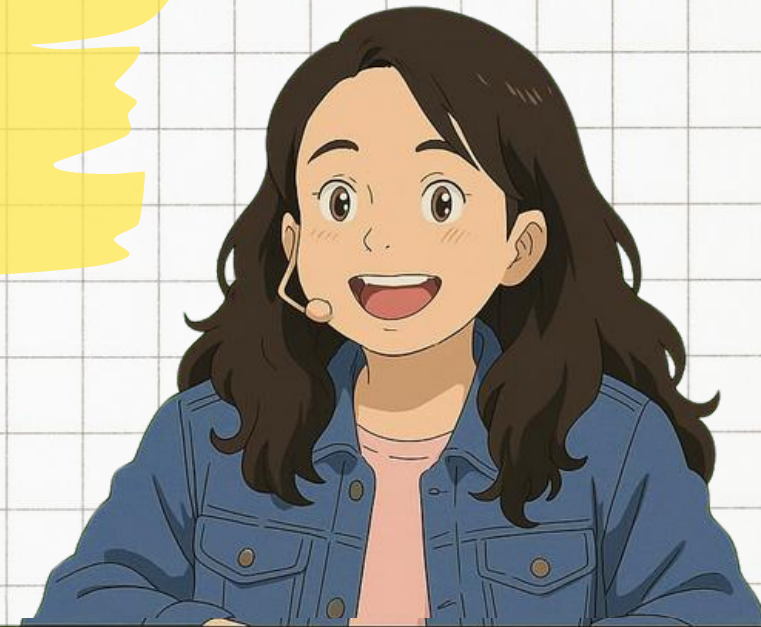


June 2025  
Attempt

## Chapter 04:

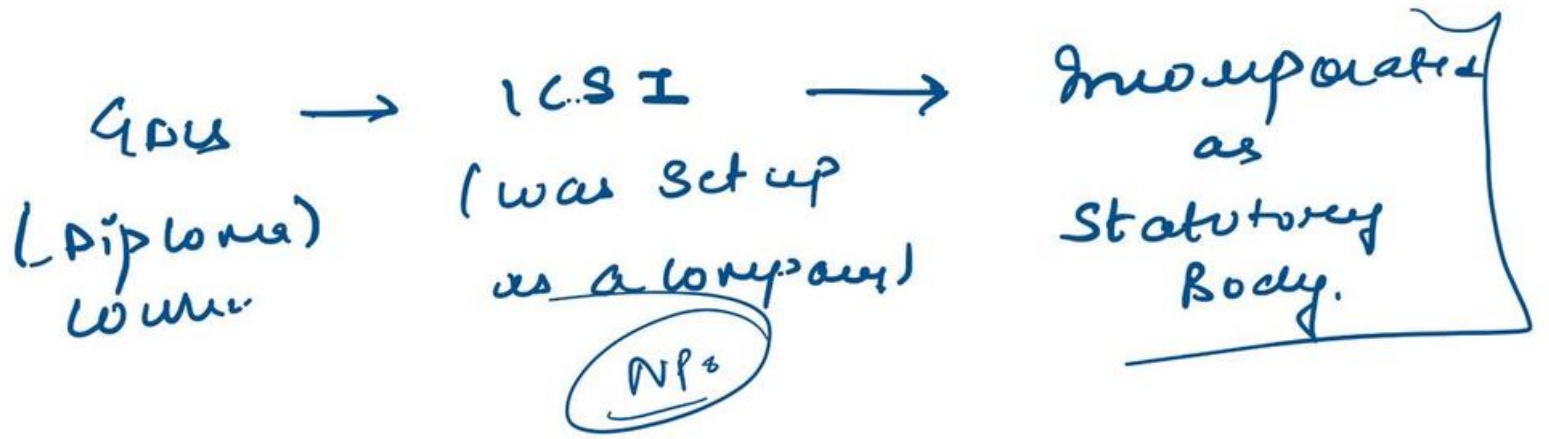
# LEGAL FRAMEWORK GOVERNING *Company Secretaries*

## Handwritten Notes



①

# Legal Framework Governing Company Secretaries



- Functions of CS
- Compliance officer
  - Chief Adviser
  - Corp Gov → CF



205 →

① Assist the Board → conducting affairs of the Co.

