



THE INSTITUTE OF
Company Secretaries of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

INDORE CHAPTER

सत्यं वद । धर्मं चर ।

Speak the truth. Abide by the Law



SRAJAN

"TOMORROW BEGINS TODAY"

E-Bulletin Edition-1/2017

www.icsi.edu/indore

सत्यं वद। धर्मं चर।

इष्टार्थं कुरु तपः। श्रेयसं कुरु तपः।

— तैत्तिरीयोपनिषद्

Srajan
A Dream Creation....

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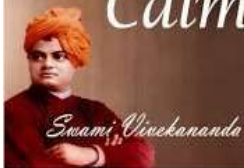
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All knowledge
Depends upon the
Calmness of mind.



VISION

"To be a global leader in promoting Good Corporate Governance"

MISSION

"To develop high calibre professionals facilitating good Corporate Governance"

DISCLAIMER CLAUSE

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From
the desk
of
Chairperson



Dear Professional Colleagues,

It is indeed a great honor to be writing for Indore chapter's E- Bulletin "SRAJAN" as the chairperson of Indore Chapter. Srajan simply means to innovate new. Curiosity about everything leads to a little knowledge about a lot of things.

Friends, we feel proud to share with you that, this is all because of your support and co-operation that we are getting the excellent result in all activities. We have successfully conducted various Training programs for the students and seminars for members on regular basis.

One more useful information to share with you all is that Institute has extended the current block year 2014-2017 upto 30th June 2017 for credit hours. Those members who has not completed their credit hours till March 2017, has got another opportunity to complete the same. As a part of the Institute and with the motive to provide best facilities to our members, we will definitely arrange maximum possible seminars with best faculties but at the same time I request all the members to attend the said seminar not only for completion of credit hour requirements but to take benefit of the faculties also.

Also we are working hard to provide best facilities for Oral Tuition Classes and we need support from all our members in whatever manner they may contribute. The motive of running OTC at Indore Chapter is to provide best faculties and guidance of other subject experts to the students on minimum cost and give them assistance in establishing themselves as a skillful Company Secretary. I am also thankful to **CS B. Narasimhan**, EX-council member ICSI & Practicing Company Secretary, Mumbai for his contribution of Rs. 10,000 towards our OTC.

It would be worth mentioning that the encouragement, support, participation and co-operation received from the members as well as the students which enable us to serve the institute in more qualitative and quantitative manner. In the end, I would like to express my sincere thanks and gratitude to our Council Members and other Managing Committee Members and the entire staff at the chapter for their continuance guidance and support. We also look forward to our members and future company secretaries that they would take the profession to higher echelons and maintain its standards.

I am also glad to announce the Annual Students Membership Scheme or Annual SMS, in short for the students which will have immense benefits to students whereby they can register for all programs and activities to be held during the financial year in one time only. The scheme is open for all level of Students and will also cover the programs and other activities specially designed for students by Indore Chapter.

We would also invite you to contribute to next edition of Srajan. Any special achievement/recognition achieved by any member shall also be published in the newsletter in case of prior intimation by the concern member with details. This e-newsletter shall update for the events conducted/organized by Indore Chapter in last quarter and also publish the Forthcoming scheduled program.

The above is an endeavor by the ICSI Indore Chapter for increasing awareness about Team ICSI equally supported by the young academic team. As this is the new initiative more sections can be created and suggestions on the same are welcome. There are no absolute prerequisites and I would encourage anyone that would be willing to write for **SRAJAN** e-bulletin of Indore Chapter! Hopefully there are lots of great writers who will be interested in contributing their knowledge and enrich their writing skills.

We welcome your contributions to the sections described above. Please send your submissions in Soft Copy (word file) alongwith your recent Photograph & Details to indore@icsi.edu. Accepted write-ups are published in an accelerated online-only format for immediate visibility within the community.

Of course, we will be happy to provide you with any assistance during the submission process. We would expect your contribution by the end of April i.e. 25th April, 2017.

APPEAL:

1. The motive of running OTC at Indore Chapter is to provide best faculties and guidance of other subject experts to the students on minimum cost and give them assistance in establishing themselves as a skillful Company Secretary. I extend bottom heart appeal to all members to give their inputs in any form.

2. CSBF is not a charity for others, rather it is a support to our own colleagues at times of contingencies. I request all the members who are not yet part of this noble cause of our own community to please extend your hands and become member of CSBF Fund.

3. WIRC has initiated a very new concept of one rupee per day towards CSBF fund. You have to give just Rs. 365 towards this fund and I think this is really very much affordable cost to anyone. Please those who are or who are not member of CSBF, at least contribute this amount of just Rs. 365 today itself. Really a drop of water can fill the ocean.

Member/Students can register their queries at grievances.indore@icsi.edu.

Happy reading. Best wishes.

With Regards,

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Tomorrow Begins Today



ICSI CORNER

1. Revision in the Annual Membership fee, Entrance Fee and Certificate of Practice fee w.e.f. 1st April, 2017:-

This is to inform that the annual membership fee, entrance fee (if applicable), certificate of practice fee have been revised **w.e.f. 01-04-2017** i.e. for FY 2017-18 onwards. If any member pays his/her annual membership fee for FY 2017-18 or advance annual membership fee for FY 2017-18, FY 2018-19 and FY 2019-20, as the case may be, please refer to the revised fee table.

Particulars	Associate	Fellow
Annual Membership fee	Rs. 2500	Rs. 3000
Entrance fee	Rs. 2000	Rs. 2000
Certificate of Practice fee	Rs. 2000	Rs. 2000

The existing facility for payment of fee in advance/concessional fee shall remain in vogue for the revised fee structure

Concessional fee for members who are the age of 60 years and above and age of 70 years and above and are not in any gainful employment or practice are eligible for concession of 50% and 75% respectively in their annual membership fee. However, in this case self-declaration from the member is a must stating that he/she is not in any gainful employment or practice. As of now, members can pay advance payment upto three years (FY 2017-18, FY 2018-19 and FY 2019-20). Restoration fee of Rs. 250/- (if applicable) remains the same.

Fee can be deposited online via login or through Quick Link at http://www.icsi.edu/Quick_Links.aspx or as well as at Chapter also through Cash/Cheque in favor of "The Institute of Company Secretaries of India".

2. Online Form D:- Application for the Issue/Renewal/Restoration of Certificate of Practice

Please note that members can submit Form-D (for issue, renewal and restoration of Certificate of Practice) using online services at ICSI website www.icsi.edu using their username and password. Offline submission facility also available.

3. Extension of time for obtaining the mandatory Credit Hours:

The Council has approved extension of 3 months' time for obtaining the mandatory Program credit hours for the block of three year ended on March 31, 2017. Accordingly Members who have not completed mandatory PCH till date are advice to obtain their remaining PCH for the block year 2014-17 by June 30, 2017. We have updated credit Hours of all the program till date Members are requested to please check as same is required during submission of form D. in case same is not reflected in your account please mail to ankita.baldwa@icsi.edu with a cc to indore@icsi.edu.

