THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
(Constituted under the Company Secretaries Act, 1980)

ICSI Guideline No. 01 of 2019

[Pursuant to clause (1) of Part II of the Second Schedule to the Company Secretaries Act, 1980 as amended]

New Delhi, the 24th Day of May, 2019

FORMATION, RECOGNITION AND FUNCTIONING OF STUDY CIRCLE GUIDELINES, 2019

1. Context

1.1 These Guidelines are issued for the Formation, Recognition and Functioning of study circles, which will carry out functions as specified hereunder in order to further the objectives of the Continuing Professional Education for the members of the Institute.

1.2 In view of the mandatory programme credit hours requirements for members of the Institute in practice or in employment as company secretaries, as laid down by the Council of the Institute of Company Secretaries of India, the Structured Learning Units, have been created to facilitate the members to comply with the said requirements.

1.3 These Guidelines will come into effect from 1st day of June, 2019.

1.4 Amendments, if any, in respect of these guidelines shall be informed to the respective Regional Councils/ Chapters for disseminating the same to the concerned study circles.

1.5 These guidelines shall supersede earlier guidelines issued by the Institute on the subject.

1.6 The existing Study Circles shall also be governed by these guidelines.

2. Definition of a Study Circle

A study circle is a forum of members of the Institute of Company Secretaries of India (“ICSI”) who reside/ have professional practice or are in employment in a particular geographical locality of a city/ town/ village (hereinafter referred to as “Study Circle”) including of a study circle formed under the aegis of a Body corporate (which shall include its respective subsidiaries, Associates, LLP and joint ventures) or Practicing Company Secretary office (including the members of the Institute employed/ working with the other partnership / proprietorship firms/ LLP working in the same city of the principal office, wherein the main/ Lead partner/ proprietor/ promoter of the applicant firm is also a partner or

\(^1\) As amended by the Council of ICSI in its 260th Meeting held at New Delhi on 4-5 May, 2019
proprietor (“PCS Firm”) hereinafter collectively referred to as “Corporate” who constitute themselves as Study Circle (hereinafter collectively referred to as “Corporate Study Circle”) for the purpose of carrying out the objectives which are set out in these guidelines.

Hereinafter in these guidelines the term Study Circle and the Corporate Study Circle have jointly been referred to as “Study Circles”.

3. **Objectives of a Study Circle**

3.1 To facilitate members to achieve the objectives of Continuing Professional Education at comparatively lower cost.

3.2 To provide continuing professional education (CPE) opportunities to the members of the Institute.

3.3 To foster and develop professional fellowship and exchange professional knowledge amongst the members of the Institute in a particular geographical locality as specified in para 2 *supra*.

4. **Constitution and Formation**

4.1 The Professional Development Committee of the Council of ICSI (“PDC”) is empowered to approve, supervise, support and regulate the functioning of these Study Circles.

4.2 Subject to the provisions under para 2, Study Circles may be formed by a minimum of 20 and a maximum of 120 members. At any time during the year, the minimum number of members should not reduce below the minimum as prescribed in this para. However, the PDC shall be empowered to allow a Study Circle to induct any number of members exceeding the limit of 120 members in deserving cases.

4.3 In case of Corporate Study Circle the minimum number of members required to form the Study Circle shall not be less than 40. PDC is empowered to reduce the minimum number of members required to form these Study Circles.

4.4 No fee/charges to be received from the members of the Corporate Study Circle, and the same have to be borne and sponsored by the respective Corporate.

4.5 In case of Corporate Study Circle, the reservation shall be made for not less than 25% of hall capacity of man heads, for participation by the CS members, who are not the employees/partner/associated with that Corporate. The respective Corporate shall be responsible to ensure smooth entry, exit and participation of such outside professionals, visiting their premises for attending the program.

4.6 Application for the formation of Study Circles is to be made to the PDC complying with the guidelines as under:
The application shall be addressed to the Chairman of the PDC, for the formation of a Study Circle to be submitted in the prescribed format as per Annexure ‘A’ to the ICSI Headquarter through the Regional Council within whose jurisdiction the Study Circle is proposed to be constituted. In case of application by Corporate, the application shall be duly signed by the Chief/ Head of Secretarial Department of the corporate or Lead Partner of the PCS firm. For all purposes under these guidelines the Head of Secretarial Department of the Corporate or the partner of PCS firm signing and submitting the application form shall only be regarded as Lead Partner, until he resigns or terminates his relationship with that firm and communicates the same to the PDC.

