



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

APPLICATION FORM FOR CLAIMING EXEMPTION FROM TRAINING

(Please ensure to complete the form in all respect by enclosing requisite testimonial/certificates)

Personal Detail

Registration number- _____ Denovo Registration number _____

Name _____ Gender- M /F ___ DOB _____

Father's Name _____ Email ID _____

Address: _____

Contact Number _____

Qualification _____

DETAIL OF PASSING EXECUTIVE/PROFESSIONAL PROGRAMME OF COMPANY SECRETARYSHIP

Sr. No.	Group /Module	Examination/Programme	Session	Roll number
1	First	Executive Programme		
2	Second	Executive Programme		
3	First	Professional Programme		
4	Second	Professional Programme		
5	Third	Professional Programme		
6	Fourth	Professional Programme		

APPLYING TO CLAIM EXEMPTION FROM (please tick mark below)

Long Term Training Exemption from Balance Training

(in case of partial exemption granted please attached copy of exemption letter)

15 days Specialized Training (ROC/RD/FI)

Applying under OLD Training Structure/Modified training Structure- _____ (in case of switchover from old to new training structure -please enclose Switch over form)

Detail of Fee of Rs.10,000/-

Demand Draft Number _____ Date _____ Bank Name _____

PARTICULARS OF WORKING EXPERIENCE (Please attached separate sheet if worked in more than five companies)

Sr. No.	Name of the Organization and Paid up Capital & Reserves	Designation	Salary/Scale	Service Period			Mandatory document Experience Certificate (original self attested) and Annual report/Balance sheet is enclosed (Please write Yes/No)
				From	Till	Total Years of Exp.	
1							
2							
3							
4							

Note : 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) and salary slab/grade pay 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

PARTICULAR OF TRAINING IF UNDERGONE/COMPLETED

Sr. No.	Company/ PCS name	From	Till	Leave availed	Total period
1					
2					
3					

Declaration

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982(As amended from time to time), I shall abide by the decision of the Institute which may suspend or debar me from appearing him from appearing in any one or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purposes of Regulation 48 or Regulation 50 or declare that such a candidate is not fit and appropriate person to be admitted to the Associate Membership of the Institute.

Signature of the Candidate

Date:

Place