

(To be issued on letter head of Company/PCS)

ANNEXURE-IV

Completion Certificate of 21 months/ 15 months/ 12 months/ 24 months/ 36 months Training

I, _____ Company Secretary (or Practicing Company Secretary) of _____ do hereby certify that Mr./ Ms. _____ Student Registration No. _____ has completed the prescribed training as sponsored by the Institute of Company Secretaries of India, vide their letter No. _____ dated _____ under our organization for a period of _____ Months from _____ to _____ and his/her progress was satisfactory.

I, further certify that during the above mentioned period he/she was given leave for _____ days.

Place :

Date :

Company Secretary (or Practicing Company Secretary)

Signature & Stamp:-

Name:-

Designation:-

(Company Secretary/HR Head/ Director)

ACS/FCS No.:-