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**THE INSTITUTE OF  
Company Secretaries of India**

**भारतीय कम्पनी सचिव संस्थान**

**IN PURSUIT OF PROFESSIONAL EXCELLENCE**

Statutory body under an Act of Parliament



# SRAJAN

An Integrated Joint Digital Bulletin

(INDORE/GOA/AURANGABAD/RAIPUR/SURAT)

**Vision**

"To be a global leader in  
promoting good  
CORPORATE GOVERNANCE"

**Motto**

सत्यं वद। धर्मं चर। speak the truth; abide by the law

**Mission**

"To develop high calibre  
professionals facilitating  
good corporate governance"

## Contents

### Indore Chapter

CS Anurag Gangrade, Chairman  
CS (Dr.) Pinky Shrivastava, Secretary

### Surat Chapter

CS Komal Khadaria, Chairperson  
CS Pawan Kumar Baid, Secretary

### Aurangabad Chapter

CS Rohini Jaiprakash Haridas, Chairperson  
CS Neha Dilip Agrawal, Secretary

### Goa Chapter

CS Shweta Kharangate, Chairperson  
CS Pratika Prathamesh Mhambray, Secretary

### Raipur Chapter

CS Ashish Jain, Chairman  
CS Nupur Gupte, Secretary

Inside the SRAJAN	Page No.
From the Desk	2
Article 1:- Disqualification of Directors	6
Article 2:- Procedure for Conversion of Partnership Firm to LLP	11
ICSI @ your Doorstep	17
Chapter Activity	20
Training & Vacancies	30

## Editorial Advisory Board

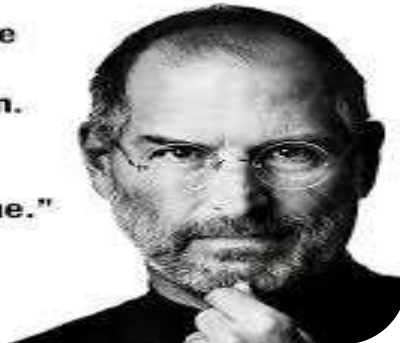
CS Nilesh Gupta | CS (Dr.) Sanjay Bindal | CS Khushboo Kothari | CS Monika Bhatt

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**"Have the courage  
to follow your  
heart and intuition.  
They somehow  
know what you  
truly want to become."**

- Steve Jobs



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### **Vision**

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### **Warm Greetings to all the Fraternity Members and Students,**

Congratulations to all as Indore is again number one cleanest city of India. We are delighted that Indore Chapter is regularly participating in Swatcha Abhiyan. Green Initiative of ICSI Indore Chapter is also very well appreciated by many. In the month of July we will again organise Van Mahotsav & Swatch Bharat Abhiyan in which participation of everyone is appreciated.

Friends, although the year behind has been eventful and satisfying but the year ahead looks more challenging as well as full of opportunities. We see a much role for company secretaries in this emerging, environment. First the Companies Act, 2013, than Insolvency Law, and other and now New SEBI LODR Regulation with respect to Secretarial Audit opened up a significant area of practice for company secretaries, Let us seize this opportunity to position and strengthen ourselves for a leadership role in guiding the government, industry and the clients.

As Number of female company secretaries in Indore is now exceeding number of male company secretaries, it proves that Indore is the best in upliftment of woman empowerment in society.

**This time we are also joining hands with Raipur, Goa, Surat, and Aurangabad Chapter of Western Region** as per the directions of President of ICSI in chairman's meet. First we are jointly issuing this month E-Bulletin SRAJAN.

ICSI Indore Chapter launched an initiative "KNOWLEDGE DONATION" with an objective to create a pool of professionals and other knowledge holders who are willing to contribute to educate the society. I request each member to share their details with chapter for further needful at our end for this noble initiative. In this initiative we have received many requests from our members & students to take part in this noble cause and we have also received request from various colleges & Schools for such professionals for their students.

During the previous months we have also successfully completed 14<sup>th</sup> Batch of Management Skills Orientation Program at Indore Chapter. During MSOP we have taken various new methods for personality development of Student especially dress code of students is very well appreciated by every faculty & guest of the programs.

We have also organised a Full day seminar on Companies Amendment Act, FEMA – FDI Related provisions and LODR on 7<sup>th</sup> April at Hotel Lemon Tree, Indore in which CS S Sudhakar, Vice President legal at Reliance Industries Limited, CA Harry Parekh-Director Transaction Tax at BDO India Mumbai and CS Makarand Joshi, Practicing Company Secretary enlightened members & Students. During this month Mock Interview Session, Mock Board Meeting etc also organized.

During this month ICSI Indore Chapter expand its footstep outside Indore also and under ICSI at your doorstep initiative of Indore Chapter we have successfully opened two new Study Centre at Jabalpur & Katni. In upcoming months, we are planning to open study centers & also execute MOU with various universities.

Being continuously we are the Best in series we again have proud to share that Indore secure highest point in child portal evaluation done through ICSI Offices.

We are happy to share that this time again Western India Regional Council is organising its Annual Regional PCS Conference at Indore on 7<sup>th</sup> & 8<sup>th</sup> July, 2018. 15<sup>th</sup> Management Skills Orientation Program is also scheduled to be held from 22<sup>nd</sup> June, 2018 at Indore Chapter.

Our E-Magazine SRAJAN keep us updated every month, therefore now Indore Chapter has decided to give **letter of recognition to every write up** which gets published in the SARAJAN magazine of Indore Chapter.

I also sincerely request you to put your suggestions and feedback from time to time on the activities of Indore Chapter. I assure you that we at Indore Chapter would give importance to all your suggestions and considers them for implementation in the right perspective. Wishing all of you Happiness, Joy and Peace all around.

**CS Anurag Gangrade**  
**Chairman**  
**ICSI Indore Chapter**  
M-8224005500

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## Message from Aurangabad Chapter



**CS Rohini Jaiprakash Haridas**  
Chairperson –  
Aurangabad Chapter of WIRC of ICSI

During the President, Vice President, Chairman- WIRC- ICSI meeting with Chairmen of Chapter's of ICSI-WIRC held on 26<sup>th</sup> & 27<sup>th</sup> February, 2018 at ICSI-CCGRT, Navi Mumbai, I had discussion with CS Anurag Gangrade, Chairman-Indore Chapter of ICSI for articles to be published in the magazine. It is my pleasure and privilege to be associated with Indore Chapter in such activities.

“**SRAJAN**” holds excellent platform that not only helps in knowledge sharing among its various stakeholders but also helps in professional development of members & students.

I hope “**SRAJAN**” will reach each & every CS fraternity and will enlighten on various complicated areas in near future.

I congratulate the Team – Indore for their noble efforts for bringing this “**SRAJAN**” to enable us to connect with each other despite distances.

I wish Indore Team, “**SRAJAN**” to be a grand success.

**With Warm Regards,**

(CS Rohini Jaiprakash Haridas)  
Chairperson  
Aurangabad Chapter of WIRC of ICSI  
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## Message from Surat Chapter



**CS Komal Khadaria**  
Chairperson –  
Surat Chapter of WIRC of ICSI

Dear Professional colleagues,

Warm Greetings!

International women's day is celebrated globally on 8th March to recognise, encourage and appreciate women. I have the privilege of becoming the First Lady Chairperson of Surat Chapter. Women, surely do not constitute the majority but have been successful in making a remarkable place in the Society, outside home too. This is the equality that we have achieved. Equality is not being equal in number, but achieving the position which at some time was not reachable to women.

I have been encouraged, supported and appreciated by all other Committee members. I had a doubt if I would be able to handle the responsibility fairly, but my husband encouraged me to take the Chair and has stood by me on every step. This has given me energy and strength to move forward.

Women have responsibilities of taking care of family and home. They do seek help in this, but the responsibility still lies with them. I believe women are gentle and caring by nature, so they are best persons to handle this responsibility. It is this talent and the soft and adjusting nature of women that help them achieve great heights outside home too. A good homemaker is organised in her work, efficient, a good time manager and above all a Multi tasker. These attributes are add-ons which help us achieve our goals. I strongly disbelieve in shaking off the responsibility of being a homemaker if we are working. Woman is also a mother, a child of any age, when in pain, approaches nobody else but his or her mother. So for a woman to be successful, it is not only necessary to achieve a good position and name outside home but also to bring up her children and mould them to be good citizens, to prepare a successful next generation.

यत्र नार्यस्तु पूज्यन्ते रमन्ते तत्र देवताः।

यत्रैतास्तु न पूज्यन्ते सर्वास्तत्राफलाः क्रियाः।

Yatra naryastu puhyante ramante tatra Devata,  
yatraitaastu na puhyante sarvaastatrafalaah kriyaah

Where Women are honoured, divinity blossoms there, and where ever women are dishonoured, all action no matter how noble it may be, remains unfruitful. The month of March being celebrated as the Women's month, I was invited by the Chapter Chairman of Indore to write for the newsletter, I am Thankful to him to give me this opportunity.

In our fraternity, women have been respected and honoured, and the growth is visible.

**With Warm Regards,**

(CS Komal Khadaria)

Chairperson

Surat Chapter of WIRC of ICSI

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## ***Disqualification of Directors***

Government of India, in its attempt of identifying shell companies and in checking the menace of black money, have disqualified over three lakh directors of defaulting companies under Section 164(2)(a) read with Section 167(1)(a) of the Companies Act of 2013. And 3,09,614 directors who were on the Board of Directors of companies that have failed to file Financial Statements or Annual Returns for a continuous period of three financial years starting from Financial Year 01/04/2014; have been disqualified. Additionally, the names of 2,24,733 companies have been struck off from the register of companies under section 248 of the Act of 2013 for remaining inactive for a period of two immediately preceding financial years without an application within such period for obtaining the status of dormant company under section 455 of the Act. In continuation of the action of striking-off defaulting companies, restrictions have been imposed by the Ministry of Finance on operation of their bank accounts in accordance with the law. The sale and transfer of moveable and immoveable properties of struck-off companies has also been restricted until they are restored. So, small efforts have been made through this article to discuss section 164 & 167 of the Companies Act, 2013.

### **Provisions of Section 164:**

**Disqualifications for appointment of director.**— (1) A person shall not be eligible for appointment as a director of a company, if —

- (a) he is of unsound mind and stands so declared by a competent court;
- (b) he is an undischarged insolvent;
- (c) he has applied to be adjudicated as an insolvent and his application is pending;
- (d) he has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months and a period of five years has not elapsed from the date of expiry of the sentence:  
Provided that if a person has been convicted of any offence and sentenced in respect thereof to imprisonment for a period of seven years or more, he shall not be eligible to be appointed as a director in any company;
- (e) an order disqualifying him for appointment as a director has been passed by a court or Tribunal and the order is in force;
- (f) he has not paid any calls in respect of any shares of the company held by him, whether alone or jointly with others, and six months have elapsed from the last day fixed for the payment of the call;
- (g) he has been convicted of the offence dealing with related party transactions under section 188 at any time during the last preceding five years; or
- (h) he has not complied with sub-section (3) of section 152.

