ICSI (MANAGEMENT AND DEVELOPMENT OF COMPANY SECRETARIES IN PRACTICE) GUIDELINES, 2023

As Amended upto 25th August, 2025

THE INSTITUTE OF
Company Secretaries of India
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

The ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023 approved and amended by the Council from time to time, as under:

Approved in 301st Meeting held on 6th September, 2023,

Amended in 312th (Annual) Meeting held on 8th - 9th October, 2024,

Amended in 315th Meeting held on 18th - 19th March, 2025,

Amended in 320th Meeting held on 25th - 26th July, 2025,

Amended in 321st Meeting held on 25th August, 2025.

CHAPTER I
PRELIMINARY

1.1 Short Title and Commencement

a) These Guidelines shall be called the ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023.

b) These Guidelines have been divided into 10 Chapters. The provisions contained therein shall come into force from December 15, 2023.

1.2 Applicability

The provisions of these Guidelines shall apply to the following:

a) Company Secretary in Practice;

b) Firm(s) of Company Secretary(ies) in Practice.

1.3 Definitions

All expressions unless defined herein shall have the same meaning as have been assigned to them under the Company Secretaries Act, 1980, Company Secretaries Regulations, 1982 or any statutory modification or re-enactment thereto or as used in commercial parlance, as the case may be.

a) "Act" shall mean the Company Secretaries Act, 1980;

b) "Aggregator" means any form of business which owns, operates, manages a facility enabling potential customers to connect with service provider(s) for providing service(s) under the aggregator's brands or trade names;

c) ["Associates" shall mean member(s) who has/have entered into a contract for service with a firm or is/are in employment of the firm, engaged directly/indirectly for fulfilling specifically assigned duties and shall not sign/certify on behalf of the firm, unless he is a partner of the firm;][1]

d) "Brand" is the perceived emotional corporate image as a whole;

1. Definition of "Associate" replaced by the Council in its 315th Meeting held on 18th - 19th March, 2025.

e) "CS Logo" refers to the logo ;

f) "Firm" shall have same meaning as defined under the Act;

g) "Institute" refers to the Institute of Company Secretaries of India;

h) "Journal or CSJ" means the "Chartered Secretary Journal" published by the Institute on monthly basis;

i) "Logo" is any visual construct that identifies a business/product/ service in its simplest form by the use of a mark or icon or any word written in a particular manner or a combination of these;

j) "Member" means an Associate or Fellow member of the Institute;

k) "Member Account" means the account/dashboard of the member maintained at the weblink;

l) "Previous Incumbent" means the Company Secretary in Practice who has provided the services to the client prior to the appointment of new Company Secretary in Practice for providing the same services;

m) "Regulations" means the Companies Secretaries Regulations, 1982;

n) "TagLine" refers to a memorable phrase or sentence that is closely associated with a particular person, product, service, etc. It may be a reiterated phrase identified with an individual, group, product or service, entity;

o) "Weblink" shall means the link established by the Institute to facilitate the members. Currently, it is https://stimulate.icsi.edu/

p) "Write up" means the writing of particulars issued, circulated or published by Company Secretary in Practice by way of print or electronic mode or otherwise such as in newspapers, journals, magazines, website in accordance with the Guidelines, thereby setting out:

   (i) services rendered by the Company Secretary in Practice or firms and;

   (ii) the particulars of the Company Secretary in Practice or of firm(s).