FROM THE CHAIRMAN

Dear Professional Colleagues,

The year 2013 has come to a close and so also my term of Chairman of ICSI-SIRC will come to a close on 18th January 2014. As I look back, the year 2013 has been eventful with number of activities for the Members and Students for the updating of professional knowledge and sharpening of skills. All these have been possible with the unstinted support of my colleagues in the Regional Council, the well-wishers from the profession and the Members at large. In particular, the innovative programs organized by ICSI-SIRC are the following:

- HR Conclave on the theme “Company Secretary: A Key Managerial Personnel” on 06th December 2013
- National Seminar on “Indian Financial Code” Recommended by Financial Sector Legislative Reforms Commission” on 30th September 2013
- ICSI joint Programme with NISM – Conference on “Ethics and Corporate Governance” on 27th December, 2013
- NFCG Conference on ‘Corporate Governance’ on 12th & 13th December 2013
- PCS Induction Programme on 7th & 8th December 2013
- One day workshop for the faculty members of various colleges on ‘The Companies Act 2013 & Emerging Capital Markets’ conducted by ICSI – SIRC & Saveetha School of Management, Chennai on 14.12.2013

The most important and cherished event for the SIRC as a whole was the 41st National Convention on the theme “Transitioning from Company Secretary to Governance Professional” held at Chennai on 7 – 9 November 2013. The Convention attracted a record number of delegates. It was an intellectual treat for the Members who thronged the venue ITC Grand Chola, Chennai.

The Southern India Regional Conference of Company Secretaries is a prestigious annual event of ICSI-SIRC. This time, it is being held on 18th January 2014 at The Atria Hotel, Bangalore. I invite the Members to attend the Conference which has been designed to discuss the emerging areas for Company Secretaries under the Companies Act, 2013. I also appeal to each one of you to help in procuring sponsorship for the Regional Conference.

I am pleased to inform you that the following members of ICSI-SIRC have been elected as Office Bearers at the 147th Meeting of ICSI-SIRC held on 29th December 2013 at Bangalore. The office bearers will be assuming their respective offices from 19th January 2014.

CS Dr. Baiju Ramachandran, Thiruvananthapuram - Chairman
CS Nagendra D Rao, Bangalore - Vice-Chairman
CS Ramasubramaniam C, Chennai - Secretary
CS Visweswara Rao A, Hyderabad - Treasurer

<table>
<thead>
<tr>
<th>Ex-Officio Members</th>
<th>Other Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS Gopalakrishna Hegde, Bangalore</td>
<td>CS Dwarakanath, Bangalore</td>
</tr>
<tr>
<td>CS Sridharan R, Chennai</td>
<td>CS Marthi S.S, Hyderabad</td>
</tr>
<tr>
<td>CS Sudhir Babu C, Hyderabad</td>
<td>CS Dr. Ravi B., Chennai</td>
</tr>
<tr>
<td></td>
<td>CS Ramasamy K, Chennai</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-opted Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director, Ministry of Corporate Affairs, Chennai</td>
</tr>
<tr>
<td>Mr. Ashok Thakkar, Chennai</td>
</tr>
</tbody>
</table>

ICSI-SIRC HOUSE
No.9, Wheat Crofts Road
Nungambakkam
Chennai - 600034
Ph: 044-28279898; 28268685
Email: siro@icsi.edu
www.icsi.edu/siro

Sirc e-Newsletter December 2013
Acknowledgement

Through this column, I deem it a great honour and privilege to express my sincere and honest thanks to each and everyone who supported the ICSI-SIRC to serve you better. My first and foremost gratitude to our beloved President CS Ananthasubramanian S.N. and CS Harish K Vaid, Vice-President for having guided us throughout. ICSI-SIRC also places on record the support it received from all Members of the Central Council, Past Presidents, Past Chairmen of SIRC, Past Council Members especially from our region. My special thanks are due to my colleagues in the Regional Council and Regional Director [SR], Registrar of Companies [TN], Ministry of Corporate Affairs for supporting the initiatives taken during the year.

The Chapters of ICSI-SIRC have contributed and supported in great measure and I congratulate them for their hard work and support. I also place on record my thanks to Chairmen and other Members of the three Regional Councils viz. EIRC, NIRC and WIRC and ICSI-CCGRT for their support. I also place on record my thanks to all the Directors and the Team ICSI located at Headquarters for their support and guidance.

I thank the contributors of articles and updates in SIRC e-Newsletters. I also place on record my thanks to the various faculty members, guests, speakers, paper writers, etc. I appreciate and thank all the Members for their unstinted support in participating in various programmes conducted by the ICSI-SIRC. The SIRC thanks the support of media for the extensive support at the programmes.

The Secretariat of SIRO had a vital role for the success of the programmes and activities of ICSI-SIRC and we had in abundance the support of Officers and Staff of SIRC. I wish to place on record that but for the support of the Secretariat probably the journey of mine as Chairman would not have been successful.

I would not be justified if I do not place on record my thanks to my family members for their invaluable support.

My tenure as Chairman of SIRC was made possible by the invisible support of the almighty which I felt on many occasions.

I seek your blessings and good wishes to continue to contribute for the growth and prosperity of the profession.

Hope to see you all at Bangalore on 18th January 2014.

My Best Wishes and seasons' greetings to all of you.

With warm regards

Yours Sincerely

CS DWARAKANATH C
Chairman.sirc@icsi.edu
dwarakanath.c@gmail.com

INDEX

<table>
<thead>
<tr>
<th>Page No.</th>
<th>Particulars</th>
<th>Author</th>
<th>Articles</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Chairman's page</td>
<td>CS Dhanapal S</td>
<td>Board's Report – Enhanced Role under the New Act</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Index</td>
<td>CS Sriram P</td>
<td>SEBI (Procedure for Search and Seizure) Regulations, 2013</td>
<td></td>
</tr>
<tr>
<td>3-12</td>
<td>Articles</td>
<td>CS Mohankumar A</td>
<td>Dormant Company under The Companies Act, 2013</td>
<td></td>
</tr>
<tr>
<td>13-14</td>
<td>SIRC Activity Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-18</td>
<td>Chapters’ Activity Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-23</td>
<td>Announcements for Members &amp; Students</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BOARD’S REPORT - ENHANCED ROLE UNDER THE NEW ACT

INTRODUCTION
Section 134 of the Companies Act, 2013 casts a responsibility on the Board of Directors to prepare a report containing details as discussed below and this report needs to be annexed to the Financial Statements which are laid before the members in the annual general meeting. Companies Act, 2013 also contains provisions regarding revision of Board's report which has been discussed in Chapter VI of the companies act, 2013 along with revisions of Financial Statements under Section 131.

