



# THE INSTITUTE OF Company Secretaries of India

## भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

18<sup>th</sup> December, 2023

### ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023

Dear Professional Colleague,

The Institute has been at forefront in guiding and regulating the conduct of Company Secretaries in Practice with a view to enhance and ensure highest quality and standards of service delivery.

Now, with an aim to facilitate the Company Secretaries in Practice and in exercise of the powers conferred upon the Council of the Institute vide sub section (2)(e) and (g) of Section 15 of the Company Secretaries Act, 1980 and vide Regulation 169 of the Company Secretaries Regulations, 1982 (as amended from time to time), the existing guidelines/procedures have been reviewed, amended and consolidated with a view to ensure 'ease of doing practice'.

In light of this, ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023 released at the 51<sup>st</sup> National Convention of Company Secretaries, 2023 have been made effective from 15<sup>th</sup> December, 2023. These Guidelines consolidate all the relevant and updated Guidelines as applicable along with the processes involved therein in a coherent manner that ensures ease of reference and enhanced comprehension. The same are available at [https://www.icsi.edu/media/webmodules/ICSI\\_Guidelines\\_15122023.pdf](https://www.icsi.edu/media/webmodules/ICSI_Guidelines_15122023.pdf)

The Broad coverage of the Guidelines are as under:

1. PCS Orientation Programme
2. Firm Management
3. Service Areas
4. Branding and Development of the Profession
5. Guidance on Scale and Manner of Determination of Fees for Professional Services

For any queries/suggestions/clarifications, you may contact at [member@icsi.edu](mailto:member@icsi.edu) / [pcs@icsi.edu](mailto:pcs@icsi.edu) .

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