

**TYPES OF VARIOUS ENTITIES ELIGIBLE FOR IMPARTING TRAINING**

Sl. No	Types of entities	Eligibility criteria for registration with ICSI to impart training	Documents required for registration with ICSI	Limits of no. of trainees to be allowed										
1	Company	Companies (whether public or private; listed or unlisted) having paid up share capital of Rupees fifty lacs or more	i. A duly signed request letter from company on its letter head ii. A certified true copy of latest balance sheet of the company  (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
2	Company limited by Guarantee	Companies having gross annual receipt of Rs 1 crore or more as per last audited financial report	i. A duly signed request letter from company on its letter head ii. Certificate of COI iii. Last audited financial report or certificate from CA confirming the gross annual receipt of company as on current date  (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
3	MCA and its Offices	(ROC, RD & office of OL etc)	i. A duly signed request letter  (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
4	Law Firm	Law firms which are minimum 5 years old and having minimum 5 partners	i. A request letter from the law firm on its letter head signed by authorised signatory confirming the details of partners. ii. Copy of Bar Council registration certificate of all partners (Scanned copy to be uploaded at online portal)	Two trainees per partner subject to maximum 20 trainees in one law firm										
5	LLP	General LLP, CS Non Attestation LLP having not less than half of its partners are members of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs	i. A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners ii. Certified Financial statement of LLP confirming the net worth/capital contribution/turnover of not less than 50 lakhs (Scanned copy to be uploaded at online portal)	Two Trainees per partner subject to maximum 20 trainees in one LLP										
6	Govt Bodies	Training can be undergone with Government bodies / departments, Public Sector Undertakings, Statutory bodies	i. A duly signed request letter from company on its letter head (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
7	Banks	All banks recognised by RBI	i. A duly signed request letter from company on its letter head (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
8	Financial Institutions	FI having gross fixed assets minimum of Rs.10 lacs and having standing of at least 10 years	i. A duly signed request letter from authorised signatory on letter head of financial institution having details of fixed assets, standing ii. Authenticate document indicating gross fixed assets minimum of Rupees Ten lacs only iii. Having standing of at least ten years of the concerned financial institution  (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
9	Universities	Universities recognised by UGC	i. A duly signed request letter from authorised signatory on the letter head (Scanned copy to be uploaded at online portal)	Maximum 20 trainees										
10	Practising Company Secretary (PCS)	Having Certificate of Practice of ICSI	i. A duly signed & stamped Application from for registration to imparting training ( Scanned copy to be uploaded at online portal)	<table border="1"> <thead> <tr> <th>Years of Practice</th> <th>No. of trainees</th> </tr> </thead> <tbody> <tr> <td>0- Up to 2 years</td> <td>02</td> </tr> <tr> <td>More than 2 years- up to 5 years</td> <td>05</td> </tr> <tr> <td>More than 5 years- up to 10 years</td> <td>10</td> </tr> <tr> <td>More than 10 years</td> <td>20 maximum</td> </tr> </tbody> </table>	Years of Practice	No. of trainees	0- Up to 2 years	02	More than 2 years- up to 5 years	05	More than 5 years- up to 10 years	10	More than 10 years	20 maximum
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