TWO DAYS PCS INDUCTION PROGRAM

on
9-10 May, 2015 (Saturday & Sunday)
(Registration starts at 9.30 AM)

Coverage:

- Basic infrastructure required to start practice
- Record maintenance
- Professional Development
- Financial Assistance from Corporation bank
- Interaction with Clients and Billing
- Taking basic registrations such as TAN, PAN, etc.
- Handling Service Tax
- Code of Conduct
- Company Secretaries (Procedure of Investigations of Professional and other Misconduct and Conduct of Cases) Rules, 2007
- ICSI Guidelines applicable to PCSs
- Guidelines for Advertisement
- Guidelines for issuing Compliance Certificate and Signing of Annual Return
- Guidelines for Compulsory Attendance of PDPs
- Guidelines for Professional Dress
- Guidelines for Availability of Firm Names
- Guidelines for Requirement of maintenance of a Register of Attestation Services
- Concept, Need and Importance of Peer Review
- Guidelines for Peer Review
- Peer Review Process
- Certification of E-forms
- Drafting of Deeds and Documents
- Opinion writing
- Appearance before Authorities

Major Areas of Practice for Company Secretaries

- Secretarial Audit
- Diligence Report for Banks
- Internal Audit of Depository Participants
- Compliance Certificates
- Business Responsibility Report
- Insurance

at

ICSI-NIRC Building, 4, Prasad Nagar Institutional Area, New Delhi

Fee:

Rs.1000/- per delegate inclusive of Service Tax

PROGRAM CREDIT HOURS: 08

(Credit Hours will be given to only those members who join the programs upto 11.00 AM and mark the attendance both at the beginning & conclusion of the program)

Registration:

Maximum seats 40. In order to make necessary arrangements, Members are requested to enrol well in advance with Regional Director, NIRC-ICSI, 4, Prasad Nagar Institutional Area, New Delhi. The cheque for delegate fee may please be drawn in favour of NIRC of ICSI payable at New Delhi. Tel.:+91-11-49343000, Fax: 25722662 E-mail: niro@icsi.edu

With best regards:

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