	Students can contact ICSI Regional Offices/Chapters and Study centres and register there for Class Room Teaching. Details of RO/chapters offices for class room teaching are available at the following link https://www.icsi.edu/media/webmodules/websiteClassroom.pdf Details of study centre for Class Room Teaching are available at the following link https://www.icsi.edu/media/webmodules/Study_Centre.pdf
Q.3	Who is eligible for Class Room Teaching?
A.3	Candidates registered for CSEET and registered students of Executive and Professional Programme can join the ICSI Class Room Teaching faculty.
Q.4	What is the fees for joining Classroom Teaching at RO/chapter offices?
A.4	A student needs to pay very nominal fee for classes conducted by the institute.
Q.5	Where to pay Classroom Teaching fee?
A.5	Fee is payable at respective Regional Office, Chapter Office and Study Centre.
Q.6	What is the evaluation process for Classroom Teaching students?
A.6	Regular Class tests are conducted for the students to prepare them for the main CS examination
Q.7	What is the process of appointment of faculties of CRT?

A.7	A person to be appointed as a CRT Faculty should possess such qualifications as prescribed in the ICSI CRT Guidelines as the exposure, experience and specialization in the relevant subject.
Q.8	How does the institute prepare students for the examination?
A.8	1. Centralized classes (For registration of Centralized classes' link is given below) https://tinyurl.com/478ee6es 2. Doubt clearing classes (Classes are organized for June & December exam students) 3. Special session 4. Video at the E-learning portal 4.1 Recorded video lectures for students of the Institute ICSI is recording video lectures of eminent faculties for the students of ICSI which help them to prepare for the examination. Students of the Institute can access recorded videos available on the E-learning platform as per details given below. URL to login: https://elearning.icsi.in Login credentials are sent to all registered students at email. After successful login, go to "My courses" or "My Communities" section, where you will find the Recorded videos and other contents 5. Mock test/ Crash course/ Revision Classes are conducted before commencement of the examination.
Q.9	Is there any library facilities available for CRT students?
A.9	Yes, E- library and classroom library is available at RC/chapters offices.
Q.10	What is the process of evaluation of the faculties?
A.10	Feedback of faculty is taken from the students of RC/chapter offices and HQ on regular basis.
Q.11	What is the mechanism adopted for the faculties who get poor feedback?
A.11	Such faculties are replaced with new faculties.
Q.12	Is there any provision of online classes for working students?
A.12	Yes, the details are placed 1. Online centralized classes 2. Online doubt clearing classes 3. Recorded video lecture through E- learning portal
Q.13	What are the additional benefits for students undertaking classroom teaching at RC/chapter offices and HQ of ICSI?
A.13	For CRT students, undertaking classroom teaching at RC/chapter offices and HQ of ICSI online pre exam test is exempted. Students have to appear in the tests conducted at the institute by the respective faculties.

PART-4 : REGISTRATION TO PROFESSIONAL PROGRAMME

Q.1	I have passed both groups of Executive Programme. I wish to take admission in Professional Programme. Where can I get the application form for enrolment in Professional Programme?												
A.1	The Regional & Chapters offices of the ICSI 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.edu/Scripts/login.aspx												
Q.2	What is the fee for registration in Professional Programme?												
A.2	The prescribed registration fee is Rs.19,000/-. Students are also required to remit Rs. 1000/- towards Pre-exam test at the time of registration.												
Q.3	What is the process of registering online?												
A.3	A “Step by Step Procedure for Online Registration” is as follows: Login with user ID and password (https://smash.icsi.edu/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 clicking on check box against CSJlabel. 5. Now click on “Proceed to payment”. 6. On Successful payment receipt will get 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.4	What are various cut-off dates for appearing in One / Both Group(s) of Professional Programme examination?												
A.4	<table><tr><td rowspan="2">For June Session</td><td>For Both Groups</td><td>30th November (previous year)</td></tr><tr><td>For Any One Group</td><td>31st January (same year)</td></tr><tr><td rowspan="2">For December Session</td><td>For Both Groups</td><td>31st May (same year)</td></tr><tr><td>For One Group</td><td>31st July (same year)</td></tr></table>			For June Session	For Both Groups	30th November (previous year)	For Any One Group	31st January (same year)	For December Session	For Both Groups	31st May (same year)	For One Group	31st July (same year)
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	For One Group	31st July (same year)											
Q.5	Student registered in professional programme after cutoff dates can appear in the immediate session of exam with some penalty or late fee?												
A.5	Under any circumstances, student cannot appear in the examination for which he/she is not eligible.												

