

1 LONG TERM PRACTICAL TRAINING

1.1 Eligibility of Trainees for undergoing Practical Training

Executive pass student shall be eligible to undergo Practical training under a PCS/Company/other entities as provided in Regulation 46 BB (a) subsequent to completion of one month EDP (i.e. 15 days e-EDP and 15 days classroom mode EDP) which is a pre-requisite to commence long term practical training of 21 months.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

1.2 Duration of Training

The duration of long-term practical training shall be 21 months.

1.3 Documents required for Training Registration

- a. The trainee and the Company Secretary in Practice shall enter into a Contract for Long Term Training. The contract shall be executed on a non-judicial stamp paper of minimum denomination of Rs.20/- or by way of franking or by way of e-Stamping in the specified form in duplicate and signed by both the parties viz., the trainee and the Company Secretary in Practice. Duplicate thereof shall be given to the trainee. In case of training in a company/other entities, the trainee has to obtain a "Letter of Training" from the trainer preferably in the format placed as **Annexure 5.1**.
- b. The contract shall be submitted to the Institute in the specified form containing Part A and Part B which is placed as **Annexure 5.2**. (The date of commencement of training which shall be taken on record would be the actual date of commencement of training as mentioned in the agreement or date of purchase of stamp paper or date of execution of contract whichever is later).
- c. A true copy of examination certificate or mark sheet of the student for having passed the Executive Programme examination and one month EDP completion certificate (including 15 days classroom and 15 days e-EDP training) shall be attached along with the application for registration.

1.4 Time-Limit applicable to Trainees for Registration of Training with the Institute

- a) Trainees are required to get their training registered in records of the Institute preferably after obtaining the letter of training/contract but before commencement of their training. If they have not done so, they have an option to get it registered within 30 days from the date of commencement of their training.

- b) Any delay in training registration with the Institute, which is more than 30 days will not be considered as a valid training and shall not be taken in the records of the Institute.
- c) The Institute reserves the right to treat the Training undergone by the student invalid or refuse to register the same in records of the institute in case it comes to notice of the Institute by any means that the supporting documents submitted to the Institute are not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner
- d) If during the training period, the trainee is taking a break from training due to some personal exigencies with the prior consent of the trainer and then joins back after a gap of some period with the same trainer to complete the balance remaining period of training, the same shall be allowed, subject to mutual consensus between the Trainer and Trainee. But while issuing the training completion certificate, trainer will have to mention the same in training completion certificate specifically that from “x” date to “y” date trainee was allowed a break.

1.5 Transfer Formalities

- a. The first two months of the training shall be treated as Probation period. A trainee is free to take transfer during the probation period by serving a 14 days’ notice. The training undergone by the student during probation shall be taken in the records of the Institute and shall also be counted in the total period of long term training.
- b. For the remaining period after the probation, no transfer shall be allowed. However, in exceptional cases as specified here under in para 5.6 below, transfer may be allowed during this period.
- c. If any student takes transfer during the period of probation, then he/she is required to obtain NOC from his/her previous employer and only after serving the notice period of 14 days and submitting the NOC he/she may claim transfer.
- d. If any student discontinues his/her training within few days of joining and restarts his/her training after a prolonged gap, then the period of training undergone by the student earlier shall be treated as a part of two months of probation period.
- e. If any student takes transfer during the remaining period of training then along with the NOC he/she has to submit a self-declaration as per **Annexure 5.3** mentioning the reason of taking transfer. The dealing official on the basis of NOC and self-declaration submitted by the student shall issue sponsorship for remaining period of training.
- f. In case any student seeks transfer under the option of “Alternate/Special Arrangement of Trainees” then he/she is required to submit the request for alternate/special (as per the Institutes prescribed format) from the present trainer. Student shall submit the request letter to the Institute

and seek sponsorship letter for undergoing training for the period not exceeding six months.

- g. The word “eligible” mentioned under clause 10 given below i.e., Alternate/Special Arrangement of Trainees, shall be read as “registered”. Meaning thereby, that the trainer falling under the option of Alternate/Special Arrangement shall be mandatorily registered with the Institute for the purpose of imparting training. In case it is found that the trainer is not registered with the Institute then such period of training shall not be treated as valid and the same shall not be taken in the Institutes records.

1.6 Exceptional cases for Transfer

In order to avail transfer under the below exceptional cases, a trainee has to submit the documentary evidence to the satisfaction of the Trainer and Institute.

1. On grounds of continuous critical ailment and on production of medical certificate & reports thereof by a qualified Medical Practitioner.
2. Transfer of spouse or any one of the Parents of the Trainee to another city
3. Misconduct involving moral turpitude.
4. Death/disability of trainer.
5. ¹[Cancellation/ Ceasing/Debarment/Removal/Surrender of COP by the member]
6. A Company is not operational or the name of the Company is removed from the register of Companies by ROC or the Company is dissolved.
7. On the ground of marriage provided that there are substantial proof to showcase the relocation of student to another city involving distance of 50 kms or more from the current professional address of the Trainer.
8. Irregular/non-payment of stipends continuously for 3 months.
9. Shifting of trainer to another city involving distance more than 50 kms from current address of trainee.
10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the later for training for a period not exceeding six months to a member/organization/other entities eligible to engage and train a trainee as per the Institute’s

¹ A trainer is expected to intimate Cancellation/ Ceasing/surrender of COP or Removal of his/her name from the members register of the Institute to the trainee immediately. Any failure may be considered as a Professional misconduct by the trainer under Company Secretaries Act

guidelines. Students have to submit the request for alternate/special arrangement as per the Institutes prescribed format **(Annexure 5.4)**

11. Voluntary/Mutual NoC: Upon mutual consent by Trainer and Trainee

- a) To avail any transfer, a trainee has to serve a Notice period of 60 days for smooth handover & takeover (14 days in case of probation). However, the notice period can be reduced with mutual consent of the trainer and trainee in writing. During the above said notice period of 60 days, no leave shall be granted except casual leaves.
- b) If a trainee fails to serve the notice period as specified in the above clauses (5.4 (a) and 5.5 (a)), such period of training shall not be considered by the Institute, except in the cases it is done with the consent of the Trainer and the Trainer has issued an NOC in this regard.
- c) A trainee may intimate the trainer about his transfer of training by writing letter (duly acknowledged by the trainer or by his official representative) or through an email from his registered email id with Institute to the registered email id of the trainer. To avail transfer (including exceptional cases) a trainee has to submit NOC from the trainer.
- d) A trainee is not required to submit any original educational certificates/documents to the Trainer.
- e) The trainees are entitled to a stipend during the probation period also.

1.7 Eligibility of Trainers (Company Secretary in Practice/Company/other entities) for imparting Practical Training

- a) Company Secretary in Practice (PCS)- A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.
- b) Corporate Trainer – A company with a company secretary in whole time employment and a minimum paid up capital of Rs 50 Lakhs or net worth of 5 Crores or any other company having a paid-up capital in accordance with the provisions made in Rule 8 (A) and amendments made by the Ministry of Corporate Affairs(MCA) from time to time.
- c) Corporate Trainer (Outside India) - A body corporate (foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of 5 Crores or more and employing a Company Secretary / Chartered Secretary / Governance Professional or any other equivalent designation shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary.
- d) Limited Liability Partnership (LLP)–A LLP having not less than half of its partners as members

of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs.

- e) Gujarat International Finance Tec-City (GIFT City)- LLP- Any LLP having its office (including Branchoffice/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operationsand having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs.
- f) Other Entities: Ministry of Corporate Affairs (MCA) & its offices, Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc other Government bodies / departments, Public Sector Undertakings, Statutory bodies, all banks recognized by RBI & Financial Institutions which have a standing of at least 5 years.
- g) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council;

Corporates / Practising Company Secretary/LLP/Other entities covered above will be enrolled on the basis of eligibility criteria i.e., adequate infrastructure, clientele, work profile, turn-over, etc., to ensure the quality of the training. The trainers have to submit a self-declaration (on its letter head) of fulfilment of the above criteria at the time of empanelment as a trainer for imparting 21 months practical training.

1.8 Documents required for Registration as a Trainer

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
1	Practicing Company Secretary (PCS)	A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.	A duly signed & stamped Application form (Annexure-5.5) for registration for imparting training. Scanned copy of Certificate of Practice Copy of Experience certificate of employment (as CS) post membership (Scanned copies to be uploaded at Stimulate portal along with self-declaration (Annexure-5.6) as mentioned above).

