

Documents required to be submitted by students for claiming exemption from undergoing training under “Earlier Training Structure”

(i.e. applicable to students registered in Executive Programme on or before 31.03.2014):

Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training.

For candidates having working experience in any company or body corporate :

If candidate is having working experience of desired duration as per the Company Secretaries Regulations, 1982 (check the regulation for detail eligibility criteria) in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to submit following documents :

- a) It is clarified that from 16th November 2015 onwards, student’s application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees. (Mandatory)
- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: (Mandatory)
<https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf>
- b) Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. along with Job contents in details duly signed and certified by the appropriate competent authority of the past/present employer organization. Name, designation & stamp of the competent authority should be clearly visible. (Mandatory) **(Should be submitted in Original and duly self attested)**
- c) Certified copy of Annual Report and/or balance sheet confirming the paid up share capital or fixed assets (applicable when there is no provision for Paid-up capital and Reserves) of the organization(s) / or alternatively duly authenticated copy of one appropriate page of latest audited balance sheet on which paid up share capital of company/organisation is mentioned. (Mandatory)
- d) Organization Chart indicating the position in the organizational hierarchy duly certified by the authorized signatory of employer organization.
- e) Salary slip for the last pay drawn from the organization(s) or salary certificate issued by the employer confirming the salary paid during the employment.
- f) Appointment letter from past/present employer.
- g) Copy of promotion letter/order, transfer letter/order etc (if any), if there is change in designation.
- h) Copy of Final/Professional Programme pass certificate issued by ICSI.

*All documents should be duly dated, signed and certified by the employer and **self-attested** by the applicant. If any candidate is having working experience in more than one company or body corporate, in such case, he/she is required to submit complete set of all above documents pertaining to each company or body corporate.*

For candidates having working experience under a Company Secretary in whole-time practice or in a firm of Company Secretaries :

If candidate is having working experience of desired duration as per the Company Secretaries Regulations, 1982 (as amended) (check the regulation for detail eligibility criteria) under a Company Secretary in whole time practice or in a firm of Company Secretaries, he/she is required to submit following documents :

- a) It is clarified that from 16th November 2015 onwards, student’s application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees. (Mandatory)

- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf> (Mandatory)
- c) Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. Job contents in details duly signed and certified by the past/present PCS or competent authority of firm of PCS where he/she was employed. Name, designation & stamp of the competent authority should be clearly visible. (Mandatory) **(Should be submitted in Original and duly self attested)**
- d) Salary slip for the last pay drawn from the organization(s) or salary certificate issued by the employer confirming the salary paid during the employment.
- e) Appointment letter from past/present employer.
- f) Copy of promotion letter/order, transfer letter/order etc (if any), if there is change in designation.
- g) Copy of Final/Professional Programme pass certificate issued by ICSI.

*All documents should be duly dated, signed and certified by the employer and **self-attested** by the applicant. If any candidate is having working experience in more than one PCS or firm of PCS, in such case, he/she is required to submit complete set of all above documents pertaining to each PCS or firm of PCS.*

For Chartered Accountant or Cost Accountant in whole-time practice :

If candidate is having three years' experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory /cost /internal audit or providing management consultancy services in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to submit following documents:

- a) It is clarified that from 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees. (Mandatory)
- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf> (Mandatory)
- c) A Copy of Certificate of Practice (having three years' experience of continuous practice) as Chartered Accountant / Cost Accountant) (Mandatory)
- d) Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as auditor (for Cost audit or statutory audit or internal audit) and said two client companies should have paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institute or bank. (Mandatory) **(Should be submitted in Original and duly self attested)**
- e) Copy of audit report of the three years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations. (Mandatory)
- f) Copy of Final/Professional Programme pass certificate issued by ICSI.

*All documents should be in duly dated, signed and certified by the employer and also **self-attested** by the applicant.*

For Practicing Advocates :

If candidate is having three years' experience of continuous practice as an Advocate in a high Court having rendered services as Counsel/Advisor in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to submit following documents:

- a) It is clarified that from 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees. (Mandatory)
- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf> (Mandatory)
- c) Document for enrolment as an Advocate and in support of his continuous practice of three years' as an Advocate in a High Court / Certificate issued by Bar Council of India. (Mandatory)
- d) Documents in support of continuous practice as an Advocate in High Court for at least three years. (Mandatory)
- e) Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as Counsel/ Advisor and said two client companies should have paid-up share capital and reserves of not less than rupees twenty five lakhs or any organisation having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) . (Mandatory) **(Should be submitted in Original and duly self attested)**
- f) Copy of Final/Professional Programme pass certificate issued by ICSI.

*All documents should be in duly dated, signed and certified by the employer and also **self-attested** by the applicant.*

Note: 1. Students are advised to submit the documents duly self attested with your signature, Name and date by post to the Noida address :

**The Director (Training & Placement)
The Institute of Company Secretaries of India
C-36 & 37, Sector-62
NOIDA-201301**

Note:2 Processing of application for exemption from training involves internal processing at various level, which may take 3-4 weeks time from the date of receipt of application complete in all respects with all desired supporting document

TRG/13/07/2018

Documents required to be submitted by students for claiming exemption from undergoing training under
“Modified Training Structure”

(i.e. applicable to students registered in Executive Programme on or after 01.04.2014) :

Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training.

