

Company Secretary

A career with endless opportunities



**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)

The Institute of Company Secretaries of India (ICSI)

The ICSI is a premier national professional body set up under an Act of Parliament, the Company Secretaries Act, 1980 to regulate and develop the profession of Company Secretaries in India.

It functions under the jurisdiction of the Ministry of Corporate Affairs, Government of India and awards certificate bestowing the Company Secretary (CS) Membership.

Headquarters in New Delhi & Noida

4 Regional Offices in New Delhi, Kolkata, Mumbai, Chennai

73 Chapters across India

3 Centres for Corporate Governance Research and Training (ICSI-CCGRT) Mumbai, Hyderabad & Kolkata

6 Overseas centres in Australia, Canada, Singapore, UAE, UK and USA

Study Centers across India

Examination Centres across India

ICSI has on its rolls over 74,000 members and around 2 lakh students

Provides optional class room teaching facility across India & free online centralized classes

The ICSI focuses on providing top-quality education to the students pursuing the Company Secretary Course and sets best quality standards for its members.

It plays an important role in shaping the governance culture of the nation by both, strengthening the Corporate Governance framework and developing a brigade of equipped professionals. The ICSI, over the past five decades has established itself as a pioneer in promoting good corporate governance, risk management and compliances.

The ICSI has the largest congregation of Company Secretaries, who are recognised globally for guiding the industry, corporate and academia to the highest standards of Corporate Governance.

Company Secretary (CS) - The Governance Professional

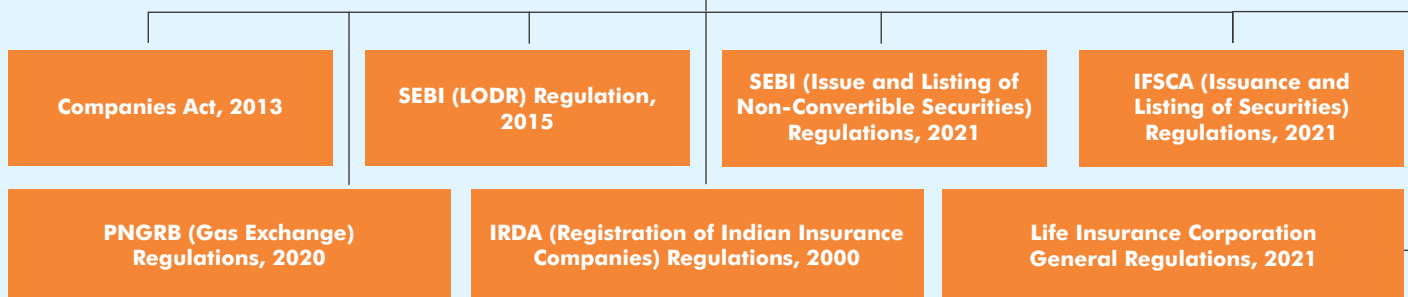
Company Secretary' or 'Secretary' means a Company Secretary as defined in clause (c) of sub-section (1) of section 2 of the Company Secretaries Act, 1980, who is appointed by a company to perform the functions of a Company Secretary under this Act, [Section 2(24) of the Companies Act, 2013]

Company Secretary is the Governance Professional who is not just entrusted with the responsibility of compliance of laws in an organisation, but also guides the Board and Leadership on good governance practices. As the conscience keeper of an organisation, they are entrusted with safeguarding the interest of all stakeholders and are held in high esteem for their

dynamic role in Board-Room, Governance, Business Strategy and Planning.

With the statutory recognition of Key Managerial Personnel (KMP) under the Companies Act, 2013, being bestowed onto Company Secretaries, the role has become more profound today. On the practice side Company Secretaries have received an exclusive recognition of Secretarial Auditor under the Companies Act, 2013. Besides auditing and certifying documents under various legislations, including the non-financial metrics of diversity and sustainability, Company Secretaries also act as authorized representative before various Regulatory Authorities.

