

COMPANY SECRETARY

Q. I want to know in detail about Institute of Company Secretaries of India (ICSI)

The Institute of Company Secretaries of India (ICSI) is constituted under an Act of Parliament i.e. the Company Secretaries Act, 1980 (Act No. 56 of 1980). ICSI is the only recognized professional body in India to develop and regulate the profession of Company Secretaries in India. The Institute of Company Secretaries of India awards the certificate of bestowing the designation of Company Secretary(CS) to a candidate qualifying for the membership of the Institute. It was in 1960 that the Company Law Board started a course in Company Secretaryship leading to the award of Government Diploma in Company Secretaryship. As the number of students taking up the Company Secretaryship course grew, the Government promoted on 4th October, 1968, Institute of Company Secretaries of India under Section 25 of the Companies Act, 1956 for taking over from the Government the conduct of Company Secretaryship examination. The Institute of Company Secretaries of India (ICSI) has since been converted into a statutory body w.e.f. 1.1.1981 under the Company Secretaries Act, 1980. The Institute of Company Secretaries of India(ICSI) has on its rolls 25,132 members including 4,434 members holding certificate of the practice. The number of current students is over 2,30,000.

The Institute of company Secretaries of India (ICSI) has its headquarters at New Delhi and four regional offices at New Delhi, Chennai, Kolkata and Mumbai. The Institute has four Regional Councils and under their jurisdiction Chapters as provided in the link below:

Membership of The Institute of Company Secretaries of India(ICSI) has been recognized for appointment to various superior posts and services under the Central Government.

The affairs of the Institute of Company Secretaries of India (ICSI) are managed by a Council consisting of fifteen elected members and five nominees of the Central Government. Pursuant to section 383A of the Companies Act, 1956, companies having a paid -up share capital of Rs 5 crore or more, as prescribed by the Central Government, are statutorily required to appoint a whole-time Company Secretary.

The major contribution of Company Secretary (CS) is in corporate sector. Company Secretary (CS) is an important professional aiding the efficient management of the corporate sector. Company Secretary (CS) is designated as an officer under the Companies Act. Company Secretary (CS) has to interact, coordinate, integrate and cooperate with various other functional heads in a company. A member of the Institute of Company Secretaries of India(ICSI) may also practise independently as a professional after obtaining a certificate of practice as provided in the Company Secretaries Act,1980.

Q. How can I become a Company Secretary?

“The Institute of Company Secretaries of India” (ICSI) is a premier National Professional body established by Act of Parliament to develop and regulate the Profession of Company Secretaries.

ICSI imparts training in Company Secretaryship by Distance Learning (by correspondence) enabling students to qualify as Company Secretaries. The Institute provides “Course Material” for all the subjects at the time of Registration. There is also provision for Optional Oral Coaching classes. Career as a Company Secretary is not only prestigious and financially rewarding but also carries with it a high level of job satisfaction.

Stages to become a Company Secretary

The student who would like to join the Course after 10+2 has to undergo three stages to pursue the Company Secretaries Course i.e.

Foundation Programme

Executive Programme

Professional Programme

In addition, the student has to undergo Practical Training for about 15 months which a student may opt to start after passing the Executive Programme.

The Student who would like to join the Course after passing the Graduation has to undergo two stages of the Company Secretaryship i.e.

Executive Programme

Professional Programme

Besides, the student has to undergo Practical Training for about 15 months.

Foundation Programme which is of eight months duration can be pursued by 10+2 pass students of Arts, Science or Commerce stream.

Executive Programme can be pursued by a Graduate of all streams except Fine Arts.

Professional Programme can be pursued only after clearing the Executive Programme of CS Course.

Training: A Student has to undergo **15 months Management Training** in Companies sponsored by the Institute after passing the Executive or Professional Programme or under the guidance of a Company Secretary in Practice.

After qualifying Professional Examination and on successful completion of training a candidate is admitted as an **Associate Member of the ICSI** and can use the letters **ACS** after his/her name i.e. **Associate Company Secretary**.

Q. What is the Role of a Company Secretary?

Behind Great Corporate Progress there's a strong backbone: The Company Secretary-

By virtue of integrated knowledge of multiple disciplines of law, management, finance and corporate governance, a Company Secretary is the vital link between the company, its:

- - **Board of Directors,**
- - **Shareholders,**

- - **Government and other Agencies.**

The Company Secretary is:

- An in-house legal expert; a compliance officer of the Company.
- An expert in corporate laws, securities laws & capital market and corporate governance
- Chief advisor to the board of directors on best practices in corporate governance
- Responsible for all regulatory compliances of company
- Corporate planner and strategic manager

Q. When can I take admission in CS course?

Admission to the CS Course is open throughout the year. Examinations are held twice a year in June & December. Cut off dates for admission to CS course:

For Foundation Programme	31 st March for appearing in December Examination in the same year
	30 th September for June Examination next year
For Executive Programme	28 th February for December Exams in the same Year
	31 st August for June Exam next year

Q. What are the employment opportunities of Company Secretary?

A qualified company secretary has openings in Employment and as Practising Independent Professional

- Companies with a paid up share capital of Rs.2 crores or more are compulsorily required to appoint a whole time Company Secretary who is a Member of ICSI
- All companies seeking listing on Stock Exchange are required to appoint a whole time company secretary
- Membership of the Institute is recognized for appointment to superior posts and services under Central Government.

Self-Employment/Practising Company Secretaries

- After obtaining a 'Certificate of Practice' from the Institute, Members of the Institute can go in for Independent Practice.

Every company having a paid-up share capital of Rs. Ten Lakhs or more but less than Rs. Five Crores is required to engage the services of a Secretary in Whole-Time Practice for issue of Compliance Certificate.

Pursuant to Clause 49 of the Listing Agreement, Practising Company Secretaries have been authorized to issue Certificate regarding compliance of conditions of Corporate Governance as stipulated in the Clause.

The CS Course is :

- recognized by the various Universities for admission to PhD Course
- appointment of Lecturers in Commerce & Management

Q. Where can I get detail information about CS course?

You can get detail from ICSI HEADQUARTERS, 'ICSI HOUSE' 22 Institutional Area, Lodi Road New Delhi 110 003 Ph: 011-41504444, 24617321-24, 24644431-32 Fax: 24626727

E Mail: info@icsi.edu, Website: www.icsi.edu

For further details regarding admission etc, please contact / write to

Director (Student Services)

The Institute of Company Secretaries of India

C-37, Sector 62, NOIDA 201 309 (U.P.), Ph: 0120-423993-98, E-Mail: dss@icsi.edu; ss_fond@icsi.edu

Q. Who are eligible for exemption from appearing in the Foundation Examination?

A candidate possessing any of the following qualifications or any other qualifications recognised by the Council of the ICSI with the approval of the Central Government as equivalent thereto, is exempted from passing the Foundation examination

- A Degree or master's degree in Corporate Secretaryship or Commerce
- Pass in the Final examination of the Institute of Cost and Works Accounts of India(ICWAI) or the Institute of Chartered Accountants(ICAI) of India or any other Accountancy Institution in India or abroad recognised as equivalent thereto by the Council: or

- A degree or master's degree in any discipline other than Fine Arts.

A candidate who is eligible for exemption from the Foundation examination stated above can seek registration as student. Such a candidate before becoming eligible for undergoing coaching for the Intermediate examination is required to undergo satisfactorily a course of postal or oral tuition for those subjects of the Foundation examination which he had not studied at the graduate or post graduate level, after registration as a student.