The status of members' programme credit hours may be viewed on the ICSI website through the following steps:

1. Click on Online Services on the top right hand side of www.icsi.edu

2. Click on Members tab
3. Enter membership details and password
4. Under Member's Tab click on My account
5. Click on Manage Account under Manage Profile tab
6. Place your request under credit hour certificate tab
7. This opens the current details in ICSI database

4. Registration for Weekend Webinar Series – Enable, Evaluate and Excel

As a Capacity building initiatives for young Members on Companies Act, 2013, The ICSI is organising a weekend webinar series "Enable, Evaluate and Excel" for members which will revive, refresh & sharpen the knowledge of young Members on the Companies Act, 2013. The ICSI on completion of Webinar series, will provide an opportunity of online self-evaluation test on optional basis to the members. The Webinar is especially for young members who have passed the examinations immediately after the implementation of Companies Act, 2013.

Key Takeaways: ♣ 20-25 Webinar Sessions with no fees ♣ Expert Commentary with Practical Inputs ♣ Facility to raise queries and Deliberation thereon ♣ Self-evaluation through Online exam (optional) ♣ Certificate of Completion ♣ Availability of link of recorded Webinar

The interested Members may register themselves on following link <http://webcast.vouchpro.in/icsi/>.

5. Draft Guidelines for Advertisement by Company Secretary in Practice.

Draft Guidelines for Advertisement by Company Secretary in Practice is available on [https://www.icsi.edu/Webmodules/Draft Guidelines Advt PCS.pdf](https://www.icsi.edu/Webmodules/Draft%20Guidelines%20Advt%20PCS.pdf). Kindly forward your suggestions / views latest by 15th April, 2017 to ritesh.kumar@icsi.edu.

6. ICSI launches Registration of Fellow Company Secretary (FCS) as mentors for Mega Placement Drive- 2017

The Institute of Company Secretaries of India has taken a new initiative today by launching a programme on registration of its Senior Members as mentor for mega placement drive-2017. The Institute of Company Secretaries of India has been organizing placement drive every year under the domain of various regions. However this year the Institute has decided to dedicate its energies towards supporting its new members by providing suitable platform to find appropriate employment opportunities.

The senior CS members who are the torch bearer of the Company Secretaryship (CS) profession are joining hands with ICSI and providing their invaluable cooperation by joining hands in this Mega Placement drive as "MENTOR" to help the next generation Company Secretaries. The senior CS Members can fill the registration form available at <https://goo.gl/forms/aryA3LxxX1WVS2hf1> and send their confirmation to become a "MENTOR" for contributing towards the Mega placement drive of ICSI this year. The senior members can also send their details at mentors@icsi.edu on or before 22nd April, 2017.

7. New Syllabus of CS Foundation Program:-

The Institute of Company Secretaries of India (ICSI) has launched a new syllabus for CS Foundation Programme. The CS Foundation programme consists of four papers viz.

1. BUSINESS ENVIRONMENT AND LAW, 2. BUSINESS MANAGEMENT, ETHICS & ENTREPRENEURSHIP, 3. BUSINESS ECONOMICS, 4. FUNDAMENTALS OF ACCOUNTING AND AUDITING.

The New Syllabus (2017) for the Foundation Programme shall be applicable for the students who register in Foundation Programme on or after 1st April 2017. The first examination under New Syllabus (2017) for Foundation Programme shall be conducted in June 2018.



This section is an attempt to make our members aware about the due compliances of the month which may help them in planning their schedule for the month.

COMPLIANCE CALENDAR FOR LISTED COMPANIES

Under SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015

S. No.	Regulation Reference	Period Covered	Last date of filing
1.	Reg. 27(2)(a):Corporate Governance Report – Quarterly Compliance Report on Corporate Governance in prescribed format (applicable on the listed companies having paid up capital of more than 10 cr. And more than 25 cr. Of network) (Within 15 days of close of the quarter)	Jan to March-Q4	15 th April
2.	Reg. 13(3):Statement Grievance Redressal Mechanism – A statement giving number of investor i) Complaints pending at the beginning of the quarter ii) Complaints received during the quarter iii) Complaints disposed during the quarter iv) Complaints remaining unresolved at the end of quarter (Within 21 days of close of the quarter)	Jan to March-Q4	21 st April
3.	Reg. 31(1)(b):Shareholding Pattern – Shareholding Pattern (Within 21 days of close of the quarter)	Jan to March-Q4	21 st April
4.	Reg. 32(1):Statement of deviation and variation – Statement of deviation and variation on quarterly basis for public issue, right issue, preferential issue indicating deviation as per regulation 32(1)	Jan to March-Q4	30 th April
5.	Reg. 29(1)(a) & Proviso of Sub-Reg. (2):Prior intimation of Board Meeting for financial results -Prior intimation of Board Meeting in which financial results is proposed to be considered and such intimation shall include the date of such meeting of Board of Director	Jan to March-Q4	At list five days in advance (excluding the date of intimation to stock exchange and date of Board Meeting. (5 Clear days))
6.	Reg. 33(3)(a):Financial Results – Quarterly financial results with Limited Review Report. Reg. 33(3)(d):Annual Financial Results – Audited standalone and consolidated financial results for the financial year along with audit report and either form A (unmodified report) or Form B (modified report) (Within 45 days of close of the 1 st , 2 nd and 3 rd quarter and Within 60 days of close of the 4 th quarter)	Jan to March-Q4	30 th May
7.	Reg. 7(3):Compliance Certificate related to share transfer – Compliance certificate duly signed by both the Compliance Officer and Authorised Representative of Transfer Agent (Within one Month of end of each half year)	Oct. to March-H2	30 th April
8.	Reg. 40(9) and 40(10):Compliance Certificate related to transfer or transmission or transposition of securities – Share Transfer Agent produce a certificate from Practicing CS certifying that all the certificate within one month of the end of each of half financial year have been issued within 30 days of that lodgement for transfer, sub-division, consolidation, renewal,	Oct. to March-H2	30 th April

	exchange, or endorsement of calls/ allotments monies (Within one Month of end of each half year)		
9.	Reg. 14: Payment of listing fees – payment of listing fee or charges as applicable to the stock exchanges in the manner specified by SEBI	April to March	30 th April
10.	Reg. 34(1): Annual Report – Annual Report to stock exchange within 21 working days of it being approved and adopted in the Annual General Meeting as per provision of Companies Act, 2013	April to March	Within 21 working days from the AGM

