
**FAQs
on
The ICSI (Management
and Development of
Company Secretaries
in Practice)
Guidelines, 2023**



**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)

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CHAPTER 1 PRELIMINARY

1. The ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023 (hereinafter referred to as Guidelines) are applicable on whom?

The provisions of these Guidelines are applicable on the following:

- Company Secretary in Practice;
- Firms of Company Secretary(ies) in Practice, including LLP's.

2. We are partners in the LLP registered with the Institute. Are these Guidelines applicable on the LLP?

Yes, the Guidelines are applicable on all the firms of Company Secretary(ies), referring to section 2(1)(fa) of the Company Secretaries Act, 1980, 'Firm' includes LLP registered with the Institute. Hence, these Guidelines are equally applicable on the LLPs registered with the Institute.

3. Who is an "Aggregator"?

The term "Aggregator" as defined in the Guidelines 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 aggregators' brands or trade names.

Let us understand the concept of the aggregator with an example, in this transaction there are three persons, viz, Service Provider, Service Receiver and the Aggregator.

The Aggregator enables/facilitates the provision of the service between the service provider and the service receiver, which is a similar scope as that of the intermediary or a broker. However, the difference between the intermediary and aggregator is as under:

- In case of the Aggregator, the service provider provides the service to the service receiver, under the brand name of the aggregator, whereas in the case of regular intermediary, the service is provided by the service provider under his own brand.
- In case of the Aggregator, it is mandatory that he manages the

web application, whereas for regular intermediary, there is no such requirement.

The invoice could be raised by the service provider providing branded services to end customer. The payment from customer could be received by service provider from the customer. Alternately, Aggregator could also receive payment for the service provided under brand name of the service provider.

4. What does “weblink” refer to?

A “Weblink” for the purpose of these Guidelines refers to the link established by the Institute to facilitate the members. Currently, it is <https://stimulate.icsi.edu/>.

5. Where can I find a copy of the ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023?

A copy of the ICSI (Management and Development of Company Secretaries in Practice) Guidelines, 2023 is available at the ICSI website on the link:

https://www.icsi.edu/media/webmodules/ICSI_Guidelines_15122023.pdf