



Guidelines for fees payable by students for claiming exemption from long term training on the basis of their working experience

The Institute has approved the following guidelines for fees payable by students for claiming exemption from long term training on the basis of their working experience:

- a) Each student applying for exemption from long term training shall be required to pay a processing fee of Rs 10,000/- (Rupees ten thousand only), through demand draft drawn in favour of "The Institute of Company Secretaries of India" payable at New Delhi.
- b) This is applicable on all fresh applications submitted by students for claiming exemption from training received at institute's office situated at C-37, Sector-62, Noida -201301 on or after Monday, 16th November 2015.
- c) This is applicable for all students who are claiming exemption from long term training, whether applying for exemption from 15 months training under earlier training structure or exemption from 12 months training under modified training structure.
- d) If a student has already completed his/her 15 months training under a company/other entity /PCS and he/she is applying for exemption from 15 days specialized training in such case exemption fees for claiming exemption from training is not required to be paid by him/her.
- e) After receipt of application for exemption from long term training from any student along with exemption fees of Rs 10,000/-, while doing the scrutiny/checking of documents submitted by student, if it is found that student is not eligible for granting exemption from training under provisions of C S Regulations & other guidelines, in such case 20% of fees paid by student for claiming exemption from long term training shall be deducted towards the administrative cost incurred for processing of the application and balance amount of fees paid by him/her shall be refunded. Later on after some time, after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again for re-consideration of his /her request, he/she shall be required to apply a fresh along with payment of Rs 10,000/- as fees for claiming exemption from training once again.
- f) If a student who is not yet passed all modules of Final / Professional Program of institute and by mistake he/she has submitted the application for claiming exemption from training and also paid the fees of Rs 10,000/-, in such case fees paid by him/her for claiming exemption from training shall be refunded in full.
- g) If a student had already applied for claiming exemption from training before 16th November 2015 and currently his/her application is under process in such case he/she is not required to pay fees for claiming exemption from training.
- h) If a student had applied for claiming exemption from training before 16th November 2015 and his/her application was not approved as he/she was not eligible under provisions of Regulations for granting of exemption at that time, but after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again on or after 16th November 2015 for re-consideration of his /her request, he/she shall be required to pay Rs 10,000/- as fees for claiming exemption from training.

- i) A student has applied for exemption from training on or after 16th November 2015 and has paid exemption fees of Rs 10,000/-, but granted partial exemption from training under earlier training structure, in such cases, he/she shall not be eligible for refund of the fees paid by him for exemption from training or any partial amount out of the same on the ground that he/she has been granted partial exemption only. But later on after some times, after acquiring some more experience or on the basis of some additional supporting documents if he/she is applying again for claiming exemption from balance period of training, in such case he/she shall not be required to pay any fees for claiming exemption from balance training. He/she shall be required to submit copy of the letter issued by the institute granting him/her partial exemption from training along with his/her application for claiming exemption from balance training.
- j) It is clarified that from 16th November 2015 onwards, student's application for exemption from training (i.e. ST-10-format given at the end of this notification) shall be accepted through hard copy only along with all supporting documents & demand draft of Rs 10,000/- in original. Applying for exemption from training through e-mail and sending scanned copies of all supporting papers stands discontinued w.e.f. 16th November 2015.
- k) All supporting documents as mentioned in ST-10 form to be submitted by students, are to be self-attested by him/her bearing his/her signature & date.
- l) Students are required to send the hard copy of all supporting documents, along with application for claiming exemption from long term training (i.e. ST-10) duly filled & signed by the applicant and original demand draft at the following address :

Director (Training & Placement)
The Institute of Company Secretaries of India
C-37, Sector-62
NOIDA-201309

- m) After the exemption is granted, intimation in this regard shall be sent to student concerned by the Institute.

