Dear Professional Colleagues,

At the outset, we convey our sincere thanks for your active association in organising Investors' Awareness Programmes (IAPs) during previous financial years. Till now, ICAI has organised more than 3500 programmes across India. This year too, Ministry of Corporate Affairs (MCA) has desired ICAI to organize Investors' Awareness Programmes across the country through various ICAI POU's and Resource Persons.

To complete this noble task in befitting manner we request you to organize such programmes in each month during the year of 2015. The POU's organizing these programmes will be entitled to a maximum reimbursement of:

- Rs. 35,000 for programmes conducted in metro cities such as Delhi, Mumbai, Kolkata, Chennai, Chandigarh, Hyderabad and Bangalore.
- Rs. 30,000 for programme conducted in North east states such as Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.
- Rs. 25,000 for programmes conducted in all other state capitals and district headquarters.

You can conduct programs at different places, cities, towns of your jurisdiction with a view to reach wide spectrum of society. The programme should be of 3 hrs duration and should be organized in such a manner so as to obtain maximum cost-effectiveness. Further, 2 hours CPE credit may be given to members on attending the said program.

For reimbursement and documentation, the following action/documents are required:

1. Send an invitation to the office of local Registrar of Companies (ROC) and office of Regional Director (RD), mark cc to us while sending the invitation.
2. Brief Report of the Programme
3. A Statement of Expenditure signed by Chairman/Convener and Secretary/Dy. Convener of the Branch/POU's or two Officers of Branch.
4. Utilization Certificate certified by the Auditor
5. Feedback form (s) collected from participants
6. At least 4-5 photographs covering the technical sessions and the audience
7. The attendance sheet
8. Newspaper clippings, if any
9. Original bills of expenses

Further, it is to inform that no fees should be charged from the participants.

We request your good self to schedule IAPs for general public/ investors. The programmes may be conducted for non-members also, such as:

- Pensioners
- Workers in the Industries
- Rural places (villagers)
- Housewives
- Retired Persons
- Working Executives etc.

You are kindly requested to schedule the programmes at your place and inform schedule by email at mintu.kumar@icai.in.

We have no doubt that under your leadership, these programmes would be given wide publicity in general public and participation of **at least 100 persons** will be ensured as per the guidelines.

We are sure that with your active support and cooperation we will be able to meet the very objectives of Investors' awareness assigned to the Institute for the current financial year. We once again take this opportunity in thanking you for taking all round efforts in making the Investor Awareness initiative a grand success.

With kind regards,

CA. Anuj Goyal

Chairman,

CFMIP, ICAI
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