



# 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) is a premier national professional body constituted under an Act of Parliament (Company Secretaries Act, 1980).

ICSI Functions under the jurisdiction of the Ministry of Corporate Affairs, Govt. of India.



Ministry of Corporate Affairs

Government of India



The Institute of Company Secretaries of India has been set up to regulate and develop the profession of Company Secretaries.

### ICSI Vision

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

### ICSI Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। कर्तव्यं कुरु।

### ICSI Mission

"To develop high calibre professionals facilitating good corporate governance"

# Company Secretary

## The Governance Professional



# I balance the interest of all stakeholders

## ROLE OF COMPANY SECRETARY

-  Advisor to the Board of Directors
-  Key Managerial Personnel
-  Compliance Officer
-  Secretarial Auditor
-  Corporate Risk Manager
-  Chief Governance Officer
-  Corporate Planner and Strategic Manager
-  Internal Auditor
-  GST Professional
-  Registered Valuer
-  Insolvency Professional
-  Representation Services

# About

- ICSI has its Headquarters at New Delhi and 4 Regional Councils at Chennai, Kolkata, Mumbai & New Delhi, 72 Chapters, 1 Centre of Excellence and 1 Centre for Corporate Governance Research & Training spread all over India.
- The Institute has on its rolls over 60,000 qualified members both in Employment & in practice.
- About 3 lakh students are currently enrolled in the Company Secretaries Course.
- Conducts Examinations at around 200 Examination Centres across the country and one Overseas Centre at Dubai
- Counsellors across India

# Honourable Prime Minister's Words



Prime Minister Narendra Modi at the Inauguration of ICSI Golden Jubilee Celebration on 4th October, 2017 at Vigyan Bhawan, New Delhi

'I am honored to be with the experts who ensure every Company in the country follows the law of the land, maintain complete transparency. The onus is on you to see to it what should be the corporate culture of the country'.

'ICSI plays an important role in institutionalizing the transparency and honesty in the country. Let us march ahead for building a New India with renewed vigor, zeal and confidence'.

'The motto of ICSI is **'Satyam Vada, Dharmam Chara'**. It implies that one should speak the truth and follow rules and regulations. Your advice – right or wrong has an impact on the Corporate Governance of the country'.

'The importance of a transparent and honest administrations is now understood in the country. The recommendations made by the ICSI played a positive role in formulating the Corporate Governance Framework'.

# Company Secretary

The Governance Professional



Advisor to  
the Board  
of Directors

## Role of A Company Secretary



Key Managerial  
Personnel



Compliance  
Officer



Secretarial  
Auditor



Corporate  
Risk Manager



Chief Governance  
Officer



Corporate Planner  
and Strategic  
Manager



Internal  
Auditor



GST  
Professional



Registered  
Valuer



Insolvency  
Professional



Representation  
Services

# Company Secretary In Employment Key Managerial Personnel (KMP)



- The Companies Act, 2013 Act confers a special status to Company Secretary as the key managerial personnel and has bracketed him along with Managing Director (MD) or Chief Executive Officer (CEO) or Manager, Whole-time director(s) or Chief Financial Officer (CFO). The appointment of whole time KMP has to be made by a Board resolution, which is a testimony of the significance of the role of Company secretary as KMP.
- *Every listed company and every other public company having a paid-up share capital of ten crore rupees or more has to appoint a whole time Key Managerial Personnel (KMP).*
- *A company other than a company covered above which has a paid-up share capital of ten crore rupees or more shall have a whole-time company secretary.*



# Company Secretary In Practice



- The Companies Act, 2013, has increased the opportunities to Company Secretaries in practice by introducing Secretarial audit.
- As per section 204 of the Companies Act, 2013 read with Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, following companies are required to obtain Secretarial Audit Report' from independent practicing company secretary;
- *Every listed company.*
- *Every public company having a paid-up share capital of Fifty Crore rupees or more; or*
- *Every public company having a turnover of Two Hundred Fifty Crore rupees or more.*
- *Every company having outstanding loans or borrowings from banks or public financial institutions of one hundred crore rupees or more.*
- Under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2014 (Listing Regulations), the Company Secretary has to be mandatorily appointed as Compliance Officer except for units of Mutual Funds listed on Stock Exchanges.