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
2	Company	<p>Having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs and above or networth of Rs.5 Crores</p> <p>Any other company having a paid up capital in accordance with the provision made in Rule 8 (A) i.e., Rs 10 Crore and as amended made by MCA from time to time.</p>	<p>Duly signed request letter.</p> <p>Name of the company Secretary in whole time basis.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded at Stimulate portal)</p>
3	Corporate Trainer(Outside India)	<p>A body corporate (Foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of Rs.5 Crores or more and employing a Company Secretary (in any capacity) shall be eligible for appointing a trainee(CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary</p>	<p>Duly signed request letter.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded on the Stimulate portal)</p>
4	MCA and its Offices and other Govt. Bodies	<p>(ROC, RD & Office of OL etc) and Training can be undergone with Government bodies / departments, Public Sector Undertakings, Statutory bodies</p>	<p>A duly signed request letter from the respective offices on its letter head (Scanned copy to be uploaded at online portal)</p>
6	LLP	<p>LLP having not less than half of its partners are members of ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs</p>	<p>A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners.</p> <p>Certified Financial statement of LLP confirming the net worth/capital</p>

S. No.	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
			contribution / turnover of not less than 50 lakhs (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.
7	GIFT CITY-LLP (Gujarat International Finance Tec-City)	Any LLP having its office (including Branch office/Registered office/Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operations and having at least one partner as Member of the ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs	<p>A request letter from the LLP on its letter head duly signed & stamped confirming the details of partner (i.e., Member of the Institute)</p> <p>Certified Financial Statements of LLP confirming the net worth/capital contribution / turnover of not less than Rupees 50 lakhs</p> <p>Documentary proof confirming that the said LLP is registered under GIFT City.</p>
8	Banks	All banks recognized by RBI	A duly signed request letter from bank on its letter head (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.
9	Financial Institutions	FI having a standing of at least 5 years	<p>A duly signed request letter from authorised signatory on letter head of financial institution having details of fixed assets, standing, Having standing of at least five years of the concerned financial institution</p> <p>(Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.</p>

1.9 Working Hours

Working hours of training may be fixed by mutual consent of trainee & trainer generally between 8:00 am to 8:00 pm subject to a minimum of 8 hours per day & working hours should not be prior to 8:00 am or after 8:00 pm. However, trainee & trainer are free to fix their working hours with mutual

consensus, subject to applicability of prevailing laws of the respective States/Union Territories.

1.10 Stipend

Every Company Secretary in Practice or Company engaging the trainee shall be required to pay monthly stipend of Rs.5,000/- (minimum) to the trainee or as determined by the Council from time-to-time. The Stipend is also required to be paid for the probation period.

Further, all trainers are bound to pay stipend through banking channels only and the Institute is free to ask for the proof of the same from either of the parties during or after the completion of the training. The trainer is free to maintain a stipend register for all trainees.

1.11 Leave

The Leaves applicable for study and examination are to be granted for the purpose of CS examinations only (all stages) and not for any other course. The leaves of 52 days (including 31 days examination leaves) shall be applicable to Executive Programme Pass students for preparation of Professional Programme examination only. However effective from 1st June, 2022, any student who starts his training after passing of the Professional Programme, shall be eligible for 21 days casual leaves only.

The following is further to be noted:

- a) If any student takes leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- b) If any student is doing some part of training in one organization and balance part of training in another organization, then in such a case, maximum leaves which can be availed by the student, shall be calculated on pro-rata basis.
- c) Weekly Off during the training period will be decided as per policy of organization / trainer where the student is undergoing the training. ICSI shall not intervene in any such decision of the employer.
- d) Working days 5 or 6 in a week shall be as per the policy of the organization / trainer, where student is undergoing training.
- e) One Casual leave per month that is credited to student shall be treated as a paid leave. Any leave in addition to this shall be governed by the policy of the Organization/Trainer.
- f) During the notice period, if the trainee avails any leaves other than the casual leaves as permitted under these guidelines, then the notice period will get extended by the period of such leaves availed or as may be mutually decided between the Trainer and Trainee.

1.12 Quarterly Report

The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. It is the responsibility of the Trainer to submit the quarterly report within 30 days of ending of the quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

If any student has changed his trainer before closing of particular quarter mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.

1.13 Project Report

A student shall prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A viva voce shall be conducted on the Project Report at the time of Corporate Leadership Development Programme (CLDP). Grades will be awarded on the Project Report and viva voce at the time of CLDP. A format of Project Report is placed as **Annexure 5.7**.

1.14 Areas of Long Term Practical Training

The core areas of long term practical training shall include but not limited to the indicative list of training areas as mentioned below:

- Legal
- Management
- Corporate Laws (including Insolvency)
- Securities Law
- Tax Laws (Direct & Indirect)
- Governance/ESG/CSR
- Financial Management
- Economic & Business Laws
- Labour Laws
- Audit
- Corporate Funding
- Arbitration & Mediation
- Artificial Intelligence (AI)
- Cyber Security
- Appearance and proceedings before the regulators eg. MCA / NCLT / ED / RBI.

