**REFUND PROCESS OF FEE SUBMITTED FOR CLAIMING EXEMPTION FROM LONG TERM TRAINING**

Candidate is required to send a request to refund the fees along with duly filled up Refund form at [priyanka.singh@icsi.edu](mailto:priyanka.singh@icsi.edu)

Further, you are requested to send one request letter along with refund form to the email [priyanka.singh@icsi.edu](mailto:priyanka.singh@icsi.edu) to refund the fees as per the guideline (if submitted any fees).

Refund format is enclosed as Annexure A (if paid 20000 fee under new regulation)

Refund format is enclosed as Annexure B (if paid 10000 fee under old regulation)

Annexure A



The Joint Secretary (Training)

The Institute of Company Secretaries of India

C-36, Sector-62

NOIDA-201301

Sub: - Request for refund of fee paid for claiming exemption from training Exemption applied Online dated ………………….

Sir,

I had paid Rs.20,000/- as fees for claiming exemption from training as I have been found not eligible for the grant of exemption, you are requested to refund Rs.16,000/- ( After deduction of 20% towards the Administrative Cost incorrect for processing of the application ) through NEFT in my bank account as mentioned below:-

1. Name of Account Holder :- ----------------------------------------------------------
2. Bank Account Number :- ----------------------------------------------------------
3. Bank Name and Branch :- -----------------------------------------------------------

----------------------------------------------------------

1. MIRC Code :- -----------------------------------------------------------
2. IFSC/ RTGS Code :- -----------------------------------------------------------

Thanking you,

Yours Faithfully,

Name of Student : - -------------------------------------------------------------

Refund Apply Date : - -------------------------------------------------------------

Registration No. : - -------------------------------------------------------------

Mobile No. :- ---------------------------------------------------------------

Email ID : - --------------------------------------------------------------

Signature of Student : - -------------------------------------------------------------

ICSI-NOIDA OFFICE

C-36, Sector 62 NOIDA (U.P.) -201 301 Tel. 0120-4522000 email [training@icsi.edu](mailto:training@icsi.edu)

Website [www.icsi.edu](http://www.icsi.edu)

Annexure B



The Joint Secretary (Training)

The Institute of Company Secretaries of India

C-36, Sector-62

NOIDA-201301

Sub: - Request for refund of fee paid for claiming exemption from training Exemption applied Online dated ………………….

Sir,

I had paid Rs.10,000/- as fees for claiming exemption from training as I have been found not eligible for the grant of exemption, you are requested to refund Rs.8,000/- ( After deduction of 20% towards the Administrative Cost incorrect for processing of the application ) through NEFT in my bank account as mentioned below:-

1. Name of Account Holder :- ----------------------------------------------------------
2. Bank Account Number :- ----------------------------------------------------------
3. Bank Name and Branch :- -----------------------------------------------------------

----------------------------------------------------------

1. MIRC Code :- -----------------------------------------------------------
2. IFSC/ RTGS Code :- -----------------------------------------------------------

Thanking you,

Yours Faithfully,

Name of Student : - -------------------------------------------------------------

Refund Apply Date : - -------------------------------------------------------------

Registration No. : - -------------------------------------------------------------

Mobile No. :- ---------------------------------------------------------------

Email ID : - --------------------------------------------------------------

Signature of Student : - -------------------------------------------------------------

ICSI-NOIDA OFFICE

C-36, Sector 62 NOIDA (U.P.) -201 301 Tel. 0120-4522000 email [training@icsi.edu](mailto:training@icsi.edu)

Website www.icsi.edu