



The Institute of

**Company Secretaries** of India

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

**SOUTHERN INDIA REGIONAL COUNCIL**

July, 2004

**eNewsletter**

**#5**

## CHAIRMAN



Dear Professional Colleagues,

I am happy to inform you that the deliberations during the full day seminar on the "Role and Responsibilities of Directors in the Emerging Scenario" organized by SIRC on 26<sup>th</sup> June, 2004 at Chennai, were extremely useful to the participations. The seminar was inaugurated by Dr. V.L.Dutt, Former President of FICCI and Chairman, KCP Limited. Interesting views were expressed by the speakers on the Role and Responsibilities of Directors with particular reference to the Independent Directors. The critical issues relating to the Corporate Governance with reference to the Clause 49 of the Listing Agreement and Naresh Chandra Committee were also deliberated in detail with the active participation by the delegates.

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Southern India Regional Council

Chennai

Chapters

Bangalore, Cochin,  
Coimbatore, Hyderabad,  
Madurai, Mangalore,  
Mysore, Pondicherry,  
Tiruchirapalli, Tiruvanathapuram  
Visakhapatnam

Setellite Chapters

Calicut, Hubli-Dharwad,  
Kottayam, Salem, Thrissur.

Vijayawada

**30<sup>th</sup> Regional Conference**

6<sup>th</sup> & 7<sup>th</sup> August 2004

at Coimbatore

**THEME:**

Global alliances and  
Mega partnerships - From the  
Perspective of Industry and  
Professionals

ALL INDIA ESSAY WRITING  
COMPETITION FOR STUDENTS

HOW TO ADVERTISE WITH  
**eNewsletter**

The theme for the 30<sup>th</sup> Regional Conference of SIRC has been finalised as "GLOBAL ALLIANCE AND MEGA PARTNERSHIPS – FROM THE PERSPECTIVE OF INDUSTRY AND PROFESSIONALS". The conference will have six technical sessions. Coimbatore Chapter is hosting the Regional Conference after a gap of nearly 17 years and I request all the members to attend the conference without fail.

I thank the family members of Late Shri K Hariharan for the donation of Rs.50,000/- in his Memory to the Institute for creation of Corpus Fund to be awarded as prize money to the meritorious students from the Southern Region. Shri. Hariharan (FCS-12) was a nominated member by the Government of India during the year 1968 when the Company Secretaryship examinations were conducted by the Department of Company Affairs. He was one of the founder members of the Institute and contributed immensely for the growth of the profession in the initial years.

The Ministry of Company Affairs, as part of its 'DCA-21 Project' is in process of completing Frequently Asked Questions (FAQ) on Company Law Procedural Matters which will be placed on website. MCA has also requested our Institute to provide FAQs with suggested answers. I request all the Chapters in Southern Region to organize study circle meetings of members for preparing FAQs with suggested answers thereof.

With best wishes

Yours sincerely

**C SUDHIR BABU**

[sudhirinc@yahoo.com](mailto:sudhirinc@yahoo.com)

# FREQUENTLY ASKED QUESTIONS

## **What is eNEWSLETTER and why ICSI-SIRC introduced it?**

This is to maintain a quick communication approach by The Institute of Company Secretaries of India – Southern Region Council to disseminate News, Reports and Announcements from SIRC-Chennai and Chapters in Southern India to our Members and Students. The eNewsletter has been created to provide more information with visuals and distribute the same quickly to browse on the users' Personal Computer. It is also an attempt to encourage eDocuments creation and usage culture.

## **What are the technical features of this eNewsletter?**

In order to use this eNewsletter, you need a computer with Microsoft Windows 95, 98, NT4, Me, 2000 or XP, and Internet Explorer 5 or later installed. This eNewsletter has been created in the Portable Document Folder [popularly known as pdf file] which works offline. Your computer need not be connected to Internet while you wanted to browse the contents. The eNewsletter has been created in pdf file to enable you to download onto your PC quickly as the file size is always compressed. You need to have a pdf reader to open this file. Generally every PC is loaded with a pdf reader other wise you can download the Acrobat reader free and install on your PC easily.

## **How do I get copy of the eNewsletter & use the same?**

You can enter the following web-link into the address line of your PC web-browser when you are connected to Internet:

<http://www.icsi.edu/SIRC/eNewsletter5.pdf>

or

Log on to ICSI website [www.icsi.edu](http://www.icsi.edu) > Programmes > Forthcoming Programmes > RO/Chapters>SIRC and at end of the Announcement captioned **eNewsletter5 of Southern India Regional Council** click the end words [read more](#)

You can browse eNewsletter when you are on line or you can save the eNewsletter file in any folder of your PC to browse later. It will take 3 Minutes to 10 Minutes to download the pdf file to view on the screen depending on the speed of your PC. If your PC is not having a pdf reader, you can download & install a free software by using the following link:

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You are asked to choose your language and platform (Windows98 or Windows 2000) based on which you will be guided to download a suitable version of the Adobe Reader.

## **I am not computer savvy. How do I get my eNewsletter?**

You can visit any Chapter under the jurisdiction of ICSI-Southern India Regional Council for guidance. You can also get in touch with Newsletter committee Members or Net-Members whose info is given alongside.

## **How can I have printed copy of eNewsletter?**

An email is sent to Members & Students about info on eNewsletter. You can download complete eNewsletter for your use on your PC and take print-out of any page(s) of your choice. You can also visit nearest Chapter of ICSI-SIRC and request for printed eNewsletter on payment basis.

