

Application Form for Management/Apprenticeship/ Practical Training/Exemption from Undergoing Training

(Strike out whichever is not applicable)

IN ORDER TO ENABLE US TO TAKE PROMPT ACTION AND AVOID
REFERENCE BACK, PLEASE ENSURE TO COMPLETE THE FORM IN ALL
RESPECTS BY ENCLOSING REQUISITE TESTIMONIALS/CERTIFICATES

SPECIMEN PROFORMA FOR TRAINING :
(Only Proforma to be submitted in duplicate)

Latest Passport size photo-
graph countersigned by the
candidate to be submitted
with the original copy only

Registration Number : _____ DENOVO Regn No. _____

Name _____ Age _____ years
(In block letters)

Date of Birth _____ Date of Registration _____

Father's Name _____

Details of passing the Intermediate/Executive & Final/Professional Programme examination of Company Secretaryship (Please attach the copies of mark sheets of all the groups/modules of Intermediate/Executive Programme & Final/professional Programme Examination and NIIT/Aptech Computer Training Certificate and Completion Certificate of TOP/EDP & ADP/PDP)

Sl. No.	Group/Module	Examination/ Programme	Session	Roll Number
1.	First	Intermediate/ Executive Programme		
	Second	Intermediate/Executive Programme		
2.	First	Final/Professional Programme		
	Second	Final/Professional Programme		
	Third	Final/Professional Programme		
	Fourth	Professional Programme		

Qualifications:

- (a) Educational : _____ (c) Computer Knowledge : _____
 (b) *Professional : _____
 (*Please attach the attested/photostat copies of ACA/AICWA certificates, if not sent earlier. In case sent earlier, please give the reference)

Address to which correspondence should be made : _____

 Telephone No. _____
 E-mail address _____

Mobile _____
 Residence _____
 Office _____

Name & address of the organisation/ Company Secretary in Practice with Membership Number (Registered with the Institute for training purpose) in order of preference where training is to be arranged:

- (i) _____
 (ii) _____
 (iii) _____
 (iv) _____
 (v) _____

P.T.O

Particulars of experience (Past & Present), if claiming exemption from training :

Name of the Company & PUC if applicable	Placement in Organisational Hierarchy	Exact Designation	Emoluments Drawn	Period	
				From	To

Have you indicated the particulars of your experience both past and present in the Application Form at the time of registration with the Institute. Give reasons, if these are different from the one given at the time of registration.

Details of exemption from Practical Training, if any, sought on the basis of executive experience gained in those fields (Please refer to Regulations 48, 51 and 52 of the Company Secretaries Regulations, 1982, as amended).

- (1) I am enclosing the following documents in support of my claim for exemption from training :
- (i) Experience Certificate(s) indicating exact designation, duration of service, salary drawn, job contents in brief duly signed by the Managing Director(s)/Chief Executive(s).
 - (ii) Annual Report(s) in respect of the organisation(s).
 - (iii) Organisation Chart(s) duly certified by the Chief Executive of the organisation(s).
 - (iv) Salary slip for the beginning and last pay drawn from the organisation(s).
 - (v) Appointment Letter from past/present employer.

- (2) Whether undergone Management Training/Apprenticeship, if yes give the name of Company /Practising Company Secretary and duration.

Name of Company/ Practising Company Secretary	Duration	
	From	To

- (3) Whether undergone Secretarial Modular Training Programme _____
 If yes, please attach an attested photostat copy. If not, the date by which the candidate would like to commence training _____

Declaration

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended from time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute.

Countersigned by Chief Executive of the Employer
 Company/Head of the Organization with Seal/
 Company Secretary in Practice with seal

Signature of the candidate
 Date :

Notes :

1. Training undergone by a student without prior sponsorship from the Institute shall not be reckoned for the purpose of Regulation 48 or 50.
2. It is the endeavour of the Institute to process all applications for exemption from training within a period of 30 days. However, in case you do not hear from the Institute within the said period, kindly get in touch with the Directorate of Training, Membership Legal & Placement.