# Employing A Company Secretary Helps In



- Mobilising Resources from Capital Market through IPOs, FPO's
- Mobilising Global Resources through FDI, ECB, ADR/GDRs
- Managing Corporate Restructuring
- Project Planning & Execution, Regulatory Interface
- Managing Joint Ventures and Foreign Collaborations within and beyond India
- Treasury & Financial Management including Loan Syndication, Taxation, Project Finance
- Ensuring Due Diligence and Compliances of all the laws applicable to company
- Initiating Best Practices in Corporate Governance ,Corporate disclosure and reporting
- Corporate Social Responsibility
- Company Secretaries are multi-faceted professionals with all round excellence. They are competent to work as Integrated Corporate Managers and capable of undertaking wide gamut of work in all the functional areas in addition to their core area of Legal and Corporate Compliance Management. They have also established their eminence in Corporate Financial and Global matters.
- The Companies Act, 2013, in fact, recognizes Company Secretaries as advisors to the Board on the affairs of the Company and all matters to ensure good Corporate Governance. They are also required to guide the Board on its own role, responsibilities and duties.







**RISK OF NON COMPLIANCE  
INCREASES MANIFOLD**

**WHAT IF  
COMPANY  
DOES NOT  
ENGAGE A  
COMPANY  
SECRETARY?**

**DEVOID OF VALUABLE  
ADVICE TO BUSINESS**

**OPPORTUNITY COST INCURRED IN  
TERMS OF PENALTY AND INTEREST**

**DIRECTORS RISK INCREASES**



# Introduction To Company Secretaries Course

# CS Executive Entrance Examination



## Eligibility

- Students who have passed Senior Secondary Examination (10+2 pattern) or appearing in Senior Secondary Examination (10+2) with the condition of submitting 12<sup>th</sup> pass proof at the time of Executive Programme registration

## Registration & Examination

- Register between **21<sup>st</sup> January - 15<sup>th</sup> April (extended upto 27<sup>th</sup> July, 2020)**
  - *Exam on Saturday on 29<sup>th</sup> Aug*
- Register between **21<sup>st</sup> May - 15<sup>th</sup> June (extended upto 27<sup>th</sup> July, 2020)**
  - *Exam on Saturday on 29<sup>th</sup> Aug*
- Register between **28<sup>th</sup> July - 15<sup>th</sup> October**
  - *Exam on Saturday/Sunday in 2<sup>nd</sup> /3<sup>rd</sup> week of November*
- Register between **21<sup>st</sup> November - 15<sup>th</sup> December**
  - *Exam on Saturday/Sunday in 2<sup>nd</sup> /3<sup>rd</sup> week of January*

## Fees

- Rs.1000/-

# CS Executive Entrance Examination



CSEET shall be held on a single day consisting of two parts :

**a) Computer Based Test : 120 Minutes for**

(i) Business Communication;

(ii) Legal Aptitude & logical Reasoning

(iii) Economic and Business Environment &

(iv) Current Affairs

**b) Viva Voce – 15 Minutes on “Presentation and Communication Skills”**

An aggregate of 50% and minimum 40% marks in each subject will be the qualifying criteria. The duration of the test shall be 135 minutes (120 Minutes for MCQ test and 15 minutes for Viva Voce). There will be no negative marking.

# Eligibility, Validity And Cut-off Dates for Executive & Professional Programme



## CS Executive Programme

**CSEET Passed/Final pass of ICAI /  
ICMAI (with an exemption fees)**

**31<sup>st</sup> May (both modules of Executive)  
in December Same Year**  
**31<sup>st</sup> July (one module of Executive)  
in December Same Year**

**30<sup>th</sup> November (both modules of  
Executive)  
in June Next Year**  
**31<sup>st</sup> January (one module of Executive)  
in June same Year**

## CS Professional Programme

**CS Executive Pass**

**31<sup>st</sup> May (both modules of Professional)  
in December Same Year**  
**31<sup>st</sup> July (any one module of  
Professional)  
in December Same Year**

**30<sup>th</sup> November (both modules of  
Professional)  
in June Next Year**  
**31<sup>st</sup> January (any one module of  
Professional)  
in June same Year**

# Company Secretaries Course Fees



## Executive Programme

- For CSEET Pass Student Rs. 8500/-
- For CS Foundation Pass Student Rs. 8500/-
- For Final Pass of ICAI/ICWAI Rs. 13500/- (incl. Exemption Fess Rs.5000/-)
- **Pre Examination Test Fees Rs. 1000/-**
- **One Day Orientation Fees Rs. 600/-**
- **Chartered Secretary Fees Rs.500/- (optional)**