The Regional Council shall approve /disapprove the proposal for formation / renewal of a Study Circle by way of a resolution passed at the meeting of the Regional Council or by circulation. In case the Regional Council does not approve the formation / renewal of a Study Circle, the same is to be communicated to the concerned applicants within 30 days on receipt of the application, stating the reasons for not approving the application.

The initial approval for forming of Study Circles shall be granted on a Financial year basis (from April month of current year to the March month of succeeding year). For every renewal a separate application need to be filed before the PDC by the applicant group of members, on best efforts basis on or before one month from the date of expiration of the current tenure.

A member of the Institute may become member of two or more Study Circles.

If PDC decides not to approve the formation/ renewal of a Study Circles, the same shall be communicated to the concerned applicant by the Institute within 30 days of the receipt of the application by it.

5. **Name of Study Circles**

5.1 The Study Circle so formed shall be called “_________________________________ (name or Title of the corporate / locality etc.) Study Circle of the ICSI (as the case may be)”.

Eg. ABC Company Study Circle of the ICSI; (for Corporate)
Boriwali/ Vapi/ Connaught Place Study Circle of the ICSI (for PCS firms and otherwise)

The PDC reserves all rights at any time to amend/ modify the name of any Study Circle while approving/ renewing the same.

5.2 The name of a Study Circle should not be the same or similar or deceptive to that of an existing Study Circle or Chapter / regional office name. Name of a Study Circle proposed should reflect its location / corporate identity/ entity (may or may not contain the full official name of that Corporate). The PDC has the right to accept/ reject/ modify any existing/ applied or approved Name of a Study Circle at its own motion.

5.3 A member of the Institute shall not be the Convenor of more than one Study Circle of the ICSI.
5.4 In case the name of the Study Circle proposed includes the name of the Corporate entity, the same would be allowed by the PDC subject to production of evidence (“Authority Letter or Board Resolution” from the appropriate authority in that Corporate”) to the effect that the Corporate has concurred to the same unconditionally. In case any issue or dispute arises regarding authority of application made by or in the name of Corporate, the same shall be addressed by the respective Convener(s) only and ICSI or any of its offices, officers & employees and the elected members from council/ regional council/ chapter office shall not be held accountable anywhere in this regard.

6 Registration of Study Circles in the Study Circle Database

The PDC on approving the formation of the proposed Study Circle would send the intimation to the Regional Council/ Chapter to update its records.

7 Functioning of Study Circles

7.1 Each Study Circle shall have a physical address and also an e-mail id and the mobile nos. of two Deputy Convenors, whereat notices and other communications can be sent by the Institute, which details shall always be mentioned while Study Circles making any communications with the PDC.

7.2 The Study Circles shall not have their own independent rules and bye-laws and should not be registered under any other Law. It shall be the duty of the Convener to ensure the compliance of local rules/ applicable laws for holding any programme (like intimation to police, crowd management, voice volume of sound etc.) in case any specific compliances which may become applicable to the Study Circles under any prevailing laws, the Convenors shall be bound to intimate and take guidance from PDC well in advance.

7.3 Without the prior written approval of PDC, the Study Circle shall not acquire any capital assets required for its functioning (like mike, Laptop, Projectors etc.) and can either hire the same from outside vendors or third parties or can procure the same from jurisdictional Chapter/ regional office (with or without charges) at such cost as their budget may permit. In case of Corporate Study Circle, the entire infrastructure or management shall be provided by the respective Corporate or PCS firm only.

7.4 Study Circles shall work under the guidance, supervision and control of the PDC. However the PDC may at any time delegate this function to any other organ of the Institute which it may decide for this purpose.

7.5 Study Circles should invite only academicians/ professionals/ subject experts distinguished personalities from the regulatory bodies etc. as Speakers/ Faculty or Guest Speakers for the programmes for their learning purposes, hence no formal Inaugural/ Valedictory or other activities for political branding of the members of the Institute or others shall happen at the Study Circles.