MANNER OF PREPARATION AND CONTENTS OF BOARD'S REPORT
Board Report shall be prepared based on the stand alone financial statements of the company and the report must contain a separate section wherein a report on the performance and financial position of each of the subsidiaries, associates and joint venture companies included in the consolidated financial statement is presented. Board' Report must contain disclosure on the following, except in case of a One Person Company:

BUSINESS/FINANCIAL HIGHLIGHTS

- The state of the company's affairs
- Financial Summary/Highlights
- Material changes and commitments, if any, affecting the financial position of the company which have occurred between the end of the financial year of the company to which the financial statements relate and the date of the report
- Change in the nature of business, if any;
- The amount, if any, which it recommends should be paid by way of dividend
- The amounts, if any, which it proposes to carry to any reserves
- Names of companies which have become or ceased to be its Subsidiaries, joint ventures or associate companies during the year along with reasons

DEPOSITS

- Details relating to Deposits, covering the following:
  (a) Accepted during the year;
  (b) Remained unpaid or unclaimed as at the end of the year;
  (c) Whether there has been any default in repayment of deposits or payment of interest thereon during the year and if so, number of such cases and the total amount involved:
    i. at the beginning of the year
    ii. maximum during the year
    iii. at the end of the year
  (d) Details of deposits which are not in compliance with the requirements of Chapter V of the Act

DIRECTORS, BOARD COMMITTEES, KMP AND REMUNERATION

- Details of directors or key managerial personnel who were appointed or have resigned during the year;
- A statement on declaration given by independent directors under sub-section (6) of section 149
- Re-appointment of an Independent director after completion of 5 year term.
- In case of a company covered under sub-section (1) of section 178, company's policy on directors' appointment and remuneration including criteria for determining qualifications, positive attributes, independence of a director and other matters provided under sub-section (3) of section 178
In case of a listed company and every other public company having a paid up share capital of Rs. 25 Crores or more, calculated as at the end of the preceding financial year, a statement indicating the manner in which formal annual evaluation has been made by the Board of its own performance and that of its committees and individual directors;

- Particulars of loans, guarantees or investments under section 186;
- Particulars of contracts or arrangements with related parties referred to in sub-section (1) of section 188 in Form No. 9.5, along with the justification for entering into such contract or arrangement.
- Composition of Audit Committee and reason for not accepting any recommendation of the audit committee
- Details of policy relating to the remuneration of the directors, key managerial personnel and other employees formulated by the Board on recommendation of nomination and remuneration committee.
- Details of establishment of vigil mechanism
- In case of listed companies, following details:
  - the ratio of the remuneration of each director to the median remuneration of the employees of the company for the financial year
  - Percentage increase in remuneration of each director and CEO in the financial year
  - Percentage increase in the median remuneration of employees in the financial year
  - Number of permanent employees on the rolls of company
  - Explanation on the relationship between average increase in remuneration and company performance
  - Comparison of the remuneration of the Key Managerial Personnel against the performance of the company
  - The key parameters for any variable component of remuneration availed by the directors
  - The ratio of the remuneration of the highest paid director to that of the employees who are not directors but receive remuneration in excess of the highest paid director during the year
  - Affirmation that the remuneration is as per the remuneration policy of the company

- A statement showing following details of every employee of the company who was in receipt of remuneration in excess of Rs. 60 Lakh, if employed throughout the year or Rs. 5 lakhs per month, if employed for part of the financial year or received remuneration in excess of that drawn by the MD/WTD/Manager and holding 2% or more of equity share capital of the company (himself along with spouse and dependent children)
  - Name, age and designation of the employee
  - Remuneration received.
  - Nature of employment, whether contractual or otherwise
  - Date of commencement of employment;
  - The last employment held by such employee before joining the company
  - Percentage of equity shares held in the company along with spouse and dependent children
  - Whether any such employee is a relative of any director or manager of the company and if so, name of such director
  - Details of Commission/remuneration received by a MD/WTD of the company from the company's holding or subsidiary company.

CONSERVATION OF ENERGY, TECHNOLOGY ABSORPTION, FOREIGN EXCHANGE EARNINGS AND OUTGO.

A) Conservation of energy:
Steps taken / impact on conservation of energy, with special reference to the following:
- (i) Steps taken by the company for utilising alternate sources of energy including waste generated
- (ii) Capital investment on energy conservation equipments

B) Technology absorption:
1. Efforts, in brief, made towards technology absorption.
2. Benefits derived as a result of the above efforts, e.g., product improvement, cost reduction, product development, import substitution, etc.
3. In case of imported technology (imported during the last 3 years reckoned from the beginning of the financial year), following information may be furnished:
   (a) Details of technology imported.
   (b) Year of import.
   (c) Whether the technology been fully absorbed
   (d) If not fully absorbed, areas where absorption has not taken place, and the reasons therefor.

4. Expenditure incurred on Research and Development

© Foreign exchange earnings and Outgo

DISCLOSURE ON CSR AND OTHER POLICIES

- Composition of CSR Committee
- The details about the policy developed and implemented by the company on corporate social responsibility initiatives taken during the year;
- A statement indicating development and implementation of a risk management policy for the company including identification therein of elements of risk, if any, which in the opinion of the Board may threaten the existence of the company;

QUALIFICATIONS IN AUDIT REPORTS

- Explanations or comments by the Board on every qualification, reservation or adverse remark or disclaimer made—
  (a) by the statutory auditor in his report; and
  (b) by the company secretary in practice in his secretarial audit report;

OTHER DISCLOSURES

- Details of significant and material orders passed by the Regulators or courts or tribunals impacting the going concern status and company's operations in future.
- Extract of the annual return as provided under sub-section (3) of section 92 in form no. 7.9.
- Number of meetings of the Board;
- Secretarial Audit Report under Section 204 of the Act, to be annexed to Board's report.
- In case of Buy-Back under Section 67, where the voting rights are not exercised directly by the employees in respect of shares to which the scheme relates, following disclosures have to be made
  (a) names of the employees who have not exercised the voting rights directly;
  (b) reasons for not voting directly;
  (c) name of the person who is exercising such voting rights;
  (d) number of shares held by or in favour of, such employees and the percentage of such shares to the total paid up capital of the company;
  (e) date of the general meeting in which such voting power was exercised;
  (f) resolutions on which votes have been cast by persons holding such voting power;
  (g) percentage of such voting power to the total voting power on each resolution;
  (h) whether the votes were cast in favour of or against the resolution.
- In case of any revision of financial statements or Board's report made during the financial year, detailed reasons for revision of financial statements or Board's report to be disclosed.
DIRECTORS' RESPONSIBILITY STATEMENT