Recognitions to Company Secretary in Employment



Company Secretary (CS)

A Career with Endless Opportunities

Company Secretary in Employment

Key Managerial Personnel (KMP)



Advisor to the Board of Directors



Compliance Officer



Corporate Risk Manager



Chief Governance Officer



Corporate Planner & Strategic Manager



Company Secretary in Practice

Corporate Governance Services



Corporate Secretarial Services



Secretarial/ Compliance Auditor



Advisory Services under Various Laws



Certification Services



NCLT Practitioner



Insolvency Professional



Registered Valuer



Arbitration/ Mediation/ Conciliation



Social Impact Assessor



GST Professional



MSME & Start-Up Catalyst



Representation Services



IPRs & International Trade



Internal Auditor



Banking/Financial Sector Services



Join **CS** Course Now



✓ ARTS ✓ SCIENCE
✓ COMMERCE

Opportunity for students from all streams



- Distance Learning
- Study Material provided by the ICSI
- Optional Class Room Teaching
- Online centralised classes / lectures
- E-Learning Facility



- Opportunities in Employment as well as in Practice
- Attractive remuneration and growth opportunities

UGC recognises CS qualification as equivalent to Post Graduate Degree

UK ENIC has benchmarked CS Executive and CS Professional Programme as Bachelor and Master degree respectively, with reference to UK and UAE qualification

Journey from a Student to a Company Secretary

CS Executive Entrance Test (CSEET)

CS Executive Programme (7 Papers)

CS Professional Programme (7 Papers)

Pre-Membership Training

CS Membership

Continuing Professional Development

CS EXECUTIVE ENTRANCE TEST (CSEET)

ELIGIBILITY -

Senior Secondary Examination
(10+2 pattern) pass /appearing Student or Equivalent thereto

CUT-OFF DATES FOR REGISTRATION

- May CSEET - 16th December - 15th April
- July CSEET - 16th April - 15th June
- November CSEET - 16th June - 15th October
- January CSEET - 16th October - 15th December



CSEET

FEE : Rs.2,000/-

Coverage

1. Business Communication
2. Legal Aptitude and Logical Reasoning
3. Economic and Business Environment
4. Current Affairs and Quantitative Aptitude

CS EXECUTIVE PROGRAMME

Eligibility - CSEET pass students [Senior Secondary Examination (10+2 pattern) pass & with CSEET result not older than one year]/ CS Foundation Programme Pass students / Student appearing in Final Year of Graduation*/Graduates/Post Graduates/ CA Final Pass students/ CMA Final Pass students

**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 Cards*

CUT-OFF DATES FOR REGISTRATION

- 31st May (Both groups in December examination - same year)
- 31st July (One group in December examination - same year)
- 30th November (Both groups in June examination - next year)
- 31st January (One group in June examination - same year)



CS EXECUTIVE PROGRAMME

FEE : Rs.16,500/- CSEET Pass Students / CS Foundation Pass
Rs.21,500/- For Graduates / Post Graduates / ICAI / ICMAI Final Course Pass Students

Subjects - Group I (4 Papers)

- 1) Jurisprudence, Interpretation & General Laws
- 2) Company Law & Practice
- 3) Setting up of Business, Industrial & Labour Laws
- 4) Corporate Accounting & Financial Management

Group II (3 Papers)

- 1) Capital Market & Securities Laws
- 2) Economic, Commercial & Intellectual Property Laws
- 3) Tax Laws & Practice

CS PROFESSIONAL PROGRAMME

Eligibility - CS Executive Programme Pass Students

CUT-OFF DATES FOR REGISTRATION

- 31st May (Both groups in December examination - same year)
- 31st July (One group in December examination - same year)
- 30th November (Both groups in June examination - next year)
- 31st January (One group in June examination - same year)

FEE - Rs. 20,000/-

Subjects Group I (4 Papers)

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 II (3 Papers)

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

Medium of Examination:

English or Hindi medium, (subject to prescribed guidelines in this regard).

Mandatory Training:

Students are required to fulfill the following training requirements in order to get their Membership.