7.6 The Convenor of the study circle shall be free to decide and close the programme circular (“Circular”) containing the basic information of the programme including the date, time, topic, learning outcome, venue and name, qualifications and present designation of speaker for the Study Circles’ programmes. The Convenor shall be responsible to inform and share the final circular with Regional Office / respective Directorate at ICSI HQ, at least 7 days prior to the date of the programme. The Regional Office shall arrange for circulation of the circular amongst the members of the Institute
working/residing in area/locality/city of the venue for the programme as may be deemed fit and proper by the Regional Office. The Convenor(s) of the Study Circles can also circulate the Circular through email or Social Media to the members of that respective Study Circle, only post submission of the same to the Regional Office or the concerned Directorate at ICSI HQ. Any minor or emergent changes based on the circumstances/situations can be made in the circular, even post submission of the same with Regional Office or concerned Directorate at ICSI HQ, however the convener shall first submit the revised/updated circular to the Regional Office or Directorate at ICSI HQ before sharing the same with members of the Study Circles.

7.7 Study Circles shall not use the logo or style of name of the Institute on their letterhead or on any of their official stationery. Furthermore, the official stationery of the Study Circles should only contain the name of the Study circle and of the Convenor/Dy. Convenor(s) along with one postal address of the Study Circle and contact details like e-mail id, phone nos. etc. of Convenor for correspondence without mentioning the names of organisations (except for the Corporate Study Circle) in which they serve or firms they are associated with. The names of the Past Convenors and other elected members of the Jurisdictional Chapter/regional office should not be mentioned on the official stationery of the Study Circles. The design/style of the letterhead/envelopes should be as per Annexure ‘C’ to these Guidelines.

7.8 Study Circles are not permitted to publish any newsletter of their own and they shall always observe the Protocol Guidelines issued by the Council of the Institute w.r.t. Dias management.

7.9 Code of Conduct as applicable in the Institute’s Elections and such other notifications/directives issued by the Institute in this regard from time to time, shall be automatically applicable to the Study Circles and it is the responsibility of the concerned Regional Office/Chapter Office to disseminate this information for necessary compliance by the Study Circles.

7.10 Participation at the learning activities of the Study Circle shall be open to all members of the Institute (except for the Corporate Study Circle, where the minimum reservation as mentioned in these guidelines shall be ensured for the outside members).

7.11 Attempt shall be made to invite the members residing/working in the town/city in which the study circle is located. Corporate study circle shall invite their own employees/staff only (who are members of the Institute) and invitation to the outside members working/residing in close proximity shall be made by the Regional Office.

7.12 For every Study Circle, the Institute shall provide a specific & unique email id (“designated Email id”). All communications by the Institute with Study Circles shall happen through that designated Email id only. Rest other email ids of convenor/deputy convenor(s) shall be secondary only. The convenor shall make any request/communication/transaction with the Institute for activities related the Study Circles, preferably and primarily through the designated email id only. Every Programme circular shall be in such format as advised by the PDC. An extract is attached herewith these guidelines and marked as Annexure ‘D’ to these guidelines and shall bear the name of the Convenor and all Deputy Convenor(s) with their mobile nos.

7.13 PDC shall be authorised to reject/cancel the holding of any programme circular at any time and advise for not holding of any particular programme.

7.14 The signed attendance sheet and proceedings of Study Circle meetings duly certified by the Convenor of that Study Circles along with minimum eight photographs shot (bearing the date and time stamp) at the beginning and towards the close of the programme, (of reasonable quality) of the dias, speakers, and covering maximum number of the participants, shall be shared by the Study Circle with the Regional Office under whose
jurisdiction the Study Circle is functioning through Fax/ email from the designated Email id in prescribed format, within one working day of conclusion of the programme, so as to ensure awarding of credit hours to the attendees by the Institute. Any delay in submission may lead to non-awarding of Credit hours by the Institute.

7.15 Study Circles are allowed to hold a maximum of 12 credit hours of programmes during a financial year. Not more than two credit hours shall be awarded to the members for attendance at each such learning programme. In order to become eligible for grant of credit hours, the participants need to ensure their physical presence throughout the programme and then only they will be entitled to sign the attendance sheet. For each programme, the attendance sheet must be signed twice by every participant, initially at beginning of the programme and secondly after conclusion of the programme. No PCH shall be awarded to any member who has not signed the attendance sheet at both the times. No Proxy or Video Conferencing participation shall be allowed for participating in Study Circle Programme and to ensure properly holding of Programme, shall be the collective responsibility of the Covenor and Deputy Convenors.