## NEWSLETTER COMMITTEE

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Working Days: Monday to Saturday(except 2<sup>nd</sup> & 4<sup>th</sup> Saturdays)10-00 AM to 5-45 PM Lunch Break: 1-00 PM to 1-30 PM

**JOINT MEETING WITH REGIONAL DIRECTOR (SOUTHERN REGION), DEPARTMENT OF COMPANY AFFAIRS AND REGISTRAR OF COMPANIES, TAMILNADU – 25<sup>th</sup> June, 2004**

The Southern Regional Councils of The Institute of Chartered Accountants of India and the Institute of Company Secretaries of India organized a joint meeting to interact with Samir Biswas, Regional Director (SR), DCA and K Pandian, Registrar of Companies, Tamilnadu, Chennai on 25<sup>th</sup> June, 2004 at ICSI-SIRC House, Chennai. C Sudhir Babu, Chairman, SIRC of the ICSI welcomed the Chief Guest while P Rajendra Kumar, Member, SIRC of the ICAI



and R Sridharan, Vice-Chairman, SIRC of the ICSI introduced Biswas and Pandian respectively. Thereafter Pandian and Biswas interacted with the members present after a brief address. The interaction was mainly about the functioning of the Office of the Regional Director and the Registrar of Companies. The members put forth the practical difficulties being experienced by them like different procedure adopted at different offices and information about the department to be publicized adequately. The officials present informed that the online filing of documents to be introduced shortly and the training to be given to the staff of the department. The officials of the department also clarified various queries raised by the members. Dattatraya Joshi, Secretary, SIRC of the ICSI proposed vote of thanks. S Diraviam, Treasurer, SIRC of the ICSI, B Ravi, Member, SIRC of the ICSI, Ms A V Syamala, Member, SIRC of the ICSI were also present at the meeting.

**Joint Seminar on `ROLE AND RESPONSIBILITIES OF DIRECTORS IN THE EMERGING SCENARIO' – 26<sup>th</sup> June, 2004**

The Southern India Regional Council of The Institute of Company Secretaries of India and The Southern India Chamber of Commerce & Industry(SICCI) organised a Joint Seminar on `ROLE AND RESPONSIBILITIES OF DIRECTORS IN THE EMERGING SCENARIO' on 26<sup>th</sup> June 2004 at Hotel Chola Sheraton, Chennai. Dr V L Dutt, Former President, FICCI & Chairman, KCP Limited was the Chief Guest. R Veeramani, President, SICCI while delivering the welcome address observed that the Role and Responsibilities of Directors is becoming challenging with globalization and professionalism in managing organizations. He also complimented The ICSI for bringing out an excellent publication the `Monograph of Position, Duties and Liabilities of Directors'.

C Sudhir Babu, Chairman, SIRC of The ICSI introduced the theme of the Seminar and stated that the Seminar was organised in order to analyse threadbare the Role of Directors in the ever changing corporate scenario in particular and the societal pressures on the other. While commenting on the Board of Directors, as stewards of their shareholders and stakeholders, he said that Directors have gained significant ground in recent decades.



**Joint Seminar on 'ROLE AND RESPONSIBILITIES OF DIRECTORS IN THE EMERGING SCENARIO' – 26<sup>th</sup> June, 2004 Continued.....**



Dr V L Dutt in his inaugural address lauded the efforts of the SIRC of The ICSI and the SICCI in organizing the much needed Seminar on Role and Responsibilities of Directors. While dwelling upon the prevailing scenario of corporate social responsibility, he observed that the Board of Directors have the onerous responsibility of being the custodian of public at large who have reposed faith in them. He drew references of the collapses of giant western corporates, primarily because of the Board not living up to the expectation of the stakeholders. He concluded saying that Corporate Governance is a way of life and the Board has to imbibe this, in order to gain the confidence of the public at large.

Earlier, R Sridharan, Vice-Chairman, SIRC of The ICSI introduced the Chief Guest Dr V L Dutt. While Dattatraya Joshi, Secretary, SIRC of The ICSI proposed vote of thanks.

**I Technical Session - CORPORATE GOVERNANCE & INDEPENDENT DIRECTORS**

G Balakrishnan, Secretary, The India Cements Limited, Chennai and P H Arvinth Pandian, Advocate, Chennai were the Speakers for the first technical session on CORPORATE GOVERNANCE & INDEPENDENT DIRECTORS. In his address Pandian dealt at length on the Role of Independent Directors and their importance in Corporate Governance. He made comparative analysis of the responsibilities of Independent Directors of various countries and concluded that Corporate Governance is basically about ethics. G Balakrishnan in his address stated that Corporate Governance has evolved as an important concept over the past decade to more effectively promote the allocation of resources to most productive uses. In modern times the country's economy largely depended on the efficiency of the corporate sector. He observed that Corporate Governance largely depended on the Independence the Directors enjoyed on the Board.

Earlier, S Diraviam, Treasurer, SIRC of The ICSI the Co-ordinator of this session introduced and proposed vote of thanks.



