

5 LONG TERM PRACTICAL TRAINING

5.1 Eligibility of Trainees for undergoing Practical Training

Executive pass student shall be eligible to undergo Practical training under a PCS/Company/other entities as provided in Regulation 46 BB (a) subsequent to completion of one month EDP (i.e. 15 days e-EDP and 15 days classroom mode EDP) which is a pre-requisite to commence long term practical training of 21 months.

However, the students belonging to earlier/modified training structure shall also be required to take a switchover to new training structure and complete the remaining trainings as prescribed by the Institute.

5.2 Duration of Training

The duration of long-term practical training shall be 21 months.

5.3 Documents required for Training Registration

- a. The trainee and the Company Secretary in Practice shall enter into a Contract for Long Term Training. The contract shall be executed on a non-judicial stamp paper of minimum denomination of Rs.20/- or by way of franking or by way of e-Stamping in the specified form in duplicate and signed by both the parties viz., the trainee and the Company Secretary in Practice. Duplicate thereof shall be given to the trainee. In case of training in a company/other entities, the trainee has to obtain a "Letter of Training" from the trainer preferably in the format placed as **Annexure 5.1**.
- b. The contract shall be submitted to the Institute in the specified form containing Part A and Part B which is placed as **Annexure 5.2**. (The date of commencement of training which shall be taken on record would be the actual date of commencement of training as mentioned in the agreement or date of purchase of stamp paper or date of execution of contract whichever is later).
- c. A true copy of examination certificate or mark sheet of the student for having passed the Executive Programme examination and one month EDP completion certificate (including 15 days classroom and 15 days e-EDP training) shall be attached along with the application for registration.

5.4 Time-Limit applicable to Trainees for Registration of Training with the Institute

- a) Trainees are required to get their training registered in records of the Institute preferably after obtaining the letter of training/contract but before commencement of their training. If they have not done so, they have an option to get it registered within 30 days from the date of

commencement of their training.

- b) Any delay in training registration with the Institute, which is more than 30 days will not be considered as a valid training and shall not be taken in the records of the Institute.
- c) 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 in case it comes to notice of the Institute by any means that the supporting documents submitted to the Institute are not genuine or not up to satisfaction of the Institute or in case of contravention of the prescribed guidelines in any manner
- d) If during the training period, the trainee is taking a break from training due to some personal exigencies with the prior consent of the trainer and then joins back after a gap of some period with the same trainer to complete the balance remaining period of training, the same shall be allowed, subject to mutual consensus between the Trainer and Trainee. But while issuing the training completion certificate, trainer will have to mention the same in training completion certificate specifically that from “x” date to “y” date trainee was allowed a break.

5.5 Transfer Formalities

- a. The first two months of the training shall be treated as Probation period. A trainee is free to take transfer during the probation period by serving a 14 days' notice. The training undergone by the student during probation shall be taken in the records of the Institute and shall also be counted in the total period of long term training.
- b. For the remaining period after the probation, no transfer shall be allowed. However, in exceptional cases as specified here under in para 5.6 below, transfer may be allowed during this period.
- c. If any student takes transfer during the period of probation, then he/she is required to obtain NOC from his/her previous employer and only after serving the notice period of 14 days and submitting the NOC he/she may claim transfer.
- d. If any student discontinues his/her training within few days of joining and restarts his/her training after a prolonged gap, then the period of training undergone by the student earlier shall be treated as a part of two months of probation period.
- e. If any student takes transfer during the remaining period of training then along with the NOC he/she has to submit a self-declaration as per **Annexure 5.3** mentioning the reason of taking transfer. The dealing official on the basis of NOC and self-declaration submitted by the student shall issue sponsorship for remaining period of training.
- f. In case any student seeks transfer under the option of “Alternate/Special Arrangement of Trainees” then he/she is required to submit the request for alternate/special (as per the Institutes

prescribed format) from the present trainer. Student shall submit the request letter to the Institute and seek sponsorship letter for undergoing training for the period not exceeding six months.

- g. The word “eligible” mentioned under clause 10 given below i.e., Alternate/Special Arrangement of Trainees, shall be read as “registered”. Meaning thereby, that the trainer falling under the option of Alternate/Special Arrangement shall be mandatorily registered with the Institute for the purpose of imparting training. In case it is found that the trainer is not registered with the Institute then such period of training shall not be treated as valid and the same shall not be taken in the Institutes records.

