

Kind Attn. – Practising Company Secretaries

This is for the general information of all Practising Company Secretaries, who have formed Limited Liability Partnerships (LLP) of Company Secretaries offering secretarial (attestation and/or non-attestation) services, are required to inform ICSI about the details of such incorporation such as name of the LLP, date of incorporation, prior approval of name details, professional address and contact details (email id, telephone number, fax number, mobile number etc.) of the LLP, details of the partners with membership number, LLP incorporation certificate received from RoC (Registrar of Companies), Copy of form 2 filed with RoC, Copy of LLP deed executed & filed with ROC with Form 25.

Further, they are also required to intimate ICSI about any subsequent changes in the partnership pattern of the LLP within thirty days of such change.

Practising Company Secretaries, who are desirous of forming LLPs of Company Secretaries offering secretarial (attestation and/or non-attestation) services, are required to obtain prior approval of the name of the LLP firm from ICSI irrespective of the fact whether the firm name contains the term "Company Secretary/Company Secretaries" or not before approaching the RoC for incorporation/registration of the same.