



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

'ICSI House', 22 Institutional Area, Lodi Road, New Delhi-110003, India.
Phone-(011) 41504444, 24617321-24, Fax-(011)24626727, Email - info@icsi.edu

CS UPDATE

Mar 23, 2010

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- Investor Awareness Programmes under IEPF (2010)
- 38TH National Convention Of Company Secretaries

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Forthcoming Programmes

- **Programme on Secretarial Audit at Navi Mumbai on March 25, 2010**
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CENTRE FOR
CORPORATE GOVERNANCE,
RESEARCH &
TRAINING (CCGRT)

PCH – 2

Program on SECRETARIAL AUDIT

Background	<p>Some forward looking companies have introduced Secretarial Audit in and are attaching the Secretarial Audit Report to their Board's report.</p> <p>Some of the financial/investment/industrial development corporations have already prescribed annual Secretarial Audit of companies assisted by them. The Secretarial Audit report will provide the information and comfort level about compliance of core legislations by the assisted units.</p> <p>The importance of Secretarial Audit has gained importance with the introduction of Corporate Governance Voluntary Guidelines 2009 by the Ministry of Corporate Affairs, which has recommended the conduct of Secretarial Audit.</p> <p>To focus on some of aspects of Secretarial Audit, ICSI-Centre for Corporate Governance, Research & Training (CCGRT) is organising a half day program on the above subject.</p>	
Day, Date & Time	Thursday, March 25, 2010	02.00 p.m to 05.30 p.m with background material
Venue	A/C training hall of ICSI-CCGRT, Plot No. 101, Sector-15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614	
Focus of Coverage	<p>SECRETARIAL AUDIT</p> <ul style="list-style-type: none"> • Need for Legal Compliance System (LCS) • Salient Features of Legal Compliance Reporting System • Secretarial Audit as Effective tool for efficient Corporate Compliance Management • Purpose of Secretarial Audit • Scope of Secretarial Audit • Secretarial Audit Report (Format) • Process of Secretarial Audit • Role of Company Secretary • Checklist for Secretarial Audit 	
Faculty includes	<p>✎ Dr. K R Chandratre Practising Company Secretary, Pune & Past President, ICSI</p> <p>✎ Ms. Shashikala Rao Vice President (Corporate Secretarial) Reliance Industries Ltd.</p>	
Fees :	<p>General : Rs. 1200/- per participant</p> <p>Members of ICSI, ICAI, ICWAI & Faculty Members (25% Discount) : Rs. 900/- per participant</p> <p>To cover the cost of backgrounder, kit, lunch and other organisational expenses.</p>	

☞ *Annual Members of ICSI-CCGRT can attend the program free of Cost*

For Registration : The Fees may be drawn by way of D.D / local cheque payable at Mumbai in favour of "ICSI-CCGRT A/c" and sent to The Program Co-ordinator, ICSI-CCGRT , Plot No. 101, Sector -15, Institutional Area, CBD Belapur, Navi Mumbai – 400 614. ☎ 022-2757 7814, 022 – 4102 1504, Fax-022-2757 4384, email : ccgrt@vsnl.net

5th INTERNATIONAL PROFESSIONAL DEVELOPMENT FELLOWSHIP PROGRAMME – 2010

The Institute is organizing the 5th International Professional Development Fellowship Programme from 20th May, 2010 to 27th May, 2010 covering Rome, Florence, Venice (Italy), Innsbruck (Austria), Munich (Germany) and Engelberg, Zurich (Switzerland). On 27th May, at Zurich, there would be an International Conference which will address the 'emerging challenges the corporates are facing globally in terms of economic activities, social obligations and growing commitments towards environment, the surge in shareholders' activism and demand for more disclosures in the overall changing context.

Theme of the Conference –

“PLANET, PEOPLE AND PROFIT: THE NEW INTERNATIONAL PARADIGM FOR CORPORATE SUSTAINABILITY”

To have threadbare deliberations, there would be Sub-Groups of the delegates. These sub-groups will be constituting their views and suggestions by having their internal group discussions/presentations, etc. from day one till the date of the Conference. The findings/suggestions so emerged would be presented at the International Conference on 27th May, 2010 at Zurich.