(2) No person who is or has been a director of a company which—

- (a) has not filed financial statements or annual returns for any continuous period of three financial years;
- or

(b) has failed to repay the deposits accepted by it or pay interest thereon or to redeem any debentures on the due date or pay interest due thereon or pay any dividend declared and such failure to pay or redeem continues for one year or more,  
shall be eligible to be re-appointed as a director of that company or appointed in other company for a period of five years from the date on which the said company fails to do so.

(3) A private company may by its articles provide for any disqualifications for appointment as a director in addition to those specified in sub-sections (1) and (2):

Provided that the disqualifications referred to in clauses (d), (e) and (g) of sub-section (1) shall not take effect—

(i) for thirty days from the date of conviction or order of disqualification;

(ii) where an appeal or petition is preferred within thirty days as aforesaid against the conviction resulting in sentence or order, until expiry of seven days from the date on which such appeal or petition is disposed off; or

(iii) where any further appeal or petition is preferred against order or sentence within seven days, until such further appeal or petition is disposed off.

**\* Companies Amendment Act, 2017-In section 164 of the principal Act,—**

(i) in sub-section (2), the following proviso shall be inserted, namely:—

"Provided that where a person is appointed as a director of a company which is in default of clause (a) or clause (b), he shall not incur the disqualification for a period of six months from the date of his appointment.";

(ii) in sub-section (3), for the proviso, the following proviso shall be substituted, namely:—

"Provided that the disqualifications referred to in clauses (d), (e) and (g) of sub-section (1) shall continue to apply even if the appeal or petition has been filed against the order of conviction or disqualification.".

### **Provisions of Section 167:**

**167. Vacation of office of director.—** (1) The office of a director shall become vacant in case—

(a) he incurs any of the disqualifications specified in section 164;

(b) he absents himself from all the meetings of the Board of Directors held during a period of twelve months with or without seeking leave of absence of the Board;

(c) he acts in contravention of the provisions of section 184 relating to entering into contracts or arrangements in which he is directly or indirectly interested;

(d) he fails to disclose his interest in any contract or arrangement in which he is directly or indirectly interested, in contravention of the provisions of section 184;

(e) he becomes disqualified by an order of a court or the Tribunal;

(f) he is convicted by a court of any offence, whether involving moral turpitude or otherwise and sentenced in respect thereof to imprisonment for not less than six months:

Provided that the office shall be vacated by the director even if he has filed an appeal against the order of such court;

(g) he is removed in pursuance of the provisions of this Act;

(h) he, having been appointed a director by virtue of his holding any office or other employment in the holding, subsidiary or associate company, ceases to hold such office or other employment in that company.

(2) If a person, functions as a director even when he knows that the office of director held by him has become vacant on account of any of the disqualifications specified in subsection (1), he shall be punishable with imprisonment for a term which may extend to one year or with fine which shall not be less than one lakh rupees but which may extend to five lakh rupees, or with both.

(3) Where all the directors of a company vacate their offices under any of the disqualifications specified in sub-section (1), the promoter or, in his absence, the Central Government shall appoint the required number of directors who shall hold office till the directors are appointed by the company in the general meeting.



(4) A private company may, by its articles, provide any other ground for the vacation of the office of a director in addition to those specified in sub-section (1).

**\* Companies Amendment Act, 2017- In section 167 of the principal Act, in sub-section (1),—**

(i) in clause (a), the following proviso shall be inserted, namely:—

"Provided that where he incurs disqualification under sub-section (2) of section 164, the office of the director shall become vacant in all the companies, other than the company which is in default under that sub-section.";

(ii) in clause (f), for the proviso the following proviso shall be substituted, namely,—

"Provided that the office shall not be vacated by the director in case of orders referred to in clauses (e) and (f)—

(i) for thirty days from the date of conviction or order of disqualification;

(ii) where an appeal or petition is preferred within thirty days as aforesaid against the conviction resulting in sentence or order, until expiry of seven days from the date on which such appeal or petition is disposed of; or

(iii) where any further appeal or petition is preferred against order or sentence within seven days, until such further appeal or petition is disposed of".

Section 164 come into the picture at the time of appointment and section 167 during the continuation of appointment. It means Section 164 provides for disqualifications which must be considered in respect of a person who is proposed to be appointed as a director of any company & Sub-section (2) of Section 164 renders a person ineligible for re-appointment as a director of the defaulting company and for appointment in other company. Sub-section 164 (2) prohibits re-appointment of a director of the defaulting company and His appointment in any other company, i.e. new appointment including new incorporation.

The consequence of provision of section 167 is that when a person incurs any disqualification under section 164, he will have to vacate his office of director in all the companies in which he is a director other than the company which is in default under Section 164(2). It means section 167 provides for grounds for vacation of office of a person who is already a director of a company. Hence, any person disqualify u/s 164 shall vacant his office from all the Companies other than the company which is in default under Section 164(2) pursuant to provision of 167.

As per Companies Amendment Act, 2017 new provisions inserted in Section 164 (2) which read as “where a person is appointed as a director of a company which is in default of clause (a) or clause (b), he shall not incur the disqualification for a period of **six months from the date of his appointment**”

The Amendment Act, 2017 has provided that in case a person has been appointed as a director of the company which has defaulted on above grounds, then such a director should not incur the disqualification for a period of six months from the date of his/her appointment. The amendment provides a time period of six months for an incoming director to correct the filing defaults committed by the company.

Additionally, a director would be disqualified, if he/she has been convicted by a court for any offence, on the order of the Tribunal and convicted in the matter of Related Party Transactions (RPTs), even if an appeal or petition has been filed against the order of conviction or disqualification. (Section 164)

However, the Amendment Act, 2017 clarifies that in case a director gets disqualified on grounds of Section 164(2) of the 2013 Act (i.e. non-filing of financial statements or failure to repay dues), then the office of the director would become vacant in all the companies **other than the company which is in default under Section 164(2)**.

Additionally, the Amendment Act, 2017 has provided a relaxation that, a director would not be required to vacate his/her office in respect of disqualification by an order of a court or the Tribunal or conviction for any offence in the following events:

- a) For 30 days from the date of conviction or order of disqualification
- b) Where an appeal or petition is preferred within 30 days as aforesaid against the conviction resulting in sentence or order, until expiry of seven days from the date on which such appeal or petition is disposed of or
- c) Where any further appeal or petition is preferred against order or sentence within seven days, until such further appeal or petition is disposed of.

Earlier the 2013 Act was stringent and required that the office should be vacated by the director even if he/she has filed an appeal against the order of such court. (Section 167)

By virtue of this amendment, a disqualification under Section 164(2) will trigger automatic vacation of office of directors in other companies only and not in the company in respect of which such disqualification has incurred.

When there is any conflict between two provisions of a statute then it is a well-settled rule of construction that the provisions of a statute should be so read as to harmonise with one another and the provisions of one section cannot be used to defeat those of another unless it is impossible to effect reconciliation between them. As per rule of construction, when two provisions which cannot be reconciled with each other, they should be so interpreted that, if possible, effect should be given to both. This is known as rule of harmonious construction.

It is assumed mostly that disqualification under Section 164 leads to automatic vacation u/s 167. This may seem logical if one were to be disqualified under Section 164(1), viz., become an undischarged insolvent or is declared as being of unsound mind by a Court. Most certainly such a person cannot continue as a director. These are, what we may refer to as personal disqualifications, because each of these relate to the person assuming or holding office as a director. However, Section 164(2) is on a different footing than Section 164(1). The failure to file financial statements or inability to redeem debentures are corporate failures. Section 164 (1) specifies disqualification due to personal default while Section 164 (2) specifies about disqualification arising due to corporate default.

Hence, other than by the doctrine of attribution, whereby the offences done by a company can be attributed to the director(s), the failures referred to in sec. 164 (2) do not indicate personal disqualifications.

Further, the issue as to whether the default set forth in section 164(2)(a) read with section 167(1)(a) of the Act has retrospective effect or not was considered in Vikram Ahuja Vs Greenstone Investments P Ltd and Ors before NCLT, Mumbai Bench and on 22.11.2016, the Hon'ble Tribunal after considering various case laws concluded that the related provisions –

1. 'has to be read as applicable to the situations where non-filing has started, at the most in the past and continuing while this enactment has come to into existence and also to future non-filing.....'

2. Also, in a decided case law it has been provided that, the statute providing posterior disqualification on past conduct does not become retrospective one because a part of a requisition for its action is drawn from a time antecedent to its passing;
3. Therefore, the provisions of section 164(2)(a) shall be applicable where the non-filing has started in the past and continuing while this enactment has come to existence and also to the future non-filing. Mere applicability of such provisions on continuous default till date shall not give rise to the question of retrospective or prospective effect.

It is opined that only the directors of those companies which have not filed financial statement or annual return for three consecutive years and has been struck off stand the threat of being disqualified from other companies in which they are directors. Disqualification would be from a date after 1.4.2014 and on which date default in filing the returns for three consecutive years (including returns prior to 1.4.2014 have been triggered.)

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## ***Procedure For Conversion Of Partnership Firm To LLP***

### **INTRODUCTION**

Limited Liability Partnership as quoted on Ministry of Corporate Affairs website [www.mca.gov.in](http://www.mca.gov.in) is “A corporate business vehicle that enables professional expertise and entrepreneurial initiative to combine and operate in flexible, innovative and efficient manner, providing benefits of limited liability while allowing its members the flexibility for organising their internal structure as a partnership.”

Limited Liability of Partnership Act, 2008 (“LLP Act” or “Act”) was enacted on 9th January, 2009, to make the provisions for formation and regulation of limited liability partnership firms and for the matters connected therewith or incidental thereto.

### **BENEFITS**

After enactment of LLP Act in India, more and more partnership firms are formed as limited liability partnership (“LLP”) firms due to the LLP’s dual features of both a body corporate and a partnership firm. Hybrid nature of the LLPs gives advantage of a partnership structure with introduction of features of the limited companies. It mitigates disadvantages of a traditional partnership firms, thus becoming an attractive form of business structure. The existing partnership firms registered under the Indian Partnership Act 1932 opt for conversion into LLP with the expansion and diversification of the business because

- (i) LLPs allow for receiving of foreign investment,
- (ii) No restriction on number of the partners,
- (iii) Better creditworthiness,
- (iv) Limited liability up-to the contribution of partner unlike normal partnerships,
- (v) Perpetual existence,
- (vi) Separate legal entity,
- (vii) Transferability of a partner’s right to share profits and losses,
- (viii) Flexibility to organise internal affair of the partnership through the LLP agreement,
- (ix) Both individual and a corporate body can become partners in a LLP,
- (x) A LLP whose turnover in any financial year does not exceed ₹40.00 lakh or the capital does not exceed ₹25.00 lakh is exempted from audit of financial statements provisions, etc. For capital gain purpose, on Conversion from a general partnership to LLP, conversion is not treated as transfer, if the rights and liabilities of the partners remain same and the assets and liabilities are not transferred post conversion. LLP is treated as a partnership firm for income tax purpose.

