

Convention Brochure



41st National Convention of Company Secretaries

Transitioning from Company Secretary to
Governance Professional

7-8-9 November, 2013

ITC Grand Chola, Chennai



**THE INSTITUTE OF
Company Secretaries of India**

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

Dear Professional Colleagues,

We cordially invite you to attend and participate in the 41st National Convention of Company Secretaries which is being organized by the Institute from Thursday, November 7, 2013 to Saturday, November 9, 2013 at ITC Grand Chola, Chennai on the theme “**Transitioning from Company Secretary to Governance Professional**”. At the Convention indepth analysis of the theme would be made in five technical sessions which are as under:

1. Model Framework for Developing and Regulating Professionals
2. Emerging Role of Professionals in the Economy and Society
3. Role of Governance Professionals
4. Making of a Governance Professional
5. Panel Discussion: Ifs and Buts with Governance and Related Professionals

In addition there would be an interactive session on Day 3 for the members of ICSI.

The Convention will start with the Opening Plenary at 2:30 pm on November 7, 2013 and conclude by lunch on November 9, 2013.

As in the past, eminent persons and experts in the respective fields from the Government, Regulators, the profession and the corporate sector will address the Convention.

Your participation will not only add to fruitful deliberations, but also give you an opportunity for mutual exchange of ideas and views and sharing of experience with your professional colleagues from across the country and abroad.

We, therefore, request you to register yourself along with other executives of your organization(s) as delegate(s) by sending the attached delegate registration form along with the requisite delegate fee. An additional fee will be charged from a delegate desiring to register his/her spouse for attending the lunch, dinner, sightseeing, cultural programme and other attractions of the Convention.

A Souvenir containing theme articles, programme details, messages of good wishes and other interesting features will be brought out to commemorate this mega annual event. **Kindly use your good offices in obtaining advertisements for the proposed souvenir. We also look forward to your support by way of sponsorship.**

Registration procedure, fee structure along with the delegate registration form, tentative programme schedule, advertisement/sponsorship rates etc. are set out in this booklet.

Awaiting your nomination(s), advertisement and sponsorship support.

Looking forward to meet you at the 41st National Convention at ITC Grand Chola, Guindy, Chennai.

With regards,

Yours sincerely,

(CS R SRIDHARAN)
CHAIRMAN, 41ST NATIONAL CONVENTION ORGANISING SUB-COMMITTEE
PH: 9841018446
EMAIL: sri251959@gmail.com

THEME

TRANSITIONING FROM COMPANY SECRETARY TO GOVERNANCE PROFESSIONAL

Change and growth are inevitable constituents of a prosperous economy. The economy and society has been a witness to the proliferation of professions over the ages. The influence of the professionals in making of the society and the economy has been growing, as they contribute to competitiveness of the nations, and sustainability of the posterity with prosperity. They ensure fair play in market place and instill ethics in the enterprises and the society. The State relies on them for second order state functions. In recognition of their strategic role, the State and the Society have evolved an institutional framework to develop and regulate various professions. The ever changing economic dynamics require keen, zealous and adaptable attitude for ultimate growth of the professionals and the profession.

Governance, or the lack of it, has assumed centre-stage not only in India but across the globe and sooner than later the members of Company Secretaries Profession shall be anointed as Chief Governance Officers/Governance Professionals.

The need to continually redeem our pledge and commitment to the trust and confidence placed on us, the Company Secretaries, by the Society and regulators is important and critical to the sustenance and growth of the profession. The real testimony to this is the Companies Act, 2013 which makes company secretaries Key Managerial Personnel and makes Secretarial Audit mandatory for certain class of companies. This provision in the Act showcases strategic importance of the Company Secretary in governance architecture of any company.

The Company Secretary professionals or the Governance Officers will soon be recognised as the “Guardians of Company’s Governance and an independent adviser to any corporate.”

To live upto the expectations of not only the regulators but also other stakeholders, Company Secretaries should put their best efforts to turn the wheels and drive the governance regime.

