

**FREQUENTLY
ASKED
QUESTIONS
ON
MEMBERSHIP
SERVICES**

**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
22 INSTITUTIONAL AREA
LODI ROAD
NEW DELHI - 110003**

Q 1: Who can apply for Associate membership of the Institute?

Ans: A person who has passed the Intermediate Examination/ Executive Programme examination and Final Examination / Professional Programme examination of the Institute and has undergone prescribed training or exempted therefrom on the basis of experience is eligible to apply for Associate membership of the Institute provided he has attained the age of 21 years on the date of application as per the Matriculation / school leaving certificate. An application for Associate membership of the Institute is to be made in the approved Form-A (available on the web-site of the Institute).

Q 2: What is the total fee payable by a person who is eligible and willing to apply for Associate Membership of the Institute?

Ans: A person who is eligible to apply for Associate Membership is required to pay the following fee at the time of admission as an Associate member:-

1. Associate Membership entrance fee	Rs. 1500/-
2. Associate Membership annual fee	Rs. 1125/- *
3. Cost of neck-tie of the Institute/lady's Brooch	Rs. 500/- / 100/- (optional)
TOTAL	Rs.3125/- / 2725
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(*) Candidates applying between October to March will pay half of the annual membership fee.

Q 3: What are the documents required to be attached alongwith the application for Associate Membership?

Ans: The application for Associate should be accompanied with the following:-

1. Two fitness certificates in the prescribed form from the members of the Institute having at least three years standing as a member of the Institute.
2. A crossed demand draft for the requisite amount of the fee payable at the time of applying for membership.
3. A passport size photograph be pasted on the specimen signature card.
4. Scanned image of photograph in jpeg format be sent separately at e-mail ashish.tiwari@icsi.edu.

Q 4: Is it necessary for a candidate to apply simultaneously for certificate of practice also if he is willing to practice as a Company Secretary while applying for his admission as an Associate member of the Institute?

Ans: The candidate, if he so wishes, may also apply for issue of certificate of practice and pay the requisite fee for issue of certificate of practice as well. His application for issue of certificate of practice would be considered only after his admission as an Associate member of the Institute.

Q 5: Is it mandatory on the part of a candidate who applies for Associate membership to also apply for life membership of the Company Secretaries Benevolent Fund?

Ans: It is optional but it is for the benefit of the candidate only to apply for life Membership of the Company Secretaries Benevolent Fund which is a security umbrella for the families of the members in the time of distress. The onetime payment of subscription of Rs.7,500/- for life membership of CSBF is exempted under Section 80G of the Income tax Act, 1961.

Q 6: When the annual membership fee becomes due and what is the last date for payment?

Ans: The annual membership fee becomes due on 1st of April, each year and is payable upto 30th June in the same year unless extended by the Council.

Q 7: Can a member pay the annual membership fee in advance?

Ans: Yes, for a maximum period of three years. The members who wish to pay the annual fee in advance may pay the same for a maximum period of three years in advance for which no interest will be paid to the member. The scheme of accepting the annual membership fee in advance from the members and the details of the scheme is available on the website of the Institute and is also published in the Chartered Secretary Journal from time to time.

Q 8: Can a member make the payment of his annual membership fee and certificate of practice fee online?

Ans: The member can remit the annual membership fee, certificate of practice fee online through the Institute's portal www.icsi.edu.

Q 9: What is the amount of Annual membership fee payable by an Associate and Fellow member?

Ans: A member is entitled to retain his membership so long he pays the annual membership fee every year which becomes due on 1st April of each year. Presently the annual membership fee payable is as under:-

- | | | |
|-----|---------------------------------|------------|
| (a) | Associate Annual Membership fee | Rs.1,125/- |
| (b) | Fellow Annual Membership fee | Rs.1,500/- |

Q 10: In case a member is not able to make his payment by the last extended date of payment, what are the payments he is required to make after the due date is over?

Ans: In case a member is not able to pay the annual membership fee by the last extended date for payment, his name stands removed from the Register of members after that date. The name of the member is restored on payment of annual membership fee for that year, entrance fee and a restoration fee of Rs. 250/- along with application in approved Form-BB for restoration of membership.

Q 11: If a member has not paid the fees for years together and wishes to restore his membership, how will he go about?

Ans: The member whose membership fee has been outstanding may write to the Membership Section of the Institute at email IDs member@icsi.edu and annualfee@icsi.edu to get the details of amount of arrears of fee and other payments made by them for restoration of

membership. The name of the member will be restored by the Institute on receipt of an application in Form-BB for restoration and payment of arrears of membership fee, along with entrance and restoration fee.

Q 12: Who can apply for licentiate of the Institute?

Ans: A student who has completed the Final or Professional Programme examination of the Institute may apply within six months from the date of declaration of results for enrolling him as a licentiate in appropriate Form-ST8 (available on the website of the Institute) along with a subscription of Rs.1000/- along with certificates of Matriculation or School leaving and degree duly attested by any of the members of the Council / Regional Councils / Managing Committees of the Chapters or any officer of the Institute or Regional Offices / Chapter offices.

Q 13: What are the benefits of becoming a licentiate?

Ans: A student who is enrolled as Licentiate can use the descriptive letter 'Licentiate ICSI' to indicate that he has qualified the Final or Professional Programme examination of the Institute. He will be provided with the Chartered Secretary Journal of the Institute free of cost.

The licentiate is permitted to borrow books from the library of the Institute, Regional Council or Chapter or participate in the activities of the Institute, its Regional Council or Chapter as the case may be, subject to such conditions as may be imposed by the Council, Regional Council or Chapter, as the case may be.

Q 14: How long a candidate can remain as a Licentiate?

Ans: Under Regulation 29(3) of the Company Secretaries Regulations, 1982 any student enrolled as a licentiate is not ordinarily be allowed to renew his enrolment for more than five years after passing the Final or Professional Programme examination of the Institute.

Q 15: If a candidate does not apply within six months of his completing the Final or Professional Programme Examination of the Institute, can he apply for licentiateship?

Ans: The candidate can apply for licentiateship after the expiry of six months of his completing the Final or Professional Programme Examination of the Institute along with the reasons in writing for delay in applying for the same.

Q 16: What is the status of a licentiate?

Ans: Grant of licentiateship under regulation 29 of the Regulations shall entitle the licentiate to use the descriptive letter 'Licentiate ICSI' to indicate that he has qualified in the Final or Professional Programme examination of the Institute. However, the same neither confer on such licentiate any rights of a member nor entitle him to claim any form of membership of the Institute or its Regional Council or Chapter, as the case may be.

Q 17: What is the procedure for obtaining the certificate of practice of the ICSI?

Ans: A member who desires to obtain certificate of practice of the Institute may apply in the appropriate Form-D duly completed in all respects for issue of certificate of practice enabling

him to practice as a Company Secretary anywhere in India. The application is to be accompanied with annual certificate of practice fee of Rs. 1000/- only 50% of the Annual certificate of practice fee is payable if the application for issue of certificate of practice is made between 1st October – 31st March of the year.

The member is also required to intimate his earlier engagements, if any. In case the member was in employment earlier, a copy of relieving letter from his immediate past employer company, a copy of Form-32 in respect of his cessation of his employment, if employed as whole time Company Secretary or letter of cancellation of certificate of practice of the concerned professional body if earlier engaged in some other profession. The annual membership fee for the current year (Rs. 1125/- for ACS or Rs. 1500/-for FCS) is to be paid at the time of applying for issue of certificate of practice, if not already paid.

Q 18: Is a member entitled for issue of certificate of practice of the Institute while in employment?

Ans: No. A member who is in employment evidencing a master – servant relationship with the employer or contract of service is not entitled for issue of certificate of practice of the Institute in terms of Regulation 168 of the Company Secretaries Regulations, 1982.

Q 19: Is a member is entitled for issue of certificate of practice of the institute while holding Certificate of practice of the Institute of Chartered Accountants of India / The Institute of Cost Accountants of India / Bar Council or any other professional body?

Ans: No. A member who is holding certificate of practice from any professional body including ICAI, ICWAI or any Bar Council is not entitled for issue of certificate of practice of the ICSI in terms of Regulation 168 of the Company Secretaries Regulations, 1982.

Q 20: Whether a member of the Institute (whether in practice or not) is required to take permission of the Council for pursuing further academic/professional/diploma course?

Ans : No. Members are not required to take any permission from the Council of the Institute for pursuing any academic/ professional/ diploma course. However, they may forward the certificate of having completed the course for noting in the records of the Institute.

Q 21: What is the procedure for approval of name of proprietorship concern or partnership firm of company secretaries?