Since LLPs do not have limitation of the members, many professional firms of lawyers, CAs, CS, Engineering service businesses etc. have converted their structure into LLP firm, which is prudent while expansion and diversification phase of such partnership firms. LLPs have help in formation of Multidisciplinary

professional firms, where varied types of services are offered by the firms under one roof. LLP structure has helped the professional firms of practicing chartered accountants, company secretaries, cost accountants, lawyers, engineers etc. to provide one stop shop solution with multiple services to their clients revolutionising the way the professional entities were conducting their business in India. LLPs can merge, amalgamate, demerge, takeover unlike the partnership firms with other LLPs and companies, body corporates and partnership firms.

### **CONVERSION INTO LLP**

Chapter X of the LLP Act contains the provisions for conversion of different type of entities into a LLP. Section 55 read with Second Schedule (conversion from firm into limited liability partnership) of the LLP Act, states that:

*“A firm may convert into a limited liability partnership in accordance with the provisions of this Chapter and the Second Schedule.”*

LLP is incorporated by filing appropriate documents as contained in the LLP Act and the Limited Liability Partnership Rules, 2009 and any amendments, modifications, changes thereto (hereinafter “Rules”) with the Registrar of Companies (“RoC”) of the state in which the registered office of the LLP is to situate.

Under section 58 of the LLP Act, the RoC after filing of all the appropriate documents with it for conversion and satisfying itself that the converting firm has complied with the provisions of Second Schedule of the Act and other provisions of the Act, shall issue the certificate of registration, specifying the incorporation date of the LLP.

### **PRE-REQUISITES FOR CONVERSION**

Second Schedule to the LLP Act contains the provisions for conversion of a firm into LLP. Procedure of conversion is discussed in detail below. However, before conversion of a firm to LLP some prerequisites are required to be taken care of:

- (i) A partnership firm desiring to be converted must be a registered partnership firm registered with the Jurisdictional Registrar of Firms (“RoF”) at the place of its business.
- (ii) All the partners of the existing firms are to compulsorily become the partners of LLP, paragraph 3 of Second Schedule of the LLP Act states that *“A firm may apply to convert into a limited liability partnership in accordance with this Schedule if and only if the partners of the limited liability partnership into which the firm is to be converted, comprise, all the partners of the firm and no one else.”*; and
- (iii) Minimum two partners are required to be the “Designated Partners” of which at-least one should be resident in India. Section 2(1)(j) of the LLP Act defines the “Designated Partner” as *“any partner designated as such pursuant to section 7”*, where a Designated Partner is a partner who as per section 8 of the LLP Act is-
  - (a) *responsible for the doing of all acts, matters and things as are required to be done by the limited liability partnership in respect of compliance of the provisions of this Act including filing of any document, return, statement and the like report pursuant to the provisions of this Act and as may be specified in the limited liability partnership agreement; and*
  - (b) *liable to all penalties imposed on the limited liability partnership for any contravention of those provisions”*
- (iv) the firm must have filed its Income Tax returns for every year properly before conversion.

## PROCEDURE FOR CONVERSION

### 1. OBTAINING DIGITAL SIGNATURE CERTIFICATE

When a firm decides to convert into a LLP the first requirement is to obtain a digital signature certificate (DSC) (a Class 2 DSC) for at-least one Designated Partner to be appointed in the proposed prospective LLP. Digital signature is the electronic equivalent of the signature of the signor, used to sign the documents in electronic form through use of DSC issued to signor by the Certifying Authority in India. (n)Code Solutions CA (GNFC), TCS, e-Mudra, MTNL, Safescript, are some licensed Certifying Authorities authorised to issue the digital signature. DSC is necessary for filing of e-forms with RoC in conversion process and all the future filings in e-forms, LLP has to file with RoC from time to time.

### 2. OBTAIN DESIGNATED PARTNER IDENTIFICATION NUMBER:

Next is obtaining Designated Partner Identification Number (DPIN); “every individual, who is intending to be appointed as designated partner of a limited liability partnership, shall make an application electronically in Form DIN-1 under Companies (Director Identification Number) Rules, 2006 to the Central Government for obtaining DPIN”. At-least two individuals are required to be appointed as Designated Partners. Where proposed Designated Partner(s) already possess a DPIN or a Director Identification Number (DIN) a new or separate DPIN is not required to be obtained. If a person holds both a DIN and a DPIN, his DPIN shall stand cancelled. The application in e-form DIN-1 is to be submitted along with the documents as provided in rule 10 of the Rules. (section 7 of LLP Act read with rule 10(1), rule 10(2) of the Rules)

### 3. NAME OF THE LLP:

The name with which LLP is proposed to be registered, availability of such proposed name(s) should be checked online on MCA portal. If a name is available, an application in Form 1 with the proposed names is filed with RoC. Name approval is necessary before filing of conversion documents. Name of a limited liability partnership should not be similar to any other existing LLP or a Company and “...shall not be one prohibited under the Emblems and Names (Prevention of Improper Use) Act 1950” in accordance to rule 18(1) of the Rules. Further, the guidelines under rule 18(2) of the Rules needs to be followed in naming of LLP.

### 4. FILING OF CONVERSION APPLICATION AND INCORPORATION DOCUMENTS WITH ROC:

4.1 Pursuant to approval of name from MCA, in accordance to paragraph 4 of Second Schedule, an application for conversion of partnership into LLP is to be made electronically to the jurisdictional RoC in Form 17 (Application and statement for conversion of a firm into LLP) (in accordance to para 4 of Second Schedule to the LLP Act), with-

“(a) a statement by all its existing partners containing particulars of-

- (i) the name and registration number, if applicable of the firm; and
- (ii) the date on which the firm was registered under the Indian Partnership Act 1932 or under any other law if applicable,

(b) Incorporation document and statement referred to in section 11.”

Attachments to be filed with form 17 are

- (i) statement of partners as mentioned above in (a);
- (ii) list of all the unsecured creditors with the consent of the creditors to convert;
- (iii) statement of the assets and liabilities of the firm certified by a Chartered Accountant; and
- (iv) approval from any other body or authority as may be required for conversion of such firm;

4.2 Section 11 lays down the provisions for incorporation of limited liability partnership and matters incidental thereto. Accordingly, incorporation documents are to be filed for conversion of the firm and formation of LLP. The documents and forms to be filed under section 11 read with Second Schedule of the LLP Act, 2008 together with the Rules and other requirements are summarised below

- (a) For a limited liability partnership to be incorporated, two or more persons with a view to profit from the lawful business, shall subscribe their names to an incorporation documents. ([section 11\(1\)\(a\) of LLP Act](#))
- (b) Application for incorporation is to be filed electronically in Form 2 (incorporation document and subscriber's statement), through MCA portal to the RoC of the State in which the registered office of the limited liability partnership is to situate; ([section 11\(1\)\(b\) of LLP Act read with rule 11 of the Rules](#))
- (c) A statement, as required under section 11(1)(c), made either by an advocate, or a CS or a CA or a Cost Accountant, engaged in formation of such LLP and by anyone who subscribed his/her name to the incorporation document, that all the requirements of the LLP Act and the rules made thereunder have been duly complied with, is to be filed in Part B of Form 2 in accordance to paragraph 13 of Second Schedule of the LLP Act;([section 11\(1\)\(c\) and Second Schedule to LLP Act read with rule 13 of the Rules](#))
- (d) LLP shall state address of the registered office in the incorporation documents and shall give an address including postal code and e-mail address for service of documents within the jurisdiction of the RoC where its registered office is to situate with proof of address of the registered office to the RoC ([Section 11\(2\)\(c\) read with rule 16\(1\) of the Rules](#))
- (e) Prior consent of an individual to act as designated partner in LLP is to be obtained and intimated along with the DPIN of such designated partner to RoC electronically in Form 9. Firm shall intimate DPIN and particulars of consenting partner to RoC electronically in Form 4 and in case of incorporation in Form 2. ([rule 10 \(3\) and proviso to rule 8 of the Rules and section 7 \(3\), section 7\(4\) of the LLP Act](#))

4.3 Incorporation document shall state-

- (a) the name of the limited liability partnership;
- (b) proposed business of the LLP;
- (c) address of the registered office of LLP;
- (d) names and addresses of each of the persons who are to be the partners of the LLP on incorporation;
- (e) names and addresses of each of the persons who are to be the designated partners of the LLP on incorporation. ([section 11\(2\) of LLP Act](#))

4.4 Other documents and requirements for conversion and to be submitted to the RoC are-

- (i) Income Tax returns of the firm filed;
- (ii) consent of the unsecured creditors for conversion proposed by the partners;
- (iii) consent of all the partners for conversion of the firm to LLP; and
- (iv) contribution from all the partners of the firm in the LLP.

#### **POST CONVERSION:**

1. Under section 58 of the LLP Act, the RoC after filing of all the appropriate documents with it for conversion and satisfying itself that the converting firm has complied with the provisions of Second Schedule of the Act and any other provisions the LLP Act, shall issue the certificate of registration, specifying the date incorporation of the LLP.

2. The LLP shall within 15 days of its registration shall give intimation of conversion to the concerned Registrar of Firms (RoF) of the State in which it was registered, in Form 14 to the RoF ([proviso to sub-section \(1\) to section 58 of LLP Act read with rule 33 of the Rules](#)).
3. LLP agreement governs the mutual rights and duties between the partners and between the limited liability partnership and its partners. An agreement of LLP is to be filed within thirty (30) of the date of incorporation with the RoC in Form 3. Section 23 (4) states that “in absence of agreement as to any matter, the mutual rights and duties of the partners and the mutual rights and duties of the LLP and the partners shall be determined by the provisions relating to that matter as are set-out in the First Schedule”. In case of an agreement in writing existing between the partners before incorporation, same shall be ratified immediately after incorporation and filed with RoC in Form 3. ([Section 23 of LLP Act read with rule 21 of the Rules](#))
4. On conversion, on and from the date of registration specified in the certificate of registration issued to the LLP,“(b) all the tangible (movable and immovable) property as well as intangible property vested in the firm, all assets, interests, rights, privileges, liabilities, obligations relating to the firm and whole of the undertaking of the firm shall be transferred to and shall vest in the limited liability partnership without further assurance, act or deed; and (c) the firm shall be deemed to be dissolved and if earlier registered under the Indian Partnership Act, 1932 removed from the records maintained under that Act.” ([para 7 of Second Schedule to the LLP Act](#))
5. If any property under sub-para (b) of para 7 is registered with any authority, the limited liability partnership shall, take necessary steps and notify the relevant authority of the conversion and the particulars of the LLP. ([para 9 of Second Schedule to the LLP Act](#)).

