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)

Date: 25-08-2023

ATTENTION STUDENTS!!

	IMPORTANT ANNOUNCEMENT FOR D E C E M B E R ,2023 EXAMINATION	
1	Start date of enrolment	26th August,2023
2	Last date of Submission of enrollment form (Without Late Fee)	25th September,2023
3	Last date of Submission of enrollment form (With Late Fee)	10th October,2023 Upto 17:00 Hours
4	Addition of Module (Without Late Fee)	25th September,2023
5	Addition of Module (With Late Fee)	10th October,2023 Upto 17:00 Hours
6	Apply Exemption on the Basis of Higher Qualification	10th October,2023 Upto 17:00 Hours
7	Enrollment Services (Change of Centre /Module /Medium /Change of elective subject/ Cancellation of Exemption Request/ Re-submission of Call For Documents for granting Exemption on the Higher Qualification	20th November,2023 Upto 16:00 Hours
	EXAMINATION FEE	
	Stage / Course	Examination Fee (Rs.)
1	Executive Programme	1200/= Per Module
2	Professional Programme	1200/= Per Module
3	Late Fee (for all Stages)	250/=
4	Change of Centre /Module /Medium/Change of Elective subject	250/=Each change(s)

NOTE: May please note the following:
- In case of submission of request for Change of Examination Centre from any of the Centre(s) located in India to Dubai, Surcharge of US$ 100 or its equivalent amount in Indian rupee i.e. 8295/= will be applicable in addition to the prescribed fee of Rs.250/-).
- Request for deletion of number of module(s) and also request for change of Examination Centre within the city (where is multiple Centre in a city) is not allowed.
- Mode of Enrollment: ONLINE Mode Only **(OFFLINE applications will not be accepted)**

    REQUESTS FOR CHANGES, IF ANY, RECEIVED AFTER THE LAST

    DATES MENTIONED ABOVE WILL BE REJECTED WITHOUT

    FURTHER NOTICE

ENROLMENT GUIDELINES/INSTRUCTIONS

1	All Executive and Professional Programme students eligible for appearing in December,2023 Session of Examinations are advised to go through the following important instructions to be followed by them during the Examination Enrollment and while appearing in the examinations. Students are advised to take note of the same for strict compliance.
2	Students are advised to retain a copy of the receipt for the examination fee remitted by them during the examination enrollment process. The Fee Receipt is automatically generated by the system for all successful transactions.
3	Students may please note that for all the transactions (including failed transactions), RequestId and Transaction Id are generated by the system. Therefore, generation of Request Id and Transaction / Payment Id does not always result in a successful transaction. It is in the interest of the students to verify the payment status to avoid complications at a later stage. Please re- submit the examination forms wherever the payments are NOT successful.
4	All examination applications without a valid fee receipt shall be rejected without notice. In case the amount is deducted from the bank / debit/ credit card account but the acknowledgement is not automatically generated by the system, students should verify the status of payment from their banker.
5	In case of payment of examination fee through Canara Bank Challan, the Date of Deposit of Cash with the branches of Canara Bank will be treated as the eligibility date. Students will have to wait for at least 3-4 days from the date of deposit of cash for reconciliation & transfer of the amount into the Institute's Bank Account. They Shall be able to generate formal payment receipt / acknowledgement only after realization of the amount in the Institute's bank account. In case the payment does not get reconciled within 3-4 days, students are advised to send a copy of the Challan at https://support.icsi.edu for verification of receipt of payment
6	Students generating the Challan up to 25th September,2023 have to deposit the cash on or before 25th September,2023 to avoid applicability of Late Fee failing which they will have to re-generate the Challan and deposit the cash inclusive of the late fee. Similarly, Students generating Challan during the period from 26th September 2023 to 10th October,2023 will have to deposit the cash with the bank on or before 10th October,2023. The examination enrollment applications in respect of students who deposit the cash with bank after 10th October,2023 will be rejected without further notice. Please ascertain bank holidays, if any, to ensure that the cash is deposited well in advance to avoid rejection of application.
7	In every examination session, lakhs of students are expected to seek enrolment and to void difficulties at the online portal due to peak load, students are encourage to submit the examination form well in advance without waiting for the last dates. The Institute may not be held responsible for failure of submission of form and/ or payment due to technical or other problems.
8	Students will not be allowed to submit the examination form and fee after the stipulated dates and such examination forms will be summarily rejected without NOTICE.
9	Students are advised to verify the preliminary enrollment details in their online accounts to avoid complications at a later stage.
10	Students may please note that changes in the enrollment status are not ordinarily allowed. However, in unavoidable circumstances, they may seek change of Examination Centre.
11	**Registration Denovo:** Students whose registrations have expired after the validity period of five years are required to seek Registration Denovo through the online facility available at https://smash.icsi.edu/scripts/login.aspx Students must seek Registration Denovo well in advance so that they shall able to seek examination enrollment by 10th October,2023 to become eligible for seeking enrolment to December,2023 session of examinations. The Institute may not be held responsible for any delay on the part of students to seek Registration Denovo timely resulting in non-submission of examination form.