Q.6	Which subjects are covered under the Professional Programme New syllabus 2022?																			
A.6	Total Seven (07) subjects under both groups: <table><tr><td>PROFESSIONAL PROGRAMME</td></tr><tr><td>GROUP 1</td></tr><tr><td>1. Environmental, Social and Governance (ESG) – Principles & Practice</td></tr><tr><td>2. Drafting, Pleadings and Appearances</td></tr><tr><td>3. Compliance Management, Audit & Due Diligence</td></tr><tr><td>4. Elective 1 (Select one Paper out of 4 Elective Papers)</td></tr><tr><td>4.1 CSR & Social Governance</td></tr><tr><td>4.2 Internal and Forensic Audit</td></tr><tr><td>4.3 Intellectual Property Rights – Law & Practice</td></tr><tr><td>4.4 Artificial Intelligence, Data Analytics and Cyber Security – Laws & Practice</td></tr><tr><td>GROUP 2</td></tr><tr><td>5. Strategic Management & Corporate Finance</td></tr><tr><td>6. Corporate Restructuring, Valuation and Insolvency</td></tr><tr><td>7. Elective 2 (Select one Paper out of 5 Elective Papers)</td></tr><tr><td>7.1 Arbitration, Mediation & Conciliation</td></tr><tr><td>7.2 Goods and Services Tax (GST) & Corporate Tax Planning</td></tr><tr><td>7.3 Labour Laws & Practice</td></tr><tr><td>7.4 Banking & Insurance – Laws & Practice</td></tr><tr><td>7.5 Insolvency and Bankruptcy – Law & Practice</td></tr></table>	PROFESSIONAL PROGRAMME	GROUP 1	1. Environmental, Social and Governance (ESG) – Principles & Practice	2. Drafting, Pleadings and Appearances	3. Compliance Management, Audit & Due Diligence	4. Elective 1 (Select one Paper out of 4 Elective Papers)	4.1 CSR & Social Governance	4.2 Internal and Forensic Audit	4.3 Intellectual Property Rights – Law & Practice	4.4 Artificial Intelligence, Data Analytics and Cyber Security – Laws & Practice	GROUP 2	5. Strategic Management & Corporate Finance	6. Corporate Restructuring, Valuation and Insolvency	7. Elective 2 (Select one Paper out of 5 Elective Papers)	7.1 Arbitration, Mediation & Conciliation	7.2 Goods and Services Tax (GST) & Corporate Tax Planning	7.3 Labour Laws & Practice	7.4 Banking & Insurance – Laws & Practice	7.5 Insolvency and Bankruptcy – Law & Practice
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Q.7	Student who have registered in professional programme under old syllabus 2017 can appear in New syllabus 2022																			
A.7	The Last Examinations under the Professional Programme (Old Syllabus 2017) will be held in December, 2024. From June, 2025 Session, all students will automatically switch over to the Professional Programme (New Syllabus 2022) and no student can appear in professional programme under old syllabus (2017).																			
Q.8	Is there any option for change of elective subject?																			
A.8	Yes, student can change their elective subject via smash portal Login with user ID and password then Click on Module => Student Services=> Change optional subject																			
Q.9	Is there any option to Switchover from Professional Programme syllabus 2017 to 2022.																			
A.9	Students who wish to switchover from syllabus 2017 to 2022 are advised to submit their request through online services: https://smash.icsi.edu/Scripts/login.aspx Click on Module => Switchover=>Apply for Switchover																			
Q.10	Is it true that all Students of Executive and Professional Programme 2022 New Syllabus (including those switchovers from old to New Syllabus) are required to pay pretest fee and have to successfully complete an Online Pre-Exam Test to become eligible for appearing in the main examinations?																			
A.10	Students who have registered under New Syllabus 2022 or have switch over from Old Syllabus 2017 to New Syllabus 2022 of Executive Programme and Professional Programme shall be required to pay pretest fee and have to successfully complete a Pre-Exam Test before enrolling for the main examinations. Steps to pay Pre-Test Fee : https://www.icsi.edu/media/webmodules/ProcessRemitPretestFeeUnderSyllabus2022.pdf																			

PART-5: REGISTRATION DENOVO

Q.1	When can I apply for registration De-novo (i.e., renewal of registration)?
A.1	A student can apply for registration de-novo (i.e., renewal of registration) immediately on expiry of five years from the date of his/her previous registration but in any case within five years from the date of expiry of the registration.

Q.2	What is the validity of de-novo registration?
A.2	De-novo registration is valid for further period of five years.
Q.3	How many times I can apply for registration De-novo?
A.3	Registration De-novo can be sought on a continuous basis unlimited number of times, provided the same are sought within the stipulated period.
Q.4	I wish to apply for registration De-novo. Where can I get the de novo form?
A.4	Physical de novo forms are not acceptable w.e.f 1 st January 2014. Students are advised to apply online through https://smash.icsi.edu/Scripts/login.aspx
Q.5	How can I pay the de-novo fees?
A.5	Students can make payment online requisite fees through Credit Card/Debit Card/Net banking.
Q.6	How much fees I am required to pay for applying for registration De-novo?
A.6	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 lump sum fee applicable for General Category Students as mentioned above for seeking Registration De-novo.
Q.7	Can I apply “on-line” for registration de-novo prior expiry of registration validity
A.7	Yes. Students can apply denovo 3-month prior expiry of their registration
Q.8	How can I apply de novo of registration through online mode?
A.8	Login with user ID and password (https://smash.icsi.edu/Scripts/login.aspx) 1. Click on Module > Student Services > Apply For Denovo 2. Select service name: De novo 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 Please note: • All students of Executive and Professional Programme whose registrations are expired shall be required to seek renewal through “Registration Denovo” process. • The registrations of a student should be valid at the time of submitting the examination enrollment application. Otherwise, the student will be required to seek renewal through Registration Denovo before submitting the Examination Enrollment Form.
Q.9	Whether study material is issued to the student seeking registration denovo?

A.9	Students may please note that while granting Registration Denovo, study Materials shall not be issued to the students. Study materials, if any, required by them may be purchased from the Institute by remitting the requisite amount separately as the cost of study materials is not covered under the Registration Denovo Fee
Q.10	What is the last date for applying for De Novo of Registration?
A.10	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)
Q. 11	If I renew my registration, shall I get registered under old syllabus itself or under new syllabus and whether my exemptions already granted and module passed will be treated as valid or not?
A. 11	Renewal of registration only extends registration validity it does not have any impact on syllabus /module/Group pass or exemption already granted. In nutshell the syllabus in which student is already registered before renewal will remain same. Any module/Group(s) passed details would remain intact and Exemption already granted remains valid till completion of respective module/stage.

PART-6 : CONTINUATION OF REGISTRATION

Q.1	Who is eligible for Continuation of Registration?
A.1	Students who have passed Professional Programme shall be required to keep the registration valid till completion of all training requirements so as to become entitled to be enrolled as member of the Institute.
Q.2	What is the validity of Continuation of Registration?
A.2	Continuation of registration is valid for further one year period.
Q.3	How many times I can apply for Continuation of Registration?
A.3	The renewal through Continuation of Registration shall be done on 'per year' basis depending upon the left-over training period and a student may seek 'Continuation of Registration' for a maximum period of five years at one go. For any Further details/ query, submit your query at: <i>Communication Portal</i> support.icsi.edu
Q.4	I wish to apply for continuation of registration. Where can I get the Continuation Form?
A.4	Physical Continuation forms are not acceptable. Students are advised to apply through online services at https://smash.icsi.edu/Scripts/login.aspx
Q.5	How can I pay the Continuation of Registration fees?
A.5	Students can make payment of applicable fees through online smash portal
Q.6	How much fees I am required to pay for applying for Continuation of Registration?
A.6	The fee is Rs.1000/- per year. The Continuation of Registration shall be effective from the date of expiry of former registration and the students shall be required to pay accumulated arrears of fee, if any, from the date of expiry of former registration. Arrears of fee, if any, shall be applicable for a maximum period of five years.
Q.7	Can I apply "on-line" for Continuation of Registration?
A.7	Yes.

