

ICSP

Institute of Corporate Secretaries of Pakistan

(Incorporated Under Companies Ordinance 1984, Limited by Guarantee)



[ICSP – ADMISSION GUIDE]

Main Campus: 683-C, Allama Iqbal Road, Block 2, PECHS, Karachi.

Ph. 92-21-34394646-47, Fax: 34394184, Web: www.icsp.org.pk

CIS Examination Course Structure

Module	Group	Course Code	Subject
A	I	111	Economics Environment
		112	Introduction to Accounting
		113	Business Mathematics and Statistics
	II	121	Commercial and Industrial Laws
		122	Information Technology
B	III	231	Human Resource Management
		232	Business Finance
	IV	241	Financial Accounting and Reporting
		242	Corporate Tax Management
C	V	351	Company Law and Allied Rules
		352	Meeting Law and Procedure
	VI	361	Secretarial Practice and Audit
		362	Corporate Laws and Practice

Exemption Policy Chart

Module	Group	Course Code	Subject	Qualifications																			
				B.A	B.COM	B.SC	BBA	LLB	LLM	M.A	M.SC	M.COM	MPA	MBA	PIPFA	CPA	CA	CA (Inter+)	ACCA	ICMA	CIMA	DAIBP	BAC
A	I	111	Economics Environment	B	B		B			B		A		D	A	A	A	A	A	A	A	A	
		112	Introduction to Accounting		B		A					A		D	A	A	A	A	A	A	A	A	A
		113	Business Mathematics and Statistics	B	B	B					A			D	A	A	A	A	A	A	A		A
	II	121	Commercial and Industrial Laws		B			B	B			A		D	A	A	A	A	A	A		A	A
		122	Information Technology								A			D			A	A	A	A			
B	III	231	Human Resource Management								A	A	D		A	A	A	A	A				
		232	Business Finance								A		D			A	C	A	A				
	IV	241	Financial Accounting and Reporting													A	C	A	A				
		242	Corporate Tax Management						A						A	A	C		A				
C	V	351	Company Law and Allied Rules																				
		352	Meeting Law and Procedure																				
	VI	361	Secretarial Practice and Audit																				
		362	Corporate Laws and Practice																				
Total Exemptions				2	4	1	2	1	2	1	2	5	1	7	4	6	9	6-9	8	9	3	4	

Category	Narrations
A	Fully exempted
B	Exempted if passed with 55% marks
C	Paper to Paper basis
D	- Exempt for candidates fully qualified (minimum 20 course program) from LUMS, IBA-Karachi, HAMDARD, CBM and SZABIST . - Candidates qualified from other HEC recognized universities must have obtained 2.5 GPA in each course, to apply for exemption.
	Not allowed for exemption

Note: Other qualifications/conditions, which are not included in the above schedule will be assessed on case-to-case/paper to paper.

Documents Required for Admission

The following documents are required to be submitted for registration as students:

1. Duly filled in Forms (which are available at website: www.icsp.org.pk)
 - i- Student Registration Form
 - ii- Student I.D. Card Form
 - iii- Exemption Application Form
 - iv- Examination Form
2. Legible copy of CNIC (Attested)
3. Eight (8) recent Photographs
4. **Attested copies** of following educational documents.
 - i- SSC (Matric)/ O Level Certificate
 - ii- HSC (Intermediate) / A Level Certificate
 - iii- Graduation Marks sheets/Transcripts all parts
 - iv- Graduation Certificate.
 - v- Graduation onward qualification all passing results.
 - vi- Graduation onward qualification certificates
 - vii- Any other qualification (CA, ICMA, ACCA, PIPFA, ICPAP, etc.) certificates.
5. Payorder/Demand Draft/Online Deposited Fee Slip/Crossed Cheque.
6. A brief CV mentioning status of all previously passed examinations and experience in any specific field, if any.
7. Official visiting card.

Fees Schedule

S. No.	Fee	Amount in Rs.		
A. For Student				
1	Prospectus	200		
2	Registration	1,000		
3	Annual Subscription	500		
4	Registration card	100		
5	Courier Charges	200		
	Module:	A	B	C
6	Examination Fee (per subject)	500	700	800
7	Exemption Fee (per subject)	700	1,200	-
B. For Members				
	Members:	Licentiate	Associate	Fellow
1	*Registration	1,000	1,500	2,000
2	*Annual Subscription	750	1,500	2,000
3	Membership Card	250		
4	**Membership Restoration	1,000		
5	*Duplicate Membership Certificate	1,000		

* Fees have been revised by the Council of the Institute w.e.f. July, 2014 for all the members.

**For those members whose membership has been ceased due to non-payment of subscription.

Online Payment Facility

Members/Students may submit their fees/subscriptions directly into the account of the Institute in any branch of the below mentioned banks by following four ways.

1. Online Deposit Facility

- a. Visit your nearest branch of MCB Islamic and Meezan bank
- b. Obtain and fill in the deposit slip
- c. Submit cash or crossed cheque at the relevant counter and obtain receipt duly stamp.
- d. Send deposit slip (customer copy) to the Institute office through courier/e-mail mentioning your membership/student number.
- e. Inform the Institute that fee has been submitted so that an official receipt may be issued.



2. ATM Transfer

- a. Visit your nearest bank where ATM facility is available.
- b. Insert your ATM/Debit Card
- c. Select Fund Transfer
- d. Select the Bank i.e. NIB/ABL/Bank Al-Habib (where ICSP is maintaining its account).
- e. Enter the ICSP's Account No. of the selected bank
- f. Enter the amount you need to transfer to ICSP.
- g. Press Enter
- h. Obtain the transfer receipt from ATM machine.
- i. Send transfer receipt through e-mail/fax mentioning your membership/ Student Number.
- j. Inform the Institute that fee has been submitted so that an official receipt may be issued.

3. Through Internet Banking

If you are registered with internet banking with any bank (banks with Link1) you may transfer the fee/subscription amount through Internet banking into the account of the Institute using the details of bank accounts maintained by

ICSP. On providing the details of payment, an official receipt will be issued by the Institute for your record.

Name of Bank	Account Number	Branch
	1431-0006-7990-0001	Allama Iqbal Road Branch,. Karachi.
 Meezan Ban The Premier Islamic Ba	IBAN PK91 MEZN 0120- 0001-2001-0113-8677	Khalid Bin Waleed Road Branch.

In case of any difficulty with respect to online submission/transfer of fees and subscriptions you may contact at following Nos.:

Contact Person : Mr. Muhammad Talha , Students and Members affairs.

Contact No. : 92-21-34394646-7

List of Book Sellers

1. Karachi

Shop Name : Petiwala Book Depot
Address : Shop No.8, Raja & Kausar Square, Burns Road,
Behind Fresco Sweets, Karachi.
Phone no. : (92 21) 32638187 - 32217170

2. Lahore

Shop Name : Ilmi Book House
Address : Ilmi Book House, Chowk Urdu Bazar, Lahore.
Phone no. : (92 42) 37324718 – 37234009 – 37361549

3. Rawalpindi

Shop Name : Good Book Shop
Address : Chick Bazar, Saddar, Rawalpindi.
Phone no. : (92 51) 5125812 – 5125830