5.6 Exceptional cases for Transfer

In order to avail transfer under the below exceptional cases, a trainee has to submit the documentary evidence to the satisfaction of the Trainer and Institute.

1. On grounds of continuous critical ailment and on production of medical certificate & reports thereof by a qualified Medical Practitioner.
2. Transfer of spouse or any one of the Parents of the Trainee to another city
3. Misconduct involving moral turpitude.
4. Death/disability of trainer.
5. ¹[Cancellation/ Ceasing/Debarment/Removal/Surrender of COP by the member]
6. A Company is not operational or the name of the Company is removed from the register of Companies by ROC or the Company is dissolved.
7. On the ground of marriage provided that there are substantial proof to showcase the relocation of student to another city involving distance of 50 kms or more from the current professional address of the Trainer.
8. Irregular/non-payment of stipends continuously for 3 months.
9. Shifting of trainer to another city involving distance more than 50 kms from current address of trainee.
10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the latter for training for a period not exceeding six months to a

¹ A trainer is expected to intimate Cancellation/ Ceasing/surrender of COP or Removal of his/her name from the members register of the Institute to the trainee immediately. Any failure may be considered as a Professional misconduct by the trainer under Company Secretaries Act

member/organization/other entities eligible to engage and train a trainee as per the Institute's guidelines. Students have to submit the request for alternate/special arrangement as per the Institutes prescribed format (**Annexure 5.4**)

11. Voluntary/Mutual NoC: Upon mutual consent by Trainer and Trainee

- a) To avail any transfer, a trainee has to serve a Notice period of 60 days for smooth handover & takeover (14 days in case of probation). However, the notice period can be reduced with mutual consent of the trainer and trainee in writing. During the above said notice period of 60 days, no leave shall be granted except casual leaves.
- b) If a trainee fails to serve the notice period as specified in the above clauses (5.4 (a) and 5.5 (a)), such period of training shall not be considered by the Institute, except in the cases it is done with the consent of the Trainer and the Trainer has issued an NOC in this regard.
- c) A trainee may intimate the trainer about his transfer of training by writing letter (duly acknowledged by the trainer or by his official representative) or through an email from his registered email id with Institute to the registered email id of the trainer. To avail transfer (including exceptional cases) a trainee has to submit NOC from the trainer.
- d) A trainee is not required to submit any original educational certificates/documents to the Trainer.
- e) The trainees are entitled to a stipend during the probation period also.

5.7 Eligibility of Trainers (Company Secretary in Practice/Company/other entities) for imparting Practical Training

- a) Company Secretary in Practice (PCS)- A Company Secretary holding a Certificate of Practice (COP) and having at least one year of experience either in employment (as a CS) or in practice.
- b) Corporate Trainer – NIFTY 50 companies, Top 500 listed companies, Other listed companies, Unlisted companies/SME listed companies having a company secretary in whole time employment and minimum paid up capital of Rs 50 Lakhs and above or net worth of Rs.5 Crores. Any other company having a paid up capital in accordance with the provision made in Rule 8 (A) i.e., Rs 10 Crore and as amended made by MCA from time to time.
- c) Corporate Trainer (Outside India) - A body corporate (foreign or Indian) having an established place of business outside India with a paid up capital of Rs.50 Lakhs or net worth of 5 Crores or more and employing a Company Secretary / Chartered Secretary / Governance Professional or any other equivalent designation shall be eligible for appointing a trainee (CS students pursuing CS course and residing in that country where business is established) in the areas relevant to the profession of Company Secretary.
- d) Limited Liability Partnership (LLP)

1) Limited Liability Partnership (LLP)- Registered with ICSI as PCS Firm - An LLP where all its partners shall be the members of the ICSI

2) Limited Liability Partnership (LLP) - An LLP having not less than half of its partners as members of ICSI and having net worth or capital contribution or turnover of not less than Rs 5 Crores and the same LLP shall not be registered with other professional bodies like ICAI, ICMA or any bar Council.

e) Gujarat International Finance Tec-City (GIFT City)- LLP- Any LLP having its office (including Branchoffice/Registered office/ Headquarters/KPO/BPO) in GIFT City or any other centres to be notified by Central /State Governments where exclusive zones are created for setting up international operationsand having at least one partner as Member of the ICSI and having net worth/capital contribution/ turnover of not less than Rs 50 lakhs.