PART-7 : PAPER-WISE EXEMPTION

Q. 1	Who is eligible to claim subject-wise exemption on the basis of qualifications						
A.1	Exemption on the basis of Higher qualification is available at the following link, please go through the same. https://www.icsi.edu/media/webmodules/ATTENTION_STUDENTS_RECIPROCAL_EXEMPTION_NEW_SYLLABUS_2022.pdf For any Further details/ query, submit your query at <i>Communication Portal</i> support.icsi.edu						
Q.2	What is the last date for applying for Paper-wise exemption (On the basis of qualification)?						
A.2	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. 3	I am having required qualification. How can I claim subject-wise exemption?						
A.3	Student is required to apply for exemption through online services available at https://smash.icsi.edu/Scripts/login.aspx . Please follow the steps for applying exemption on the basis of higher qualification from the user manual link placed below: https://smash.icsi.edu/Documents/Qualification Based Subject Exemption and Cancellation Student.pdf						
Q. 4	I have already been granted exemption. I have also received a confirmation mail/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.4	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. 5	What are 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.5	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						
Q. 6	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.6	No exemption fee is required for claiming exemption on the basis of 60% marks secured in Institute's earlier examination.						
Q. 7	Is there any option to cancel the Exemption and what is the Last Date to cancel the Exemption already granted?						
A.7	Yes, student can cancel the Exemption 30 days before commencement of Examination. <table border="1"> <thead> <tr> <th>Session</th><th>Cut off</th></tr> </thead> <tbody> <tr> <td>June Examinations</td><td>01st May</td></tr> <tr> <td>December Examinations</td><td>20th November</td></tr> </tbody> </table>	Session	Cut off	June Examinations	01 st May	December Examinations	20 th November
Session	Cut off						
June Examinations	01 st May						
December Examinations	20 th November						

Q. 8	What is the process of Cancellation of Exemption?		
A.8	User manual of Cancellation of Exemption is placed below : https://www.icsi.edu/media/webmodules/USER%20MANUAL%20FOR%20CANCELLATION%20OF%20EXEMPTION.pdf		
Q.9	Is there any cutoff date for resubmission of document for paper wise exemption on the basis of Higher qualification ICAI (cost)/LLB		
A.9	Yes, student can resubmit documents in smash portal 30 days before commencement of Examination.		
	Session	Cut off	
	June Examinations	01 st May	
	December Examinations	20 th November	

PART-8: -SWITCHOVER TO NEW SYLLABUS

A) FAQ on the Switchover Scheme for Executive Programme 2017 (Old) Syllabus to Executive Programmed 2022(New) Syllabus

Q. 1	Which are the effective dates of implementation of New Syllabus (2022) of Executive Programme Stage?		
A.1	Stage/ Syllabus	Effective Date of Implementation (*)	
	Executive (2022) New Syllabus	1 ST February, 2023	
Q. 2	Which are the papers covered under the New Syllabus 2022 Executive Programme Stage?		
A. 2	EXECUTIVE PROGRAMME		
	GROUP 1		
	1. Jurisprudence, Interpretation and General Laws (<i>paper code 521</i>)		
	2. Company Law and Practice (<i>paper code 522</i>)		
	3. Setting Up of Business, Industrial and Labour Laws (<i>paper code 523</i>)		
	4. Corporate Accounting and Financial Management (<i>paper code 524</i>)		
	GROUP 2		
	5. Capital Market and Securities Laws (<i>paper code 525</i>)		
	6. Economic, Commercial and Intellectual Property Laws (<i>paper code 526</i>)		
	7. Tax Laws & Practice (<i>paper code 527</i>)		
Q. 3	Which is the last session of examination for appearing in Executive Programme Examinations under 2017 Old Syllabus?		
A.3	The Last Examinations under the Executive Programme (Old Syllabus 2017) will be held in June 2024 <i>From and including December 2024, Executive Programme Examination shall be held under the new syllabus only</i>		
Q.4	Which is the first session of examination for appearing in Executive Programme Examinations under 2022 New Syllabus?		
A.4	The First Examination under the Executive Programme (New Syllabus 2022) will be held in December, 2023		
Q.5	I am presently under 2017 Old Syllabus of Executive Programme? Am I eligible to switchover to the New 2022 Syllabus of Executive Programme?		
A.5	Candidates registered prior to 1st February 2023 will be permitted to appear in the Executive Program Examination under the new syllabus if they so opt. Date of Activation of Switchover under ICSI Syllabus 2022 : May 02, 2023 The process of switchover to New Syllabus may be seen at the following link: https://www.icsi.edu/media/webmodules/switchover_process.pdf		

Q.6	Is it true that all Students of Executive Programme 2022 New Syllabus (including those switchover to New Syllabus) is required to successfully complete an Online Pre-Exam Test to become eligible for appearing in the main examinations? Is there any Fee for Pre-Exam after switchover? How do we pay pretest fee?																																											
A.6	Students who have registered under New Syllabus 2022 of Executive Programme shall be required to successfully complete a Pre-Exam Test before enrolling for the main examinations. Students switching over from Executive Programme old Syllabus 2017 to New Syllabus 2022 shall also be required to successfully complete a Pre-Exam Test to become eligible for enrolling in the main examinations. The details regarding Pre-Examination Test is available at https://www.icsi.edu/media/webmodules/Pre-Examination FAQ 160621.pdf Yes, Pre-Examination Fee is Rs. 1000/- after switchover from 2017 syllabus to2022 syllabus.																																											
Q.7	Please let me know the details of corresponding paper-wise exemptions under New 2022 Syllabus of Executive Programme on switching over from Old 2017 Syllabus																																											
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Q.8	I had registered in Executive Programme under Old 2017 Syllabus and the Institute has issued Study Materials of Old Syllabus. Please clarify if the Institute will be issuing the Study Materials pertaining to New 2022 Syllabus of Executive Programme if I switchover to the New Syllabus?																																											
A.8	Students who will be switching over from Old Syllabus will have to procure the Study Material(s) of New Syllabus 2022 by remitting the requisite cost via https://smash.icsi.edu/Scripts/ECart/Default/ECartSearchOnlineBooks.aspx																																											
Q.9	From where I can get information about corresponding exemption after switchover from old syllabus 2017 to new syllabus 2022																																											
A.9	Students can refer Detailed FAQ pertaining to Corresponding exemption after switchover available at URL: https://www.icsi.edu/media/webmodules/ExecutiveFAQ SW 24082023.pdf																																											