#### **EFFECTS ON CONVERSION AND REGISTRATION**

On conversion of firm into LLP, all the rights, interests, liabilities and obligations of the firm from any agreements, deeds, bonds, employment agreements, and government or regulatory authorities' terms and conditions for any registrations, permits, sanctions etc., any pending suits in court or any quasijudicial body or any order issued in favour of or against the firm shall continue to be effective as if the LLP was the party to such deeds, documents, agreements, proceedings etc.

1. All pending proceedings on the date of registration, by or against the firm, in any Court or Tribunal or other authority will continue as earlier by or against the LLP.
2. Any conviction, ruling, order or judgment of any Court, Tribunal or other authority in favour of or against the firm may be enforced by or against the LLP.
3. All the existing agreements to which the firm was a party immediately before the date of registration, whether or not such agreement is/are assignable, shall have effect as if the LLP was a party to such agreement, and LLP shall deem to replace any reference of the firm in such agreement. Also all the deeds, contracts, schemes, bonds, agreements, applications, instruments and arrangements which were subsisting before the date of registration of the LLP, to which the firm was a party, shall continue to be in force as if the LLP was a party and they were related to the LLP.
4. The employment contract shall also remain in force after registration of the LLP as if the LLP was the employer.  
([Paragraph 9 to 13 of the Second Schedule of the LLP Act](#))

Adapted from the article written under online course programme Diploma in Entrepreneurship Administration and Business Laws by NUJS, Kolkata

Note:

The text quoted in italics in the write-up is quoted directly from the Limited Liability Act, 2008 a Limited Liability Rules, 2009. Reference:



1. Limited Liability Partnership Act, 2008 and amendments thereto notified and published in official gazette from time to time
2. Limited Liability Partnership Rules, 2009 and the amendments thereto notified and published in official gazette from time to time
3. [www.mca.gov.in](http://www.mca.gov.in)
4. <http://www.advocatekhaj.com/library/bareacts/limited/schedule2.php?Title=Limited%20Liability%20Partnership%20Act,%202008&STitle=Second%20Schedule>
5. What is the effect of conversion of firm to LLP? Published in The Hindu initially published on 14.12.2009
6. Comparative analysis between a company, LLP and traditional partnership- author Prem Rajani, Tejasvini Shirodkar, Peral Boga - Rajani Associates
7. <http://llpdestination.com/why-convert-partnership-firm-into-LLP.php>

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Dear All,

As we all are aware that the Institute is keen to expand its network and reach upto the interior parts of the nation. In view of this Institute has initiated the concept of Study Centers in the districts which are far away from Chapters to provide the basic facilities to the students and members. By establishing Study Centres in locations wherein the Institute is not having its Chapter Office, the Institute is trying to reach out to the students in a more effective manner. Students belonging to these locations shall also benefit as they would not have to travel to the Regional & Chapter Offices, which are away from their residence, for availing basic services.

Indore Chapter has this year initiated the concept of "ICSI at your doorstep" under which we are trying to reach to the members and students of all the nearby cities and locations. For this we are conducting program, seminars, career fair, career awareness, discussing for signing MOU with collages & universities of various remote locations for better infra & brand building of profession. Implementing this initiative we are pleased to share that to provide basic services as well as coaching facilities to the students of Company Secretary Courses, ICSI Indore Chapter has opened Three Study Centers till date in the state of Madhya Pradesh at Ujjain, Katni and Jabalpur.

The support provided by the members of respective locations for furthering the objective Study Center has been invaluable and we would not have been able to achieve this without your whole-hearted co-operation. Details of our Study Centres is as following:-

Ujjain Study Centre	Katni Study Centre	Jabalpur Study Centre
LOTI Collge of Commerce & Science,  Behind Railway Station, Ujjain	Silicobyte Katni Degree College and Professional Studies  Jagmohan Das Ward, Katni-	Nachiketa Institute of Management & Information Technology  Near Power Grid , Patan By Pass, Jabalpur

The Study Centre shall undertake all the activities like career counselling, attending to registration related queries, facilitating online student registrations apart from conducting the class room teaching activity. We also wish to seek the assistance of Regional Councils & Chapters in mentoring the Study Centres for providing efficient services to the existing and prospective students of the Institute. We are also in process of opening of Study Centre in other districts of MP.

Regards

CS Anurag Gangrade  
Chairman  
ICSI Indore Chapter





Celebration of International Women's Day 08.03.2018



14<sup>th</sup> MSOP (07.03.2018-23.03.2018)



**ICSI –WIRC & INDORE CHAPTER JOINT FULL DAY SEMINAR on  
“COMPANIES AMENDMENT ACT, LODR & FDI” 07.04.2018**



**10th PSDP (09.04.2018 to 13.04.2018)**

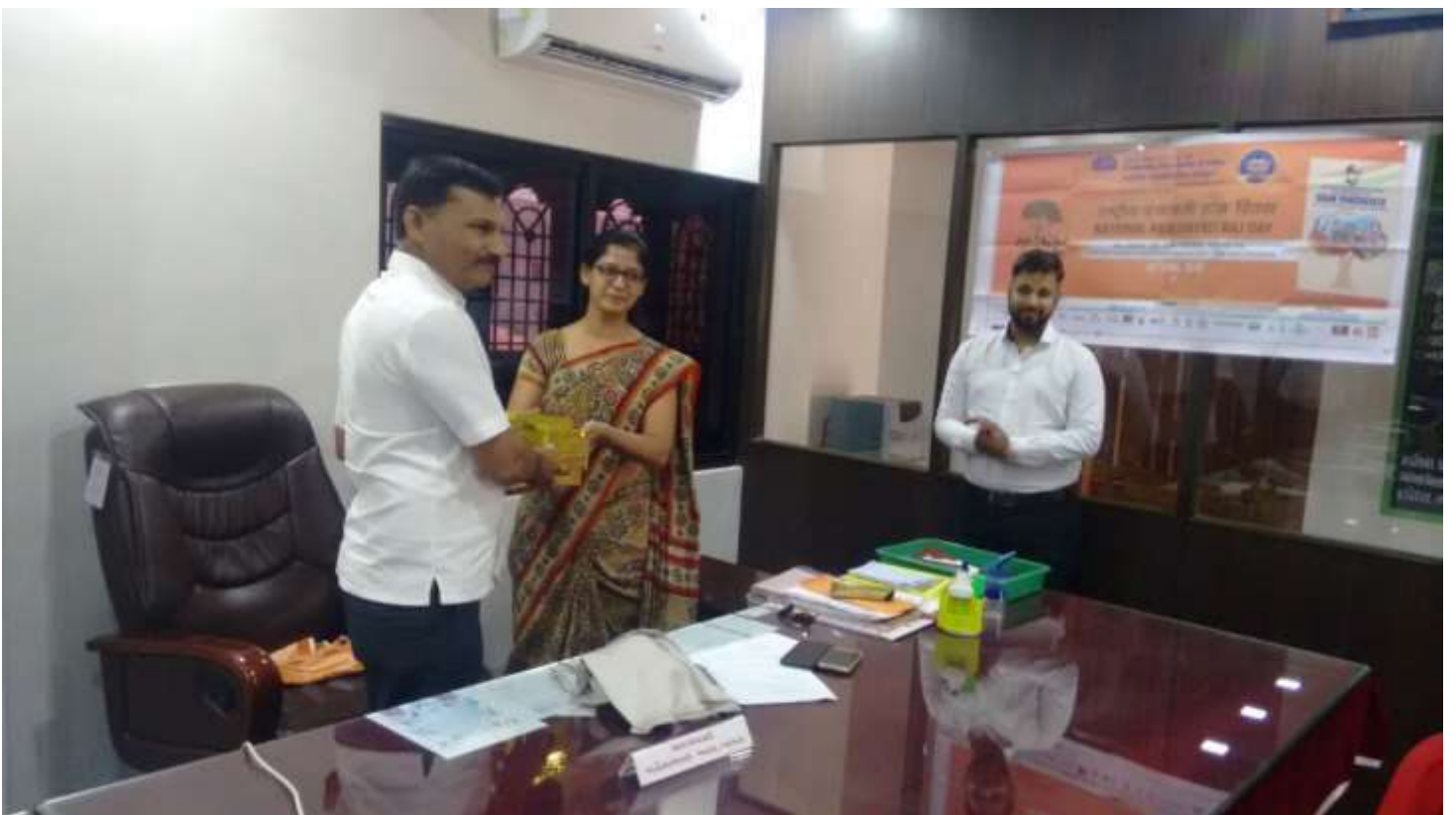


**CELEBRATION OF PANCHYATI DIWAS on 24.04.2018**



Celebration of International Women's Day 09.03.2018









Raj Express 15.03.18

# कंपनी सचिव बनने के लिए देना पड़ेगी प्रवेश परीक्षा

**आईसीएसआई फाउंडेशन प्रोग्राम परीक्षा वाली पद्धति को कर सकती है खत्म, पूरे साल कभी भी दी जा सकेगी परीक्षा**

**इंदौर ■ राज न्यूज नेटवर्क**

कंपनी सचिव बनने के लिए प्रवेश परीक्षा देना पड़ेगी। फाउंडेशन प्रोग्राम पद्धति के जरिए सीएस कोर्स में सीधे प्रवेश लेने की प्रक्रिया खत्म हो जाएगी। हालांकि प्रवेश परीक्षा पूरे साल कभी भी दी जा सकेगी। इसके लिए जून या दिसंबर का इंतजार नहीं करना पड़ेगा। इंस्टीट्यूट का विजन डॉक्यूमेंट-2022 तैयार किया गया है, जिसमें ट्रेनिंग, कोर्स का बदलाव कई बातें इसमें शामिल हैं। इस दिशा में इंस्टीट्यूट की कोशिश जारी है, जो आने वाले समय में जल्द लागू हो सकती है।

**प्रवेश परीक्षा में 100-100 अंक के चार पेपर**

भारतीय कंपनी सचिव संस्थान (आईसीएसआई) कंपनी सचिव बनने के लिए 12वीं उत्तीर्ण परीक्षार्थियों के लिए होने वाली फाउंडेशन प्रोग्राम परीक्षा वाली पद्धति को खत्म कर सकती है। इसकी जगह प्रवेश परीक्षा लागू की जाएगी, जिसे ऑनलाइन साल में कभी भी दिया जा सकेगा। बहुत जल्द प्रवेश परीक्षा के क्रियान्वयन की तिथि का ऐलान किया जाएगा। जानकारों का कहना है फाउंडेशन प्रोग्राम 12वीं पास स्टूडेंट्स के लिए एक्जिज्यूटिव प्रोग्राम में प्रवेश के लिए

परीक्षा है, जबकि सीएस बनने के लिए फाउंडेशन दिए बिना भी स्नातक करके सीधे एक्जिज्यूटिव प्रोग्राम में प्रवेश लिया जा सकता है। प्रवेश परीक्षा में 100-100 अंक के चार पेपर होंगे। परीक्षा ऑनलाइन होगी, जिसमें वस्तुनिष्ठ प्रकार के प्रश्न होंगे। प्रश्न के जवाब के चार विकल्प होंगे। उसे सालभर में कभी भी दिया जा सकेगा। प्रवेश परीक्षा में टेक्स से जुड़े प्रावधानों की प्राथमिक जानकारी के साथ उनका सामान्य ज्ञान, अंग्रेजी और इंटरप्रिटेशन ज्ञान को परखा जाएगा। इससे प्रवेश लेने वाले स्टूडेंट्स की गुणवत्ता सुधरेगी।

**पाठ्यक्रम को प्रभावशाली बनाने के लिए उठाया कदम**

कंपनी सचिव के पाठ्यक्रमों को प्रभावशाली बनाने के लिए यह कदम उठाया गया है। प्रवेश परीक्षा के होने से कोर्स का महत्व और अधिक बढ़ जाएगा साथ ही कोर्स के अनुकूल स्टूडेंट्स ही इसमें आगे बढ़ सकेंगे। इंस्टीट्यूट का विजन डॉक्यूमेंट-2022 तैयार किया गया है, जिसमें ट्रेनिंग, कोर्स का बदलाव कई बातें इसमें शामिल हैं। स्टूडेंट्स व पौफेशनल को और अधिक योग्य बनाने के लिए इस दिशा पर कार्य किया जा रहा है।

■ सीएस अनुराग गंगराडे,  
अध्यक्ष, इंदौर चैप्टर

आईसीएसआई का सेमिनार...

