

7 EXEMPTION GUIDELINES

7.1 Sunset Clause of training to student registered under earlier regulations

Student who has been granted partial exemption under earlier (old) training structure and unable to complete the remaining training or not claimed further exemption on or before 30.06.2022 shall have to complete their balance training under New Training structure only under the following option:

- The student has an option to avail fresh exemption under new training structure by paying the requisite fees (The exemption fees paid earlier shall be adjusted/refunded); or
- The student has to complete the balance training under new training structure which requires 21 months training. The credit for the period of training exempted (under earlier (old) training) shall be given/adjusted in the new training structure.

7.2 Eligibility for claiming Exemption from Practical Training

Any student after passing Final Examination or Professional Programme, who claims to have acquired practical knowledge and skills equivalent for Practical training (including EDP) stated in regulation 46BB, may apply for exemption from undergoing practical training (including EDP) in accordance with the criteria laid down in these guidelines.

7.3 Eligibility Criteria

- a) Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.
- b) Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.
- c) Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to at least 02 client companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets

of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- d) Five years' post qualification work experience of continuous practice as an Advocate in a High Court, represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 client companies, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;
- e) Four years' post qualification (Management, MBA or any other equivalent qualification:
1. The word "Management" may be considered as – Any Master degree/Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in any mode or method.
 2. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.
 3. The minimum qualification shall be Graduation with any other professional degree/certificate/ diploma.
 4. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.)

experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- f) Five year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.
- g) Five year post qualification (minimum qualification Post Graduation) experience as a regular faculty/ Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the

discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.

- h) Has acquired practical experience equivalent to those specified under the Guideline in such professional institutions or abroad as may be recognized by the Institute in this behalf on reciprocal basis.
- i) Any person not falling in all or any respects with regard to practical experience and practical training requirements as specified in above points but claims to have acquired practical experience and undergone practical training, equivalent to those specified under these points may apply for exemption from acquiring practical experience or undergoing practical training, as the case may be, and the Council may determine these cases on case to case basis for partial or total exemption taking into account the evidence produced by such person or after interviewing him.
- j) If a student falls in two or more than two of the above clauses (clause (a) to clause (h)) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption under this clause.

7.4 Documents Requirement

The eligible students shall apply to the Institute in through our online stimulate portal with all relevant documents and pay the fees online to submit the application. The applications should be supported by the documents as mentioned in the **Annexure 7.1**.

7.5 Guidelines related to fees for Exemption application

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
1.	Each student applying for exemption from Practical training and EDP shall be required to pay a processing fee.	Rs. 20,000/- (Rupees Twenty thousand only).
2.	While scrutiny/checking of documents submitted for claiming exemption, if it is found that student is not eligible for granting exemption from training under provisions of CS Regulations & other guidelines,	80% of the fees will be refunded after deduction of 20% of fees towards the administrative cost.
3.	If the student taken the refund and applying again for exemption after acquiring some more experience or on the basis of some additional supporting	He/she shall be required to apply afresh along with payment of Rs. 20,000/- as fees for claiming exemption from training

Sr. No.	Criteria	Fees and Refund After the revised Guidelines come into effect
	documents.	once again
4.	If a student had applied for claiming exemption from training under earlier (old) training structure by paying Rs 10,000/- as fees before the revised guideline came into effect, and his/her application was rejected, as found not eligible under provisions of Regulations for granting of exemption at that time. if he/she is applying again on or after the date the revised guidelines come into effect for re-consideration of his /her request.	He/she shall be required to pay Rs 20,000/- He should apply for refund of Fees of Rs.10,000/- (after deducting processing charges)
5.	A student has applied for exemption and paid fees of Rs.10,000/- and has been granted partial exemption from training under earlier (old) training structure and has not able to complete the remaining training requirement before 30.06.2022.	The credit for the period of training exempted can be given in the new training structure. However, if student wish to apply for exemption, they can apply for it under new training structure only. Their fees paid earlier can be adjusted/ refunded.

Explanation - "Misconduct" shall include a behaviour in a disorderly manner in relation to the Institute or in or near the place where undergoing training, breach of any Regulation, condition, guideline or direction laid down by the Institute, malpractice with regard to training, or resorting to or attempting to resort to unfair means in connection with the undergoing of training or seeking exemption from undergoing the training or for breach of any policies, rules and regulations for the organization in which he/she undergoing training.

Documents required to be submitted by students for claiming exemption from undergoing 21 Month Long term Training and 1 month EDP under New Regulation

Only after passing all modules of Final / Professional Programme a student is eligible to apply for exemption from training. The Applicant need to apply for exemption through online portal <https://stimulate.icsi.edu> using SMASH credential

S.No.	Eligibility Criteria	Document Requirement
a	Three year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Experience certificate having designation, duration of service, Department, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p>
b	Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in wholetime practice having at least Five years of experience as member in practice as on the date of issuing the experience certificate.	<p>iii. ¹[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>iv. Departmental Chart / HR Certificate for each company wherein the applicant worked.</p> <p>v. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>vi. Copy of Annual report/Balance sheet of the Organization for any one financial year</p>