f) Other Entities: Ministry of Corporate Affairs (MCA) & its offices (i.e., Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc., SEBI, NSE, BSE, IRDA, RBI, ICSI & it's offices

g) any other body corporate or institution or organization or entities fulfilling the criteria as may be determined by the Council

5.8 Documents required for Registration as a Trainer

S. No.	Types of Entities	Documents required to submit						
1	Practicing Company Secretary (PCS)	<p>A duly signed & stamped Application form (Annexure-5.5) for registration for imparting training.</p> <p>Scanned copy of Certificate of Practice</p> <p>Copy of Experience certificate of employment (as CS) post membership</p> <p>(Scanned copies to be uploaded on Stimulate portal along with self- declaration (Annexure-5.6) as mentioned above).</p>						
2	Company:							
A	<table><tr><td>1</td><td>NIFTY 50 companies</td></tr><tr><td>2</td><td>Top 500 listed companies</td></tr><tr><td>3</td><td>Other listed companies</td></tr></table>	1	NIFTY 50 companies	2	Top 500 listed companies	3	Other listed companies	<p>Duly signed request letter.</p> <p>Name of the company Secretary inwhole time basis.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentionedabove.(Scanned copies</p>
1	NIFTY 50 companies							
2	Top 500 listed companies							
3	Other listed companies							

S. No.	Types of Entities		Documents required to submit
	4	Unlisted companies/SME listed	to be uploaded on Stimulate portal)
B	Other Entities		A duly signed request letter from the respective offices on its letter head (Scanned copy to be uploaded at online portal)
C	Corporate Trainers outside India		<p>Duly signed request letter.</p> <p>A certified true copy of latest balance sheet of the company.</p> <p>Self-declaration as mentioned above. (Scanned copies to be uploaded on the Stimulate portal)</p>
3	LLP		
A	Limited Liability Partnership (LLP) - Registered with ICSI as PCS Firm		<p>A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners.</p> <p>Further an undertaking by all the partners stating that they are not registered with the Institute in individual capacity as a trainer for imparting Long Term Training.</p>
B	Limited Liability Partnership (LLP)		<p>A request letter from the LLP on its letter head duly signed & stamped confirming the number of partners.</p> <p>Certified Financial statement of LLP confirming the net worth/capital contribution / turnover of not less than 05 crores (Scanned copy to be uploaded at online portal) along with self-declaration as mentioned above.</p> <p>An Undertaking from the LLP on its letter head that the LLP has not been registered with other professional bodies like ICAI, ICMA or any bar Council</p>
C	GIFT CITY- LLP (Gujarat International Finance Tec-City)		<p>A request letter from the LLP on its letter head duly signed & stamped confirming the details of partner (i.e., Member of the Institute)</p> <p>Certified Financial Statements of LLP confirming the net worth/capital contribution / turnover of not less than Rupees 50 lakhs</p> <p>Documentary proof confirming that the said LLP is registered under GIFT City.</p>

5.9 Working Hours

Working hours of training may be fixed by mutual consent of trainee & trainer generally between 8:00 am to 8:00 pm subject to a minimum of 8 hours per day & working hours should not be prior to 8:00 am or after 8:00 pm. However, trainee & trainer are free to fix their working hours with mutual consensus, subject to applicability of prevailing laws of the respective States/Union Territories.

5.10 Stipend

Every Company Secretary in Practice or Company engaging the trainee shall be required to pay monthly stipend of Rs.5,000/- (minimum) to the trainee or as determined by the Council from time-to-time. The Stipend is also required to be paid for the probation period.

Further, all trainers are bound to pay stipend through banking channels only and the Institute is free to ask for the proof of the same from either of the parties during or after the completion of the training. The trainer is free to maintain a stipend register for all trainees.

5.11 Leave

The Leaves applicable for study and examination are to be granted for the purpose of CS examinations only (all stages) and not for any other course. The leaves of 52 days (including 31 days examination leaves) shall be applicable to Executive Programme Pass students for preparation of Professional Programme examination only. However effective from 1st June, 2022, any student who starts his training after passing of the Professional Programme, shall be eligible for 21 days casual leaves only.

