

National Convention

37TH NATIONAL CONVENTION OF COMPANY SECRETARIES

Dates

November 5-7, 2009

Venue

Marriott Hotel & Convention Centre, Opp. Hussain Sagar Lake, Tank Bund Road, Hyderabad – 500 080

Theme : Lead Corporate India – Role of Company Secretary

Tentative Sub-themes

- Managing Growth in Turbulent Times • Integrity, Ethics and Governance • Best Practices in Financial / Non Financial Disclosures • Lead the Market under Competition Regime

DELEGATE FEE AND REGISTRATION PROCEDURE

	EARLY BIRDS (UPTO 30.09.2009) PAYMENT BY CASH, CREDIT CARD (HQ/ RC), DEMAND DRAFT OR PAY ORDER	OTHERS (AFTER 30.09.2009) (PAYMENT BY ANY MODE)
Members of ICSI/ICAI/ICWAI	4000	4500
Non-Members	4500	5000
Company Secretary in Practice	3500	4000
Senior Members (60 years & above)	3500	4000
Members admitted after 31.12.2006	3500	4000
Licentiatees	3500	4000
Students	3000	3500
Foreign	US\$150	US\$150
Spouse	3000	3500

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, Institutional Area, Noida – 201 309.

A. Special Arrangements made by the Institute

The Institute has made special arrangements for accommodation of delegates at Hyderabad Marriott Hotel & Convention Centre. Hyderabad Marriott Hotel & Convention Centre is a Five Star Hotel overlooking the famous Hussain Sagar Lake in the middle of one of India's newest...yet oldest...emerging cities. The Hyderabad Marriott Hotel & Convention Centre also offers exquisite cuisine at Indian restaurant, *Bidri* and culinary theatre, *Okra*. The Clubhouse, one of India's newest and largest Executive Lounge offers extensive business and dining experiences. Package and other details are as under :-

Details of the Hotel	Tariff/Package from 04.11.2009 (15:00 Hours) to 07.11.2009 (12:00) (3 Nights)	Other Benefits
Marriott Hotel & Convention Centre Opp. Hussain Sagar Lake, Tank Bund Road, Hyderabad – 500 080 Tel. : 040-27522999 Fax : 040-27522120 E-Mail : pratichi.misra@marriott-hotels.com Website : www.marriott.com Distances from : Railway Station → - Hyderabad : 10 Km. - Secunderabad : 6 Km Airport : 35 Km	(i) Rs.6,000 per delegate on Twin Sharing Basis (Two Delegates in one room) (ii) Rs.11,000 per delegate on Single Occupancy Basis (iii) Rs.12,000 on Double Occupancy Basis (With Spouse / Accompanying Guest) Total Number of Rooms Available : 125 Nos.	- Traditional Welcome - Welcome Drink on arrival - Complimentary Breakfast on 5 th , 6 th and 7 th November, 2009 - Complimentary Usage of Health Club, Swimming Pool - Two bottles of mineral water per day in every room - Tea / Coffee Maker in the rooms. - Fruit Basket on all days - Daily Newspaper - Iron & Ironing Board in every room.

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		- 10% Discount on Laundry Services - Extra breakfast (if required) @Rs.450 (AI) per person. - Extra Lunch (if required) @Rs.615 (AI) per person - Extra Dinner (if required) @Rs.815 (AI) per person. - Food and Stay will be complimentary for Children below 12 years. Above 12 years Triple or Double Package will be applicable. - Extra bed will be charged at Rs.1000 plus applicable taxes per night. - Travel Desk and Concierge facility.
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IMPORTANT

1. The package has been finalized for three nights from 4th November, 2009 afternoon instead of 5th November, 2009, keeping in view the fact that the delegate registration begins at 8:00 AM on 5th November, 2009 and check-in is not ordinarily allowed before 3:00 PM in Hotel Marriott and not before 12 Noon in other hotels.

2. Interested delegates may send their requests by 30th September, 2009 alongwith the requisite tariff in full (non-refundable) for booking their accommodation in the aforesaid hotel for the period from Noon of 4th November, 2009 to 7th November, 2009 (in case of Hotel Marriott, Check-in time is 3:00 PM on 04.11.2009). Delegates have to pay for their other expenses including Dinner on 04.11.2009 and overstay (subject to availability of rooms) to the Hotel directly at the time of checking out.

B. Other Hotels in Hyderabad

A list of some other Hotels is also published alongwith their tariff and other details for convenience of the delegates. Interested delegates who desire hotel accommodation may directly book the accommodation at a hotel of their preference. Alternatively, the delegates may send their requisition(s) for hotel accommodation alongwith delegate fee and one day's room rent charges before 30th September, 2009 and the same would be forwarded by the Institute to the respective hotels.

The rooms in such hotels will be booked subject to availability. The tariff of other hotels has been obtained from the hotels through various sources and no formal agreement has been entered into with them. There may be variation in the tariff and other benefits offered by the hotels and the delegates, if so desire, may negotiate with the hotels directly.

It may be noted that the requests would be considered on First Come First Served Basis and subject to availability. In case accommodation is not available in the first preference hotel, the delegates will be allotted second preference hotel automatically as given in their hotel requisition form.

Other Important Instructions

- Request for reservation of hotel accommodation may be sent well in advance and in any case before 30th September, 2009 alongwith the requisite advance payment.
- Requests for bookings received over Telephone, Fax, E-mail, etc. would be processed only after receipt of the requisite payment in the Institute.
- Refund of Hotel Accommodation Charges once paid by the delegate and booked by the Institute would depend purely on the policy of the Hotel. The Institute will not be responsible in any way for the refund of advance payment made by the delegate.

For Accompanying Spouse

Accompanying spouse will be eligible to participate in Lunch, Dinner, Sight-seeing, Cultural Programme and other attractions of the Convention.

Venue of the Convention

Marriott Hotel & Convention Centre, Opposite Hussain Sagar Lake, Tank Bund Road, Hyderabad – 500 080. Tel. : 040-27522999; Fax : 040-27522120 ; E-Mail : pratichi.misra@marriott-hotels.com ; Website : www.marriott.com

PAPERS FOR DISCUSSION

Members who wish to contribute papers for inclusion in the souvenir or for circulation at the Convention are requested to send the same preferably in a computer CD or through e-mail [drs2@icsi.edu] with one hard copy or those sending only hard copy may send the same in quadruplicate to the Institute before October 5, 2009. The paper should not normally exceed 15 typed pages. These will be considered by the Articles Screening Committee and the decision of the Institute based on the recommendations of the Screening Committee will be final in all respects. An honorarium of Rs. 1,500 will be paid by the Institute for each paper selected for publication in the souvenir or circulation at the Convention.

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37TH NATIONAL CONVENTION OF COMPANY SECRETARIES DELEGATE REGISTRATION FORM

The Secretary & Chief Executive Officer
The Institute of Company Secretaries of India,
C-37, Sector 62, Institutional Area, Noida - 201309
Dear Sir,

FOR OFFICE USE	
Date of Receipt	
Delegate Registration No.	

Please register Mr. / Ms. as a delegate for attending the 37th National Convention of Company Secretaries to be held on November 5-7, 2009 at Marriott Hotel & Convention Centre, Hyderabad. The particulars of the delegate are as under:

1.	Name of the Delegate							
2.	Designation							
3.	Name and Address of the Organisation (Professional Address)				Address of the Delegate (for Convention Correspondence)			
4.	E-Mail				Mobile No.			
5.	Telephone Number (incl. STD Code)				Fax Numbers			
6.	Age		Year		Non-Veg		Veg.	
7.	(a) ACS/FCS No.		(b) CP No.		(c) Licentiate ICSI No.		(d) Student Regn. No.	
	(e) ACA/FCA/AICWA/FICWA No.		(f) Date of Admission #		# For ICSI Members admitted after 31.12.2006			
8.	Name of Accompanying Spouse				Non.Veg.			
					Veg.			
9.	Details of Payment						Rs.	
(i)	Delegate Fee (Member of ICSI, ICAI or ICWAI/Non-Member/Student/Licentiate/CP Holder/ Member above 60 Years/Member of ICSI admitted after 31.12.2006/Foreign Delegate)							
(ii)	Accompanying Spouse Fee							
(iii)	Hotel Booking Advance (Please fill up details in Sl.No. 11 below)*							
	Total Amount							
10.	Mode of Payment						Rs.	
	☞ Cash Paid at Hyderabad Chapter, Receipt No. dated							
	☞ By Cash/Credit Card at Headquarters/Regional Office, Receipt No. dated							
	☞ A Bank Draft/ Delhi Cheque bearing No. dated favouring "The Institute of Company Secretaries of India" payable at New Delhi is enclosed							
	☞ A Bank Draft/ Hyderabad Cheque bearing No. dated favouring "ICSI-37th National Convention Account" payable at Hyderabad is enclosed							
11.	Hotel Reservation (if required to be booked by the Institute)							
	Preference	Name of the Hotel	Single Occupancy/ Double Occupancy/ Twin Sharing Basis	AC/NON-AC	Period for which booking required			
						Check-in	Check-out	
	1 st				Date			
	2 nd				Time			

In case accommodation is not available as per 1st preference, please book the same in 2nd preference hotel.

Yours faithfully,
(Signature of the Sponsoring Authority/Delegate)

* Please write N.A.if not applicable.

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37TH NATIONAL CONVENTION OF COMPANY SECRETARIES HOTEL TARIFFS & DISTANCE FROM VENUE/AIRPORT/RAILWAY STATION

Sl. No.	Name, Address, Tel. No.	Tariff/Rent (Per Room/Night in Rs.)			Types of Rooms/Other Benefits	Distance From Hotel (Kms.)		
		Single	Double	Triple		Venue	Airport	Rly. Stn.
1	Hotel IK London Residency # 6-3-656, Kapadia Lane, Somajiguda, Hyderabad-482 Tel: 040-23306600 Fax: 23306636	1,500.00	1,900.00	2,300.00		6	32	5/8
2	Aditya Hometel - A Sarovar Hotel Aditya Trade Centre, Ameerpet, Hyderabad Tel: 040-66788888 Fax: 66789999	2,000.00	2,500.00	-	Superior Rooms & Suites. Complimentary Breakfast.. Tea/Coffee Makers in Room Fruit Baskets/Cookies in Room. Complimentary for Children upto 12 Years.	5	30	6
3	Aditya Park Inn Aditya Trade Centre, Ameerpet, Hyderabad Tel: 040-66788888: Fax: 66789999	3,000.00	3,500.00	4,000.00	Superior, Executive, Club Rooms, Junior Suite & Suites. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room. Complimentary for Children upto 12 Years.	5	30	6
4	ITC Hotel Kakatiya Sheraton & Towers Begumpet, Hyderabad-16 Tel: 040-23400132	8,000.00 Executive 10000.00 Tower	9,500.00 Executive 11700.00 Tower	-	Executive/Towers Rooms. Complimentary Breakfast. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room. Sauna, Steam Complimentary On hour complimentary Internet Facility in the Business Centre subject to availability. Complimentary for Children upto 12 Years.	4	35	4
5	Katriya De Royal Rajbhavan, Road, Hyderabad Tel : 040-23325678 Fax : 66332002	3,500.00	4,250.00	4,850.00	Deluxe/Club/Tower Rooms. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room. Complimentary for Children upto 12 Years. Free usage of Swimming Pool, Health Club 20% discount on Room Service Complimentary Two way transportation to the Convention venue & free Internet Facility	3	32	6
6	Taj Krishna Road No. 1, Banjara Hills, Hyderabad	9,825.00	11,325.00	12,825.00	Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room.	5	28	5/8

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Sl. No.	Name, Address, Tel. No.	Tariff/Rent (Per Room/Night in Rs.)			Types of Rooms/Other Benefits	Distance From Hotel (Kms.)		
		Single	Double	Triple		Venue	Airport	Rly. Stn.
	Tel: 040-66662323				Fruit Basket/Cookies in Room (on request) Swimming Pool, Jogging Track Complimentary for Children upto 5 years. 10% Discount on Room Services			
7	Taj Deccan Road No. 1, Banjara Hills, Hyderabad Tel: 040-66663939	6,575.00	7,575.00	8,575.00	Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room (on request) Swimming Pool, Jogging Track Complimentary for Children upto 5 years. 10% Discount on Room Services	5	28	5/8
8	Taj Banjara Road No. 1, Banjara Hills, Hyderabad Tel: 040-66769999; Fax: 66661919	6,025.00	7,025.00	8,025.00	Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room (on request) Swimming Pool, Health Club Complimentary for Children upto 5 years. 10% Discount on Room Services	5	28	5/8
9	Hotel Manasvi YM Hotels & Builders Pvt. Ltd, # 2-4-65 tp 68, MG Road, Secunderabad Tel: 040-27844555; Fax: 27844666	1800.00 Standard 2200.00 Executive 2600.00 Suite	2200.00 Standard 2600.00 Executive 2800.00 Suite	-	Standard/Executive Rooms. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room (Executive Rooms & Suite). Fruit Basket/ Cookies in Room	2	35	3/5
10	Quality Inn Residency Public Garden Road, Hyderabad - 1 Tel: 040-30616161 Fax: 23204040	2,300.00	2,700.00	3,300.00	Corporate/Executive/Classic/Residency Rooms, etc.. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room Complimentary for Children upto 5 years. 10% Discount on Room Services	4	20	Near
11	Hotel NKM's Grand # 6-3-563/31/1, Off Taj Residency Road, Erramanzil, Hyderabad - 82 Tel: 040-30617181 Fax: 30607181	3,200.00 Plus applicable taxes	3,800.00 Plus applicable taxes	4,400.00 Plus applicable taxes	Executive Grand/Premier Club/Imperial Grand Rooms. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room (on request) Complimentary for Children upto 12 years. 10% Discount on Room Services	3	30	8

