



# THE INSTITUTE OF Company Secretaries of India

## भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

### VISION

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

### ICSI Motto

सत्यं वद। धर्मं चर। इष्टं कुरु त्वात्तु. बोधते तु ते त्वं।

### MISSION

"To develop high calibre professionals facilitating good corporate governance"

### The Institute of Company Secretaries of India (ICSI)

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

## Expand Your Horizons CS - A career with endless opportunities Join ICSI Course Now!



### COURSE HIGHLIGHTS

ARTS  
COMMERCE  
SCIENCE

Opportunity for students of all streams

Distance Learning

CS Qualification brings Position of Power & Prestige

Offers Self Employment for practising members

Attractive remuneration and growth opportunities

Online registration @



| Programmes                                 | Eligibility   | Fee Details**   | Cut off Dates for Registration*   | Subjects   |
|--|---|---|---|--|
| <b>CS Executive Entrance Test (CSEET)*</b> | Students who have passed Senior Secondary Examination (10+2 pattern) or appearing in Senior Secondary Examination (10+2) with the condition of submitting 12th pass proof at the time of Executive Programme registration   | ₹ 1,000/-   | <b>Registration between</b><br>• 16th December to 15th April<br>Saturday/ Sunday in 2nd /3rd Week of May<br>• 16th April to 15th June<br>Saturday/ Sunday in 2nd /3rd Week of July<br>• 16th June to 15th October<br>Saturday/Sunday in 2nd /3rd Week of November<br>• 16th October to 15th December<br>Saturday/Sunday in 2nd /3rd Week of January   | <ul style="list-style-type: none"> <li>• <b>Computer Based Test</b></li> <li>1. Business Communication</li> <li>2. Legal Aptitude and Logical Reasoning</li> <li>3. Economic and Business Environment</li> <li>4. Current Affairs</li> <li>• <b>Viva-voce:</b> Presentation And Communication Skills</li> </ul>  |
| <b>CS Executive Programme</b>              | <ul style="list-style-type: none"> <li>• CS Executive Entrance Test (CSEET) Passed students,</li> <li>• CS Foundation Programme Passed students</li> <li>• ICAI (The Institute of Chartered Accountants of India) Final Course Passed students,</li> <li>• ICAI (The Institute of Cost Accountants of India) Final Course Passed students.</li> </ul> | ₹ 8,500/-<br>CSEET Qualified Students /<br>CS Foundation Pass Student<br>₹ 13,500/-<br>For ICAI / ICAI Final Course Passed students<br>(In addition ₹ 1,000/- payable for Pre-Examination Test fee & ₹ 600/- for one day orientation program fee) | <ul style="list-style-type: none"> <li>• 31st May (eligible to appear in both Modules of Executive Programme in December examination of the same year)</li> <li>• 31st July (eligible to appear in only One Module of Executive Programme in December examination of the same year)</li> <li>• 30th November (eligible to appear in both Modules of Executive Programme in June examination of the next year)</li> <li>• 31st January (eligible to appear in one Module of Executive Programme in June examination of the same year)</li> </ul>           | (Students are provided with the study material at the time of admission)<br><b>Module-1</b><br>1. Jurisprudence, Interpretation & General Laws<br>2. Company Law<br>3. Setting up of Business Entities and Closure<br>4. Tax Laws<br><b>Module-2</b><br>5. Corporate & Management Accounting<br>6. Securities Laws & Capital Markets<br>7. Economic, Business and Commercial Laws<br>8. Financial and Strategic Management   |
| <b>CS Professional Programme</b>           | CS Executive Programme Pass   | ₹ 12,000/- (In addition ₹ 1,000/- payable for Pre-Examination Test fee)   | <ul style="list-style-type: none"> <li>• 31st May (eligible to appear in all Modules of Professional Programme in December examination of the same year)</li> <li>• 31st July (eligible to appear in only One Module of Professional Programme in December examination of the same year)</li> <li>• 30th November (eligible to appear in all Modules of Professional Programme in June examination of the next year)</li> <li>• 31st January (eligible to appear in one Module of Professional Programme in June examination of the same year)</li> </ul> | (Students are provided with the study material at the time of admission)<br><b>Module-1</b><br>1. Governance, Risk Management, Compliances and Ethics<br>2. Advanced Tax Laws<br>3. Drafting, Pleadings and Appearances<br><b>Module-2</b><br>4. Secretarial Audit, Compliance Management and Due Diligence<br>5. Corporate Restructuring, Insolvency, Liquidation & Winding-up<br>6. Resolution of Corporate Disputes, Non-Compliances & Remedies<br><b>Module-3</b><br>7. Corporate Funding & Listings in Stock Exchanges<br>8. Multi disciplinary Case Studies (The examination for this paper will be open book examination)<br>9. Electives 1 paper out of below 8 papers<br>9.1 Banking-Law & Practice<br>9.2 Insurance-Law & Practice<br>9.3 Intellectual Property Rights-Laws and Practices<br>9.4 Forensic Audit<br>9.5 Direct Tax Law & Practice<br>9.6 Labour Laws & Practice<br>9.7 Valuations & Business Modelling<br>9.8 Insolvency-Law and Practice<br>(The examination for elective paper will be open book examination) |

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\*CSEET qualified students (with result not older than one year)

- Applicants belonging to SC/ST, Physically Handicapped, Wards & Widows of Martyrs and Defence Service personnel with Permanent Disability, Serving/Retired Personnel of Defence Services and Paramilitary Forces.  
- ICSI Students Education Fund Trust: Provides Financial Assistance to Economically Backward or Meritorious Students. - 100% fee waiver for Jammu & Kashmir and Laddakh. - 50% fee waiver for Andaman & Nicobar Islands, Lakshwadeep, North Eastern states and Himachal Pradesh.

# Company Secretary

## The Governance Professional



Advisor to the Board of Directors



Key Managerial Personnel



Compliance Officer



Secretarial Auditor



Corporate Risk Manager



Chief Governance Officer



Arbitrator



Corporate Planner and Strategic Manager



Internal Auditor



GST Professional



Registered Valuer



Insolvency Professional



Representation Services

### Stages to become a Company Secretary



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

#### DISTANCE LEARNING:

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

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

#### TRAINING :

Students are required to undergo one month EDP (15 days classroom mode and 15 days online mode), 21 months Practical Training after passing the Executive Programme examination. After Professional Programme, students are required to undergo Residential Corporate Leadership Development Programme (CLDP) in order to get their membership.

OR

Exempted therefrom on the basis of working experience prescribed.

#### FURTHER ACADEMIC PURSUITS:

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

#### EMPLOYMENT PROSPECTS:

**COMPANY SECRETARY IN EMPLOYMENT :** Every listed company and every other public company as well as private company having a paid up share capital of 10 crore rupees or more is required to appoint a whole time company secretary under the Companies Act, 2013. Company Secretaries are also designated as Key Managerial Personnel (KMP) under the same law.

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

#### Other areas of opportunity :

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

Connect with ICSI

[www.icsi.edu](http://www.icsi.edu)



Online Helpdesk : <http://support.icsi.edu>

Call Centre Number: 0120-4522000, 4082100 (Monday to Friday – 9:00 am - 5:30 pm)