Ans: A member who wishes to practise as a proprietorship concern or in the partnership firm is to apply to the Institute for approval of name of the concern / firm in accordance with the guidelines laid down by the Council for approval of firm name under Regulation 169 of the Regulations. The guidelines are available on the website of the institute at www.icsi.edu .

Q 22: How to convert an individual / Proprietorship concern of Company Secretaries into a Partnership Firm ?

Ans: Members holding Certificate of Practice and willing to convert their Individual or Proprietorship concern into a Partnership Firm by entering into a Partnership agreement and they may submit the conversion alongwith the appropriate Form-I duly filled in and signed by all the partners along with copy of partnership deed to the Institute for approval.

Q 23: How to induct a new partner in the already existing Partnership Firm of Company Secretaries?

Ans: A new partner can be inducted in the already existing Partnership Firm with the prior approval of the Institute. The details of reconstituted partnership firm are to be submitted to the Institute in the appropriate Form-I duly signed by all the partners along with the deed of reconstitution.

Q 24: How to apply for approval of name of the Partnership Firm ?

Ans: Members holding certificate of practice who desire to practise as a partnership firm may apply to the Institute for approval of firm name in accordance with the guidelines laid down by the Council under Regulation 169 of the Regulations. The guidelines are available on the website of the Institute at link <http://www.icsi.edu/CSPractice/FirmnamesGuidelines.aspx>

Q 25: Can a member holding certificate of practice of the Institute engage himself as a partner in a business firm?

Ans: A member holding certificate of practice can not engage himself in any business or occupation. The member with the specific and prior approval of the Institute may have interest or association in family business concerns provided that the members does not hold substantial interest in such concerns.

Q 26: Whether a member in practice can engage himself as lecturer in University, Educational Institutions and coaching colleges or as a private tutor? Is he required to obtain a permission of the Council?

Ans: The member in practice can engage in Teaching assignment under the Coaching Organization of the Institute or any other organization, so long as the hours during which a member in practice is so engaged in teaching do not exceed ceiling of average four hours in a day.

Q 27: Whether a member in practice can run a coaching centre?

Ans: No. A member in practice cannot run a coaching centre. However, he can engage himself as a faculty for teaching purpose and the total teaching hours should not exceed average ceiling of four hours in a day.

Q 28: Does the Council allow the opening of Branch office which is not in the separate charge of any member of the Institute?

Ans: Applications for opening of branch office without a member in the separate charge at places where there are few or no Company Secretaries in Practice are decided by the Council on the merits of each case subject to the following general conditions:

- (i) The branch office shall be an independent office and not in the office of some other professional.
- (ii) One of the partners of the firm shall attend the branch office at least 100 days in a financial year. However, if a final or Professional Programme pass student who has

- completed Management / Apprenticeship Training of the Institute is posted at the said branch office, then one of the partners shall attend branch office at least 60 days in the financial year.
- (iii) The approval shall be valid for a period of two years.

Q 29: Can a Company Secretary in Practice or a firm of such Company Secretaries open branch Office in any part of the state/ country ?

Ans: Yes. As per section 37(1) of the Company Secretaries Act, 1980 a Company Secretary in Practice or a firm of such Company Secretaries can open branch Office in any part of the state/country but such office must be in the separate charge of a member of the Institute.

However, the Council may exempt in suitable cases any Company Secretary in Practice from the operation of sub-section (1) of Section 37.

Q 30: How many compliance certificates and annual returns can a member in practice sign in a calendar year?

Ans: The Council has fixed the ceiling of signing of 80 compliance certificates and annual returns in total in a calendar year.

Q 31: What is the procedure for getting the certificate of practice cancelled?

Ans: The certificate of practice of a member can be cancelled at his request in writing duly signed and the member is required to intimate the fact of his ceasing to be in practice within 30 days from the date he ceases to be in practice.

Q 32: What are the consequences of cancellation of certificate of practice ?

Ans: When the certificate of practice is cancelled, the member is not entitled to practice as a Company Secretary from the date his certificate of practice is cancelled. He will also cease to be a partner of partnership firm of Company Secretaries in which he is partner and the partnership firm will be reconstituted accordingly. In the event of his having a proprietorship concern, the same ceases to be in existence from the date the certificate of practice of the member is cancelled.

Q 33: Can a member holding certificate of practice of the ICSI practise in his own name?

