

Prepared by **ARVIND SHARMA**

Summary of Schedules to CA Act, 1949

First Schedule	Second Schedule
Part I – If CA in Practice	Part I – If CA in Practice
Cl. 1. Allow others not being member to use his/his firm's name.	Cl. 1. Disclose confidential information to other (except to Client, on permitted by client or required under any law)
Cl. 2. Make or to be made payments to others (not being member) out of professional earnings.	Cl. 2. Certify documents/information not verified by him.
Cl. 3. Receiving or to be receive from others' professional earnings (except from member).	Cl. 3. Certify of Statement of Forecast (viz. Budget) not prepared and verified by him.
Cl. 4. Entered into Partnership with others not being professional under any body recognized by CG/Council.	Cl. 4. Express an Opinion on FS of Entity in which he or his relative/partner is/are substantially (i.e. not less than 20% holding) interested.
Cl. 5. Secure professional work through any person (other than Member) and any other mean not open to CA (except responding to Tenders)	Cl. 5. Fails to disclose the fact not disclosed in FS known to him & material in nature.
Cl. 6. Solicit client or professional work by any means (viz. add., website etc.)	Cl. 6. Fails to disclose the information misstated in FS which are known to him & material in nature.
Cl. 7. a) Make advertisement of professional attainments. (Advertisement in Local New Paper, for recruiting staff & in Institute' Journal for any purpose is permitted subject to other guidelines) b) Using designation other than CA (degree & membership permitted).	Cl. 7. Fails to apply "Due Diligence" and made "gross negligence" If he fails to apply due diligence due to management default, he should make disclosure about the same in his report with reason thereof .
Cl. 8. Fails to communicate retiring/ previous CA in practice. "Mere sending letter of communication is not enough; CA must have sufficient evidence to believe that such letter has been reached to previous CA."	Cl. 8. Fails to obtain sufficient information. If management is fails to provide, he should disclose the same in his report with reason thereof. "Mere disclosure is not enough", reason must be mentioned.
Cl. 9. Fail to ensure about validity of his appointment u/s 224, 224A & 225.	Cl. 9. Fails to disclose the fact that his work is not in accordance with general practice.
Cl. 10. Charge fee as %age of contingency or results.	Cl. 10. Not kept Client Money (not being for remuneration or reasonably short time) in separate Bank Account.
Cl. 11. Entered into any business except on prior permission (General or Specific) by Council.	
Cl. 12. Allows other to sign in his name (not being member in practice)	
Part III – If CA (either have COP or not)	Part II – If CA (having or not COP)
Cl. 1. ACA disclose and act as FCA.	Cl. 1. Contravene any provision of CA Act or regulations there under (very wide and imp.)
Cl. 2. No reply to Institute or its committee on any question thereby.	Cl. 2. CA in employment, disclose confidential information to any person unless permitted by employee or required under any law.
Cl. 3. Give false information to Institute, Council or its Committee knowing it to be false.	Cl. 3. False Submission to Institute, Council or its Committee knowing it to be false.
	Cl. 4. Miss-embezzlement of Remuneration so received.
Part II – If CA as Employee	
Cl. 1. Make or to be made payments to others (except relatives and members)	Part III – Other Misconduct
Cl. 2. Receive or to be receive from others' income (except from relatives and members)	Cl. 1. Convicted for an offence – more than 6m imprisonment.
Part IV – Other Misconduct	
Cl. 1. Convicted for an offence – not more than 6m imprisonment.	
Cl. 2. Disrepute profession in any way.	