B) FAQ on the Switchover Scheme for Professional Programme 2017 (Old) Syllabus to Professional Programme 2022(New) Syllabus

Q.1	Which are the effective dates of implementation of New Syllabus (2022) of Professional Programme Stage?																																							
A.1	<table><tr><td>Stage / Syllabus</td><td>Effective Date of Implementation (*)</td></tr><tr><td>Professional (2022) New Syllabus</td><td>1ST August, 2023</td></tr></table>		Stage / Syllabus	Effective Date of Implementation (*)	Professional (2022) New Syllabus	1 ST August, 2023																																		
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Q.2	Which are the papers covered under the New Syllabus of Professional Programme Stage?																																							
A.2	<table><tr><td colspan="2">PROFESSIONAL PROGRAMME</td></tr><tr><td colspan="2">GROUP 1</td></tr><tr><td colspan="2">1. Environmental, Social and Governance (ESG) – Principles & Practice</td></tr><tr><td colspan="2">2. Drafting, Pleadings and Appearances</td></tr><tr><td colspan="2">3. Compliance Management, Audit & Due Diligence</td></tr><tr><td colspan="2">4. Elective 1 (Select one Paper out of 4 Elective Papers)</td></tr><tr><td colspan="2">4.1 CSR & Social Governance</td></tr><tr><td colspan="2">4.2 Internal and Forensic Audit</td></tr><tr><td colspan="2">4.3 Intellectual Property Rights – Law & Practice</td></tr><tr><td colspan="2">4.4 Artificial Intelligence, Data Analytics and Cyber Security – Laws & Practice</td></tr><tr><td colspan="2">GROUP 2</td></tr><tr><td colspan="2">5. Strategic Management & Corporate Finance</td></tr><tr><td colspan="2">6. Corporate Restructuring, Valuation and Insolvency</td></tr><tr><td colspan="2">7. Elective 2 (Select one Paper out of 5 Elective Papers)</td></tr><tr><td colspan="2">7.1 Arbitration, Mediation & Conciliation</td></tr><tr><td colspan="2">7.2 Goods and Services Tax (GST) & Corporate Tax Planning</td></tr><tr><td colspan="2">7.3 Labour Laws & Practice</td></tr><tr><td colspan="2">7.4 Banking & Insurance – Laws & Practice</td></tr><tr><td colspan="2">7.5 Insolvency and Bankruptcy – Law & Practice</td></tr></table>		PROFESSIONAL PROGRAMME		GROUP 1		1. Environmental, Social and Governance (ESG) – Principles & Practice		2. Drafting, Pleadings and Appearances		3. Compliance Management, Audit & Due Diligence		4. Elective 1 (Select one Paper out of 4 Elective Papers)		4.1 CSR & Social Governance		4.2 Internal and Forensic Audit		4.3 Intellectual Property Rights – Law & Practice		4.4 Artificial Intelligence, Data Analytics and Cyber Security – Laws & Practice		GROUP 2		5. Strategic Management & Corporate Finance		6. Corporate Restructuring, Valuation and Insolvency		7. Elective 2 (Select one Paper out of 5 Elective Papers)		7.1 Arbitration, Mediation & Conciliation		7.2 Goods and Services Tax (GST) & Corporate Tax Planning		7.3 Labour Laws & Practice		7.4 Banking & Insurance – Laws & Practice		7.5 Insolvency and Bankruptcy – Law & Practice	
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Q.3	Which is the last session of examination for appearing in Professional Programme Examinations under 2017 Old Syllabus?																																							
A.3	The Last Examinations under the Professional Programme (Old Syllabus 2017) will be held in December, 2024.																																							
Q.4	Which is the first session of examination for appearing in Professional Programme Examinations under 2017 New Syllabus?																																							
A.4	The First Examination under the Professional Programme (New Syllabus 2022) will be held in June, 2024.																																							
Q.5	I am presently under 2017 Old Syllabus of Professional Programme? Am I eligible to switchover to the New 2022 Syllabus of Professional Programme?																																							
A.5	Yes. Students of Old Syllabus 2017 can switchover to New Syllabus 2022. Professional programme switchover from 2017 to 2022 was active from 21st November 2023 at smash portal The process of switchover to New Syllabus can be seen at the following link of the Institute's website : https://www.icsi.edu/media/webmodules/switchover_process.pdf																																							