It is in this backdrop that the theme of the 41st National Convention of Company Secretaries has been devised as **TRANSITIONING FROM COMPANY SECRETARY TO GOVERNANCE PROFESSIONAL**. Further the national convention would deliberate threadbare how to develop and regulate professionals, particularly those engaged in governance, in the best interest of the State and the Society under the following sub- themes in five technical sessions:

1. Model Framework for Developing and Regulating Professionals
2. Emerging Role of Professionals in the Economy and Society
3. Role of Governance Professionals
4. Making of a Governance Professional
5. Panel Discussion: Ifs and Buts with Governance and Related Professionals

FIRST TECHNICAL SESSION

MODEL FRAMEWORK FOR DEVELOPING AND REGULATING PROFESSIONALS

Professions are characterized by several factors, including an identifiable body of knowledge, a pathway for advancing knowledge and skills related to the profession and an emphasis on continued learning and development.

The issue of quality in any sector is inextricably linked to the issues of knowledge exercise through education, training and professional development. A model framework for developing the profession intends to provide a basic guide to the scope of practice and evolution of the professional. The framework is also an important tool for developing continuing education plans. It provides an outline of the responsibilities, knowledge and skills of the professional at various stages of professional development. Such outlining also assists as a tool for career/professional development planning by the individual professional and the regulatory authority.

The global economic resurgence, in the times to come, shall envisage the governance professionals to ensure quality, accountability and promote stakeholder responsive environment. A model framework for developing and regulating professionals shall become a manifesto of heightened awareness of how critical are their services to the society.

This technical session will deal with the importance of a framework for developing and regulating a profession, institutional framework for developing and regulating a profession and enforcement actions for defaults by a professional.

SECOND TECHNICAL SESSION

EMERGING ROLE OF PROFESSIONALS IN THE ECONOMY AND SOCIETY

The role, responsibility and accountability of professionals towards the corporates and its stakeholders have increased manifold. The Companies Act, 2013 as passed by the Lok Sabha on December 18, 2012 and by the Rajya Sabha on August 8, 2013 received the assent of Hon'ble President of India on 29th August, 2013. The modern and contemporary company law transitions company secretaries to corporate governance professionals. It brackets them in the category of key managerial personnel and holds them responsible for implementation of all relevant laws applicable to companies. The incorporation of

the functions of company secretaries, mandatory secretarial standards are path breaking and forward looking. It envisages a much larger role for them in the areas of secretarial audit, restructuring, liquidation, valuation, adjudication of penalties and much more.

The need of the hour for corporates and professionals, particularly Company Secretaries is to gear themselves for implementation of the new law in letter and spirit and endeavour to transport India into the big league in corporate governance and democracy.

In this backdrop, this technical session has been structured to deliberate upon the emerging role of professionals in the development of economies and society. This session is expected to cover: Emerging landscape of professions in India; Role in liberalized, Globalised and Dynamic Environment; Role of Professionals in the Economy, Society and Government; Role of Priests, Physicians, Scientists, Advocates, Social Workers and Company secretaries.

THIRD TECHNICAL SESSION

ROLE OF GOVERNANCE PROFESSIONALS

Governance provides effective and efficient safeguard against corruption, fraud and mismanagement and ensures responsiveness towards its multiple stakeholder groups. Governance is all pervasive, it isn't restricted to the corporate world; rather it derives its roots from democracy.

The distinct role of professionals in governance regime is to safeguard the integrity and promote high standards of ethical behaviour. Prosperity and sustenance of economy depends on ethical and transparent functioning of various sectors whether it is banking, insurance, financial markets, non-governmental organisation (NGO) etc. The governance professional assists an entity to adopt a vision and strategy enforcing the elements of good governance.

The technical session has been designed to deliberate on how governance professionals can bring a difference and become the frontiers of economic renaissance with focus on his Role under the Constitution and in Government; Role in Corporate sector, Banking and Insurance industry; Role in NGO(s) and under related laws; Role in Financial Markets and under related Laws.

FOURTH TECHNICAL SESSION

MAKING OF A GOVERNANCE PROFESSIONAL

To meet the surging demand and unending opportunities & challenges, professionals need to equip themselves with adequate knowledge and robust ethical conduct.

A governance professional is expected to adopt foresighted actions in terms of adaptability, legal and ethical dynamism and demonstrate managerial ethics and

standards. In times of increasing pressures from the environmental and social domains, the role of company secretaries as governance professionals is bound to become an imperative for any entity.

In order to be able to continue to offer high level of service, professionals are expected to speed up the knowledge updation as well as assimilate and articulate the same to respond to expectations of stakeholders.

The session has been designed to deliberate upon developing and imparting governance knowledge and skills; continuing professional education for governance professionals, ethics in governance profession; Behavioural traits of a Governance Professional; Conducive corporate environment to sustain Governance Professionals.