Taxation Compliance Chart – April 2017

DATE	COMPLIANCE REQUIRED	FORM NO. / CHALLAN NO.
7	SECURITIES TRANSACTION: PAYMENT OF SECURITIES TRANSACTION TAX FOR MARCH 2017	STT CHALLAN
10	EXCISE: EXCISE RETURNS – MANUFACTURERS, 100% EOU's /SEZ/NON SSI FOR MARCH 2017	ER1, ER2
	EXCISE: EXCISE RETURNS – SSI FOR MARCH 2017	ER3
	EXCISE: MANUFACTURERS OF PRODUCTS OF COAL, ARTICLES OF JEWELLERY, SILVER JEWELLERY FOR MARCH 2017	ER8
14	CST/TN VAT: REMITTANCE OF VAT/CST – E-REMITTANCE AND RETURN FILING. TO > 200 CRORES IN PY2016 – 2017	FORM I/FORM 1
15	EPF: REMITTANCE OF EPF AND MONTHLY RETURN FILING FOR MARCH 2017	12A, 5/10
	PT: REMITTANCE OF PROFESSIONAL TAX – HALF YEARLY FOR MARCH 2017	1
21	ESI: REMITTANCE OF ESI AND MONTHLY RETURN FOR MARCH 2017	FORM 5
22	CST/TN VAT: REMITTANCE OF VAT/CST – E-REMITTANCE AND RETURN FILING. TO < 200 CRORES IN PY 2016 – 2017	FORM I/FORM 1
25	ST: HALF YEARLY RETURN FOR THE HALF YEAR ENDING MARCH 2017	ST-3
30	IT: TDS/TCS REMITTANCE FOR MARCH 2017	281
	IT: TDS REMITTANCE – ON SALE OF IMMOVABLE PROPERTY FOR MARCH 2017	26QB
	IT: E-RETURN OF DECLARATION RECEIVED IN FORM 60 TO DIT/JDIT BETWEEN 1ST OCTOBER 2016 TO 31ST MARCH 2017	61

“I am thankful for the taxes I pay because it means that I'm employed.

~Nancie J. Carmody”



Foreign Direct Investment in LLP

CS Nitisha Pareek

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The FDI is always a hot topic, even more so now with major changes in government reforms. The Prime Minister's office has declared India to be most open economy with changes brought in past 2 years. In the year 2016, India has become the Top Global FDI destination leaving China and US behind.

As we all know that Limited Liability Partnership is an Internationally accepted business style and in Abroad this business style is more familiar and favorable working style and in order to attract the more and more FDI in India, Ministry of Finance in consultation with Reserve Bank of India has further liberalised the FDI policy in Limited Liability Partnership (LLP).

Introduction: RBI has made amendment in the Foreign Exchange Management (Transfer or Issue of Security by a Person Resident outside India) Regulations, 2000. The power of amendment is vested with RBI in clause (b) of sub-section (3) of Section 6 of Foreign Exchange Management Act, 1999 (42 of 1999) "*Without prejudice to the generality of the provisions of sub-section (2), the Reserve Bank may, by regulations, prohibit, restrict or regulate the following:— (b) transfer or issue of any security by a person resident outside India;*" and Section 47 of the Foreign Exchange Management Act, 1999 (42 of 1999) "*47- Power to make regulations.*"

The Scheme shall be called Foreign Direct Investment (FDI-LLP) in Limited Liability Partnerships (LLP) formed and registered under the Limited Liability Partnership Act, 2008.

After 2 years of notification of the Limited Liability Partnership Act 2008, and after 5 months of issuing a discussion paper on allowing Foreign Direct Investment (FDI) in the Limited Liability Partnership (LLP), the Government of India has approved the much awaited policy on FDI in Limited Liability Partnership. FDI in LLP is allowed in sectors activities where 100% FDI is allowed under the automatic route and there are no FDI-linked performance related conditions, subject to approval of government. However, it was further liberalized as stated in FDI Policy, 2016 issued by Department of Industrial and Promotion (DIPB) in which requirement of approval of Government is waived-off and it is shifted to Automatic Route.

The LLP Act 2008 allows foreign national and foreign LLP's to become partner in LLP but as per the Foreign Exchange Management At 1999 and regulations and rules made thereunder, foreign investment in LLP was not allowed, therefore it was necessary to prescribe a regulatory policy for allowing the FDI.

Permitted Sectors:

While allowing FDI in LLP, the Government of India has taken a very precautionary approach by only allowing FDI under automatic route in sectors where 100% FDI is allowed, under the automatic route and there are no FDI-linked performance related conditions, for example sectors like power, roads, information technology, manufacturing etc.

Please check the policy details below:-

LLPs with FDI will be allowed, through the Automatic approval, in those sectors/activities where 100% FDI is allowed, through the automatic route and there are no FDI-linked performance related conditions. By FDI-linked performance related conditions, it is meant that in sectors, where conditions like minimum capitalization etc. are prescribed like NBFC, etc., in which 100% FDI is allowed as per sectoral cap but those LLP dealing in these segments cannot accept FDI.

- a. LLPs with FDI will not be allowed to operate in agricultural/plantation activity, print media or real estate business.

The Government of India has also prescribed the following conditions relating to funding, ownership and management of LLP's:-

Funding of LLPs:

(a)**Downstream Investment by Company:** An Indian Company, having FDI, will be permitted to make downstream investment in LLPs only if both the company, as well as the LLP is operating in sectors where 100% FDI is allowed, through the automatic route and there are no FDI-linked performance related conditions.

(b)**Investment by Cash Consideration:** Foreign Capital participation in the capital structure of the LLPs will be allowed only by way of cash considerations, received by inward remittance, through normal banking channels, or by debit to NRE/FCNR account of the person concerned, maintained with an authorized dealer/authorized bank. Formaking non cash/intangible contribution towards the capital of the LLP, permission of Government of India will be required.

(c)**FII/ Foreign Venture Capital:** Foreign Institutional Investors (FII's) and Foreign Venture Capital Investors (FVCIs) will not be permitted to invest in LLPs.

Compulsory Reporting's:

LLP is required to report to RBI in various forms in phased manner as per the activity conducted by the LLP which are as follows:-

- At the time of receipt of Partnership contribution:- Foreign Direct Investment (FDI) in Limited Liability Partnership (LLP) within 30 days from the date of receipt of funds in the account of LLP;
- Yearly compliance:- All LLPs which has received Foreign Direct Investment in the previous year(s) including the current year shall submit to the Reserve Bank of India, on or before the 15th day of July of each year, a report titled 'Annual Return on Foreign Liabilities and Assets' as specified by the Reserve Bank from time to time.

Reporting of foreign investment in LLPs and disinvestment/transfer of capital contribution or profit shares between a resident and a non-resident may be made in a manner as prescribed by Reserve Bank of India from time to time.

Whether a Company / LLP are eligible for Downstream Investment if they have accepted FDI?

An Indian company or an LLP, having foreign investment, will be permitted to make downstream investment in another company or LLP engaged in sectors in which 100% FDI is allowed under the automatic route and there are no FDI linked performance conditions

Whether a Company accepted FDI is eligible for conversion into LLP

A company having foreign investment can be converted into an LLP under the automatic route only if it is engaged in a sector where foreign investment up to 100 percent is permitted under automatic route and there are no FDI linked performance conditions.

Link of the Regulations:

S. No.	Particular	Link
1	Foreign Exchange Management (Transfer or issue of Security by a Person Resident outside India) Regulations, 2000	https://rbidocs.rbi.org.in/rdocs/notification/PDFs/13270.pdf
2	Foreign Exchange Management (Transfer or Issue of Security by a Person Resident outside India) (Second Amendment) Regulations, 2017	https://rbi.org.in/Scripts/NotificationUser.aspx?id=10876&Mode=0



learn
grow
SUCCEED



CS Sadiya Baig

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"Man's mind, once stretched by a new idea, never regains its original dimensions."

