



**Frequently Asked Questions  
on  
Memorandum of Understanding  
between  
The Institute of Company Secretaries of India (ICSI)  
and  
The Institute of Chartered Secretaries and Administrators (ICSA)**

- 1. Who is eligible to be covered by the MOU between the ICSI and ICSA?**  
All persons that are Associates or Fellows and are a fully paid-up member in good standing for a minimum of two years of either Institute are eligible to be covered by this MOU.
- 2. How do I prove that I am a member of respective Institute?**  
You will need to contact the endorsing officer of your respective Institute for endorsement of the Member Verification form. The Member Verification form is attached to this FAQs. After endorsement, it will be sent to the other Institute.
- 3. Will I need to have post membership experience in order to become a member of the other Institute?**  
No. Membership of your Institute assumes that you have the minimum number of years of experience. You will only need to study the additional subjects to qualify for membership of the other Institute.
- 4. Will I become an Associate or a Fellow of the other Institute once I have met all the requirements?**  
Yes. If you are a Fellow of your Institute you will become a Fellow of the other Institute and if you are an Associate you will become an Associate in the other Institute.
- 5. Will I have to pay a membership fee to the other Institute?**  
Yes. You will be expected to pay the same fee as any other member. Please check the websites of the ICSI or relevant division of the ICSA for membership fees.
- 6. Can I transfer my membership between ICSA divisions?**  
Yes. All members of the ICSA are members of the same Institute, regardless of which division they are registered in. If you wish to transfer your membership, please contact the ICSA division where you are a member and they will arrange for your details to be transferred.
- 7. How much will it cost to enrol as a student?**  
It will vary depending on whether you study with the ICSI and with the ICSA...which division you study with. Please see the website of the ICSI and the respective division of the ICSA, where you want to enroll as student.



**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament



**icsa**

The Institute of Chartered  
Secretaries & Administrators

**8. Will I have to pay extra for study materials or tutorials?**

The arrangements for student support services such as study materials, text books, tutorials etc. will vary depending on respective institute. Please contact or check the website of respective institute.

**9. What are the cut-off dates for registration as a student of ICSI/ICSA?**

Cut-off dates vary depending on whether you study with the ICSI and with the particular division of ICSA. Please see the website of the ICSI and the respective division of the ICSA.

**10. When will the examinations take place?**

Examination dates vary depending on whether you study with the ICSI and with the particular division of ICSA. Please see the website of the ICSI and the respective division of the ICSA.

**11. If I am not a resident when I am studying and therefore studying by distance education, can I sit my examination in the country where I live?**

Yes, you can take your examination where you live. You will have to arrange for an invigilator to supervise your examination. Please contact the ICSI or respective ICSA division.

**12. Do I have to be resident in the country where I want to study?**

It depends. You need not be a resident if you wish to study the ICSA's course from the UK, Australia, New Zealand, Canada and Zimbabwe. However, you must be a resident if you wish to study the ICSA's papers in Hong Kong, Malaysia, South Africa and Singapore.

You do not have to be a resident if you wish to study with ICSI, India.



## Member verification form

(Application for the registration of a member of the ICSI/ICSA as a student of the ICSA/ICSI (strike out whichever is not applicable))

Please complete in CAPITAL LETTERS and in black ink

(All fields are compulsory)

### Personal details

Title: Mr/Mrs/Mis/Ms/Dr (Please circle one)

Surname: \_\_\_\_\_

First name (s): \_\_\_\_\_

Date of birth: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mailing address:

- Street number and name: \_\_\_\_\_

- City: \_\_\_\_\_

- Country: \_\_\_\_\_

- Postcode: \_\_\_\_\_

Phone number (country and area code) \_\_\_\_\_

### Membership details

Date elected to membership: \_\_\_\_\_

Membership number: \_\_\_\_\_

(Enclose self certified copy of certificate of membership)



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### **Applicant's signature**

I certify that the information given above is a true and correct record in all aspects. Should any information be found to be false or misleading I acknowledge that my registration can be cancelled without any liability by either the ICSI or ICOSA.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Membership verification**

This section must be signed and completed by the ICSI/ICSA endorsing officer.

I certify that the ICSI/ICSA membership details given above are accurate and that the above mentioned has been a member in good standing for two years or more, as required by the Memorandum of Understanding between the ICSI and ICOSA.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### **For office use only**

Registration number: