

## **LIST OF SERVICES REQUIRING COMMUNICATION TO THE PREVIOUS INCUMBENT**

As approved under the ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023, the mandatory list of services wherein a Company Secretary in Practice is required to communicate to the previous incumbent before accepting the assignment in terms of Clause (8) of Part I of the First Schedule to the Company Secretaries Act, 1980, is as under:

- (i) Signing of Annual Return in Form MGT-7 under Section 92(1) of the Companies Act, 2013 and rule 11(1) of the Companies (Management and Administration) Rules, 2014.
- (ii) Certification of Annual Return in Form MGT-8 under Section 92(2) of the Companies Act, 2013 and rule 11(2) of the Companies (Management and Administration) Rules, 2014.
- (iii) Issuance of Secretarial Audit Report in terms of Section 204 of the Companies Act, 2013.
- (iv) Issuance of Secretarial Audit Report to material unlisted subsidiaries of listed entities under Regulation 24A(1) of SEBI (LODR) Regulations, 2015.
- (v) Issuance of Annual Secretarial Compliance Report to Listed entities under Regulations 24A(2) of SEBI (LODR) Regulations, 2015.
- (vi) Certification under Regulation 40(9) of SEBI (LODR) Regulations, 2015 certifying that all certificates have been issued within thirty days of the date of lodgement for transfer, sub-division, consolidation, renewal, exchange or endorsement of calls/allotment monies.
- (vii) Acting as Compliance auditor under Third Party certification/ Audit Scheme (Amendment), 2018 in the State of Haryana and similar recognitions in other states.
- (viii) Certification under Regulation 34(3) read with Clause 10(i) of Part C of Schedule V of the SEBI (LODR) Regulations, 2015 that none of the directors on the Board of the Company have been debarred or disqualified from being appointed or continuing as directors of companies by the Board/Ministry of Corporate Affairs or any such statutory authority.

Further, the above list is an inclusive list of recognition as of now and all other recognitions present and future which are exclusively available for Company Secretary in Practice shall also be part of the same.

***SAMPLE FORMAT OF COMMUNICATION TO PREVIOUS INCUMBENT***

CS.....

Address.....

Dear Sir / Madam,

Sub.: Intimation in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980.

I, CS ..... /We, M/s....., Company Secretary in Practice / Firm of Company Secretaries have been approached by the management of M/s..... Limited to..... (list of professional services) for the FY ..... vide their letter No. .... dated.....

We understand that earlier the abovementioned professional services were being rendered by your goodself / firm to M/s. .... Limited during the Financial Year.....

I / We request you to kindly take this communication as an intimation to be given to the previous incumbent in terms of Clause 8 of the First Schedule to the Company Secretaries Act, 1980.

Regards,

CS.....

Membership No. ACS ..... / FCS.....

CoP No.....

For.....& Co. / & Associates, Company Secretaries Firm

Unique Code.....

Date: .....

Place: .....