Q.6	Is it true that all Students of Professional Programme 2022 New Syllabus (including those switchovers to New Syllabus) are required to successfully complete a Online Pre-Exam Test to become eligible for appearing in the main examinations?
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A.6	Students who have registered under New Syllabus 2022 of Professional Programme shall be required to successfully complete a Pre-Exam Test before enrolling for the main examinations. Students switching over from Old Syllabus 2017 to New Syllabus 2022 of Professional Programme shall also be required to successfully complete a Pre-Exam Test for becoming eligible to enroll in the main examinations.
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Q.7	Please let me know the details of corresponding paper-wise exemptions under New 2022 Syllabus of Professional Programme on switching over from Old 2017 Syllabus
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A.7		
	Existing Syllabus 2017	New Syllabus 2022
	Module 1	
	Governance, Risk Management, Compliances and Ethics	Group 1, Paper 1 - Environmental, Social and Governance (ESG) – Principles & Practice
	Advanced Tax Laws	No Exemption
	Drafting, Pleadings and Appearances	Group 1, Paper 2 - Drafting, Pleadings and Appearances
	Module 2	
	Secretarial Audit, Compliance Management and Due Diligence	Group 1, Paper 3 - Compliance Management, Audit & Due Diligence
	Corporate Restructuring, Insolvency, Liquidation & Winding-up	Group 2, Paper 6 - Corporate Restructuring, Valuation and Insolvency
	Resolution of Corporate Disputes, Non-Compliances & Remedies	No Exemption
	Module 3	
	Corporate Funding & Listings in Stock Exchanges	Group 2, Paper 5 - Strategic Management and Corporate Finance
	Multidisciplinary Case Studies	No Exemption
	ELECTIVE PAPER	
	Existing Syllabus (2017)	Paper-wise Exemption under New Syllabus (2022)
	Banking – Law & Practice	Elective 2, Paper 7.4 - Banking & Insurance – Laws & Practice
	Insurance– Law & Practice	Elective 2, Paper 7.4 - Banking & Insurance – Laws & Practice
	Intellectual Property Rights– Laws and Practices	Elective 1, Paper 4.3 - Intellectual Property Rights – Law & Practice
	Forensic Audit	Elective 1, Paper 4.2 - Internal and Forensic Audit
	Direct Tax Law & Practice	No Exemption
	Labour Laws & Practice	Elective 2, Paper 7.3 - Labour Laws & Practice
	Valuations & Business Modelling	No Exemption
	Insolvency – Law and Practice	Elective 2, Paper 7.5 – Insolvency and Bankruptcy- Law & Practice

Q.8	I had registered in Professional Programme under Old 2017 Syllabus and the Institute has issued Study Materials of Old Syllabus. Please clarify if the Institute will be issuing the Study Materials pertaining to New 2022 Syllabus of Professional Programme if I switchover to the New Syllabus?
A.8	Students who shall be switching over from Old Syllabus shall have to procure the Study Materials of New Syllabus 2022 by remitting the requisite cost via https://smash.icsi.edu/Scripts/ECart/Default/ECartSearchOnlineBooks.aspx
Q. 9	Student who have already paid pretest fee under old syllabus 2017 are required to pay pretest fee under new syllabus 2022?
A.9	Yes, students switchover from 2017 to new syllabus 2022 are required to pay pretest fee Process to pay pretest fee is also available at URL: https://www.icsi.edu/media/webmodules/ProcessRemitPretestFeeUnderSyllabus2022.pdf
Q.10	From where I can get information about corresponding exemption after switchover from old syllabus 2017 to new syllabus 2022
A. 10	Students can refer Detailed FAQ pertaining to Corresponding exemption after switchover available at URL: https://www.icsi.edu/media/webmodules/Executive_FAQ_SW_23022023.pdf
Q.11	Inadvertently, I have switchover to new syllabus 2022, please reverse my syllabus to old syllabus 2017?
A. 11	Reverse switchover is not permissible in any circumstance