## देश में बढ़ र



**पत्रिका PLUS रिपोर्टर**

इंदौर ■ भारतीय कंपनी सचिव संस्थान (आईसीएसआई) इंदौर चैप्टर ने महिलाओं को उत्थान के रूप में प्रोत्साहन दिवस पर सेमिनार किया। चेयरमैन सीएस अनुराग गंगराडे ने बताया कि देशभर में संस्थान की पहलुव बगल में महिलाओं का प्रमुख योगदान रहा है। महिला कंपनी सचिवों की संख्या संख्या में पांच सालों में इजाफा देखने को मिला है। सचिव सीएस पिकी ओबरासल ने बताया की देशी अहिल्या विश्वविद्यालय के अध्यक्ष अध्यक्ष

संस्थान की उर प्रचार्य डॉ. विद्या बाली मिश्राकी, कई कॉर्पोरेट गिनी रबीडन, जैन सोशल ग्रुप की रीजल चेयरमैन साधना भंडारी, मास कम्युनिकेशन में प्रोफेसर मिय खेनली थिड और डॉ. प्रियंका मोहनप्र प्रमुख अतिथि रहीं। सभी ने महिलाओं के प्रति कार्यक्षेत्र पर व्यवहार, नए जैडोडिगिक परिपश्य में महिलाओं का योगदान व प्रोत्साहन किरय पर अपनी बात रखी। इस दौरान संस्थान के राष्ट्रीय अध्यक्ष सीएस मकरंद लेले एवं उपाध्यक्ष सीएस अहलदा राव ने भी महिलाओं के माध्यम से महिला दिवस की शुभकामनाएं दीं।

Patika, 09 March 2018  
epaper.patrika.com/c/26879426



## city भास्कर

आईसीएसआई के इंदौर चैप्टर में भी सेमिनार हुआ। चेयरमैन सीएस अनुराग गंगराडे ने बताया- संस्थान को देश में महत्वपूर्ण स्थान दिलवाने में महिलाओं का प्रमुख स्थान रहा है। महिला कंपनी सचिवों की संख्या में भी पिछले पांच वर्षों में महत्वपूर्ण इजाफा देखने को मिला है। संस्थान द्वारा शहीद की बेटी अभियान भी बेटियों की शिक्षा के लिए चलाया जा रहा है। संस्थान का इंदौर चैप्टर मार्च माह को महिलाओं को समर्पित कर रहा है। इसमें बहुत सारी एक्टिविटीज की जाएगी।

# ICSI एजीक्यूटिव का नया सिलेबस लागू

इंदौर | द इंस्टीट्यूट ऑफ कंपनी सेक्रेटरीज ऑफ इंडिया (आईसीएसआई) ने नया एजीक्यूटिव सिलेबस लागू कर दिया है। एक मार्च के बाद रजिस्टर होने वाले स्टूडेंट्स अब ऑटोमैटिकली नए सिलेबस में कन्वर्ट हो जाएंगे और जो स्टूडेंट्स पहले रजिस्ट्रेशन करा चुके हैं, वे चाहें तो ओल्ड सिलेबस से न्यू सिलेबस में आ सकते हैं या पुराने सिलेबस को भी जारी रख सकते हैं।

## मॉड्यूल-1 में चार विषय

मॉड्यूल-1 में ज्यूरिसप्रूडेंस, इंटरप्रिटेशन और जनरल लॉ और सेटिंग ऑफ बिजनेस एथिक्स एंड क्लोजर नया विषय है। इसमें स्टूडेंट्स संविधान, सीपीसी, सीआईपीसी, आर्टीआई, आर्बिट्रेशन, स्टैंप, रजिस्ट्रेशन, एविडेंस, स्पेसिफिक रिलीफ आदि टॉपिक्स पढ़ेंगे। इसी मॉड्यूल में एक और नया विषय है, सेटिंग ऑफ बिजनेस एथिक्स एंड क्लोजर।

## मॉड्यूल-2 में नया विषय

मॉड्यूल-2 में फाइनेंशियल एंड स्ट्रेटिजिक मैनेजमेंट नया विषय होगा। यह विषय अभी तक सीएस फाइनेल में पढ़ाया जाता था, जिसे अब एजीक्यूटिव में शामिल कर लिया गया है। नए सिलेबस में अब पहले की तरह मस्टीपल चॉइस सवाल भी नहीं होंगे। सभी पेपर 100 अंक के होंगे और हर पेपर को हल करने के लिए तीन घंटे का समय दिया जाएगा।

## नई निया लाइव

# कंपनियों के सेक्रेटरीज अब करेंगे 'नॉलेज डोनेशन' शहर के चैप्टर ऑफिस का अनुदा प्रयास

इंदौर | नई निया लाइव

स्कूल और कॉलेज में आज जर्मनी के विषय पढ़ाने की जिम्मेदारी कंपनी सेक्रेटरीज ने लेना शुरू किया है। इनका साथ सीएस प्रोफेशनल प्रोग्राम के स्टूडेंट्स भी करेंगे। मिलजुलता यह प्रोग्राम इंदौर तक ही सीमित है, लेकिन इसे प्रयोग कर पर लागू करने की योजना भी बहुत ही खुली है। न इंस्टीट्यूट ऑफ कंपनी सेक्रेटरीज ऑफ इंडिया के इंदौर चैप्टर द्वारा यह अनुदा पहल की गई है। इस कोशिश को 'नॉलेज डोनेशन' नाम दिया गया है।

शहर में अगस्त माह में नॉलेज डोनेशन के तहत प्रोफेशनल अपना ज्ञान स्कूलों और कॉलेज स्टूडेंट्स को देना शुरू करेंगे। इसका ही में शहर में स्थित चैप्टर ऑफिस द्वारा शहर के करीब 650 रजिस्टर्ड कंपनी सेक्रेटरीज और प्रवेश के अन्य कंपनी सेक्रेटरीज को इस मुहिम के लिए खुबना भी पहुंचा भी गई है। इसके अलावा में शहर के 17 कंपनी सेक्रेटरीज ने सहमती भी दे ली है।

### निजी और शासकीय संस्थानों में लक्ष्मी क्लब्स

यह खुबिया शासकीय और निजी स्कूल-कॉलेज दोनों स्तरों पर ही जाएगी। शासकीय संस्थानों को प्राथमिक रूप से यह खुबिया देने की कोशिश है। मुहिम को कारगर बनाने के लिए इच्छुक कंपनी सेक्रेटरीज और स्टूडेंट्स की लिस्ट, प्रोफाइल तैयार कर के जिसे भी विषय में बक्ष हैं उसके बारे में लिखा जा रहा है। यह लिस्ट स्कूल-कॉलेज को भी जाएगी। संस्थान अपनी जरूरत के अनुसार विरोध को चुर स्पेशल क्लब्स लगा सकेंगे। मुहिम के तहत विद्यार्थियों को नियोजक पढ़ाया जाएगा।

1. 7 सीएस ही सर राजाराम चैप्टर ऑफिस के योगदान सहित अनुदान संग्रह के अनुसार विद्यार्थियों को चैप्टर ऑफिस पर पहुंचाया कर रहा था कि प्रोफेशनल प्रोग्राम के स्टूडेंट्स को और निरधारण की जरूरत है। इसी जर्दी में यह प्रयोग किया जा रहा है। मिलजुलता 1. 7 सीएस इसके लिए तैयार हैं।

### इसलिए कारगर होगी कोशिश

चैप्टर ऑफिस के अधिकारियों का कहना है कि उनके सामने अपसर यह बात आती है कि स्कूल-कॉलेज के शिक्षक सिलेबस से संबंधित शिक्षा से बहुत कुशलता से वे बने हैं पर कॉमर्स, लॉ और इकोनॉमिक्स के क्षेत्र में होने वाले जर्मीन बदलाव, नियम आदि के बारे में वे उलने बेसहद डंग से नहीं अवगत होने मिलने कि प्रोफेशनल बलने है। इसकी वजह है कि प्रोफेशनल होने वाले नए बदलाव और डंग तरह के क्षेत्र को आज दिन जुड़ने हैं इसलिए वे इसके बारे में अपेक्षाकृत ज्यादा बेहतर डंग से बत पाते हैं। इसके अलावा स्टूडेंट्स को भी जब बाहरी व्यक्ति आकर कुछ सिखाया है तो ज्यादा मिलजुलती और संभारता से उसकी बात सुनी है। इन बातों के कारण ही यह कोशिश कारगर निक होगी। स्कूल-कॉलेज में यह खुबिया देने के लिए 1. अपील से प्रयास और भी लोनी से किए जाएंगे। प्रकृतानी डोर में इंदौर में ही यह खुबिया की जाएगी, लेकिन यदि शहर के बाहर के सीएस भी यह कार्य करना चाहें तो संबंधित शहरों के भी काम किया जाएगा। नॉलेज डोनेशन की खुबिया लेने के लिए यदि कोई संस्थान खुद हमसे संपर्क करे तो जो डंग पर भी स्थान दिया जाएगा।

### सभी को ये होगा फायदा

1. स्टूडेंट्स टॉपिक विशेष के बारे में व्यावहारिक जानकारी को विस्तार से जान सकेंगे।
2. सीएस मैजरी सामाजिक दायित्व सम्झने और पढ़ाने के कारण खुद भी अपडेट होने सकेंगे।
3. कॉलेज, स्कूल को निरक्षर परीन मिल सकेंगे।
4. सीएस स्टूडेंट्स भी पढ़ाने के कारण खुद अपडेट हो सकेंगे।

## Women's Day celebration by ICSI- Goa members



The ICSI- Goa team with speakers at the Women's Day celebrations

### ■ TEAM B&C/ NT

The Goa chapter of the Institute of Company Secretaries of India (ICSI) celebrated International Women's Day at its office recently. Empowering Women through Entrepreneurship Development: Stepping up for Inclusive India, was the theme of the celebrations.