The following is further to be noted:

- a) If any student takes leaves more than his/her entitlement, in such case his/her training will get extended for proportionate days of excess leaves.
- b) If any student is doing some part of training in one organization and balance part of training in another organization, then in such a case, maximum leaves which can be availed by the student, shall be calculated on pro-rata basis.
- c) Weekly Off during the training period will be decided as per policy of organization / trainer where the student is undergoing the training. ICSI shall not intervene in any such decision of the employer.
- d) Working days 5 or 6 in a week shall be as per the policy of the organization / trainer, where student is undergoing training.
- e) One Casual leave per month that is credited to student shall be treated as a paid leave. Any leave in addition to this shall be governed by the policy of the Organization/Trainer.

- f) During the notice period, if the trainee avails any leaves other than the casual leaves as permitted under these guidelines, then the notice period will get extended by the period of such leaves availed or as may be mutually decided between the Trainer and Trainee.

5.12 Quarterly Report

The trainer through the Online Mode shall submit quarterly report to the Institute regarding the progress of the Trainee. It is the responsibility of the Trainer to submit the quarterly report within 30 days of ending of the quarter. However, the trainee will pursue the matter with the trainer to get it completed in time.

If any student has changed his trainer before closing of particular quarter mid-way, in such case, there will be two quarterly reports for that particular quarter. One quarterly report is to be signed by the earlier trainer for the partial period for which student was working under him and another quarterly report from next trainer under whom the trainee has completed the balance period of that particular quarter.

5.13 Project Report

A student shall prepare a Project Report on the basis of his practical training under the guidance of his/her trainer and submit the Report to the Institute. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time.

A viva voce shall be conducted on the Project Report at the time of Corporate Leadership Development Programme (CLDP). Grades will be awarded on the Project Report and viva voce at the time of CLDP. A format of Project Report is placed as **Annexure 5.7**.

5.14 Areas of Long Term Practical Training

The core areas of long term practical training shall include but not limited to the indicative list of training areas as mentioned below:

- Legal
- Management
- Corporate Laws (including Insolvency)
- Securities Law
- Tax Laws (Direct & Indirect)
- Governance/ESG/CSR
- Financial Management
- Economic & Business Laws
- Labour Laws
- Audit
- Corporate Funding
- Arbitration & Mediation
- Artificial Intelligence (AI)

- Cyber Security
- Appearance and proceedings before the regulators eg. MCA / NCLT / ED / RBI.

5.15 Trainer's Entitlement for number of Trainees

- a) **Company Secretary in Practice:** A trainer would be eligible to impart training from the date of his/her registration with the Institute for imparting training.

Sl. No	Years of Experience	Entitlement of No. of Trainees
1	Less than 1	Nil
2	1-2	1
3	3-5	3
4	6-10	5
5	11-15	8
6	16-20	10
7	Above 20 Years of Experience (Maximum Limit)	12
8.	If the Company Secretary in Practice surrenders his/her COP and starts his/her practice after a gap, he/she shall be entitled to have the same number of trainees as he/she was entitled when he/she surrendered his/her COP.	

- b) **Companies/Other Entities**

Sl. No	Types of Entities	Max No. of Trainees
1	Top NIFTY 50 companies	15
2	Top 500 companies	10
3	Other listed companies	5
4	Unlisted companies/SME listed	2
5	Other Entities-Ministry of Corporate Affairs (MCA) & its offices (i.e., Registrar of Companies (ROC), Regional Director (RD) & office of Official Liquidators (OL) etc., SEBI, NSE, BSE, IRDA, RBI, ICSI & It's Offices [all offices combined]	40
6	Corporate Trainers outside India	10

c) LLPs:

Sl. No	Type of LLPs	Max No. of Trainees
1	Limited Liability Partnership (LLP)- Registered with ICSI as PCS Firm: An LLP where all its partners shall be the members of the ICSI	2 Trainees OR as per entitlement in individual capacity. Both provisions cannot be availed simultaneously.
2	Limited Liability Partnership (LLP)- An LLP having not less than half of its partners as members of ICSI and having net worth or capital contribution or turnover of not less than Rs 5 Crores and the same LLP shall not be registered with other professional bodies like ICAI, ICMA or any bar Council.	Maximum 2 Trainees
3	Gujarat International Finance Tec-City (GIFT City)- LLP-	Upto 5 Trainees

The above eligibility criteria shall be effective 01st April 2025.

5.16 Infrastructure Requirements

The Company Secretary in Practice will be required to maintain an independent office for practice and have adequate infrastructure.

The company and other such entities need to have adequate infrastructure for imparting training.

The trainer (Company Secretary in Practice/Company/other entities) is required to maintain an attendance register for the trainees showing the time of their arrival and departure.

