

ANNOUNCEMENT

RE-REGISTRATION POLICY FOR THE STUDENTS WHOSE REGISTRATIONS HAVE EXPIRED AFTER PASSING INTERMEDIATE COURSE/ EXECUTIVE PROGRAMME STAGE UNDER THE VARIOUS SYLLABI OF CS COURSE

The Institute is pleased to announce a Re-Registration policy 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 and discontinued pursuing the CS Course due to various reasons.

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| Eligibility | Any student of CS Course who has passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute. |
| FAQ | Detailed FAQ may be seen at Annexure-A . |
| Benefits | <ol style="list-style-type: none">1. Students may resume the CS Course from Professional Programme Stage.2. Students of syllabus 2017 are eligible for corresponding paper-wise exemptions against certain papers passed by them under the Final Course/ Professional Programme under old syllabus as per Annexure-B |
| Fee | <p>Rs.12000/- to be remitted by way of demand draft favoring "The Institute of Company Secretaries of India" payable at New Delhi / Noida</p> <p>In addition to the fee mentioned above, students re-registered under New syllabus 2022 have to remit Pre-exam test Fee @ Rs. 1000/- separately through smash</p> |
| Validity Period of Registration | Five Years from the date of Re-Registration. |
| How to apply | Students have to submit the duly filled up Registration Form along with the requisite Fee. Registration Form Given at Annexure-C . |
| Documents to be submitted along with the application | Latest passport size photographs, Demand Draft towards the fee, Copies of Mark Sheets and Pass Certificates, Date of Birth Certificate, Qualification Certificate, etc. |
| Where to apply | Directorate of Student Services, C-36, Sector-62, Noida – 201 309(UP) |
| Contact Person | Ms. Archana Sethi / Ms. Vinny Mehta (Directorate of Student Services) |

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**FAQ ON THE RE-REGISTRATION POLICY FOR THE STUDENTS WHOSE REGISTRATIONS
HAVE EXPIRED AFTER PASSING INTERMEDIATE COURSE/ EXECUTIVE PROGRAMME
STAGE UNDER THE VARIOUS SYLLABI OF CS Course**

| S.NO. | QUERY | REPLY |
|-------|--|---|
| 1. | Can you please explain how the Re-Registration policy works ? | <p>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 <i>ab initio</i>.</p> <p>The Re-Registration policy is specifically for such students who are not able to seek Registration De novo after passing the Intermediate Course/ Executive Programme Stage under the various Syllabi introduced by the Institute within stipulated time fixed for Registration Denovo.</p> |
| 2. | Is the Re-Registration policy different from Registration Denovo? If yes how it works? | <p>Yes.</p> <p>Under the Re-Registration policy, total Exemption will be granted from Executive Programme Stage for those students who have passed the Intermediate Course/ Executive Programme under various syllabi introduced by the Institute from time to time. Such students will be eligible to resume the CS Course from Professional Programme Stage on seeking fresh registration.</p> <p>The Re- Registration policy 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.</p> |
| 3. | I am eligible to seek Registration Denovo / Extension. Am I eligible to resume CS Course through Re-Registration policy? | <p>No. Students eligible for seeking Registration Denovo/ Extension will not be eligible to resume CS Course through Re-Registration policy.</p> |

| S.NO. | QUERY | REPLY | | | | | | | | | | | | |
|---|--|---|---|--|--|---------|-------------------------|----------------------------|------|---------------------------|--------------------------|----------|----------------------|-----------------------|
| 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 policy? | Yes. Students will be eligible for Corresponding paper-wise exemptions against certain papers passed by them under 2017 syllabus of Professional Programme Stage. The details of corresponding paper-wise exemptions may be seen at Annexure-B . | | | | | | | | | | | | |
| 5. | How the students will seek Re-registration? | Students will fill up the prescribed Re-registration form (Annexure C) and send the same to the Institute along with the requisite documents & fee at Institute's Address. Development of Online facility is also being explored which will be introduced Subsequently. | | | | | | | | | | | | |
| 6. | Any other additional fee applicable for Students re-registered under new syllabus 2022? | Yes, apart from Registration fee @ Rs.12000/- students re-registered under New syllabus 2022 have to remit Pre-exam test Fee @ Rs. 1000/- separately through Online mode. | | | | | | | | | | | | |
| 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? | The registration will be valid for five years and such students will have to seek Registration De novo after the said period. <table border="1"> <thead> <tr> <th colspan="3">cut-off dates for examinations eligibility for the students Registered in CS Course</th> </tr> <tr> <th>Session</th> <th>to appear in All Groups</th> <th>to appear in Any One Group</th> </tr> </thead> <tbody> <tr> <td>June</td> <td>30th November</td> <td>31st January</td> </tr> <tr> <td>December</td> <td>31st May</td> <td>31st July</td> </tr> </tbody> </table> | cut-off dates for examinations eligibility for the students Registered in CS Course | | | Session | to appear in All Groups | to appear in Any One Group | June | 30 th November | 31 st January | December | 31 st May | 31 st July |
| cut-off dates for examinations eligibility for the students Registered in CS Course | | | | | | | | | | | | | | |
| Session | to appear in All Groups | to appear in Any One Group | | | | | | | | | | | | |
| June | 30 th November | 31 st January | | | | | | | | | | | | |
| December | 31 st May | 31 st July | | | | | | | | | | | | |
| 8. | Which are the documents to be Attached with the registration form? | Latest passport size photograph, Demand Draft, Copies of Mark Sheet(s), Pass Certificate(s) relating to their passing of CS Examinations, Date of Birth Certificate & Other Qualification Certificate | | | | | | | | | | | | |
| 9. | Where the application is to be Forwarded? | The Institute of Company Secretaries of India Directorate of Student Services, "ICSI HOUSE" C-36, Sector-62, Noida – 201 309(UP) | | | | | | | | | | | | |
| 10. | For any query /clarification whom to contact/Email | please submit your query at Grievance Redressal Portal of the ICSI i.e http://support.icsi.edu | | | | | | | | | | | | |

ANNEXURE-B

Students, who have passed/exempted under 2017 Syllabus are eligible for the following corresponding paper-wise exemptions under syllabus 2022

| 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 | | | |
| <i>Existing Syllabus (2017)</i> (Module 3) | | <i>New Syllabus(2022)</i> (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) |

Yours faithfully,

Place:

Date:

Signature

Encls: Latest passport size photograph
Demand Draft
Copies of Mark Sheets and Pass Certificates of CS Course
Date of Birth Certificate
Qualification Certificate

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***Incomplete form may result in exclusion and rejection.**

***Once Application Form is completed, please review and ensure all information are correct.**