For candidates having working experience in any company or body corporate :

If candidate is having working experience of desired duration as per the Company Secretaries Regulations, 1982 (check the regulation for detail eligibility criteria) in any company or body corporate having a Paid-up share capital not less than Rupees Fifty lakhs or Turnover not less than Ten Crore rupees, he/she is required to submit following documents :

- a) It is clarified that from 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees. (Mandatory)
- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link give below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf> (mandatory)
- c) Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. **Job contents** in details duly signed and certified by the appropriate competent authority of the past/present employer organization. Name, designation & stamp of the competent authority should be clearly visible. (Mandatory) **(Should be submitted in Original and duly self attested)**
- d) Certified copy of Annual Report and/or balance sheet confirming the paid up share capital or turnover of the organization(s) / or alternatively duly authenticated copy of one appropriate page of latest audited balance sheet on which paid up share capital of company/organisation is mentioned. (Mandatory)
- e) Organization Chart indicating the position in the organizational hierarchy duly certified by the authorized signatory of employer organization.
- f) Salary slip for the last pay drawn from the organization(s) or salary certificate issued by the employer confirming the salary paid during the employment.
- g) Appointment letter from past/present employer.
- h) Copy of promotion letter/order, transfer letter/order etc (if any), if there is change in designation.
- i) Copy of Final/Professional Programme pass certificate issued by ICSI.

All documents should be in duly dated, signed and certified by the employer and also **self-attested (mandatory)** by the applicant. If any candidate is having working experience in more than one company or body corporate, in such case, he/she is required to submit complete set of all above documents pertaining to each company or body corporate.

For candidates having working experience under a Company Secretary in whole-time practice or in a firm of Company Secretaries:

If candidate is having working experience of desired duration as per the Company Secretaries Regulation (As amended) under a Company Secretary in whole time practice or in a firm of Company Secretaries, he/she is required to submit following documents:

- a) It is clarified that from 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. Please submit the fees.
- b) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf>

- c) Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. **Job contents** in details duly signed and certified by the past/present PCS or competent authority of firm of PCS where he/she was employed. Name, designation & stamp of the competent authority should be clearly visible. (Mandatory) **(Should be submitted in Original and duly self attested)**
- d) Salary slip for the last pay drawn from the organization(s) or salary certificate issued by the employer confirming the salary paid during the employment.
- e) Appointment letter from past/present employer.
- f) Copy of promotion letter/order, transfer letter/order etc (if any), if there is change in designation.
- g) Copy of Final/Professional Programme pass certificate issued by ICSI.

All documents should be duly dated, signed and certified by the PCS and also **self-attested** by the applicant. If any candidate is having working experience in more than one PCS or firm of PCS, in such case, he/she is required to submit complete set of all above documents pertaining to each PCS or firm of PCS.

For Chartered Accountant or Cost Accountant in whole-time practice :

If candidate is having two years' experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory /cost /internal audit or providing management consultancy services in any company or body corporate having a Paid-up share capital & Reserves not less than Rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees one crore (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) , he/she is required to submit following documents:

- a) Form ST-10 (duly filled & signed). Format of the same may be downloaded from the link given below: <https://www.icsi.edu/docs/WebModules/Student/APPLICATION%20FORM%20ST-10.pdf> (Mandatory)
- b) A Copy of Certificate of Practice (having two years' experience of continuous practice) as Chartered Accountant / Cost Accountant) (Mandatory)
- c) Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as auditor (for Cost audit or statutory audit or internal audit) and said **two client companies** should have paid-up share capital and reserves of not less than rupees fifty lakhs or any organisation having gross fixed assets of not less than rupees one crore (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) . (Mandatory) **(Should be submitted in Original and duly self attested)**
- a) Copy of audit report of the two years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations. (Mandatory)
- b) Copy of Final/Professional Programme pass certificate issued by ICSI.

All documents should be in duly dated, signed and certified by the employer and also **self-attested** by the applicant.

For Practicing Advocates

If candidate is having two years' experience of continuous practice as an Advocate in a high Court having rendered services as Counsel/Advisor in any company or body corporate having a Paid-up share capital & Reserves not less than Rupees Fifty lakhs or or any organisation having gross fixed assets of not less than rupees one crore (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) , he/she is required to submit following documents:

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- b) Document for enrolment as an Advocate and in support of his continuous practice of two years' as an Advocate in a High Court / Certificate issued by Bar Council of India. (Mandatory)
- c) Documents in support of continuous practice as an Advocate in High Court for at least two years. (Mandatory)
- d) Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as Counsel/ Advisor for at least two years and said two client companies should have paid-up share capital and reserves of not less than rupees fifty lakhs or any organisation having gross fixed assets of not less than rupees one crore (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) .(Mandatory) **(Should be submitted in Original and duly self attested)**
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