5.17 Other Requirements

- After completion of the training, the trainers shall issue a completion certificate (duly signed and stamped) indicating the duration of training and number of leaves availed by the trainee.
- Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanisms prescribed in these guidelines.
- In case a Company Secretary in Practice is engaged in some other business/occupation in addition to the Company Secretaryship, other than the areas in which PCS is entitled to function or practice, only with the prior permission of the Institute, he may be permitted to engage a trainee. He should forward the following additional information to the Institute to determine his eligibility to train the trainees before he engages them.

- I. Period of his being engaged in that other occupation:
- II. His working hours in that occupation;
- III. Total number of daily and weekly working hours in that occupation;
- IV. Working hours of his practice as Company Secretary.
- V. No Company Secretary in Practice shall engage any trainee(s) of any other Institute or any other organisation simultaneously with the engaging of the trainee for Company Secretaryship training except with the prior permission of the Institute.

5.18 Re-Registration

Since the Institute has a re- registration policy for students who are not able to seek Registration De-novo after passing the Intermediate/Executive programme stage under the various Syllabi introduced by the Institute and discontinued while pursuing the CS Course due to various reasons.

For students seeking re-registration the given below training structure shall be applicable upon approval of their re-registration in following manner:

1. If any student has already completed the requirement of long-term training or has partially completed the training, such period of training may be considered and benefit of the same may be given and the students be allowed to complete the requirement of remaining training under new training structure.
2. In case any student has completed the requirement of short-term training i.e., 08 days EDP and 24 hours PDP, No exemption shall be given to the student and he/she shall be required to complete the requirement of short term training as applicable to him/her under new training structure under the re- registration policy.
3. If any student has already completed (or exempted therefrom) his/her all training requirement (short term training as well as long term training) applicable to him under his old registration status in that case his full training requirement shall be treated complete on record and he /she will not be required to complete any more training after seeking re-registration.

5.19 Complaint against the Trainer/Trainee or vice-versa

- a) Where a trainee makes a complaint against his trainer (Company/PCS) or vice versa on a matter concerning his training, the Institute may cause an investigation and take such action as it may consider expedient under the Student Disciplinary Committee.
- b) The Secretary of the Institute may, pending an investigation in the above matter, either cancel or terminate the training and allow the trainee to be accepted as new trainee by another Company or Company Secretary in Practice.

- c) A trainee may enter into fresh contract or obtain an appointment letter (as the case may be) for the remaining term of his training with new trainer (Company/PCS entitled to engage the trainee registered for imparting training) provided the trainee satisfies any of the conditions as mentioned below:
- i. When the trainee is not able to complete the training;
 - ii. The Trainer ceases to be in practice;
 - iii. The registration of trainee has been cancelled;
 - iv. The trainer had demised.

However, it will be subject to the approval of the Institute of his being engaged as a new trainee with another trainer/employer entitled to train.

5.20 Permission for pursuing additional course of study

- a) The trainee may be granted permission for pursuing the additional course of study, considered useful for the Company Secretaryship Course during the entire period of training whether it involves attending any classes or not.
- b) The following courses have been identified as useful for the Company Secretaryship course.
- I. Courses conducted by the Institute of Costs Accountants of India.
 - II. Courses conducted by the Institute of Chartered Accountants of India.
 - III. Courses leading to acquisition of a degree in law, management or commerce
 - IV. Any other recognized course in law, management or commerce discipline as may be approved by the Institute from time-to-time.
- c) The Institute may grant permission and will not have any objection for trainees to pursue any of the courses referred to above provided the employer Company Secretary in Practice does not have any objection has given concurrence and forwarded the application of the trainee to the Institute.
- d) The course is to be pursued on distance or part time basis after normal working hours of training. However, no other practical training is allowed simultaneously with the CS practical training.

5.21 Trainee not to engage in any Trade, Business or Occupation of the trainer

The trainee shall not engage himself in any business or occupation of the trainer. He may be allowed to be merely a sleeping partner and there should be a recital in the partnership deed that the trainee is a sleeping partner and this will constitute a prima facie evidence unless there is any evidence to the contrary.