## Professional Programme

- **Registration Fees Rs. 12000/-**
- **Pre Examination Test Fees Rs. 1000/-**

# Course Details



## CS EXECUTIVE PROGRAMME

### Module- 1

1. Jurisprudence, Interpretation & General Laws
2. Company Law
3. Setting up of Business Entities and Closure
4. Tax Laws

### Module – 2

1. Corporate & Management Accounting
2. Securities Laws & Capital Markets
3. Economic, Business and Commercial Laws
4. Financial and Strategic Management

## CS PROFESSIONAL PROGRAMME

### Module- 1

1. Governance, Risk Management, Compliances and Ethics
2. Advanced Tax Laws
3. Drafting, Pleadings and Appearances

### Module – 2

4. Secretarial Audit, Compliance Management and Due Diligence
5. Corporate Restructuring, Insolvency, Liquidation & Winding-up
6. Resolution of Corporate Disputes, Non-Compliances & Remedies

### Module – 3

7. Corporate Funding & Listings in Stock Exchanges
8. Multidisciplinary Case Studies (The examination for this paper will be open book examination)
- 9. Electives 1 paper out of below 8 papers**
  - 9.1 Banking – Law & Practice
  - 9.2 Insurance– Law & Practice
  - 9.3 Intellectual Property Rights– Laws and Practices
  - 9.4 Labour Laws & Practice
  - 9.5 Insolvency – Law and Practice (The examination for this paper will be open book examination)

# One Day Mandatory Orientation Programme

The Institute has introduced one day mandatory orientation programme for executive and foundation students' w.e.f. 1<sup>st</sup> June, 2019.

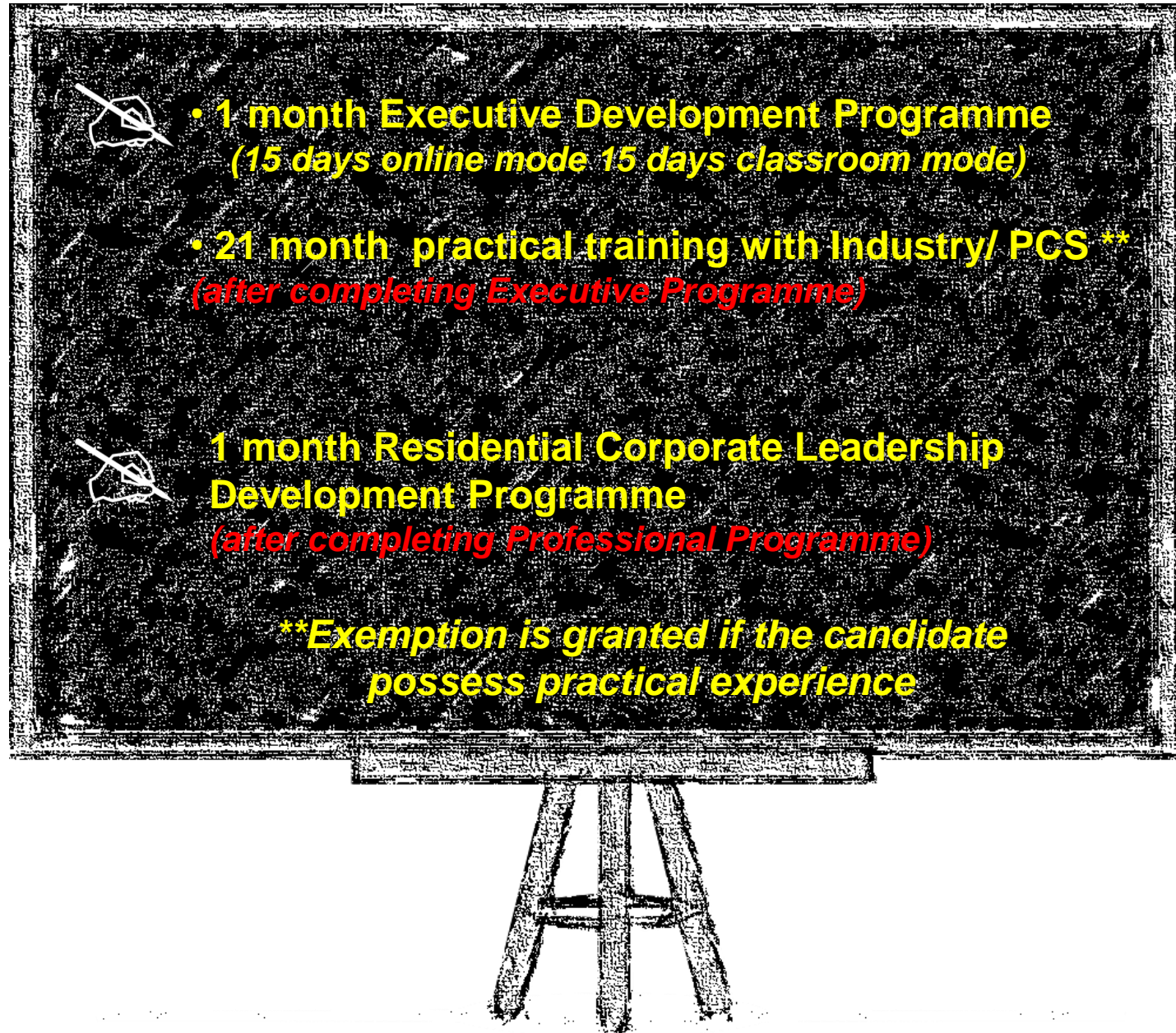
The students getting registered in CS Course on or after 1<sup>st</sup> June, 2019 are required to undergo One Day Orientation Programme before their enrolment in the Examination.



