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Resources in Education, 1999 *Manual for the Legal Secretarial Profession* National Association of Legal

Secretaries, 1974 Secretarial Audit and Compliance Manual, Third Edition Dr. K. R. Chandratre, 2021-05-30 Since April 2014 Secretarial Audit has become mandatory under the Companies Act 2013 Subsequently SEBI has also mandated Secretarial Audit for material subsidiaries of a listed Company and obtaining a Compliance Certificate for submission to Stock Exchange Alongwith this MGT 7 is also required to be certified by a Practising Company Secretary whereby he she has to confirm comprehensive compliance of the concerned company Therefore there are hundreds of compliances which companies have to do in a financial year and giving such a comprehensive Compliance Certificate requires thorough knowledge different perspective and techniques This book covers the meaning benefits process approach and entire scope of Secretarial Audit providing detailed checklists with respect to Companies Act 2013 SEBI Regulations and FEMA Regulations which will be very useful for professionals not only while doing Secretarial Audit but also for routine certifications like MGT 7 MGT 8 or Compliance Certifications mandated under various laws Key Features Detailed Checklists for Audit on Companies Act 2013 SEBI LODR Reg 2015 SEBI PIT Reg 2015 and FEMA 1999 Includes insights on ICSI Auditing Standards Elaborates newly introduced key concepts under Companies Act 2013 by way of Annexures like SBO etc Contains a chapter elaborating key concepts under Companies Act 2013 which will help professionals to understand and comply with law in letter and spirit Contains a compilation of useful charts as well as specimen Management Representation Letter and various Declarations required to be obtained from the Accounts and Finance Department Brings greater clarity w r t Role of Auditor Process of Audit and duty as well as liability of auditor Taxmann's Handbook on Secretarial Audit – In-depth yet succinct guide on secretarial audit, starting from the initial acceptance till the presentation of the secretarial audit reports CS Usha Ganapathy Subramanian, CS A Sekar, Dr Ranjith Krishnan, 2023-10-30 This book serves as an extensive yet concise handbook on Secretarial Audit addressing a wide array of topics including The Significance and Advantages of Secretarial Audit Detailed Procedures and Subtleties of the Audit Process Guidelines and Safeguards for Certain Issues Critical Considerations and Factors to be Included The Obligations of the Secretarial Auditor in Identifying and Addressing Fraud Aspects of Quality Assurance in Secretarial Audit Exploring the Impact of Secretarial Audit on o Corporate Leadership and Governance o Strategic Planning and Execution in Business o Advancing Sustainability and Responsible Practices The book will be helpful for Company Secretaries both in employment and practice other key managerial personnel KMPs and senior management who deal with compliance and governance aspects in their day to day professional life It will also be helpful for stakeholders perusing secretarial audit reports and boards of companies The Present Publication is the latest 2023 edition and has been amended upto October 2023 This book is authored by CS Usha Ganapathy Subramanian CS A Sekar and Dr Ranjith Krishnan

with the following noteworthy features

- Integration of Essential Components which includes
 - Crucial elements from Auditing Standards
 - Insights from Guidance Notes
 - Contents from the Manual issued by the ICSI Author's Contributions
- The authors have added their insights and knowledge from extensive experience
- They have also input the findings from a thorough research
- 360 Coverage which includes
 - Stakeholder Expectations
- The book is customised to meet what stakeholders in Secretarial Audit anticipate
 - Legislative Requirements
- It also addresses and complies with the demands of lawmakers
 - Corporate Needs
- The content is crafted to cater to the necessities of corporates w r t to Secretarial Audit
 - Ground Level Challenges

The book tackles the challenges faced by Secretarial Auditors in practical scenarios

The detailed contents of the book are as follows

- Introductory Chapter
 - The Need for Assurance on Compliance
 - Evolution of Provisions Relating to Assurance on Compliance
 - Framework for Assurance on Compliance under the Companies Act 2013
 - Definition of Secretarial Audit
 - Mandatory Requirement for Secretarial Audit
 - The Case for Voluntary Adoption of Secretarial Audit
 - Benefits of Secretarial Audit
 - Who can perform Secretarial Audit
 - Literature on Secretarial Audit
- Secretarial Audit and Secretarial Auditor
 - The Concept of Audit
 - An Overview of the Various Audits under the Companies Act 2013
 - Nature of Secretarial Audit
 - Scope of Secretarial Audit
 - The Contours of Responsibility of the Secretarial Auditor
 - Appointment
 - Qualification and Independence of a Secretarial Auditor
 - Powers of a Secretarial Auditor
- Stages of Secretarial Audit
 - Factors Involved in Planning and Performing an Audit
 - Stages of an Audit
- ICSI Auditing Standards
 - Matters relating to Professional Misconduct while Obtaining Professional Work
 - Acceptance of Secretarial Audit Engagement
 - Planning the Audit
 - Audit Documentation
 - Understanding the Environment
 - Assessing the Risks
 - Determining Materiality
 - Performing Various Audit Procedures
 - Evaluating Audit Evidence
 - Forming an Opinion
 - Drafting and Submitting the Secretarial Audit Report
 - Presence at AGM
- Understanding the Company's Environment
 - Internal Controls and Preliminary Review of Documents
 - Understanding the Entity and its Environment
 - Internal Controls and Compliance Systems
 - Relying on the Work of Other Professionals
 - Access to Books of Account and other Records
 - Preliminary Examination of Filings for New Clients
 - Master Information
 - Previous Years Financial Statements
- Part I Current File and Corporate Laws
 - Compilation of Information for Current File
 - Matters to be verified under Corporate Laws
- Part II Securities Laws
 - FEMA Regulations
 - Other Applicable Laws and Other Aspects
 - Securities Market Regulations
 - FEMA 1999 and the Rules and Regulations thereunder
 - Other Specifically Applicable Laws
 - Adequacy and effectiveness of systems in place to ensure compliance with general laws
 - Governance Aspects
 - Other Aspects
- Auditors Responsibility in Respect of Fraud
 - What is fraud
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 - Areas requiring in depth focus in fraud detection
- Evaluation of Audit Evidence
 - Forming of Opinion and Preparation of Secretarial Audit Report
 - Evaluating Audit Evidence
 - Forming an opinion
 - Process for Forming of Opinion
 - Management Representation Letter
 - Unmodified Modified Opinion
 - Limitations on the Scope of Audit
 - Auditor's Responsibility
 - Format of Report
- Ensuring Quality Control in Secretarial Audit
 - Quality Control
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