-Oliver Wendell Holmes

Self-improvement is a journey that anyone who wants to excel in life must take. It does not matter in what area you want to excel and progress, whether it is in your business, in your work, in your studies, in your marriage or in your spirituality.

All aspects of our lives can only truly improve if we take responsibility for their improvement. The greatest area of such improvement that will impact all other areas of our lives, is improving our selves. When you invest in your personal development you take responsibility for your life, your circumstances and your happiness. You become the agent, the doer, and the effecter.

Nothing is guaranteed or always goes smoothly as planned in life. Not your job, your relationships, your health or anything else. Given that uncertainty, in order to make your life work, you have to plan, set goals, prepare and bring your best game (the best you).

How do you go about it?

You can devise any kind of plan or schedule that suits your tastes and needs. The important part is to make a conscious decision to actively engage in personal development. Always be willing to stretch yourself, keep an open mind and learn new things. Here are a few things that I believe comes handy in all aspects of improvement:

- **Get the power of clarity:**

Clear goals and objectives are essential to the success of any business. If you don't take the time to get really clear about exactly what you're trying to accomplish, then you're forever forced to spend your life achieving the goals of those who do. You may make some money, and you may do some interesting work, but the end result will not resemble anything you ever made a conscious decision to build and ultimately you will be left with the sinking feeling that maybe you took a wrong turn somewhere along the way.

Let me be clear "Making more money" and "building a business" are not goals. A goal is a specific, clearly defined, measurable state. An example of the difference between a direction and a goal is the difference between the compass direction of northeast and the top of the Mount Everest. One is merely a direction; the other is a definite location.

Set your Goals in Binary terms. One critical aspect of goals is that they must be defined in binary terms. At any point in time, if I were to ask you if you had achieved your goal yet, you must be able to give me a definitive "yes" or "no" answer; "maybe" is not an option. Be as detailed as possible when setting goals. Commit your goals in writing and take direct conscious action in order to make it so.

- **Overcome Procrastination:**

Procrastination, the habit of putting tasks off to the last possible minute, can be a major problem in both your career and your personal life. For tasks you've been putting off for a while, I recommend using the time boxing method to get started. Here's how it works: First, select a small piece of the task you can work on for just 30 minutes. Then choose a reward you will give yourself immediately afterwards. When you time box your tasks, you will often get so involved in a task, even a difficult one that you actually want to keep working on it. Before you know it, you've put in an hour or even several hours. Get yourself organized and disciplined so as to resist the tempting procrastination.

- **Dare to be Original:**

When you dare to be an original you are in essence daring to be "yourself" and everything that encompasses who you really are. Yes, It can be scary because it means putting ourselves on the line. It means we could be subjecting ourselves to scrutiny, judgment and possible ridicule. It means exposure and vulnerability. But you need to find the courage and self-confidence to reveal your uniqueness and to show that you're one of a kind. You have got to trust your intuition and instincts and be able to express yourself by cultivating your own style, tastes and personality. All you need is to believe in yourself and don't worry about what others think.

- **Share your Knowledge and Wisdom:**

It is often said that experience is the best teacher, but it does not have to be YOUR OWN experience.

So, why not share your won wisdom and knowledge that could be of help to others as well.

We can all learn from other people's experiences, mistakes and success. That is why it is important to share what you know, because you can also learn from what others know.



Goods & Service Tax

- It has been 17 years since GST was first conceptualised in India. In the year 2000, the Vajpayee government started a discussion on GST by setting up an empowered committee headed by Asim Dasgupta. He was the then Finance Minister of West Bengal.
- About 160 countries in the world have the GST. Presently, there are around 160 countries that have implemented the GST or VAT in some form or the other. France was the first country to have introduced GST. India, being a federal country, is going to have a dual-GST structure – Central GST and State GST. The only other country with a dual GST is Canada.
- GST cannot be delayed after September 16, 2017:-The clause, that provides for the applicability of indirect taxes for 1 year after the above mentioned notification, expires on September 15, 2017. This means that if GST is not implemented till September 16, 2017, the government would not have power to collect ANY indirect taxes whatsoever till the date GST is implemented.

Writing Effective Email

'Critical Things to Write an Effective Email'

CS Harshit Kesharwani
csharshit07@gmail.com



An effective email can open a new world of opportunities to you. Imagine, you want to pitch an investor over an Email. There are a lot of us who don't know much about composing an email that will actually be read and acted upon. So major concern is to use an Email effectively because nowadays people Communicate in the Corporate world thorough Email only.

These are some critical points that shall always help you to write an effective email. A step by step approach is:-

1. **CREATION OF EMAIL ID:** Do not send official emails with your school time or personal email ids like 'coolsaurav@abc.com' or 'lovelycutiepie@xyz.com'. Have a normal email id with your first name, full name with some numeric code like "Abhishek123@gmail.com"
2. **KNOW YOUR EMAIL:** It is to figure out roughly to whom you are writing, about what you want to write, how urgent is it, how fast you want the receiver to act upon it, what is your relation with the receiver. This structures your email and you would be able to communicate what you wanted to.
3. **TO:** This is for the individual or set of individuals who are required to act on the email.
4. **CC:** It refers to Carbon Copy and is for those who have to be kept in the loop but are not required to act on it or even acknowledge the receipt of it.
5. **BCC:** It refers to Blind Carbon Copy and is for sending the same email to people whose identities you don't intend to disclose to the people in the To and CC field.

For Instance: If Ajay wants Vijay to delegate a Job to Nisha, Vijay will write a mail to Nisha and CC to Ajay. However, If Ajay doesn't want Nisha to know that he is part of this development, Vijay will BCC Mukesh.

6. **SUBJECT LINE:** Never keep the subject line blank. I receive so many emails in a day from my affiliates with a blank subject line. The mail sent without a subject line has a high chance of getting neglected, especially when you are trying to communicate with a busy person. It creates an impression that even you don't know about what you are talking. So keep the subject direct and noticeable.

For Instance: "Urgent meeting with Purchase Team", "Attn: Quarterly Result".

7. **SPELL THE NAMES CORRECTLY:** May or may not use Mr/Mrs/Ms with name but before using it get sure about the gender of the receiver. If you think, it's easy to guess the gender by the name, it's not. There are a lot of gender neutral names in this world.

For Instance: The name 'Sonu' have equal popularity in names for ladies. So, just be careful.

In Indian context, it is popular to address as Rajesh ji, Shrimanji, etc. No doubt that this reflects culture and is good for personal communications but in corporate culture, just the name is fine.

- 8. BODY LINE:** Make a courteous opening and closing but do not keep it too long. The body message should be able to explain the subject line. Start with why you are writing or what you are responding to.

For Instance: This is to inform you, I am writing in response to (some advertisement), etc. Use indirect questions to ask for any information, like, I would be grateful if you can... (Question). A new instance or point should be started from a new paragraph, you may use Firstly, Secondly, Lastly to order your points. It should be free from spelling mistakes.