The objective of the Orientation Programme is to apprise the newly admitted students to know about their Institute, role & responsibility of a Company Secretary, scheme of studies, course curriculum, duration of the programme, examination pattern, modalities of practical training, skills and aptitude required to be a CS, how to be a successful professional etc.



# Pre-Membership Training



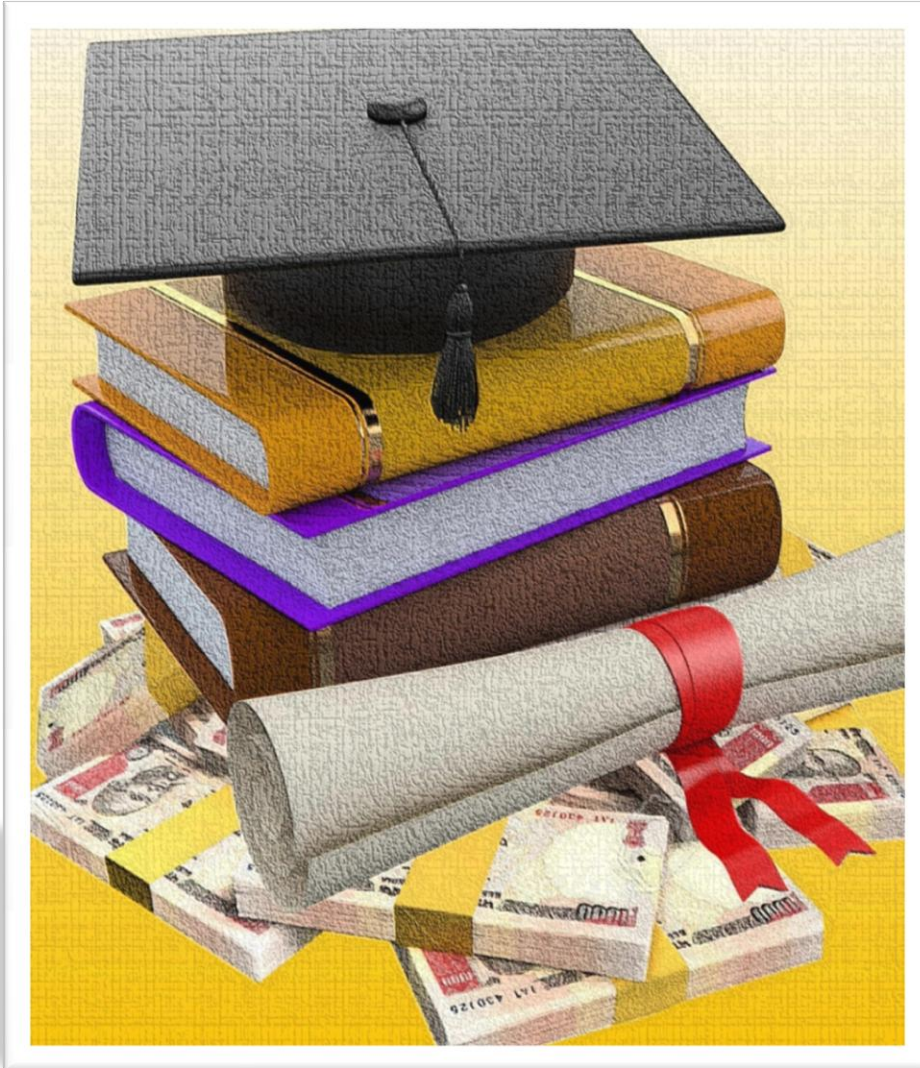
• **1 month Executive Development Programme**  
*(15 days online mode 15 days classroom mode)*

• **21 month practical training with Industry/ PCS \*\***  
*(after completing Executive Programme)*

• **1 month Residential Corporate Leadership  
Development Programme**  
*(after completing Professional Programme)*

**\*\*Exemption is granted if the candidate  
possess practical experience**

# Placement & Pay Package



- In recent campus interviews, the meritorious students, having become fresh Company Secretaries, were picked up by regulators and reputed companies at very attractive starting salaries.
- In the large corporate and multi-national companies, they are attracting huge pay packages ranging between Rs. 25 lacs and Rs. 1 crore per annum.
- Salary packages, of course, depend upon the capabilities and capacities of a person and vary from sector to sector.

## CS Executive Entrance Test (CSEET) Information

Candidates are advised to click on the following link to get details about complete process of online CSEET registration. [Click Here](#)

### Attention:-

Before proceeding to CSEET registration form please make sure that you are ready with the softcopy of the documents mentioned on this page.

- Photograph of the candidate
- Signature of the candidate
- DOB Certificate (10th pass certificate)
- Admit Card/ Hall Ticket for 10+2 Examinations (if appearing)
- 10+2 Pass Certificate/ Mark Sheet
- Category Certificate (for availing Fee Concession)
- Identity proof(Adhar card/passport/voter ID /pan card/driving license/ration card)

### Guidelines should be followed.

All the files should be present in one of the following formats(jpg, jpeg, png, gif, bmp,pdf).

The maximum allowed file size is 2 MBs.

File size of student photo should be between 20kb to 50kb.

File Size of student signature should be between 10kb to 20kb..

[Proceed To CSEET Registration](#)