FIFTH TECHNICAL SESSION

PANEL DISCUSSION: IFS AND BUTS WITH GOVERNANCE AND RELATED PROFESSIONALS

Laws are just a set of rules to ensure the safe and harmonious interaction of the society. Governance on the other hand is alignment of personal sense of moral values with social and economic goals.

Today's global economy suffers from a sinister set of problems which originate from a lack of fundamental values. The Constitution of India is the Code of all good governance. The question is whether we have been successfully infusing elements of good governance in "we the people"?

As professionals, we are bounded by a social contract to provide a service over and above normal duties, and good governance in turn relies on ethos of governance professional. Emerging opportunities cast increased responsibilities on professionals, which further demands better regulation of service delivery and conduct. What measure can a regulatory body initiate to instill fundamental values in professionals? Is code of conduct sufficient enough to ensure accountability?

The panelists at the session drawn from various professions would provide their perspectives and discuss on: Can Governance be legislated?; Can Governance Professionals be manufactured?; Balancing Independence and Accountability of a Governance Professional; Identifying and Resolving Conflicts of Interests of a Governance Professional; Risks and Liabilities of a Professional; Protection available to Professionals.

TENTATIVE PROGRAMME

DAY – 1 – Thursday, November 7, 2013	
1.00 PM onwards	Registration of Delegates
2:30 PM to 4:00 PM	OPENING PLENARY
4:00 PM to 4:30 PM	Tea

4:30 PM to 6:00 PM	First Technical Session
7:00 PM onwards	Cultural Programme & Dinner
DAY – 2 – Friday, November 8, 2013	
9:30 AM to 11:00 AM	Second Technical Session
11:00 AM to 11:30 AM	Tea
11:30 AM to 1:00 PM	Third Technical Session
1:00 PM to 2:00 PM	Lunch
2:00 PM to 3:30 PM	Fourth Technical Session
3:30 PM to 4:00 PM	Tea
Evening	Cultural Programme and Dinner
DAY – 3 – Saturday, November 9, 2013	
9:00 AM to 10:15 AM	Interactive Session (For Members of ICSI Only)
10:15 AM to 10:45 AM	Tea
10:45 AM to 12:00 Noon	Fifth Technical Session
12:15 PM to 1:15 PM	Closing Plenary
1:15 PM onwards	Lunch

Participants

Corporate Directors, Business Leaders, Company Secretaries and other Senior Management Executives in the Corporate and Financial Services Sector, Practicing Professionals in Secretarial, Financial, Legal and Management Disciplines, Researchers and Academicians would benefit from participation in the Convention.

Faculty

Eminent persons from the Government and industry, including professionals, management experts, academicians will address the participants and there would be brainstorming sessions and interactions.

Papers for Discussion

Members who wish to contribute papers for publication in the souvenir or for circulation at the Convention are requested to send the same preferably through email [alka.kapoor@icsi.edu] in MS-word format with the caption '**Paper for National Convention**' on or before September 20, 2013. The paper should not normally exceed 15 typed pages. The Articles Screening Committee will consider the articles so received and the decision of the Institute based on the recommendations of the Screening Committee will be final in all respects.

DELEGATE FEE AND REGISTRATION PROCEDURE

TYPE OF DELEGATE	EARLY BIRDS (PAYMENTS)	OTHERS(PAYMENT RECEIVED AFTER
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	RECEIVED UPTO 25.09.2013) INCLUSIVE OF SERVICE TAX (Rs.)	25.09.2013) INCLUSIVE OF SERVICE TAX (Rs.)
Members of ICSI/ICAI/ICAI-CMA	6700	7300
Company Secretaries in Practice / Senior Members (60 years & above)	6200	6700
Non-Members / Foreign Delegates	7300	7900
Spouse/ Accompanying Guest / Accompanying Children (above 5 years but below 18 years) / Students	5600	6200

The above, non-residential delegate fee covers Lunch (3), Dinner (2), Morning /Evening Tea/ Coffee with cookies, Convention Bag & Kit, Cultural Programme on two evenings.

The entire fee is payable in advance and is not refundable once the nomination is received. The registration form duly completed along with a crossed demand draft drawn in favour of **The Institute of Company Secretaries of India** payable at **New Delhi** may please be sent to **The Institute of Company Secretaries of India, C-37, Sector - 62, Noida – 201 309** by 25th October, 2013 in case hotel accommodation is not required; and by 25th September, 2013 in case hotel accommodation is required.

