QUARTERLY REPORT

To,
The Senior Director (Training, Membership and Legal)
The Institute of Company Secretaries of India
ICSI House, 22, Institutional Area, Lodi Road
New Delhi-110 003

Period from ___________________________ to ___________________________

Dear Sir,

Following are my observations for:
Mr/Ms. ___________________________________ Student Regn. No. ______________________

who has undergone training in
(Name of the Organisation/Company Secretary)

1. Punctuality

2. Communication Skill
   (a) Oral __________________________ (b) Writing __________________________

3. Inter Personnel Skill

4. Ability to achieve result

5. Organisation Skill

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<th>AA : Above Average,</th>
<th>A : Average</th>
<th>BA : Below Average</th>
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6. Depth of Knowledge
   (a) Secretarial Work
   (b) Finance Accounts
   (c) Taxation

7. Potential for Growth

8. Knowledge about information Technology

During the quarter he/she undertook and completed following works:

SECRETARIAL

[Mark (✓) the appropriate Box]

(1) Preparation of Agenda and Notice for Board Meeting:
   (a) Assisted
   (b) Prepared Independently

(2) Preparation of Minutes of Board Meeting:
   (a) Assisted
   (b) Prepared Independently

(3) Maintenance of Statutory Books:
   (e) Assisted
   (b) Prepared Independently
(4) Preparation of Notice of Annual General Meeting/Extraordinary General Meeting:
   (a) Assisted
   (b) Prepared independently

(5) Preparation of Annual Report:
   (a) Assisted
   (b) Prepared independently

(6) Assisted in conducting Annual General Meeting/Extraordinary General Meeting:

(7) Preparation of Special Reports (if any, Please Specify)
   Finance & Accounts
   1.
   2.
   3.
   4.
   5.
   Taxation
   1.
   2.
   3.
   4.
   5.
   Other department(s)
   1.
   2.
   3.
   4.
   5.

(8) No. of days of leave availed during the quarter

(9) Plan of Action for the next quarter

Place:

Date: _____________________________

(Signature of the Training Manager/Company Secretary)

Membership No. ACS/FCS

(Rubber Stamp of the Company to be affixed)