5.22 Completion of Training

- a) Training completion certificate is to be issued as per the format prescribed by the Institute.

b) The Completion/NOC shall fulfil the following criteria:

- I. Training completion certificate is to be preferably issued on the letter head of the organization/ trainer and should be duly signed and stamped by the authorised signatory/Trainer/PCS with date of issue of certificate in the prescribed format of Training completion/NOC which is placed as **Annexure 5.8**. The extension, if any should also be clearly mentioned in the completion certificate.
- II. Name of the student, ICSI student registration number, date of commencement of training, date of closing of training and total number of leaves taken during the training period are to be clearly mentioned in the training completion certificate
- III. Name/ Designation/ ACS or FCS no. or COP no. of PCS should be clearly mentioned on the certificate.
- IV. Preferably it should be accompanied by the screenshots of all the quarterly reports submitted by the trainer.
- V. In case of death of a trainer, a death certificate accompanied by an affidavit stating the period of training undergone along with the number of leaves taken along with a certificate duly attested and signed by the legal representative of the deceased trainer stating the period of training undergone and leaves taken has to be submitted in place of completion.
- VI. In case of merger/amalgamation/takeover of already registered company with another company, the training shall be considered valid.

ANNEXURES

ANNEXURE 5.1

LETTER OF TRAINING (To be issued on the letter head of Company)

Name of the Trainee : Date of Joining:

Registration No. : Duration of Training:

I _____ bearing CS Membership No. (ACS/FCS No, if applicable) (herein referred to as Trainer) and Company Secretary/authorized Signatory of _____(Company /Entity Name) pleased to offer a letter of training to _____ (Name of the student) bearing____(Registration No.) (herein referred to as trainee) for a period of 21 months/balance training starting from _____(date of joining). The student has previously undergone training (if applicable) under _____ to_(leaves taken (optional)).

The Institute is requested to register the training of the student and issue Sponsorship Letter for undergoing practical training of 21 months/balance training. The trainee would be paid a stipend of Rs. _____/-through Online/Bank transfer.

Both of us do hereby undertake that we have read and understood the training guidelines as prescribed by the Institute. The first two months shall be treated as probation period within which transfer is permitted by serving 14 days notice period. For the remaining training period after the probation period, no transfer shall be allowed except for exceptional cases, as prescribed in the guidelines. In case he / she (Trainee) taking transfer after probation period as exceptional case then he / she has to serve a notice period of 60 days for smooth handling over / taking over as prescribed in the guidelines or as mutually agreed between Trainer and Trainee.

Further, both of us will abide by the moral & professional rules as laid down by the Institute from time to time.

Place :

Date :

Signature (Trainer) & Stamp

Signature (Trainee)

Name

Name

Designation

Registration No.

Membership No.

Date of joining

Office Address:

Duration:

(where training is to be imparted)

TRAINING CONTRACT

(For Long Term Training under PCS)

THIS CONTRACT is made and executed at _____ (day) on _____ (month) of _____, (year).

BETWEEN

CS _____ having Membership No. _____ and Certificate of Practice No. (CoP No.) _____ [Company Secretary in Practice)/ Partner in M/s. _____ [Name of the PCS firm] office at _____ (hereinafter referred to as the **“TRAINER”**) of the **“FIRST PART”**.

AND

Mr./Ms. _____ (**Name of the Student**) bearing Student Reg. No. _____ Son/ Daughter of _____
(Name of _____ Parent/Guardian R/o _____
as the **“TRAINEE”**), of the **“SECOND PART”**.

The **“TRAINER”** and the **“TRAINEE”** are hereinafter, collectively referred to as the **“PARTIES”** and individually as a **“PARTY”**.

WHEREAS, Trainee is a student of the Institute of Company Secretaries of India (ICSI) and subsequent to completion of Executive Development Programme (EDP), wish to take long term practical training on whole time basis under a Practicing Company Secretary. Particulars of the Trainee is enclosed herewith as **Part A**.

AND WHEREAS, the Trainer is duly registered with the Institute of Company Secretaries of India (ICSI) for the purpose of imparting training to CS Trainees, and intends to engage trainee(s) for official assignments and to provide them with practical exposure to various facets of the Company Secretarial work. Particulars of the Trainer/Company Secretary in Practice is enclosed herewith as **Part B**.

NOW THEREFORE, the Trainer and the Trainee, after going through the relevant provisions of the “ICSI Student Training Guidelines-2024” have agreed to enter into this Contract, of which, understanding and consent are hereby acknowledged in terms of the mutual covenants, mentioned herein below:

I. DURATION OF TRAINING:

The training shall commence on _____ and continue for a period of _____ months, subject to the satisfactory performance and adherence to the agreed terms & conditions stipulated herein.