**Joint Seminar on 'ROLE AND RESPONSIBILITIES OF DIRECTORS IN THE EMERGING SCENARIO' – 26<sup>th</sup> June, 2004 Continued.....**

**II Technical Session - Qualification & Disqualification of Directors**

R Vittal, Vice President (Legal Affairs) & Company Secretary, PSI Data Systems Limited, Bangalore was the Speaker for the second technical Session on Qualification and Disqualification of Directors. Vittal opened his address with a remark that Company Law at present permits under certain circumstances and with appropriate approvals an individual to be a Managing Director of not more than two Companies, but there is no bar to such managing or other wholtime directors being on the Board as non-executive Directors within the statutory ceilings on total number of permitted Directors. He also highlighted the desire of the shareholders of listed Companies to expect the wholtime Directors including Managing Directors to devote substantial time in the affairs of the Company. B Ravi, Member, SIRC of The ICSI the Co-ordinator of this session introduced and proposed vote of thanks.

**III Technical Session - Responsibilities & Liabilities of Directors**

L Jayaraman, Company Secretary in Practice, Chennai was the Speaker for the third technical session on Responsibilities and Liabilities of Directors. During his address he covered the whole gamut of the Responsibilities and Liabilities of Directors under various provisions of the Companies Act. He brought forth the point that the Directors prerogative is to supervise control and direct collectively as a Board to pursue shareholders wealth maximization goals. Ms. A V Syamala, Member, SIRC of The ICSI the Co-ordinator of this session introduced and proposed vote of thanks.

**IV Technical Session - Global Scenario vis-à-vis the Directors**

The fourth technical session on Global Scenario vis-à-vis the Directors was addressed by V Ranganathan, Partner, Ernst & Young P Ltd., Chennai. S Diraviam, Treasurer, SIRC of The ICSI introduced Ranganathan. Speaking on the International Scenario of Corporate Governance Ranganathan observed that Corporate Governance issues have attracted considerable attention and research worldwide in recent decades. Corporate Governance has wide ramifications and extended beyond good corporate performance and financial propriety though these are no doubt essential, he said. He also dealt on the issues expressed in the various Corporate Governance Reports in India and the salient features of Sarbanes Oxley Act of the US. S Diraviam proposed vote of thanks.

Immediately after the third technical session, there was a informative presentation by Arunachalam, Vice-President, Iffco-Tokyo General Insurance Co. Ltd., Chennai. All the technical sessions evoked very good floor participation from the delegates

**CORPORATE SECTOR – DANGERS OF OVER-REGULATION – 10 June, 2004**

A meeting of Members on 'Corporate Sector – Dangers of Over-Regulation' was organised at ICSI-SIRC House. Arvind P Datar, Senior Advocate, Chennai was the Speaker. At the same meeting, the family members of late Shri K Hariharan, a Senior Member of the Institute and a doyen of the profession of Company Secretaries contributed a sum of Rs.50,000/- to commemorate his birth centenary towards instituting an award for the meritorious students of the southern region. C Sudhir Babu, Chairman, SIRC of The ICSI welcomed the Speaker and the Members. He lauded the gesture of late Shri Hariharan's family for coming forward to contribute towards the noble cause.

P T Rangamani, Past President, The ICSI who had interacted with Shri Hariharan recalled his association with him and stated that he was one of the illustrious Members who had contributed to the Institute in the initial stages of its formation. He recounted the various services offered by late Shri Hariharan to the students pursuing the Company Secretaryship Course in those days, when the students did not have the type of facilities available now. H K Mani, Son of late Shri Hariharan presented a cheque for Rs.50,000/- for instituting a suitable award to the meritorious students from the southern region.

### MEETING OF TRAINEES HELD - 10 June, 2004

A meeting of the Trainees undergoing Management/Apprenticeship training was held at ICSI-SIRC HOUSE, Chennai. C Sudhir Babu, Chairman, SIRC of The ICSI addressed the Trainees on the importance of undergoing training as part of the curriculum of Company Secretaryship Course. He listed out the various benefits which the trainees could gain by undergoing on-the-job training with Companies/Practising Company Secretaries. He stressed on the importance of maintaining the Training Dairy published by the Institute, which will help them in noting down the various tips they could use at a later point in their career as Company Secretaries. Thereafter, he invited the feedback of the trainees since it was a major purpose for convening the meeting. Overall, the trainees expressed their satisfaction on the training being imparted by the Companies/Practising Company Secretaries. However, they also gave a few suggestions, which the Chairman informed that he would forward them to the Institute. S Diraviam, Treasurer, SIRC of The ICSI and B Ravi, Member, SIRC of The ICSI also addressed the trainees. R Sridharan, Vice-Chairman, SIRC of The ICSI was present for the meeting.

### 5<sup>TH</sup> TRAINING ORIENTATION PROGRAMME (TOP) – 21 to 25 June, 2004

INAUGURAL SESSION - The 5<sup>th</sup> Training Orientation Programme (TOP) was inaugurated by P T Rangamani, Past President, The ICSI on 21<sup>st</sup> June, 2004 at 1000 hrs at ICSI-SIRC House, No 9, Wheat Crofts Road, Nungambakkam, Chennai-600034. R Sridharan, Vice-Chairman, SIRC of the ICSI welcomed the Chief Guest and introduced him to the participants. P T Rangamani in his inaugural address remembered the days when they were students and the facilities of such training and orientation programmes were not available to them. He complimented the Institute for devising comprehensive training programme where by the students not only acquired the knowledge for passing the examination but also to acquire practical exposure to the



corporate work culture. Rangamani also advised the students to acquire the desired skill and confidence during the training for succeeding in their professional career. Mrs Sarah Arokiaswamy, Assistant Director & Programme Coordinator, SIRO of the ICSI proposed vote of thanks.