1.15 Trainer's Entitlement for number of Trainees

- a) A trainer shall be entitled to impart training as per his/her entitlement of trainees.
- b) A trainer would be eligible to impart training from the date of his/her registration with the Institute for imparting training. In no case, any request for sponsorship before the date of registration of trainer for imparting training would be accepted.

S. No	Years of Experience	Entitlement for No. of Trainees
1	Less than 1	Nil
2	1-2	1
3	3-5	3
4	6-10	5
5	11-15	8
6	16-20	12
7	Above 20 Years of Experience (Maximum Limit)	15
8	If the Company Secretary in Practice surrenders his COP and starts his practice after a gap, he shall be entitled to have the same number of trainees as he was entitled when he surrendered his COP.	

- c) HOD, Training may on the application of the Trainer allow to have more trainees over the above the entitlement on verification of documents as may be prescribed by the Institute from time to time.
- d) Overall the maximum limit of 20 trainees shall be universally applicable to all types of companies, PCS (having more than 20 years of experience) and other entities registered with the Institute for imparting training. However, if the company has a number of branches and subsidiaries across the country then they could apply for getting more than 20 trainees. Such matter shall be approved by the Secretary of the Institute on recommendation of the HOD, Training.

1.16 Infrastructure Requirements

The Company Secretary in Practice will be required to maintain an independent office for practice and have adequate infrastructure.

The company and other such entities need to have adequate infrastructure for imparting training.

The trainer (Company Secretary in Practice/Company/other entities) is required to maintain an

attendance register for the trainees showing the time of their arrival and departure.

1.17 Other Requirements

- a) After completion of the training, the trainers shall issue a completion certificate (duly signed and stamped) indicating the duration of training and number of leaves availed by the trainee.
- b) Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanisms prescribed in these guidelines.
- c) In case a Company Secretary in Practice is engaged in some other business/occupation in addition to the Company Secretaryship, other than the areas in which PCS is entitled to function or practice, only with the prior permission of the Institute, he may be permitted to engage a trainee. He should forward the following additional information to the Institute to determine his eligibility to train the trainees before he engages them.
 - I. Period of his being engaged in that other occupation;
 - II. His working hours in that occupation;
 - III. Total number of daily and weekly working hours in that occupation;
 - IV. Working hours of his practice as Company Secretary.
 - V. No Company Secretary in Practice shall engage any trainee(s) of any other Institute or any other organisation simultaneously with the engaging of the trainee for Company Secretaryship training except with the prior permission of the Institute.

1.18 Re-Registration

Since the Institute has a re-registration policy for students who are not able to seek Registration De-novo after passing the Intermediate/Executive programme stage under the various Syllabi introduced by the Institute and discontinued while pursuing the CS Course due to various reasons.

For students seeking re-registration the given below training structure shall be applicable upon approval of their re-registration in following manner:

1. If any student has already completed the requirement of long-term training or has partially completed the training, such period of training may be considered and benefit of the same may be given and the students be allowed to complete the requirement of remaining training under new training structure.
2. In case any student has completed the requirement of short-term training i.e., 08 days EDP and 24 hours PDP, No exemption shall be given to the student and he/she shall be required to complete the requirement of short term training as applicable to him/her under new training structure under the re-registration policy.

3. If any student has already completed (or exempted therefrom) his/her all training requirement (short term training as well as long term training) applicable to him under his old registration status in that case his full training requirement shall be treated complete on record and he /she will not be required to complete any more training after seeking re-registration.

1.19 Complaint against the Trainer/Trainee or vice-versa

- a) Where a trainee makes a complaint against his trainer (Company/PCS) or vice versa on a matter concerning his training, the Institute may cause an investigation and take such action as it may consider expedient under the Student Disciplinary Committee.
- b) The Secretary of the Institute may, pending an investigation in the above matter, either cancel or terminate the training and allow the trainee to be accepted as new trainee by another Company or Company Secretary in Practice.
- c) A trainee may enter into fresh contract or obtain an appointment letter (as the case may be) for the remaining term of his training with new trainer (Company/PCS entitled to engage the trainee registered for imparting training) provided the trainee satisfies any of the conditions as mentioned below:
 - i. When the trainee is not able to complete the training;
 - ii. The Trainer ceases to be in practice;
 - iii. The registration of trainee has been cancelled;
 - iv. The trainer had demised.