Stay Arrangements

The Institute has made special arrangements for accommodation of delegates at **Hotel ITC Grand Chola**.

ITC Grand Chola is an unending horizon of inspirations and humble tribute to the Chola Dynasty and its valiant kings, in its scale, grandeur, magnitude and architectural aspirations. The ITC Grand Chola committed to the highest standards in Indian hospitality and has 522 rooms and 78 luxuriously appointed serviced apartments. Its 600 spacious guest rooms, suites and luxury serviced apartments, are the epitome of Indian grace and style, expertly appointed with thoughtful amenities.

Tariff and other details are as under : -

<p>Details of the Hotel</p>	<p>Tariff/ Package from 07.11.2013 (12:00 Noon) Checkin to 09.11.2013 (12:00 Noon) Checkout (2 Nights) (All inclusive)</p>
<p>ITC Grand Chola No.63, Mount Road, Guindy, Chennai 600032 Tel: 044 22200000 / 044 22200200 E- Mail: Gaurang.sinha@itshotels.in / sushant.raj@itshotels.in Website : www.itshotels.in Distances from : Airport : 7 Kms. Railway Station : 14 Kms. Bus Stand : 7 Kms. Checkin Time : 12 Noon onwards Checkout Time : Before 12 Noon</p>	<p>A. Executive Club Category Rooms (200 Rooms available)</p> <p>(ii) Rs. 9000 per delegate on Twin Sharing Basis (Two Delegates in one room)</p> <p>(iii) Rs.17000 per delegate on Single Occupancy Basis</p> <p>(iv) Rs.18000 on Double Occupancy Basis (With Spouse/ Accompanying Guest)</p> <p>B. Towers Category Rooms (50 Rooms available)</p> <p>(i) Rs.11250 per delegate on Twin Sharing Basis (Two Delegates in one room)</p> <p>(ii) Rs.21400 per delegate on Single Occupancy Basis</p> <p>(iii) Rs.22500 on Double Occupancy Basis (With Spouse/ Accompanying Guest)</p>

Note : The tariff is based on the various taxes applicable as on date. In case of any revision in the rate of taxes by the Government, the same will be recoverable from the delegates.

Residential Package (Add Delegate Fee to Hotel Accommodation Charges) with **Hotel ITC Grand Chola** includes stay from 07.11.2013 (12 Noon – Checkin) to 09.11.2013 (12 Noon – Checkout), Breakfast (2), Welcome drink on arrival, Mineral Water in rooms, Tea/ Coffee Makers & Iron Box in the room, 10% Discount on all Hotel Services except Travel House & Paid Outs. ITC Biscuits/ Chips will be provided in Executive Club Rooms and Fruit Platter on request in Towers Category Rooms on complimentary basis. These facilities will be in addition to the benefits available under the Non-Residential Package.

IMPORTANT INSTRUCTIONS TO THE DELEGATES

1. **Early Bird Discount** : Early Bird Discount on Delegate Fee is subject to receipt of the payment in the Institute **on or before 25th September, 2013.**
2. **Closure of Delegate Registration** : **The closing date for delegate registration is 25th October, 2013.** Depending upon the response from the delegates vis-à-vis the capacity of the Convention Venue and other administrative factors, the Institute may consider closing the delegate registration in advance. In such case, delegates will be registered for the Convention on First Come First Served Basis and the Delegate Fee will be refunded in case Institute is unable to register them as delegates.
3. **Hotel Accommodation** : Interested delegates may send their requests along with the requisite tariff in full (non-refundable) latest by **25th September, 2013** for booking their accommodation in the aforesaid hotel. Rooms will be allotted on First-Come-First-Served Basis on receipt of requisite payment in the Institute subject to availability. If rooms are not available at the time of receipt of payment, the delegates will be kept in the waiting list and/ or the payment received will be refunded in case the Institute is unable to arrange the accommodation. In view of limited availability of hotel accommodation, even after remitting the requisite fee, kindly **DO NOT** treat the booking as confirmed until a formal confirmation is received from the Institute.
4. **Preference of Category of Room** : If the accommodation is not available in the preferred category, the accommodation will be arranged in the available categories. Accordingly, if the accommodation is arranged in higher category, the delegates will be required to remit the balance amount immediately to the Institute. Conversely, if the accommodation is arranged in the lower category, the excess amount will be refunded directly to the delegates by the Institute.

