



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Time gap allowed to students

For registering their training in records of the Institute

As per **CS (Amendment) Regulations 2020** for registering student's training in records of the Institute. Students can submit their documents to Institute within 100 days from the date of commencement of their training for registering their training in the records of the Institute.

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.

For registration of training, students are required to upload documents in the stimulate portal (<https://stimulate.icsi.edu>)

- i) (If student is undergoing training in a company or body corporate)
Submit the training appointment letter mention student following details
 - a. Student Name, address, contact details, e- mail id
 - b. Student registration number
 - c. Training duration (i.e. 21 month training)
 - d. Date of training commencement

(If any student is undergoing training under a Practicing Company Secretary (PCS)) in that case they have to submit the copy of agreement signed between trainee & trainer on non-judicial stamp paper duly notarized as per format prescribed by the Institute and with back page of training contract mention the date of purchase required to be attested & witnessed by at least 2 member name address contact details duly signed and stamp your trainer part A part B in one pdf file.

- ii) Mark-sheet/certificate for executive/professional pass examination

Further, students may note that if any student is undergone training under a Practicing Company Secretary(PCS), in such case, date of commencement of training which shall be taken on record shall be actual date of commencement of training as mentioned in agreement or date of purchase of stamp paper or date of execution of contract, whichever is later.

Directorate of Training, ICSI

09/11/2020