However, it will be subject to the approval of the Institute of his being engaged as a new trainee with another trainer/employer entitled to train.

1.20 Permission for pursuing additional course of study

- a) The trainee may be granted permission for pursuing the additional course of study, considered useful for the Company Secretaryship Course during the entire period of training whether it involves attending any classes or not.
- b) The following courses have been identified as useful for the Company Secretaryship course.
 - I. Courses conducted by the Institute of Costs Accountants of India.
 - II. Courses conducted by the Institute of Chartered Accountants of India.
 - III. Courses leading to acquisition of a degree in law, management or commerce
 - IV. Any other recognized course in law, management or commerce discipline as may be approved by the Institute from time-to-time.
- c) The Institute may grant permission and will not have any objection for trainees to pursue any of the courses referred to above provided the employer Company Secretary in Practice does not

have any objection has given concurrence and forwarded the application of the trainee to the Institute.

- d) The course is to be pursued on distance or part time basis after normal working hours of training. However, no other practical training is allowed simultaneously with the CS practical training.

1.21 Trainee not to engage in any Trade, Business or Occupation of the trainer

The trainee shall not engage himself in any business or occupation of the trainer. He may be allowed to be merely a sleeping partner and there should be a recital in the partnership deed that the trainee is a sleeping partner and this will constitute a prima facie evidence unless there is any evidence to the contrary.

1.22 Completion of Training

- a) Training completion certificate is to be issued as per the format prescribed by the Institute.
- b) The Completion/NOC shall fulfil the following criterions:
- I. Training completion certificate is to be preferably issued on the letter head of the organization/ trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate in the prescribed format of Training completion/NOC which is placed as **Annexure 5.8**. The extension, if any should also be clearly mentioned in the completion certificate.
 - II. Name of the student, ICSI student registration number, date of commencement of training, date of closing of training and total number of leaves taken during the training period are to be clearly mentioned in the training completion certificate
 - III. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on the certificate.
 - IV. Preferably it should be accompanied by the screenshots of all the quarterly reports submitted by the trainer.
 - V. In case of death of a trainer, a death certificate accompanied by an affidavit stating the period of training undergone along with the number of leaves taken along with a certificate duly attested and signed by the legal representative of the deceased trainer stating the period of training undergone and leaves taken has to be submitted in place of completion.
 - VI. In case of merger/amalgamation/takeover of already registered company with another company, the training shall be considered valid.

ANNEXURES

ANNEXURE 5.1

LETTER OF TRAINING (To be issued on the letter head of Company)

Name of the Trainee : Date of Joining:

Registration No. : Duration of Training:

I _____ bearing CS Membership No. (ACS/FCS No, if applicable) (herein referred to as Trainer) and Company Secretary/authorized Signatory of _____(Company /Entity Name) pleased to offer a letter of training to _____ (Name of the student) bearing____(Registration No.) (herein referred to as trainee) for a period of 21 months/balance training starting from _____(date of joining). The student has previously undergone training (if applicable) under _____ to_(leaves taken (optional)).

The Institute is requested to register the training of the student and issue Sponsorship Letter for undergoing practical training of 21 months/balance training. The trainee would be paid a stipend of Rs. _____/-through Online/Bank transfer.

Both of us do hereby undertake that we have read and understood the training guidelines as prescribed by the Institute. The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines. In case he / she (Trainee) taking transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handling over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

Further, both of us will abide by the moral & professional rules as laid down by the Institute from time to time.

Place :

Date :

Signature (Trainer)

Signature (Trainee)

Name

Name

Designation

Registration No.

Membership No.

Date of joining

Office Address:

Duration:

(where training is to be imparted)

FORMAT OF CONTRACT
(For Long Term Training under PCS)

Contract of Training made on the ____day of_____(month) two thousand and_____(year) between Mr./Ms._____(name of the Trainee) of_____(Place) (here in after called as Trainee of the first part) and CS_____(Name of the Company Secretary in Practice)/Partner of M/s. _____ (Name of the PCS Firm) of_____(Place) (here in after called as Trainer/Employer of the second part).