②

② Assist Board → Enforce Corp Gov

③ conducting meetings → AGM  
→ BM  
→ ECM  
→ COMMITTEE

+  
Prepare Minutes

④ obtain approvals from Board/ authorities

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



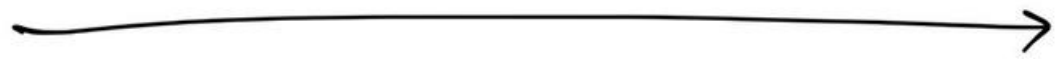
- Compliance with Regs
- Procedures are authentic
- coordinate b/w Board/SE
- Quarterly Report

one level Below of CEO/WTA/MA

+ include CS + CFO

(Reg 16A SERBI (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 CA/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



5

fellow Member  
Associate for a cont<sup>r</sup> 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



6

COP

Reg of Members

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

- Name
- Memb no.
- Qualification
- Email
- COP (COP)

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

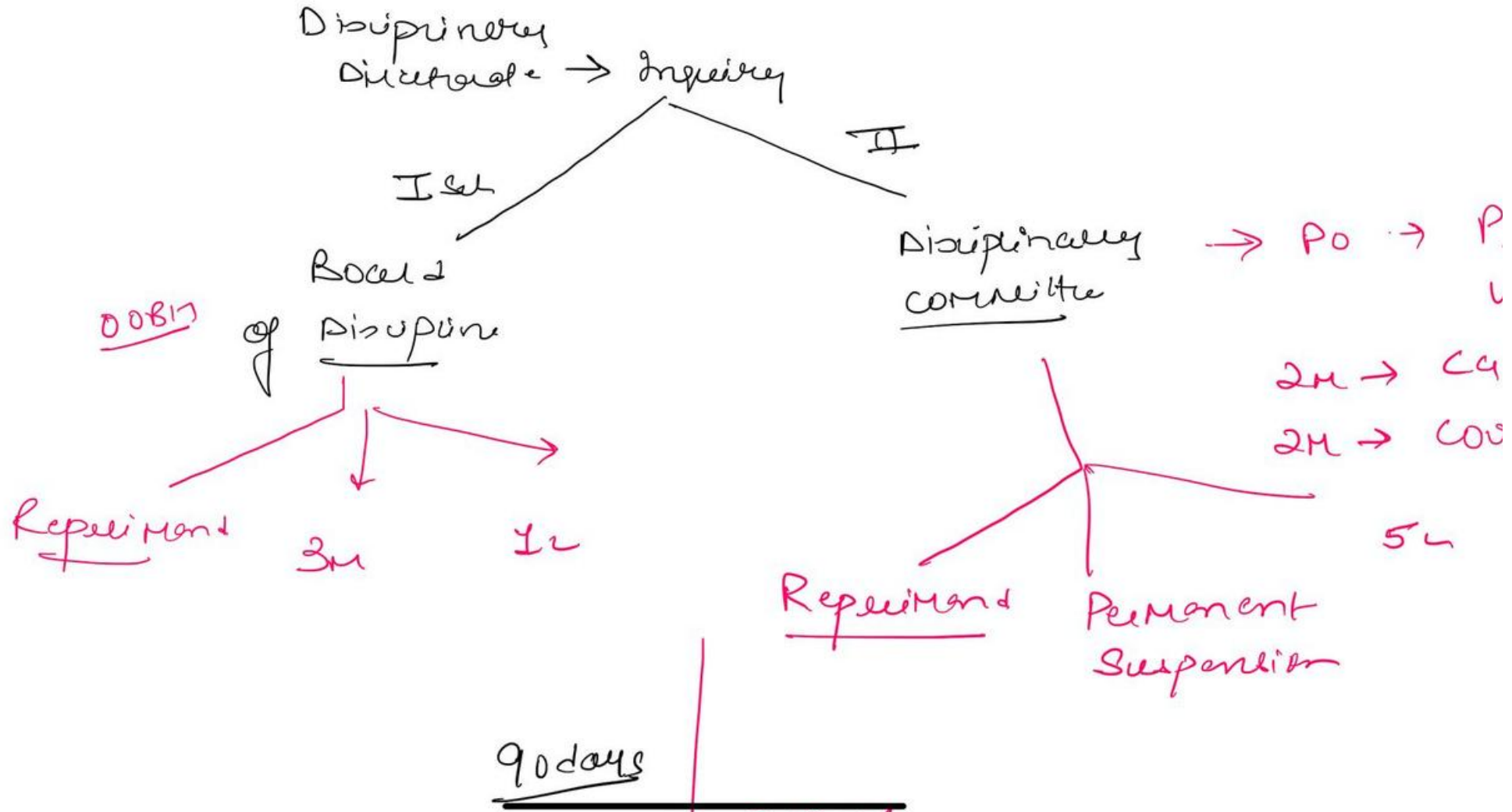
(7)

axial  
enter)

axial  
enter)

8

# Disciplinary Mechanism



8

9

require

H

Disciplinary committee

→ PO → President/  
via President Council

2M → CA  
2M → Council

5L

Repeal

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 inquiry

↳

dispose Permit

ITIL Guideline for Audit

Per