¹ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
		<p>between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>vii. Balance sheet is not applicable in case of Practicing Company Secretary and PCS firm, please upload any other document under the tab of balance sheet in order to submit the application as it is an mandatory document)</p> <p>(Should be submitted online through https://stimulate.icsi.edu in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
c	<p>Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management consultancy services to at least 02 Client Companies, each having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. A Copy of Certificate of Practice (having five years' experience of continuous practice) as Chartered Accountant / Cost Accountant)</p> <p>iii. Experience Certificate / Affirmation letter for 5 years of continuous experience (along with copy of annual report) issued by at least 02 Client Companies (preferably issued by their HR Departments) who have engaged the applicant to carry out their statutory/cost/Internal audit or for providing management consultancy services, each Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank.</p>

S.No.	Eligibility Criteria	Document Requirement
		<p>iv. ²[Bank Statement (for confirming the Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>v. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vi. In case of statutory auditor- Copy of audit report of the financial years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations.</p> <p>vii. Copy of Annual report/Balance sheet of the client companies for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
d	Five years' post qualification work experience of continuous practice as an Advocate in a High Court , represented one case before the high court or five Cases in the National Company Law Tribunal and having rendered services as Counsel/Advisor to at least 02 Client Companies, each having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. Document for enrolment as an Advocate and in support of his continuous practice of Five Years as an Advocate in a High Court / Certificate issued by Bar Council of India.</p> <p>iii. Experience Certificates / Affirmation Letters (for 5 years) issued by at least 02 Client Companies (preferably issued by their HR Departments) for having rendered services as Counsel/Advisor to them, each having paid-up share capital</p>

² Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank</p> <p>iv. Proof that the applicant has represented One case before the High Court or Five Cases in the National Company Law Tribunal</p> <p>v. ³[Bank Statement (for confirming the Professional/ Consultancy Fees) for the starting and ending month of each work experience.</p> <p>vi. Income Tax Return/ Form 16 A for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the client company for any one financial year between the service periods served in the Company. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
e	<p>Four years' post qualification (Management, MBA or any other equivalent qualification –</p> <p>i. The word “Management” may be considered as – Any Master degree/ Post graduate degree/PG Diploma in Management from recognized universities/colleges/institutions in</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Copy of certificate Management, MBA or any other equivalent qualification/ CA membership certificate/ Cost Accountant Membership/ any Post Graduation</p>

³ Introduced Pursuant to decision taken in the 309th Council Meeting held on 05-06 May, 2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>any mode or method.</p> <p>ii. For any other equivalent qualifications, Post-Graduation degree/diploma in Management, law, commerce and economics in any mode or method may be considered.</p> <p>iii. The minimum qualification shall be Graduation with any other professional degree/certificate/diploma.</p> <p>iv. The minimum qualification shall be Post Graduation for considering five year post qualification experiences as a regular faculty/Teacher in any university or college affiliated to any university.</p> <p>experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience</p>	<p>qualification/ Graduation with any other professional degree/certificate/ diploma or Post-Graduation degree/diploma in Management, law, commerce and economics</p> <p>iii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iv. ⁴[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>v. Departmental Chart / HR Certificate for each company wherein the applicant worked.</p> <p>vi. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>vii. Copy of Annual report/Balance sheet of the Organization for any one financial year between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well</p> <p>(Documents should be uploaded in Original in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>

⁴ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
f	Five year's of experience as an Executive/ Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.	<p>i. Fee Rs. 20,000/- towards application fees submitted online through https://stimulate.icsi.edu</p> <p>ii. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iii. ⁵[Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>iv. Departmental Chart / HR Certificate for each company wherein the applicant worked.</p> <p>v. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>vi. Copy of Annual report/Balance sheet of the Organization for any two financial years between the service periods served in the Organization. Balance sheet can be downloaded from MCA website as well.</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</p>
g	Five year post qualification experience as	i.Fee Rs. 20,000/- towards application fees

⁵ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May,2024.

S.No.	Eligibility Criteria	Document Requirement
	<p>a regular faculty/Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance or any other criteria as recommended by the Council.</p>	<p>submitted online through https://stimulate.icsi.edu</p> <p>ii. Copy of any proof that university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University</p> <p>iii. Copy of any Post Graduation qualification</p> <p>iv. Experience certificate (preferably issued by the HR Department) having designation, duration of service, pay scale, detail of work profile to assess the experience (Mentioning that taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance). The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>v.⁶ [Salary Slip / Bank Statement (for confirming the salary) for the starting and ending month of each work experience.</p> <p>vi. Departmental Chart / HR Certificate for each Organisation/ Institute/ University/ College wherein the applicant worked.</p> <p>vii. Income Tax Return / Form 16 for each financial year of work period.]</p> <p>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5MB)</p>

⁶ Inserted Pursuant to decision taken in the 309th Council Meeting held on 05-06 May, 2024.

S.No.	Eligibility Criteria	Document Requirement
j	If an applicant falls in two or more than two of the above clauses (clause (a) to clause (h) and produce evidence (as defined under those clauses) and have an experience of not less than six years in totality, he/she may apply for exemption	i. Applicant need to provide documents as specified for various clauses [clause (a) to clause (h)].