7.16 A banner with name and address of Study Circle in the form and design as advised/approved by the PDC shall always be displayed at each of the learning programmes. The suggested format of banner to be followed by the Study Circles is attached herewith these guidelines and marked as Annexure ‘E’.

7.17 Administration

i. Study Circles are recommended to elect at the beginning of every financial year a Convenor and maximum two Deputy Convenors to look after the day-to-day affairs/activities of the Study Circles as well as, maintaining proper accounts of the Study Circle. The Convenor and Deputy Convenors of the Corporate Study Circle must be employed/ associated with that particular Corporate. A person shall automatically become ineligible to be and continue as Convenor/ member/ part of any Corporate Study Circle, on and from the date of cessation/ termination of his official relationship/ employment / association with that respective Corporate. A person can serve as Convenor/ Dy. Convenor of a Study Circle for a maximum of two successive terms of one year each. After serving two successive terms of one year each, the Convenor / Dy. Convenor shall not be eligible for reappointment as the Convenor / Dy. Convenor for the next three years. In case of any dispute, the decision of the PDC shall be final and binding on all parties.

ii. Respective Study Circles to inform the Regional Office and the PDC about changes occurred, if any, in regard to Convenor/ Deputy Convenor(s) immediately with full particulars.

iii. Convenor and Deputy Convenors are not permitted to market/ advertise through social media or otherwise by any means or get their visiting cards printed, which contain the details of their association with the Study Circle.

iv. At any given point of time, a person can become Convenor/ Dy. Convenor of any one Study Circle only and the PDC shall at any time be empowered to remove/ replace any Convenor/ Dy. Convenor at its own motion without assigning any reasons thereof.
v. The Convenor(s) is/ are responsible for conducting at least one programme in every two months for the members of the Study Circle to discuss various matters of topical interest, at such predetermined place as may be convenient to members, except in case of emergency for which prior information / intimation need to be given by the Convener to the PDC or the concerned Directorate. In case, a particular Study Circle is not functioning for a continuous period of three months without conducting any programme, it is the responsibility of the Convenors as well as the concerned / Regional Council/ Chapter to bring the same to the notice of PDC for its review and necessary action.

vi. No Study Circle shall be allowed to hold more than two programmes within any single calendar month and the gap between two programmes shall be minimum of 15 days and maximum of 60 days.

vii. At any programme of the Study Circle, an employee of the concerned Regional Office/ Chapter office may visit to witness the holding of programme in an appropriate manner.

7.18 Accounts
i. Study Circle (i.e. other than the Corporate Study Circle) are authorized to open Bank Accounts in the names of the respective Study Circle and Convenors and Deputy Convenors are authorized to operate the accounts jointly.

ii. The accounts of the Study Circle to be maintained as per the mercantile system of accounting and with reference to financial year- April to March.

iii. Convenor of every Study Circle (other than Corporate Study Circle) shall submit half- yearly and annual accounts to the respective Regional Council/ Chapter. The half yearly accounts for the period from 1st April - 30th September, of the relevant year, shall consist of standard format of Receipts and Payments Account and Income and Expenditure Account and the same shall be submitted before 15th of October. Annual audited accounts comprising of Receipts and Payments Accounts, Income and Expenditure Account and the Balance Sheet of the relevant financial year from 1st April to 31st March shall be submitted before the 15th April to the Regional Council / Chapter. The Regional Council/Chapter after its consideration of the accounts of the Study Circle as mentioned above shall send the same to PDC within 30th November in the case of half yearly accounts and by 31st May in the case of audited Annual Accounts.

iv. It should be the endeavour of the Convenors to conduct the Learning Programmes on cost competitive and self-financing basis.

v. Convenors of Study Circles are authorized to collect a reasonable amount from every member as participation fee for each programme to defray the cost of holding learning activities and other incidental expenses connected with the programme.

vi. The Study Circle can offer a lumpsum Annual Membership Scheme or such other schemes to the members. Corporate Study Circle shall not offer annual membership fees/ membership to any outside member.

vii. The prime objective of the Study Circles is to support the learning initiatives of the Institute. The accounts of the study circle shall not form part of the
Consolidated Accounts of the ICSI HQ and they would be functioning on “No profit” principle. The cost of learning activities would include legitimate expenses such as rent for the venue for organizing learning programmes, refreshments/ lunch/ dinner for the participants, travelling cost of faculties, memento to the faculties, printing, postage for circulating the invitation for the programme to the members and printing of the background material only.