The function began with the playing of the ICSI motto song followed by a recorded video message from the desk of the ICSI president. Shweta Kharangate, chairperson, Goa chapter, welcomed the guests

and other delegates. The program was divided into two sessions, with first session focusing on women empowerment through entrepreneurship by entrepreneur Pallavi Salgaocar and Dr. Jennifer Lewis e Kamat, chairperson, GCCI Women's Wing followed by a session on the prevention of sexual harassment at the workplace by Chandan Chowdhary, SP, North Goa. The topics were dealt in detail and later satisfactory replies were provided to queries raised by the members. The sessions were very informative and appreciated by the gathering.



Shweta Kharangate, chairperson with North Goa SP Chandan Chowdhary

The program was well attended by members as well as students. Teja Gadekar, vice chairperson, Goa chapter, coordinated the entire event. The programme was concluded with "Cake cutting" and Vote of thanks was proposed.



## विद्या दान – महादान An Knowledge Sharing initiative of ICSI Indore Chapter

“अन्नदानं महद्दानं विद्यादानं ततः परम्।

अन्नेन क्षणिका तृप्तिः यावज्जीवं तु विद्यया ॥”

(The giving of food is a great type of charity. But the giving of knowledge is even greater than that. The satisfaction obtained from food is only momentary, while that gained from knowledge lasts lifelong.)

Several knowledge holder are there who are willing to share their expertise with society at large. ICSI Indore Chapter is coming up with an initiative by launching a platform “**KNOWLEDGE DONATION**” with an objective to create a pool of professionals and other knowledge holders who are willing to contribute to educate the society.

So we heartily invite all to give their valuable time as your little efforts can make a big difference in imparting knowledge. As the saying goes:-

***“We Make a Living by What We Get, but We Make a Life by What We Give”***

This platform intent to:

1. Serving Society
2. Recognition to our profession
3. Knowledge sharing and updation
4. Platform for skill development
5. Bridging the gap between ICSI and other educational institutions.

Interested knowledge holder may contact us through email at [indore@icsi.edu](mailto:indore@icsi.edu) along with brief profile including following details:

- Name
- Qualification
- E-mail ID
- Contact No.
- Your interested Area/Topic for spreading knowledge
- Experience
- Details of association with educational institution (if any)

In anticipation of optimum participation.

Yours,  
CS Anurag Gangrade  
Chairman  
Indore Chapter of WIRC of ICSI



Dear Members,

As you are aware that Ministry of Housing and Urban Affairs (MoHUA) in partnership with CII conducted **“3R (Reduce, Reuse & Recycle) Awards and Exhibition”** in **8th Regional 3R Forum in Asia and the Pacific**, held from **9-12 April 2018, at Brilliant Convention Centre, Indore, Madhya Pradesh** with an objective to reward large, medium, small industry, Start-ups who are involved in the areas of 3R (Reduce, Reuse, Recycle), waste management and recovery, resource conservation and Resource Efficiency.

As you are aware that ICSI Indore Chapter have already active towards its commitment for betterment of society. Along with the initiatives of the “Swachh Bharat Abhiyan”, from Republic Day of this year we have initiated following new initiative:-

- "Go Green, Go Clean" initiative
- Responsible disposal of Electronic Waste
- Initiating the use of Bio-degradable disposables with an aim of “Zero Disposal Initiative”
- "e- Copies & m- Acknowledgements" of receipts to save paper
- "Single Banner - Single Backdrop" throughout the year to avoid further usage of plastic banner
- “Zero Print Day” – Every Wednesday at ICSI Indore Chapter Office would not print even a single page to save paper.
- Enhancing use of LED’s, instead of other lights consuming more energy
- Printing of Visiting cards with Recycled Papers instead of plastic coated papers.

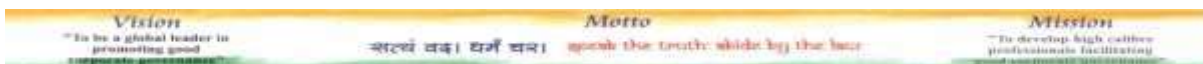
**“एक कदम स्वच्छता की ओर,  
एक कदम संरक्षण की ओर”**

ICSI Indore Chapter appeal its esteemed members & Students to promote Reduce, Reuse & Recycle initiative for Clean & Green environment. Your support is very much appreciated for making clean Indore Green Indore. Manage energy usage to retain happiness in future.

Thank You,

Sincerely Yours,

CS Anurag Gangrade  
Chairman  
Indore Chapter of ICSI



## TRAINING VACANCY IN COMPANIES

SN	Details	Contact No.	Email Resume to
01.	Jics Logistic Limited	0731 3314107	<a href="mailto:yash.gupta@jicslogistic.com">yash.gupta@jicslogistic.com</a>
02.	Vishalfab (India) Pvt Ltd 13-14 Sector E, Sanwer Road, Indore	9826572984	<a href="mailto:saurabhparikh@hotmail.com">saurabhparikh@hotmail.com</a>
03	Flexituff International Ltd, Pithampur. Indore	07292 420200	<a href="mailto:cs@flexituff.com">cs@flexituff.com</a> .
04	Highway Infrastructure and Toll road private Limited Ujjain	8349990739	<a href="mailto:abhayjain.mtpl1@gmail.com">abhayjain.mtpl1@gmail.com</a>
05	MEDICAPS LIMITED MHOW - NEEMUCH ROAD SECTOR 1 PITHAMPUR DHAR MP	0731- 4028148	<a href="mailto:investors@medicaps.com">investors@medicaps.com</a>
06	Texmo Pipes and Products Limited (Listed in BSE & NSE) 98, Bahadarpur Road, Burhanpur (M.P.)	07325- 255122	<a href="mailto:cs@texmopipe.com">cs@texmopipe.com</a>
07	Sylph Technologies Limited 22 Press house, Press Complex Indore	0731- 2571451	<a href="mailto:info@sylphedu.com">info@sylphedu.com</a>
08	Kalani Group, Indore 6th Floor, Treasure Island, M.G. Road Indore	07314203006, 9425854205	<a href="mailto:sandeep.nema@kalanigroup.com">sandeep.nema@kalanigroup.com</a>
09	Aavantika Gas Limited (JV of GAIL and HPCL) Indore		<a href="mailto:csagl@aglonline.net">csagl@aglonline.net</a>
10	Sayaji Hotels Limited, H-1, Scheme No. 54, Vijay Nagar, Indore,4502010	7389910961	<a href="mailto:cs@sayajigroup.com">cs@sayajigroup.com</a>
11	Jaideep Ispat And Alloys Pvt. Ltd 103, Laxmi Tower, MG Road Indore	9713759130	<a href="mailto:abhishek.mahajan@moirasariya.com">abhishek.mahajan@moirasariya.com</a> <a href="#">Link</a>
12	Anik Industries Ltd. 2/1, South Tukoganj, Behind High Court, Indore	0731- 4018027	<a href="mailto:amit_jain@anikgroup.com">amit_jain@anikgroup.com</a>
13	National Steel & Agro Industries Ltd (NSAIL)  401 Mahakosh House, 7/5 South Tukoganj,Nath Mandir Road, Indore		<a href="mailto:gangradeanurag2020@gmail.com">gangradeanurag2020@gmail.com</a>

## TRAINING VACANCIES AT PRACTICING FIRMS (PCS) OFFICES:-

SN	Address & Contact	Contact No.	Email Resume to
1	<b>CS Manish Jain &amp; Co.</b> 219, President Tower 6/2, South Tukoganj, Indore	0731- 2528775	<a href="mailto:manishjainandco@gmail.com">manishjainandco@gmail.com</a>
2	<b>CS Jyoti Jain</b> 218, Chetak Centre 12/2, RNT Marg, Indore	9826639797	<a href="mailto:j.jain18@gmail.com">j.jain18@gmail.com</a>
3.	<b>Archana R Shah</b> 302 SP Regency 180 Vidhya Nagar, Indore	9009193814 07314023814	<a href="mailto:archanashah96@gmail.com">archanashah96@gmail.com</a>
4	<b>CS Ashish Karodia &amp; Co.</b> 208, Trade House, South Tukoganj, Indore	07314263654	<a href="mailto:ashishkarodia@gmail.com">ashishkarodia@gmail.com</a>
5	<b>CS Dr. Sanjay Bindal</b> D-8, HIG Colony, Behind Shopping Complex, Indore	93009 99111	shrim1111@gmail.com
6	<b>CS Amrish Kumar Chourasia</b> B-107, Prakrati Corporate, Y. N. Road, Indore-452003	9926025004	<a href="mailto:amrishchourasia@gmail.com">amrishchourasia@gmail.com</a>
7	<b>CS Swati Mittal</b> 304- City Plaza , Regal Square Above Pakiza Show Room Indore	9300050009	<a href="mailto:swati.mittal@webdunia.net">swati.mittal@webdunia.net</a>
8	<b>CS P Pabaiya &amp; Co.</b> B-506, Prakrati Corporate, 18/2 Y. N. Road, Indore-452003	0731- 4976506	<a href="mailto:ppabaiya@gmail.com">ppabaiya@gmail.com</a>
9	<b>CS Alam Khan</b> 302, Man Heritage, Opposite High Caurt, South Tukoganj, Indore 452001 (M.P.)	7869767861	<a href="mailto:csalamkhan@gmail.com">csalamkhan@gmail.com</a>
10	<b>CS Ronak Jain</b> Satyanarayan Goyal & Co.,Chartered Accountants, "Sai Sharnam" 70, Jaora Compund,Behind Pooja Dairy, Indore (M.P.),	9039986857, 0731- 2701279	<a href="http://www.casngoyal.com">www.casngoyal.com</a> <a href="mailto:csronakjain30@gmail.com">csronakjain30@gmail.com</a>
11	<b>CS Neelesh Gupta</b> Practicing Company Secretary 111, 1st Floor, Ratanmani Complex, 7/1, New Palasia Indore	98269-41425, 4040060	<a href="mailto:neeshcs2004@yahoo.co.in">neeshcs2004@yahoo.co.in</a>
12	<b>CS D P Yadav &amp; Associates</b> 110-B, City Plaza, Regal Square,Above Pakiza Showroom ,INDORE	08269311648	<a href="mailto:dpyadav26@gmail.com">dpyadav26@gmail.com</a>
13	<b>Chechatwala &amp; Associates</b> 840, Khatiwala Tank, Indore	98933-78678	<a href="mailto:fcsmurtaza@gmail.com">fcsmurtaza@gmail.com</a>
14	<b>Lalwani &amp; Co. (CS Varsha Lalwani)</b> 24, Dadidham, 24, Joy Builders Colony, Behind Rafael Tower, Old Palasia, Indore	0731- 2560601	<a href="mailto:dadidham@gmail.com">dadidham@gmail.com</a> , <a href="mailto:svagrawal.hr@gmail.com">svagrawal.hr@gmail.com</a>
15	<b>Jhanwar And Associates</b> 203 centre point building, Sapna Sangeeta Road, Opposite Bank of Baroda.	8839849366	kapiljain90394@gmail.com