Witnesseth as follows (that is to say):

1. In consideration of the covenants by the trainee hereafter contained, the Trainer/Employer agrees to take up the trainee, for the long term training prescribed by the ICSI as per the regulations for a period of _____months (please specify the number of months of training) from the____day of _____ (month) two thousand and _____(year).
2. The trainee on his/her own free will binds himself/herself as trainee to the Trainer/Employer to serve him /firm during and upto the full end or as per the terms of practical training.
3. The trainee covenants with the Trainer/Employer as follows :-
 - a) That he/she will always and during the said term diligently and faithfully serve the Trainer/Employer who is in the practice of profession of Company Secretaries (PCS), during his/her training period.
 - b) That he/she will not at any time and during the said term, destroy, cancel, obliterate, spoil, embezzle, spend, make away with or take copies of books, papers, plans, documents, money, stamps or chattels of the employer, his personal representatives or assignees or of his partner(s) or of any of his clients or allow any of the said goods to be so treated by others, if he/she can by the exercise of reasonable care, prevent it.
 - c) That he/she will at all time keep the secrets/confidentiality of the Trainer/Employer and his partner(s) and of his/their clients and will not divulge the names and affairs of such clients and employees.
 - d) That he/she will readily and cheerfully obey and execute the lawful and reasonable commands of the Trainer/Employer and will not depart or absent himself/herself from the service of employment of the trainer/employer at any time during the said term without trainer's consent.

- e) That he/she will always faithfully and well serve the Trainer/Employer, as a trainee.
- f) That he/she will make good and fully indemnify the Trainer/Employer for any loss or damage suffered or sustained by his/her misbehaviour or improper conduct.
- g) That he/she will commence the Long Term Training, after passing of the Executive Programme and completion of one month EDP.
- h) The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines.
- i) In case he / she (trainee) takes transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handing over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee

4. The Trainer/Employer covenants with the trainee as follows:-

- a) That he will by the best ways and means in his power and to the utmost of his skill and knowledge instruct or cause to be instructed to the trainee and afford him such reasonable opportunities and work, as may be required to enable him to acquire the art, science and knowledge of Company Secretaryship.
- b) That the services of trainee shall be used only for the professional work.
- c) That his professional practice shall be the main occupation and is suitable for the purpose of enabling him to carry out the obligations referred to in (a) above.
- d) That he will pay a minimum stipend as prescribed by the Institute from time to time per month for the period of training within a reasonable time after every completed month of training including for the period of authorised leave(s). If the trainee avails any extra leave in that case he/she is required to extend the period of training.
- e) That he will pay stipends to the trainee through proper online banking channels only.
- f) That he will at the expiration of the said term, use his best means and endeavours to cause the trainee to be admitted as a member of the Institute, provided that the trainee shall have well and faithfully served his intended training and shall have passed the required examinations and in all respect properly qualified himself to be admitted as such.

g)

- I. In case of any mis-happening/death of the trainer/employer during the said terms, his legal representative shall grant to the trainee a certificate of service in the appropriate form for the period of training undergone
- II. In case the trainer/employer ceases to practice as Company Secretary or in any way become incapable of continuing in the intended profession/practice during the said term, then the trainer will make the necessary arrangements as far as practicable, for the completion of the residue of the term with some other member entitled to train the trainee and issue the certificate of service in the appropriate form for the period of training undergone with him.

5. These conditions are subject to the Company Secretaries Act, 1980 and Company Secretary amended regulations 2020. The regulations and guidelines framed there under as may be in force from time to time.

In witness whereof the parties have hereinto set their hands and seals the ___ day ___ (month) two thousand and ____ (year) first above.

Written, Signed, Sealed and Delivered by (Trainer/Employer)

In the presence of

(Witness Name, Address & Signature on behalf of Trainer)

Written, Signed and Delivered by (Trainee)

In the presence of

(Witness Name, Address & Signature on behalf of Trainee)

Annexure I

**STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS
A TRAINEE FOR LONG TERM TRAINING
(PART-‘A’)**

Particulars of the Trainee:

1. Name (in block letters) :
2. Student Registration No. : (Specify if re-registration done)
3. Particulars regarding passing of the Intermediate/Executive Programme Examination of the Institute:

Examination	Group/Module(s)	Roll No.	Month	Year
Executive Programme	First			
	Second			

4. Details of One month EDP

ICSI-HQ or Name of Region/Chapter	Date (from ____ to ____)	Completion Certificate received (Yes/no)

5. Particulars of previous training, if any :

- i. Name & Address of the employer / Company Secretary in Practice :
- ii. C.P. Registration Number:
- iii. Date of commencement of training:
- iv. Date of termination of training:
- v. Duration of leave taken, if any:
- vi. Reason for taking transfer (if any):

6. Date of commencement of training under the present Employer/Company Secretary in Practice:

7. Date on which the Contract of Training has been executed:

- i. Date of Purchase of stamp paper:

8. Period for which the Contract of Training entered into:

9. Whether the Contract has been executed:

- i. In the printed form without any modifications:
- ii. In duplicate and one copy kept by either party:

10.
 - i. Whether the trainee is engaged in any other business or occupation:
 - ii. If so, whether permission of the Council has been obtained (Quote letter no. & date
 - iii. If permission is not sought, please give full details of engagement and the date since when so engaged.

