

FAQS REGARDING ICSI-ICSA MOU

Q.1 What MOU was signed between the Institute of Company Secretaries of India and Institute of Chartered Secretaries and Administrators, UK, London?

A. An MOU between the ICSI and ICSA, UK was initially signed on 9th November 1995 at Jaipur, which recognised the common interest both the institutes have in promoting the best practices in Company Secretaryship and professional administration.

ICSI and ICSA entered into a series of correspondence, which culminated into mutual exchange of evaluated answer scripts at the various levels for the purpose of assessing the standards of examination.

ICSI and ICSA after satisfying the high standards of examination and appreciating each others activities in promoting excellence in professional education and being desirous of entering into an arrangement of mutual benefit signed the final MOU/Agreement on 13th November 1998 at Pune. For the Text, please [click](#).

Q.2 What is the highlight of the MOU?

A. The MOU provides for reciprocal exemptions on mutual basis. While the members of ICSI are exempted from passing 14 out of 17 papers, the members of ICSA are exempted from passing 19 out of 22 papers. In other words, 3 core papers are not exempted.

ICSI members are required to pass the following three papers to acquire the membership of ICSA :

- Corporate Law
- Corporate Secretaryship
- Corporate Administration

Q.3 Who can avail of the benefit of the said MOU ?

A. Members of either of the Institutes viz. Institute of Company Secretaries of India and Institute of Chartered Secretaries and Administrators, UK **in good standing for a period of two years** can avail of the benefit of the MOU.

Q.4 What is the meaning of good standing for a period of two years ?

A. One must be a Member of the Institute continuously for a period of two years and no disciplinary/misconduct proceedings should be pending against him/her. In other words there should not be any break in the continuation of membership for a period of two years i.e. the member should not be a defaulter in payment of membership fee and no disciplinary/misconduct proceedings should be pending during the last two years at the time of making of the application.

Both the Institutes are required to certify at the appropriate place in the application for registration as a student that the applicant/member is in good standing for the period of two years.

Q.5 What are the direct benefits available to ICSI Members in terms of the MOU if they wish to acquire membership of ICSA?

A. Following are the direct benefits :

1. Exemption from payment of registration and paperwise exemption fees.
2. Exemption from undergoing coaching including the payment of coaching fees.
3. To pass only the following three core papers of ICSA examination.
 - (a) Corporate Law
 - (b) Corporate Secretaryship
 - (c) Corporate Administration
4. Exemption from complying with all the training requirements of ICSA.
5. To acquire the membership of ICSA, UK division by passing the aforesaid three papers.

Q.6 What is the procedure for registration for the ICSA Course?

A. ICSA has designed a specific registration application form for seeking registration by our members in terms of the said MOU.

A similar form has been designed by our Institute for seeking registration to our CS course by ICSA members.

The Members may download the registration application form by [clicking here](#) and apply to the ICSI Head Quarters together with the copy of the ICSI membership certificate and one time service charge of Rs. 500. The service charge can be remitted in cash and/or by crossed cheque/demand draft drawn in favour of the Institute of Company Secretaries of India payable at New Delhi.

As per the protocol between the two Institutes, ICSI is required to make an endorsement certifying that the member is in good standing for a period of two years.

The registration application are endorsed once a month and forwarded to ICSA on a monthly basis.

Q.7 What is the validity period of registration?

A. The registration is valid for a period of three years with a provision for seeking revalidation for another period of three years

Q.8 What is the fee for registration?

A. No registration and paperwise exemption fee is payable to ICSA for seeking registration as a student.

Q.9 Why does the ICSI levy service charge of Rs. 500?

A. As per the established procedure, the ICSI is required to forward all the applications for seeking registration as student of ICSA in original together with the copy of the membership certificate after making requisite endorsement certifying that the applicant/member is in good standing for the period of two years. Further, requisite follow up is done by the Institute with the ICSA.

The service charge of Rs. 500 is levied to neutralize the cost being incurred by the Institute for handling the applications.

Q.10 What are the cut off dates for seeking registration for appearing in examination as a student of ICSA?

A. Registration for student of ICSA is open through out the year. However, there are two cut off dates for seeking registration for appearing in the next immediate session of the examination, which are as under :

(a) 20th February for appearing in June session of Examination

(b) 20th August for appearing in December session of Examination

It is clarified that 20th February and 20th August are the closing dates for receipt of registration applications by ICSA in physical form in their office in UK.

Q.11 What are the dates of ICSA Examination?

A. The ICSA examinations are held in May/June and November/December. The Examinations are usually held in the last week of May or 1st week of June for June session examination and similarly in last week of November or 1st week of December for December session examination.

Q.12 Who can appear in ICSA examination?

A. The registered students of ICSA whose registration is otherwise valid can alone appear in ICSA examination.

Q.13 What is the procedure to be followed for appearing in the ICSA examination?

A. The registered student has to fill up an application form which may be downloaded from the website of ICSI.

ICSA requires that an examination form in the prescribed format should be submitted to them along with examination and coaching material fee which at present is GBP 200 per paper.