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Sl. No.	Name, Address, Tel. No.	Tariff/Rent (Per Room/Night in Rs.)			Types of Rooms/Other Benefits	Distance From Hotel (Kms.)		
		Single	Double	Triple		Venue	Airport	Rly. Stn.
12	Hotel Grand Inn Mahankali Street, SD Road Secunderabad Tel: 040-66485558 & 559	920.00	1,130.00	1,340.00	Complimentary Breakfast.	3	30	1
13	Hotel Green Park Greenlands, Begumpet, Hyderabad Tel: 040-66515151, Fax: 23757677	3,600.00	4,200.00	4,800.00	Deluxe Rooms Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room (on request) Complimentary for Children upto 12 years. 10% Discount on Room Services Inhouse Gym Complimentary Internet facility	6	30	7
14	Best Western Amrutha Castle Opp. Secretariat, Saifabad, Hyderabad Tel: 040-66633888, Fax: 66828222	2,000.00	2,500.00	3,000.00	Superior/Deluxe/Club Rooms/Suites Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/ Cookies in Room 10% Discount on Room Services	2	25	3
15	Hotel Karan Karan Centre, SD Road, Secunderabad-3 Tel: 040-27840191: Fax: 27848343	2,805.00 Superior 2210.00 Executive	3,145.00 Superior 2550.00 Executive	3,775.00 Superior 3180.00 Executive	Superior & Executive Rooms Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room 10% Discount on Room Services Complimentary two pairs of Laundry per day Complimentary for Children upto 12 years. Fitness Centre	3	37	8
16	Hampshire Plaza Hotel # 6-1-79 & 80, Lakdikapul, Hyderabad-4 Tel: 040-23335555: Fax: 23335575	3,500.00	4,500.00	5,500.00	Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room 10% Discount on Room Services Complimentary for Children upto 12 years.	1.5	20	1
17	Hotel Golkonda # Masab Tank, Hyderabad - 28 Tel: 040-23320303: Fax: 66110180	3,500.00	4,000.00	-	Premium Rooms. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room. Fruit Basket/Cookies in Room 30% Discount on Room Services Complimentary for Children upto 5 years. Free Internet Facility	4	20	2/7

