

ATTENTION PRACTISING COMPANY SECRETARIES

Services that can be rendered as per the Resolution Passed by the Council under Clause (f) of Sub-Section (2) of Section 2 of the Company Secretaries Act, 1980

The Council in its 232nd (Adjourned) meeting held on 29th December, 2015 at New Delhi while considering the recommendations of the Practising Company Secretaries Committee passed the following resolution:

“RESOLVED THAT in supersession of the earlier resolution of the Council passed at its meeting held on March 24-25, 2006 pursuant to the powers granted under clause (f) of sub-section (2) of section 2 of the Company Secretaries Act, 1980, the Council of the Institute hereby specifies the following categories of Management, Advisory and Other Services, which may be rendered by a Company Secretary in Practice. Any of such services may be rendered by practising members to corporations, bodies corporate, societies, trusts, associations, enterprises, undertakings, clubs, non-trading corporations, industrial co-operatives, co-operative societies, non-government organizations, local self government bodies, estates, firms, small, medium and large industrial undertakings, entrepreneurs, investors, and other persons in carrying out their activities and operations :

- Providing all services in MCA-21 Systems including those relating to Front Office, Facilitation Centre, Filing Centre, Local Registration Authority of Digital Signature Certificate Providers.
- Conceptualisation, identification, crystallization of business enterprise, industrial-project or business activity.
- Carrying out feasibility studies, preparation of project reports, proposals for business operations including setting up a new unit or enterprise, as well as expansion, or diversification and also representations, follow-up with financial institutions, Government and other authorities for procurement of the requisite approval, clearance or permission in respect of such proposals.
- Guidance and support in relation to collaborations, joint ventures, business agreements, arrangements, restructuring, contracts, tie-ups in India and abroad.
- Business planning, policy and management in all fields including manpower, recruitment, employment, industrial relations, human resource development, management information systems, marketing, publicity and public relations.
- Planning, supervision and carrying out of internal audit, systems audit, labour audit, management audit, operational audit, quality audit, social audit, environment audit and energy audit.
- Risk management of properties, profits, resources, knowhow and operations.
- Management, planning, representation and protection of trade marks, patents and intellectual property service.
- Procurement and management of materials and inventories.
- Assessment, procurement and management of financial requirements and resources including project finance, working capital finance, forex management, loan syndication, portfolio management.
- Evaluation and management of deployment of funds in investments, assets and securities, loans, collaborations, tie-ups, joint - ventures.
- Formulating and implementing all activities relating to capital structure including creation, issue, offer, allotment, placement, procurement, listing of shares, debentures, bonds, deposits, coupons, ADR, GDR, IDR and all types of financial instruments.
- Recovery-consultant in banking and financial sector.

- Insurance advisor and other related activities including sale and distribution of insurance products.
- Acting as an arbitrator, mediator or conciliator for settlement of disputes or being on the panel of arbitrators or representing in arbitration, mediation or conciliation matters.
- Acting as advisor to investors, depositors, mutual fund unit holders and stakeholders.
- Acting as advisor in relation to intermediary in securities and commodities markets.
- Due diligence and legal services.
- Corporate governance services.
- Competition law and practice.
- Business process outsourcing, knowledge process outsourcing and legal outsourcing.
- Valuer, surveyor and loss assessor.
- Investigator, private liquidator, insolvency practitioner; operating agency.
- Sale purchase of real estate, real estate advisor and other related activities.
- Mutual funds advisor and other related activities including sale and distribution of mutual funds.
- Undertaking aggregative services.
- Providing travel consultancy and other related activities.
- Engaging in agricultural and other related activities”