



Fine payable by students for applying late for registering their training in records of the Institute (if submitting their papers to the Institute after 60 days from the date of commencement of their training)

Students are required to get their training registered in records of the Institute preferably before commencement of their training. If they have not done so, they have option to get it registered within 60 days from the date of commencement of their training. After their training is registered in records of the Institute, the Institute issues a sponsorship letter to the student. That is conclusive evidence that student's training has been taken in records of the Institute.

If any student has not submitted the desired papers for registration of his training within 60 days from the date of commencement of his training, as per decision taken by the Council of the Institute, he is required to pay fine and also submit the other supporting papers as per details given in below mentioned table for due-diligence of his case. After verifying the supporting documents submitted by him, if it is found satisfactory by the Institute, his training may be registered in records of the Institute from the actual date of commencement of training.

Sl No.	Delay of number of days from date of commencement of training for submitting documents at the Institute	Fine to be paid by student	Supporting documents required to be submitted (as per serial number out of the list of documents as given below)
1	Up to 60 days	Nil	(i), (ii) & (viii)
2	From 61 days up to 180 days	Rs 1000/- per application	(i), (ii), (iii) & (viii)
3	From 181 days up to 365 days	Rs 2,000/- per application	All documents as per list given below
4	More than 365 days	Rs 5,000/- per application	All documents as per list given below

List of supporting documents required to be submitted, along with application for registration of training and applicable demand draft for late fine :

- i) ST-10 form duly filled & signed by candidate;
- ii) Appointment letter issued by the company if undergoing training at a company/other entities. (or copy of agreement signed between trainee & trainer on non-judicial stamp paper duly notarized indicating its date of purchase, if undergoing training under a Practising Company Secretary);
- iii) Affidavit (in original) on non-judicial stamp paper from the trainee affirming the period of training undergone. It should be duly notarized;
- iv) Proof of payment of stipend to trainee;
- v) Attendance register/record of trainee;
- vi) Reasons for delay in submitting the training documents in writing by trainee;
- vii) Reasons/clarification for delay in submitting the training documents in writing by trainer;
- viii) Copy of first email/communication sent to Dte. of Training section regarding registration of student's training.

Original copy of affidavit and ST-10 form is required to be submitted. Photocopy of rest all documents can be sent but it should be self attested (with date) by the trainee and also to be countersigned by the trainer with clear signature (name, designation, date & stamp) of the trainer.

Late fine is to be paid through demand draft drawn in favour of "The Institute of Company Secretaries of India", payable at New Delhi.

The Institute reserves the right to treat the training undergone by the student invalid or refuse to register the same in records of the institute, even if student has paid the fine for the same, in case it comes to notice of the Institute by any means that the completion certificate or any other supporting documents submitted to the Institute is not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner.

The above fine shall be applicable on all applications received at Institute's Noida office on or after 1st July 2016 for registering their training in records of the Institute. Students are advised to send their application along with original demand draft of late fine and all desired supporting papers at following address by post/courier :

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