

# Questionnaire on ICSI Vision Plan 2020

The Company Secretaries profession through its glorious history has made a niche for itself and is growing apace. As the emerging paradigm is constantly changing and making the market place more competitive and contestable, the profession has to renew, reinvent and reshape itself to reach the further acme of excellence and competitiveness. The changes are profound in their dimensions and reach and depict, besides technological changes, change in the mindsets of the lawmakers as well as the ever dynamic business leadership across the globe. These changing mindsets indicate an enormous up-gradation in present and future expectations from corporate professionals. These expectations necessarily require Company Secretaries, as every other corporate professional, to change their skill sets, knowledge grounding and attitudes.

The new expectations, challenges and opportunities in the Economic Scenario 2020, Industry Scenario 2020 and Technological Environment 2020 call for reshaping the profession with a long-term vision and futuristic thinking, planning and actioning the plans.

In the above backdrop, the Council of the Institute has decided to draw up ICSI Vision Plan 2020 and for the purpose constituted a Core Group under the Chairmanship of Shri Ravi Kastia, Group Executive President and Business Head, Aditya Birla Group, to develop ICSI Vision Plan 2020. The Core Group solicits the valuable views and suggestions of the members of the Institute through the following questionnaire.

Members are requested to fill up the questionnaire giving their free and frank views and send the same to **Shri N K Jain, Secretary and Chief Executive Officer of the Institute, at 'ICSI House' 22, Institutional Area, Lodi Road, New Delhi 110003.**

The responses will be treated in strict confidence and will not be identified with any individual, firm or organization.

## Directions for filling in the questionnaire

1. Please fill in your response in the space provided.
2. If the question is not applicable, please state N.A.
3. Please feel free to use separate sheet(s) to reply, if required.

**Members sending duly filled in Questionnaire will be entitled to 2(two) Programme Credit hours**

## QUESTIONNAIRE

### 1. Your - year of enrolment as Associate member .....

Gender : Male ☐ Female ☐

Age (in years) : Up to 25 ☐ 26 - 30 ☐ 31- 35 ☐ 36-40 ☐ 41- 45 ☐ 46 - 50 ☐  
51- 60 ☐ 61-65 ☐ Above 65 ☐

Other Qualifications CA ☐ CWA ☐ LLB ☐ MBA ☐ Other ( please specify ) .....

### 2. Your current occupation/engagement

Are you in practice? Yes ☐ No ☐

If yes, are you in practice as a CS ☐ CA ☐ CWA ☐ Advocate ☐ Other (please specify) .....

If no, are you in employment Yes ☐ No ☐

If in employment, are you employed as :

(a) Company Secretary .....

(b) Joint/Deputy/Assistant Secretary or Executive in Secretarial Department .....

(c) Any other position (please specify) .....

Specify type of organisation :

(i) Public Listed Company

(ii) Unlisted Public Company

(iii) Private Company

(iv) Public Sector Undertaking

(v) Public Sector Bank

(vi) Foreign/Private Bank

- |                             |                              |                                       |
|-----------------------------|------------------------------|---------------------------------------|
| (vii) Private Equity        | (viii) FII                   | (ix) Law Firm                         |
| (x) Venture Capital Company | (xi) Non-Profit Organisation | (xii) Government/Regulator            |
| (xiii) Education            | (xiv) Professional Body      | (xv) Any other (Please specify) ..... |

If you are neither in employment nor in practice, please specify your current engagement .....

### 3. Please specify your work experience (in years )

- (a) In Employment ..... (b) In Practice ..... (c) Any other .....

**[Questions 4 & 5 to be answered by Company Secretaries in Practice only]**

### 4. Please specify the major services you are rendering in the course of your practice as Company Secretary. Please rank by numbers 0 to 10

