THE INSTITUTE OF
Company Secretaries of India
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

ATTENTION STUDENTS !!

INTRODUCTION OF NEW SYLLABUS AND REVISION IN REGISTRATION FEE AND OTHER FEES PAYABLE BY THE STUDENTS W.E.F. 1ST FEBRUARY, 2013

EFFECTIVE DATE OF IMPLEMENTATION

New Syllabus of Executive Programme is being implemented with effect from **1st February, 2013** and the New Syllabus of Professional Programme is being implemented with effect from **1st September, 2013**.

SUBJECTS/ PAPERS COVERED UNDER NEW SYLLABUS

EXECUTIVE PROGRAMME	PROFESSIONAL PROGRAMME
MODULE 1	MODULE 1
1. Company Law	1. Advanced Company Law and Practice
2. Cost and Management Accounting	2. Secretarial Audit, Compliance Management and Due Diligence
3. Economic and Commercial Laws	3. Corporate Restructuring, Valuation and Insolvency
4. Tax Laws and Practice	MODULE 2
MODULE 2	4. Information Technology and Systems Audit
5. Company Accounts and Auditing Practices	5. Financial, Treasury and Forex Management
6. Capital Markets and Securities Laws	6. Ethics, Governance and Sustainability
7. Industrial, Labour and General Laws	MODULE 3
	7. Advanced Tax Laws and Practice
	8. Drafting, Appearances and Pleadings
	9. Electives – Any One out of below Five Subjects
	9.1. Banking Law and Practice
	9.2. Capital, Commodity and Money Market
	9.3. Insurance Law and Practice
	9.4. Intellectual Property Rights - Law and Practice
	9.5. International Business-Laws and Practices

REVISION IN REGISTRATION FEES & OTHER FEE PAYABLE BY THE STUDENTS WITH EFFECT FROM 1ST FEBRUARY, 2013

The revision of fee is applicable for all students (i.e. Old Syllabus/ New Syllabus) with effect from 1st February, 2013. The details of revised fee are given hereunder:-

F E E S	**REVISED FEE wef 01.02.2013 (Rs.)**
A. FOUNDATION PROGRAMME	
(i) Admission Fee	1500
(ii) Education Fee	3000
Total	4500
B. EXECUTIVE PROGRAMME	
(i) Foundation Examination Exemption Fee	500
(ii) Registration Fee	2000
(iii) Education Fee for Executive Programme	6500
(iv) Education fee for Foundation Programme payable by non-commerce graduates who are seeking exemption from passing the Foundation Programme examination under clause (iii) of Regulation 38	1000
Total	8500 / 9000* / 10000**
C.PROFESSIONAL PROGRAMME	
Education Fee	12000
D. OTHER FEES	
Registration De-novo Fee	2000
Exemption from Foundation Examination Fee (Lumpsum)	500
Exemption from Intermediate/Executive Examination Fee (Lumpsum)	750
Extension of Registration Fee	750
Service Charges for Extension of Registration(Per Module)	250
Paper-wise Exemption Fee Per Paper	1000
Issue of Duplicate Pass Certificate Fee	200
Verification of Marks Fee (Per Paper)	250
Issue of Transcripts	250
Duplicate Result-cum-Marks Statement	100

E. Examination Fees	
Foundation Programme (Lumpsum)	1200
Executive Programme(Per Module)	1200
Professional Programme (Per Module)	1200
Surcharge for appearing in Examinations from Overseas Centre (Dubai) (over and above normal Examination Fee)	US$ 100 (or equivalent amount in Indian Rupees)
Late Receipt of Enrollment Application	250
Change of Examination Centre/ Medium/ Module	250
Prospectus of Foundation Programme	500
Handbook/Prospectus of Executive Programme	500
Examination Application Form	500

(*) Payable by Commerce graduates seeking direct admission into Executive Programme.
(**) Payable by Non-Commerce graduates seeking direct admission into Executive Programme.

