

# 5. Guidelines for Corporate Form of Practice



## Important Council Decisions

### Guidelines for Practice in Corporate Form of Practice (261st meeting)

As per the existing Code of Ethics, a member in practice is permitted generally to be a 'Director Simplicitor' in any company and as such he is not required to obtain any specific permission in this regard irrespective of whether he and/or his relatives hold substantial interest in that company. However, a member in practice shall not hold the position of Managing Director or Whole-time Director of a Body Corporate if he and/or his relatives hold substantial interest in such concern. In the alternative, a member in practice can occupy such positions by surrendering his Certificate of Practice (CoP). Where substantial interest is not so held, a member in practice can hold these positions only after obtaining specific and prior approval of the Council in which case the member will be regarded as being in part-time practice and therefore, can neither do attest function nor he can train articled/audit assistants.

To empower the members to face the emerging challenges in the service sector as well as to equip them for the opportunities in the non-audit service area, the Council at its 261<sup>st</sup> meeting held from 1<sup>st</sup> to 3<sup>rd</sup> August, 2006 reviewed the aforesaid position and in the interest of the profession, decided to allow members in practice to render Management Consultancy and Other Services in Corporate form, subject to the guidelines to be issued by the Institute in this regard.

The Council decided to allow members in practice to hold the office of Managing Director, Whole-time Director or Manager of a body corporate within the meaning of the Companies Act, 1956 provided that the body corporate is engaged exclusively in rendering Management Consultancy and Other Services permitted by the Council in pursuant to Section 2(2)(iv) of the Chartered Accountants Act, 1949 and complies with the conditions(s) as specified by the Council from time to time in this regard.

The members can retain full time Certificate of Practice besides being the Managing Director, Whole-time Director or Manager of such Management Consultancy Company. There will be no restriction on the quantum of the equity holding of the members, either individually and/

or along with the relatives, in such Company. Such members shall be regarded as being in full-time practice and therefore can continue to do attest function either in individual capacity or in Proprietorship/Partnership firm in which capacity they practice and wherein they are also entitled to train articled/audit assistants.

The name of the Management Consultancy Company is required to be approved by the Institute and such Company has to be registered with the Institute. The guidelines alongwith the prescribed application forms for approval of name and registration, provisions of ethical compliance and other details have been issued and the same will come into force w.e.f 1.10.2006.

By abundant caution, it may be clarified that no audit practice can be done in Corporate Form. The consultancy practice hitherto done in Individual or Firm Status alone is now intended to be permitted in Corporate Form also.

The guidelines for Corporate Form of Practice are as follows:

#### GUIDELINES FOR PRACTICE IN CORPORATE FORM

##### Definition.

##### (i) Managing Director, Whole-time Director and Manager -

The term "Managing Director", "Whole-time Director" and "Manager" shall have the same meaning as defined/understood in the Companies Act, 1956. For this purpose, the member in practice who is a Managing Director, Whole-time Director or Manager shall be full-time practitioner/proprietor/partner in a Chartered Accountants firm.

(ii) **Act** – Act means The Chartered Accountants Act, 1949.

(iii) **Regulations** – Regulations means the Chartered Accountants Regulations, 1988.

(iv) **Code of Ethics** – Code of Ethics means the Code of Ethics issued by the Institute and decisions of the Council in this regard.



- (v) **Institute** – Institute means the Institute of Chartered Accountants of India.
- (vi) **Council** – Council means the Central Council of the Institute.
- (vii) **Member** – Member means a Member in Practice. Member in Practice means a ‘Member in Practice’ as defined in the Chartered Accountants Act, 1949 and its Regulations.
- (viii) **Management Consultancy & Other Services** – Management Consultancy & Other Services or MCS means ‘Management Consultancy & Other Services’ permitted by the Council in pursuance to Section 2(2)(iv) of the Chartered Accountants Act, 1949. The definition of the expression “Management Consultancy and other Services” as appears at pages 8-10 of the Code of Ethics, 2005 edition is as under:
- The expression “Management Consultancy and other Services” shall not include the function of statutory or periodical audit, tax (both direct taxes and indirect taxes) representation or advice concerning tax matters or acting as liquidator, trustee, executor, administrator, arbitrator or receiver, but shall include the following:
- (i) Financial management planning and financial policy determination.
  - (ii) Capital structure planning and advice regarding raising finance.
  - (iii) Working capital management.
  - (iv) Preparing project reports and feasibility studies.
  - (v) Preparing cash budget, cash flow statements, profitability statements, statements of sources and application of funds etc.
  - (vi) Budgeting including capital budgets and revenue budgets.
  - (vii) Inventory management, material handling and storage.
  - (viii) Market research and demand studies.
  - (ix) Price-fixation and other management decision-making.
  - (x) Management accounting systems, cost control and value analysis.
  - (xi) Control methods and management information and reporting.
  - (xii) Personnel recruitment and selection.
  - (xiii) Setting up executive incentive plans, wage incentive plans etc.
  - (xiv) Management and operational audits.
  - (xv) Valuation of shares and business and advice regarding amalgamation, merger and acquisition.
  - (xvi) Business Policy, corporate planning, organisation development, growth and diversification.
  - (xvii) Organisation structure and behaviour, development of human resources including design and conduct of training programmes, work study, job-description, job evaluation and evaluation of work loads.
  - (xviii) Systems analysis and design, and computer related services including selection of hardware and development of software in all areas of services which can otherwise be rendered by a Chartered Accountant in practice and also to carry out any other professional services relating to EDP.
  - (xix) Acting as advisor or consultant to an issue, including such matters as: -
    - (a) Drafting of prospectus and memorandum containing salient features of prospectus. Drafting and filing of listing agreement and completing formalities with Stock Exchanges, Registrar of Companies and SEBI.
    - (b) Preparation of publicity budget, advice regarding arrangements for selection of (i) ad-media, (ii) centres for holding conferences of brokers, investors, etc., (iii) bankers to issue, (iv) collection centres, (v) brokers to issue, (vi) underwriters and the underwriting arrangement, distribution



