

Online facility for registration of Practising Company Secretaries (PCS), Companies & other entities for imparting training to CS Students.

We are pleased to inform to all concerned that online facility has been introduced for registration of Practising Company Secretaries (PCS), Companies & other entities for imparting training to CS Students at institute's website at www.icsi.edu through its "online services".

All interested PCS/Companies are advised to make use of it.

In case of any difficulty, the undermentioned flow chart may be used for self-help.

Training / 15.01.2015

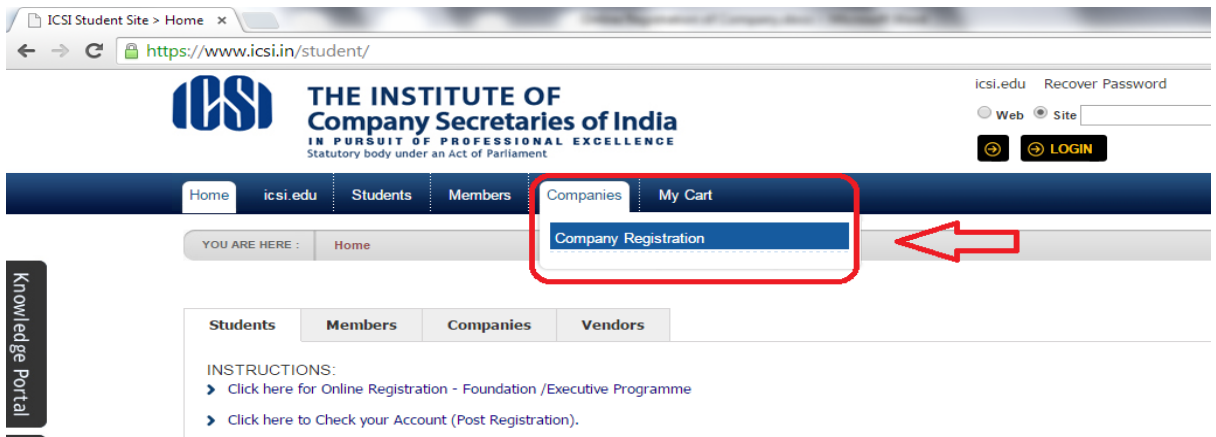
Process of submitting online request for registering Practising Company Secretaries (PCS), Companies & other entities for imparting training to CS Students

Companies / PCS can now register themselves through Online Services of ICSI by following below steps:

1. Go to Institute's Website: <http://www.icsi.edu/>
2. Click on Online Services link:



3. Click on Company Registration Link on Company Table:



4. Choose the Registration Type : **Registration of Company/PCS for Imparting Training**



5. Enter the Company/PCS/Other Entities Name and choose the respective Type from the dropdown. In case of **PCS** the user need to choose **“Practising Company Secretaries”** from the dropdown:

YOU ARE HERE : Companies > Company Registration

Indicates required fields

Choose the Registration Type: Registration of Company/PCS for Imparting Training

The below form will be used for Registration of Company/PCS for Imparting Training to CS Students.

Company/PCS/Other Entities Name:

Company/PCS/Other Entities Type: --Select Company Type--

Industry Type: --Select Company Type--

Details about your company.

Listed Company:

Number Of Employees:

Paid Up Share Capital (Rs in lac):

Only Pdf Format is allowed to upload Balance Sheet:

Upload Latest Balance Sheet:

Please upload the scanned copy of relevant name(s) of the company. If the share capital is clearly mention

Indicates required fields

Dropdown menu options: --Select Company Type--
 --Autonomous Statutory Body
 Banks / Financial Institutions
 Central / State Govt. bodies/departments
 Consultancy Firm
 Merchant Bankers
 Mutual Fund
 NGO
Practising Company Secretaries
 Private Limited Company
 Public Limited Company
 Public Sector Undertaking
 Societies
 Stock Exchanges
 Trusts
 Others
 Law Firms (Partnership firms only)
 Limited Liability Partnership (LLP)
 Ministry of Corporate Affairs & its offices (ROC, RD, OI, etc.)

6. In case of PCS registration the following fields will be auto filled on the basis of Membership number of Company Secretaries filled in the form:

s://www.icsi.in/student/Companies/CompanyRegistration.aspx

Choose the Registration Type

The below form will be used for Registration of Company/PCS for Imparting Training to CS Students.

Company/PCS/Other Entities Name

Company/PCS/Other Entities Type

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Country

Email

Telephone Number

Website

Contact Person

Contact Person Email

Contact Person Telephone Number

Contact Person Mobile Number

Membership No of Company Secretary(if any Company Secretary is employed in Organisation) Enter Memebership No. here

Name of Company Secretary

Email Id of Company Secretary

Telephone No of Company Secretary

Mobile No of Company Secretary

Name of Head HR


Training Type Provided

Please note that your Company / Entity / PCS is being registered with institute for imparting training to CS students for 36 months / 24 months / 12 months as the case may be.

7. After filling the form please click on Update:

Training Type Provided

Please note that your Company / Entity / PCS is being registered with institute for imparting training to CS students for 36 months / 24 months / 12 months as the case may be.



Get Audio Code

Type the code from the image

8. Once the User clicks on **Update** Button, the Registration Request will be submitted and intimation will be sent through SMS and E-mail provided by the User in the Registration Request form.
9. The request will further be approved by ICSI User. Once approved, the username and password will be sent to respective User through SMS/Email.
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