



**Dear Professional Colleagues,**

As you all are aware that, the Ministry of Corporate Affairs (MCA) has made mandatory for certain class of companies to obtain Secretarial Audit Report from the Practicing Company Secretary for the financial year 2014-15. The class of companies which are mandatorily required to obtain the report are:

(a) every listed Company; (b) every public company having a paid-up share capital of fifty crore rupees or more; or (c) every public company having a turnover of two hundred fifty crore rupees or more.

Further, in terms of sub-section (3) of section 134, a secretarial audit report, given by a company secretary in practice, in Form MR-3 is required to be annexed with the Board's Report. First such secretarial audit report shall be annexed along with the Board's Report for the financial year 2014-15.

Realizing the underlying need to build the capacity of members, both in practice and in employment, the NIRC of ICSI is organizing "**Class Room Study Sessions**" on Secretarial Audit covering applicability, appointment, duties of the Secretarial Auditor; responsibilities of the Company along with the process, techniques, steps, industry specific requirements & reporting for Secretarial Audit.

NIRC shall be inviting members from the practice side who have conducted/ carried out secretarial audit and also senior management personnel from the industry who are getting secretarial audit done, to share their experience and expertise over the subject as faculty members in the Class Room series.

**Schedule: Appended below is the** detailed schedule of the Class Room Study Sessions on Secretarial Audit for your kind perusal and reference.

**Venue:** NIRC Auditorium, ICSI-NIRC Building, Plot No. 4, Prasad Nagar Institutional Area, New Delhi -110005

**Session Timings:** 6:15 PM to 7:45 PM (including Q & A); Tea: 5:45 pm

**Fees :** Rs. 2,500/- for all session in this Class Room Series (including Corporate Members); Rs. 250/- for each session [both are inclusive of service tax].

**Special Attraction:**

1. ICSI Publication, Guidance Note on Secretarial Audit or Secretarial Audit & Compliance Audit by Mr. K. R. Chandratre will be given to all Participants **free of cost**.
2. **Certificate of Participation** will be given to all the participants
3. **Maximum 75 Participants** to ensure better interaction
4. **Check Lists / Presentation** will be shared with all participants

**Credit Hours: 1 PCH** for each session.

**Program Director : CS Manish Gupta**

**Chairman, Study Sessions Committee, NIRC of  
ICSI,**

**09212221110**

**[manish@rmgcs.com](mailto:manish@rmgcs.com)**

Needless to say that participation of members in the Class Room Sessions will not only help them to build their capacity to undertake the assignments but also provide them an opportunity to share their experiences and views on the topic of deliberation.

Please register yourself at the earliest, as the seats are limited to 75 only. For any other information, you may feel free to contact the undersigned or the Program Director or Mr. Sanjay Nagar, Regional Director (North), ICSI on 011-49343002 or 09313339897.

With Best Regards,

**CS NPS Chawla**

**Chairman, NIRC-ICSI**

**Cell: 09958535300**

**E-mail: [npschawla@vaishlaw.com](mailto:npschawla@vaishlaw.com)**

**[chairman.nirc@icsi.edu](mailto:chairman.nirc@icsi.edu)**

**Schedule of the Class Room Study Sessions on Secretarial Audit**

Days	Date	Topic
Day 1	06/04/2015	Genesis and concept of Secretarial Audit, Requirements of Section 204 of the Companies Act, 2013 and the rules thereon, ICSI's view and vision on Secretarial Audit, MCA's expectations from Secretarial Audit.
Day 2	07/04/2015	Manner of Appointment, role and responsibilities including reporting on fraud, liabilities, professional fees and professional ethics.
Day 3	08/04/2015	Audit approach, audit plan, maintaining audit trail, Format of report, reporting with qualifications / reservations or adverse remarks, importance of management representation letter, maintenance of audit records.
Day 4	09/04/2015	Major Compliance under Companies Act, 2013.
Day 5	10/04/2015	Major Compliance under Securities Contracts (Regulation) Act, 1956 ('SCRA'), & Securities and Exchange Board of India Act, 1992; and Depositories Act, 1996.
Day 6	13/04/2015	Compliance & Disclosures under Listing Agreement
Day 7	14/04/2015	Compliances under Foreign Exchange Management Act, 1999.
Day 8	15/04/2015	Legal Compliance Management & its Reporting
Day 9	16/04/2015	Labour & Industrial Laws
Day 10	20/04/2015	Laws Applicable to Hospitality Industry
Day 11	21/04/2015	Laws Applicable to Petroleum / Gas / Oil Industry
Day 12	22/04/2015	Laws Applicable to Real Estate / Construction & Cement Industry
Day 13	23/04/2015	Laws Applicable to Pharma / Health Industry
Day 14	24/04/2015	Laws Applicable to Automobile Industry
Day 15	28/04/2015	Laws Applicable to Service / IT / Media Industry
Day 16	29/04/2015	Laws Applicable to Food & Packaging Industry
Day 17	30/04/2015	Any other Industry on the request of the Participants / Open House Discussion

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