of publicity and issue material including application form, prospectus and brochure and deciding on the quantum of issue material (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).

- (c) Advice regarding selection of various agencies connected with issue, namely Registrars to Issue, printers and advertising agencies.
- (d) Advice on the post issue activities, e.g., follow-up steps, which include listing of instruments and despatch of certificates and refunds, with the various agencies connected with the work.

Explanation: For removal of doubts, it is hereby clarified that the activities of broking, underwriting and portfolio management are not permitted.

- (xx) Investment counseling in respect of securities [as defined in the Securities Contracts (Regulation) Act, 1956 and other financial instruments.] (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxi) Acting as registrar to an issue and for transfer of shares/other securities. (In doing so, the relevant provisions of the Code of Ethics must be kept in mind).
- (xxii) Quality Audit.
- (xxiii) Environment Audit.
- (xxiv) Energy Audit.
- (xxv) Acting as Recovery Consultant in the Banking Sector.
- (xxvi) Insurance Financial Advisory Services under the Insurance Regulatory & Development Authority Act, 1999, including Insurance Brokerage.

- (ix) **Management Consultancy Company**  
– Management Consultancy Company means a Company, which complies with



(x) **Relative** – Relative means “Relative” as defined in Appendix (9) of the Chartered Accountants Regulations, 1988, 2002 edition.

### 3. Name of the Management Consultancy Company:

- (i) The Management Consultancy Company shall have a distinct name which shall be approved by the Institute. The prescribed format of application for approval of name for Management Consultancy Company is at Form ‘G’ (enclosed).
- (ii) Standards prescribed in Regulations 190 of the Chartered Accountants Regulations, 1988 shall be applicable to the name of the Management Consultancy Company. However, even if a name is provided and subsequently it is found that the same is undesirable then, the said name can be withdrawn at any time by the Institute. The provisions in respect of name of companies as prescribed in the Companies Act, 1956 shall be applicable in letter and spirit.

(iii) The name of Management Consultancy Company may indicate the area of ‘Management Consultancy & Other Services’ permitted by the Council from time to time.

(iv) The Management Consultancy Company shall neither be permitted to advertise nor to use logo.

### 4. Registration:

After approval of the name under Guideline 3 and incorporation under the Companies Act, 1956, the Management Consultancy Company is required to be registered with the Institute in a prescribed Form ‘H’ (enclosed).

### 5. Ethical Compliance:

- (i) Once the Management Consultancy Company is Registered with the Institute as per the Guidelines, it will be necessary for such a Company to comply with the following requirements: -
  - a) If the individual practitioner/sole-proprietorship firm/partnership firm is the



## NOTICE FOR DEMERGER

E- 426

### THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

[See Rule 4(i) of Rules of Merger and Demerger amongst the firms registered with The Institute of Chartered Accountants of India]

1. We the following persons

Name(s)	Membership No.(s)
_____	_____
_____	_____

being partners of M/s \_\_\_\_\_ which merged with the firm M/s \_\_\_\_\_ as per merger agreement dated \_\_\_\_\_ willing to demerge with effect from \_\_\_\_\_

2. We are the partners of the erstwhile Merging firms, M/s \_\_\_\_\_ merged with M/s. \_\_\_\_\_ & constitute the merged firm \_\_\_\_\_ with effect from \_\_\_\_\_. The Merger Agreement dated \_\_\_\_\_ and Form 18 were filed before the Institute on \_\_\_\_\_

3. We constitute 75% or \_\_\_\_\_ % of the continuing partners of the erstwhile firm M/s. \_\_\_\_\_

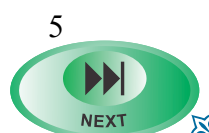
4. This demerger is within a period of 5 years from the date of merger.

5. We desire that our pre-merger name be allotted to us.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of all the Partners of the Erstwhile Firm M/s. \_\_\_\_\_ willing to demerge.