Training / Revised on 01.04.2016

Application Form for Management/Apprenticeship/ Practical Training/Exemption from Undergoing Training

(Strike out whichever is not applicable)

IN ORDER TO ENABLE US TO TAKE PROMPT ACTION AND AVOID
REFERENCE BACK, PLEASE ENSURE TO COMPLETE THE FORM IN ALL
RESPECTS BY ENCLOSING REQUISITE TESTIMONIALS/CERTIFICATES

SPECIMEN PROFORMA FOR TRAINING :
(Only Proforma to be submitted in duplicate)

Latest Passport size photo
countersigned by the
candidate to be submitted
with the original copy only

Registration Number : _____ DENOVO Regn No. _____

Name _____ Age _____ years
(In block letters)

Date of Birth _____ Date of Registration _____

Father's Name _____

Details of passing the Intermediate/Executive & Final/Professional Programme examination of Company Secretaryship (Please attach the copies of mark sheets of all the groups/modules of Intermediate/Executive Programme & Final/Professional Programme Examination and NIIT/Aptech Computer Training Certificate and Completion Certificate of TOP/EDP & ADP/PDP)

Sl. No.	Group/Module	Examination/ Programme	Session	Roll Number
1.	First	Intermediate/ Executive Programme		
	Second	Intermediate/Executive Programme		
2.	First	Final/Professional Programme		
	Second	Final/Professional Programme		
	Third	Final/Professional Programme		
	Fourth	Professional Programme		

Qualifications:

(a) Educational : _____ (c) Computer Knowledge : _____

(b) *Professional : _____

(*Please attach the attested/photostat copies of ACA/AICWA certificates, if not sent earlier. In case sent earlier, please give the reference)

Address to which correspondence should be made : _____

_____ Telephone No. _____

_____ Mobile _____

_____ Residence _____

_____ Office _____

_____ E-mail address _____

Name & address of the organisation/ Company Secretary in Practice with Membership Number (Registered with the Institute for training purpose) in order of preference where training is to be arranged.

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

P.T.O

Particulars of experience (Past & Present), if claiming exemption from training :

Name of the Company & PUC if applicable	Placement in Organisational Hierarchy	Exact Designation	Emoluments Drawn	Period	
				From	To

Have you indicated the particulars of your experience both past and present in the Application Form at the time of registration with the Institute. Give reasons, if these are different from the one given at the time of registration.

Details of exemption from Practical Training, if any, sought on the basis of executive experience gained in those fields (Please refer to Regulations 48, 51 and 52 of the Company Secretaries Regulations, 1982, as amended).

- (1) I am enclosing the following documents in support of my claim for exemption from training :
- (i) Experience Certificate(s) indicating exact designation, duration of service, salary drawn, job contents in brief duly signed by the Managing Director(s)/Chief Executive(s).
 - (ii) Annual Report(s) in respect of the organisation(s).
 - (iii) Organisation Chart(s) duly certified by the Chief Executive of the organisation(s).
 - (iv) Salary slip for the beginning and last pay drawn from the organisation(s).
 - (v) Appointment Letter from past/present employer.
- (2) Whether undergone Management Training/Apprenticeship, if yes give the name of Company /Practising Company Secretary and duration.
- | Name of Company/ Practising Company Secretary | Duration |
|---|---------------------|
| | From _____ To _____ |
- (3) Whether undergone Secretarial Modular Training Programme _____
If yes, please attach an attested photostat copy. If not, the date by which the candidate would like to commence training _____

Declaration

I _____ do hereby declare that the particulars given above are true to the best of my knowledge and belief.

I also agree that providing false particulars amounts to misconduct and if any misconduct is observed on my part in terms of Regulation 55-A of the Company Secretaries Regulations, 1982 (as amended from time-to-time), I shall abide by the decision of the Council which may suspend or cancel my registration as a student or may suspend or debar me from appearing in anyone or more examinations of the Institute or direct that any period of training already undergone shall not be reckoned for the purpose of Regulation 48 or 50 or declare that I am not fit and appropriate person to be admitted as an Associate Member of the Institute.

Countersigned by Chief Executive of the Employer
Company/Head of the Organization with Seal/
Company Secretary in Practice with seal

Signature of the candidate

Date :

Notes :

1. Training undergone by a student without prior sponsorship from the Institute shall not be reckoned for the purpose of Regulation 48 or 50.
2. It is the endeavour of the Institute to process all applications for exemption from training within a period of 30 days. However, in case you do not hear from the Institute within the said period, kindly get in touch with the Directorate of Training, Membership Legal & Placement.