THE VALEDICTORY SESSION of the 5<sup>th</sup> Training Orientation Programme (TOP) was held on 25<sup>th</sup> June, 2004 C Sudhir Babu Chairman, SIRC of the ICSI distributed the Training Orientation Programme Certificates to the successful Trainees. C Sudhir Babu, Chairman, while addressing the Trainees. gave a brief back-ground of the three tier training programme designed by the institute i.e. TOP, PAP & SMTP in order

to train the candidates to confidently take up the position of company secretaries as soon as they become members of the institute. He also advised the students to take up the training in all seriousness so that the practical exposure they gain will help them in clearing their examinations with flying colours. Dattatraya Joshi, Member, SIRC of the ICSI proposed vote of thanks. R Sridharan, Vice-Chairman, SIRC of the ICSI, S Diraviam, Treasurer, SIRC of the ICSI and Mrs. Sarah Arokiaswamy, Assistant Director & Programme Coordinator, SIRO of the ICSI were also present.



### THIRD REGIONAL LEVEL SEMI- FINAL ELOCUTION COMPETITION - 25 June, 2004

The Third Regional Level (Semi-Final) Elocution Competition was held on 25th June, 2004 at ICSI-SIRC House, Chennai. On the topic 'Challenges to the Company Secretary Profession under the GATS Regime'. The Judges were Harishankar Mani, Advocate, Chennai & C Sudhir Babu, Chairman, SIRC of the ICSI. There were two teams at the Regional Level Elocution Competition -one from Hyderabad Chapter consisting of Ms Preeti Asawa & Venkat Reddy and the other consisting of S R Sriram & K Prabu from SIRC. S R Sriram & Ms Preeti Asawa were declared winners to represent the SIRC in the Third National Level Elocution Competition to be held at Pune on 18th July, 2004.

### CAREER GUIDANCE PROGRAMME - 28 June, 2004



A career counselling programme was organised at DRBCCC Hindu College, Pattabiram, Chennai on 28.06.2004 at 02.30 p.m.

S V Suryanarayana, Member, SIRC of the ICSI made a multimedia presentation on the Company Secretaryship Course. Suryanarayana in his eloquent address impressed upon the students the need for pursuing a professional course in Company Secretaryship alongwith graduation. He out-lined the history of the Institute and the various opportunities available to company secretaries both in employment and in practice

Mrs Sarah Arokiaswamy, Assistant Director, SIRO of the ICSI explained the procedure for becoming student of company Secretaryship course and the various subjects for Foundation, Intermediate. She also spoke on the training requirements and the stipend payable for such training, and the various facilities offered by the institute to the students i.e. Library and oral coaching classes. Earlier, Jawaharlal Nehru, Faculty of the Commerce Department introduced the speakers and Ms Kavitha, Faculty of Commerce proposed vote of thanks. Around 165 students belonging to the BA (CS) & B.Com attended this programme.



### RECOGNITION BY MADRAS UNIVERSITY

Madras University, vide letter No. D.2/PH.D./ADMN/2004/572 dated 28th June 2004 has confirmed that the Membership Qualification of the Institute of Company Secretaries of India be treated as equivalent to Post Graduate Degree for the purpose of pursuing PH.D. Course in the Faculty of Commerce of the University of Madras, provided the candidate has secured: (i) The Membership qualification after the lapse of atleast two years after obtaining the University degree; and (ii) 50% or marks in the aggregate in the qualifying degree examination.



**ANNOUNCEMENTS:**

**51ST SECRETARIAL MODULAR TRAINING PROGRAMME (SMTP)** will be organised for Company Secretaryship course Final examination passed students from 27<sup>th</sup> July, 2004 to 12th August.2004 (10.00 am to 05.00 pm)  
Fee: Rs.2,500 Venue: ICSI-SIRC HOUSE, CHENNAI

**6TH TRAINING ORIENTATION PROGRAMME (TOP)** will be held for Company Secretaryship course Intermediate or Final examination passed students from 6<sup>th</sup> September, 2004 to 10<sup>th</sup> September, 2004 from 10.00 am to 05.00 pm  
Venue: ICSI-SIRC HOUSE, CHENNAI

**ALL INDIA ESSAY WRITING COMPETITION FOR STUDENTS**

Communication skill is hallmark of success in all walks of life. It is equally true with the C.S. Professional. In order to rejuvenate the writing skills of the students, the NIRC is organizing an All India Essay Writing Competition for students on the following theme : *PROFESSIONAL SERVICES UNDER W.T.O.*

The Essay, neatly typed in double space preferably with a floppy may be sent to the Southern India Regional Council by August 14, 2004. The candidates should clearly mention their name, Registration No., Stage of course, postal address with phone nos. fax and e-mail address if any. The essay must be own, original work. In case any material has been quoted, it must be specified with details.

Last Date for Receipt of the Essay by SIRC of the ICSI is 14<sup>th</sup> August, 2004.

**INVITATION TO CONTRIBUTE QUESTIONS**

To implement the Computer Based Coaching Completion Test in lieu of submission of response sheets/Eligibility Test, the Institute invites **objective type/multiple choice questions** on the following subjects/topics of Intermediate Company Secretaryship Course.

1. General and Commercial Laws
2. Company Accounts and Cost & Management Accounting
3. Tax Laws:
4. Management Information Systems and Corporate Communication
5. Company Law
6. Company Secretarial Practice
7. Economic, Labour and Industrial Laws

The Course Contents of the Company Secretaries Syllabus are also available on the Website of the Institute.