**THE INSTITUTE OF  
Company Secretaries of India**  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament



**Circular No. Trg 02/2018**

ICSI/Training/2018

29/03/2018

**Submission of quarterly report on the basis of calendar year (Quarter).**

The students undergoing practical training are required to submit their quarterly report in the prescribed format of the Institute duly signed by the trainer and trainee. As per the present practice, quarterly reports are submitted at different point of time during the year . The quarterly reports are being submitted on the basis of quarter commencing from the date of commencement of training of each trainee individual basis. In order to bring uniformity and to facilitate/strengthen the monitoring mechanism, the submission of quarterly report is made mandatory within 30 days from the end of respective calendar quarter (i.e. March , June , September & December )

Accordingly, the Institute has introduced the timelines for submission of quarterly reports collectively, on the basis of calendar year quarter as per the following schedule:

SL.No	Period of training	Last date of submission of the quarterly report (of that calendar year)
1	January – March	30 <sup>th</sup> April or on or before 30 days from the end of the training whichever is earlier
2	April –June	30 <sup>th</sup> July or on or before 30 days from the end of the training whichever is earlier
3	July-September	30 <sup>th</sup> October or on or before 30 days from the end of the training whichever is earlier
4	October-December	30 <sup>th</sup> January or on or before 30 days from the end of the training whichever is earlier

The revised schedule of submitting Quarterly Reports shall be applicable to all existing trainees from the second quarter of this calendar year i.e., April – June, 2018 to be submitted by 30<sup>th</sup> July, 2018.

However, the students, who had already started their practical training earlier and completing their training during any of the quarter after 1<sup>st</sup> April, 2018 can submit their quarterly reports within 30 days from the date of completion of training without waiting for the end of the quarter.

Further, the students who will commence their training on or after 1<sup>st</sup> April, 2018 on any date during the Quarter, shall submit their quarterly report at the end of the quarter in accordance with the above timelines by mentioning the actual number of days of the training during the same quarter.

Henceforth, the Quarterly reports on practical training for Apprentice Trainee(s)(AT) and Management Trainee(s) (MT) shall be submitted by all students undergoing training as per the aforesaid revised timeline(s) to be effective from 1<sup>st</sup> April, 2018.

**Director  
(Training & Placement)**

### Annexure A (Clarification through various instances)

Students who had already started their practical training earlier and whose quarterly reports are due in different dates during the quarter shall submit their report in the following manner.

<b>Category I</b> ( Students completing their training)	<b>Category II</b> ( Existing students in the mid of their training)	<b>Category III</b> ( New Students who will start training after 31 <sup>st</sup> March,2018)
<p>Students who are completing their training by 31<sup>st</sup> March 2018 shall submit their quarterly reports as per the previous practice within 30 days from the end of the quarter. i.e counting three months from the date of commencement of training.</p> <p>For instance, if a student is completing his training on 30<sup>th</sup> March, 2018, he shall submit his quarterly report on or before 30<sup>th</sup> April, 2018.</p>	<p>Students undergoing Training and completing their training any time after 31<sup>st</sup> March, 2018 are required to submit their quarterly report either at the end of the quarter or on or before 30 days from the completion of the training, whichever is earlier.</p> <p>For instance, if a student is completing his training on 15<sup>th</sup> May 2018 he shall submit his report any time after 15<sup>th</sup> May and before 15<sup>th</sup> June, 2018 without waiting till 30<sup>th</sup> July, 2018 being the last date of the respective quarter.</p>	<p>The students who will start their training after 1<sup>st</sup> April, 2018, shall submit their quarterly report for the training period completed till 30<sup>th</sup> June 2018 on or before 30<sup>th</sup> July 2018 for the actual number of days of the training during the quarter.</p> <p>For instance, If a Student is starting his training from 16.04.2018 the number of days in the first quarter shall be counted from 16<sup>th</sup> April to 30<sup>th</sup> June and the number of days shall be mentioned as 75 days in first quarterly report and the rest quarterly reports shall be for the 90 days and will continue further.</p>

**Director**  
**(Training & Placement)**

#### ICSI E-Cart for Publication/Study Material

<https://smash.icsi.in/scripts/ecart/default/ecartsearchonlinebooks.aspx>

Books/Publication purchased through E cart normally dispatched from Noida within 48 working hours and reached to concern within 7 working day.

Please to buy the publication/Study Material online.

## 15<sup>th</sup> MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

**15<sup>th</sup> Management Skills Orientation Programme [MSOP] from 22<sup>nd</sup> June, 2018 to 08<sup>th</sup> July, 2018 at Indore Chapter.**

Batch No.	Date	Venue of Programme	Fee	Contact
15 <sup>th</sup> Batch (35 Seats)	22 <sup>nd</sup> June, 2018 To 08 <sup>th</sup> July, 2018	<b>ICSI INDORE CHAPTER</b> B-1/2/3, Ashray Apartment 2/1, Manoramaganj, Indore (Near Mayank Hospital, Palasia)	Rs. 8,500/- <b>Cash or Cheque</b> in favor of <b>'ICSI Indore Chapter'</b>	0731-4248181/ 2494552  Email : <a href="mailto:indore@icsi.edu">indore@icsi.edu</a>

Dates are tentative subject to availability of minimum number participants required as per guideline.

The candidates desirous of undergoing the programme may send the duly filled application form along with the necessary documents to ICSI Indore Chapter. **Incomplete form will not be accepted. Only after the receipt of confirmation of your participation, you may pay the fee.**

Cash or Cheque/DD should be in favor of 'ICSI Indore Chapter'. Account Details of ICSI Indore Chapter:-

Name of Bank	Account Name	Account No.	IFSC Code	Branch Name
ICICI Bank	ICSI Indore Chapter	004101034838	ICIC0000041	Malav Parisar, A.B. Road, Indore

### IMPORTANT INSTRUCTIONS

**Enclosures:** - As per the MSOP guidelines only such Final/ Professional Programme passed candidates are to be allowed to undergo MSOP, who have already completed rest all training requirements to become member of the Institute or have been granted exemption from the same from the Institute. Documents require alongwith application form is as following:-

- Final/Professional Passed Certificate (or Mark sheet of all groups of Final / Professional Programme).
- TOP/ EDP/PDP/15 Days Academic Development Program Completion Certificate if applicable,
- **15/12 months Training completion certificate with Sponsorship letter of ICSI.**
- Certificate of 15 days training with specialized agency if completed.
- Training Exemption letter if applicable.
- Screenshot of Training Details from your online Student account of ICSI. Please ensure that all Quarterly reports, Training Completion Certificate, project report etc are updated. If not than please mail to [training@icsi.edu](mailto:training@icsi.edu) for updation.
- Project Report in Hard Copy duly attested by Trainer as well as in Soft copy also.

**Rules:**

- The MSOP batch is Non-Residential and student have to arrange accommodation at their own.
- Working Lunch provided by Chapter.
- Mobile & all other electronic devices should be kept in switched off mode.
- Dress code as mentioned below is strictly compulsory to follow all the days.
- Follow Do's and Don'ts during the program as explained by Program coordinator.
- Training hall covered under CCTV & strict action will be taken on any non-compliance.
- All Day/Sessions attendance is strictly compulsory for issuing certificate of MSOP.

**The original hard copy of prescribed form duly filled along with fee deposit receipt/NEFT transaction confirmation must be sent to the Indore Chapter immediately after making the payment.**

## PAYMENT OF ANNUAL MEMBERSHIP AND CERTIFICATE OF PRACTICE FEE

### FOR THE YEAR 2018-2019

The annual membership fee and certificate of practice fee for the year 2018-2019 has become due for payment w.e.f. 1<sup>st</sup> April, 2018. The last date for the payment of fee is 30<sup>th</sup> June, 2018.

The membership and certificate of practice fee payable is as follows:

Particulars	Associate	Associate	Fellow
	(admitted till 31.03.2015)	(admitted on or after 01.04.2015)	
Annual Membership fee*	Rs. 2950	Rs. 1770	Rs. 3540
Certificate of Practice fee*	Rs. 2360	Rs. 1770	Rs. 2360

\* Fee inclusive of applicable GST@18%.

A member who is of the age of sixty years or above and is not in any gainful employment or practice can claim 50% concession in the payment of Associate/Fellow Annual Membership fee and a member who is of the age of seventy years or above and is not in any gainful employment or practice can claim 75% concession in the payment of Associate/Fellow Annual Membership fee subject to the furnishing of declaration to that effect. **Please note the members possessing the Certificate of Practice can not avail the benefit of concession in annual membership fee.**

The certificate of practice fee must be accompanied by a declaration in form D duly completed in all respects and signed. The requisite form 'D' is available on the website of Institute [www.icsi.edu](http://www.icsi.edu)

#### MODE OF REMITTANCE OF FEE

The fee can be remitted by way of:

- (i) Online (through payment gateway of the Institute's website ([www.icsi.edu](http://www.icsi.edu)))
- (ii) Cash/Cheque at par/Demand draft/Pay order payable at New Delhi (indicating on the reverse name and membership number) drew in favour of 'The Institute of Company Secretaries of India' at the Institute's Headquarter.

ICSI has already facilitated few quick links for its stakeholders, which may be accessed through the image TAB called "Quick Links" available in the home page of the Institute's website. One of these quick links pertains to Membership / COP fees payment. This TAB may be directly accessed through the following hyperlink:

[https://www.icsi.edu/Quick\\_Links.aspx](https://www.icsi.edu/Quick_Links.aspx)

Membership / COP fees payment quick link may also be directly accessed through the following hyperlink:

<https://www.icsi.in/student/DesktopModules/Icsi/Member/Account/PaymentRequests/PayMembershipFee.aspx>

Member can check the status of fee paid at the link

<https://www.icsi.edu/Member/FeesStatus.aspx>

For queries, if any, the members may please write to Mr. Jitendra Kumar, Executive Assistant at email id [jitendra.kumar@icsi.edu](mailto:jitendra.kumar@icsi.edu)

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## Application for inclusion in Centralized ICSI Faculty Data Bank for CS Foundation, Executive and Professional Programmes

### Faculty Management system

ICSI is creating data bank of Faculty for various courses imparted by the Institute . Interested candidates can register themselves at the link given below.