PART-9: - RE-REGISTRATION

Q.1	Can you please explain how the Re-Registration method works?																																																																												
A.1	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 De novo in case they are not able to complete both the stages within the five year period. However, the Registration De novo 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.2	Is the Re-Registration method different from Registration De novo? If yes how it works?																																																																												
A.2	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. 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.3	I am eligible to seek Registration Denovo. Am I eligible to resume CS Course through Re-Registration Method?																																																																												
A.3	No. Students eligible for seeking Registration Denovo will not be eligible to resume CS Course through Re-Registration Method.																																																																												
Q.4	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.4	Students, who have passed/exempted under 2017 Syllabus are eligible for the following corresponding paper-wise exemptions under syllabus 2022 <table><tr><th colspan="2">PROFESSIONAL PROGRAMME (2017 SYLLABUS)</th><th colspan="2">PROFESSIONAL PROGRAMME (2022 SYLLABUS)</th></tr><tr><td>431</td><td>Governance, Risk Management, Compliances and Ethics (Module 1)</td><td>531</td><td>Environmental, Social and Governance (ESG) – Principles and Practice (Group 1)</td></tr><tr><td>432</td><td>Advanced Tax Laws (Module 1)</td><td></td><td>No Exemption</td></tr><tr><td>433</td><td>Drafting, Pleadings and Appearances (Module 1)</td><td>532</td><td>Drafting, Pleadings and Appearances (Group 1)</td></tr><tr><td>434</td><td>Secretarial Audit, Compliance Management and Due Diligence (Module 2)</td><td>533</td><td>Compliance Management, Audit & Due Diligence (Group 1)</td></tr><tr><td>435</td><td>Corporate Restructuring, Insolvency, Liquidation & Winding-up (Module 2)</td><td>536</td><td>Corporate Restructuring, Valuation and Insolvency (Group 2)</td></tr><tr><td>436</td><td>Resolution of Corporate Disputes, Non-Compliances & Remedies (Module 2)</td><td></td><td>No Exemption</td></tr><tr><td>437</td><td>Corporate Funding & Listings in Stock Exchanges (Module 3)</td><td>535</td><td>Strategic Management and Corporate Finance (Group 2)</td></tr><tr><td>438</td><td>Multidisciplinary Case Studies (Module 3)</td><td></td><td>No Exemption</td></tr><tr><td colspan="4">ELECTIVE PAPER</td></tr><tr><td colspan="2">Existing Syllabus (2017) (Module 3)</td><td colspan="2">New Syllabus (2022) (Group 1 & Group 2)</td></tr><tr><td>441</td><td>Banking – Law & Practice</td><td></td><td>No Exemption</td></tr><tr><td>442</td><td>Insurance– Law & Practice</td><td></td><td>No Exemption</td></tr><tr><td>443</td><td>Intellectual Property Rights– Laws and Practices</td><td>543</td><td>Intellectual Property Rights – Law & Practice (Group 1 Elective)</td></tr><tr><td>444</td><td>Forensic Audit</td><td></td><td>No Exemption</td></tr><tr><td>445</td><td>Direct Tax Law & Practice</td><td></td><td>No Exemption</td></tr><tr><td>446</td><td>Labour Laws & Practice</td><td>553</td><td>Labour Laws & Practice (Group 2 Elective)</td></tr><tr><td>447</td><td>Valuations & Business Modelling</td><td></td><td>No Exemption</td></tr><tr><td>448</td><td>Insolvency – Law and Practice</td><td>555</td><td>Insolvency and Bankruptcy – Law & Practice (Group 2 Elective)</td></tr></table>	PROFESSIONAL PROGRAMME (2017 SYLLABUS)		PROFESSIONAL PROGRAMME (2022 SYLLABUS)		431	Governance, Risk Management, Compliances and Ethics (Module 1)	531	Environmental, Social and Governance (ESG) – Principles and Practice (Group 1)	432	Advanced Tax Laws (Module 1)		No Exemption	433	Drafting, Pleadings and Appearances (Module 1)	532	Drafting, Pleadings and Appearances (Group 1)	434	Secretarial Audit, Compliance Management and Due Diligence (Module 2)	533	Compliance Management, Audit & Due Diligence (Group 1)	435	Corporate Restructuring, Insolvency, Liquidation & Winding-up (Module 2)	536	Corporate Restructuring, Valuation and Insolvency (Group 2)	436	Resolution of Corporate Disputes, Non-Compliances & Remedies (Module 2)		No Exemption	437	Corporate Funding & Listings in Stock Exchanges (Module 3)	535	Strategic Management and Corporate Finance (Group 2)	438	Multidisciplinary Case Studies (Module 3)		No Exemption	ELECTIVE PAPER				Existing Syllabus (2017) (Module 3)		New Syllabus (2022) (Group 1 & Group 2)		441	Banking – Law & Practice		No Exemption	442	Insurance– Law & Practice		No Exemption	443	Intellectual Property Rights– Laws and Practices	543	Intellectual Property Rights – Law & Practice (Group 1 Elective)	444	Forensic Audit		No Exemption	445	Direct Tax Law & Practice		No Exemption	446	Labour Laws & Practice	553	Labour Laws & Practice (Group 2 Elective)	447	Valuations & Business Modelling		No Exemption	448	Insolvency – Law and Practice	555	Insolvency and Bankruptcy – Law & Practice (Group 2 Elective)
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Q.5	How the students will seek Re-registration?
A.5	Students will fill up the prescribed Re-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/media/webmodules/REREGISTRATION.pdf
Q.6	What is the Re-registration fee and what will be the mode of payment and is there any other additional fee applicable for Students re-registered under new syllabus 2022? If yes, Please clarify?
A.6	The Re-registration fee is Rs.19000/- which is equivalent to the fee applicable for registration to the Professional Programme Stage. The fee of Rs. 20000/-(including Pre-Test Fee) has to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida. Yes, apart from Re-registration fee @ Rs.19000/- students have to remit Pre-exam test Fee @ Rs. 1000/- separately
Q.7	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.7	The registration will be valid for five years and such students will have to seek Registration Denovo after the said period.
Q.8	Which are the documents to be attached with the registration form?
A.8	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.9	Where the application is to be forwarded?
A.9	To, The Directorate of Student Services, C-36, Sector-62, Noida – 201 309 (U.P)
Q.10	From where I can get more information/ clarification on the Re-Registration Method?
A.10	For any Further details/ query, submit your query at <i>Communication portal</i> support.icsi.edu

PART-10: EXAMINATION ENROLLMENT

Q.1	How much examination fee is to be paid from December 2024 session?					
A.1		Course	General Category Students	SC/ST Students (oncession)	Physically Handicapped Students (75% Concession)	
		Executive Programme	Rs 1500/- Per Module	Rs 750/- per Module	Rs375/- per Module	
		Professional Programme	Rs 1800/- per Module	Rs 900/- per Module	Rs 450/- 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.2	What is the mode of payment of exam fees?					
A.2	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.					
Q.3	When the examination enrollment starts and what is the last date of submission of examination forms for June & December Sessions of Examinations?					

A.3	The Examination Forms for June & D e c e m b e r 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 Feb. to 25th March</td><td>26th March to 9th April</td></tr><tr><td>December Examinations</td><td>25th August to 25th September</td><td>26th September to 10th October</td></tr></table>	Session	Without late fees	With late fees of Rs.250/-	June Examinations	25th Feb. to 25th March	26th March to 9th April	December Examinations	25th August to 25th September	26th September to 10th October		
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June Examinations	25th Feb. to 25th March	26th March to 9th April										
December Examinations	25th August to 25th September	26th September to 10th October										
	While the Examination Enrollment starts from 25 th February for June Session, the examination enrollment for December Session starts on 25 th August every year.											
Q.4	I wish to fill up the examination form. From where can I get the Examination Form?											
A.4	Examination application can be filled up only through online services available at https://smash.icsi.edu/Scripts/login.aspx											
Q.5	How can I fill examination form through Online?											
A.5	Procedure to submit Examination Form : Login https://smash.icsi.edu/Scripts/login.aspx after that Login (through Registration No.) & Password -----click Module --- Enrolment-----Examination Enrolment Request .											
Q.6	I have already submitted my examination from. Now I wish to change my centre/Medium/ Inter Change of Module. How can I do so?											
A.6	Student can submit the change request only through online services available at Institute’s website www.icsi.edu Click Login https://smash.icsi.edu/Scripts/login.aspx after that Login (through Registration No.) & Password -----click Module --- Enrolment-- ----Examination Enrolment Request --- Apply for Enrolment Services at least 30 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.											
Q.7	I have already submitted my examination form. Now I wish to addition of Module. How can I do so?											
A.7	Student can submit addition of module request only through online services available at Institute’s website www.icsi.edu Click Login https://smash.icsi.edu/Scripts/login.aspx after that Login (through Registration No.) & Password -----click Module --- Enrolment ----Examination Enrolment Request --- Apply for Enrolment Services latest by 9 th April /10 th October for June/December session											
Q.8	I have already submitted my examination form. How will I get my Admit Card (i.e. Roll No.)?											
A.8	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.											
Q.9	I have already passed examination. How will I get my mark sheet?											
A.9	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.											
Q.10	I have already passed examination. How will I get my Pass Certificate?											
A.10	Pass Certificate is issued to only such students who have passed Professional Programme (i.e. who have completed all three modules of Professional Programme). Issue of Pass certificate has been discontinued for Foundation /Executive passed students effective from June, 2010 session.											
Q.11	I had received my mark sheet. But I have lost it. How can I get the duplicate mark sheet?											
A.11	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 Company Secretaries of India” payable at New Delhi. Duplicate mark-sheet will be sent at his/her address within 15 days or can apply online through Institute’s website www.icsi.edu											

