

**Frequently Asked Questions
on
Memorandum of Understanding (MOU)
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 ICOSA?**
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 endorsing officer of your respective Institute for endorsement of Member Verification form. The member verification form is enclosed to this FAQs. After endorsement, it will be sent to 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 ICOSA for membership fees.
- 6. Can I transfer my membership between ICOSA divisions?**
Yes. All members of the ICOSA are members of the same Institute, regardless of which division they are registered in. If you wish to transfer your membership please contact the ICOSA 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 ICOSA...which division you study with. Please see the website of the ICSI and the respective division of the ICOSA, where you want to enroll as student.

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 each 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?

No, 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 don't have to be a resident if you wish to study with ICSI, India.

13. Do the terms of the MOU entitle me to gain a student visa?

No. Attaining a visa is a matter for each member and the MOU does not entitle a person to a visa, nor does the ICSA or ICSI assist a person to attain a visa for study. All matters pertaining to student visas are a matter for the individual.

14. Once I attain membership does this entitle me to an automatic visa to study or work?

No. When you become a member of the ICSA or ICSI through this MOU there is no automatic entitlement to attain a resident/work visa. Attaining a resident/work visa is a matter for each member and the MOU does not entitle a person to a visa, nor does the ICSA or ICSI assist a person to attain a visa to work. All matters pertaining to resident/work visas are a matter for the individual.

15. Will each Institute assist me in finding work in their country?

No. Finding work is a matter for each member. The MOU does not entitle a person to assistance from either the ICSA or ICSI in securing employment. All matters pertaining to employment are a matter for the individual.



Member verification form

(Application for the registration of a member of the ICSI/ICSA as a student of the ICSA _____
(name of country)/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) **(NAME AS PER RECORDS OF INSTITUTE)**

Surname: _____

Middle Name: _____

First name (s): _____

Date of birth: _____

E-mail address: _____

Mailing address:

- Building : _____

- Street: _____

- City: _____

- State: _____

- Country: _____

- Postcode: _____

Phone number (country and area code) _____

Membership details

Date elected to membership: _____

Membership number: _____

(Enclose self-certified copy of certificate of membership)

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: _____

Contact details

Verification forms are to be forwarded to your Institute for completion

ICSI: CS Samir Raheja, Director, ICSI House, 22, Institutional Area Lodi Road, New Delhi-110003; with a Demand Draft of INR 1770/- in favour of the Institute of Company Secretaries of India payable at New Delhi.

Details of payment towards endorsement fee

Date	Demand draft No.	Name of Bank	Branch

ICSA: Your local division. No fee is payable

For office use only

Registration number: