



**THE INSTITUTE OF  
Company Secretaries of India**  
**IN PURSUIT OF PROFESSIONAL EXCELLENCE**  
Statutory body under an Act of Parliament

## **ATTENTION MEMBERS**

### **Help/Conciliation Desk for Members**

It has come to the notice of the Institute that upon resignation of the members in employment either as Company Secretary or Key Managerial Personnel, the employer companies are not accepting resignation and not relieving such members from their duties.

Further, the employer companies are also filing complaints against such members with MCA and other regulators. This results in delay in joining other company / organisation and harassment on the members of the Institute.

Keeping in view the above, the Institute has requested the Ministry of Corporate Affairs to intervene and also requested to:

- issuance of necessary advisory to the RDs/ROCs to help those Company Secretaries for getting relieved from those companies; and
- in case, no filing of DIR-12 is done within the specified period from the date of event, the companies may be held liable and notices may be issued for such companies.

To assist the members facing such issues, the Institute has established a Help/ Conciliation Desk. Such members may write the detail of their grievances at [kmp@icsi.edu](mailto:kmp@icsi.edu) or call at 011-45341038

Sutanu Sinha  
Chief Executive & Officiating Secretary