### Foundation Level

Foundation level will be applicable for non-business graduates. The tenure of Foundation Level is six months. On successful completion of Foundation Level, students will be entitled to go for next level i.e. Executive Level-I admission directly without any admission test.

**N. Admission Requirements for Students in Executive Level-I**

Business Graduates with minimum six points are eligible for admission as students, subject to qualifying the admission test.

**O. Exemptions offered**

The Council is empowered to grant exemptions on reciprocal arrangement with other professional bodies as per Chartered Secretaries Act 2010 and Chartered Secretaries Regulations 2011.

**P. Medium**

The Syllabus, courses and medium of the examination is English.

**Q. Examinations of the Institute**

Examinations are held twice a year, one in January and another in July.

**R. Compulsory Internship**

Practical training is an integral part of professional education and therefore, it has been made obligatory for any one wishing to qualify as a Chartered Secretary to undergo the period of apprenticeship in any recognized public organization.

**S. Membership of the Institute**

The Institute confers professional membership upon persons who qualify in its prescribed examination and gains requisite experience. On admission, Associate and Fellow Members are entitled to use the designatory letters of ACS and FCS respectively signifying the membership of the Institute.

**T. Chartered Secretary in Practice**

A Fellow Member of the Institute not in any employment is entitled to practice after obtaining a Certificate of Practice from the Institute. If a member does not hold a certificate issued by the Institute, he cannot engage in private practice anywhere in Bangladesh. A Fellow Member of the Institute entitled to practice after obtaining a Certificate of Practice from the Institute.

**U. Global Linkage**

Institute of Chartered Secretaries of Bangladesh (ICSB) is a full member of the Corporate Secretaries International Association (CSIA) Global Voice of Governance, which has its headquarter in Geneva, Switzerland. Others Members are UK, USA, Australia, South Africa, India, Pakistan, Sri Lanka, Malaysia, Hong Kong, Singapore, Canada, Zambia, Indonesia, Nigeria, Mongolia, New Zealand, etc.

**CODE**

**SUBJECT**

**MARKS**

| Paper-1 | English & Business Communication | 100 |
| Paper-2 | Business Economics & Statistics | 100 |
| Paper-3 | Fundamentals of Accounting | 100 |
| Paper-4 | Principles of Management | 100 |
| **Total** | | **400 Marks** |
| **EXECUTIVE LEVEL-I** | | |
| 101 | HRM & Industrial Relations | 100 |
| 102 | General & Commercial Laws | 100 |
| 103 | Corporate Accounting | 100 |
| **EXECUTIVE LEVEL-II** | | |
| 201 | Corporate Communication & Report Writing | 100 |
| 202 | Direct & Indirect Tax Laws | 100 |
| 203 | Economic Laws & WTO | 100 |
| **EXECUTIVE LEVEL-III** | | |
| 301 | Company Law & Practice | 100 |
| 302 | Company Secretarial Practice | 100 |
| 303 | Information Technology & Management Accounting | 100 |
| 304 | Banking, NIFB & Insurance Laws & Practice | 100 |
| **PROFESSIONAL –I** | | |
| 401 | Advanced Company Law & Practice | 100 |
| 402 | Corporate Financial Management | 100 |
| 403 | Corporate Governance | 100 |
| 404 | Corporate Administration & Corporate Tax | 100 |
| **PROFESSIONAL –II** | | |
| 501 | Corporate Secret society | 100 |
| 502 | Strategic and Operations Management | 100 |
| 503 | Securities Laws & Capital Market | 100 |
| 504 | Secretarial, Management and Systems Audit | 100 |
| **Total** | | **1800 Marks** |
A. The Institute

The Institute of Chartered Secretaries of Bangladesh (ICSB), a premier national professional body established by an Act of Parliament i.e. Chartered Secretaries Act, 2010, is the only recognized professional body in Bangladesh to develop, promote and regulate the profession of Chartered / Company Secretaries in Bangladesh.

The affairs of the Institute are managed by a Council consisting of thirteen (13) elected members and five (5) nominees of the Government of Bangladesh.

B. Chartered Secretary as a Profession

Chartered Secretaries are a challenging and rewarding profession in the corporate world. Members are trained to chart a course through regulation, legislation and best practice and to deliver effective operations. Chartered Secretaries acquire specialized knowledge and training in the field of corporate management and governance, including corporate laws, compliance and administration.

"Chartered Secretary" is a requisite qualification to become a Company Secretary. Chartered Secretaries are also employed as Chief Operating Officers, Managing Directors/Chief Executive Officers, Non-Executive Directors, Managers and Senior Executive Officers. A Fellow Chartered Secretary may also practice independently as a professional after obtaining a certificate of practice from ICSB, as provided in the Chartered Secretaries Act, 2010.

C. Vision

To be the institutional leader in creation of skilled professionals for development of corporate management and good governance.