ICSA provides study material in the three papers in which members are required to appear.

The last date for receipt of examination form along with the requisite fee by ICSA, U K for June and December session are as under:

- 1st April – for June Session
- 1st October – for December session

Q.14 Is it necessary that one must appear in all the three papers at a time?

A. A student can appear in the ICSA examination Paperwise or at two or all three Papers at the same time. It is not essential that the student concerned must necessarily appear in all the three papers and pass at a time.

Q.15 What is the cut-off percentage of marks for passing in each Paper of the ICSA Examination?

A. The cut-off percentage of marks for passing in the ICSA Examination is 50% marks in each Paper.

Q.16 What will be the examination fee for re-appearing in ICSA examination?

A. While the initial examination including coaching material fee is GBP 400 per paper, the examination fee at present for subsequent appearance is GBP 150 per paper.

Q.17 What is the annual membership fee for ICSA?

A. At present the annual membership fee is GBP140 per annum.

Q.18 What are the facilities being made available by ICSI for enabling our members to appear in ICSA examination in India?

A. In order to facilitate our members to appear in the ICSA examination in India, the ICSA examination is held at the following eight cities, viz., Chennai, New Delhi, Kolkata, Mumbai, Ahmedabad, Bangalore, Hyderabad and Pune.

Q.19 What are the advantages in acquiring the membership of ICSA, UK ?

A. The added qualification of membership of ICSA may improve employment prospects.. The foreign qualification may also be an added advantage in BPO/KPO industry. It may also improve job prospects vis-a-vis MNCs working in India or Indian MNCs operating in the UK or other countries.

Knowledge of comparative law widens the horizon and it gives an upper edge while seeking placement in the competitive global environment.

Q.20 Does the ICSA provide any pre-designed study material?

A. Yes, the ICSA UK provides a courseware.

Q.21 Does a membership of the ICSA, UK ensure a UK Immigration VISA/work permit for me?

A. No, the membership of the ICSA, UK does not ensure a UK Immigration VISA/Work permit.

Q.22 Does the ICSA provide any guarantee/preference for employment purposes or assist the members in getting employment in the UK?

A. The details of job opportunities in the UK based companies are published in the Chartered Secretary Journal of ICSA and are also available on the website of ICSA, UK. There is no guarantee/preference with regard to the placement/employment in U.K and other countries on the basis of membership of ICSA. Further ICSA does not render any assistance in obtaining VISA and immigration permission. ICSI Members are required to make their own arrangements for seeking VISA, Work Permit, Immigration and Placement.

Q.23 Can I become a Council Member of the ICSA, UK?

A. No, the Byelaws of ICSA prohibit a person who is not resident in either UK or Ireland from being elected on the Council of the ICSA, UK.

Q.24 Am I eligible to vote at the elections for the Council of the ICSA, UK?

A. No, unless you are a resident of the UK or Ireland.

Q.25 Does the membership of the ICSA, UK mean membership of other divisions of ICSA?

A. It is clarified that the ICSI had signed the MOU with UK division of ICSA International. There are, at present, 09 (Nine) Divisions of ICSA International of which, ICSA, UK is one such division
Details of 9 Divisions of ICSA ;

1. The Institute of Chartered Secretaries and Administrators, UK
2. Chartered Secretaries Australia.
3. The Institute of Chartered Secretaries and Administrators in Canada
4. The Hong Kong Institute of Chartered Secretaries
5. The Malaysian Institute of Chartered Secretaries and Administrators
6. Chartered Secretaries New Zealand Inc.
7. The Singapore Association of the Institute of Chartered Secretaries and Administrators
8. The Southern African Institute of Chartered Secretaries and Administrators
9. The Institute of Chartered Secretaries and Administrators in Zimbabwe

All of them are having their own norms for awarding their membership.

The membership of the ICSA, UK does not lead to automatic membership of other divisions of ICSA, Hence, the membership of the ICSA, UK does not mean that the member concerned automatically acquires the membership of any of the divisions of ICSA, International.

Q.26 What is the prerogative of becoming a member of ICSA, UK?

A. ICSA brings out an exclusive monthly Magazine, Chartered Secretary which is supplied free of cost by the said Institute to all its members.

Q.27 What is the ICSA's address, phone no. and e-mail id?

A. The Institute of Chartered Secretaries and Administrators

16 Park Crescent, London, W1B 1AH, UK
Tel : (+44) 020 7580 4741, Fax : (+44) 020 7323 1132
E-mail: info@icsa.co.uk , Website: www.icsa.org.uk

For student and member enquiries please contact **(+44) 020 7612 7055/7049/7063/7054**

Q.28 who do I contact for further Information not covered in the FAQs?

A. For further information you may contact Mr. P K Grover, Director, The Institute of Company Secretaries of India, 22, Institutional Area, Lodi Road, New Delhi – 110003. Ph: 011-45341015
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