**PARAMETERS**

- The questions should be - unambiguous, clear and definite in language; framed on the pattern of generally understood "objective type/multiple choice questions" ,i.e., short questions with at least four suggested answers out of which only one answer is correct; framed to test the clarity/understanding of the concepts, application of knowledge and analytical ability relevant to the subject with focus on practical situations faced by the Company Secretary in day to day working; neatly handwritten or typed in double space with sufficient margin on either sides. The questions should be a mix of average level, above average level and difficult level.
- Original work of the author and not directly lifted/copied from any published source.
- The level of knowledge required to be tested is WORKING.
- The Institute reserves the copyright to use or publish any question / answer with or without editing, modification(s) in any manner as it may deem fit, and to accept or reject any question(s) without assigning any reason.

**HONORARIUM**

For every selected question, a token honorarium @ Rs 20/- per question will be paid to the contributor.

**RESPONSE**

Confirming to the above specifications, you may send the questions, giving name, designation, profession and complete postal address. The envelope should be superscribed ' QUESTION BANK' and addressed to

**V.K AGGARWAL, SENIOR DIRECTOR**  
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THE INSTITUTE OF COMPANY SECRETARIES OF INDIA  
SOUTHERN INDIA REGIONAL COUNCIL

**30<sup>th</sup> REGIONAL CONFERENCE**

Day and Dates : Friday and Saturday, the 6<sup>th</sup> and 7<sup>th</sup> August 2004  
Venue : Coimbatore Telephone: 0422-2471824



<b>DELEGATE FEES:</b> Members of ICSI/ICWAI/ICAI	Rs.1500
Company Secretaries in Practice	Rs.1200
Accompanying Spouse/Students	Rs. 800

**THEME:** Global alliances and Mega partnerships - From the Perspective of Industry and Professionals

**Technical Sessions:**

1. Opportunities and Regulatory requirements for Global Joint Ventures and Alliances – An International Scenario.
2. Mega Partnerships of Multi-disciplinary Professions – Opportunities and Obstacles.
3. Developing Global Competence.
4. Impact of opening of Trade Barriers – Industry Specific Analysis.
5. Equipping skills for appearance before NCLT
6. Equipping skills for appearance before SAT

For registration and other details please contact:

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**Attention Members !**

Members of the Institute may be aware that "Chartered Secretary", the official journal of the Institute being published for the last over 33 years is rated as one of the best professional journals consistently maintaining its quality and promptitudeness in providing Government Notifications, legal decisions and analytical and informative articles. The journal also serves as an effective medium of communication between the members and the Institute.

Members would appreciate that over the years there has been enormous increase in the paper, production and other administrative costs of the said journal, making it difficult for the Institute to continue with its publication without kind cooperation of the members.

The matter was discussed by the Council of the Institute and the Council unanimously approved supply of "Chartered Secretary" Journal to members at subsidized annual subscription of Rs.500 per annum w.e.f 1<sup>st</sup> October, 2004.

Members desirous of subscribing to "Chartered Secretary" Journal may please fill in the proforma given hereunder enclosing a cheque/ DD(in outstation cases) of Rs. 125/- (for the period October 2004 – December 2004) or Rs. 625/- (for the period October 2004 – December 2005) favouring "The Institute of Company Secretaries of India" to Joint Director (Publications), The Institute of Company Secretaries of India, ICSI House, 22, Institutional Area, Lodi Road, New Delhi – 110 003 by 10<sup>th</sup> September, 2004. **Kindly send your subscription amount latest by 10<sup>th</sup> September 2004 to continue to receive the journal uninterrupted.**

**PROFORMA**

- 1) Name of the Member : \_\_\_\_\_
- 2) ACS/FCS Number : \_\_\_\_\_
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Please supply me Chartered Secretary from.....to.....(Specify month & year)

\_\_\_\_\_  
Signature of Member



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Working Days & Hours : Monday to Saturday 09 30 AM to 05 15 PM

**Regulatory Mechanism of Non Banking Financial Companies – 5th June, 2004**

The Chapter organised half-a-day seminar on the topic "Regulatory Mechanism of Non Banking Financial Companies" on 5th June, 2004. NS Ponnunambi, Registrar of Companies, Andhra Pradesh, RN Kar, General Manager and Smt. Nanda Dave, Deputy General Manager (Department of Non Banking Supervision), Reserve Bank of India, Hyderabad addressed the participants.



NS Ponnunambi in his address explained the role and jurisdiction of Department of Company Affairs and the O/o. The Registrar of Companies in the activities of Non Banking Financial Companies.

He explained practical issues involving the O/o. The Registrar of Companies in dealing with Non Banking Financial Companies and the Reserve Bank of India. Ponnunambi also explained the procedure to be followed with the office of ROC by Non Banking Financial Companies intending to change their object and to become Non Banking Non Financial Companies

RN Kar in his address explained FDI guidelines for Non Banking Financial Companies, activities covered under NBFC sector, minimum capitalisation norms for fund based and non-fund based NBFCs . He said that Joint Venture operating NBFCs that have 75% or less than 75% Foreign Investment allowed to set-up subsidiaries for undertaking other NBFC activities, subject to the subsidiaries also complying with the applicable minimum capital inflow. He also explained the RBI' s role on NBFCs, Regulatory framework and procedural aspects for registration, documents required with application form for issue of Certificate of Registration . He also explained the procedure to be followed with the RBI by Non Banking Financial Companies intending to change their object and to become Non Banking Non Financial Companies.

