



APPLICATION FOR ADMISSION

FOUNDATION LEVEL

Please complete this form by ticking appropriate boxes and inserting dates and other relevant information as required.

The Secretary
Institute of Chartered Secretaries of Bangladesh (ICSB)
Padma Life Tower (8th Floor)
115, Kazi Nazrul Islam Avenue
Banglamotor, Dhaka-1000

PHOTO

Dear Sir,

- I have passed the Preliminary examination of the Institute and may be registered as a student for pursuing Chartered Secretaryship.
- I have passed/ exempted from Level / Group examination of the Institute and may be registered as a student for pursuing Chartered Secretaryship course.

I submit below the information required for the purpose:

A. PERSONAL DETAILS

| | |
|--|--|
| Name (As per certificate) | |
| Father's Name (As per certificate) | |
| Mother's Name (As per certificate) | |
| Date of Birth | |
| Nationality & Home District | / |
| National I.D. Card No. & Blood Group | Blood Group: |
| Present Occupation | |
| Present Address | |
| Permanent Address | |
| Telephone | Off: Res: Mob: |
| E-mail Address | |
| Service Details Company Name & Address With Designation | 01) |
| | |
| | Period of Service: From..... To |
| | 02) |
| | |
| | Period of Service: From..... To |



B. REGISTRATION NUMBER (In case of registered Student)

| |
|-----|
| FL- |
|-----|

C. ACADEMIC /PROFESSIONAL QUALIFICATION

| Examination Passed | Year | Area/Subject | Name of Institution | Division/ Class |
|--------------------|------|--------------|---------------------|-----------------|
| | | | | |
| | | | | |
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| | | | | |
| | | | | |

D. ADMISSION REQUESTED

| Level/ Group | Papers Code | Papers Name | Fees |
|--------------|-------------|----------------------------------|-----------------|
| Foundation | Paper-1 | English & Business Communication | |
| | Paper-2 | Business Economics & Statistics | |
| | Paper-3 | Fundamentals of Accounting | |
| | Paper-4 | Principles of Management | |
| Total Tk. | | | 15,000/- |

E. FEES PAYABLE

| | | |
|------------|-------------------------------------|-----------------|
| i. | Student Registration fee | Tk. |
| ii. | Preliminary Exemption fee | Tk. |
| iii. | Paper Exemption fee | Tk. |
| iv. | Tuition fee | Tk. 15,000/- |
| v. | Others (Session+ I.D Card+ Journal) | Tk. |
| Total Taka | | 15,000/- |

Receipt for an amount of **Tk.15, 000/- (Taka-Fifteen Thousand)** only deposited with the Bank of the Institute vide Bank acknowledgement No. is enclosed for the Above fees.

F. ATTACHMENTS

Photocopies of the certificates are enclosed (**Main Copy of Certificates must be shown**) :

- i.
- ii.....
- iii.....
- iv.....



G. Declaration

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

I also undertake to abide by the professions of the Rules and Regulations of the Institute and the By-laws, as may be in force from time to time during the period of my studentship.

Yours faithfully

.....
Signature

.....
Date

FOR OFFICIAL USE ONLY

- A. Money Receipt Ref.:..... Date :
- B. Admitted or Rejected :.....
- C. Registration Number.....
- D. Date of Issue of Registration :.....
- E. Exemptions granted in (subjects) :.....

.....

Verified by : Date :

Comments :

Approved By : Secretary Date :

Comments : If any