viii. It is the responsibility of Convenor/Deputy Convenors for ensuring financial propriety of the Study Circle and for submission of proper accounts, as and when required by the PDC or any other authorized organ of the Institute.

ix. The Study Circles are not entitled for any grant or financial assistance/sponsorship from the Institute and/or by the Regional Council or by the Chapter or by a Charity/Trust or any other Institutions. Corporate Study Circles shall be sponsored by the concerned Corporate only and no reimbursement of any cost of Corporate Study Circle shall be provided by the Institute.

x. Surplus funds of Study Circle at the end of every financial year should either be spent in the last programme of that respective financial year or be immediately committed for subsidizing future programmes to be conducted by the respective Study Circle. The surplus funds at the end of each financial year must be utilized within three months from the end of that particular financial year but not later than 30th June for the benefit of the members. In case the surplus amount remain unspent, a report to this effect shall be submitted to PDC by the concerned Study Circle through Regional Council/Chapter, in order to enable the PDC to consider the same and if necessary, to call for such surplus amount from the Study Circle concerned for transfer to the Company Secretaries Benevolent Fund of the ICSI.

7.19 Joint Programmes

Study Circle shall not be allowed to hold programmes jointly with any other Study Circle or any jurisdictional Chapter or regional office of the ICSI or any other professional bodies.

7.20 Monitoring of Programmes conducted by Study Circles

PDC or any other organ as may be designated/ prescribed by the PDC (presently the jurisdictional Chapter/ Regional Office) shall monitor the activities of the Study Circle by ensuring deputing an official at each such programme. However, the purpose of such monitoring is to ensure that the study circles are functioning as per the guidelines as well as Advisory issued by the PDC from time to time in this regard, and in case of any major deviation, the jurisdictional Chapter/ Regional Office to report the same in detail to PDC. The monitoring includes suggestions and advice to the study circle as and when required.

7.21 Incidental and Related Matters

(i) There should be no restriction whatsoever placed by the Study Circles on any member of the Institute intending to become a member of a particular Study Circle.
(ii) PDC has the prime responsibility of one time publicizing the programmes intended to be conducted by the Study Circles.

(iii) Participation for the programmes, organized by a particular Study Circle (subject to availability of seats) is open to all the members including those who are not the members of that study circle, subject to payment of per programme fee as mentioned by the respective Study Circle.

8 Dissolution of Study Circles

8.1 The PDC has the power to derecognize any Study Circles in mid of the financial year, if in its own view:

(i) the Study Circle is not functioning in accordance with the Guidelines and/or is working other than in the interest of the profession.

(ii) the Study Circle is working against the interest/policies of the Institute or has failed to report the details to the Institute in the time and manner as advised by these guidelines.

9 Residual Matters

9.1 In the event of lack of clarity in any matter relating to the formation/administration/regulation of the Study Circles, the PDC shall be sole authority to provide any such clarification.

9.2 The PDC shall have absolute discretion to decide and intervene in matters concerning Programmes organized by a particular Study Circle, and also to -

(i) Prescribe such additional conditions in regard to the conduct, monitoring, content, faculty etc. for any programme and to grant programme credit hours to such program conditional upon compliance with any such conditions as may be prescribed, and

(ii) Refuse Programme Credit Hours to any such programme if in their view the grant of such Programme Credit Hours is not in the overall interest of the Institute, its Programme Organizing Units, members or for some other reason not in consonance with the policy or objectives of the PDC as laid down from time to time.

9.3 The PDC, through its administrative arm, is authorized by the Council of the Institute to intervene in any matter so as to either remove hardship or to ensure compliance with the above norms.
Annexure A

FORMAT OF APPLICATION FOR FORMATION OF STUDY CIRCLE

Date

CHAIRMAN

Professional Development Committee

THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi – 110 003

Dear Sir/Madam,

Sub: Formation of Study Circle for Members

1] We, the members of the Institute of Company Secretaries of India from……………….(name of the locality, place and in the case of Corporate category of study circle mention the name and address of the Corporate), whose details are given in the enclosed list, desire to form a Study Circle for Members under the name of

………………………………………………………………………………………………

2] We have read, understood and agreed the Guidelines framed in this respect by the Institute and we shall abide by the same including any modifications or amendments thereto that may be brought in future course of time.