Nanda Dave in her address lucidly explained regarding filing of various returns and statements by Non Banking Financial Companies to the Reserve Bank of India, penalties for non submission/delayed submission of various returns. She also explained Regulatory & Procedural aspects for change of name and objects of NBFCs and on how to exit from NBFC activity and directions.

The seminar was followed by interaction of delegates with the speakers. Earlier P. Jagannatham, Chairman of the Chapter welcomed the dignitaries and participants to the meeting. C. Sudhir Babu, Chairman, The ICSI-SIRC presented the theme of the seminar and said that the topic is pertinent. D. Hanumanta Raju, Council Member and other Managing Committee Members of the Chapter were also present on the occasion. The seminar concluded with a vote of thanks proposed by V. Ahalada Rao, Secretary of the Chapter.

**Computerisation of Activities of The Ministry of Company Affairs – 19th June, 2004**



The Institute of Company Secretaries of India - Hyderabad Chapter organised a meeting jointly with the Hyderabad Chapter of The ICWAI and Hyderabad Branch of The ICAI on "Computerisation of Activities of The Ministry of Company Affairs" on Saturday, the 19th June, 2004 at Surana Udyog Auditorium, The FAPCCI. Dr. (Mrs.) Sheela Bhide, IAS., Joint Secretary, The Ministry of Company Affairs, New Delhi was the speaker.

Dr.(Mrs.) Sheela Bhide., IAS informed that user friendly project called "DCA-21" Prime Minister' s National Mission Project will be a model for future e. governance programmes. Facility for payment of fee and filing of documents is to be made online i.e, electronically. Dr. (Mrs.) Bhide informed the gathering that the Ministry is also in consultation with relevant government departments to workout modalities for collecting stamp duty also online. Under the project, the Ministry will computerise all the records of the companies by scanning the documents so that the physical records can be dismantled to save office space and only the important documents will be preserved physically. The Computerisation Project of the Ministry will be outsourced to prestigious companies and however Security Audit of the system will be done by a separate agency. The Ministry is taking help from statutory professional bodies such as The ICSI, ICWAI and ICAI in standardising certain formats of the firms and in training the professionals and stake holders in operating the online system.

Earlier, P. Jagannatham, Chairman, The ICSI-Hyderabad Chapter welcomed the dignitaries and members to the meeting. C. Ramachandram, Chairman, Hyderabad Branch of The ICAI presented the theme of the meeting. The Meeting concluded with a vote of thanks proposed by GVS Subrahmanyam, Chairman, Hyderabad Chapter of The ICWAI. The Managing Committee Members of the Hyderabad Chapters of ICSI, ICAI and ICWAI were also present on the occasion.

**First Batch of The ICSI-NIIT Computer Training for Members – 28th June, 2004**

The First Batch of The ICSI - NIIT Computer Training Programme for the Members in Hyderabad commenced on 28th June, 2004 at NIIT Ltd., Basheerbagh Centre, Hyderabad wherein 13 Members got registered. P. Jagannatham, Chairman of the Chapter welcomed the participants to the first batch of trainees during a brief inaugural session. Ms. Lavanya Chandra, Chairperson, Training & Placement Committee coordinated the commencement of batch in association with Ms.N. Sona Kumar, Sr. Coordinator (Admissions) of NIIT Ltd., Hyderabad. The training programme is scheduled between 07.30 pm and 09.30 pm on alternate days for a total duration of 70 hours covering the course contents specified by The ICSI.





### **A Ticket for Success with Business Etiquette - 12th June, 2004**

The Practising Company Secretaries Committee of Hyderabad Chapter organised a lecture meeting on "A Ticket for Success with Business Etiquette" on 12th June, 2004. Rummy Sharma, International Etiquette Expert addressed the members. Rummy Sharma in his address lucidly explained the etiquette relating to conveying of wishes, shaking hands, addressing people of different ages, exchanging business cards/visiting cards and dining methods/manners.

Earlier Jagannatham, Chairman welcomed the members to the meeting. The Managing Committee Members of the Chapter were also present on the occasion. The meeting concluded with a vote of thanks proposed by Mr. V. Ahalada Rao, Secretary of the Chapter.

### **5th Training Orientation Programme - 13 to 17 June, 2004**

The Institute of Company Secretaries of India - Hyderabad Chapter has organised the 5th Training Orientation Programme on 13th June, 2004. P. Jagannatham, Chairman of Hyderabad Chapter welcomed the dignitaries and briefed about the programme.

Y. Nayudamma, Managing Director, Phyto Chem (India) Ltd., who was the Chief Guest inaugurated the Programme by lighting the Lamp. He impressed the participants about importance and duties of Company Secretary towards the company as well as towards investors. C. Sudhir Babu- Chairman-SIRC & Datla Hanumanta Raju Council Member - The ICSI addressed the participants. V. Ahalada Rao, Secretary of the Chapter proposed vote of thanks. VS Raju, Official of the Chapter coordinated the programme.