- 9. CLOSING THE EMAIL:** It's important to properly close the email with messages depending on how you want your receiver to act.

A few instances are- "Thanks for your response or Thanks for your efforts" may change the entire tone of the mail, Thanks for your time, Looking forward to see you soon, please look into the matter at earliest. Whatever you use, make sure it's consistent with the tone of the message.

- 10. ATTACHMENT:** While you are attaching a file you must mention in the message body line about it. The commonly used abbreviation is PFA (Please find attached). The most important thing that people are not conscious about is the file name of the attachment.

For Instance: If you see the bank statement sent by Banks in attachment, they name their file as your customer number or account number along with period or date of statement. This is very common. The attached file should always be named in such a way that it's content can be traced from it's name itself.

Before sending an Email please be sure that the attachment is properly attached because sometimes it is possible that due to business we forget to attach the documents and without seeing it we just click the send button which shows our carelessness to the receiver.

SOME USEFUL ABBREVIATIONS FOR YOUR EMAIL -

Remember that not everyone is well versed with all of these abbreviations. However, these are interesting to note and remember:-

ACK – Acknowledgement

ASAP – As soon as possible

PFA – Please find Attachment

FAQ – Frequently Asked Questions

FYI – For your information

NFC – No Further Comment

NRN – No Reply Necessary

NTM – Not To Mention

P&C – Private and Confidential

RSVP – Repondez'ilvous plait (French: Please reply) TTYL – Talk to You Later

Note: It is a sincere effort to help readers write an email in an organized and systematic way.

Seminar Presentations of Faculties

<http://www.icsi.edu/indore/Member/Presentations.aspx>

SN	Particulars & PPT Links
1.	<p>17.02.2017: SCM on FDI & Insolvency & Bankruptcy Code</p> <p>PPT on FDI By CS Devesh Tukedar</p>
2.	<p>11.3.2017: Full Day Seminar on "Internal Aids to Construction of Statutes" & "Yearly Compliance"</p> <p>1. PPT Internal Aids to Construction of Statutes.pptx</p> <p>2. A PPT-Compliances under LODR-11.03.17 R Kalidas.pdf</p> <p>3. Preparation for year-end Compliance under CA 2013 DKJ on ICSI Indore 11.03.2017.pdf</p>
3.	<p>18.03.2017: Exclusive Session on "Corporate Governance Issues in Recent Scenario"</p> <p>1. Recent Rulings on Corporate Governance issues_GP [March 18, 2017].pdf</p> <p>2. Recent Updates in Securities Laws_GP [March 18, 2017].pdf</p>
4.	<p>25.3.2017: FULL DAY SEMINAR On "LLP" & "Critical Issues and Recent Updates in Capital Market"</p> <p>1. IEPF.pptx</p> <p>2. Recent Regulatory Changes-ilovepdf-compressed.pdf</p> <p>3. LLP PPT INDORE 25.03.2017.pdf</p>

Did you know?

You can access various presentation of ICSI Programs at
<http://www.icsi.edu/EventGallery/PresentationsBackgrounder.aspx>

Activity Report- March 2017

Detailed Activity Reports can be accessed from following link:

<http://www.icsi.edu/indore/ActivityReportBulletins.aspx>

SEMINAR ON LLP AND CRITICAL ISSUES AND RECENT UPDATES IN CAPITAL MARKET ON 25TH MARCH 2017:



EXCLUSIVE SESSION ON CORPORATE GOVERNANCE ISSUES IN RECENT SCENARIO on 18TH MARCH 2017:



SEMINAR ON “INTERPRETATION OF STATUE, LODR AND YEAR END COMPLIANCE UNDER COMPANIES ACT, 2013 AND TAXATION LAW.” On 11th March, 2017



International Women's Day Celebration on 08th March, 2017



Workshop Series on Goods & Service Tax (GST) 1-5 March, 2017



OTC at Indore Chapter is providing best faculties and guidance to the students on minimum cost and give them assistance in establishing themselves as a skillful Company Secretary. we extend bottom heart appeal to all members to give their inputs in any form for benefit of students at large.

For promoting the OTC we have organized Student interaction with our Guest speaker, so the students can also learn from them.

INTERACTION WITH GUEST FACULTIES OF SEMINAR



INTERACTION WITH CS SHYAM AGRAWAL, PRESIDENT ICSI (PIC OF 2016)





11th – 2 DAYS INDUCTION & 3 DAYS E GOVERNANCE” 30.03.2017



“05th – 5 DAYS SKILL DEVELOPMENT” 20.02.2017-24.02.2017



04th – 5 DAYS SKILL DEVELOPMENT” 08.01.2017-13.01.2017

10TH MSOP: (08.03.2017 to 25.03.2017)



09TH MSOP: (23.01.2017-08.02.2017)



“CS Benevolent Fund is a collective effort towards extending the much needed financial support to the community of Company Secretaries in times of distress Let us lend support and join for noble cause.”

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Saathi Haath Badhana साथी हाथ बढाना

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- Registered under the Societies Registration Act, 1860
- Recognised under Section 12A of the Income Tax Act, 1961
- Subscription/Contribution to Fund qualifies for the deduction under section 80G of the Income Tax Act, 1961
- Has a membership of over 12,000

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How to join

- By making an application in Form A (available at www.icsi.edu/csbf) along with one time subscription of ₹10,000/-.
- One can submit Form A and also the subscription amount of ₹10,000/- ONLINE through Institute's web portal: www.icsi.edu. Alternatively, he can submit Form A, along with a Demand Draft or Cheque for ₹10,000/- drawn in favour of 'Company Secretaries Benevolent Fund', at any of the Offices of the Institute/ Regional Offices/Chapters.

Benefits

- ₹7,50,000 in the event of death of a member under the age of 60 years
- Upto ₹3,00,000 in the event of death of a member above the age of 60 years
- Upto ₹40,000 per child (upto two children) for education of minor children of a deceased member in deserving cases
- Upto ₹60,000 for medical expenses in deserving cases
- Limited benefits for Company Secretaries who are not members of the CSBF

Contact

For further information/clarification, please write at email id csbf@icsi.edu or contact Mr. Saurabh Bansal, Executive on telephone no.011-45341088.