Source- Committee for Capacity Building of CA Firms & Small & Medium practitioners



**APPLICATION FOR APPROVAL OF NAME FOR  
PROPOSED MANAGEMENT CONSULTANCY COMPANY**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
[See Guideline 3 of Guidelines for Practice in Corporate Form]**

1. Proposed name of the Company (in order of preference)
 

1.	_____
2.	_____
3.	_____
2. Name of the Members/firm along with name of partners forming proposed Management Consultancy Company  
 Firm Name/Member Name \_\_\_\_\_ Firm Regn. No./M.No. \_\_\_\_\_
3. Address of the Registered Office of the proposed Management Consultancy Company  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin \_\_\_\_\_  
 Tel. No. \_\_\_\_\_  
 Fax No. \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Website Address \_\_\_\_\_
4. Ownership pattern of the Company
5. Name of the member proposing to become Managing Director/Whole-time Director/Manager  
 Name of the Member \_\_\_\_\_ Membership No. \_\_\_\_\_  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_

Place : .....

Name(s) with Membership No(s).  
and signature(s) of duly authorized  
Partner(s)/Proprietor(s) of the firms

Date : .....

Form 'H'

**DECLARATION FOR REGISTRATION OF MANAGEMENT CONSULTANCY COMPANY**

**THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA  
[See Guideline 4 of Guidelines for Practice in Corporate Form]**

1. Name of the Management Consultancy Company
2. Address of the
  - (i) Registered Office
  - (ii) Branch Office
4. Ownership pattern of the Company
5. Name of the member(s) proposing to become Managing Director/Whole-time Director/Manager  
 Name of the Member \_\_\_\_\_ Membership No. \_\_\_\_\_  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_
6. Number and Date of Incorporation Certificate  
 (Please enclose Incorporation Certificate issued by the ROC)



I/We hereby declare that the Management Consultancy Company shall render Management Consultancy & Other Services which are prescribed by the Council of the Institute from time to time pursuant to powers under Section 2(2)(iv) of the Chartered Accountants Act, 1949. This Company has been constituted in compliance with the Guidelines for Practice in Corporate Form issued by the Institute.

I/We hereby declare that I/We shall comply with Clauses (6) & (7) of Part I of the First Schedule to the Chartered Accountants Act, 1949 and such other directions as may be issued by the Institute from time to time in this regard.

Place : .....

Date : .....

Signatures of two authorised Directors of the body corporate and the Managing Director/Working Director/Manager of that body corporate together with membership no. under a common seal.

(Enclose a copy of Board Resolution)

### Notification No.1-CA(7)/60/2002

8<sup>th</sup> March, 2002

**1-CA(7)/60/2002:** In exercise of the powers conferred by clause (ii) of Part II of the Second Schedule to the Chartered Accountants Act, 1949, the Council of the Institute of Chartered Accountants of India hereby specifies that a member of the Institute in practice shall be deemed to be guilty of professional misconduct, if he accepts the appointment as statutory auditor of Public Sector Undertaking(s)/ Government Company(ies)/Listed Company(ies) and other Public Company(ies) having turnover of Rs. 50 crores or more in a year and accepts any other work(s) or assignment(s) or service(s) in regard to the same Undertaking(s)/ Company(ies) on a remuneration which in total exceeds the fee payable for carrying out the statutory audit of the same Undertaking/company.

Provided that in case appointing authority(ies)/ regulatory body(ies) specify(ies) more stringent condition(s)/restriction(s), the same shall apply instead of the conditions/restrictions specified in this Notification.

#### Explanation:

1. The above restrictions shall apply in respect of fees for other work(s) or service(s) or assignment(s) payable to the statutory auditors and their associate concern(s) put together;
2. For the above purpose,
  - (i) the term "other work(s)" or "service(s)" or "assignment(s)" shall include Management Consultancy and all other professional services permitted by the Council pursuant to Section 2(2)(iv) of the Chartered Accountants Act, 1949 but shall not

include: -

- (i) audit under any other statute;
  - (ii) certification work required to be done by the statutory auditors; and
  - (iii) any representation before an authority;
  - (ii) the term "associate concern" means any corporate body or partnership firm which renders the Management Consultancy and all other professional services permitted by the Council wherein the proprietor and/or partner(s) of the statutory auditor firm and/or their "relative(s)" is/ are Director/s or partner/s and/or jointly or severally hold "substantial interest" in the said corporate body or partnership;
  - (iii) the terms "relative" and "substantial interest" shall have the same meaning as are assigned under Appendix (10) [now Appendix (9)] to the Chartered Accountants Regulations, 1988.
3. In regard to taking up other work(s) or service(s) or assignment(s) of the undertaking/company referred to above, it shall be open to such associate concern or corporate body to render such work(s) or service(s) or assignment(s) so long as aggregate remuneration for such other work(s) or service(s) or assignment(s) payable to the statutory auditor/s together with fees payable to its associate concern(s) or corporate body(ies) do/does not exceed the aggregate of fee payable for carrying out the statutory audit.
  4. This notification is applicable for any appointment(s) on or after 1<sup>st</sup> April 2002.

Source- Committee for Capacity Building of CA Firms & Small & Medium practitioners

