



**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)

[Handwritten Signature]
Ministry of Corporate Affairs
Dy. No. 1937 /R & I/MCA
Date 25/8/2023

August 24, 2023

CL: MCA: 2023

Shri Manoj Govil, IAS
Secretary
Ministry of Corporate Affairs
Government of India
Shastri Bhawan
New Delhi -110001

Subject: Request to allow Company Secretaries to file particulars of changes
Reference: ICSI Letter dated January 17, 2023

Respected Sir,

As you are kindly aware, the Institute of Company Secretaries of India constantly endeavours to act as a liaison between the Government, Regulatory Authorities and the various stakeholders. The intent being to strengthen the governance framework while providing comfortable work space to the corporates and the professionals.

This has reference to our letter dated January 17, 2023 pertaining to issues and challenges being faced by Company Secretaries in the course of their employment with the companies. The Companies Act, 2013 has provided through rule 12(1) of the Companies (Appointment and Qualification of Directors) Rules, 2014 that every individual who has been allotted a Director Identification Number shall, in the event of any change in his particulars as stated in Form DIR-3, intimate such change(s) to the Central Government within a period of thirty days of such change(s) in Form DIR-6.

These particulars include: Name, Address (Permanent/ Correspondence address), Date of Birth, E-Mail ID or phone number, father's Name, Nationality, Occupation Type, Educational Qualification, PAN Card, Voter ID Card, Passport, Aadhaar Card or other proof, Residential Status, Photograph of Director, Gender, etc.

Since, Company Secretaries do not require a DIN for their employment, any change in their particulars, post-employment, vis-à-vis, Changes in Name on account of marriage leading to change in PAN Card, Aadhaar Card, Passport; Changes in E-mail ID, Phone Number, etc. cannot be communicated since no form has been allocated for the purpose.

[Handwritten Signature]

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। इष्टकारं कुरु। त्रुपतेः शोभते। सुतेः कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

Connect with ICSI

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Submission

In view of the same and the challenges being faced by the professionals, it is submitted that Form DIR-6 be modified to include the provision for intimation of changes in particulars by Company Secretaries as well.

We hope that the above submission would be considered favorably.

We shall be pleased to provide any further information in this regard on hearing from your goodself.

Thanking You,

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Manish Gupta', is written over a horizontal line.

(CS Manish Gupta)

President

The Institute of Company Secretaries of India