Ans: Yes, a member holding certificate of practice of the ICSI can practice in his own name and submit the particulars of his office in the appropriate Form-I to the Institute.

Q 34: Whether the certificate of practice of a member can be restored retrospectively?

Ans: Where the certificate of practice is required to be canceled on failure to pay the annual fee for certificate of practice on or before the due date prescribed and an application for restoration of certificate of practice has been received and accepted by the Institute in the same financial year, the certificate of practice would be restored on payment of the requisite annual fee for certificate of practice for the current year and a restoration fee of Rs.250/-. Where the certificate of practice has not been renewed or accepted for renewal in the same financial year,

and as a result of which it is required to be cancelled, a fresh certificate of practice will be issued with effect from the date of acceptance of application for the issue of fresh certificate.

Q 35: Under what circumstances the name of the member can be removed from the register of members?

Ans: The name of the member can be removed from the Register of Members under the following circumstances:-

- a. On receipt of request from the member to that effect.
- b. If the member has not paid any prescribed fee required to be paid by him.
- c. In the event of death of a member.
- d. If the member is suffering from any of the disabilities mentioned in section 8 or for any other reason has ceased to be entitled to have his name borne on the Register.
- e. An order has been passed under the Company Secretaries Act, 1980 for removing his name from the membership of the Institute.

Q 36: What is the procedure for restoration of name of a member whose name has been removed from the Register of Members?

Ans: A member whose name has been removed from the register of members is required to apply for restoration of his name in appropriate Form-BB duly filled in and signed alongwith the following payment of fees:-

- a. Arrears of Annual Membership fee.
- b. Membership fees for the year in which the restoration is being sought.
- c. Entrance fee (Rs.1,500/- for Associate & Rs.1,000/- for Fellow) in case of Associate / Fellow
- d. Restoration fees of Rs. 250/-.

The name of the member would be restored from the date on which the application for restoration of Membership in the appropriate form completed in all respects and the fees due are received. However, in case the name was removed during the same financial year, the name would be restored with effect from the date on which it was removed from the register.

Q 37: Who is eligible for admission as a Fellow member of the Institute?

Ans: An Associate member holding membership of the Institute for a continuous period of five years is eligible for admission as a Fellow member on his fulfilling the requirements of Regulation 4 (2) as given below:-

- (i) is an Associate and has been in continuous practice in India as a Company Secretary for at least five years; or
- (ii) is an Associate for a continuous period of not less than five years and possesses experience of not less than five years on the date of application in a supervisory position, of which at least three years shall be as a secretary or in a post considered equivalent or higher thereto by the Council in a company or body corporate having an aggregate paid-up capital of not less than rupees twenty-five lakhs; or

- (iii) is an Associate for a continuous period of not less than five years and possesses five years total experience in the disciplines of law, management or commerce, either in a Group A post in the Central Government or any equivalent post in the State Government or local Authority or in a supervisory position in any organization deemed by the Council as equivalent to the experience specified in clauses (c) or (d).

Eligible members may apply for Fellow Membership of the Institute in approved Form B available on the website of the Institute www.icsi.edu . The application should be accompanied with the following:

Experience Certificate indicating the designation, period of employment, details of nature of duties, paid up share capital of the organization issued by the competent authority or copy of certificate of practice of the respective professional body/ Institute;

Application for membership can be made online alongwith remittance of the requisite fee by net banking through Institute's portal www.icsi.edu.

Upon his advancement to Fellowship, the member is entitled to use the descriptive letters "FCS" after his name to denote that he is a Fellow Member of the Institute.

Q 38: What is the fees required to be paid for becoming Fellow member of the Institute?

Ans: The members applying for Fellow membership of the Institute are required to pay the following fees along with the application for Fellow membership:-

I. Entrance fee for Fellow	Rs.1,000/-
II. Fellow annual membership fee	<u>Rs.1,500/-</u>
TOTAL	Rs.2,500/-
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However, members who have already paid the annual membership fee for the relevant year will pay the difference of annual membership from Associate to Fellow i.e. 375/- along with entrance fee of Rs.1,000/-.

Q 39: Whether a member is eligible to become Fellow automatically after completion of period of five years as Associate member?

Ans: No. A member on completion of five years as an Associate member of the Institute will not automatically become a fellow member of the Institute. For admitting as a Fellow member, he has to apply for admission as a fellow in the appropriate Form-B along with requisite fee and documents of experience. He will be admitted as a Fellow only if his experience fulfills the requirement Regulation 4(2) of the Regulations.

Q 40: What is the procedure for noting the change in the name of a member in the records of the Institute?

Ans: The members are required to make an application in writing for change of name along with an attested copy of Notification published in the official Gazette notifying the change in

the name of the member. However, the request for change in the surname of the member consequent upon marriage may be made along with an attested copy of marriage registration certificate. In case marriage registration certificate is not available on written declaration of the member along with marriage invitation card in original.

Q 41: Whether it is compulsory for a member to intimate his change in professional address to the Institute ?

Ans: Yes. It is mandatory for a member to communicate to the Institute any change of professional address within one month of such change.

Q 42: How the member can get a list of members published by the Institute?

Ans: The list of members as on 1st April, 2012 has been published in CD and is available to members on request on making a payment of Rs.250/- by way of cheque at par or demand draft payable at New Delhi favouring “the Institute of Company Secretaries of India”.

Q 43: Can a member whose name stood removed from the Register of Members is entitled to get the Chartered Secretary Journal free of cost?

Ans: No. Only members whose names are borne on the Register of Members are entitled to receive the monthly journal Chartered Secretary free of cost.

Q 44: What is the procedure for obtaining the duplicate certificate of membership or certificate of practice?

Ans: The member may submit a written request for obtaining the duplicate certificate of Associate or Fellow membership or certificate of practice, as the case may be along with charges of Rs.20/- per duplicate certificate and also return the mutilated / torn certificate for cancellation. In case, the original certificate is lost, the member has to submit an affidavit to that effect in the specified format on non judicial stamp paper of Rs.10/- duly attested by Notary Public / Oath Commissioner /1st class Magistrate.

Q 45: What is meant by certificate of good standing and how it can be obtained?

Ans: A certificate of good standing means a certificate issued to a member of the Institute at his request for specific purpose indicating that he is a bonafide member of the Institute in good standing and nothing adverse about him has come to the notice of the Institute. A good standing certificate is normally required for the purpose of joining employment, immigration and visa purposes. A member may send a request in writing or send an email for issue of certificate of good standing stating the purpose for which certificate of good standing is required.

Such certificate is issued to member whose name is borne on the register of members.

Q 46: What is a transcript and what is the procedure for obtaining a transcript?

Ans: A transcript is a certificate issued by the Institute to a member describing the details of subjects and statement of marks of the examinations of the Institute passed by the member concerned including his membership details.

For obtaining copies of transcript, member may make a request in writing accompanying the following :-

- I. A transcript fee of Rs. 100/- per transcript.
- II. Copies of certificates of passing of Foundation, Intermediate or Executive Programme and Final or Professional Programme Examinations.
- III. Copies of Associate/Fellow membership certificates.

Q 47: What is the procedure for obtaining the members' Identity Cards? Whether any charges are required to be paid for obtaining the Identity cards?

Ans: Members are required to make a request in writing along with two passport size photographs to the Institute or send the scanned image of photograph in jpeg format be sent separately at e-mail Ids acs@icsi.edu . At present, no amount is charged from the members for issue of Identity Cards.

Q 48: What is procedure for obtaining a duplicate identity card?

Ans: Members who have lost their Identity Cards or their identity cards are mutilated may apply in writing along with a copy of F.I.R. and remittance of charges of Rs. 100/- for issue of a duplicate identity card.

Q 49: Can members pay their annual membership fee and other fees online?

Answer: Yes. Members can make online payment of their Annual Membership Fee, Certificate of Practice Fee, Restoration Fee, Entrance Fee and Subscription for life membership of CSBF through Institute's web portal www.icsi.edu. The steps are

- Login to www.icsi.edu by using Online Services
- Use Members Tab and Members Login. Use your membership number as A1234 or F1234 as Username and the password. In case your email is registered you may also retrieve password. In case your email is not registered in ICSI you may request ICSI to register your email and also send your password by email.
- Use Member Tab and then My Account. Click on Manage Account.
- Choose appropriate link to pay online

Q.50: Can members make online applications through Institute's web portal www.icsi.edu?