Stating that –

(a) in the preparation of the annual accounts, the applicable accounting standards had been followed along with proper explanation relating to material departures;
(b) the directors had selected such accounting policies and applied them consistently and made judgments and estimates that are reasonable and prudent so as to give a true and fair view of the state of affairs of the company at the end of the financial year and of the profit and loss of the company for that period;
(c) the directors had taken proper and sufficient care for the maintenance of adequate accounting records in accordance with the provisions of this Act for safeguarding the assets of the company and for preventing and detecting fraud and other irregularities;
(d) the directors had prepared the annual accounts on a going concern basis; and
(e) the directors, in the case of a listed company, had laid down internal financial controls to be followed by the company and that such internal financial controls are adequate and were operating effectively.
(f) the directors had devised proper systems to ensure compliance with the provisions of all applicable laws and that such systems were adequate and operating effectively.

BOARD'S REPORT FOR OPC

The report of the Board of Directors to be attached to the financial statement under this section shall, in case of a One Person Company, mean a report containing explanations or comments by the Board on every qualification, reservation or adverse remark or disclaimer made by the auditor in his report.

CERTIFICATION OF BOARD'S REPORT

<table>
<thead>
<tr>
<th>One Person Company</th>
<th>Board Consists of 1 director only – By said 1 director</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Board consists of 2 or more directors - Chairperson alone, if so authorised by Board of Directors</td>
</tr>
<tr>
<td></td>
<td>At least 2 Directors, one of whom shall be Managing Director</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Companies</th>
<th>Chairperson alone, if so authorised by Board of Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>At least 2 Directors, one of whom shall be Managing Director</td>
</tr>
</tbody>
</table>

VOLUNTARY REVISION OF BOARD'S REPORT

Section 131 of the Act permits revision of Board's report in case of non-compliance of any provisions of section 134 subject to the compliance with provisions of that Section.

PENAL PROVISIONS

<table>
<thead>
<tr>
<th>Company</th>
<th>Fine which shall not less than Rs. 50,000/- but which may extend to Rs. 25 Lakhs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Officer in Default</td>
<td>Imprisonment for a term which may extend to three years OR Fine which shall not be less than Rs. 50,000/- but which may extend to Rs. 5 Lakhs OR Both</td>
</tr>
</tbody>
</table>

Wrap Up
Companies Act 2013 has enhanced the scope and role of Board's report to a very great extent. The quantum and quality of disclosures required have been made very widespread. Preparing the Board's report will definitely require the experience and expertise of a professional and the Board will need to be very cautious in certifying the same. The penalty provisions have also been made much more stringent.
ARTICLE ON SEBI (PROCEDURE FOR SEARCH AND SEIZURE) REGULATIONS, 2013

INTRODUCTION

SEBI with a move to have greater authority to crackdown on fraudsters and defaulters, had laid down new norms to exercise its powers to conduct search and seizure during investigations. The new powers are aimed at making SEBI more effective in protecting investor interest and helping it to better regulate the market, including enforcement of securities laws.

Securities Laws (Amendment) Second Ordinance, 2013 was promulgated on September 16, 2013 conferring explicit powers on the Chairman, SEBI to authorise Investigating Authority or any other officer of SEBI to conduct search and seizure under sub-section (8) of section 11C of the Securities and Exchange Board of India Act, 1992(SEBI Act). Pursuant to this ordinance, the powers of SEBI officials have been widened to include search and seizure, attachment of properties, arrest and detention of defaulters and disgorgement orders to recover wrongful gains. A Source from The Economic Times indicates that as on March 31, 2013, SEBI had to recover about Rs.120Crore from more than 1,300 entities that have defaulted on payment of penalties imposed on them by the regulator.

SEBI has already proposed draft regulations for settlement of administrative and civil proceedings, the powers for which were also granted through this ordinance. While SEBI had to previously go through a lengthy legal process for the recovery of such payments, the capital markets regulator has proposed the power to attach the assets of defaulters and even order their arrest vide such amendment in the SEBI Ordinance. One such other draft Regulation proposed by SEBI was the Procedure for Search and Seizure, Regulation 2013. The said regulation is placed on the website for public comments and proposed changes to the draft along with the rationale for such change. The said regulation shall come into force on the date of their publication in the Official Gazette. A brief of the draft regulation is given below for better analysis.

SALIENT FEATURES OF DRAFT SECURITIES AND EXCHANGE BOARD OF INDIA (PROCEDURE FOR SEARCH AND SEIZURE) REGULATIONS, 2013

WARRANT OF AUTHORITY: An Investigating Authority having reason to believe that the books, registers, other documents and record of, or relating to, any intermediary or any person associated with securities market in any manner, may be destroyed, mutilated, altered, falsified or secreted, the Investigating Authority may make a request in writing to the Chairman for issuance of warrant of authority. On receipt of the request, the Chairman may, after being satisfied that it is necessary to do so, authorise the Investigating Authority or any other officer of the Board as the authorised officer by issuing a warrant of authority for the seizure of such books, registers, other documents and record.
WITNESS: Before making a search, the authorised officer shall call upon two or more independent and respectable inhabitants of the locality in which the place to be searched, to attend and witness the search and may issue an order in writing to them or any of them in this regard. **Whereas it has been specifically provided that any person witnessing a search need not attend as a witness of the search in any quasi-judicial proceedings under the securities laws unless summoned. This shall remove lots of hardship to the witness.**

SEIZURE MEMO: An authorised officer who under the warrant of authority shall in the presence of the person from whom the premises or the documents were seized, should prepare a seizure memo containing a list of all documents seized or copied in the course of such search and of the places in which they were respectively found.

The seizure memo shall contain the following details, as may be applicable:

(a) the time of entry for search and exit from the premises;
(b) the identity of the persons searched;
(c) the address of premises being searched;
(d) the detail of officers present, if any, at the time of seizure;
(e) the details of other persons present, if any, at the time of seizure;
(f) the signature of the authorised officer;
(g) the signature of the witnesses with thumb impression and date;
(h) the description of identification mark, if any, placed by any person from whose possession or control the documents are seized;(i) the signature of the owner or the person who is in immediate possession or control of premises, building, vehicle, vessel or aircraft, if available, from whose premises or person the documents were seized.

