



FAQs on New Training Structure as per Company Secretaries (Amendment) Regulations, 2020 to be effective from 03rd February, 2021

Part A- Implementation of New Training Structure and its applicability

Sl. No.	Question	Answer
1	When is the new Training structure under Company Secretaries (Amendment) Regulations, 2020 coming into force	The new training structure as per Regulation 46BA and 46BB under The Company Secretaries (Amendment) Regulations, 2020 is effective from 03 rd February 2021.
2	What are the various kinds of training applicable under New Training structure	The students are required to complete the following training programme: a) Executive Development Programme (EDP) for one month duration after passing of Executive Programme examination; b) Practical training for twenty one (21) months after completion of Executive Development Programme on whole time basis during normal working hours,- (i) in a company having a company secretary in whole time employment or any other company fulfilling such criteria as may be determined by the Institute; or (ii) under a Company Secretary in whole-time practice fulfilling such criteria as may be determined by the Institute; or

		<p>iii. in any other body corporate or institution or organisation or entity fulfilling such criteria as may be determined by the Institute;</p> <p>c) After passing the Professional Programme Examination, a Corporate Leadership Development Programme (CLDP) for not less than thirty days but not exceeding sixty days as may be determined by the Institute.</p>
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Part B- Executive Development Programme (EDP)

Sl. No.	Question	Answer
3	What is the training duration of EDP under New Training structure as per Company Secretaries (Amendments) Regulations, 2020	The EDP is for a period of 30 days, out of which 15 days EDP needs to be completed in classroom mode in CCGRT/CoE/ROs/ Chapters (upto the level of Gold Chapter) and 15 days e-EDP through online mode at ICSI e-learning portal. The students can do both the classroom mode EDP as well as e-EDP simultaneously.
4	Can I undergo 15 days e-EDP along with 15 days classroom EDP	Yes, students may undergo e-EDP along with classroom EDP as e-EDP is available through LMS. The students may register for e- EDP through the https://stimulate.icsi.edu and can access the program on ICSI e Learning Portal.
5	I have already undergone 15 days Academic programme as per earlier/modified training structure. Should I again undergo the 30 days EDP	The students who have already completed their 15 days Academic Program under previous training structure or have been granted exemption there from and switching over to new training structure are exempted to undergo 15 days classroom EDP under new training structure. However, they are required to complete 15 days e-EDP program.
6	How do I claim the benefit of 15 days Classroom based EDP in lieu of 15 days Academic Program under modified training structure	To claim the benefit of 15 days Academic Program, a student has to upload the 15 days Academic Program certificate through stimulate portal through the tab of short term training-upload the completion certificates.
7	How to register and undergo e-EDP	The Institute has launched e-EDP through its e-learning platform which works on anytime, anywhere basis. The Instructions related to (e-learning) are available on the website of the Institute.
8	How much is the fees for e-EDP	The fees for e-EDP is Rs. 2000/-
9	I have previously completed my 10 days academic training out of 15 days Academic training i.e., I have completed 2 days induction, 3	There is no relaxation in class room mode EDP on the basis of incomplete training. Relaxation from 15 days class room mode EDP is given to only those

	<p>days e-governance and 5 days skill development programme but not completed last 5 days of entrepreneurship programme. Am I eligible for relaxation from 15 days classroom EDP under Company Secretaries (Amendment) Regulations, 2020?</p>	<p>students who have completed 15 days Academic programme</p>
10	<p>I have completed 8 days EDP under old training structure. Will I get exemption/relaxation of 8 days out of 15 days classroom mode EDP under Company Secretaries (Amendment) Regulations, 2020?</p>	<p>There is no exemption in 15 days classroom mode EDP on the basis of 8 days EDP completed under old training structure</p>

Part C- Practical Training

Sl. No.	Question	Answer
11	What is the duration of Practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	The duration of practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020 is twenty one (21) months.
12	After 3 rd February, 2021, can I immediately start my practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	The students can start their practical training only after completing one month EDP.
13	How many leaves are allowed in 21 months training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	As per the Guideline, a total number of 52 leaves are allowed in 21 months training under New Training structure.
14	Do the Students who are already undergoing training in accordance with the provisions of the earlier/modified training structure are required to switchover to new training structure	A student who is undergoing training in accordance with the provisions of the earlier/modified training structure may continue and complete the training in accordance with the said structure, provided that such student at his discretion may switch over to the new training structure under the CS (Amendment) Regulations, 2020.
15	I registered in CS Executive in 2014 but not yet started any training. Will the new training structure be applicable to me	Student who irrespective of the date of his registration to Executive Programme or Professional Programme, has not commenced his/her training within the period as prescribed in notification ICSI/Trg/2020 dated 03 rd Aug, 2020 which was extended up to 02 nd Feb 2021, shall compulsorily be switched over to New Training Structure under the CS (Amendment) Regulations, 2020 w.e.f. 03 rd Feb 2021.
16	I am a CS executive pass student, completed 06 months of my training out of 15 months training and discontinued the same. Can I	On or after 3 rd Feb 2021 you are required to continue your balance training under New Training structure as per Company Secretaries