II. NATURE OF TRAINING:

The training shall comprise structured, supervised, and practical exposure across various areas of the prescribed curriculum of the Company Secretaryship Course, including but not limited to:

- Corporate and Allied Laws (including Insolvency)
- Securities Laws
- Tax Laws (Direct and Indirect)
- Corporate Governance / ESG / CSR
- Financial Management
- Economic and Business law
- Audit and Corporate Funding
- Labour Laws and Industrial Relations
- Legal Drafting, Arbitration & Mediation
- Corporate Funding and Due Diligence
- Appearance and representation before regulatory authorities such as MCA, NCLT, RBI, SEBI, ED, etc.
- Arbitration & Mediation Proceedings
- Emerging areas including Artificial Intelligence (AI) and Cybersecurity

III. OBLIGATIONS OF THE TRAINER:

- (a) To provide a structured and conducive environment for learning to enable trainee to acquire the acumen and practical learning of the Company Secretaryship.
- (b) To impart knowledge and supervise the work of the trainee.
- (c) To offer fair and timely feedback on the trainee's performance, incase required by the Institute.
- (d) To ensure that the trainee is engaged in diverse assignments relevant to professional development.
- (e) To utilize the Trainee's services strictly for professional assignments.
- (f) That the services of trainee shall be used only for the professional work.
- (g) In case of any mis-happening/death of the trainer during the said terms, his legal representative shall grant a Certificate of Training Completion to the trainee in the appropriate form, for the undergone period of training.
- (h) In case the trainer ceases to be in practice as a Company Secretary or in any way become incapable of continuing in the intended profession/practice during the said term, the trainer will make the necessary arrangements, as far as practicable, for the completion of the remaining

duration of training with some other member, eligible to impart training to the trainee and issue the certificate thereof, in the appropriate form for the period of training undergone with him.

- (i) The trainer, within 30 days from the date of completion of every quarter of training, shall submit online quarterly reports to the Institute, mentioning the progress/learning of the trainee.
- (j) Subsequent to successful completion of training, to issue, duly signed and stamped Training Completion Certificate (in the prescribed format), specifically indicating total duration of training and leave availed by the trainee.
- (k) No Trainer shall engage trainee(s) of any other Institute/organization, for the term, coinciding/ overlapping with the training of the CS trainee, except with the prior permission of the Institute.

IV. OBLIGATIONS OF THE TRAINEE:

- (a) To maintain discipline, confidentiality and professional ethics.
- (b) To abide by the working hours, office policies and instructions of the Trainer
- (c) To complete assignments diligently and seek clarifications, as and when needed.
- (d) To maintain regular attendance and notify the trainer in case of absence/ leave.
- (e) To obtain the quarterly report from the trainer as and when required.
- (f) To extend training in case of excess leaves availed during the training period.
- (g) To prepare and submit a Project Report to the Institute (in the prescribed format) on the training undertaken by the trainee.

V. STIPEND:

- (a) The Trainer shall endeavor to pay a stipend higher than the minimum amount prescribed by the Institute, however, under no circumstances shall the stipend paid be less than the minimum amount, so prescribed by the Institute from time to time. The stipend shall be disbursed on or before the 10th day of each succeeding calendar month and shall include payment of any period of authorized leave(s), if applicable.
- (b) Payment of stipends to the trainee shall be through Cheque/ online banking channels/ gateway, only.

VI. LEAVE POLICY:

- (a) The Trainee shall be entitled to _____ days of leave during the training period, as per Training Guidelines.
- (b) If the trainee avails any extra leave, the trainee shall be required to extend the period of training for such number of extra leaves.

VII. TRANSFERS:

In case required, either of the parties may seek/recommend transfer, subject to satisfaction of the criteria mentioned hereinbelow, as well as conditions, prescribed in the "Training Guidelines":

S. NO.	DURATION OF TRAINING	NOTICE PERIOD	REQUISITE DOCUMENTS
1.	The first two (2) Months (Probation period) of Training	Fourteen (14) days' notice	Subsequent to completion of the Notice Period, Trainee shall submit: (i) Self-declaration, requesting transfer in prescribed format. (ii) NOC from the existing trainer. (ii) Advance Notice of either Fourteen (14) days/ Sixty (60) days or as applicable.
2.	For the remaining period, after the probation	Sixty (60) Days' notice only in exceptional cases as per ICSI Training Guidelines OR Notice period as mutually agreed or can be reduced mutually in case of transfer by mutual consent of parties.	