**[0 = not rendering, 1 to 2 rarely, 2 to 5 sometimes, 6 to 10 regularly]**

- |   |                      |   |                      |
|---|----------------------|---|----------------------|
| (a) Corporate Secretarial Services                | <input type="text"/> | (b) Secretarial/Compliance Audit and Certification Services           | <input type="text"/> |
| (c) Online Filing Services                        | <input type="text"/> | (d) Company Law Advisory Services                                     | <input type="text"/> |
| (e) Other Corporate Laws Advisory Services        | <input type="text"/> | (f) Due Diligence   | <input type="text"/> |
| (g) Project Planning                              | <input type="text"/> | (h) Project Financing   | <input type="text"/> |
| (i) Loan Syndication                              | <input type="text"/> | (j) Other Financial Services  | <input type="text"/> |
| (k) Corporate Communications and Public Relations | <input type="text"/> | (l) Personnel/Human Resource Management                               | <input type="text"/> |
| (m) Information Technology                        | <input type="text"/> | (n) Public Issues   | <input type="text"/> |
| (o) Listing                                       | <input type="text"/> | (p) Corporate Restructuring   | <input type="text"/> |
| (q) Takeover Code                                 | <input type="text"/> | (r) Insider Trading   | <input type="text"/> |
| (s) Mergers and Amalgamations                     | <input type="text"/> | (t) Rehabilitation and Restructuring                                  | <input type="text"/> |
| (u) Valuation                                     | <input type="text"/> | (v) Risk Management Advisory Services                                 | <input type="text"/> |
| (w) Joint Ventures/Foreign Collaborations         | <input type="text"/> | (x) Taxation – Direct Taxes   | <input type="text"/> |
| (y) Taxation – Indirect Taxes                     | <input type="text"/> | (z) International Trade   | <input type="text"/> |
| (aa) Accounting Services                          | <input type="text"/> | (bb) Internal Audit of Depository Participants/<br>Portfolio Managers | <input type="text"/> |
| (cc) Internal Audit                               | <input type="text"/> | (dd) Certification Services in Capital Market related matters         | <input type="text"/> |
| (ee) Arbitration and Conciliation Services        | <input type="text"/> | (ff) IPR Services   | <input type="text"/> |
| (gg) Other services (please specify ) .....       |                      |   |                      |

### 5. Please specify the regulators/tribunals/other bodies you deal with or before which you appear in the course of your practice, as company secretary. Please rank by numbers 0 to 10

**[ 0 = not rendering, 1 to 2 rarely, 2 to 5 sometimes, 6 to 10 regularly]**

- |  |                      |   |                      |
|--|----------------------|---|----------------------|
| (a) ROC  | <input type="text"/> | (b) RD  | <input type="text"/> |
| (c) MCA  | <input type="text"/> | (d) CLB   | <input type="text"/> |
| (e) SEBI   | <input type="text"/> | (f) SAT   | <input type="text"/> |
| (g) BSE/NSE/Other Stock Exchanges                      | <input type="text"/> | (h) BIFR/AAIFR  | <input type="text"/> |
| (i) RBI  | <input type="text"/> | (j) SIA   | <input type="text"/> |
| (k) FIPB   | <input type="text"/> | (l) DGFT  | <input type="text"/> |
| (m) Consumer Redressal Forums                          | <input type="text"/> | (n) TRAI  | <input type="text"/> |
| (o) Telecom Disputes Settlement and Appellate Tribunal | <input type="text"/> | (p) Central Electricity Regulatory Commission/<br>State Electricity Regulatory Commission | <input type="text"/> |

- |  |  |
|--|--|
| (q) Controller of Patents and Trade Marks <input type="checkbox"/> | (r) Central and State Pollution Control Board <input type="checkbox"/> |
| (s) IRDA <input type="checkbox"/>                                  | (t) Income-tax Authorities <input type="checkbox"/>                    |
| (u) Service Tax Authorities <input type="checkbox"/>               | (v) Excise Tax Authorities <input type="checkbox"/>                    |
| (w) Customs Authorities <input type="checkbox"/>                   | (x) VAT Authorities <input type="checkbox"/>                           |
| (y) Others (Please specify) .....                                  |  |

**6. Please specify the segment(s) in which you are working/rendering services**

- |   |  |
|---|--|
| (a) Manufacturing <input type="checkbox"/>                  | (b) Engineering <input type="checkbox"/>                   |
| (c) Mining and Exploration <input type="checkbox"/>         | (d) Trading <input type="checkbox"/>                       |
| (e) Banking <input type="checkbox"/>                        | (f) Insurance <input type="checkbox"/>                     |
| (g) Financial Services <input type="checkbox"/>             | (h) Consulting <input type="checkbox"/>                    |
| (i) Stock Broking <input type="checkbox"/>                  | (j) Retail <input type="checkbox"/>                        |
| (k) BPO/LPO/KPO <input type="checkbox"/>                    | (l) IT <input type="checkbox"/>                            |
| (m) Real Estate and Infrastructure <input type="checkbox"/> | (n) Media/Entertainment <input type="checkbox"/>           |
| (o) Hospitality and Travel <input type="checkbox"/>         | (p) Shipping <input type="checkbox"/>                      |
| (q) Telecom <input type="checkbox"/>                        | (r) Power & Energy <input type="checkbox"/>                |
| (s) Health Services <input type="checkbox"/>                | (t) Education <input type="checkbox"/>                     |
| (u) NGO <input type="checkbox"/>                            | (v) Others (Please specify) ..... <input type="checkbox"/> |

**[Questions 7, 8 & 9 to be answered only by Members in Employment]**

**7. Which of the following functions do you perform in course of employment? Please rank by numbers 0 to 10**

**[0 = not rendering, 1 to 2 rarely, 2 to 5 sometimes, 6 to 10 regularly]**

- |   |  |
|---|--|
| (a) Compliances <input type="checkbox"/>  | (b) Compliance Management <input type="checkbox"/>   |
| (c) Due Diligence <input type="checkbox"/>  | (d) Representation <input type="checkbox"/>  |
| (e) Secretarial Services <input type="checkbox"/>   | (f) Board related matters <input type="checkbox"/>   |
| (g) Corporate Affairs <input type="checkbox"/>  | (h) Legal <input type="checkbox"/>   |
| (i) Drafting and Vetting of Agreements, Legal Documents etc. <input type="checkbox"/>   | (j) Risk Management <input type="checkbox"/>   |
| (k) Corporate Governance <input type="checkbox"/>   | (l) Corporate Social Responsibility <input type="checkbox"/>                                 |
| (m) Accounts <input type="checkbox"/>   | (n) Finance <input type="checkbox"/>   |
| (o) Strategic Management <input type="checkbox"/>   | (p) Project Management <input type="checkbox"/>  |
| (q) Shareholders' Relations <input type="checkbox"/>  | (r) Vigilance <input type="checkbox"/>   |
| (s) Monitoring changes in applicable legislations and regulatory environment and taking appropriate action <input type="checkbox"/> | (t) Liaising with regulators <input type="checkbox"/>  |
| (u) Liaising with external professionals <input type="checkbox"/>   | (v) Engaging in contractual agreements with suppliers and customers <input type="checkbox"/> |
| (w) Estate Management <input type="checkbox"/>  | (x) Personnel Administration <input type="checkbox"/>  |
| (y) Industrial relations <input type="checkbox"/>   | (z) Public Relations <input type="checkbox"/>  |
| (aa) Public Issues and Listing <input type="checkbox"/>   | (bb) Mergers and Takeovers <input type="checkbox"/>  |
| (cc) GDR/ADR/FCCB <input type="checkbox"/>  | (dd) Strategic management and business policy <input type="checkbox"/>                       |
| (ee) Corporate Planning <input type="checkbox"/>  | (ff) Directors induction and orientation <input type="checkbox"/>                            |
| (gg) Any other (Please specify) .....   |  |

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**8. Whom do you report to?**

- |   |                          |
|---|--------------------------|
| (a) BOD   | <input type="checkbox"/> |
| (b) Chairman/CMD  | <input type="checkbox"/> |
| (c) MD  | <input type="checkbox"/> |
| (d) CEO   | <input type="checkbox"/> |
| (e) Finance Director                                    | <input type="checkbox"/> |
| (f) Head Secretarial                                    | <input type="checkbox"/> |
| (g) In case of multiple reporting, please specify ..... |                          |
| (h) Any other (Please specify) .....                    |                          |

**9. What is your position in value chain (hierarchy) in organisation?**

- |                                      |                          |
|--------------------------------------|--------------------------|
| (a) Board of Directors               | <input type="checkbox"/> |
| (b) Senior Management                | <input type="checkbox"/> |
| (c) Middle Management                | <input type="checkbox"/> |
| (d) Executive level                  | <input type="checkbox"/> |
| (e) Entry level                      | <input type="checkbox"/> |
| (f) Any other (Please specify) ..... |                          |

**[Question 10 to 33 to be answered by all]**

**10. The ICSI Vision and Mission Statements are reproduced below :****Vision**

“To be global leader in development of professionals specializing in corporate governance”

**Mission**

“To continuously develop high caliber professionals ensuring good corporate governance and effective management and to carry out proactive research and development activities for protection of interest of all stakeholders, thus contributing to public good.”

- (a) Do you think the Institute's initiatives towards realizing its Vision and Mission are sufficient?  
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.....
- (b) How do you feel aligned to this Vision and Mission Statements?  
.....  
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- (c) What appeals to you about the current Vision and Mission Statement?  
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- (d) What specifically you do not “like” about the ICSI Vision and Mission Statement  
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.....
- (e) Do you have any suggestions on Vision and Mission Statements?  
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**11. What are the greatest challenges for the CS Profession?**

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**12. What are the key trends that are or will affect the Company Secretaries profession?**

(a) positively .....

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(b) negatively .....

