

## 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.

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 <b>Annexure-A</b> .
Benefits	1. Students may resume the CS Course from Professional Programme Stage. 2. Students of syllabus 2012 are eligible for corresponding paper-wise exemptions against certain papers passed by them under the Final Course/ Professional Programme under old syllabus as per <b>Annexure-B</b>
Fee	Rs.12000/- to be remitted by way of demand draft favouring "The Institute of Company Secretaries of India" payable at New Delhi / Noida  In addition to the fee mentioned above, students re-registered under New syllabus 2017 have to remit Pre-exam test Fee @ Rs. 1000/- separately through <a href="http://www.icsi.in/PreExamFees/Login.aspx">http://www.icsi.in/PreExamFees/Login.aspx</a>
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 alongwith the requisite Fee. Registration Form given at <b>Annexure-C</b> .
Documents to be submitted alongwith the application	Two 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 <u>Student Services</u> )

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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**

<b>S.NO.</b>	<b>QUERY</b>	<b>REPLY</b>
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 &amp; Professional Programme stages) is valid for a period of five years. Students are eligible to seek Registration De novo / Extension 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. 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. 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 2012 syllabus of Final Course/ Professional Programme Stage. The details of corresponding paper-wise exemptions may be seen at <b>Annexure-B</b> .
5.	How the students will seek registration?	Students will fill up the prescribed registration form ( <b>Annexure C</b> ) and the send the same to the Institute along with the requisite documents & fee. 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 2017?	Yes, apart from Registration fee @ Rs.12000/- students re-registered under New syllabus 2017 have to remit Pre-exam test Fee @ Rs. 1000/- separately through Online mode. <a href="http://www.icsi.in/PreExamFees/Login.aspx">http://www.icsi.in/PreExamFees/Login.aspx</a>
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. Further, the cut-off dates for examinations and other eligibility conditions will remain the same as applicable to the other regular students i.e. students who re-register upto 28th February/ 31st August will be eligible for appearing in All Modules in December (same year) / June (subsequent year) Sessions and those who register upto 31 <sup>st</sup> May/ 30 <sup>th</sup> November will be eligible to appear in Any One Module in December (same year) / June (next year) Sessions.
8.	Which are the documents to be attached with the registration form?	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
9.	Where the application is to be Forwarded?	Directorate of Student Services, C-36, Sector-62, Noida – 201 309(UP)
10.	For any query /clarification whom to contact/Email	No, need to make Phone Calls or Send Emails Grievance Redressal Portal of the ICSI i.e <a href="http://support.icsi.edu">http://support.icsi.edu</a> will cater to all your queries/complaints.

The Council of the Institute in its 256<sup>th</sup> meeting held on 15th November, 2018 has decided & approved the grant of exemption to students from the papers of Executive Programme only in case of re-registration and no paper of the Professional Programme will be exempted to those students. However, corresponding paper-wise exemptions, in case of switch over from the existing syllabus 2012 to new syllabus 2017, will continue to be granted to the students.

PROFESSIONAL PROGRAMME (2012 SYLLABUS)		PROFESSIONAL PROGRAMME (2017 SYLLABUS)	
331	<i>Advanced Company Law And Practice</i>	436	<i>Resolution of Corporate Disputes, Non-Compliances &amp; Remedies</i>
332	<i>Secretarial Audit, Compliance Management And Due Diligence</i>	434	<i>Secretarial Audit, Compliance Management and Due Diligence</i>
333	<i>Corporate Restructuring, Valuation And Insolvency</i>	435	<i>Corporate Restructuring, Insolvency, Liquidation &amp; Winding-up</i>
334	<i>Information Technology And Systems Audit</i>		<i>No Exemption</i>
335	<i>Financial, Treasury And Forex Management</i>	437	<i>Corporate Funding &amp; Listings in Stock Exchanges</i>
336	<i>Ethics, Governance And Sustainability</i>	431	<i>Governance, Risk Management, Compliances and Ethics</i>
337	<i>Advanced Tax Laws And Practice</i>	432	<i>Advanced Tax Laws</i>
338	<i>Drafting, Appearances And Pleadings</i>	433	<i>Drafting, Pleadings and Appearances</i>
339	<i>Elective Subject</i>	439	<i>Elective Subject</i>



(v) Corresponding Paper wise Exemption secured under Previous Registration with current syllabus

Subject Code	Subject	Basis	
		Qualification	Corresponding paper passed

(vi) Educational/Professional Qualifications

Qualification	University/Board	Year	Maximum Marks	%age Marks

(vii) Payment Details

DD No./Ack. No.. 

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Date 

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Branch/City 

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(vii) Select any one Elective/Optional Subject from the following: \_\_\_\_\_

Banking – Law & Practice	
Insurance – Law & Practice	
Intellectual Property Rights Laws and Practices	
Forensic Audit	
Direct Tax Law & Practice	
Labour Laws & Practice	
Valuations & Business Modelling	
Insolvency Law and Practice	

2. I hereby undertake that I shall, as a registered student of the Institute, 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 such regulations, bye-laws, rules, standing orders, directions applicable to me from time to time.

Yours faithfully,

Place:

Date:

Encls: Two latest passport size photographs

Demand Draft

Copies of Mark Sheets and Pass Certificates of CS Course

Date of Birth Certificate

Qualification Certificate


Signature

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

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