

Frequently Asked Questions

Q1. What is the eligibility to participate in the BEST SECRETARIAL AUDIT REPORT AWARD, 2024?

- A Secretarial Auditor firm can nominate only 1 Secretarial Audit Report, for the Audits conducted by the Firm.
- Participants should have active Certificate of Practice (COP) on date of application.

Q2. Is it necessary to answer all the questions in the Questionnaire?

All questions carry weightage, please answer all questions. In case any question is not applicable to the Firm, please tick '*Not Applicable*' or write the same. In case of misleading response, negative weightage will be given.

Q3. Only the filled Questionnaire is required to be sent?

Along with the Questionnaire, please furnish the relevant documents, if asked for. Lack of supporting documents will lead to deduction of marks.

The covering letter/e-mail to the duly filled in Questionnaire should contain a statement to the effect that the responses to the questions in the Questionnaire and the information given in supporting documents are true to the best of knowledge, information and belief. The Firm shall abide by the decision of the Jury in all respect.

Q4. The information to be provided should relate to which year?

The nominated Secretarial Audit Report should relate to the financial year 2023-24. For companies following a different financial year, the Secretarial Audit Report should relate to the latest financial year.

Q5. How any query relating to the Questionnaire will be addressed?

In case of any query in relating to the Questionnaire, please email your query to the ICSI at sarawards@icsi.edu

Q6. Only soft copy of the duly filled Questionnaire is required to be sent?

The soft copy of the application along with all relevant documents shall be submitted at sarawards@icsi.edu and carry a subject line "**Participation to the ICSI Best Secretarial Audit Report Award, 2024**".

Also, the printed copy of the application along with all relevant documents shall be submitted/ posted to Joint Director, Directorate of Sustainability and Governance, ICSI HOUSE, 22 Institutional Area, Lodi Road, New Delhi – 110003 and carry a subject line "**Participation to the ICSI Best Secretarial Audit Report Award, 2024**". Please also submit the annual reports for FY 2023-24, 2022-23 and 2021-22.

Q7. What is the cooling off period for applying in the BEST SECRETARIAL AUDIT REPORT AWARD, 2024?

Secretarial Auditor signing the Secretarial Audit Report in individual capacity or as a partner of a firm, receiving the award, shall remain in cooling off for a period of five years. During these five years, the said Secretarial Auditor and the firm with which he/she has been associated at the time of the award is not eligible to apply for the award.

Q8. What is the Last date of submission of the application for participation in BEST SECRETARIAL AUDIT REPORT AWARD, 2024?

The Last date of submission of the application for participation in the BEST SECRETARIAL AUDIT REPORT AWARD, 2024 is 25th September, 2024

Q9. Whether the data provided by the applicant is kept confidential?

It is assured that the data provided by the applicant shall be used only for the purpose of evaluating the application for the Best Secretarial Audit Report Award, 2024. All data furnished by the applicant shall be kept confidential.