ANNOUNCES
NATIONAL SEMINAR
on
COMPANIES ACT 2013 - SECRETARIAL AUDIT

13th March, 2015

Timings: 09:00 a.m. till 5:00 p.m.
Venue: Hotel Shivalk View, Sector 17, Chandigarh

Fees including Service Tax
For Members & Students Rs 1100
For Corporate members of Chandigarh Chapter Rs 600
For Others Rs 2000

Section 204 of the Companies Act, 2013 requires every listed company and every public company having a paid-up share capital of fifty crore rupees or more or turnover of two hundred fifty crore rupees or more, to annex with its Board’s Report made in terms of sub-section (3) of section 134, a secretarial audit report, given by a company secretary in practice, in Form MR-3. The Board’s Report for the financial year commencing on or after April 1, 2014 will for the first time carry the Secretarial Audit Report prepared in terms of section 204.

The purpose of national seminars is to advocate the need, concept, scope of Secretarial Audit and to give a practical approach on conduct of secretarial audit under the specified and other laws amongst corporates and members.

Coverage:

- Institute's perspective on Secretarial Audit;
- Manner of appointment and Role and responsibilities of Secretarial Auditor;
- Secretarial Audit - How to begin
- Audit approach, audit plan, maintaining audit trail, etc;
- Reporting on Fraud;
- Interactive discussion on practical aspects of Secretarial Audit covering various laws

For any assistance, you may please contact Mr. Rahul at 0172-2661840 (Chandigarh@icsi.edu) or you may contact Mr. Dheeraj Gupta at 011-45341028 (dheeraj.gupta@icsi.edu). Scanned delegate forms may be sent to dheeraj.gupta@icsi.edu.

Looking forward to welcome you:

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<tr>
<th>Programme Director</th>
<th>Programme Coordinator</th>
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<tbody>
<tr>
<td>CS Vineet Chaudhary</td>
<td>CS Meena Rohilla</td>
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<td>Council Member and Chairman</td>
<td>Chairperson</td>
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<td>Corporate Laws &amp; Governance Committee, ICSI</td>
<td>Chandigarh Chapter, ICSI</td>
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Venue: Hotel Shivalik View, Sector 17, Chandigarh

Dear Sir/Madam,

Please register the following person(s) as delegate(s) for attending National Seminar on Companies Act 2013-Secretarial Audit to be held on March 13, 2015 at Chandigarh.

Name of the Delegate: Mr. / Ms. __________________________________________

Designation:____________________________________________________________

Name of the Organization:________________________________________________

Address:_______________________________________________________________

City ___________________________ State ______________________________ PIN___________________

Membership No (If a member of Institute):     FCS ______________________ ACS ______________________

Contact Details: Tel. Nos: Off.: __________________ Res.: ______________ Fax: ______________

E-mail:_________________________________________ Mobile: ______________

FEE DETAILS

Bank Draft / At Par Cheque bearing No. __________ dated ________ for Rs._________ favouring “The Institute of Company Secretaries of India” payable at New Delhi OR Fee Acknowledgement bearing No. __________ dated ________ for Rs._________ is attached.

(DD/Cheque may be sent at: Dheeraj Gupta, Assistant Education Officer, 22, ICSI House, Institutional Area, Lodhi Road, New Delhi- 110003. Cash/DD/Cheque is also accepted at our Chandigarh Chapter i.e. GGDSD COLLEGE SECTOR 32-C CHANDIGARH)

Online registration facility for National Seminar on Companies Act 2013 - Secretarial Audit is also available at following link.

https://www.icsi.in/student/Members/DelegateRegistration/tabid/137/ctl/ViewEventDetails/mid/454/EventId/22/Default.aspx

Yours faithfully,

Date: Place: