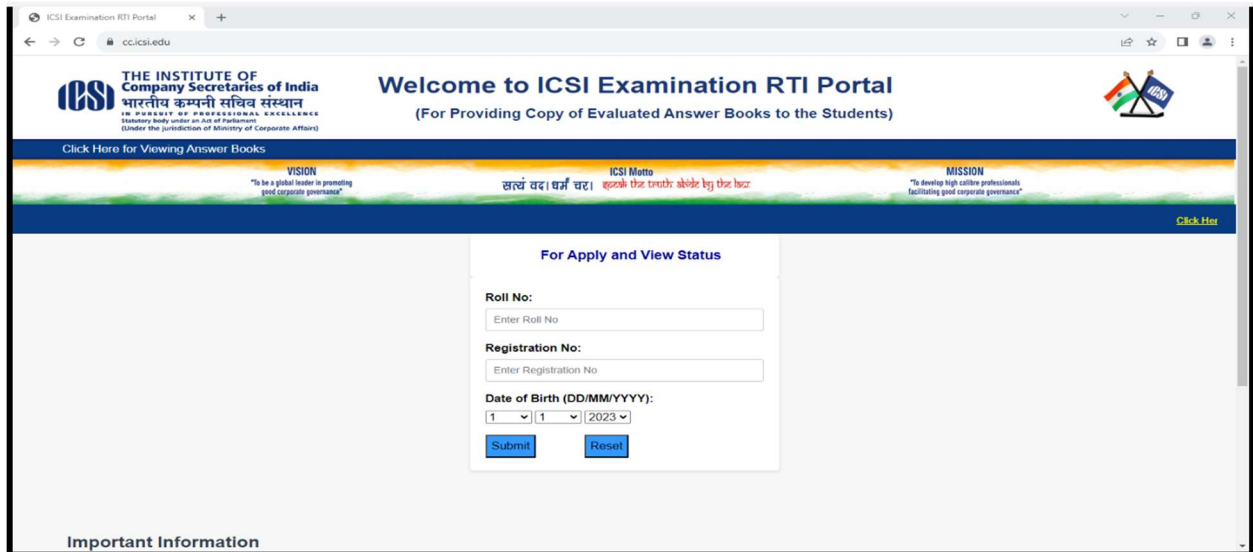


# How to apply for seeking copy of answer books

1. Visit the link : <https://cc.icsi.edu/> . The Screen for submitting application for seeking copy of answer books will be as under :