Q.12	I had received my Pass Certificate. But I have lost it. How can I get the duplicate Certificate?
A.12	Procedure for issue of Duplicate Pass Certificate All students who passed Professional Programme are eligible for obtaining duplicate Pass Certificate. And also who passed Foundation & Executive Programme on or before December 2009, are eligible for issue of duplicate pass certificate. Note:- The issue of duplicate Pass Certificate (Foundation & Executive Programme) has been discontinued from June 2010 onwards. Documents required 1. An application on a plain paper. 2. Affidavit on 10/- rupees non-judicial stamp paper (format as appended below) Fee Payment Mode - The prescribed fee is Rs. 236 /-(Rs. 200 + 18% GST) per Certificate. - Payment will be accepted through Demand Draft only drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi. The application to be sent along with the AFFID-AVIT and demand draft at the below mentioned address – The Joint Secretary Directorate of Student Services, ICSI House, C-36, Sector-62, Noida - 201309, Uttar Pradesh. 3. The Duplicate Pass Certificate will be sent at the address provided by students or registered with the Institute through speed post only 4. The Institute will not take any responsibility for non-delivery / wrong-delivery / misroute / delayed delivery / loss in transit etc. by postal department concerned. A F F I D A V I T I -----S/o Shri -----aged -----at present residing at ----- -----having Registration Number -----solemnly affirm and declare that :- - I have passed Foundation /Executive / Professional Programme Examination of the Institute as per details given : Module – I in June/December_____under Roll No_____ Module – II in June/December_____under Roll No_____ Module – III in June/December_____under Roll No_____ Module – IV in June/December_____under Roll No_____ - I hereby declare that Professional Programme pass certificate received from The Institute of Company Secretaries of India, has been lost/ destroyed. - I hereby undertake to return the said certificate to the Institute, if found / traced at any subsequent date. - I solemnly affirm that this declaration is true to the best of my knowledge and belief. Solemnly affirmed at ----- Aforesaid this (date) ----- Deponent

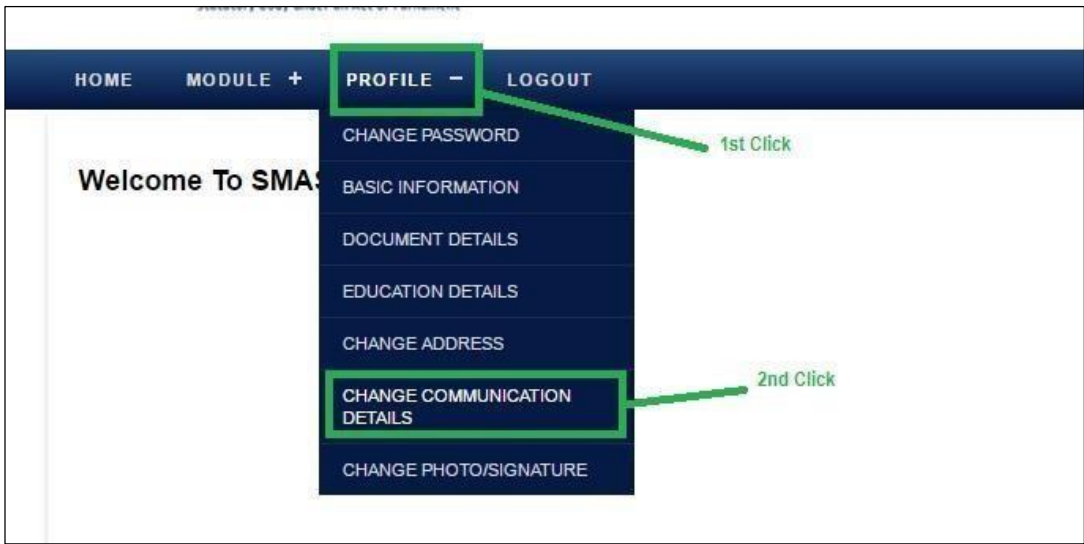
	Verification First Class Magistrate/Notary (with seal) For any Further details/ query, submit your query at <i>Communication Portal</i> support.icsi.edu
Q.13	I require a Student Transcript / Certified copy of the syllabus for further studies in Abroad. How Can I get the same?
A.13	All students who passed any group/module or any stage, are eligible for obtaining transcript. <u>Documents required</u> 1. Duly filled and signed Transcript Application Form 2. Self-attested copies of the mark sheets of all the Exam passed. (Foundation, Intermediate/Executive and Final/Professional examination); please note that all mark sheets are mandatory, you must provide self-attested copy of all mark sheets (all groups/ modules). Screenshot print out of mark sheets, which doesn't have signature of issuing authority are not accepted. If you do not have a copy, then it is advised to get a duplicate mark sheet from the Directorate of Examination and send a copy to us for further processing. 3. WES Academic form / other form, if any. <u>Fee Payment Mode</u> 1. The prescribed fee is ₹295 /- (₹250 + 18% GST) per set of transcript. 2. Extra postal charges will be charged in case you want to send the transcript through Speed Post to overseas address i.e. Canada – ₹1400/- and USA- ₹ 2150/- (except WES-USA and WES-Canada as transcripts are being sent digitally to WES). 3. Payment will be accepted through Demand Draft drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi. The application to be sent along with the transcript request form and other documents as stated above at the below mentioned address – The Joint Secretary-Student Services, ICSI House, C-36, Sector-62, Noida - 201309, Uttar Pradesh. 4. The transcript will be sent at the address provided by students in the transcript request form in a sealed envelope. Normally the Institute provides the transcript in a sealed and signed envelope (without address on the envelope) for further forwarding it to the Institution concerned through applicant's choice of mode (courier / speed post / regd. post etc.) 5. The application for issue of transcript is available at : https://icsi.edu/student_pn/transcript/ For any Further details/ query, submit your query at <i>Communication Portal</i> support.icsi.edu
Q. 14	What is the procedure for surrender of result to re-appear in the same group / module?
	1. <i>For surrender of result you are required to submit an Affidavit on Rs. 10/= non-judicial stamp paper (format appended below).</i> 2. Attach the mark-sheet (<i>Executive /Professional Programme</i>) in original Your request should be addressed to: To, The Joint Secretary (Student Services) The Institute of Company Secretaries of India C-36 Sector-62 Noida- 201 309 A F F I D A V I T I -----S/o, D/o Shri -----aged -----at present residing at ----- -----having Registration Number ----- solemnly affirm and declare that :-