5. **Checkin / Checkout Timings** : Checkin time is 12 Noon (7th November, 2013) and Checkout time is 12 Noon (9th November, 2013). Early Checkin/ Late Checkouts will be subject to availability of rooms. Delegates may please recheck with the hotel regarding applicability of extra charges before availing the early checkin/ late checkout facilities.
6. **Extra Bed** : There is no provision for accommodating extra bed in the rooms. However, one additional occupant upto 12 years may accompany their parents in the rooms with complimentary breakfast.
7. **Payment of Additional Expenses in the Hotel** : Delegates have to pay for additional/ incidental expenses like room service, laundry charges, telephone charges, items consumed out of minibar, etc. to the Hotel directly at the time of service.
8. **Room-wise Bill** : No separate room-wise bill will be issued by the Hotel and the delegates may remit the balance amount, if any, after adjusting the advance amount remitted to the Institute and obtain receipt for the same.
9. **Consumption of Items from Minibar & Settlement of Additional / Incidental Expenses** : The hotel will not remove the minibar from the rooms and all items in the minibar are chargeable. As per the hotel's requirement, the delegates will be required to provide Credit/ Debit Card Details at the time of Checkin as the incidental expenses are required to be settled by the delegates directly with the hotel.
10. **No Hotel bookings against requests through E-Mail / Phone** : Rooms will only be booked / confirmed on receipt of actual payment in the Institute. Merely sending the request through E-Mail/ Phone without the requisite payment is not sufficient for booking the accommodation.
11. **Advisory on Twin Sharing Accommodation** : Delegates accompanied by Children are required to opt for Single / Double Occupancy accommodation and are not eligible for Twin Sharing accommodation.
12. **Delegate Fee & Hotel Accommodation Charges** : The delegate fee and hotel accommodation charges are non-refundable. Delegate Fee and Hotel Accommodation Charges are to be remitted in advance along with the Delegate Registration Form duly filled up and signed.
13. **Refund of Hotel Accommodation Charges** : Once the payments are received by the Institute and the rooms are blocked on behalf of the

delegates in the hotel, refunds are not admissible under any circumstances. Refunds, if any, allowed would depend purely upon the policy of the hotel in this regard.

14. **Lunch & Dinner Coupons** : Delegates may please collect separate Lunch and Dinner Coupons for themselves, Accompanying Spouse, Children (above 5 years but below 18 years) and the coupons are essentially required to be handed over to the catering staff at the food counters.
15. **Special requirements** : Delegates are required to carry a copy of the government recognized identification in the form of Voter ID Card, PAN Card, Driving Licence or Passport.
16. **Extra Breakfast** : Extra Breakfast, if required would be provided by the Hotel @ Rs.900 all inclusive.
17. **Payment through Electronic Transfer** : Delegates/ Sponsoring Organisations desirous of making payments through Electronic Transfer may please refer to the NEFT Mandate. The details regarding the remittance through NEFT mode is required to be sent to the Institute for verifying the receipt of the payment. After making the remittance through NEFT mode, delegates are required to send confirmation regarding the remittance through E-Mail to convention41@icsi.edu along with a copy of the transaction details and the priority will be decided according to date/time of receipt of E-mail.
18. **Payment through Demand Draft payable at New Delhi / At Par Cheque**: Delegates may please note that in case they are remitting the fee through demand draft / at par cheque their requests for Delegate Registration and hotel accommodation will be considered on receipt of the form and fee in the Institute. Keeping in view the time lag in receipt of the delegate registration form & payment in the Institute from the date of dispatch of the same, they may send a scanned copy of the delegate registration form and demand draft/ at par cheque along with dispatch details by E-Mail to consider their priority. The delegate registration form & fee may be sent to **The Institute of Company Secretaries of India, C-37, Sector - 62, Noida – 201 309 superscribing the envelope “Delegate Registration for 41st National Convention of Company Secretaries (Chennai)”**.
19. **Direct Bookings in other Hotels by the Delegates** : The Institute has arranged accommodation in **Hotel ITC Grand Chola only** and will try to accommodate all the delegates in the said hotel. However, in case

of non-availability of rooms at the said hotel, the delegates will be required to book alternative accommodation on their own.

20. For any query pertaining to Delegate Registration/ accommodation in **Hotel ITC Grand Chola**, please contact Mr Sohan Lal, Director / Mr K P Sasi, Desk Officer at Tel. No. 0120-4522014 or at E-Mail id convention41@icsi.edu.