The delegate fee for the International Conference is Rs.10,000/- (included in the package). Delegates will be entitled to Ten Programme Credit Hours for this Conference.

COUNTRIES TO BE COVERED : Italy, Austria, Germany and Switzerland •
DATES (Tentative) : From Thursday, 20th May, 2010 (Departure from Delhi/Mumbai/Chennai) To Thursday, 27th May, 2010 (Arrival at New Delhi/Mumbai/Chennai-28th May, 2010)

Number of Delegates* – Limited to sixty only on first booked (paid) first admitted basis. In case, number of delegates exceeds sixty, such delegate registration requests received afterwards will be considered only if total number of additional delegates is fifteen or more.

(*) Subject to minimum fifteen (15) delegates from each departure location.

DETAILS OF FELLOWSHIP PROGRAMME

Day 01 : 20 May, 2010 : Rome ■ The glimpse of Rome with a Guided City Tour of the most important sites: Colosseum, Roman Forum, Trevi Fountain, Spanish Steps, and Pantheon. Visit to Vatican City. After visiting the Vatican; Arch de Constantine; the temples of Saturn & Concord, the Arch of Augustus; the Circus Maximus and other important Roman monuments.

Day 02 : 21 May, 2010 : Rome- Pisa- Florence ■ Business breakfast in Rome
■ Transfer to Pisa at 0830 hours by coach ■ Visit the “Field of Miracles”, Baptistry and the bell tower, known throughout the world as Leaning Tower of Pisa ■ Transfer and visit to impressive Duomo, Vecchio Tower, the Basilica of Santa Croce and Ponte Vecchio, Florence’s most distinctive bridge on the Amo River; the Piazzelle Michelangelo, for a breathtaking bird’s eye view of Florence.

Day 03 : 22 May, 2010 : Florence – Venice or Padova ■ Business breakfast in Florence
■ Check out and transfer to Venice ■ On arrival, transfer to the Troughetto pier to travel

by Vaporetto (boat) to St. Mark's Square past Palladian churches ornate palazzos. Bridge of Sighs, Doges' Palace and Basilica of St. Mark (the largest Cathedral in the world), and eye catching demonstration of Murano glass blowing at Murano Glass Factory.

Day 04 : 23 May, 2010 : Padova/ Venice – Innsbruck ■ Business breakfast in Venice Padova ■ Transfer to Innsbruck by coach ■ Visit to Swarovski's Crystal World - the makers of the world's finest crystals ■ Transfer to Innsbruck and local sightseeing ■ Visit of the famous Golden Roof, Maria Theresien Strasse, and Trasmopolino, Olympic ski jump, Imperial Palace, Royal Church and other attractions in Innsbruck.

Day 05 : 24 May, 2010 : Innsbruck – Munich ■ Business breakfast in Innsbruck ■ Proceed for Munich.

Day 06 : 25 May, 2010 : Munich - Engel berg- Mt. Titlis- Lucerne ■ Business breakfast in Munich ■ Proceed for one of the most beautiful country in Europe- "Switzerland" by coach ■ On arrival, visit Mt. Titlis - The MountTitlis experience world's first revolving cable car known as 'Roitar' ■ Visit Lion monument, Chapel Bridges & Old Town of Lucerne. Enjoy free time to shop around for beautiful watches, Swiss chocolates and much more ■ Evening enjoy Lake Lucerne cruise and **Gala Dinner at restaurant**

Day 07: 26 May, 2010 :Engel berg- Mt. Jungfrauoch & Interlaken and transfer to Zurich ■ Business breakfast in Engelberg ■ Excursion to Jungfrauoch ■ Arrival at Lauterbrunnen ■ Rack Rail : Lauterbrunnen-Jungfrauoch-Lauterbrunnen ■ After visiting ice caves, terrace & ice sphinx, start descending from Alps & reach Interlaken ■ Time free at Interlaken and enjoy Swiss shopping ■ Transfer to Zurich and Indian dinner.

Day 08 : 27 May, 2010 : Zurich – India ■ International Conference ■ Check-out of the hotel and transfer to the airport after Conference for return flight.