	complete my balance training of 9 months in previous structure or do I need to register under New Training structure	(Amendments) Regulations, 2020. But you have to complete one month EDP prior to starting the balance training.
17	If I clear my Professional Programme examination in February, 2021, can I be allowed to undergo the 12 months training as per modified training structure	No, you have to undergo 21 Months Practical training which is applicable from 3 rd Feb, 2021
18	Which all entities are eligible to impart practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	Types of various entities eligible for imparting training is given at the link: https://www.icsi.edu/media/webmodules/Types_of_various_entities_eligible_for_impacting_training.pdf
19	What is the time limit provided by the Institute for submitting training related documents under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	The time limit for submission of training contract/appointment letter is 100 days of commencement/joining of their training. Any Delay in training registration with the Institute, which is more than 100 days will be considered as Dummy Training and Training of such candidates will not be considered by the Institute.
20	What is the minimum amount of stipend payable to the students during training period under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	Monthly Stipend to be paid is given herein: <ul style="list-style-type: none"> • If undergoing training under PCS - Minimum amount of Rs 3000/- per month • If undergoing training at Company /other entities- Minimum amount of Rs 4000/- per month <p>However, the stipend has to be paid through Cheques or On-line Transfers only.</p>
21	What are the working hours while undergoing practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020	The candidates undergoing Practical training shall be required to work during normal hours which shall not be less than 8 hours a day for 5 days or 40 hours in a week for a total period of practical training.

<p>22</p>	<p>How many transfers are allowed during the period of 21 months long term practical training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020</p>	<p>Maximum 02 (two) transfers shall be permitted during the entire duration of training under New Training structure as per Company Secretaries (Amendment) Regulations, 2020</p>
<p>23</p>	<p>What is the eligibility for a CS in practice/company to engage trainees</p>	<ul style="list-style-type: none"> (a) The trainers – Corporates / Practising Company Secretary will be enrolled on the basis of eligibility criteria i.e. adequate infrastructure, clientele, work profile, turn-over, etc., to ensure the quality of the trainers. (b) A company having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs or any other company having a paid up capital of in accordance with the provision made in Rule 8 (A) and amendments made by the MCA from time to time. (c) A Company Secretary in whole time practice having at least one year of experience as member in employment or practice and having adequate infrastructure. (d) LLP, General LLP, CS Non Attestation LLP having not less than half of its partners are members of ICSI and having net worth/capital contribution/turnover of not less than Rs 50 lakhs (e) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council;

24	What is the procedure of taking Transfer from One trainer to another trainer	A student has to give a notice of minimum 45 working days to his trainer in writing by giving the reason for the same. Resignation letter must be handed over personally against proper acknowledgement receipt. It can also be sent by speed post / Registered post.
25	When to submit the project report	A candidate will prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute in stimulate portal. However, The trainees will be required to submit the project report at the time of Corporate Leadership Development Programme (CLDP). The project Report shall be assessed by a panel of experts at the time of CLDP. The assessment shall be made through a five point grading system.
26	What is the process of submitting quarterly report	The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. The trainer has to submit the quarterly report within 30 days of ending of each quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

**Part D- Corporate Leadership Development Programme
(CLDP)**

Sl. No.	Question	Answer
27	What is CLDP and its eligibility to register	CLDP is Corporate Leadership Development Programme. All students after passing Professional Program and completing their Practical training and one month EDP or exempted there from are required to undergo and complete 30 to 60 days Corporate Leadership Development Program (CLDP) as may be decided by the Institute before applying for ACS membership.
28	What is the procedure of qualifying the viva voce	The Project Report/ Research Report shall be prepared by the candidate under the guidance of his/her trainer and there shall be a viva voce on that project report during the CLDP by the experts. The Project report and viva-voce shall be graded as following :- A+ : Outstanding A : Very Good B+ : Good B: Satisfactory C: Needs Improvement & Resubmission