11.

- i. Whether the trainee has taken up any other course of study, academic or
- ii. If so, whether permission of the Council has been obtained and the trainee is agreed to compensate the minimum working hours as prescribed by the Institute (Quote letter No. & date):
- iii. If permission is not sought, give full particulars of the course, timing of the classes held, working hours of the employer, etc.

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Institute and the employer within thirty (30) days, any change that may occur in the information furnished above during the period of my training for the purpose of Company Secretaries Regulations (amendments) 2020.

I undertake to abide by all the rules as may be in force from time-to-time during the period I am undergoing training.

Signature of the Trainee Date :

Place :

I declare that the particulars given above are true and correct to the best of my knowledge and belief.
Countersigned by the Trainer/Employer

Date:

Place:

Annexure II

PARTICULARS OF THE TRAINER/EMPLOYER (COMPANY SECRETARY IN PRACTICE)(PART- 'B')

1. Name:
2. Membership No. ACS/FCS:
3. CP No. : Issue Date:
4. Name of the firm of which the member is proprietor/partner:
5. Whether the member is engaged in any other business or occupation at present, if so, please give details:
6. Name of other trainees, if any, who are also undergoing training presently with the member and

their registration number:

S. No.	Name of trainee	Student registration number	W.E.F. Date

I declare that the particulars given in Part 'B' above are true and correct to the best of my knowledge and belief and I undertake to intimate the Institute if any change that may occur in the information furnished in Part 'B' during the period of training of the trainee.

I further declare that:

- i. I have fully satisfied myself that the trainee is eligible to receive training, as such, under the
- ii. Company Secretaries Regulations 2020 and as amended from time to time.
- iii. The Contract of Long Term Training has been executed in duplicate.
- iv. I have fully satisfied myself that the Contract has been executed correctly in all respects.
- v. One copy of the Contract of Training has been retained by me and the other has been given to the trainee.
- vi. I shall be paying a stipend of Rs. _per month to the trainee.

Address for communication of Trainer

Tel. No. (R) _____(O)_____

Mobile No. _____

Email Address _____ Date : _____

Place : Signature of the Trainer/Employer

Self-declaration for the purpose of seeking transfer from one Trainer to another Trainer

Date:

To
The HoD
The Directorate of Training
The Institute of Company Secretaries of India ICSI House, C-36, Sector 62
Noida-201301.

Sir/Madam,

I, Mr./Ms. _____ (name in block letters) vide Student Registration Number _____ hereby applying for registration of balance training.

I do hereby solemnly declare as under:

- a) that my previous training was with _____ (name of organization/PCS) from ____ to ____.
- b) that I have fulfilled all the formalities as per the training regulations prescribed by the Institute.
- c) that I have taken transfer as an exceptional case(s) as specified in the training guidelines prescribed by the Institute.
- d) that I have taken transfer from M/s _____ (please mention the name of the previous trainer) on the ground _____ (please mention the reason for taking transfer which should be covered under the grounds as specified in the transfer guidelines of the Institute).

Thanking you

Yours faithfully

(Signature of the trainee)

Name of the trainee with registration number:

Mobile Number :

Email id :

CERTIFICATE OF ALTERNATE/SPECIAL ARRANGEMENT OF TRAINING/DEPUTATION OF TRAINING

I _____ of _____ (herein after referred as First Trainer) do hereby certify that Mr./ Ms. _____ is serving as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ month and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

By mutual consent and with effect from _____ Mr./ Ms. _____ (trainee) is deputed to undergo training with _____ (herein after referred as Second Trainer) bearing ACS/FCS no. _____ for a period of _____ months (not exceeding 6 months as per Institute's guidelines) from _____ to _____.

Place :

Date :

Signature

Signature

First trainer

Second trainer

Name

Name

ACS/FCS No.