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**13. What are the three greatest strengths of the CS profession that should be focused to further enhance its brand image.**

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**14. What are the three major weaknesses/deficiencies of CS Profession that need to be addressed?**

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**15. What are the three best opportunities that the CS profession can immediately take advantage of?**

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**16. What are the three greatest threats which CS profession can face in the coming years?**

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**17. What should differentiate ICSI from other professional bodies?**

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**18. Whom do you think Company Secretaries would be competing with in 2020?**

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**19. Suggest a road map for enhancing the skill sets of members to meet the growing expectations of regulators/corporates.**

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**20. What are the top three goals that the ICSI should focus on :**

(a) Immediately

(i) ..... (ii) ..... (iii) .....

(b) In the medium term (one to three years)

(i) ..... (ii) ..... (iii) .....

(c) In the long term

(i) ..... (ii) ..... (iii) .....

**21. How do you see the profession of Company Secretaries now and five years hence?**

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**22. In various discussions with the regulators, difficulty in availability of Company Secretaries is pointed out. What are your suggestions for increasing the number of members without compromising with quality?**

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**23. There is a dilemma as to whether a Company Secretary should be groomed as a specialist or a generalist. Please give your views particularly keeping in view that the services of a Company Secretary are required by all sizes of companies - small, medium and large.**

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**24. To what extent do you think reliance on regulatory recognitions is necessary or the merit of the members itself should be enough to earn them their place in trade and industry?**

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**25. The practicing side of the profession has been gaining strength and there is a gradual shift in the Company Secretaries profession from being employment oriented to practice oriented. What in your view will be the scenario five year hence?**

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**26. The Institute has recently introduced New Syllabus with the following scheme of papers**

**Foundation Programme**

- |                                       |  |
|---------------------------------------|--|
| 1. English and Business Communication | 2. Economic and Statistics                 |
| 3. Financial Accounting               | 4. Elements of Business Law and Management |

**Executive Programme**

*Module I*

1. General and Commercial Laws
2. Company Accounts, Cost and Management Accounting
3. Tax Laws

*Module II*

1. Company Law
2. Economic and Labour Laws
3. Securities Laws and Compliances

## Professional Programme

### Module I

1. Company Secretarial Practice
2. Drafting, Appearances and Pleadings

### Module III

5. Strategic Management, Alliances and International Trade
6. Advanced Tax Laws and Practices

### Module II

3. Financial, Treasury and Forex Management
4. Corporate Restructuring and Insolvency

### Module IV

7. Due Diligence and Corporate Compliance Management
8. Governance, Business Ethics and Sustainability

Please give your suggestions on the areas

(a) which should be included in the syllabus .....

(b) which should be omitted from the syllabus .....

## 27. The existing training requirements include :

- (a) fifteen months training with a company or under a Practicing Company Secretary;
- (b) fifteen days training in the office of ROC/Stock Exchange/Financial or Banking Institution/Management Consultancy Firm etc. and
- (c) fifteen days Secretarial Modular Training Programme

The Task Force set up by the Council of the ICSI has recommended introduction of the following new trainings :

- (a) Seven days Student Induction Programme (SIP) to be completed by a student within six months of registration to the Executive Programme (Intermediate)
- (b) Eight days Executive Development Programme (EDP) to be completed after passing the Executive Programme
- (c) Fifteen days Management Skills Orientation Programme (MSOP) after passing Professional Programme (Final).

Please give your suggestions on the training requirements : .....

## 28. What are the other potential areas of employment/practice into which Company Secretaries can make in roads?

## 29. Are you rendering services in any unique and non-conventional area? If yes, please specify.

**30. What steps do you suggest should be taken by the ICSI to attract more students keeping in view that multiple career options are available to students?**

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**31. Please give your suggestions as to how to make CS qualification as the first career choice for bright students?**

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**32. The ICSI has recently adopted a new LOGO. What are your suggestions on further enhancing the branding of the CS Profession?**

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**33. Some of the other important areas towards value enhancement are given below. Please give your rating on a scale of 0 to 10 on the focus which should be placed on each of them**

**[0 = not required, 1 = negligible, 10 = highest focus ]**

- |   |                      |
|---|----------------------|
| (a) Setting strong secretarial standards.   | <input type="text"/> |
| (b) Enhancing the CS "brand" to be associated with quality work, professionalism and a positive contribution to society.              | <input type="text"/> |
| (c) Taking advantage of new areas for which Company Secretaries enjoy comparative professional advantage.                             | <input type="text"/> |
| (d) Networking and partnering at the international level.   | <input type="text"/> |
| (e) Assisting the Institutes in emerging countries by supporting their activities in training and development of Company Secretaries. | <input type="text"/> |
| (f) Facilitating cross border supply of corporate secretarial services.   | <input type="text"/> |

Any other views/comments/suggestions/observations:

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.....

Your Name : .....

ACS/FCS No. : .....

e-mail : .....