SALIENT FEATURES / IMPORTANT POINTS REGARDING THE NEW SYLLABUS / REVISION IN FEES

1. All Foundation Programme students (Old Syllabus 2007 & New Syllabus 2012) passed in December, 2012 Session are required to be registered under Executive Programme (New Syllabus 2012) only.

2. The last examination under Foundation Programme (Old Syllabus 2007) will be held in **June, 2013**. From **December, 2013** Session, all Foundation Programme (Old Syllabus 2007) students will be automatically switched over the New Syllabus 2012 (OMR Pattern).

3. The First Examination under Executive Programme (New Syllabus 2012) will be held in **December, 2013**.

4. The Last Examination under Executive Programme (Old Syllabus 2007) will be held in **December, 2014** Session. From **June, 2015** Session, all students will be automatically switched over to the Executive Programme (New Syllabus 2012).

5. Students getting registered to Executive Programme (New Syllabus 2012) during the period from **1st March, 2013 to 31st May, 2013**, will be eligible for appearing in **One Module (out of Two Modules)** during December, 2013 Session. Similar system will be continued in subsequent sessions of examinations.

6. Executive Programme (Old Syllabus 2007) students may also seek switchover to Executive Programme (New Syllabus 2012). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	**CODE**	**PAPER**	**CODE**
General and Commercial Laws(*)	221	See Note below(*)	323
Company Accounts and Cost & Management Accounting	222	Cost and Management Accounting	322
Tax Laws	223	Tax Laws and Practice	324
Company Law	224	Company Law	321
Economic and Labour Laws(*)	225	See Note below(*)	327
Securities Laws and Compliances	226	Capital Markets and Securities Laws	326

(*) Note: In case the student has obtained 60 or more marks in paper 221 and 225 under old syllabus and has obtained the exemption as per rules, then, he shall be exempted to appear in paper 323 (Economic and Commercial Laws) and 327 (Industrial, Labour and General Laws) under new syllabus.

The option of switchover to New Syllabus is required to be exercised at the time of seeking enrollment to examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

7. The Professional Programme (New Syllabus 2012) will be implemented with effect from **1st September, 2013**. The First Examination under the Professional Programme (New Syllabus 2012) will be held in **June, 2014** and the Last Examination under the Professional Programme (Old Syllabus 2007) will be held in **June, 2015**. From **December, 2015** Session, all students will be automatically switched over to the Professional Programme (New Syllabus 2012).

8. Executive Programme (Old Syllabus 2007) students passing the examinations in **June, 2013** session and submitting their registration application upto **31st August, 2013** will be registered under Professional Programme (Old Syllabus 2007). All students getting registered to Professional Programme from **1st September, 2013** onwards will be registered under Professional Programme (New Syllabus 2012).

9. Students getting registered to Professional Programme (New Syllabus 2012) during the period from **1st September, 2013 to 30th November, 2013**, will be eligible for appearing in One Module (out of Three Modules) during **June, 2014** Session. Similar system will be continued in subsequent sessions of examinations.

10. Professional Programme (Old Syllabus 2007) students may also seek switchover to Professional Programme (New Syllabus 2012). On switchover to the New Syllabus, they will be eligible for corresponding paper-wise exemptions as per the following details : -

EXISTING / OLD SYLLABUS		REVISED/ NEW SYLLABUS	
PAPER	CODE	PAPER	CODE
Company Secretarial Practice	231	Advanced Company Law and Practice	331
Drafting, Appearances and Pleadings	232	Drafting, Appearances and Pleadings	338
Financial, Treasury and Forex Management	233	Financial, Treasury and Forex Management	335
Corporate Restructuring & Insolvency	234	Corporate Restructuring, Valuation and Insolvency	333
Strategic Management, Alliances & International Trade	235	NIL	
Advanced Tax Laws and Practice	236	Advanced Tax Laws and Practice	337
Due Diligence and Corporate Compliance Management	237	Secretarial Audit, Compliance Management and Due Diligence	332
Governance, Business Ethics and Sustainability	238	Ethics, Governance and Sustainability	336

The option of switchover to new syllabus is required to be exercised at the time of seeking enrollment to the examinations and the study materials of New Syllabus, if any, required to be purchased by the students by paying the requisite amount.