For more details please visit www.icsi.edu/csbf

COMPANY SECRETARIES BENEVOLENT FUND

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Sl. No.	A/F	Mem. No.	Name	LM No	Date of Admission
1	A	97	SH.RAMACHANDRA RAO KARANDIKAR	7	05-07-1977
2	F	295	SH.KRISHNABAL JAIN	89	09-10-1981
3	F	5364	SH.R S VIJAYVARGIYA	661	06-05-1988
4	F	1608	SH.PRAVEEN KUMAR VYAS	822	05-08-1989
5	F	2566	SH.ASHOK MEHTA	860	25-08-1989
6	A	8213	SH.SEWA RAM TOTLA	1174	05-12-1991
7	F	2797	SH.ALOK KUMAR BIHANI	1339	31-03-1993
8	F	3049	SH.PARKASH CHANDRA KABRA	1403	01-11-1993
9	F	1129	SH.PREM BATRA	1474	10-02-1994
10	F	3565	DR.DILIP KUMAR JAIN	1542	30-05-1994
11	A	10576	SH.RAJESH KUMAR SARAOGI	2166	27-05-1996
12	F	4070	SH.SATISH CHANDRA JAIN	2216	07-08-1996
13	F	4854	MS.VENKATARAMANI LATHA	2278	01-01-1997
14	A	4354	SH.SATISH CHANDRA MUNDRA	2340	24-04-1997
15	F	3479	SH.MANOJ GOYAL	3024	25-08-1999
16	A	4728	SH.RAJ KUMAR VIJAYI	3202	04-05-2000
17	F	3118	SH.LALIT KUMAR BINANI	3212	11-05-2000
18	F	4651	SH.MANISH JAIN	3504	18-01-2001
19	F	5181	SH.ASHISH GARG	3643	04-06-2001
20	A	14534	SH.VISHAL DAKOLIYA	3647	04-06-2001
21	F	4985	SH.KAUSHAL KUMAR AGRAWAL	3706	29-09-2001
22	F	2292	SH.SURESH CHANDRA JAJOO	3878	14-06-2002
23	F	7826	SH.SANJAY BINDAL	3904	15-06-2002
24	F	4225	SH.RAJEEV BAIS	4210	05-06-2003
25	F	5396	SH.DINESH KUMAR GUPTA	4405	23-08-2003
26	F	5174	SH.MANISH KUMAR MAHESHWARI	4457	06-09-2003
27	F	5096	SH.KAMLESH JOSHI	4490	16-09-2003
28	F	5200	SH.RITESH GUPTA	4491	16-09-2003
29	F	6007	SH.BHUPENDRA MAHESHWARI	4492	16-09-2003
30	F	5201	SH.LAXMINARAYAN JOSHI	4564	24-11-2003
31	A	15575	SH.ABHITAP KUMAR JAIN	4943	19-03-2005
32	F	4431	MS.MANJU MUNDRA	5009	30-03-2005
33	F	5316	SH.SHILPESH DALAL	5073	30-03-2005
34	F	4781	SH.RAVEESH BAFNA	5390	31-03-2005
35	A	19554	SH.SANJAY SHARMA	5444	27-02-2006
36	F	6549	SH.ASHISH KARODIA	5540	31-01-2007
37	A	4872	SH.S M KATIYAL	5718	25-06-2007
38	F	4120	SH.SHASHANK BELKHEDE	5837	19-09-2007
39	F	5040	SH.DINESH KUMAR SHARMA	6097	28-01-2008
40	F	7186	SHRAJ KUMAR BHAWSAR	6236	05-05-2008
41	A	20950	MS.SONAL KANUNGO	6302	06-06-2008
42	F	7553	MR.MANOJ KUMAR BHANDARI	6475	14-08-2008
43	A	22676	MS.RUCHI KHANDELWAL	6673	20-01-2009
44	A	12615	SH.SAURABH PARIKH	6695	20-01-2009

Sl. No.	A/F	Mem. No.	Name	LM No	Date of Admission
45	A	22835	SH.NEERAJ KUMAR JAIN	6791	06-03-2009
46	A	23109	SH.SHAILENDRA LODHA	6855	13-04-2009
47	A	23495	MR.MANISH KUMAR NARANIWAL	6962	10-06-2009
48	F	7402	MS.ARADHANA KULKARNI	6987	08-07-2009
49	A	23717	SH.DEEPAK UPADHYAY	7019	18-07-2009
50	F	7859	MR.AMIT JAIN	7062	29-08-2009
51	A	19109	SH.RAKESH SODANI	7065	29-08-2009
52	F	4812	SH.LALIT KUMAR SHARMA	7103	01-10-2009
53	F	5708	SH.RAJENDRA KEWLIYA	7196	22-12-2009
54	A	12059	SH.RUPESH KUMAR JAIN	7285	11-01-2010
55	A	17533	SH.NAVIN KUMAR PATWA	7375	24-02-2010
56	F	6841	SH.MOHAMMAD RAEES SHEIKH	7571	17-06-2010
57	A	24242	MRS.AMEE JOSHI	7573	17-06-2010
58	A	24898	MS.ARPITA JAIN	7574	17-06-2010
59	A	17115	SH.VINAY GUPTA	7704	09-07-2010
60	F	3769	SH.VIJAYESH ATRE	7729	17-07-2010
61	A	8919	SH.SANDEEP SHARMA	7780	23-07-2010
62	A	25980	MS.DEEPALI MITTAL	7783	23-07-2010
63	A	26026	MS.CHANDANI SARUPARIA	7789	30-07-2010
64	F	4988	MS.GEETIKA AGRAWAL	7829	20-08-2010
65	F	6292	SH.PANKAJ KUMAR SAKLECHA	7854	03-09-2010
66	F	7143	SHMAHESH PANCHOLI	7903	22-09-2010
67	F	5501	MS.SHWETA GARG	7953	28-09-2010
68	F	7981	SH.RAJEEV KUMAR JAIN	8440	03-11-2011
69	A	29444	MR.ISHAN JAIN	8564	17-01-2012
70	F	2930	SH.RAMJI LAL GUPTA	8649	23-02-2012
71	A	13896	MRS.PRITI KUMATH	8687	06-03-2012
72	A	26538	MR.ASHISH SONI	8701	09-03-2012
73	A	28067	MS.RANJANA SINGH	8849	22-03-2012
74	A	15469	SH.ASHISH MEHTA	8903	26-03-2012
75	F	6732	SH.SHAILESH KUMAR KUMATH	8991	29-03-2012
76	F	3933	SH.AJIT JAIN	9150	30-03-2012
77	F	7996	MS.PALLAVI PARIHAR	9151	30-03-2012
78	F	7018	SHAMRISH KUMAR CHOURASIA	9156	30-03-2012
79	A	24927	SH.RAJU CHANDRA PAL	9257	30-03-2012
80	F	6381	SH.NEELESH GUPTA	9263	30-03-2012
81	A	15329	SH.RAJESH KUMAR PATIDAR	9359	31-03-2012
82	F	8432	MR.SHASHIKANT C ARYA	9403	31-03-2012
83	F	5812	SH.PRATIK TRIPATHI	9456	31-03-2012
84	F	5822	MRS.SWATI TRIPATHI	9457	31-03-2012
85	A	24489	SH.SHYAM SUNDER AGRAWAL	9482	31-03-2012
86	A	22185	MR.CHAITANYA ZAVERI	9748	08-05-2012
87	A	30010	MS.KSHANIKA MUKHIJA RANA	9765	31-05-2012
88	A	35353	MR.BHUSHAN TAMBE	10373	19-05-2014
89	A	35421	MS.MONICA VIJAYVRAGIYA	10397	02-06-2014
90	F	8115	SH.ANURAG KUMAR SAXENA	10401	02-06-2014
91	A	37492	MR.HARDIK PANDYA	10648	01-12-2014
92	F	7878	SH.MANOJ MAHESHWARI	10667	15-12-2014
93	A	33403	MR.PRIYANK GATTANI	10704	07-01-2015
94	A	35830	MS.NEHA SHUKLA	10705	07-01-2015
95	F	8078	MRS.DIPIKA KATARIA	10706	07-01-2015