POWERS AND OBLIGATIONS OF AUTHORISED OFFICER:

The authorised officer who conducts the Search & Seizure has the following powers

- Power of inspection
- Power of seizure
- Power to place identification mark.
- Power to make copy.
- Power to record statement
GENERAL OBLIGATIONS ON EXECUTION OF WARRANT OF AUTHORITY:

Regulation 18 of the SEBI (PROCEDURE FOR SEARCH AND SEIZURE) REGULATIONS, 2013 provides for the general obligations on the Authorised Officer who acts under the warrant of Authority that he:-

i. shall identify himself or herself either by name or by official identification document;

ii. show the warrant of authority to the person who occupies the premises;

iii. conduct search and seizure, if any, in the presence of the witnesses and prepare Panchnamas;

iv. deliver a copy of the seizure memo to any person from whose possession or control the documents are seized;

v. shall not enter at any place of business or profession after daytime.

OBLIGATIONS:

1. Any person in charge of or in any building, place, vessel, vehicle or aircraft authorised to be searched on demand by the authorised officer under warrant of authority shall allow him free ingress and afford all reasonable facilities for a search.

2. Any person who has the immediate control of any vessel, vehicle or aircraft authorised to be searched, if moving, shall stop any such vessel or vehicle or stop and cause to be landed any such aircraft on communication of the authority of authorised officer to search and seize.

3. Any person in charge of the business or person in charge of electronic records shall be bound to disclose the password and such other information as may be asked for by the authorised officer.

4. No person shall prevent any authorised officer or any officers assisting the authorised officer from execution of warrant of authority.

RIGHTS OF PERSONS UNDER SEARCH AND PERSONS IN CHARGE

Chapter V of the Regulation deals with the rights and obligations of persons under search and persons in charge:

i. to see the warrant of authority duly signed and sealed by the Chairman and authorised officer and to obtain a copy thereof;

ii. to verify the identity of the officials assisting the authorised officer;

iii. to attend during the search and seizure operation;

iv. to have copy of document seized or take extracts therefrom, in the presence of the authorised officer or any other person empowered by him in this behalf, at such place and reasonable time as the authorised officer may appoint in this behalf;

v. to have a copy of any statement recorded during search and seizure;

vi. to put his own mark of identification on the document seized on recording the description of such mark of identification.
Chapter VI of the Regulation deals with the safe custody and return of the documents by the Inspecting Authority. The authorised officer who is not the Investigating Authority, shall hand over the documents seized along with the seizure memo to the Investigating Authority for whose investigation the authorised officer conducted the search and seizure. He shall ensure that records in physical form are not altered, damaged, mutilated, and the records in electronic form is not altered or erased.

The Investigating Authority shall keep in its custody the books, registers, other documents and records seized under this regulations for such period not later than the conclusion of the investigation as he considers necessary and shall ensure physical documents and electronic storage devices on which electronic records are stored, are maintained and stored in suitable physical and environmental conditions.

LIABILITY FOR NON-COMPLIANCE OF OBLIGATIONS

1. **Any intermediary** who fails to comply with any of the obligations while execution of warrant of authority, shall be liable for any one or more of the following actions:
   (a) adjudication under section 15HB of the Act;
   (b) proceedings under Chapter V of the Securities and Exchange Board of India (Intermediaries) Regulations, 2008;
   (c) prosecution under section 24 of the Act.

2. **Any person other than an intermediary** who fails to comply with any of the obligations while execution of warrant of authority, shall be liable for any one or more of the following actions:
    (a) adjudication under section 15HB of the Act;
    (b) action under section 11B and sub-section (4) of section 11 of the Act;
    (c) prosecution under section 24 of the Act.

CONCLUSION:

Thus the new Regulation which is inline with the provisions of the Income Tax Act and provides detailed procedures for such search and seizures by the regulator, provides more powers to the SEBI officials and would help SEBI to exercise the powers of search and seizure at the time of investigation, harmonious with the rights of the persons who are subjected to search of their person and property, while pursuing the statutory mandate of "investor protection."

The Objective behind promulgation of ordinance to amend various Sebi Acts was done to remove a lacuna that allowed fraudsters to escape regulatory actions and to change from its present status as mere Watch Dog into a completely equip themselves with greater powers to ensure that fraudsters does not escape regulatory actions.
DORMANT COMPANY UNDER COMPANIES ACT 2013

Companies Act 2013 contains many new Concepts and in this article, let us look at the provisions relating to Dormant Company.

What is a Dormant Company?

As per Sec. 455, a Dormant company is one which is formed and registered under this Act for a future project or to hold an asset or intellectual property and has no significant accounting transaction.

(Note: Though the words used here are “Companies registered under this Act, I hope it covers both the Companies registered under Companies Act 2013 or Companies Act 1956).

Inactive Company:

“Inactive company” means a company which has not been carrying on any business or operation, or has not made any significant accounting transaction during the last two financial years, or has not filed financial statements and annual returns during the last two financial years;

Significant accounting transaction:

Significant accounting transaction” means any transaction other than—

(a) Payment of fees by a company to the Registrar;
(b) Payments made by it to fulfill the requirements of this Act or any other law;
(c) Allotment of shares to fulfill the requirements of this Act; and
(d) Payments for maintenance of its office and records.

Declaring a Company as Dormant Company:

A Dormant Company or an Inactive Company as detailed above can make an application to the Registrar of Companies in the prescribed Form & with fees for declaring it as a Dormant Company.

As per Sec. 455 (2), Registrar on consideration of the application shall allow the status of a dormant company and shall issue a certificate to this effect.
A dormant company shall have such minimum number of directors,

file such documents and pay such annual fee as may be prescribed to the Registrar

to retain its dormant status in the Register.

The Dormant Company may become an active company on an application made in this regard accompanied by such documents and fee as may be prescribed.

**Suo Moto action by ROC:**

Apart from voluntary application of declaring itself to be a Dormant Company, clause 4 of Section 455 also deliberates a scenario when ROC can suo moto declare a Company as Dormant Company.

As per Sec. 455 (4), in case of a company which has not filed financial statements or annual returns for two financial years consecutively, the Registrar shall issue a notice to that company and enter the name of such company in the register maintained for dormant companies.

Further as per Clause 6 of Sec. 455, the Registrar shall strike off the name of a dormant company from the Register of Dormant companies, which has failed to comply with the requirements of this section.