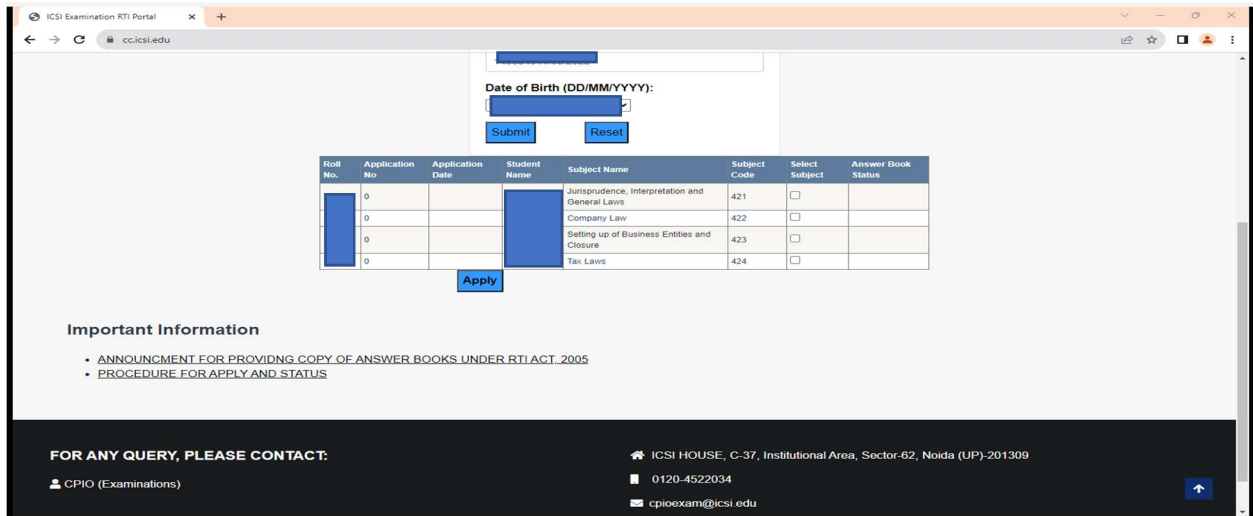


The screenshot shows the ICSI Examination RTI Portal. The header includes the ICSI logo and the text "THE INSTITUTE OF Company Secretaries of India भारतीय कम्पनी सचिव संस्थान". The main heading is "Welcome to ICSI Examination RTI Portal (For Providing Copy of Evaluated Answer Books to the Students)". Below this, there are sections for VISION, ICSI Motto, and MISSION. The main content area is titled "For Apply and View Status" and contains a form with the following fields:

- Roll No: Enter Roll No
- Registration No: Enter Registration No
- Date of Birth (DD/MM/YYYY): 1/1/2023

There are "Submit" and "Reset" buttons below the form. At the bottom left, there is a section for "Important Information" with a "Click Here" link.

2. Fill your particulars, i.e., Roll No., Registration Number and Date of birth in the screen and click on the SUBMIT Button. After clicking on the SUBMIT Button, your detail of subjects in which you have been appeared in the examination will be displayed in the grid just below the SUBMIT Button on the same page, as under:



The screenshot shows the ICSI Examination RTI Portal after the application form has been submitted. The "Date of Birth (DD/MM/YYYY)" field is now filled with "1/1/2023". Below the form, there is a table displaying the subjects in which the user has appeared in the examination. The table has the following columns: Roll No., Application No., Application Date, Student Name, Subject Name, Subject Code, Select Subject, and Answer Book Status. The table contains four rows of data:

Roll No.	Application No.	Application Date	Student Name	Subject Name	Subject Code	Select Subject	Answer Book Status
0				Jurisprudence, Interpretation and General Laws	421	<input type="checkbox"/>	
0				Company Law	422	<input type="checkbox"/>	
0				Setting up of Business Entities and Closure	423	<input type="checkbox"/>	
0				Tax Laws	424	<input type="checkbox"/>	

Below the table, there is an "Apply" button. At the bottom left, there is a section for "Important Information" with two links: "ANNOUNCEMENT FOR PROVIDING COPY OF ANSWER BOOKS UNDER RTI ACT\_2005" and "PROCEDURE FOR APPLY AND STATUS". At the bottom right, there is a section for "FOR ANY QUERY, PLEASE CONTACT:" with the following information: ICSI HOUSE, C-37, Institutional Area, Sector-62, Noida (UP)-201309, 0120-4522034, and cpioexam@icsi.edu.

3. Select the subjects in which you may intend to obtain copy of your answer book(s) simply ticking by a click in the column SELECT SUBJECT in Entry Screen and Click APPLY Button for submitting application. After clicking APPLY Button, following message will be displayed below the APPLY Button :

**Important Instructions :**

1. Your request for supply of copy of evaluated answer books is successfully submitted, as above.
2. Separate email would be sent from [cpioexam@icsi.edu](mailto:cpioexam@icsi.edu) to your registered email: <Your Email Id partially masked>. Please check the same including its junk / spam folders for accessing your requested answer books during the specified period.
3. Students shall note that their answer books so made accessible are for their personal use and the same shall not be parted / shared with any other person in any circumstances.

## **How to view copy of answer books**

4. Refer the email received from [cpioexam@icsi.edu](mailto:cpioexam@icsi.edu) in your registered email account informing you the link, user Id and password for accessing your Answer Book(s).
5. Visit the link as received in your email and after filling your credentials correctly, the status of your application will be available.
6. The Answer Books Status can be Under Process, Available or Expired as displayed in the portal. You may view the Answer Book(s) only when the status is Available.
7. For viewing, click in the grid against "Available" status.
8. The Password for opening answer book(s) would be the combination of your Roll Number of the examination and Registration number, i.e., First six digits of your Roll Number + First six digits of Registration Number. For example : if your roll number is 456123 and registered number is 408987620/99/9999, password for accessing the answer book(s) would be 456123408987.