11. In line with the continuing emphasis on Online Services and discouraging the use of physical forms (hard copies), the price of the Prospectus-cum-Registration Application Form of Foundation & Executive Programmes and Examination Forms have been revised as per details given below : -

PARTICULARS	Amount (Rs.)
Foundation Programme Prospectus	500
Executive Programme Prospectus	500
Examination Application Form (common for all stages)	500

In case of any technical problems while submitting the Registration and Examination Forms online, students may please contact the **Help Desk at pooja.juyal@icsi.edu (Tel.No. 0120-4522069)**.

Students using the downloaded copies / photocopies of the registration forms are required to remit an additional amount of Rs.500/- over and above the registration fee. Students will be required to remit additional amount of Rs.500/- in all cases wherein the incorrect (but identical) Registration Applications and / or Old Registration Applications are used by the students with effect from 1st February, 2013.

For any general clarification/ information on the matter, students may please contact **Shri A K Srivastava, Deputy Director (Student Services) OR Ms. Geetanjali S. Rathore, Desk Officer (Student Services) at E-Mail Id ashvini.srivastava@icsi.edu (Tel.No. 0120-4522083) OR at geetanjali.rathore@icsi.edu (Tel.No. 0120-4522065).**

Students having academic / syllabus related queries may please contact **Mr. Jai Prakash Agarwal, Assistant Director(Academics) at E-Mail id jai.agarwal@icsi.edu (Tel.No. 011-45341074).**

PAPER-WISE EXEMPTIONS UNDER NEW SYLLABUS ON THE BASIS OF QUALIFICATIONS

EXECUTIVE PROGRAMME

A candidate shall be exempted from the following paper(s) of the Executive Programme examination if he/she possesses the qualification(s) specified against each paper, having secured 50% or more marks in the aggregate and applies for exemption on or before last date for enrolment for the examination paying requisite exemption fee which at present is Rs.1,000/- per paper :-

Industrial, Labour and General Laws: A Degree in Law (three years or five years integrated) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

Cost and Management Accounting: M.A. (Corporate Secretaryship)/ M.Com./M.B.A. (with Advanced Accountancy as one of the subjects at B.Com/B.B.A./B.A. (Corporate Secretaryship) level and with full paper in Cost Accounting/Management Accounting/Financial Management at M.A. (Corporate Secretaryship)/M.Com./M.B.A. level having secured 50% marks in the subject concerned) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.
A candidate who has done Post Graduate Diploma in Management will be considered for exemption from the paper (CA & CMA) only if he/she submits documentary evidence from AICTE/AIU to the effect that PGDBM issued is equivalent to MBA.

Tax Laws and Practice: M.A./M.B.A. (Corporate Secretaryship) from a recognised University/Institute either constituted under an Act of Parliament or approved by AICTE/AIU.

PAPER-WISE EXEMPTIONS TO COST ACCOUNTANTS

A candidate who has passed the Final examination of The Institute of Cost Accountants of India, shall be exempted from the following papers of the Executive Programme examination on making an application together with attested copy of the Final Pass certificate and the requisite exemption fee @ Rs.1,000/- per paper on or before the last date of submission of enrolment application for the examination:-

1. **Cost and Management Accounting (Module I, Paper 2)**
2. **Tax Laws and Practice (Module I, Paper 4)**
3. **Company Accounts and Auditing Practices (Module 2, Paper 5).**

A candidate who has passed the Final examination of the Institute of Cost Accountants of India shall be exempted from the following papers of the Professional Programme examination on making an application in this behalf together with attested copy of the Final Examination Pass Certificate of The Institute of Cost Accountants of India (ICAI-CMA) and the requisite exemption fee @ Rs.1,000/- per paper on or before the last date for submission of enrolment application for the examination:-

1. **Advanced Company Law and Practice (Module 1, Paper 1).**
2. **Financial, Treasury and Forex Management (Module 2, Paper 5).**
3. **Advanced Tax Laws and Practice (Module 3, Paper 7).**

*******x*******