**Provisions under Draft Rules:**

Some of the provision related to Dormant Company under the Draft Rules of the Companies Act 2013 are as follows:

i) Before applying under Sec 455, Company needs to pass a Special Resolution at the General Meeting of the Company.

ii) Minimum Number of Directors is 2 in case of a Private Limited Company; 3 in case of a Public Limited Company; 1 in case of OPC.

iii) Dormant Company shall file Annual Declaration in prescribed Form within 30 days from the closure of Financial year.

iv) Registrar shall initiate the process of Striking of the name of the Dormant Company if it continues in Dormant status for 5 years or more.

v) If any activity is carried out, within 7 days Director or the Company need to make an Application to ROC for making it active.

***************

Dormant Company is certainly an interesting concept and entrepreneurs who do not intend to do any activity in a Company in the near future can utilize this provision.

We need to wait and watch whether this concept is used successfully in India.
One Day Workshop on ‘Companies Act 2013 and Emerging Capital Markets’ for faculty members – 14th December 2013

With a novel and responsible idea of updating the faculty members of Commerce, Management and Law, the ICSI – SIRC in association with Saveetha School of Management, Saveetha University, Chennai organized a workshop on the above topic at ICSI – SIRC House, Chennai. Around 125 faculty members from all over Tamilnadu participated in the workshop.

Earlier, Ms. Sarah Arokiaswamy, Joint Director, ICSI – SIRO welcomed the dignitaries and faculty members and explained them about the workshop. CS A Mohan Kumar, AGM, Legal & Company Secretary, Allsec Technologies Limited, Chennai inaugurated the seminar. Shri Mohan Kumar congratulated the SIRC on the initiative and also explained the delegates in nutshell the important changes in the Companies Act 2013. Dr. Ch. BalaNageswara Rao, Director, Saveetha School of Management also spoke on the occasion.

The first session was on the ‘Companies Act 2013’, handled by CS Dr. B Ravi, Company Secretary in Practice, Chennai & Member, ICSI – SIRC. Dr. Ravi, in his scintillating speech, explained the various changes & updates in the Companies Act 2013 from academic view. Being himself a distinguished academician, his updates from academic view was appreciated by all the participants.

CS Srikanth S, Management Consultant and Secretary, Tamilnadu Investors' Association, Chennai was the speaker of the second session. He gave the faculty members an update on the recent developments in capital market and tips for safe investments in the share market. In the third session, Ms. Rama Haran, Corporate Trainer, addressed the faculty members on the work life balance and tips to lead a stress free life.

The workshop concluded with the formal vote of thanks by Dr. V. Balaji, AEO, ICSI – SIRO.

---

**Investor Awareness programmes – December 2013**

The ICSI – SIRC organized ‘Investor Awareness Programmes’ at the following educational institutes:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Date &amp; College in which the IAP was organized</th>
<th>Speaker</th>
<th>Institute representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04.12.2013, DRBCCC Hindu College Pattabhiram, Chennai</td>
<td>Shri S Mahadevan [Retired Chief Manager Andhra Bank] Financial Consultant, Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
<tr>
<td>2</td>
<td>06.12.2013, MEASI Institute of Management Studies, Royapettah, Chennai</td>
<td>Shri A R Vasudevan Regional Manager CDSL Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
<tr>
<td>3</td>
<td>10.12.2013, T S Narayanaswami College of Arts &amp; Science, Navalur, Chennai</td>
<td>Shri A V Venkatesan Treasurer, Tamilnadu Investors Association, Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
<tr>
<td>4</td>
<td>12.12.2013, Sri Muthukumaran Arts &amp; Science College, Mangadu, Chennai</td>
<td>Shri A R Vasudevan Regional Manager CDSL Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
<tr>
<td>5</td>
<td>14.12.2013, Faculty Members of various arts &amp; science colleges, management institutes and law schools</td>
<td>Shri S Srikanth Secretary Tamilnadu Investors Association Chennai</td>
<td>Programme conducted at ICSI – SIRC House, Chennai</td>
</tr>
<tr>
<td>6</td>
<td>17.12.2013, Department of Management Studies, Dr. M G R University, Chennai</td>
<td>Shri A V Venkatesan Treasurer, Tamilnadu Investors Association, Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
<tr>
<td>7</td>
<td>20.12.2013, Department of post graduate studies and research in Commerce, University of Madras, Chennai</td>
<td>Shri V Nagappan Adviser Madras Stock Exchange Limited, Chennai Shri S Srikanth Secretary Tamilnadu Investors Association, Chennai</td>
<td>Dr. V. Balaji, AEO, ICSI – SIRO</td>
</tr>
</tbody>
</table>
The ICSI - SIRC organized a HR Conclave on 6th December 2013 at The Rain Tree Hotel, Chennai. CS Dr. Baiju Ramachandran, Vice Chairman, ICSI – SIRC welcomed the HR executives and dignitaries. He also introduced the speakers, CS Dr. B Ravi, Company Secretary in Practice and Member, ICSI – SIRC and CS S Ravindran, Director, Human Resources, Nokia, Chennai to all. Around 35 HR heads and executives from various companies participated in the conclave.

CS Dr. B Ravi inaugurated the programme and spoke on the theme and on value addition to the profession by the CS both in employment and practice. He highlighted the importance of the CS in an organization and his roles. He also spoke on the services that are rendered by the Company Secretaries in Practice.

The speaker for the programme, CS S Ravindran, Director, Human Resources, Nokia, Chennai spoke on the role and importance of CS in HR perspective. He shared his experience of being a CS and heading the HR of a multinational company. He asserted that a CS can be a multi-faceted personality. Shri Ravindran explained the HR executives that the CS has been tagged as 'Key Managerial Personnel' in the Companies Act 2013 and will be vital in implementing effective corporate governance, which has been given more importance in the Act.

The meeting concluded with the formal vote of thanks by CS Soy Joseph, PCS and Member, Placement Committee, ICSI – SIRC. Ms. Tessa J Kallarackal, a Professional Program Student, compered the programme.

The first PCS induction programme of the ICSI – SIRC was organized on 7th and 8th December 2013 at ICSI – SIRC House, Chennai. Around 30 members participated in the programme. CS Sridharan R, Council Member, The ICSI, in his opening remarks, explained the need and coverage of the programme. CS Sridharan R, Council Member, The ICSI, CS P T Rangamani, Past President, The ICSI, CS Dr. B Ravi, Member, ICSI – SIRC, CS Ramasubramaniam C, Treasurer, ICSI – SIRC, CS A R Somasundaram, PCS, CS B Chandra, PCS, CS A M Sridharan, PCS, CS Eshwar S, PCS were the speakers for the programme.