[CLICK HERE](#)

### For modification/Updation and Deletion

The data filled in by the candidates will automatically reach us once you click on submit button. Further in case any candidate has filled in incorrect data like email, address, qualification etc, you may write to us at [ravi.kant@icsi.edu](mailto:ravi.kant@icsi.edu)

### Guidelines

- 1) ICSI is creating data bank of Faculty for various courses imparted by the Institute
- 2) The link is open to all the candidates whether member or non -member of the Institute who are interested to join as faculty in the Institute.
- 3) Preference shall be given to the candidates having good academic record and having exposure of teaching in good academic Institutes.
- 4) The overall selection procedure shall incorporate transparent, objective and credible methodology of analysis of the merits and credentials of the applicants based on weightages given to the performance of the candidate in different relevant dimensions.
- 5) Institute may also assess the ability for teaching and/or research aptitude through a seminar or lecture in a class room situation or discussion on the capacity to use latest technology in teaching and research at the interview.
- 6) Institute can send the data of the faculty to all its offices and study centres of the Institute located across India.
- 7) Mere submission of data does not entitle any person to act as the faculty of the Institute.

### Disclaimer

The data being submitted by the candidates through google form does not entitle him or her to be appointed as Part time/Guest /Regular Faculty of the Institute. Institute has every right to select or reject any application without giving any notice to anyone.

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**Regional Directors  
Executive Officers /In-Charge of Concerned Chapters**

**ALL STUDENTS ENROLLED FOR CS EXAMINATIONS JUNE, 2018 SESSION**

**Sub. : Admit Card for June,2018 CS Examinations**

**Dear Sir/Madam,**

Please note that the Admit Cards of students eligible for appearing in Executive Programme & Professional Programme Examinations have been uploaded on the website of the Institute. The examinations are scheduled to commence from 1st June, 2018.

You are advised to download the Admit Card from [www.icsi.edu](http://www.icsi.edu) from the links given below :-

**Download E-Admit Card for Executive & Professional Examinations - June, 2018 Session**

Please note that the Admit Cards will NOT be sent in physical form (by post).

Please download the Admit Card immediately to avoid any last minute inconvenience. After taking the printout of the Admit Card, you are advised to carefully verify all the particulars mentioned therein i.e. Name, Photograph, Signature, Registration Number, Address, Stage, Combination of Module(s), Examination Centre (Name, Address, Code, etc.), Medium of Examination, Dates and Timings of Examination, Details of Paper-wise Exemption(s) granted, etc.

Please also go through the 'Instructions to Examinees' forming part of the Admit Card wherein all the important guidelines to be followed while appearing in the examinations have been mentioned.

Please find appended below the Time Table for Executive & Professional examinations for June, 2018 Session for your ready reference. The time table is also available in the Admit Cards.

It may be noted that some of the exemptions granted in accordance with the various provisions contained under the regulations are inter-related and exemptions are valid for a group of 2-3 papers taken together. If a student chooses to appear in the examination of a particular paper disregarding the exemption granted and shown in the Admit Card, not only the exemption granted in the said paper is cancelled but also the exemptions in all the inter-related papers are cancelled which will have an impact on the result of such candidates. Candidates are, therefore, advised to be extremely careful while seeking cancellation or while appearing in the exempted papers, as the final result will be computed considering the actual marks scored on reappearance and/ or the deemed absence in the papers as the case may be. In other words, candidates appearing in the exempted papers despite an endorsement to the effect in the Admit Card shall be doing so at their own risk and responsibility and the Institute may not be held responsible for any eventuality which may arise at a later date. In case of any doubt regarding the applicability of rules regarding the exemptions, it would be better if the candidates may seek prior clarifications from the Institute by writing at [exemption@icsi.edu](mailto:exemption@icsi.edu) before appearing in the examination of exempted subjects or seeking cancellation of exemptions granted.

In case of any query/ discrepancy, please contact the Institute immediately at Tel.No.- 0120-3314111, 0120-6204999 or through the Grievance Portal at [support@icsi.edu](mailto:support@icsi.edu).

**With best wishes,  
Team ICSI**



**Dear Member,**

Your Institute has been taking various initiatives for the development of the Profession across India. In this drive to enhance the Visibility of the Profession and to take the Profession to a new pedestal, project "Giri Sagar Vidharthi Vikas Yojna" was launched last year. Institute has been able to create awareness about the Profession and developed synergy with various educational and Govt Institutes in the Hilly and Coastal Regions of the country through this unique initiative.

With a view to further strengthen the presence of ICSI in these areas, your Institute is once again initiating this drive to create awareness in these Hilly and Coastal Regions through "Giri Sagar Vidharthi Vikas Yojna".

Under this initiative, ICSI will reach out to budding youths located in Hilly and Coastal parts of India who will be offered CS as career option. The focus shall be on the cities identified for the project near Coastal and hilly belt of India. ICSI under this mission will launch specific Career Awareness drive in the months of March up to November 2018. Our members and officials will work in tandem to create awareness drive in these cities.

We immensely appreciate the dedicated efforts of our valued members towards the "Girisagar Vidharthi Vikas Yojna" last year. We look forward for your active support in this Mission this year also by registering yourself as "GiriDoot" or "SagarDoot" through google form developed for this mission.

You are the mascots of the Profession hence your involvement and active participation in this project can surely motivate the students of these localities who are aspiring to become Company Secretaries. We request you all to take some time out of your busy schedule for this mission. Please let us know whether you are connected to any of these cities or surrounding places. It could be your home town, it could be your birth place or it could be your ancestral town or could be a town when you have done your schooling or could be a town where you have started your career or could be your in-laws place. You can send us in your nominations through google form.

The list of such cities is available at the link for your ready reference

<http://jotform.me/80863061127453>

Our members have always been pioneers in taking the brand ICSI to such a high pedestal and we believe that this project will receive your blessings and valuable time.

We seek 2-3 minutes of your time in filling up the form for "ICSI Giri Sagar Vidharthi Vikas Yojna" and the registration link is <http://jotform.me/80863061127453>

Further details would be made available after registration.

For any query in this regard, you may contact Ms. Geetanjali.S.Rathore at [grss@icsi.edu](mailto:grss@icsi.edu)

In case you have already submitted the "ICSI GiriSagar Vidhyarthi Vikas Yojana" -2018 form ,Kindly Ignore.

Thanking you in anticipation,

With best wishes,

Team ICSI



30.05.2018

Dear Student

As you are aware that your Institute has taken various initiatives for the students in recent years.

In its continuous endeavour to improve the facilities being provided to the students, the Institute has redesigned the Student webpage making it more user-friendly.

The Institute regularly conducts various surveys inviting suggestions from the students. Based on the information gathered and feedback received from the students, the Student page has been redesigned. Now all information pertaining to the students can be accessed at one single page.

Earlier students were required to navigate through different pages to get any information which is now visible prominently on a single page and can be accessed on a single click.

Students are advised to visit the webpage by clicking on the Student Tab at [www.icsi.edu](http://www.icsi.edu) or else they can also visit the following link.

<http://www.icsi.edu/icsistudents/>

Your Institute is taking all needful steps to serve you in best possible manner and your innovative ideas and suggestions will help us to provide you more effective services.

You can drop your suggestions through our helpline numbers at 0120 - 6204999, 3314111 or at <http://support.icsi.edu>

With Best Wishes

Team ICSI



# COMPANY SECRETARIES BENEVOLENT FUND



## Saathi Haath Badhana साथी हाथ बढ़ाना

The Company Secretaries Benevolent Fund (CSBF) provides safety net to Company Secretaries who are members of the Fund and their family members in distress.

### CSBF

- Registered under the Societies Registration Act, 1860
- Recognised under Section 12A of the Income Tax Act, 1961
- Subscription/Contribution to Fund qualifies for the deduction under section 80G of the Income Tax Act, 1961
- Has a membership of over 12,000

### Eligibility

A member of the Institute of Company Secretaries of India is eligible for the membership of the CSBF.

### How to join

- By making an application in Form A (available at [www.icsi.edu/csbf](http://www.icsi.edu/csbf)) along with one time subscription of ₹10,000/-.
- One can submit Form A and also the subscription amount of ₹10,000/- ONLINE through Institute's web portal: [www.icsi.edu](http://www.icsi.edu). Alternatively, he can submit Form A, along with a Demand Draft or Cheque for ₹10,000/- drawn in favour of 'Company Secretaries Benevolent Fund', at any of the Offices of the Institute/ Regional Offices/Chapters.

### Benefits

- ₹7,50,000 in the event of death of a member under the age of 60 years
- Upto ₹3,00,000 in the event of death of a member above the age of 60 years
- Upto ₹40,000 per child (upto two children) for education of minor children of a deceased member in deserving cases
- Upto ₹60,000 for medical expenses in deserving cases
- Limited benefits for Company Secretaries who are not members of the CSBF

### Contact

For further information/clarification, please write at email id [csbf@icsi.edu](mailto:csbf@icsi.edu) or contact Mr. Saurabh Bansal, Executive on telephone no.011-45341088.

For more details please visit [www.icsi.edu/csbf](http://www.icsi.edu/csbf)



**THE INSTITUTE OF  
Company Secretaries of India**  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory Body created by Act of Parliament  
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Need a **Strategic Planner** for  
your business?

**Appoint a Company Secretary!**

**Vision**  
"To be a global leader in  
promoting good  
corporate governance"

**Motto**  
सत्यं वद। धर्मं चर। *Speak the truth; abide by the law.*

**Mission**  
"To develop high calibre  
professionals facilitating  
good corporate governance"



**THE INSTITUTE OF  
Company Secretaries of India**  
भारतीय कम्पनी सचिव संस्थान  
IN PURSUIT OF PROFESSIONAL EXCELLENCE  
Statutory body under an Act of Parliament  
www.icsi.edu



**VISION**

"To be a global leader in promoting  
good corporate governance"

**ICSI Motto**

सत्यं वद। धर्मं चर। *इष्टं चरैतं त्वापके। श्रेयं चरैतं इव।*

**MISSION**

"To develop high calibre professionals  
facilitating good corporate governance"

Expand your Horizon...  
**with a Career**  
having world of Opportunities

Join Company Secretaryship (CS) Course Now!



Online registration @  
[www.icsi.edu](http://www.icsi.edu)

**Pathway to become a Company Secretary**

Foundation  
Programme  
(4 Papers)

Executive  
Programme  
(8 Papers)

Professional  
Programme  
(9 Papers)

Pre-  
Membership  
Training

CS  
Membership

Continuing  
Professional  
Development

**COURSE HIGHLIGHTS**



Opportunity for  
students of  
all streams



Distance Learning -  
anywhere  
in the world



CS Qualification  
brings Position of  
Power and Prestige



Enabler for Direct  
Access to Top  
Management /  
Board Room



Offers Self  
Employment for  
practicing members



Attractive  
remuneration and  
growth opportunities

The Institute of Company Secretaries of India (ICSI) is a premier national professional body constituted under an Act of Parliament (Company Secretaries Act, 1980) to regulate and develop the profession of Company Secretaries.

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ICSI CALL CENTRE No.: 0120-3314 111, 6204 999 / ACADEMIC HELPLINE No.: 0120-6267 777 (Monday - Friday 7 a.m. to 11 p.m. & Saturday 9 a.m. to 9 p.m.)