

(To be issued on letter head of the organisation/ PCS)

Date :

**Completion Certificate of 15 days specialized Training with Office of
ROC/MCA/NBFC/Regulatory Bodies/PCS etc.**

I, _____, Designation _____ do hereby certify that
Mr./ Ms. _____ having student registration No. _____ has
completed the prescribed training of 15 working days (from) _____
(to) _____ (excluding Gazetted holidays/Sundays/National holidays), as
sponsored by the Institute of Company Secretaries of India, vide their letter
No. _____ dated _____ under our Organization/Office/Firm and
her/his performance was outstanding/ Excellent/Good/Satisfactory. I
further certify during the above mentioned 15 day's period she/he was
given _____ days of Leaves/ Not given any leaves.

Name of the trainer

Signature & Stamp

Date

Place