CS R Rajesh, Advocate addressed the meeting. Shri Rajesh focussed on the provisions relating to Associate Company, Company Liquidator, Key Managerial Personnel, One Person Company, Small Company, etc. The speaker threw light on the consequences of false and incorrect information or representation at the time of incorporation and explained that in the 'Corporate Social Responsibility Committee' constituted u/s. 135 there shall be atleast one independent director. Shri Rajesh also spoke on the changes pertaining to disqualifications for appointment of director, compromises, arrangements and amalgamations, NCLT, NCLAT, Special Courts and independent directors. The members actively interacted with the speaker.
COIMBATORE CHAPTER

CORP QUIZ 2013

The Coimbatore Chapter of ICSI has organized a Corporate Quiz for Higher Secondary Students on 16.11.2013.

Famous Quiz master Prof. M. Rangarajan anchored the quiz. There were 96 teams (2 member in each team) participated and an audience of 50 students for the Quiz programme. The quiz was split in two rounds (Preliminary & Final). As the number of participants was high, we have conducted two Preliminary rounds before moving on to the Finals. Out of 96 teams 6 teams where shortlisted for the final rounds which was again played for another tough and interesting 6 rounds.

There were 3 buzzer rounds and 3 rounds comprising of various interesting questions on Famous Business Personalities, Product / Design Round, Anagram, Books and logical reasoning as well. There were many questions relevant to our institute and course included in the quiz. Some of the questions included Gandhi’s Dear Businessman; He too had an “Utterly” mad dream;

The teams those were selected for the final were:

a. TEAM A – GKDMHSS, COIMBATORE
b. TEAM B – SHREE NEHRU MAHA VIDHYALA, R.S. PURAM
c. TEAM C – SBOA, COIMBATORE
d. TEAM D – GKDMHSS, COIMBATORE
e. TEAM E - SHREE NEHRU MAHA VIDHYALA, R.S. PURAM
f. TEAM F - GKDMHSS, COIMBATORE

The First place was won by Mr. D. Sathya Narayanan & Mr. M. Sharat Chandar who were awarded with cash price of Rs. 5,000/-.

The Second place was won by Mr. S. Dhushyanth & Mr. Nivin Krishnan who were awarded with cash prize of Rs. 3,000/-.

The Third place was won by Mr. Bragadeeswaran S. & Mr. Hari Krishna who were awarded with cash prize of Rs. 2,000/-.

The Chapter had also conducted Career Awareness Programme to more than 245 students in between the preliminary and final rounds of the quiz competition. CS C. Thirumurthy, Past Chairman, Coimbatore Chapter addressed the students about the career prospects and the course details of ICSI. The brochures and pamphlets of ICSI were also distributed to the gathering.

12th Students Conference 2013 on 24th November 2013 on the theme CORPORATE LEADERSHIP – DEFYING GRAVITY

The Coimbatore Chapter for 12th consecutive year had conducted Students Conference on 24th November 2013 on the theme Corporate Leadership – Defying Gravity. The programme was organized by the students of Foundation and executive programmes giving them much needed experience in organizing events. CS. R. Sridhar an, Central Council Member, ICSI, New Delhi graced the inauguration session and motivated the students with his impressive speech covering critical aspects on career development as Company Secretaries.

The Programme commenced with presentation from the Students on various corporate related topics and was followed by Mock Board Meeting. The Afternoon session began with Motivational Speech by Prof. M. Rangarajan, Associate Professor, PSG Arts and Science College. The programme ended with valedictory session graced by CS N. Mohan Ram, Director, Dynaspede Integrated Systems Pvt. Ltd. The programme carried professional development hours of 8 hours for students. The event was attended by more than 75 students.
**Inaugural session of 29th Student induction programme (SIP)**

On 20th November, 2013 Chapter organized inaugural session of 29th Student induction programme at the chapter premises. CS R. Ramakrishna Gupta, Chairman of the Chapter presided the function. He spoke on the importance and purpose of the student induction programme. He further emphasized how this programme will help the students in shaping out their personal and professional qualities along with their individual evaluation in terms of their knowledge and also in terms of knowing each other and building their networks.

Ms. Vanitha Datla, Managing Director, ELICO was the Chief Guest, she lightened the lamp and she congratulated the students for choosing the wonderful profession and wished all the best to students. She emphasize the importance of the Company Secretary in Corporate World, Women empower, G&E-7, she guided the students to take advantages of wisdomof Superiors and seniors. She asked the students to adopt a positive attitude and inspire people to be ethical in their behavior, which is most important in Corporate world competency. She also spoke about competency which is a combination of knowledge and skills. He advised the students to read the news paper on daily basis. She shared a power point on Indian Women Network [IWN]

CS S. Kavitha Rani, Member- Managing Committee and CS SS. Marthi, Member, SIRC graced the occasion.

CS Issac Raj P.G. Secretary of the Chapter Proposed vote of thanks.

**Valedictory session of 29th Student induction programme (SIP)**

On 28th November, 2013 Chapter organized a Inaugural session of 29th Student induction programme at the chapter premises. CS Vasudeva Rao Devaki, Vice Chairman of the Chapter gave a brief report on the week long program. He spoke on positive attitude and also spoke on avenues available for Company Secretaries.

CS S. S. Marthi, Member, SIRC guided the students towards the pathway of success and advised to think, how students should mould their character according to the needs of the corporate world.

Sri V.R. Chary, Executive Director, V.M. Group was the Chief Guest for valedictory session. He spoke about the role of a Company Secretary. He said that student should have the determination to pass the course and the ability to unlearn and re-learn every concept as the economy changes every day. He also emphasize the new company law 2013 which has a wider scope. He also guided the students towards corporate social responsibility which is very important in the near future. The Chief Guest presented participation certificates to the participants followed by group photo session.

CS Issac Raj P.G. Secretary of the Chapter Proposed vote of thanks.

**7th Residential Programme**

On 13-14 December, 2013 Chapter organized a 7th Residential Programme on “REJUVENATOR” at Ananthagiri Hills, Araku, Visakhapatnam jointly with Visakhapatnam Chapter. CS A.V.V.S.S Ch. B Sekhar Babu presided over the function and addressed the gathering and importance of conducting residential programme and importance of the topic chosen for the purpose. CS Vasudeva Rao Devaki, Vice Chairman of the Chapter welcomed the gathering and informed about the advantages of conducting joint programme at Araku and relevance of the topic and advised the members to participate actively in the interactive session. CS S.S. Marthi, Member, SIRC congratulated the both the Chapter for organizing the Residential Programme.