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Sl. No.	Name, Address, Tel. No.	Tariff/Rent (Per Room/Night in Rs.)			Types of Rooms/Other Benefits	Distance From Hotel (Kms.)		
		Single	Double	Triple		Venue	Airport	Rly. Stn.
18	Ella Suites # Hill Ridge Springs, Gachibowli, ISB Road, Hyderabad-500 032 Tel: 040-23002488: Fax: 23002120	4,500.00 + 7.5% Tax Superior 6500 + 7.5% Tax Executive Suite Plus 7.5% tax	5,500.00 + 7.5% Tax Superior 7500 + 7.5% Tax Executive Suite Plus 7.5% tax	-	Superior Rooms / Executive Suite. Complimentary Breakfast. Welcome Drink on Arrival. Tea/Coffee Makers in Room.	15	15	2
19	Belsons Taj Mahal Hotel # 82, Main Guard Road, Behind M.C.H. Swimming Pool, Secunderabad-500 003 Tel: 040-40357810	1,600.00 Executive 1760.00 Deluxe	1,920.00 Executive 2080.00 Deluxe	2,340.00 Executive 2500.00 Deluxe	Executive/Deluxe Rooms Complimentary Breakfast. Welcome Drink on Arrival. Complimentary Tea/Coffee Complimentary for Children upto 12 years. Free Internet Facility	2	40	21/2
20	Kamat Lingapur Hotel # 1-10-44/2, kChikoti Gardens, Begumpet, Hyderabad - 500 016 Tel: 040-27764242: Fax: 27765151	3,150.00 + 12.5% on VAT	3,885.00 + 12.5% on VAT	4,620.00 + 12.5% on VAT	Standard Rooms Complimentary Breakfast Tea/Coffee Makers in Room	15	15	25
21	Hotel Ambassador # 1-7-27, SD Road, Secunderabad Tel: 040-27843760: Fax: 27899095	1100 + 5% Tax	1,250.00 + 5% Tax	-	-	5	30	10
22	Hotel Minerva Himayatnagar, Hyderabad Tel: 040-23220448: Fax: 23222068	1875.00 + 5% Tax	2,500.00 + 5% Tax	-	-	3	30	5
23	Hotel Ashoka Lakadikapul, Hyderabad Tel: 040-23230105: Fax: 55510220	903.00	1,029.00	-	-	3	30	2
24	Hotel Park Lane # 115, SD Road, Secunderabad - 3 Tel: 040-27840466: Fax: 27840599	1500.00	1,800.00	-	-	5	30	5
25	Baseraa Inn Basheerbagh, Hyderabad Tel: 040-27703200: Fax: 27703013	2700.00 - 29	2,900.00 + 5% Tax	- + 5% Tax	-	2	30	1
26	Hotel Amrutha Castle Opp: AP Secretariat,	4200.00 + 5% Tax	4,800.00 + 5% Tax	-	-	2	30	2

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Sl. No.	Name, Address, Tel. No.	Tariff/Rent (Per Room/Night in Rs.)			Types of Rooms/Other Benefits	Distance From Hotel (Kms.)		
		Single	Double	Triple		Venue	Airport	Rly. Stn.
	Saifabad, Hyderabad. Tel: 040-66633888: Fax: 23402000							
27	Pearl Regency Red Hills, Lakadikapul, Hyderabad Tel: 040-66666555: Fax: 23410020	2995.00 + 5% Tax	3,495.00 + 5% Tax	-	-	2	25	2
28	Shree Venkateshwara Hotel Lakadikapool, Hyderabad - 4 Tel: 040-23214354: Fax: 23214403	-	1,320.00	-	-	2	25	2
29	Hotel Kamat Lingapur 1-10-44/2, Chikoti Gardens, Begumpet, Hyderabad Tel: 040-27765695	3000.00 + 5% Tax	3,700.00 + 5% Tax	-	-	4	30	3
30	Hotel Central Court Lakadikapool, Hyderabad- 4 Tel: 040-232331262	-	4,395.00	-	-	2	25	2
31	Taj Mahal Hotel Abids, Hyderabad Tel: 040-24758226: Fax: 24758250	-	1,250.00	-	-	2	25	1
32	Peppermint # 1-1-1063/C, Opp: RR Dist. Collectorate Office, Lakdi-ka-pool, Hyderabad - 4 Tel: 040-44351234: Mobile : 9908019209: Fax: 40061300	-	3,500.00	-	-	2	25	2

IMPORTANT

1. Request for reservation of hotel accommodation may be sent as soon as possible and ensure that the same reaches the Institute latest by 30th September, 2009 alongwith non refundable advance deposit of one day's TARIFF/ RENT mentioned against each hotel.
2. Requests received without one day's TARIFF/ RENT will not be processed. Requests received over Telephone, Fax, E-Mail, etc. would be processed only after receipt of the requisite payment in the Institute.
3. The rates/taxes are subject to change without notice.
4. Allocation of hotel will be made on First come First Served Basis and subject to availability.
5. In case accommodation is not available in the first preference hotel, the same will be booked in second preference hotel automatically as given in the hotel requisition column.
6. Payment of hotel bills should be made directly by the delegate to the hotel after adjusting the amount of advance deposit sent to the Institute.
7. Refund of Hotel Accommodation Charges once paid by the delegate and booked by the Institute would depend purely on the policy of the Hotel. The Institute will not be responsible in any way for the refund of advance payment made on behalf of the delegates.