- One-month Executive Development Program (EDP) [15 days classroom mode & 15 days Online mode] after passing CS Executive Programme.
- Practical training of 21 months.
- Corporate Leadership Development Programme (CLDP) after passing CS Professional Programme.

FEE CONCESSION

- **Fee Concession available for applicants of following categories:** SC/ST, Physically Handicapped, Indian armed forces, Paramilitary forces, Agniveers, families of Martyrs and Wards of Indian armed forces & paramilitary forces.
- Fee waiver under Student Education Fund Trust (SEFT) Scheme for meritorious and economically weaker students.
- 100% fee waiver for students registering for the CSEET and CS Executive Programme from Jammu & Kashmir, Ladakh, 50% fee concession for students of Andaman & Nicobar Islands, Lakshadweep, North Eastern states and Himachal Pradesh.

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), Certificate & Crash Courses.

Placement:

The ICSI regularly conducts Placement Drives at the National and Regional levels for newly inducted members. A dedicated placement portal (<https://www.icsi.edu/placement/>) caters to all its Members, Student, and Recruiters.

Words of Appreciation



Smt. Droupadi Murmu
Hon'ble President of India

The contribution of ICSI in building a strong and capable India is commendable. By working in accordance with its motto Satyam Vada, Dharmam Chara i.e. Speak the truth, Abide by the law, the institute has not only demonstrated efficiency and proficiency but has also set new dimensions and standards of excellence

The future of India's corporate governance depends on the willpower and actions of Company Secretaries, who can make India a role model of Good Corporate Governance as well as Good Governance.



Shri Jagdeep Dhankhar
Hon'ble Vice President of India

Company Secretaries, as custodians of Corporate Governance, play a multifaceted role, indispensable to building a sustainable and resilient economic system in the country.

The role of Company Secretaries has evolved today and they have become the key pillars of compliance and governance upholding the principles of ethics, transparency and accountability.



Shri Narendra Modi
Hon'ble Prime Minister of India

ICSI plays an important role in institutionalising transparency and honesty in the country. The recommendation made by ICSI play a positive role in formulating the Corporate Governance Framework.

The suggestions given by Company Secretaries influence the nations' corporate governance framework, so the adherence to the motto "Speak the Truth, Abide by Law", in letter and spirit by all the professionals would become a boon for the country and give rise to well governed business boosting the economic sector, helping the nation towards 'New India'.



Shri Om Birla
Hon'ble Speaker, Lok Sabha

The ICSI has a pivotal contribution in achieving excellence in corporate governance. Company Secretaries promote economic chastity and transparency.

Company Secretaries are making important contribution in bringing positive changes in the Economic Scenario at the global level, thereby increasing confidence in investment in India. I urge the Company Law Experts to aid in awareness and capacity building of people's representatives and give important suggestions in the law making process.



Shri Amit Shah
Hon'ble Union Home Minister and
Minister of Cooperation

Company Secretaries' role is more than just a job position. They are the Doctor to the Company, looking after the wellbeing of all stakeholders by striking a balance between the interest of the Board, the Shareholder and the Government.

Government is reposing its faith on the Company Secretaries of the country for shaping, establishing and carrying forward the culture of Good Governance in India Inc. They need to understand the dynamics of Corporate Governance to prepare the country for the challenges and opportunities lying ahead.



Smt. Nirmala Sitharaman
Hon'ble Union Minister of Finance
and Corporate Affairs

Company Secretaries have an important role to play in bringing greater simplicity into the system by streamlining the compliance for wealth creation.

Company Secretaries role as 'Valuation Professionals' will be expanding in the new challenging areas, especially in the Sunrise Sector having enormous investment potential from both Foreign and Indian Investors.



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Statutory body under an Act of Parliament

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Vision

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

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु त्रुष्टं श्रेयं कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

HEADQUARTERS

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www.icsi.edu |      | Online helpdesk : <http://support.icsi.edu>

ICSI SUPPORT DESK : 0120-4522 000 (MONDAY TO FRIDAY 9:30 AM TO 5:00 PM)