ACS/FCS No

CP No

CP No

I _____ have agreed for deputation of my training under CS _____ (second trainer) with effect from _____ at my own free will and endorse the contents of this certificate :

Place :

Signature of Trainee

Date :

Regn. No. ____

**APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES (PCS) SEEKING
REGISTRATION TO IMPART TRAINING**

To
The Director/HOD Training Directorate of Training
The Institute of Company Secretaries of India C-36, Sector 62
Noida-201301

Sir,
I request you to register me for Imparting Training to the trainees sponsored by the Institute, in accordance with the Company Secretaries Regulations & as per guidelines prescribed by the Institute. I hereby declare that, I am in whole-time practice as a Company Secretary and subsequently I give below my necessary particulars for your consideration:

Name (In Block Letters)

Membership Number

Certificate of Practice No. and Date of issue

Date, month and year from which in whole-time practice

Office Address (in Block Letters)

Appropriate office area (in measurement)

If office is shared, please indicate details there of

Telephone No. & E-mail id, if any

Address for correspondence (in Block Letters)

Broadly areas of Practice/Operations

i. No. of years in practice

ii. Working Hours

iii. Average annual gross income from practice

No. of employees, other than the partner, if any, and their position

No. of trainees to be engaged at a time

Amount of monthly stipend payable

Particulars of other business/occupation engaged in, if any

 i. Nature of business/occupation

 ii. Working Hours

If earlier was in employment (as a CS) & started practice thereafter

 i. Years of experience (as a CS) in employment post membership

 ii. Name of previous organization

I undertake to pay stipend as fixed by the Institute from time to time to the trainee engaged under me.
Yours faithfully,

Signature

Date:

Place:

SELF DECLARATION

(To be submitted by the PCS/Company at the time of registration for imparting training)

I Mr./Ms. _____, Son/ Daughter/ Wife of Shri _____ Resident of _____) do hereby declare that the information given above and in the enclosed documents and true to the best of my knowledge and belief, and nothing has been concealed therein. I am well aware of the fact that, if the Information given by me is proved false/not true, I will be liable for action as per the regulations & guidelines of the Institute. Also, if any benefits availed by me shall be summarily withdrawn.

Signature

Name of Member:

Date

ACS/FCS No

Place

COP Number & issue date

(not required in case of a company)

Format of the Project Report

Contents:

List of Tables

List of Figures

Nominal definitions

I. INTRODUCTION.

- A. Broad introduction to thesis topic and method. Page or two.
- B. Statement of the Problem and Justification of study
- C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.
- D. Aims and Objective of the study
- E. Review of Literature

Chapter II: METHODOLOGY

Selection of Variables

Data sources

Sampling

Statistical Tools

Scope of the study

Chapter - III : Organization of the Study and description

Chapter - IV: Analysis and interpretation about the topics

Chapter V. FINDINGS.

- A. Brief overview.
- B. Results of application of method;
- C. Descriptive analysis.
- D. Validity/reliability analysis.

Chapter VI. CONCLUSION.

- A. Summary of entire thesis in a few pages.
- B. Conclusions.
- C. Implications. Speculate about broadest possible consequences, both theoretical and practical.
Labelspectation clearly.
- D. Limitations. Theory, method.
- E. Suggestions for future research.

- APPENDICES.
- Questionnaire
- BIBLIOGRAPHY.

Certificate of Training Completion
(To be issued on the letter head of Company/PCS)

I, _____ Company Secretary (or Practicing Company Secretary) of _____
_____ Do hereby certify that Mr./Ms. _____ Student Registration No. _____ has
completed the prescribed training as sponsored by the Institute of Company Secretaries of India, Vide
their letter No. _____ dated _____ under our organization for a Period of
_____ months _____ days from _____ to _____ and his/her Progress was Satisfactory.

I, further certify that during the above-mentioned period he/she was given leave for _____ days

Place

Date

Company Secretary (or Practicing Company Secretary) :-

Signature & Stamp

Name

Designation

(Company Secretary/HR Head/Director)

ACS/FCS No

**Certificate of Training of Discontinuance/Termination of Training
(To be issued on the letter head of Company/PCS)**

I _____ of _____ do hereby certify that Mr./Ms. _____ served as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ months and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character.

The training is terminated by mutual consent with effect from _____. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

The training was registered with the Institute of Company Secretaries of India vide Registration No. _____ dated _____.

Place:

Date:

Signature

Name

ACS/FCS No

CP No

I have agreed for termination of my training under CS _____ with effect from _____ at my own free will and endorse the contents of his certificate :

Place

Date

Signature of the Trainee

Regn. No _____