The Institute of Chartered Accountants of India
[Set up by an Act of Parliament]
Committee for Capacity Building of Members in Practice
(CCBMP)

**Invitation for empanelment as Resource Persons for the Certificate Course on Preparation of Appeals, Drafting of Deed & Documents and Representation before Appellate Authorities and Statutory Bodies**

The Committee for Capacity Building of Members in Practice (CCBMP) of the Institute of Chartered Accountants of India proposes to organize a Certificate Course on Preparation of Appeals, Drafting of Deed & Documents and Representation before Appellate Authorities and Statutory Bodies during the year 2018-19.

**Objective**

The Objective of this certificate course is to developing the effective drafting skills of members and acquaints the members with the legal provision pertaining to appearances before various authorities. As Chartered Accountant has been recognized under various Acts to appear as an authorized representative before various tribunals/quasi judicial bodies therefore it is essential for members to demeanour professional and proficient image in the corporate world as well as while appearing before the tribunals and other quasi judicial bodies. Every efforts has been made to design the full fledged certificate course so that members may enhance necessary acumen in drafting documents and appearances before Statutory bodies.

**Course Coverage**

Effective Drafting Skill- The Write Way to Lead: Powerful Tools to Create Impact and Inspire Performances, General Principles of Drafting all Sorts of Deeds and Conveyancing and Other Writings, Guidelines for Use of Particular Words and Phrases for Drafting and Conveyancing, Some Do’s and Some Don’ts, Interpretation of Deeds and Documents, Legal Implications and Requirements, Drafting and Conveyancing relating to Various Deeds and Agreements, Drafting of legal opinion, Preparation of effective Project Report, Drafting of Documents & Agreements under Companies Act 2013, Drafting of Documents and agreements under Corporate Restructuring-Amalgamation/ Merger/ Demerger/ Compromise/ Arrangements/ Settlements, Drafting of Documents under The Benami Transactions (Prohibition) Amendment Act, 2016, Documents under Insolvency and Bankruptcy Code 2016, Pleading-

Experts who have more than five years of experience in the relevant area and who have delivered lectures at various forums of Chartered Accountants are eligible for the enlistment in the Panel of Experts.

Experts who are interested to be associated with The Institute of Chartered Accountants of India as Resource Persons are requested to send/e-mail their resume to the following address:

**Secretary, Committee for Capacity Building of Members in Practice (CCBMP), The Institute of Chartered Accountants of India (ICAI), ICAI Bhawan, A-29, First Floor, Administrative Block, Sector-62, Noida (U.P.), P.C.-201309, E-Mail: sambit.mishra@icai.in, Tel No. 0120-3045994**

It would be appreciated if the resume including all details regarding qualification, Membership no. of ICAI (if any), Experience, areas of specialization, contact address, etc. is sent at the earliest, preferably within 30.08.2018.

CCBMP, ICAI reserves the right to invite similar proposal from any other Member/ Members of ICAI though they may not have offered their expression of interest in this regard. No communications will be entertained from the applicant Member/Members in this regard. Only selected applicant Member/Members will be individually communicated. CCBMP, ICAI reserves the right to reject the Expression of Interest received from the applicant Member/Members of ICAI without assigning any reason therefore.

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