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| **FAQ FOR EXEMPTION FROM TRAINING** |
| **Sr.No.**  | **Question** | **Answer** |
| **1** | What documents are required to be submitted at the time of applying for exemption? | 1. Application Form for claiming exemption from long term training.
2. Fees of Rs.10000/- in Demand draft in favour of the Institute of Company Secretaries of India, Payable at New Delhi
3. Original and self attested Experience certificate containing all information.
4. Copy of Annual Report
5. Copy of Professional passed certificate
6. Modified form- if applying under Modified training structure
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| **2** | Is there any format for experience certificate? | There is no such format. However, the experience certificate must have contain the following detail:Designation, date of appointment, [continuation. Cessation],  duration of service, job description/ **work contents**, duly signed by the attesting authority [ with date of issue of certificate, Name and designation of attesting authority],  of the employer company/ organization. **The experience certificate should be submitted in original and self attested.** |
| **3** | What is the Fee for the exemption application and its applicability? | Rs 10,000/- fee is applicable. (80% of fees will be refunded, if student is not found eligible for exemption from training) |
| **4** | How to prepare the Demand Draft? | Demand draft should be drawn in favour of the Institute of Company Secretaries of India, payable at New Delhi. |
| **5** | Is fee applicable if applying for 15 days specialized training? | fees of Rs. 10,000/- is not applicable if applied for exemption from 15 days specialized training,or incase already been granted exemption from more than 12 month of training and applying for exemption from balance training,or already applied for exemption in past before 16th Nov, 2015 and if application is still under consideration. |
| **6** | What all documents are required to be submitted along with the application of exemption? | * 1. Application Form for claiming exemption from long term training.

                                                                  * 1. **Certificate of working experience for the organization**:- Issued by the employer on letter head of the company/organization. Name, designation, duration of working experience (i.e. date of commencement of employment and date of closing of employment) should be mentioned on the certificate. Name, designation, signature with date, rubber stamp of issuing authority should be clearly visible on the experience certificate. Details of job description of the candidates should also be mentioned on the experience certificate. Please also specify that your designation is equivalent to Executive level or Assistant level.  **The experience certificate should be submitted in original and self attested.**
	2. **Any one of the following documents in support of financial status (Paid-up Capital & Reserve of the companies**:
		1. Certified copy of balance-sheet/annual report of the concerned company/organization where he has got the working experience in support of required minimum paid up capital/fixed asset/turnover; or
		2. A certificate in this connection issued by the auditor of the company/organization; or
		3. A certificate in this connection issued by the authorised signatory of organization`/company; or
		4. A certified true copy of the annual accounts from MCA portal which will be certified by the Registrar of companies; or
	3. Copy of final/professional pass certificate [Also duly self attested with your signature and Name with date ].
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| **6** | Can student apply/ submit their application for exemption through email/online? | Student can apply **only** through hard copy. Application can be submitted by courier/post or by hand at Institute’s Noida office. |
| **7** | At which address, application for exemption need to be sent? |  **The Director (Training & Placement)****The Institute of Company Secretaries of India****C-36, Sector-62****NOIDA-201301**  |

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| **9** | Whether the ST 10 form should be signed and stamped by the current or past employer if applying for exemption? | No, it is not required if applying for exemption. |
| **10** | What are eligibility criteria’s for exemption from long term training under old training structure ? | Any Professional passed candidate having sufficient work experience as per the regulation can apply for exemption. For detailed information, Please refer Regulation **48, 51, 52, & 53** of The Company Secretaries Regulations, 1982 which is available on website [https://www.icsi.edu/WebModules/LinksOfWeeks/The%20Company%20Secretaries% 20Regulations,%201982.pdf](https://www.icsi.edu/WebModules/LinksOfWeeks/The%20Company%20Secretaries%25%2020Regulations%2C%201982.pdf).**The eligibility for training exemption can be ascertained only on checking all the requisite documents when it is received in the Institute.**  |
| **11** | What are eligibility criteria’s for exemption from long term training under modified training structure? | Any Professional passed candidate having sufficient work experience as per the regulation can apply for exemption. For detailed information, Please refer Regulation 46 AB 2 under Chapter VII of The Company Secretaries Regulations, 1982 which is available on website. [https://www.icsi.edu/WebModules/LinksOfWeeks/The%20Company%20Secretaries% 20Regulations,%201982.pdf](https://www.icsi.edu/WebModules/LinksOfWeeks/The%20Company%20Secretaries%25%2020Regulations%2C%201982.pdf). |
| **15** | Is there any exemption from long term training on the basis of three years of CA Articleship? | No |
| **16** | Is there any exemption from long term training on the basis of work experience in CA Firm or Law Firm ? | No |
| **17** | Is there any exemption from 15 days MSOP? | No, 15 days MSOP is a mandatory training. There is no exemption from the same. |
| **13** | How do we get the status of the application of exemption? | Drop an email at training@icsi.edu , incase no response received within 20-25 days. |
| **14** | How do we get the letter for exemption? | The soft copy of the letter will be sent to the email id of the applicant and hard copy will be sent by ordinary post. |

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| **18** | Is there any exemption available from EDP/PDPs? |  EDP and PDPs are automatically exempted for those students who got exempted from at least 12 months of training. But if the candidate has undergone the long term training then he/she has to complete EDP & PDPs also. |
| **19** | What to do if the hard copy of the exemption letter is not received. | You can use the soft copy of the letter. |
| **20** | Is it important to send the whole annual report? | No, you can submit the page containing the detail about Paid up capital & Reserve. However it should be duly attested by the employer and also self attested by the Applicant. |
| **21** | Is the self attestation is mandatory? | Yes, Each document should be self attested incase applying for exemption. |
| **22** | Is there any exemption available from 15 days specialized training? | Yes, any CS professional passed candidate, having completed 15 months training and having relevant work experience in the relevant area can apply for exemption from 15 days training in optional area. |
| **23** | Do we need to apply for exemption from 15 days specialized training separately if already applied for exemption from long term training? | No, it is not required. It can be considered under the same application for Long term training exemption. |