# ICSI Classroom Teaching Centres at Regional Councils/Chapters and ONLINE CLASSES



## Features/Main attractions



Small batches



Best faculties



Concept clarity



Personal attention



All Information at one place



Access to the faculty



Doubt Clearance Classes



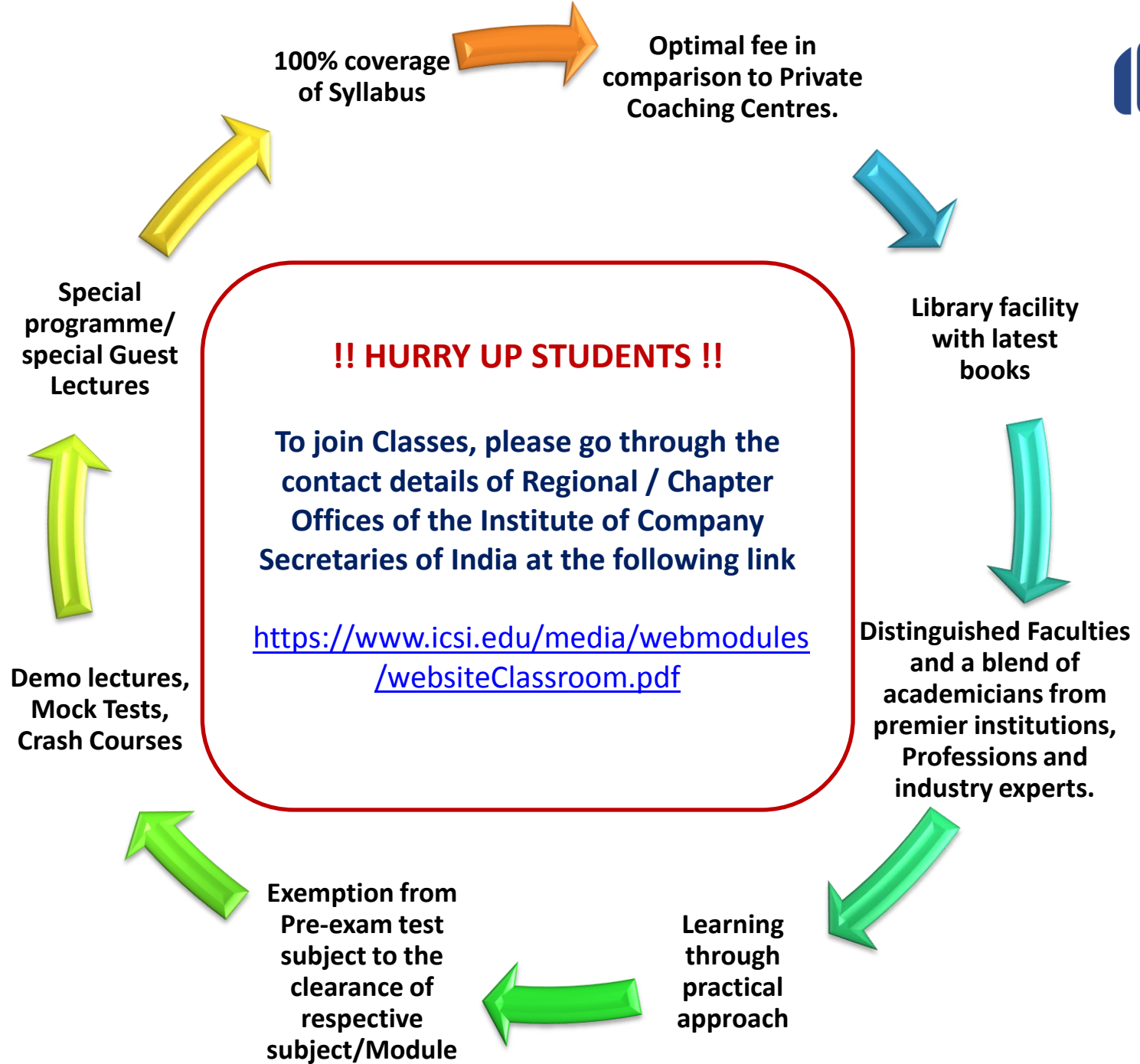
Expert & Experienced faculty



Reasonable fee

Pre-examination Test is Exempted for Classroom teaching Students(Subject to the condition)

For more information please visit <http://tinyurl.com/y64ullr4>



# ICSI Study Centre Scheme



(launched on 2nd October 2015)

As on date, ICSI has set up 114 Study Centers in various parts of the country in association with reputed Universities / Colleges / Institutions.

Purpose of the Scheme: The Study Centre aim to break the distance barrier between ICSI and its Students specially for the Students who are located in distant locations.

## Services Offer by ICSI Study Centres:

1. Conducting classes for CS Course
2. Conducting Career Awareness Programmes
3. Disseminate Information regarding CS Course
4. Facilitating Registration of the Students for CS Course
5. Providing Library facility to the CS Students



Reputed Universities /Colleges/Institutions are invited to setup the ICSI Study Centre at their Premises at no cost basis.

For more details , Please visit [www.icsi.edu](http://www.icsi.edu)

# ICSI Signature Award



As on date, ICSI has executed MoU with 40 Universities including Central/State University and IIMs across the country for awarding “ICSI Signature Award” to their Toppers.

**Purpose of the Scheme:** The Scheme introduced by ICSI aims to develop competitive spirit among the Students studying in various colleges affiliate to the Universities.

**Features of the Scheme:** Under the Scheme, Top Rank Holder in the B.Com Examinations of respective Universities and topper of selected programmes/papers of IIMs are awarded The ICSI Signature Award Gold Medal and a Merit Certificate.

**Top 3 Rank Holders are also offered a waiver in Registration fee for the CS Course –Executive programme.**

Reputed Universities accredited by NAAC as A+ and A++ category and IIMs across the country are invited to associate with ICSI Signature Award Scheme.

For more details , Please visit [www.icsi.edu](http://www.icsi.edu)





**For Further Details Contact Us Between  
9am To 5.30pm  
at**

**0120 - 4522000 /4082100**

**ICSI Vision**

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

**ICSI Motto**

**सत्यं वद। धर्मं चर।** *Speak the truth. abide by the law.*

**ICSI Mission**

"To develop high calibre professionals  
facilitating good corporate governance"