Sl. No.	A/F	Mem. No.	Name	LM No	Date of Admission
96	A	33402	MR.DEEPAK PRAJAPAT	10707	07-01-2015
97	A	26836	MS.PRIYANKA SARAF	10708	07-01-2015
98	A	29651	SH.ANURAG GANGRADE	10709	07-01-2015
99	F	9144	MR.VARUN BHOMIA	10710	07-01-2015
100	F	5259	SH.VINEET CHOPRA	10826	31-03-2015
101	A	39779	MR.AMIT KUMAR JAIN	10881	20-05-2015
102	A	39407	MR.MOHAMMAD YAWAR USMANI	10897	27-05-2015
103	A	23749	MS.PRIYANKA JAITELY	10942	03-07-2015
104	A	37366	MR.NIRANJAN SHASTRI	10960	30-07-2015
105	A	37072	MR.NEERAJ ANJANE	10976	28-08-2015
106	A	40195	MR.SAURABH MAHESHWARI	10977	28-08-2015
107	F	8509	SH.MANISH TAMBOLI	10994	30-09-2015
108	A	40635	MS.NAMITA TRIPATHI	11010	16-10-2015
109	A	41337	MS.CHITRANGDA VISHWAKARMA	11032	12-11-2015
110	F	7902	SH.MANOJ JOSHI	11091	29-12-2015
111	A	43986	MS.SHILPI KASLIWAL	11180	07-03-2016
112	A	41713	MR.ARVIIND KUMAR MEENA	11207	17-03-2016
113	A	15649	SH.PANKAJ GUPTA	11255	06-04-2016
114	A	44788	MR.CHAITANYA VASANT POL	11289	05-05-2016
115	A	46425	MR.GIRISH AGRAWAL	11414	01-08-2016
116	A	35124	MR.VIPUL GOYAL	11491	17-10-2016
117	A	37217	MR.HARSHIT KESHARWANI	11503	22-10-2016
118	A	39581	MS.RANI RAI	11518	27-10-2016
119	A	34348	MR.HEMESH GARG	11617	05-12-2016
120	F	8319	SH.ASHISH JAIN	11685	13-12-2016
121	A	34445	MR.SUNIL KUMAR PATEL	11898	23-12-2016
122	A	29954	MR.SUMIT JAITELY	11933	27-12-2016
123	A	40716	MR.ASEEM MAHAJAN	12016	27-12-2016
124	F	3884	SH.BRIJ MOHAN MAHESHWARI	12029	27-12-2016
125	A	33578	MR.SIDDHARTH SHARMA	12045	29-12-2016
126	A	45239	MR.SONU VERMA	12069	29-12-2016
127	A	39361	MR.VIPIN KUMAR CHHAWCHHRIYA	12134	30-12-2016
128	A	42004	MS.AWANI KOTHARI	12167	30-12-2016
129	A	47681	MR.MAYANK VERMA	12177	30-12-2016
130	A	33079	MR.GAJENDRA SINGH SOLANKI	12184	30-12-2016
131	F	7689	SHRAJESH SEN	12201	30-12-2016
132	A	33720	MS.KHUSHBOO KOTHARI	12202	30-12-2016
133	F	7315	MS.SWATI MITTAL	12207	30-12-2016
134	F	6678	SH.TANAY KASERA	12264	31-12-2016
135	F	7816	MS.NITISHA KASERA	12265	31-12-2016
136	A	10577	SH.ISHWAR LAL KALANTRI	12266	31-12-2016
137	F	7340	MS.PINKY SHRIVASTAVA	12267	31-12-2016
138	F	4548	SH.RAJESH LOHIA	12268	31-12-2016
139	A	36613	MS.SURILEE SARAF	12269	31-12-2016
140	F	6711	SH.PRAMOD KUMAR JAIN	12400	31-12-2016
141	F	8721	MS.NEELIMA JAIN	12437	31-12-2016
142	A	26010	MS.MANISHA RATAN JUMRANI	12528	31-12-2016
143	A	44887	MS.NEELAM KUMARI JAIN	12663	31-12-2016
144	A	18187	SH.AWADHESH KUMAR GUPTA	12685	31-12-2016
145	A	41423	MR.NILESH TIWARI	12761	31-12-2016



सोएस फाउंडेशन का परिणाम घोषित ऑल इंडिया रैंकिंग में शामिल हुए शहर के 26 विद्यार्थी

द्वितीय स्थान पर

सोशल एंजलिंग और सोशल इन्वेंचर (एनएसआई) द्वारा आयोजित ऑल इंडिया सोशल एंजलिंग और सोशल इन्वेंचर प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।



शहरी विद्यार्थी ने 2017 और 2016 के 26 स्टूडेंट्स शामिल हुए। इनमें से 2017 के 26 और 2016 के 20 छात्र शामिल हुए। इनमें से 2017 के 26 और 2016 के 20 छात्र शामिल हुए।

सोशल एंजलिंग के नाम
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

पदार्थ और कर्मियों में टाल
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

उत्तर और नैतिक चयन के
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

सीएस प्रोफेशनल और एग्जीक्यूटिव के परिणाम घोषित शहर की स्मृति ने ऑल इंडिया रैंकिंग में पाया 21वां स्थान



द्वितीय : नई दुनिया रिपोर्टर
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

एग्जीक्यूटिव प्रोग्राम में शहर के टॉपर
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

प्रोफेशनल प्रोग्राम में शहर के टॉपर
सोशल एंजलिंग प्रतियोगिता में शहरी विद्यार्थी ने 26वां स्थान हासिल किया।

स्टूडेंट्स को एक जगह मिलेगी कोर्स से जुड़ी हर जानकारी

आईसीएसआई ऑफिस में लाइब्रेरी शुरू

द्वयंग रिपोर्टर ✨ इंदौर

स्टूडेंट्स को सबनेक्ट के साथ ही प्रैक्टिकल नॉलेंज में हेल्प के लिए गुरुवार से आईसीएसआई ऑफिस में लाइब्रेरी शुरू की गई। इसे शुरू करने का मकसद स्टूडेंट्स का सबनेक्ट को लेकर कन्फ्यूजन दूर करना है।

घोषित हुए। इस बार शहर से कोई भी स्टूडेंट्स इसमें ऑल इंडिया टॉप 10 रैंक में जगह नहीं बनाया पाया। जून 2017 में फाउंडेशन और फ्रइनल एक्जाम होना है। इसके दो महीने पहले लाइब्रेरी शुरू करने का मकसद स्टूडेंट्स को कोर्स की पूरी जानकारी देना और प्रैक्टिकल अप्रोच को स्ट्रॉंग करना है। इसके साथ ही हर शनिवार को स्पेशल क्लासेस भी लगेंगी, जिसमें एक्सपर्ट्स द्वारा स्टूडेंट्स को गाइड किया जाएगा। लाइब्रेरी में कंपनी अधिनियम, सेबी अधिनियम, पूंजी बाजार, आईसीएसआई पब्लिकेशन की बुक्स, टैक्सेशन सहित कोर्स से जुड़ी बुक्स मिलेंगी।