Part E- Exemption from Practical Training

Sl. No.	Question	Answer
29	When do I apply for training Exemption	Student after passing CS Professional Examination can apply for exemption from 21 month + 1 month EDP training under new guideline for claiming exemption as per the Company Secretaries (Amendments) Regulation, 2020 from 03 rd Feb, 2021 through online portal https://stimulate.icsi.edu .
30	I am under old /modified training structure need to apply exemption from training after 2 nd Feb, 2021, which guideline will be applicable to me	You can apply for exemption from 21 month + 1 month EDP training under new guideline for claiming exemption as per the Company Secretaries (Amendments) Regulation, 2020 from 3 rd Feb, 2021 through online portal https://stimulate.icsi.edu .
31	I have already applied for exemption and partial exemption has been granted to me. How to apply for exemption from partial training. Is it coming under the Company Secretaries (Amendments) Regulation, 2020	You can apply for partial exemption as per old regulation through stimulate portal. There is no fee for balance training exemption.
32	I have already applied for exemption by paying Rs.10,000/- (Ten Thousand) online, the application is showing status as pending/call for. Do I need to apply again	No, all applications showing status as pending / call for will be considered as per old regulation and guideline.
33	If my exemption application has been rejected under previous training structure, can I re-apply for exemption under previous training structure	No, You can apply for exemption as per the Company Secretaries (Amendments) Regulation, 2020 from 3 rd Feb, 2021 through online portal https://stimulate.icsi.edu .
34	What all new eligibility criteria for claiming exemption from training under New Guideline	Please check the guideline for eligibility criteria and document requirement for claiming exemption

		from training available in our website https://www.icsi.edu/student/training/exemption-under-new-regulation-2020/
35	What documents are required to be submitted at the time of applying for exemption under new guideline	<ol style="list-style-type: none"> 1. Apply through stimulate https://stimulate.icsi.edu 2. Fees of Rs.20,000/- online payment through stimulate 3. For detail of document and eligibility criteria for claiming exemption, please refer the new guidelines at https://www.icsi.edu/student/training/exemption-under-new-regulation-2020/
36	What should be the format and maximum size for uploading the document in stimulate portal	Document should be submitted online through https://stimulate.icsi.edu and it should be uploaded duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB).
37	Is there any format for experience certificate	Please refer the guideline available on the website under Practical Training Exemption -detail of document and eligibility criteria for claiming exemption, https://www.icsi.edu/student/training/exemption-under-new-regulation-2020/
38	What is the Fee for the exemption application and its applicability? The fee is refundable or not	Rs 20,000/- fee is applicable under new training structure. (80% of fees will be refunded, if student is not found eligible for exemption from training) fees is not applicable if applied for exemption from 15 days specialized training or incase already been granted exemption from more than 12 month of training and applying for exemption from balance training.
39	What all documents are required to be submitted along with the application of	For detail please check the guideline as different documents are required as per the eligibility criteria. In general the following documents are required

	exemption under new guideline	<p>a. Fee Rs. 20,000/- towards application fees</p> <p>b. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>c. Copy of Annual report of the organization for any two financial year between the service period served in the organization or Audited Balance sheet of the organization for any two financial year between the service period served in the organization or Balance sheet of the organization for any two financial year of the service period served in the organization downloaded from MCA site duly certified by the ROC.</p>
40	Is there any exemption from long term training on the basis of three years of CA Articleship	No
41	Is there any exemption from long term training on the basis of work experience in CA Firm or Law Firm	No
42	Is there any exemption from MSOP/ CLDP	No, MSOP or CLDP is a mandatory training. There is no exemption from the same.
43	How do we get the status of the application of exemption	You can check the status on the student stimulate portal under exemption grid.
44	How do we get the letter for exemption	After Approval, the exemption letter will be generated from stimulate

		portal. The candidate can download it from the portal.
45	Is there any exemption available from one month EDP separately under new training structure	The exemption is available from 21 month training and 1 month EDP. There is no separate exemption available for 1 month EDP. Further the student who have already completed 15 days Academic Programme can refer the circular number TRG-07/2020 on the website through the link https://www.icsi.edu/media/webmodules/circular_7.pdf
46	Is it important to upload the whole annual report	No, you can submit audited first page of balance sheet containing the detail about Paid up capital & Reserve.
47	How can I do CLDP if I get exempted from training under the Company Secretaries (Amendments) Regulation, 2020	The CLDP will be conducted as per the guideline of the Institute.
48	I have claimed exemption under New Regulation, 2020. Can I do e- MSOP in place of CLDP	No, you need to do CLDP only as per the new Training structure.

PART – F Exemption under Old Training Structure

Sl. No.	Question	Answer
49	Is fee applicable if applying for 15 days specialized ROC training	For exemption from 15 days ROC training, no fees is applicable.
50	Is there any exemption available from 15 days specialized training	Yes, under old training structure CS professional passed candidate, having completed 15 months training and having relevant work experience in the relevant area can apply for exemption from 15 days training in optional area through stimulate portal.
51	Do we need to apply for exemption from 15 days specialized training separately if already applied for exemption from long term training under old regulation?	No, it is not required. It can be considered under the same application for Long term training exemption under old regulation.
52	I have already been Granted exemption before 3 rd Feb, 2020, Do I need to do CLDP or MSOP/e-MSOP	You can do MSOP/e-MSOP.
53	I have already applied for exemption and partial exemption has been granted to me. How to apply for exemption from partial training. Is it coming under the Company Secretaries (Amendment) Regulations, 2020	You can apply for partial exemption as per old regulation through stimulate portal. There is no fee for balance training exemption.