

The Governance
Institute

Exam entry form

Chartered Secretaries Qualifying Scheme (CSQS)

Please complete in block capitals and black ink. Please return completed form together with the relevant payment to: ICSA, Saffron House, 6–10 Kirby Street, London EC1N 8TS

Please complete all fields.

Please accept my entry for the following exam session: Nov/Dec 2017 June 2018

If you do not indicate an exam session, you will automatically be entered into the next available session.

Title: Mr/Mrs/Miss/Ms/Dr (please circle one)

Other title: (please specify)

Surname/family name:

First name(s):

Date of birth:

Student registration no.:

Preferred telephone no:

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

Alternative telephone no:

(If you live overseas, please include country and area code)

work/home/mobile

(please circle)

Email address:

Date:

Signature:

Correspondence will be sent to the home or business address that you have elected for this purpose on your registration form. If you have recently moved, please update your address on the MyICSA area of the website.

Mode of study: (please tick one)

self-study

via a tuition provider (distance learning)

via a tuition provider (face-to-face)

via a tuition provider (blended learning)

Name of current tuition provider:

Preferred exam centre: (choose from the list below)

United Kingdom

Aberdeen
Belfast
Birmingham
Bristol
Cambridge

Cardiff
Edinburgh
Glasgow
Guernsey
Isle of Man

Jersey
Leeds
London
Manchester
Newcastle

Nottingham
Southampton

Overseas

Barbados: St Michael
Bermuda
Botswana: Gaborone
British Virgin Islands:
Tortola
Canada: Ottawa
Cayman Islands
Ghana: Accra or Kumasi
Gibraltar

Guyana: Georgetown
Hong Kong
India: Bangalore,
Chennai, Kolkata,
Mumbai or New Delhi
Ireland: Cork, Dublin or
Waterford
Jamaica: Kingston
Kenya: Nairobi

Malawi: Blantyre or
Lilongwe
Mauritius: Reduit
Malta
Nigeria: Lagos
New Zealand: Auckland
Sierra Leone: Freetown
Singapore
South Africa: Johannesburg

Sri Lanka: Colombo
Tanzania: Dar-es-Salaam
Trinidad: Port of Spain
Uganda: Kampala
United Arab Emirates:
Dubai
Ukraine
Zambia: Lusaka or Kitwe
Zimbabwe: Harare

If you are unable to attend any of the exam centres listed above and would like information about arranging a special centre, or if you have a disability and/or special needs and require assistance, please contact Student Support by email at studentsupport@icsa.org.uk

The closing date for receipt of exam entries is 1 April for the June session and 1 October for the Nov/Dec session. Your exam entry form and exam fee must be received before the closing date. Any entries received after the closing date will not be processed.

You can enter for one or two modules only at each exam session.

I wish to register an exam entry for the following modules (tick one or two modules only):

Level 1

- | | |
|----------------------------------|--------------------------|
| Corporate Law | <input type="checkbox"/> |
| Applied Business Law | <input type="checkbox"/> |
| Financial Reporting and Analysis | <input type="checkbox"/> |
| Corporate Governance | <input type="checkbox"/> |
| Health Service Governance | <input type="checkbox"/> |

Level 2

- | | |
|---------------------------------|--------------------------|
| Strategy in Practice | <input type="checkbox"/> |
| Corporate Secretarial Practice | <input type="checkbox"/> |
| Financial Decision Making | <input type="checkbox"/> |
| Chartered Secretary Case Study* | <input type="checkbox"/> |

**Note that you can not enter for the Chartered Secretary Case Study exam until you have either passed or been exempted from all other modules.*

- Tick this box if you do not want us to provide your employer with the results of your exams.
- Tick this box if you do not want us to provide your tuition provider with the results of your exams.
- Tick this box if you do not want confirmation of any prizes won or your completion of CSQS to be published by ICSA.

If you wish to make any amendments to your exam entry, this must be done before the closing date. Please be aware that any amendments will incur an administration charge.

Payment options:

- I enclose a cheque/bank draft for the sum of: £ _____ (please make cheque/bank draft payable to ICSA)
- I enclose a completed payment form for the sum of: £ _____
-

The payment form is available from www.icsa.org.uk

Student fees paid by: (please tick appropriate box)

- self-funded employer-funded

Please note that your exam entry will not be processed until ICSA has received full payment of the relevant fees. Fee information is available from www.icsa.org.uk.

Student Support
ICSA
Saffron House
6–10 Kirby Street
London EC1N 8TS

Phone: +44 (0)20 7580 4741
Email: studentsupport@icsa.org.uk

Completed exam forms should be returned to Student Support (contact details above).

You will normally receive confirmation of your exam entry within ten days. If you do not receive confirmation within 14 days, please contact Student Support (contact details above).