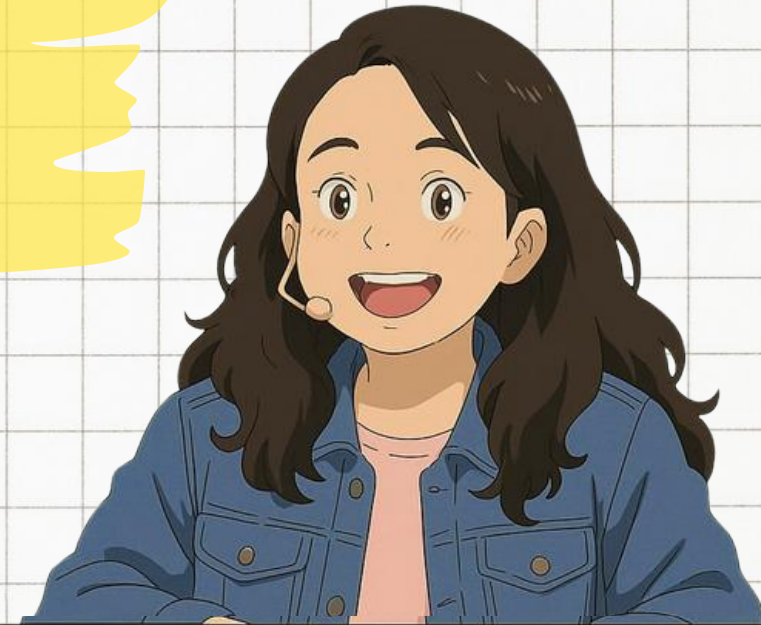


June 2025
Attempt

Chapter 04:

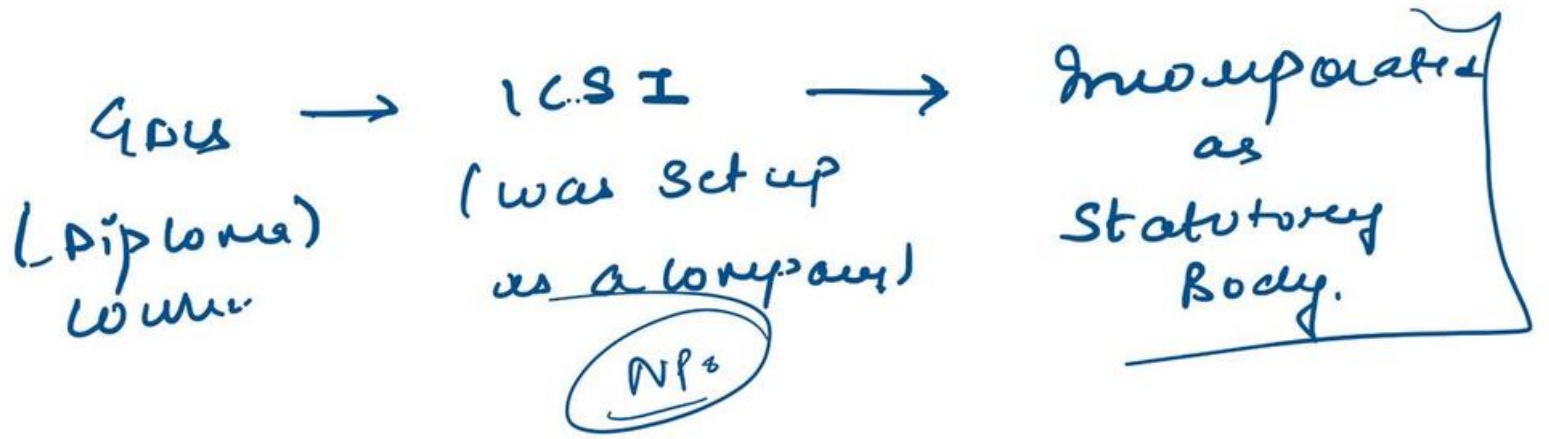
LEGAL FRAMEWORK GOVERNING *Company Secretaries*

Handwritten Notes



①

Legal Framework Governing Company Secretaries



- Functions of ICSI
- Compliance officer
 - Chief Adviser
 - Group Gov → ICSI

205 →

① Assist the Board → conducting affairs of the Co.

②

② Assist Board → Enforce Corp Gov

③ convening meetings → AGM
→ BM
→ ECM
→ COMMITTEE

+
Prepare Minutes

④ obtain approvals from Board / authority

⑤ Represent before regulators

⑥ discharge duties as assigned by the Board

⑦ " " as given under any other law

1

discharge duties as assigned by the Board

2

" " as given under any other law

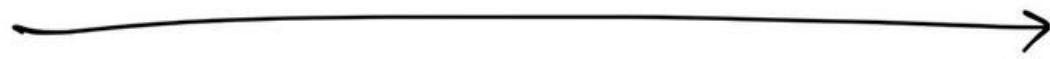
3



- Compliance with Regs
- Procedures are authentic
- coordinate b/w Board/SE
- Quarterly Report

one level below of CEO/WTA/MA
+
include CS + CFO
(Reg 16A of SEBI (Look))

Associate Members



f



4

Associate Members



1) Passed Examination as conducted by dissolved company + completed Training

2) Passed Exam + completed Training → as per this guideline

3) Passed Exam + Training → outside India → Recognized by Cg/Council

4) Reg as a student of Institute of Chartered Secretaries London + Passed Final Exam

Minimum

5) Indian citizen → Resident outside India → Member of Institute of Chartered Secretaries → Completed Exam + Final Training

fellow Member
Associate for
of 5 years

Qualification

→ Associate + continuous period of 5 years

→ Associate + continuous period of 5 years



5

fellow Member
Associate for a cont^r period
of 5 years

Qualifications

Disqualifications

→ Associate + continuous
practice
in India
of 5 years

guilty
of Peet
misconduct in
last 5 years

x
Completed
Peet Development
Credit hours.

