08TH MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP]

**INDORE CHAPTER OF ICSI** is conducting its 08TH MANAGEMENT SKILLS ORIENTATION PROGRAMME [MSOP] from 01st October, 2016 to 17th October, 2016 at Indore.

<table>
<thead>
<tr>
<th>Batch No.</th>
<th>Date</th>
<th>Venue of Programme</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>07th Batch of MSOP (35 Seats)</td>
<td>01.10.2016 To 17.10.2016</td>
<td>ICSI INDORE CHAPTER B-1/2/3, Ashray Apartment 2/1, Manoramaganj, Indore</td>
<td>Phones: 0731-4248181/2494552 Email: <a href="mailto:indore@icsi.edu">indore@icsi.edu</a></td>
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Dates are tentative subject to availability of minimum number of participants required as per guideline. The participation fee is Rs 7,500/- (cash/DD should be in favor of ICSI Indore Chapter) including KIT & Lunch. Participants can also register by making payment online by depositing the amount in the below mentioned account:

<table>
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<tr>
<th>Name of Bank</th>
<th>Account Name</th>
<th>Account No.</th>
<th>IFSC Code</th>
<th>Branch Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICICI Bank</td>
<td>ICSI Indore Chapter</td>
<td>004101034838</td>
<td>ICIC0000041</td>
<td>Malav Parisar, A.B. Road, Indore</td>
</tr>
</tbody>
</table>

Please mail the scanned copy of registration form and all required Document at indore@icsi.edu before making payment online, once approved than mail the scanned copy of Payment receipt. Batch commencement is subject to enrolment of 25 minimum number of Student.

**IMPORTANT INSTRUCTIONS**

**Enclosures:** - As per the revised guidelines only such Final/ Professional Programme passed candidates are to be allowed to undergo MSOP, who have already completed rest all training requirements to become member of the Institute or have been granted exemption from the same from the Institute

- Final/Professional Passed Certificate (or Mark sheet of all groups of Final / Professional Programme).
- TOP/ EDP/PDP Completion Certificate if applicable,
- 15/12 months Training completion certificate with Sponsorship letter of ICSI.
- Certificate of 15 days training with specialized agency i.e. ROC/Stock Exchange of Financial/Banking Institutions.
- If the candidate is exempted from undergoing training Photocopy of Institute’s letter confirming the exemption
- One Page Resume.

**Rules regarding refund and transfer of fee:**

- Fee once paid will be refunded as per ICSI Guideline.
- Fee can be transferred to the immediate subsequent session of MSOP and such request should be Received before 07 days of the commencement of the programme
- The MSOP batch is Non-Residential and student have to arrange accommodation at their own.
- Kit include Guide to Companies Act or MSOP Modules/Executive Beg/Pad-Pan

Indore Chapter of ICSI,  
B-1-2-3 Ashray Appartment, 2/1, Manoramaganj, Indore-452001

www.icsi.edu/indore indore@icsi.edu 0731-4248181/2494552

“Yesterday’s DREAM – Today’s REALITY – Tomorrow’s VISION “
# Application form for admission in Management Skill Orientation Program (MSOP)

**Name of student:**

**Registration No.:**

**Particulars of passing Executive Programme Examination:**

- **Group/Module:** [Please attach photo copy of pass mark sheet of all groups/modules]
- **Session of passing:**
- **Roll No.:**

**Particulars of passing Final / Professional Programme Examination:**

- **Group/Module:** [Please attach photo copy of pass mark sheet of all groups/modules]
- **Session of passing:**
- **Roll No.:**

**Address for correspondence:**

**Details of trainings (undergone or exempted):**

- **Earlier Training Structure**
  - (i) Management Training / Apprenticeship  
    - (a) Secretarial / Legal Deptt.  - 1 month  
    - (b) Finance / Accounts Deptt.  - 1 month  
    - (c) Personnel & Admin Deptt.  - 1 month  
    - (d) Specialized training (ROC/SE/FI etc)  - 15 days
  - (ii) Practical Training  
    - Undergraduate/Exempted

- **Modified Training Structure**
  - Management Training / Apprenticeship  
    - Undergraduate/Exempted
  - Are you employed? (please mention followings)
    - Designation:
    - Office Address:
  - Telephone No. (Office):

**Details of EDP** (please attach copy of completion certificate)

- **Place:**
  - **From:**
  - **To:**

**Details of PDP** (please attach copy of completion certificate)

- **Place:**
  - **PDP hours granted:**
  - **Date of programme:**

**Details of MSOP Fees paid** (If paying through demand draft, it should be drawn in favour of “ICSI Indore Chapter” payable at “Indore”)

- **Amount:** 7500/-
  - **DD No. / CASH RECEIPT No.:**
  - **Date:**
  - **Bank:**

**Declaration by student**

I 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 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.

**Place:**

**Signature of student**

**For Office use only (at respective Regional Office / Chapter)**

**Received by:**

**Signature of dealing Assistant**

**Receipt No.:**

**Date of receiving:**

**Signature of MSOP Co-ordinator of RO/Chapter:**