**We wish to inform you that any CS professional passed candidate, having completed 15 months training and having relevant work experience in the area can apply for exemption from 15 days training in optional area with any one specialized agency.**

**We wish to further inform you that 15 days MSOP training is a mandatory training and there is no exemption from it. You can apply for MSOP after completing all training requirement or after getting exemption from training. Further EDP/PDPs are only exempted for those students who got exempted from at least 12 months of training. Student who has completed 15 months training cannot be exempted from EDP/PDP. We wish to inform you that there is no provision for exemption from any training on the basis of working experience of CA/Law firm or any internship.**

**Following are the documents required to be submitted towards your experience in the relevant field in order to claim exemption from undergoing 15 days specialized training in optional area: [also self attested indicating your name, signature and date on each document].**

1. **Application Form for claiming Exemption from undergoing Training.**
2. **Experience Certificate in original and duly self attested (s) indicating exact designation, duration of service, salary drawn, job contents, etc, duly signed by the competent authority, duly indicating Name and Designation of the attesting authority.**
3. **Copy of Training Completion Certificate for 15 months**
4. **Copy of Professional Programme Pass Certificate.**

**We wish to clarify that the eligibility for training exemption can be ascertained only on checking all the requisite documents as listed above, when it is received in the Institute.**

**Please note that - Applying for exemption from training through e-mail and sending scanned copies of all supporting papers stands discontinued w.e.f. 16th November 2015.**

**You are requested to send the hard copies of all documents, as listed above, duly self attested, along with application for claiming exemption, duly filled & signed, and along with copy of this mail , send the same at the following address :**

**Director (Training & Placement)**

**The Institute of Company Secretaries of India**

**C-36 & 37, Sector-62**

**NOIDA-201301**

Further action on compliance of above.