The Institute of Company Secretaries of India - Hyderabad Chapter organized the Valedictory session of 5th Training Orientation Programme on 17th June, 2004. The Chief Guest, K. Basava Rao, Managing Director Vijaya Bhargavi Finance Ltd in his address while complimenting the students for choosing the Company Secretaryship Course stressed the need for dedication, hard work, interpretation and drafting skills and Updation of knowledge etc., Datla Hanumanta Raju- Council Member- The ICSI & C. Sudhir Babu, Chairman- SIRC also addressed the participants. Santosh Kumar the Best Participant of TOP entertained the participants by his mimicry.

Earlier P.Jagannatham, Chairman of the Chapter gave welcome address. V.Ahalada Rao, Secretary proposed vote of thanks.

### **26TH SECRETARIAL MODULAR TRAINING PROGRAMME**

The ICSI - Hyderabad Chapter is organising the 26th Secretarial Modular Training Programme for CS Final passed candidates from 26th September, 2004 to 13th October, 2004 at its Chapter premises. For registration please contact the Chapter. Phones: 040-23399541/23396494; Fax: 040-23325458 ; e.mail : hyderabad@icsi.edu

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**INSIDER TRADING REGULATION - 3 JUNE, 2004**



The Chapter organised a Study Circle Meeting on the topic “Insider Trading Regulation” on June 3, 2004 at 6.30 PM at the Chapter Premises. The Speaker was R. Vittal, Vice President – Legal Affairs & Company Secretary, PSI Data Systems Limited, Bangalore. J. Sundharesan, Secretary, Bangalore Chapter welcomed all present and introduced the speaker. Vittal commenced his talk with a brief history of the Insider Trading Regulations, how it came into place, an overview of the various amendments and the broad structure of the regulation. He then discussed some of the key definitions like connected person, dealing in securities, insider, person deemed to be

connected person and price sensitive information. He then elaborated on Chapter II that dealt with Section 3 and 4 on prohibition on Dealing, Communicating or Counselling. Chapter IV covering Section 12-15 on policy on Disclosures and Internal Procedure for Prevention of Insider Trading was what he covered next. He then explained a very important part of the Regulation dealing with disclosure by directors and officers. He also briefly explained the model Code of Conduct for Prevention of Insider Trading – For Listed Companies; the various Reporting requirements etc. He concluded his talk by stating that the Company Secretaries as compliance officers under these Regulations had a very important role to play and also that there was a lot they could do to proactively safe guard the company and the concerned persons from coming under the preview of these Regulations.

There was lively discussion throughout the talk by the 16 members present. G.V. Srinivasa Murthy, Managing Committee Member, Bangalore Chapter presented a bouquet to Vittal and V.S. Venkataraman, Vice-Chairman, Bangalore Chapter proposed the vote of thanks.

**COMPLIANCE ISSUES RELATING TO ANNUAL REPORTS – 18 June, 2004**

The Bangalore Chapter organised this Study Circle Meeting, which was a continuation of the meeting held previously on May 28, 2004. The Speaker was Santosh Kumar, Assistant Registrar of Companies, Karnataka, Bangalore. Subramanyam S, Chairman, Bangalore Chapter of the ICSI welcomed all present and also introduced the speaker. Santosh Kumar in his presentation focussed first on the Profit and Loss Account related Compliance.

He highlighted the importance of maintaining proper books of accounts of all sales and purchases of goods apart from compliance of Schedule VI Part II of the Companies Act; recognising revenue as per AS-9; AS-18; disclosure of related party transactions; rendering of services calculated either under proportionate completion method or completed service method; treatment of expenses and overheads; other important issues such as provision for taxation, dividend; liability of gratuity; treatment of prior period items and Extra-ordinary items etc; rent and hire charges and the accounting treatments for the same and disclosure of the same. He then focused on the compliance issues relating to Notice, wherein he highlighted the following: retirement of directors by rotation U/S 255 and 256; and the calculation of the number of directors eligible for the same; re-appointment of additional directors; status of Indian Private Companies which is subsidiary of a Foreign body corporate and dividend. He also highlighted various importance issues of compliance relating to the Directors Report as per the provisions of Section 217. His entire presentation was interspersed with practical examples and the 38 members present raised questions, sought clarification and shared their experiences. G.V. Srinivasa Murthy, Managing Committee Member, Bangalore Chapter of the ICSI proposed the vote of thanks.



**SECRETARIAL STANDARDS ON REGISTERS AND RECORDS [SS-4]” – 29 June, 2004**

The Chapter organised a Study Circle Meeting on the topic “Secretarial Standards on Registers and Records [SS-4]” on June 29, 2004 at 6.30 PM at the Chapter Premises. The Speaker was M.R. Gopinath, Practising Company Secretary, Bangalore. Subramanyam S, Chairman, Bangalore Chapter of the ICSI welcomed all present and also introduced the speaker. Mr. Gopinath commenced his address with a brief introduction on the constitution and objective of the Secretarial Standard Board.



He stressed on the importance of proper maintenance of records by companies that ultimately ensures the compliance of Law, with examples. He then briefly highlighted the major standards prescribed by the SS-4 and the reasons behind each standard, its significance and what is expected to be achieved by it. There was lively interaction by the 50 members present who apart from clarifying certain issues also gave the following suggestions:

- Any standard should be the ultimate reference point with regard to the topic it is addressing. It should be like a ready reckoner.
- It should provide some standard formats for all registers for which no formats are prescribed elsewhere.
- It should prescribe a comprehensive index for each register, which should be affixed on or form part of each register specifying the sections under which the register is maintained, who can inspect the same, who can take copies extracts etc so that even the person inspecting the registers is benefited.