Accompanying Spouse/ Children

Accompanying spouse and children registered for the convention will be eligible to participate in lunch, dinner, cultural programme and other attractions of the Convention.

Venue of the Convention

ITC Grand Chola

No.63, Mount Road, Guindy, Chennai 600032

Tel: 044 22200000 / 044 22200200

E- Mail: gaurang.sinha@itchotels.in / sushant.raj@itchotels.in

Website : www.itchotels.in

National Electronic Fund Transfer (NEFT) Mandate Form		
(Mandate for Receiving Payment Through NEFT/RTGS)		
1	Vendor Name	THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
2	Address of Vendor	22, ICSI HOUSE, LODHI ROAD INSTITUTIONAL AREA, NEW DELHI - 110003
3	Permanent Account Number (PAN)	AAATT1103F
4	Particulars of Bank Account	
	A. Name of Bank	AXIS BANK
	B. Name of Branch	SWASTHYA VIHAR
	D. Address	C-58 BASEMENT & GROUND FLOOR, PREET VIHAR ,MAIN VIKAS MARG.NEW DELHI-92
	E. City Name	NEW DELHI
	G. IFSC Code (11 digits)	UTIB0000055
	H. 9 digit MICR Code appearing on the Cheque Book	110211010
	I. Type of Account (10/11/13)	SAVINGS (10)
	J. Account No.	912010040104826

5	Vendor's email ID	1. mahendra.gupta@icsi.edu 2. shandilya.saroj@icsi.edu 3. amit.kumar@icsi.edu
6	Date of effect	26/Aug/13

Programme Credit Hours and PDPs

Members of the Institute will be entitled to 10 (ten) Programme Credit Hours.

Students attending the National Convention would be deemed to have complied with the requirement of attending 25 (Twenty Five) hours of Professional Development Programme (PDP).

Background Papers

A soft copy of the Backgrounder will be sent in advance to all delegates whose nominations are received on or before October 20, 2013.

DETAILS OF ADVERTISEMENTS TARIFF/SPONSORSHIPS ETC.

Type of Sponsorship	Sponsorship Amount in Rs. and other Details
1. Principal Sponsor	Flexible
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	15 Delegates
- Display at Convention Backdrop	
- Special acknowledgement	
2. Co-Sponsor – More than one	10,00,000
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	10 Delegates
- Display at Convention Backdrop	
- Special acknowledgement	
3. Sponsorship for Bags	8,00,000*
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	8 Delegates
- Display at the Convention Backdrop	
- Acknowledging Support	

4. Sponsorship for Dinner	10,00,000*
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	10 Delegates
- Display at Convention and Dinner site	
- Special acknowledgement	
5. Sponsorship for Lunch	8,00,000*
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	8 Delegates
- Display at Convention and Lunch site	
- Special acknowledgement	
6. Sponsorship for High Tea	4,00,000*
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	4 Delegates
- Display at the Site of High Tea	
- Acknowledging Support	
7. Platinum Sponsor	3,00,000
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	3 Delegates
- Display at Convention Site	
- Acknowledging Support	
8. Golden Sponsor	2,50,000
- One special full page advertisement in the Souvenir	
- Delegate fee(non-residential) exemption	2 Delegates

- Display at Convention Site	
- Acknowledging Support	
9. Silver Sponsor	1,50,000
- One special full page advertisement in the Souvenir	
-Delegate fee [non-residential] exemption	1 Delegate
- Display at Convention Site	
- Acknowledging Support	
10. Souvenir Sponsor	5,00,000
11. Cultural Programme Sponsor	5,00,000
12. ADVERTISEMENTS IN SOUVENIR	
Back Cover (Display of one banner)	1,00,000
Third Cover (Display of one banner)	75,000
Second Cover (Display of one banner)	75,000
Special Full Page (coloured printing)	50,000
Full Page (Black & White)	25,000
13. Banners/ Standees	
(I) 8' x 3'	50,000
(II) 6' X 3'	35,000
14. Stall -- (size may vary depending upon space)	
6' X 6'	75,000
15. Distribution of Publicity Material, literature	1,00,000
16. Sponsorship of Pen/ Pad	1,00,000

17. MISCELLANEOUS	
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1. 10% Incentive to the Chapter for procuring any of above sponsorships / advertisements	
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* Co-sponsorship may be considered.