Executive Programme Stage (2017 & 2022)	Eligibility Criteria for Appearing in Examination
Students registered in CS Courseon or after 1st June,2019	**MANDATORY REQUIREMENTS:** 1. Completion of Online Pre- Examination test 2. Completion of ODOP (One day Orientation Programme)

Students who are under syllabus (2017 & 2022) and are desirous to appear in CS December,2023 Examination are required to remit Pre-exam test fee and have to complete Pre-examination test. For detailed process, please click on the following link:

- Remittance of Pre-Exam test fee under syllabus 2017:
  http://www.icsi.in/PreExamFees/Login.aspx

- Remittance of Pre-Exam test fee under New syllabus 2022:
  https://www.icsi.edu/media/webmodules/ProcessRemitPretestFeeUnderSyllabus2022.pdf

- User manual and Guidelines to take Pre-Examination Test:
  https://www.icsi.edu/media/webmodules/LMS_Manual_for_Pre_Exam_Test_ICSI.pdf

  - User manual to take One day Orientation Programme (ODOP):
    https://www.icsi.edu/e-learning_odop/?edit_off=true

- Students must complete Pre-Exam test and One day Orientation Programme (ODOP) (applicable for students registered on or after 1st June,2019) is one of the eligibility conditions for enrollment to main examinations under syllabus 2017 & 2022 for December,2023Session on or before **8th October,2023**.
- Any query contact at:
        Pre-Exam Test/E-ODOP   E-mail: elearning@icsi.edu
        For Offline ODOP   E-mail: training@icsi.edu

Professional Programme StageUnder syllabus (2017)	Eligibility Criteria for Appearing in Examination **MANDATORY REQUIREMENT:** 1. Completion of Online Pre- Examination test

- Remittance of Pre-Exam test fee under syllabus 2017:
  http://www.icsi.in/PreExamFees/Login.aspx

- User manual to take Pre-Examination Test:
  https://www.icsi.edu/media/webmodules/LMS_Manual_for_Pre_Exam_Test_ICSI.pdf

- Students must complete Pre-Exam test which is one of the eligibility conditions for enrollment to main examinations under syllabus 2017 for December,2023 Session on or before **8th October,2023.**

  - Query pertaining to Pre-Exam: Contact at E-mail: elearning@icsi.edu

If the students fulfills the eligibility conditions of paper-wise exemption on the basis of higher qualifications viz. ICAI-Cost Final Pass and LL.B. Pass with 50% Marks, the last date is 10th October,2023 for submission of such applications for Paper-wise exemption & its applicability in December, 2023 session of examinations. Students who submit the paper-wise exemption applications after 10th October,2023 will not be considered for December,2023 examination. To apply, please click on the following link: https://smash.icsi.edu/scripts/login.aspx

Resubmission of Documents: For detailed process, please click on the following link:
               https://tinyurl.com/nu4wkzr6

Exemption on the Basis of Higher Qualification /securing 60% or More Marks:

Paper-wise exemptions based on scoring 60% marks criteria: Exemptions based on their performance in June, 2023 examinations will be granted to the students by the Institute automatically and in case the students are not interested in availing the exemption they may request for Cancellation. For submit the request for Cancellation of exemption, please click on the following link: https://smash.icsi.edu/scripts/login.aspx

User manual for cancellation of Exemption: https://tinyurl.com/yc5teu9d

Session	Cut-off date for Cancellation of Exemption/Re-submitting the Call-for documents for granting Exemption
December,2023	20th November,2023 Upto 16:00 Hours

The Institute's has introduced New Syllabus (2022)

Programme/ Course(s)	First Examination under New Syllabus (2022)	Last Examination under Syllabus (2017)	All Examination under New Syllabus (2022)
Executive Programme (w.e.f.1st February,2023)	December,2023 Session	June,2024 Session	December,2024 Session
Professional Programme(w.e.f.1st August,2023)	June,2024 Session	December,2024 Session	June,2025 Session

Switchover Exemption(s) details

Scheme of paper wise exemption on switchover from old syllabus 2017 to new syllabus 2022 is available at Institute's website	
For Executive Programme:	https://www.icsi.edu/media/webmodules/key_highlights_switchover_20022023.pdf
Student(s) can post query pertaining to Examination Enrolment, Switchover, Optional subject & Paperwise Exemption at Grievance Portal: **https://support.icsi.edu**	

(A K Srivastava)
Joint Secretary (Student Services)