आईसीएसआई के लिए लिखें स्लोगन, जारी हुआ पोर्टल

ICSI UPDATE

सिटी रिपोर्टर - द इन्स्टिट्यूट ऑफ कंपनी सेक्रेटरीज ऑफ इंडिया (आईसीएसआई) स्टूडेंट्स को लिखने के लिए 'स्लोगन कॉम्पिटिशन' करा रही है। इसके लिए ऑनलाइन आवेदन 3 मार्च तक आईसीएसआई की वेबसाइट www.icsi.edu पर कराए जा सकते हैं। इस स्लोगन कॉम्पिटिशन में स्टूडेंट्स को आईसीएसआई के लिए क्रिएटिव स्लोगन डिजाइन करना होगा।

जारी किया नया पोर्टल

आईसीएसआई ने नए रिजल्ट्स में रजिस्ट्रेशन कराने वाले स्टूडेंट्स के लिए नया पोर्टल जारी कर दिया है। नए ऑनलाइन पोर्टल पर स्टूडेंट्स को मोबाइल नंबर, ई-मेल आईडी और जन्मतिथि के साथ रजिस्टर्ड करना होगा। आईसीएसआई ने स्टूडेंट्स कॉन्सेन्स में वेबसाइट www.icsi.edu पर भी जानकारी अपलोड की है। इस पोर्टल से स्टूडेंट्स अपडेट रहेंगे।

ICSI-INDORE

Annual Student Membership Scheme

(Annual SMS Scheme-2017-18)

Motive of the Students of the scheme:

ICSI Indore Chapter is one of the largest chapter in Western Region in terms of number of students having strength of more than 5700 students. Indore Chapter is regularly organizing varieties of programs time to time including PDPs, seminars, workshops, guidance classes and student activities like quiz, moot court, presentations etc. Considering all this activities for the first time Indore Chapter is pleased to announce Annual Student Membership Scheme (**Annual SMS Scheme**) which will have immense benefits to students whereby they can register for all programs and activities to be held during the financial year in one time only. The scheme is open for all level of Students.

Benefits to the Students of the scheme:

1. Free entry to all programs & Students activities of **Indore chapter**
2. Concession in **Fee of Regional Program or National Program** subject to approval of concerned authority.
3. No need for separate registration for each program.
4. No need to worry about early bird discount.

Structure of the Scheme:

Particulars	CATEGORY A	CATEGORY B	CATEGORY C
Eligibility	Professional	Executive	Foundation
Fees payable*	2,500/-	2,250/-	2000/-
Tenure	Scheme valid upto 18.01.2018		

Students can also make online payment as per following details:

Name of Bank	Account Name	Account No.	IFSC Code	Branch Name
ICICI Bank	ICSI Indore Chapter	004101034838	ICIC0000041	Malav Parisar, A.B. Road, Indore

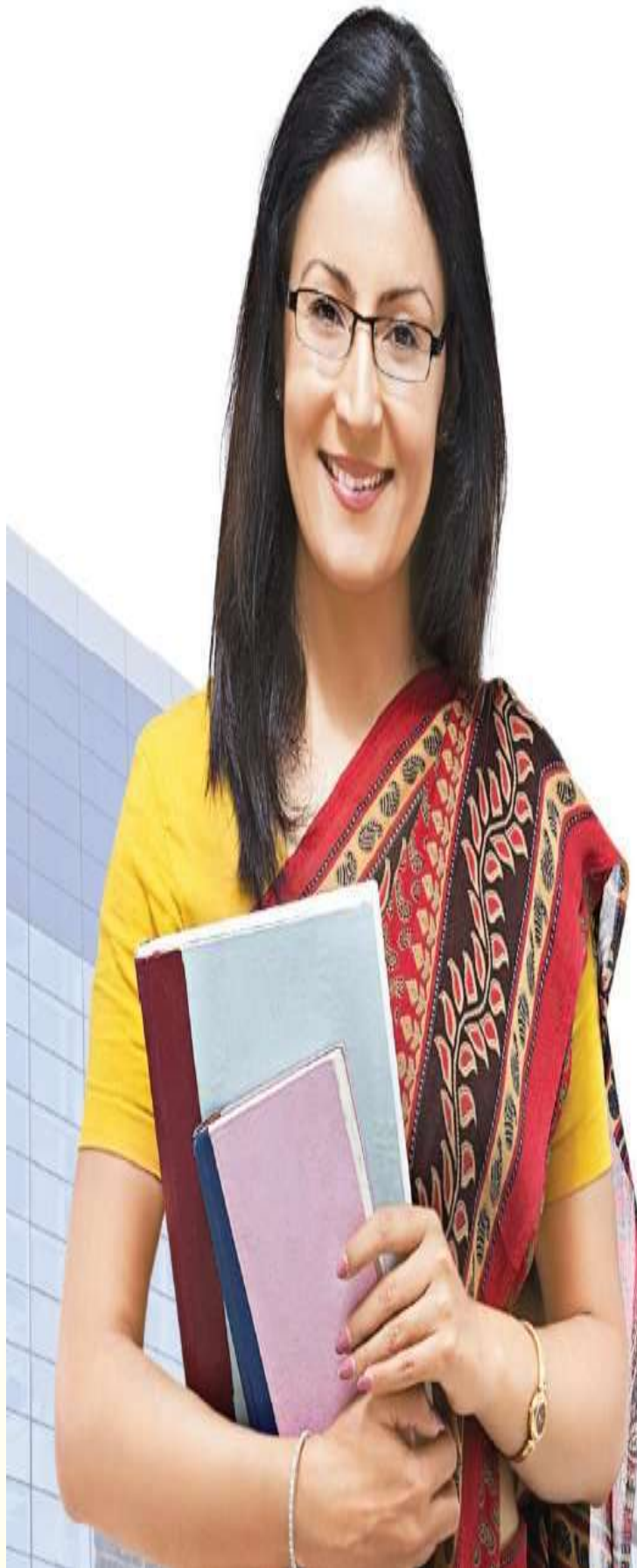
1. The students must carry the ID cards in each program.
2. Membership does not amount to reservation in each program unless prior intimation is given.
3. Scheme is valid upto **18th January, 2018**.



TEAM WIRC OF ICSI



ICSI Signature Award Ceremony at Convocation of IIM Indore on 29.03.2017



I ABIDE BY THE LAW. SO DOES MY COMPANY.

Over one million companies in the country are custodians of huge resources of the society and public. They drive the growth of the economy. It is, therefore, imperative that their operations should be so carried out that they exist forever to contribute to prosperity of the society and the economy even as they balance the interests of various stakeholders. This requires care for and adherence to law and justice, ethics, compliance, governance, risk management, conflict resolution etc. A Company Secretary, who is a regulated professional, ensures just that.

I am a member of ICSI.
Only I do what I do.



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