Sri Srinivas Savaram, Trainer was the speaker, He interacted with the participants and briefed them about the need to understand what is Rejuvenator. He dealt with relevance and as well as the importance of the topic. Participants actively volunteered and participated in the demos relating to several topics.

CS Issac Raj P.G., Secretary of the Chapter proposed vote of thanks.
CALICUT CHAPTER

Calicut Chapter of SIRC of ICSI has conducted a Crash Course Programme at Calicut Chapter by patronage of Student Forum of Calicut Chapter on 7th December 2013 for Executive Students. It was a full day programme, class covering all the main topics of the Company Accounts specifically focusing on the December 2013 examination for the Executive Students.

Calicut Chapter of SIRC of ICSI has displayed a banner (mentioning ICSI with its Logo & Chapter’s address) in the “AROHI Musical Night” conducted by Providence Women's College, Calicut in their campus which was held on 7th of December at 6pm. The display has given a good visibility to the college students and the general crowd attended in this programme.

KOCHI CHAPTER

Discussion on issues related to Draft Companies (Cost Records & Cost Audit) Rules 2013

The Kochi Chapter of ICSI, jointly with the Cochin Chapter of Institute of Cost Accountants of India organized a discussion on issues related to the draft Companies (Cost Records & Cost Audit) Rules 2013, under the Companies Act 2013 published by the Ministry of Corporate Affairs recently. The Programme was held on 07th December 2013 at Silver Jubilee Hall, Cochin Chapter of ICAI, Judges Avenue, Kaloor, Ernakulam between 5.30 PM and 7.30 PM.

The delegates critically analysed various provisions of the draft Companies (Cost Records & Cost Audit) Rules 2013 and their impact on the industry, economy and the professionals. Issues exclusively related to MSME sector were debated on. The legislative intention behind different provisions of the draft Rules were analysed.

The suggestions from members were recorded for submitting to the Ministry. The members of Kochi Chapter of ICSI actively participated in the discussion.

CS Jayan K., Chairman and CS Sivakumar P, Past Chairman of Kochi Chapter of ICSI were present.

ONE DAY PDP on: INDIAN RUPEE AND INDIAN ETHOS

On 14th December 2013, the Kochi Chapter of SIRC of The ICSI has organized a one day Professional Development Programme on the theme - Indian Rupee and Indian Ethos - at Hotel Park Central, Kaloor. The programme was organized in partnership with the Cochin Chapter of Institute of Cost Accountants of India.

There were two technical sessions. The morning session was lead by CS K.G. Mohan FCS, Partner of MOHANS & Associates, a firm of Company Secretaries and the Founder Director of Mohans Institute of Corporate Studies (MICS) at Tripunithura. The topic of this session was “Tumbling Rupee” and it featured the travel of Indian Rupee over years with critical analysis on its deep fall at times.

The presentation covered the gradual depreciation of Rupee followed by sudden fall in the early part of 2013, the basic reasons for the fall, US tapering and its impact, the damage control exercise initiated by the Government, analysis of hedging and forward contract and the future outlook. With his vast experience in diversified fields of banking, company secretarial and financial services CS K.G. Mohan presented the topic with all precision. The session was lively with the active participation of members.

The afternoon session was handled by CA V. Sreeraman FCA, CWA, CS from Salem. The topic of presentation was “Global Economics & Ethical Dilemmas - Indian Ethos showing the way forward”. The session critically analysed major issues like present global economic scenario, major issues confronting developed and developing nations, issues specific to India, experts opinion on dealing with it and challenges within and need of the hour. The speaker also enlightened the delegates on how a professional can balance the professional challenges and personal goals without compromising on ethics. The session captured attention of the delegates by the serenity of the theme and the convincing suggestions put forward by the speaker. The participants interacted with the speaker and got cleared their doubts.

CS Jayan K., Chairman of Kochi Chapter of ICSI, CS Vijayakumar M.P., Secretary and CS Rohini Varma, Treasurer were present.
A full day seminar was organized by Mangalore Chapter on 30.11.2013 on “Growing together for meeting future challenges” in association with ICSI-SIRC Chennai at Karnataka Bank Auditorium, Kodialbail, Mangalore, from 9 am to 5 pm. The following technical sessions were held.

1) Features of Companies Act, 2013  
   Speaker: CS Gopalakrishna Hegde, Central council member, ICSI-New Delhi

2) Board of Directors and its Powers under the Companies Act, 2013.  
   Speaker: CS C.Dwaraknath, Chairman, SIRC of ICSI, Chennai

3) General Meetings under the Companies Act, 2013  
   Speaker: CS Nagendra D.Rao, Secretary, SIRC of ICSI, Chennai

4) Understanding Neroscience for high Impact Personality  
   Speaker: Dr. Sudhir Raj K., Professor, Justice KS Hegde Institute of Management, Nitte.

About 60 delegates (members, students and others) attended the programme. The function was a grand success.

THRISSUR CHAPTER

CLOSING CEREMONY OF ORAL COACHING CLASSES : SESSION DEC 2013

Closing Ceremony of Oral Coaching Classes has been conducted at chapter premises on 5, 6 & 7th December 2013 for Professional, Executive & Foundation programmes respectively.  
The programme was presided over by CS Ramachandran TM, Chairman, Thrissur Chapter of ICSI. CS Krishna Kumar, Secretary & CS Jackson David Member of the Thrissur Chapter of ICSI were the speaker of the programme. The programme was attended by Executive & Professional students. The speakers interacted with students and guided them as per the aspects given in “A GUIDE TO COMPANY SECRETARYSHIP STUDY AND EXAMINATION”. The speakers presented on exam techniques to help the students to understand the tactics of the examination. They also emphasised on dos and don'ts during the exams and also helped the students in preparing the examinations. The programme received an overwhelming response and was well received by the participants. The programme was fruitful in building the brand image of the institute.
Attn Members

COMPANY SECRETARIES BENEVOLENT FUND – IMPORTANCE

"BE BENEVOLENT TO YOUR FAMILY. REGISTER FOR CS BENEVOLENT FUND TODAY"

This is an appeal to all our members who are not members of CSBF to kindly register for the same as this is the only benefit which we can pass it on to our family members. Your membership to the fund will go a long way in strengthening the corpus of the fund, which will result in the Institute being able to provide a higher amount of Financial Assistance to members and their families in time of need.

CSBF Life membership subscription increased from Rs.5,000/- to 7,500/- w.e.f.1-4-2012.