Tentative cost of the tour per person :

The cost of the tour per person will be on the basis of twin/multiple sharing (without Dubai visit):

A. Cost Per Adult	Rs. 1,02,000 /- (Rupees One Lakh Two Thousand Only)
B. Child (Age 2 – 12 yrs) (without bed)	Rs. 82,500 /- (Rupees Eighty Two Thousand Five Hundred Only)
C. Child (Age- 12) (with Bed)	Rs. 96,000/- (Rupees Ninety Six Thousand only)
D. Infant (0 – 2 Yrs)	Rs. 20,000 /- (Rupees Twenty Thousand Only)
E. Single Occupancy	Rs.1,27,000/- (Rupees One Lakh Twenty Seven Thousand Only)

Cost of the Package Includes ■ Return Economy class airfare as on date using Emirates or similar ■ Airport taxes, visa charges, Medical Insurance and service taxes as on date for the travelling period ■ Delegate Fee for the conference (Rs.10,000) ■ Seven nights accommodation in the hotel ■ Meals (Continental breakfast with discussion breakfast, Indian lunch & Indian dinner), Transfers, Sightseeing/Excursion as per the itinerary ■ 1 Gala dinner in Switzerland ■ One litre mineral water bottle per day ■ Service of Professional Tour Manager ■ Tips to the coach driver

Cost of Package does not include ■ Cost of US \$ 25,000 granted by RBI under the Basic Travel Quota (BTQ) scheme ■ Any increase in the airfare and taxes that may come into effect prior to departure of the tour ■ Any increase in the Rate of Exchange leading to increase in surface transportation and land arrangements which may come into effect prior to departure of the tour ■ Portage at hotels and airports, tips, laundry, wines, mineral water and all items of personal nature forming part of the tour menu ■ Anything not specifically mentioned in the "Tour price includes" as above ■ Any other expenses of personal nature.

Please note the above rates are subject to change and are based on a minimum of 60 Passengers travelling together in the month of May.

Last Date of Registration - *March 20, 2010*

Last Date of Withdrawal - *March 27, 2010*

REGISTRATION PROCEDURE – You are requested to confirm your participation, with or without spouse, children or co-delegates, by sending a covering letter accompanied by the photocopies of the passport and an **initial amount of Rs.20,000 per person travelling, by way of Demand Draft only issued in favour of the "Institute of Company Secretaries of India" payable at New Delhi as to reach the Director (Academics & Professional Development), ICSI House, 22 Institutional Area, Lodi Road, New Delhi 110 003 on or before 20th March, 2010 positively.** Registration may however be withdrawn by a delegate on or before 27th March, 2010. Any request received for withdrawal after this date shall attract forfeiture of said registration charges.

Please also give details of passport number(s), Date of Issue, Date of Expiry, Place of Issue, at the time of registration. The balance payment be made on or before 10th April, 2010 by Demand Draft only issued in favour of the Institute of Company Secretaries of India payable at New Delhi. Please note that joining to this programme is limited to members and others accompanying the members of the Institute. It may further be noted that considering limited number of seats, the registration for this programme will be made on first-come-first-served basis.

Cancellation Charges

After issue of the ticket on **10th April, 2010 or visa application (i.e. upto 5.30 pm on 19th April, 2010)** - 50% of the Tour Price

Cancelled 15 working days prior (i.e. before 5.30 p.m. on 10th May, 2010 but from 20th April, 2010) - 75% of the tour price

Cancelled 7 working days prior (i.e. from 10th May, 2010 onward) - 100 % of the tour cost

Receipt of cancellation request will be considered on the basis of actual time of receipt of the request at the ICSI, Headquarters.

VISA PROCEDURE – The Visa procedure is very strict now. To travel, Schengen Visa from Italian Embassy is required to be obtained. The Tour Operator will co-ordinate the visa process directly with the delegate.

DOCUMENTATION CHECK LIST – To process your Visa two photocopies of the following documents together with original papers of point (3) and (4) will be required :

(1) 6 Months Valid Passport from the Date of Travel with the old Passport if any

- (2) 4 Photographs each, 45mm*35mm white background, Matt finishing
- (3) Last 6 months Bank Statements (Current & Saving Account) of Firm / Individual
- (4) Last 3 Years Income Tax Returns Acknowledgement of (Firm/ Individual)
- (5) In case of GOVERNMENT employees, No Objection Certificate, Salary Certificate & Leave Sanction Certificates
- (6) FDR/NSC/Saving Certificate if any.

