

I. PROCEDURE FOR REGISTRATION OF COMPANIES, PCS, LAW FIRM, CONSULTANCY FIRM AND OTHER ORGANISATIONS WITH THE INSTITUTE FOR IMPARTING 15/03 MONTHS TRAINING TO THE STUDENTS OF COMPANY SECRETARYSHIP COURSE

A) Companies and other organizations:

For registration of company and other organisation for imparting training the paid up share capital of the company should not be less than Rs. 50 lacs for imparting 15 months management training;.

Following documents are required for registration of companies and other organization for imparting 15 months training and in case of exemption from training requirements for 03 months training:

- A duly signed request letter from concerned company/organisation on its letter head having details of paid up share capital, number of trainees to be accommodated in a year, amount of stipend payable to trainees.
- A certified true copy of latest balance sheet (for registration of Banks and Government bodies for imparting training, Balance Sheet is not required)
- No fee is payable for registration.

B) Law Firms, Consultancy Firms and Financial Institutions:

Guidelines and eligibility criteria for registration of Law Firms, Consultancy Firms, and Financial Institutions for imparting 15 months training are available at link <http://www.icsi.edu/docs/Webmodules/Student/REVISED-GUIDELINES-FINANINST-LAWFIRM-CONSULTACYFIRM.pdf> on the website of the Institute www.icsi.edu.

Following documents are required for registration for imparting 15 months training:

- i) **Law firms** - A duly signed request letter on letter head of the law firm having details of number of partners enrolled as an Advocate with their names, trainees to be accommodated in a year, amount of stipend payable to trainees, brief profile of the firm including work areas, infrastructure available for training etc.
- ii) **Consultancy firms** - A duly signed request letter on letter head of the consultancy firm having details of number of partners with their names, trainees to be accommodated in a year, amount of stipend payable to trainees, brief profile of the firm including work areas, infrastructure available for training etc.
- iii) **Financial Institutions** - A duly signed request letter on letter head of financial institution having details of fixed assets, standing, number of trainees to be accommodated in a year, amount of stipend payable to trainees, brief profile, infrastructure available for training etc. along with

document of registration or approval of the prescribed authority as may be required under the applicable laws, authenticate document indicating gross fixed assets minimum of Rupees Ten lacs only (preferably balance sheet) and having standing of atleast ten years of the concerned financial institution.

C) Company Secretary in Practice

For getting registered with the Institute for imparting training to the students, a Company Secretary in Practice has to submit duly filled application form as prescribed by the Institute available at link <http://www.icsi.edu/webmodules/student/PCSA%20FORM.pdf> . After approval a registration number is allotted to the Company Secretary in Practice.

For entitlement of maximum number of trainees to be engaged by a Company Secretary in Practice registered with the Institute for imparting training, please refer the link: <http://www.icsi.edu/portals/0/grapes/PCSA-Announcement-2011.pdf>

II PROCEDURE FOR REGISTRATION OF VARIOUS ORGANISATIONS WITH THE INSTITUTE FOR IMPARTING 15 DAYS SPECIALIZED TRAINING TO THE STUDENTS OF COMPANY SECRETARY SHIP COURSE

Students are eligible to commence 15 days specialised training after passing the Professional Programme examination and completion of 15 months training requirements (or exempted there from).

15 days training with any one of specialised agency as indicated herein below be allowed to be undergone with:

Office of Registrar of Companies, Stock Exchange, Financial or Banking Institutions, Management Consultancy Firms, Office of Official Liquidator, Ministry of Corporate Affairs, Commodity Stock Exchange, Company Law Board, Broking firms or companies, Law firms, Universities (recognized by UGC), Merchant Bankers, Mutual Funds, Insurance Companies, SMEs, Industry Associations/ Chambers of Commerce, all Ministries, SEBI, IRDA, TRAI, CCI, Courts, Tribunals and other quasi-judicial bodies which are registered with the Institute for imparting 15 days training.

Following documents are required for registration of specialized agencies for imparting 15 days training:

A duly signed request letter on letter head of the specialised agency along with supporting documents (such as balance sheet, certificate of registration from the competent authority, profile etc.) wherever applicable is required.

Contact Details

For Registration of Companies, Law Firms, Consultancy firm and other organization for imparting 15 / 03 months training.	Mr. Sudhir Kumar, Assistant Director (S)	sudhir.kumar@icsi.edu	011 - 45341089
For Registration of Company Secretaries in Practice for imparting training	Ms. Anita Mehra, Desk Officer	anita.mehra@icsi.edu	011 - 45341000#1096
For Registration of Specialized agencies for imparting 15 days training	Ms. Shruti Gupta, Asstt. Education Officer	shrutib.gupta@icsi.edu	011 - 45341000#1098

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