D. Mission

To remain the premier body of professionals to cultivate the profession of Chartered Secretary, impart requisite knowledge and training in the field of corporate management and governance, and regulate the profession of Chartered / Company Secretaries in Bangladesh.

E. Objectives, Roles and Functions

The main objective of the Institute is to develop, promote and regulate the profession of Chartered Secretary, impart requisite training and education and to offer membership of the Institute to the deserving candidates. For this purpose, the institute has designed a comprehensive system of education and examinations and has laid down specific conditions. Besides, strict disciplinary rules for exercising control over the conduct of members have also been laid down to sustain professional ethics and standards.

F. Qualification Offered : Chartered Secretary

Chartered Secretaries are an independent profession in the field of Corporate Management and Governance. The profession of Chartered Secretary is practiced by a Company Secretary under the Companies Act, Chartered Secretaries Act and other laws in force.

A Company Secretary is required to perform multidimensional functions in terms of compliance with intricate legal obligations & Company Secretarial Practices, preparation & submission of periodic reports, publication of Financial Statements, observance of Taxation Laws, General Administration, identification of the areas for improving Corporate Governance, implementation of changes in relevant legislations, fulfilling obligations relating to capital market, and above all, upholding the rights & interests of the stakeholders. Accordingly, he is obliged to acquire specialized knowledge, skills and expertise in all these areas of corporate management.

Once a student has passed the Final Examination and gains practical training and experience as required by the rules of the Institute, he/she becomes eligible for admission as an Associate Member of the Institute.

Additionally, the Institute:

- Arranges practical training for members/students of the Institute as well as practicing Company Secretaries especially empowered for the purpose.
- Enrolls qualified persons as Associate / Fellow members of the Institute.
- Issues Certificate of Practice to Fellow members taking up private practice.
- Publishes "Chartered Secretary", a quarterly professional journal popular among all professionals.
- Exercises professional supervision over the members of the Institute, both in employment and in practice in matters pertaining to Professional Ethics and Code of Conduct.
- Formulates Secretarial Standards and Guidance Notes.
- Gives Expert advisory opinion to members of the Institute on intricate issues relating to various corporate laws.
- Promotes good governance through carrying out research, developing standards and building awareness.
- Establishes and maintains professional relationship with various Government / Non Government organizations, National / International Chambers of Commerce with regard to various Governance Policies and Legislations.

G. ICSB as an Examining Body

As an Examining Body, the Institute follows the international practice of professional institutes in holding examinations as the major part of its educational policy. The Institute also aims at securing a comprehensive educational infrastructure and other facilities of its own.

The Chartered Secretary is primarily suitable for employment in corporate bodies. Employment opportunities also exist for them in the government, autonomous bodies, nationalised industries, financial institutions, stock exchanges, chambers of commerce, trade associations and other similar organisations.

J. Council of the Institute

The Council of the Institute consists of thirteen (13) elected members among the Chartered Secretaries and five (5) nominees of the Government of Bangladesh and is vested with absolute executive powers to manage and control the affairs of the Institute. The Council has delegated some powers to different Standing Committees and sub-committees to perform certain special functions on its behalf. However, reference to the Council is mandatory on major policy matters.

A "Chartered Secretary" is a requisite qualification to become a Company Secretary. Employment opportunities also exist for them in the government, autonomous bodies, nationalised industries, financial institutions, stock exchanges, chambers of commerce, trade associations and other similar organisations.

G. ICSB as a Body imparting Professional Education

(a) The Institute of Chartered Secretaries of Bangladesh:

- Enjoys independent statutory status governed by its own Act i.e. Chartered Secretaries Act 2010 and Chartered Secretaries Regulations 2011.
- Is under the administrative control of Ministry of Commerce, Government of the Peoples’ Republic of Bangladesh;
- Has powers to design and prescribe suitable courses of study to achieve its academic and professional goals.
- Conducts coaching classes to assist students complete the courses;
- Requires students to acquire practical knowledge of Secretarial and Management theory and practice acceptable to the Council of the Institute.
- Confers professional membership on those who qualify as per prescribed conditions of eligibility for admission as members of the Institute;
- Has laid down and shall also do so from time to time, strict code of professional conduct and ethics for its members and students.

H. ICSB as an Examining Body

As an Examining Body, the Institute follows the international practice of professional institutes in holding examinations as the major part of its educational policy. The Institute also aims at securing a comprehensive educational infrastructure and other facilities of its own.

I. Career Opportunities after Professional Qualification

The Membership of the Institute carries a high academic and professional status and adds value, which will brighten the prospects for career advancement for those who qualify and fulfill other eligibility conditions for membership of the Institute.

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The decisions of the Council are absolute and final in all matters. The composition of the present Council is as follows:

A. The Institute

B. Chartered Secretary as a Profession

C. Vision

D. Mission

E. Objectives, Roles and Functions

F. Qualification Offered : Chartered Secretary

G. ICSB as an Examining Body

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