

Company Secretary cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Sir or Madam,

I am applying for the position of Company Secretary and Compliance Officer at [Organisation name]. I am a Fellow member of ICSI with nine years of experience, currently Deputy Company Secretary at a mid-cap listed chemicals company. Your group plans to list a subsidiary, a process I have already been through end to end, and I would like to bring that experience to your board.

In my current role I handle all SEBI LODR disclosures, board and committee meetings for the parent and four subsidiaries, and the insider trading framework. During our subsidiary's IPO I coordinated with the merchant bankers and legal counsel on the draft red herring prospectus, prepared the corporate governance section and managed the post-listing filings with both stock exchanges. I also introduced an annual board evaluation with a structured questionnaire, which the nomination and remuneration committee now uses every year.

I work closely with independent directors and auditors, and I believe a Company Secretary adds most value by advising the board before a decision rather than only recording it afterwards. My notice period is three months.

Thank you for considering my application. I would be glad to discuss your governance priorities.

Regards,

[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the position of Assistant Company Secretary at [Organisation name]. I recently became an Associate member of ICSI after completing the Professional Programme and my practical training, and I would like to begin my career in the secretarial department of a listed company such as yours.

During my training with a practising Company Secretary firm, I prepared board and committee agendas, drafted minutes and filed around sixty e-forms on the MCA portal, including MGT-7, AOC-4 and DIR-12. I assisted with the secretarial audits of two unlisted public companies, checking statutory registers against filings and listing the gaps for the partner's report. I also helped a private company convert into a public company, preparing the special resolution, the altered articles and the INC-27 filing.

I know the Companies Act, secretarial standards SS-1 and SS-2 and the basics of SEBI LODR, and I keep records carefully because so much of this role depends on dates. I can join immediately.

Thank you for considering my application. I look forward to a conversation with your team.

Regards,
[Your name]

BEFORE YOU SEND IT

- State ACS or FCS with your ICSI membership number, and whether you hold a Certificate of Practice, because appointment as key managerial personnel depends on your membership status.
- Name the laws you have been accountable for, such as the Companies Act, SEBI LODR, PIT, FEMA or RBI directions, and one filing or meeting you ran from notice to completion.
- Never attach board minutes, draft resolutions or filings from a current employer as samples; describe them instead, since such papers stay confidential until they are made public.
- For listed roles, mention the market capitalisation band and the number of subsidiaries you handled; for startups, mention funding rounds, ESOP schemes and the FEMA reporting you managed.