



**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)

Types of various entities eligible for imparting training: Under New Training Structure 2020

S.no	Types of Entities	Eligibility criteria for registration with the Institute to impart training	Documents required to submit
1	Practicing Company Secretary (PCS)	Having valid certificate of Practice (COP) of ICSI.	A duly signed & stamped Application from for registration to imparting training (Scanned copy to be uploaded at online portal)
2	Company	Having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs and above or any other company or LLP having a paid up capital of in accordance with the provision made in Rule 8, 8 (A) and as amended made by MCA from time to time.	<ol style="list-style-type: none">1. Duly Signed request letter.2. Name of the company Secretary in whole time basis.3. A certified true copy of latest balance sheet of the company. (Scanned copy to be uploaded at online portal)
3	MCA and its Offices and other Govt. Bodies	(ROC, RD & office of OL etc) and Training can be undergone with Government bodies / departments, Public Sector Undertakings, Statutory bodies	A duly signed request letter from company on its letter head (Scanned copy to be uploaded at online portal)
4	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	A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners ii. Certified Financial statement of LLP confirming the net worth/capital contribution/turnover of not less than 50 lakhs (Scanned

			copy to be uploaded at online portal)
5	Banks	All banks recognized by RBI	A duly signed request letter from company on its letter head (Scanned copy to be uploaded at online portal)
6	Financial Institutions	FI having gross fixed assets minimum of Rs.10 lacs and having standing of at least 10 years	A duly signed request letter from authorized signatory on letter head of financial institution having details of fixed assets, standing ii. Authenticate document indicating gross fixed assets minimum of Rupees Ten lacs only iii. Having standing of at least ten years of the concerned financial institution (Scanned copy to be uploaded at online portal)

Registration of Law firms and Universities for the purpose of imparting long term practical training has been discontinued. However, the existing students undergoing training in Law firm and Universities are allowed to continue and complete their training

Directorate of Training, ICSI

09/11/2020