

Exemption from Training Requirements

- Regulations 48, 50, 51, 52 & 53 of Chapter VII of the Company Secretaries Regulations, 1982 contain the provisions pertaining to exemption from Training requirements.
- Students are requested to submit their application for Exemption from training requirements in the prescribed form ST-10 along with the scanned copy of supporting documents at email ID nidhi@icsi.edu as detailed below:-
 - i. Application Form duly filled in and signed seeking Exemption from undergoing Training. (ST-10)
 - ii. Experience Certificate(s) indicating exact designation, duration of service, salary drawn, job contents in brief including the work experience, if any, in the areas duly signed by the Chief Executive of the past/ present employer organization:-
 - Finance & Accounts Department (including Costing, Management Accounting, Internal Audit and Taxation),
 - Administration Department (including Personnel General Administration, Industrial, Public Relations, Marketing and Materials Management) and
 - Secretarial including Shares & Legal (co-ordination with Registrar of Companies, Ministry of Corporate Affairs, Stock Exchanges, Financial Institutions if any),
 - iii. the certified extract of the Annual Report(s) indicating the paid up share capital/ Reserves or fixed assets of the past/ present employer organisations;
 - iv. Organization Chart indicating the position in the organizational hierarchy duly certified by the authorized signatory (with name and designation) of employer organization;
 - v. Salary slip for the First and last pay drawn from past/present employers organization(s);
 - vi. Letter of Appointment/Promotion from past/present employers organization(s);
 - vii. Copy of Final/Professional Programme passed mark sheet(s)/certificates;
 - viii. In addition to the above stated documents, the following documents are required to be submitted along with an application for claiming exemption from 15 days specialized training:-
 - i). Training completion certificate for 15 months training confirming the duration and numbers of leaves availed during training period and
 - ii). the details of job profile if any pertaining to co-ordination with Registrar of Companies, Ministry of Corporate Affairs, Stock Exchanges, Financial Institutions application for exemption from undergoing training for 15 days.

Physical copies of the aforesaid documents claiming exemption from Training shall not be entertained by the Institute with effect from 1st December, 2013 from the students having email IDs.

However, students residing in far flung areas where computer facility is not available may submit the same in physical form duly signed along with the requisite documents through post/ courier addressed to the Training Section of the Institute at ICSI House, 22 Institutional Area, Lodi Road, New Delhi-110 003.