3] CS …………………….. ….. (ACS/ FCS ______) Mob. ____________ (Convenor);

CS ………………………. (ACS/ FCS ______) Mob. _________(Deputy Convenor-1),

CS ………………………. (ACS/ FCS ______) Mob. _________(Deputy Convenor-2)

have expressed their consent to be the first Convenor and first deputy Convenor(s) of the above Study Circle.

We shall be pleased, if the approval is granted for forming the Study Circle at the earliest.

Thanking you,

Yours Faithfully,

(Convenor) (Deputy Convenor-1) (Deputy Convenor-2)
Note:

I. The list of signatories to contain the columns: a) Name of the Member with Membership No. b) Name of the Organization with Designation and address c) Address for correspondence, d) E-mail ID, Mobile No and Landline No.
FORMAT OF APPLICATION FOR RENEWAL OF STUDY CIRCLE

Format of Application for seeking approval of the PDC for renewing a Study Circle by Members of ICSI

Date

CHAIRMAN
Professional Development Committee
THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
ICSI HOUSE, 22, Institutional Area, Lodi Road, New Delhi – 110 003

Dear Sir/Madam,

Sub: Renewal of Study Circle for Members

We, the members of the Institute of Company Secretaries of India from……………….
(name of the locality), whose details are given below, desire to renew the Study Circle
for Members under the name
…………………………………………………………………………………………
…………………………………………………………………………………………

We have read, understood and agreed the Guidelines framed in this respect by the Institute
and we shall abide by the same including any modifications or amendments thereto that may
be brought in future course of time.

CS ………………………… ………., CS ……………………………………, and CS
………………………………………… have expressed their consent to be the Convenor and
Deputy Convenor(s) of the Study Circle.

We shall be pleased if the approval for renewal of the Study Circle is granted at the earliest.

Thanking you,

Yours faithfully,

(Convenor)         (Deputy Convenor-1)    (Deputy Convenor-2)

Note:

I. The list of signatories to contain the columns: a) Name of the Member with
Membership No. b) Name of the Organization with Designation and address
c) Address for correspondence, d) E-mail ID, Mobile No and Landline No.
FORMAT OF LETTER HEAD FOR STUDY CIRCLE

---------------------- Study Circle of Members of the THE INSTITUTE OF COMPANY SECRETARIES OF INDIA

Address:
Email id

The name of the Convenor
(Mobile No…….)
Email id.

Dy. Convenor-1
(Mobile No…….)
Email id.

Dy. Convenor-2
(Mobile No…….)
Email id.

Approval reference no. of PDC of ICSI
Postal address
e-mail id
Phone nos.
Fax nos.
ANNEXURE ‘D’

FORMAT OF CIRCULAR FOR STUDY CIRCLE MEETING

STUDY CIRCLE FOR MEMBERS OF ICSI

Ph. (STD code) XXXXXX, Mob: XXXXXXXXX Email: - icsistudycircle@icsi.edu

ANNOUNCES

Study Circle Meeting

on

“TOPIC”

Speaker(s) –

1. Name and designation
2. Name and designation
3. Name and designation
4. Name and designation

DAY & DATE

(... ......day)

XXth Month, 20XX

TIME

XX.00 am to XX.00 pm

(Registration for pre-confirmed participants XX.00 am onwards).

No Spot registration guaranteed.

VENUE

... ... ... ... ... ...

......................,

Landmark ---------------

City - Pincode

Convenor: CS .................: Mob............... 

Deputy Convenor(s) : CS .................: Mob. .................
CS …………………..: Mob. …………………….

Fees: - (Rs.) including GST

Fees to be payable through Bank Draft / Cheque favouring ----

Fees from any other mode of payment shall not be accepted.

Topics

Learning Outcomes
FORMAT OF BANNER FOR STUDY CIRCLE MEETING

.......... STUDY CIRCLE OF MEMBERS OF THE ICSI

ICSI Registration approval No......................

.............................................., City ............... Pincode
Ph. (STD code) XXXXXXXX, Mob: XXXXXXXXXX Email: - icsistudycircle@icsi.edu

By order of the Council of The Institute of Company Secretaries of India

(CS Ashok Kumar Dixit)
Officiating Secretary