



# 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)

9<sup>th</sup> November, 2021

Dear Professional Colleague,

**Subject: Recognition to Company Secretary in Practice to provide Certificate of Compliance to RTAs**

The Institute of Company Secretaries of India has been continually endeavouring to open new doors of opportunities for its members. In pursuance of its initiatives, the Institute has been making representations and sending its views and suggestions on draft rules, regulations, policies and guidelines, etc. issued by Ministries and Regulatory Bodies seeking recognitions in new areas of practice and employment.

Furthermore, suggestions, views and comments of the Institute are also sought on the Consultation/Discussion Papers/Reports issued by the SEBI which are duly shared inculcating representations seeking opportunities for our members in the area of Securities Laws.

We feel extremely pleased to inform you that the Securities and Exchange Board of India has bestowed upon the profession of Company Secretaries a new recognition, adding one more feather to our cap by authorising Company Secretary in Practice (PCS) to provide Certificate of Compliance to Registrars to an Issue and Share Transfer Agents (RTA) vide SEBI Circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/65 dated November 3, 2021.

We express our sincere gratitude to the SEBI for reposing its confidence in the profession of Company Secretaries by providing this opportunity to the Company Secretaries.

The reference to the selected clause under the Circular providing for recognition mentioned above is as under:

***“Common and Simplified Norms for processing investor’s service request by RTAs and norms for furnishing PAN, KYC details and Nomination”***

*9. RTAs shall provide a certificate of compliance from a practicing Company Secretary, within 45 days of this circular, certifying the changes carried out, systems put in place / new operating procedures implemented etc. to comply with the provisions of this circular.*

The above mentioned Circular is available on the SEBI website at the following link:

[https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination\\_53787.html](https://www.sebi.gov.in/legal/circulars/nov-2021/common-and-simplified-norms-for-processing-investor-s-service-request-by-rtas-and-norms-for-furnishing-pan-kyc-details-and-nomination_53787.html)

Regards,

**(CS Nagendra D Rao)**

President

The Institute of Company Secretaries of India