Note: Service Tax Extra. If the sponsorship is from a body corporate / partnership firm, service tax would be deposited by such sponsor under the Reverse Charge Mechanism.

SPONSORSHIP/ ADVERTISEMENT FORM

The Institute of Company Secretaries of India
ICSI HOUSE, 22, Institutional Area
Lodi Road, New Delhi – 110 003

We are pleased to sponsor the following activities at the 41st National Convention of Company Secretaries

Dates : November 7-9, 2013

Venue : ITC Grand Chola, No.63, Mount Road, Guindy, Chennai – 600032

- Principal Sponsor Co-Sponsor
- Sponsorship for Bags Sponsorship for Dinner
- Sponsorship for Lunch Sponsorship for High Tea
- Platinum Sponsor Golden Sponsor
- Silver Sponsor Souvenir Sponsor
- Cultural Programme Sponsor Banner/Standees
- Stall Sponsorship of Pen/Pad
- Distribution of Publicity Material, Literature

Advertisement in Souvenir

- Back Cover Third Cover Second Cover
- Special Full Page (Colour Printing) Full Page (B & W)

We are forwarding herewith draft / cheque for Rs. drawn in favour of “The Institute of Company Secretaries of India” payable at New Delhi.

* The advertisement matter / art work / bromide / CD is / are enclosed / being sent separately.

Yours sincerely,

(Signature)

Sponsoring authority Name of the Organisation

Date Address

.....Pin

Tel. Fax No.

Email id

**41ST NATIONAL CONVENTION OF COMPANY SECRETARIES
DELEGATE REGISTRATION FORM**

The Institute of Company Secretaries of India
C-37, Sector-62
Noida – 201 309

FOR OFFICE USE	
Date of Receipt	
Delegate Registration No.	

Dear Sir,

Please register Mr./ Ms. _____ as a delegate for attending the 41st National Convention of Company Secretaries to be held during November 7-9, 2013 at Hotel ITC Grand Chola, Chennai. The particulars of the delegate are as under : -

1.	Name of the Delegate			
2.	Designation			
3.	Name and Address of the Organization (Professional Address) (may attach Visiting Card)		Address of the Delegate (for correspondence pertaining to 41 st National Convention)	
4.	E-Mail		Mobile No.	
5.	Telephone Numbers (incl. STD Code)			
6.	If Senior Citizen, Date of Birth		Fax No.	
7.	a) ACS/FCS NO.		b) CP Holder No.	c) Student Regn. No.
8.	d) ICAI/ICAI-CMA Membership No.		Name of the Spouse/ Children	Non.Veg Veg.
9.	Details of Payment			Rs.
(i)	Delegate Fee (Member of ICSI, ICAI or ICAI-CMA/ CP Holder/ Non-Member/ Student/ Member above 60 Years/ Foreign Delegate)(Circle whichever is applicable)			
(ii)	Delegate Fee in respect of Spouse/ Accompanying Guest			
(iii)	Delegate Fee in respect of Accompanying Children (above 5 years but below 18 years)			
(iii)	Amount for Hotel Booking from 07.11.2013(Checkin 12:00 Noon) to 09.11.2013 (Checkout 12:00 Noon) (Tick whichever is applicable) at Hotel ITC Grand Chola			
	Occupancy Basis	Category of Room		
	→ Twin Sharing Basis	Executive Club Category Or Towers Category		
	→ Single Occupancy Basis			
	→ Double Occupancy Basis			
	→ Any other amount (please specify)			
	Total Amount			
10.	Details of Payment			
	Bank Draft/ At Par Cheque bearing No. _____ dated _____ for Rs. _____ favouring “ The Institute of Company Secretaries of India ” payable at New Delhi OR Fee Acknowledgement bearing No. _____ dated _____ for Rs. _____ is attached.			
	Amount transferred to Institute’s Bank Account through NEFT Mode on _____ vide Transaction Number _____ (please refer NEFT Mandate published in this booklet)			

Yours faithfully,

(Signature of the Sponsoring Authority/ Delegate)

Notes :

☞ Kindly mention your E-Mail Id / Mobile Number in this form legibly. Delegate Registration Letter / Confirmation of Hotel Accommodation will be sent by E-Mail only.

☞ In view of limited availability of hotel accommodation, even after remitting the requisite fee, kindly **DO NOT** treat the booking as confirmed until a formal confirmation is received by the delegates from the Institute.