

(To be issued on letter head of the organisation/ PCS)

Date :

**Completion Certificate of 15 days specialized Training with Office
of ROC/MCA/NBFC/Regulatory Bodies/PCS etc.**

I, _____, Designation _____ do hereby certify that
Mr./ Ms. _____ having
student registration No. _____ has completed the prescribed
training of 15 working days (excluding Gazetted
holidays/Sundays/National holidays), as sponsored by the Institute of
Company Secretaries of India, vide their letter No. _____
dated _____ under our Organization/Office/Firm and her/his
performance was outstanding/ Excellent/Good/Satisfactory.

I further certify during the above mentioned 15 day's period she/he was
given _____ days of Leaves/ Not given any leaves.

Name of the trainer

Signature & Stamp

Date

Place