



The Institute of Chartered Accountants of India (ICAI)

(Set up by an Act of Parliament)

ICAI Representatives Office abroad

Objectives

The objective of setting up of the Representative Office is to work towards formation of an ICAI Chapter in that jurisdiction. The Representative Office would work towards restoring membership of non-active members and take necessary steps for opening of the ICAI Chapter in that jurisdiction. Once a Chapter is established in that jurisdiction, the Representative Office shall cease to exist. Apart from this, the office would also work on:

- Positioning the **“Indian Chartered Accountant”** as a **“brand”** worldwide for generating more professional avenues for ICAI members; and key forums / distribution channels through which such communication strategy needs to be focused upon; &
- Act as a communication link between Institute, local membership and other stakeholders in that jurisdiction.



Broad Criteria for setting up of a Representative Office

- A Representative Office shall be established in those cities outside India where ICAI is not having its overseas Chapters. Such Representative Office shall be the point of contact for ICAI in those cities outside India.
- A Representative Office of the Institute can be formed outside India, on a request in writing from not less than 5 active members in a city, in a foreign country, having their professional address registered in that city.
- A Representative Office shall not be eligible to receive any grant or financial assistance from the Institute. However, a request for financial assistance can be considered on case to case basis provided the requirements of the local laws so permit.
- Considering the Geographical boundaries/mapping across the Globe, the Representative Office/Chapter can be set up with the consent of ICAI members based in nearby Cities/States of the particular country. The name of the RO/Chapter would be based on biggest State/city.
- The Representative Office of the Institute should be allowed to use the emblem with stipulation that the said emblem be used for corresponding with its own members and with the Institute only. Such letterheads shall not be used for making representations on behalf of the Institute to any authority of the local Govt. or Govt. of any foreign country. The Representative Office can represent the Institute on specific matters as may be authorized from time to time. However, they would make a mention of such an authorization on the representation made to local authorities or Government of any foreign country. Copy of every such representation made would be sent to the Institute.





Delisting of the Representative Office

The Management Committee is authorised to delist the Representative Office if it is brought to the notice of the Institute that the office bearer(s) has/have persistently made default in adhering to the guideline formulated by the Council in respect of functioning of Representative Office abroad.



Duties & Functions

- To take steps to bring the non-active members to the main stream of the profession by re-registering them as the members of the Institute.
- To identify members who could form the Managing Committee of the Chapter which would be established after getting the written consent of the requisite number of members.
- To explore feasibilities for professional opportunities and placement opportunities in that jurisdiction or any other place in the world, in the manner suggested by the Institute from time to time.
- Make representation to the Council on matters of professional interest in that country and to offer suggestions for raising the standard and status of the profession.
- Promoting Brand Indian CA ahead of similarly placed qualifications
- Facilitate meetings of ICAI leadership with Heads of local accountancy bodies and to work towards entering into MRA/MoU with the accounting body(s) in that jurisdiction;
- To share the professional and other barriers faced by ICAI members in employment or in practice in the respective jurisdictions;
- Collaboration with Indian Embassy, local accountancy bodies and regulators to highlight various initiatives of ICAI from time to time.
- Carry out such other functions as may be entrusted by the Institute, from time to time.



Dissolution of the Representative Office

The Representative Office shall automatically cease to exist when an ICAI overseas Chapter is formed in that jurisdiction.