What you need to do is very simple:

1. Download and take print of the application form for CSBF-www.icsi.edu
2. Fill the required information
3. Draw a cheque or DD for Rs. 7500/- in favour of Institute of Company Secretaries of India, payable at Chennai towards one time membership fee to CSBF.

Alternatively, log into www.icsi.in pay online and join the fund.

Advantages to you:

1. Contribution to the Fund is a noble cause.
2. Members of the ICSI after becoming the member of CSBF get the additional security shield for the life.

The CSBF can provide much needed financial assistance in such cases if the corpus of the Fund increases substantially which is possible if more number of members are enrolled for the fund.

Our object is to make 100% registration by our esteemed members from Southern Region. I earnestly request all the members to join for this campaign so that we can help our own family as well as the families of our fellow members in times of distress.

The significant importance of becoming a Member in the Company Secretaries Benevolent Fund is to help the members who are in distress and need financial help. Due to low enrolment for the Benevolent Fund, the Institute is not in a position to extend the required benefit to the Members and therefore, it is an opportune time to become Members of the Benevolent Fund and thus extend full support to the Members who are in distress through the Fund. One time fee payable to become a member under the Fund is Rs. 7500/- [Rs.7500/- w.e.f. 1.4.2012], which may be sent by way of crossed cheque/demand draft favoring “Company Secretaries Benevolent Fund” payable at New Delhi. For further details please contact ICSI-SIRO, Chennai.

For clarifications/queries contact Ms. Meenakshi Gupta, Joint Director on telephone no.45341047 or Shri J S N Murthy, Desk Officer.

ICSI-SIRC LIBRARY

The library is having a wide range of facilities including internet access. Quite a number of new books have been added. The refurbished library is having separate enclosures for the members and students in order to enable them to pursue their academic pursuits in calm atmosphere.

Yearly Library Subscription: Rs.500/- for Members and Rs.200 for Students per financial year. [April to March]

For further details please contact ICSI-SIRO, Chennai.

SPARING THE FACILITIES AT ICSI-SIRC HOUSE

The ICSI-SIRC House is having two halls – Dr A C Muthiah Conference Hall and LV B Hall. These halls are being let out to conduct in-house meetings of the companies; arbitration meetings; board meetings; EGM and other similar types of programmes. These halls are having adequate facilities like mike facilities, lift, fully backed power supply, ample parking space. The ICSI-SIRC is centrally located. For further details, please contact, ICSI-SIRO.
I abide by the law, so does my company.
I am a member of ICSI.
Only I do what I do.

I keep minutes, but guard every second.
I am a member of ICSI.
Only I do what I do.

I am the first word in compliance and the last word in governance.
I am a member of ICSI.
Only I do what I do.

I balance the interest of all stakeholders.
I am a member of ICSI.
Only I do what I do.
GRIEVANCE REDRESSAL MODULE FOR STUDENTS AND MEMBERS

The Institute in its endeavor to improve the service delivery system has made available to the Members, Students an online grievance redressal mechanism on the Institute's website www.icsi.edu. The students and members are requested to login to 'Online Services' and select the 'Grievance' option in the 'Home' button for lodging their queries/requests under appropriate topic/subject matter. Queries/requests would be attended by the respective directorates and the same would be checked from time to time under the grievance redressal mechanism.

Steps for Uploading of scanned image of photograph and signatures by the Members on the Website of the Institute

1. Login to portal www.icsi.edu.
2. Click online services on the right top corner and then click 'Login' on page.
3. Fill the User name: Enter your membership number (like A1234) as per the sample given on the page.
4. Password. Fill the password. In case you do not have a password, you may retrieve your password if your email is already registered in the Institute. Alternatively you may send an email request for password with your ACS / FCS membership number to dd.garg@icsi.edu
5. After login, go to 'Members Option' (from top menu) then click on “My Account “
6. Click on Manage Image
7. Then upload your Photo (passport size) and Signature and click on Upload button.
ICSI COMPANY SECRETARIES (CS) COURSE COMPLETE SWITCHOVER TO ONLINE REGISTRATION FROM 01.01.2014

The Institute of Company Secretaries of India (ICSI) is a premier national professional body established under the Company Secretaries Act, 1980 to develop and regulate the profession of Company Secretaries. It has on its roll over 35,000 members, both in Employment and in practice, and over 4 lakh students.

The Institute offers its flagship programme called Company Secretaryship. A person completing this course, both examination and training, is enrolled as a member and becomes eligible to work as a company secretary either in employment or in practice.

A student interacts with the Institute mainly for two purposes. First, he seeks registration to various levels of the course, namely, Foundation, Executive and Professional Programme. Second, he seeks enrollment to examinations for various modules of each of the three levels. With a view to provide efficient and any time service to students, the Institute has been leveraging information technology to provide these two services, namely, registration and enrollment, to students online.

The Institute moved to online enrollment for examination from 1st October 2013. It has decided to move to online registration from 1st January 2014. From these dates, these two services would be available only on online mode.

Animated help to do online registration is also available on www.icsi.edu before student proceeds for online registration.

Detailed Steps for Online Registration Services for students are also mentioned below:

1. Click the “Online Services” button on top of the ICSI website (www.icsi.edu)
2. Go to the Students tab and click on “Student Registration”
3. Click onto the checklist of documents as applicable to students on the basis of their qualification,
4. Now Click on ‘Proceed to Registration’
5. Select the Course type as applicable viz. Foundation, Executive Programme etc.
ORAL COACHING CLASSES

COMMENCEMENT OF ORAL COACHING CLASSES

SIRC OF THE ICSI commenced Oral Coaching Classes for Executive Programme – Module-II (Morning) and Module-I (Evening) on 30th December, 2013 for June 2014 examination at “ICSI-SIRC” House, Chennai – 600 034.

<table>
<thead>
<tr>
<th>Batch No.</th>
<th>Date</th>
<th>Venue of Programme</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>18th Batch of MSOP</td>
<td>22nd January 2014 to 07th February 2014</td>
<td>ICSI–SIRC House, 9, Wheat Crofts Road, Nungambakkam, Chennai – 600 034.</td>
<td>Rs.5,000/- [Rupees Five Thousand only]. The fee <em>does not</em> include the lunch and the participants have to take care of the lunch and accommodation, of their own.</td>
</tr>
</tbody>
</table>

For further details, contact:

The Joint Director
Southern India Regional Office
The Institute of Company Secretaries of India
9, Wheat Crofts Road, Nungambakkam
Chennai – 600 034

Phone: 044 – 28279898 / 28268685/28222212
Email: siro@icsi.edu