

**ATTENTION STUDENTS!****SIMPLIFIED PROCESS FOR SEEKING REGISTRATION DENOVO / EXTENSION OF REGISTRATION EFFECTIVE FROM 1<sup>ST</sup> DECEMBER, 2013**

It has been decided by the Council to simplify the process for seeking Registration Denovo and Extension of Registration. Students whose registrations have expired after the validity period of five years may seek Registration Denovo or Extension of Registration (as per their eligibility) by remitting a lumpsum fee. Online facilities for seeking Registration Denovo and Extension are also being introduced shortly. The details are as under : -

Sl. No.	Particulars	Amount	Eligibility Conditions
1.	Registration De Novo	Rs.2,000/- (lump-sum)	Students may apply for Registration <i>de-novo</i> within two years of the expiry of former registration.
		Rs 3,000/- (lump-sum)	If students fail to apply for Registration <i>de-novo</i> within two years of expiry Registration, they may still seek Registration <i>de-novo</i> within a maximum period of five years from the expiry of former registration.
2.	Extension of Registration	Rs 1,000/- (lump-sum)	Students who have passed at least One Module of Professional Programme will be eligible to seek extension of registration for one year at a time. The extension has to be sought within six months of expiry of such registration. No student will be allowed more than two extensions that too on a consecutive basis.

Students are not required to remit any other fee to become eligible for grant of Registration Denovo/ Extension.

Students belonging to Physically Handicapped Category and SC/ST Category will be required to remit only 25% and 50% respectively of the lumpsum fee applicable for General Category Students as mentioned above for seeking Registration Denovo and Extension.

**The revised guidelines are effective from 1<sup>st</sup> December, 2013.**

There is no change in the cut-off dates for seeking Registration Denovo/ Extension for appearing in the June/ December Examinations.

Students may please note that the cut-off dates for seeking Registration Denovo and Extension to become eligible for appearing in the respective sessions examinations are as under : -

For becoming eligible to appear in the Examination conducted in	Cut-off Date for submission of application and fee for seeking Registration Denovo/ Extension (*)
June	20th February
December	20th August
(*)Students whose status can be ascertained only after declaration of the results in February/ August may apply for Denovo/ Extension alongwith examination application for the June/ December session of examination.	

Issued as per decision of the Council of the Institute of Company Secretaries of India.

(Sohan Lal)  
Director (Student Services)

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