**Documents required to be submitted by students for claiming exemption from**  **undergoing training under**

**“Earlier Training Structure”**

**(i.e. applicable to students registered in Executive Programme on or before 31.03.2014):**

**Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training.**

**For candidates having working experience in any company or body corporate:**

If a candidate is having working experience of three years at executive level (officer level) or four years at Assistant level or one year as Assistant/Deputy Company Secretary or as per the Company Secretaries Regulations, 1982 (check the regulation 48,51, 53 for detail eligibility criteria) in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs **(fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization)** including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to upload the following documents in online application at the website [**http://stimulate.icsi.edu/**](http://stimulate.icsi.edu/)**.**

1. Online payment of Fees of Rs.10,000/-. **(Mandatory)**

1. Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. along with **Job contents** in details duly signed and certified by the appropriate competent authority of the past/present employer organization. Name, designation & stamp of the competent authority should be clearly visible. **(Mandatory)** (**Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 10 MB**)

1. Certified copy of **first page of balance sheet** confirming the paid up share capital & reserves or fixed assets (fixed assets can be applicable when there is no provision for Paid-up capital and Reserves) of the organization(s) or any other authenticated document on which paid up share capital & reserves of company/organisation is mentioned. **(Mandatory)** (**Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 10 MB**)

1. Copy of Final/Professional Programme pass certificate issued by ICSI.
2. Any other document when called for to submit case to case basis

***All documents should be duly dated, signed and certified by the employer and self-attested by the applicant. If any candidate is having working experience in more than one company or body corporate, in such case, he/she is required to submit complete set of all above documents pertaining to each company or body corporate.***

**For candidates having working experience under a Company Secretary in whole-time practice or in a firm of** **Company Secretaries:**

If candidate is having working experience of **two years at Executive level or three year of experience at assistant level** duration as per the Company Secretaries Regulations, 1982(as amended) (check the regulation for detail eligibility criteria) under a Company Secretary in whole time practice or in a firm of Company Secretaries, he/she is required to upload the following documents in online application at the website [**http://stimulate.icsi.edu/**](http://stimulate.icsi.edu/)**.**

1. Online payment of Fees of Rs.10,000/-. **(Mandatory)**
2. Experience Certificate duly signed and certified by employer from past/present employer(s) indicating exact designation, duration of service, salary drawn etc. **Job contents** in details duly signed and certified by the past/present PCS or competent authority of firm of PCS where he/she was employed. Name, designation & stamp of the competent authority should be clearly visible. (Mandatory) **(Mandatory)** (**Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 10 MB**)
3. Copy of Final/Professional Programme pass certificate issued by ICSI.

*All documents should be duly dated, signed and certified by the employer and* ***self-attested*** *by the applicant. If any candidate is having working experience in more than one PCS or firm of PCS, in such case, he/she is required to submit complete set of all above documents pertaining to each PCS or firm of PCS.*

***Please note that experience of any organization/body corporate cannot be clubbed with experience of PCS in order to fulfill the minimum eligibility criteria of experience.***

**For Chartered Accountant or Cost Accountant in whole-time practice**

If candidate is having **three years’** experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory /cost /internal audit or providing management consultancy services (check the regulation 48,51, 53 for detail eligibility criteria) in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to upload the following documents in online application at the website [**http://stimulate.icsi.edu/**](http://stimulate.icsi.edu/)**.**

1. Online payment of Fees of Rs.10,000/-. **(Mandatory)**
2. A Copy of Certificate of Practice ( having three years’ experience of continuous practice ) as Chartered Accountant / Cost Accountant ) **(Mandatory)**

* + - 1. Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as auditor (for Cost audit or statutory audit or internal audit) and said two client companies should have paid-up share capital and reserves of not less than rupees twenty five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institute or bank. **(Mandatory)**

(**Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 10 MB**)

* + - 1. Copy of audit report of the three years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations. **(Mandatory)**

* + - 1. Copy of Final/Professional Programme pass certificate issued by ICSI.

***All documents should be in duly dated, signed and certified by the employer and also self-attested by the applicant***

**For Practicing Advocates:**

If candidate is having three years’ experience of continuous practice as an Advocate in a high Court having rendered services as Counsel/Advisor (check the regulation 48,51, 53 for detail eligibility criteria) in any company or body corporate having a paid-up share capital and reserves of not less than rupees twenty-five lakhs or any organization having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization) including any public sector undertaking, autonomous or statutory body, financial institution or bank, he/she is required to upload the following documents in online application at the website [**http://stimulate.icsi.edu/**](http://stimulate.icsi.edu/)**.**

1. Online payment of Fees of Rs.10,000/-. **(Mandatory)**
2. Document for enrolment as an Advocate and in support of his continuous practice of three years’ as an Advocate in a High Court / Certificate issued by Bar Council of India. **(Mandatory)**
3. Experience certificate / Affirmation letter (along with copy of annual report) issued from at least two client companies who have engaged the applicant as Counsel/ Advisor and said two client companies should have paid-up share capital and reserves of not less than rupees twenty five lakhs or any organisation having gross fixed assets of not less than rupees fifty lakhs (fixed assets applicable when there is no provision for Paid-up capital and Reserves in the organization)**. (Mandatory) (Should be submitted in Original and duly self-attested)**
4. Certified copy of **first page of balance sheet** confirming the paid up share capital & reserves or fixed assets (fixed assets can be applicable when there is no provision for Paid-up capital and Reserves) of the organization(s) or any other authenticated document on which paid up share capital & reserves of company/organisation is mentioned. **(Mandatory)** (**Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 10 MB**)
5. Copy of Final/Professional Programme pass certificate issued by ICSI. **(Mandatory)**

***All documents should be in duly dated, signed and certified by the employer and also self- attested by the applicant.***