For any query, you may please feel free to contact :

Sutanu Sinha

Director (Academics & Professional Development)

E-mail : sutanu.sinha@icsi.edu

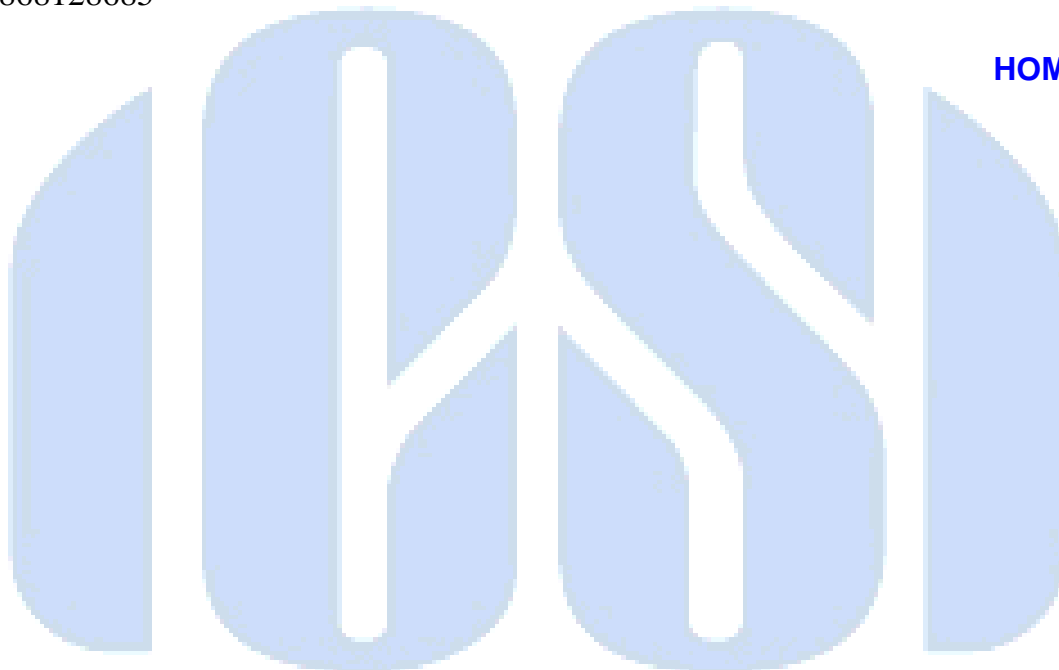
R K Verma

Joint Director Administration

E-mail : rk.verma@icsi.edu

The Institute of Company Secretaries of India, 'ICSI HOUSE', 22 Institutional Area, Lodi Road, New Delhi – 110 003, Ph No.011-45341020 ; Cell No. (0) 9868128685

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Investor Awareness Programmes under IEPF (2010)

Sl. No	Place of program/ Name of the Chapter	Schedule of program
1.	Kalyani University	Date : 26.03.2010 Time : 2.00 PM to 4.30 PM Venue: Vidyasagar Sabhagriha, Kalyani, Dist: Nadia, W.B
2.	Jamsedpur	Date: 27.03.2010 Time: 4.00 PM Venue: RMCE Auditorium, Near Jubilee Park, Jamshedpur.
3.	Vridhachalam (Puducherry)	Date: 27.3.2010 Time: 4 PM -8 PM Venue: Raja Mahal, Vridhachalam, Puducherry
4.	Vellore	Date: 28.3.2010 Time: 10 AM -2 PM Venue: Hotel Kanna , Vellore, Puducherry

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ATTENTION
38TH NATIONAL CONVENTION OF COMPANY SECRETARIES
SUGGESTIONS ON THEME AND SUB-THEMES

The 38th National Convention of Company Secretaries is scheduled to be held in September, 2010. Suggestions are invited for theme and sub-themes to be deliberated at the National Convention.

The person whose theme alongwith its sub-themes is selected shall get exemption from paying the delegate registration fee for the Convention. The decision of the Institute shall be final in all respects. Interested persons may send their suggestions so as to reach by March 25, 2010 to :

Sutanu Sinha
Director (Academics)
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area
Lodi Road, New Delhi 110 003
E-mail : devender.kapoor@icsi.edu - Fax : 011-24645045

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