Answer: Yes. Members can make online applications/requests through Institute's web portal www.icsi.edu on the following:

- Elevation as FCS
- Issue of Certificate of Practice
- Change of Address
- Duplicate I Card
- Request for issue of Chartered Secretary Journal
- Restoration/Cancellation of Membership
- Renewal /Restoration /Cancellation of Certificate of Practice

- Approval of Proprietorship Concern/Partnership Firm Name of Company Secretaries in Practice
- Enrolment as Life Member of CSBF
- Issue of Transcript

Q.51: Can members do online change of address on their own?

Answer: Yes. Members can change their professional and residential address and contact details through Institute's portal www.icsi.edu by following the steps given below:

- Login to www.icsi.edu by using Online Services
- Use Members Tab and Members Login. Use your membership number as A1234 or F1234 as Username and the password. In case your email is registered you may also retrieve password. In case your email is not registered in ICSI you may request ICSI to register your email and also send your password by email.
- Use Member Tab and then My Account. Click on Manage Account.
- Click on the link 'change of address'
- Click on the relevant button i.e. 'professional/residential' and click the 'go' button
- Change the details as required.

Q.52: Whether the newly admitted ACS and FCS members can generate their letter of admission on their own?

Answer: Yes. The newly admitted members can generate their admission letters on their own by following the steps given below:

- Login to www.icsi.edu by using Online Services
- Use Members Tab and Members Login. Use your membership number as A1234 or F1234 as Username and the password. In case your email is registered you may also retrieve password. In case your email is not registered in ICSI you may request ICSI to register your email and also send your password by email.
- Use Member Tab and then My Account. Click on Manage Account.
- Click on the link 'letters'
- Click on the relevant button i.e. ACS/FCS Letter'
- The letter in PDF Format will be displayed

Q.53: What is Company Secretaries Benevolent Fund?

Answer: The ICSI established the Company Secretaries Benevolent Fund (CSBF) in the year 1976 which seeks to create security umbrella for dependent family members.

Q.54: What is the nature of Company Secretaries Benevolent Fund?

Answer : Company Secretaries Benevolent Fund is a society registered with the Registrar of Societies, New Delhi under the Societies Registration Act, XXI of 1860.

- The Fund is recognized under Section 12A of the Income Tax Act.

- Contribution to the Fund qualify for the deduction under section 80G of the Income Tax Act, 1961.

Q.55: What is the Objectives of the Company Secretaries Benevolent Fund?

Answer: Benevolence, Financial assistance to the families of the deceased members, Medical Assistance and Assistance for Children Education

Q.56: How to become a life member of the Company Secretaries Benevolent Fund?

Answer: A member can become a life member of the CSBF by making an application in 'Form A' duly filled in and signed along with one time subscription of Rs.7500/-. Form A is available on the website of the Institute i.e. www.icsi.edu . The application can be made online along with the subscription through Institute's web portal www.icsi.edu .

Q.57: How to make the subscription of CSBF?

Answer: The one time subscription of CSBF can be made through cheque at par or demand draft payable at New Delhi of Rs.7500/- drawn in favour of 'Company Secretaries Benevolent Fund' or online through Institute's web portal www.icsi.edu .

Q.58: Does the subscription or contribution towards the CSBF qualify for deduction under Section 80 G?

Answer: Yes. The subscription and contribution towards the CSBF is exempted under Section 80G of the Income Tax Act, 1961.

Q.59: What are the benefits of becoming a life member of the CSBF?

Answer: The benefits of becoming a life member of the CSBF are :

- Financial Assistance upto Rs.5,00,000/- to the dependants of the deceased members upto the age of 60 years
- Financial Assistance upto Rs.2,00,000/- to the dependants of the deceased members who are above the age of 60 years.
- Reimbursement of Medical expenses upto Rs.60,000/- for the members and / or their dependants.
- Financial Assistance for Children's education up to Rs.20,000 per child (maximum for two children) in case of the member leaving behind minor children.

Q.60: How to avail Placement Services?

Answer: The Institute at its Headquarters, Regional Councils/Chapters provides placement assistance to members. The Institute maintains database of members seeking placement. The list of eligible members is provided to the corporates for consideration.

The members may register themselves online under 'Placement' link in 'Member' section on the portal www.icsi.edu. The requirements for the Company Secretaries received from the corporates are hosted on the Institute's website (www.icsi.edu) and also displayed on the notice boards of Regional Councils / Chapters. The Institute /Regional Councils/Chapters also organize Campus Interviews.

Placement related queries may be sent on placement@icsi.edu

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