→ Associate + such other
continuous
period of
5 years
Qualification
as given
by council

Institute of / Final Training
Chartered
Seminars

5 years

6

COP ✓

Reg of Members

- ① Practices as CS
- ② Services → promotion / incorporation
- ③ Acts as → SA (Secretarial / Director)
- ④ Shows himself as PA
- ⑤ Other services → as specified by Council

- Name
- Memb no.
- Qualification
- Email
- WPLGP

W . S



< Training

5 years

as given
by council

Reg of Members

- Name
- Memb No.
- Qualification
- Email
- WPLDP

Removal

- 1) Death
- 2) Requested
- 3) X paid the fees
- 4) Subjects to Disqualification
- 5) Other

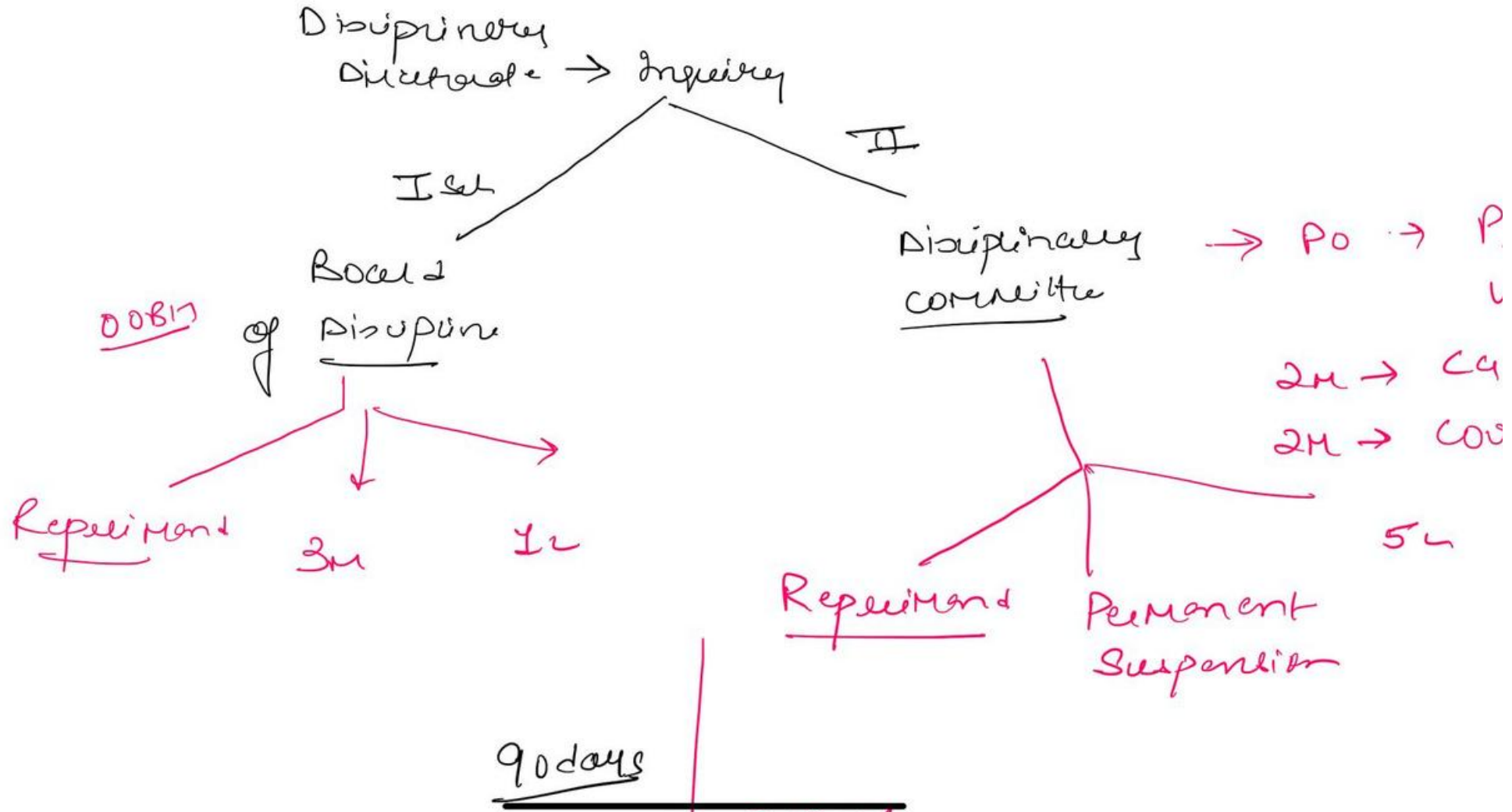
7

axial
enter)

axial
enter)

8

Disciplinary Mechanism



8

9

require

H

Disciplinary committee

→ PO → President/
via President Council

2M → CA
2M → Council

5L

Repeitand

Permanent
Suspension

Powers
are similar
to
civil court

appeals

< appeal Mem

3u

12

Repeal and

Permanent
Suspension

5u

10

90 days

appeal

Authority → 00B17

↳

confirm / modify / reject

↳

further enquiry

↳

dispose Per cent

ITSI Guidelines for Advt

Per