V.S. Venkataraman, Vice-Chairman, Bangalore Chapter of the ICSI presented a bouquet to M.R. Gopinath and Mr. J. Sundharesan, Secretary, Bangalore Chapter of the ICSI proposed the vote of thanks.

**FORTHCOMING PROGRAMMES**

**2<sup>nd</sup> All India Moot Court Competition**

Date	Name of the Programme	Venue
24.7.2004	2 <sup>nd</sup> All India Moot Court Contest [Semi Final and Final Level]	H.A.L. Auditorium, 15/1, Cubbon Road, Bangalore – 560 001

**26<sup>th</sup> Secretarial Modular Training Programme**

ORGANISED BY AND VENUE	DATE	CONTACT PERSON
Bangalore Chapter of the ICSI at the Chapter Premises	(26 <sup>th</sup> SMTP) 13.09.2004 to 30.09.2004	Ms. Sangeetha Flora Assistant Education Officer Bangalore Chapter of the ICSI Sheriff Chambers, 3 <sup>rd</sup> Floor Rear Block, 14, Cunningham Road Bangalore – 560 052 Phone:22286574/22287158 (STD Code: 080) E-Mail:bangalore@icsi.edu; icsibc@mantraonline.com





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**INAUGURATION OF ORAL COACHING CLASSES – DECEMBER 2004 SESSION – 14 JUNE, 2004**

The Chapter inaugurated the Oral Coaching Classes for the December 2004 session of Foundation, Intermediate Group-I & Group-II. A.R.Ramasubaramania Raja, Chairman gave a warm welcome to all the students and faculty members and .K.Muthusamy, chairman of Students Facilities Committee gave a detailed account of the course contents and training requirements. K.S.Ravichandran, Past Chairman explained the various advantages of pursuing the course and guided the students how to be successful in the examinations. Earlier the management committee organized a meeting with the faculty members to analyze their views and improve the coaching.

**STUDY CIRCLE MEETING -16 JUNE 2004**

P.Vanchinathan, Chartered Accountant, Coimbatore delivered a lecture on “**Enterprise Resource Planning (ERP) and Working Capital Management**”. In his lecture he explained that ERP can be used in raw material purchase, production, marketing and in working capital management effectively for business development. It is future useful in MIS, inventory control for cost saving. He also explained the risk involved in selecting the write solution provider for different category and size of the organization. He answered the various queries raised by the members.

**ANNUAL GENERAL MEETING & PROFESSIONAL DEVELOPMENT PROGRAMME - 29 JUNE 2004**

Annual General Meeting for the year 2003-04 was held. In that meeting Chairman of the Chapter informed the various activities of the chapter during the year and also about the proposed building and requested the members to collect and contribute their might to the building fund.

Datla Hanumanta Raju, Central Council Member, Chairman, Coimbatore Chapter Building Committee, Coimbatore, also requested the members to associate themselves with the committee and to complete the building project within the stipulated time.

Discussion on the draft “**Secretarial Standard on Registers and Records**” were among the members. The programme was lead by Venugopal and MRT in the presence of K.S.Ravichandran member of the Secretarial standards Board of ICSI.



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**STUDY CIRCLE MEETING - 11 JUNE, 2004:**

Chapter organized a study circle meeting on Comments and Suggestions for New Syllabus at Chapter Office Premises. Members present discussed in detail about the new syllabus of Foundation, Intermediate and Final and gave their opinion.

As in the past, Foundation course may consist of 4 papers as the minimum qualification required for Foundation is 10+2 who may not have sufficient knowledge especially in Law subjects which may be carry forwarded to the Intermediate course, members observed. The present syllabus has contained the Company Law paper both in Intermediate and Final. Members felt that a full-fledged paper on Company Law may be included either in Intermediate or in Final.

M.Govindarajan, Secretary of the Chapter was authorized by the members to draft the course contents for the ensuing new syllabus for submitting to the Institute.

On the same day discussion on Simplified Exit Scheme was held. A committee was formed under the head D.Sivasubramanian, and A.Murugesan and R.K.Bapulal, as members of the committee to discuss the subject in detail and to give report. On receipt of the report from the committee the same will be forwarded to the Institute for onward transmission to DCA.

**AGM AND STUDY CIRCLE MEETING - 26 JUNE, 2004**

On 26.6.2004 Madurai Chapter conducted Annual General Meeting at Chapter Office. Annual Accounts for the year 2003-2004 and report of the Managing Committee were adopted for discussion at the Meeting. Members discussed various items in the statement of accounts and approved the same.

On the same day, a study circle meeting was conducted on the topic "Preliminary draft of the Secretarial Standard on Registers and Records". Members discussed the preliminary draft formulated by the SSB and found it is in order and recommended for approval.



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The Mysore Chapter held a career awareness program on 3<sup>rd</sup> July in conjunction with the orientation program for freshers conducted by S.B.R.R Mahajana First Grade College at the college premises. The Chairman of the Mysore Chapter of ICSI, C K Sabareeshan addressed the students and highlighted that in today' s competitive world one needs to be equipped with a professional qualification. One of the career choices open to students is the profession of company secretaries. He also highlighted the recognition that a Company Secretary has in a wide variety of fields such as legal, corporate management, and academics. The areas for practising Company Secretaries were also highlighted.

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C/o Shri H P Krishna Murthy, Company Secretary in Wholetime Practice

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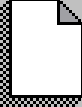






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