	1. I have passed Module _____ Executive / Professional Programme Examination of the Institute vide Roll No. _____ in _____ session (copy of the mark-sheet attached) 2. That I wish to re-appear in the above Module _____ of the Executive /Professional Programme to be held in _____ Examination. 3. That I am surrendering the said result of Executive / Professional Program examination held in June 2017 for seeking higher marks in the Institute's examination. 4. I will not claim any benefit in future which I have received against the above result. 5. I solemnly affirm that this declaration is true to the best of knowledge and belief. Solemnly affirmed at ----- aforesaid this(date) ----- Deponent Verification First Class Magistrate/Notary (with seal)
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PART-11 : COMMUNICATION

Q.1	I am not receiving the mails from the Institute. What are the steps to be taken by me to enable the same?
A.1	Please check the E-Mail Id and Mobile Number in your online profile after logging into your account at www.icsi.edu In case you have any difficulty in Login, check your password by retrieving the same. The registration number is the username for students. Please update the email and mobile number in case of any discrepancy. In case you still do not start receiving the bulk mails, lodge a complaint with our Communication Portal : support.icsi.edu to enable the Institute to verify the status and take further necessary action.
Q.2	I am not receiving any communications, Chartered Secretary Journal, etc. sent by post by the Institute?
A.2	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 Communication Portal : support.icsi.edu to enable the Institute to verify the status and take further necessary action.
Q.3	What are the Guidelines to minimize Security threats to your online account on the Institute's website
A.3	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.

PART-12 : MISCELLANEOUS QUERIES

Q.1	I have recently shifted my residence. How can I apply for change of address in Institute's record?
A.1	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. Change Mobile Number and Email address Step 1:  The screenshot shows the user profile menu. The 'PROFILE' tab is highlighted with a green box and labeled '1st Click'. Below it, the 'CHANGE COMMUNICATION DETAILS' option is highlighted with a green box and labeled '2nd Click'. Step 2:  The screenshot shows the 'Change Communication Details' form. It includes fields for 'Current Mobile Number', 'Update New Mobile Number', 'Current Email Address', and 'Update New Email Address'. Green arrows point to the input fields with labels 'Enter your new mobile number' and 'Enter your new email address'. A 'Save' button is at the bottom, with a note: 'After Updating Communication detail, click on "Save" button'. Process 3: Process to change correspondence /permanent address Step 1: After Log in  The screenshot shows the user profile menu. The 'PROFILE' tab is highlighted with a green box and labeled '1st Click'. Below it, the 'CHANGE ADDRESS' option is highlighted with a green box and labeled '2nd Click'. Step 2: To change Correspondence address

HOME MODULE + PROFILE + LOGOUT

Change Address

Search Criteria

Address Type: --All--

Search Clear

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
☒	Correspondence Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041
☐	Permanent Address	D-49, Anand Apartments, D 49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Update

1st Click

2nd Click

Step 3:

Change Address

Country * Select Country

State/Province * Select State

District * Select District

City * Select City

Address Line 1 *

Address Line 2

Address Line 3

Postal Code *

Save Close

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

Q.2 I wish to change my e-mail ID / or mobile no. in Institute's record. What should I do?

A.2 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.

Change Mobile Number and Email address

Step 1:

HOME MODULE + PROFILE - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2:

Change Communication Details

Current Mobile Number: 917777777777

Update New Mobile Number: 91

Current Email Address: abc@gmail.com

Update New Email Address:

Save

After Updating Communication detail, click on "Save" button

Process 3: Process to change correspondence /permanent address

Step 1: After Log in

Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

HOME MODULE + **PROFILE** - LOGOUT

Welcome To SMA

- CHANGE PASSWORD
- BASIC INFORMATION
- DOCUMENT DETAILS
- EDUCATION DETAILS
- CHANGE ADDRESS**
- CHANGE COMMUNICATION DETAILS
- CHANGE PHOTO/SIGNATURE

1st Click

2nd Click

Step 2: To change Correspondence address

Change Address

Search Criteria

Address Type: --All--

Search **Clear**

Search Result

Total Records: 2 Page Size: 20

SELECT	ADDRESS TYPE	FULL ADDRESS	PIN CODE
☒	Correspondence Address	D-49, Anand Apartments, D-49, Anand apartments, 50 LB road, Thiruvanniyur	600041
☐	Permanent Address	D-49, Anand Apartments, D-49, Anand apartments, 50 LB road, Thiruvanniyur	600041

Update

1st Click

2nd Click

Step 3:

Change Address

Country: Select Country

State/Province: Select State

District: Select District

City: Select City

Address Line 1:

Address Line 2:

Address Line 3:

Postal Code:

Save **Close**

After Updating new address, click on "Save" button.

Note: Same process will be for changing permanent address.

Q.3	I am registered student of Institute, but I am not getting Student Company Secretary bulletin regularly. What should I do?
A. 3	The 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 Student Company Secretary Bulletin are also uploaded on institute's website www.icsi.edu in "Journals & Bulletins" section.
Q.4	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.4	Under normal circumstances, the refund of examination fee is processed after conclusion of the examinations. However, if any student does 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.