VIII. DISPUTES:

In case of any dispute, the Parties shall amicably try to find resolution of the same, failing which matter may be referred to the Institute of Company Secretaries of India (ICSI) for its decision. The decision of the ICSI shall be final and binding on the Parties.

IN WITNESS WHEREOF, the Parties hereto have executed these presents on the day, month and year first hereinabove written

Signature
By the "TRAINER"

Signature
By the "TRAINEE"

Signature
Witness 1

Signature
Witness 2

Annexure I

STATEMENT OF PARTICULARS TO BE SUBMITTED (IN DUPLICATE) FOR REGISTRATION AS A TRAINEE FOR LONG TERM TRAINING

(PART-‘A’)

Particulars of the Trainee:

1. **Name** (in block letters) :
2. **Student Registration No.** : (Specify if re-registration done)
3. **Particulars regarding passing of the Intermediate/Executive Programme Examination of the Institute:**

Examination	Group/Module(s)	Roll No.	Month	Year
Executive Programme	First			
	Second			

4. Details of One month EDP

ICSI-HQ or Name of Region/ Chapter	Date (from _____ to _____)	Completion Certificate received (Yes/no)

5. Particulars of previous training, if any :

- i. Name & Address of the trainer / Company Secretary in Practice :
- ii. C.P. Registration Number:
- iii. Date of commencement of training:
- iv. Date of termination of training:
- v. Duration of leave taken, if any:
- vi. Reason for taking transfer (if any):

6. Date of commencement of training under the present Trainer/Company Secretary in Practice:

7. Date on which the Contract of Training has been executed:

- i. Date of Purchase of stamp paper:

8. Period for which the Contract of Training entered into:

9. Whether the Contract has been executed:

- i. In the printed form without any modifications:
- ii. In duplicate and one copy kept by either party:

10.

- i. Whether the trainee is engaged in any other business or occupation:
- ii. If so, whether permission of the Council has been obtained (Quote letter no. & date)
- iii. If permission is not sought, please give full details of engagement and the date since when so engaged.

11.

- i. Whether the trainee has taken up any other course of study, academic or
- ii. If so, whether permission of the Council has been obtained and the trainee is agreed to compensate the minimum working hours as prescribed by the Institute (Quote Letter No. & date):
- iii. If permission is not sought, give full particulars of the course, timing of the classes held, working hours of the trainer, etc

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Institute and the trainer within thirty (30) days, any change that may occur in the information furnished above during the period of my training for the purpose of Company Secretaries Regulations (amendments) 2020.

I undertake to abide by all the rules as may be in force from time-to-time during the period I am undergoing training.

Signature of the Trainee Date :

Place :

I declare that the particulars given above are true and correct to the best of my knowledge and belief.
Counter signed by the Trainer/

Date:

Place:

Annexure II

PARTICULARS OF THE TRAINER/ (COMPANY SECRETARY IN PRACTICE) (PART- 'B')

1. Name:
2. Membership No. ACS/FCS:
3. CP No.: Issue Date:
4. Name of the firm of which the member is proprietor/partner:
5. Whether the member is engaged in any other business or occupation at present, if so, please give details:
6. Name of other trainees, if any, who are also undergoing training presently with the member and their registration number:

S. No.	Name of trainee	Student registration number	W.E.F. Date

I declare that the particulars given in Part 'B' above are true and correct to the best of my knowledge and belief and I undertake to intimate the Institute if any change that may occur in the information furnished in Part 'B' during the period of training of the trainee.

I further declare that:

- i. I have fully satisfied myself that the trainee is eligible to receive training, as such, under the Company Secretaries Regulations 2020 and as amended from time to time.
- ii. The Contract of Long-Term Training has been executed in duplicate.
- iii. I have fully satisfied myself that the Contract has been executed correctly in all respects.
- iv. One copy of the Contract of Training has been retained by me and the other has been given to the trainee.
- v. I shall be paying a stipend of Rs. _____ per month to the trainee.

7. Address for communication for Trainer

Tel. No. (R) _____(O)_____

Mobile No. _____

Email Address: _____

Date : _____

Place :

Signature & Stamp of the Trainer

Self-declaration for the purpose of seeking transfer from one Trainer to another Trainer

Date:

To
The HoD
The Directorate of Training
The Institute of Company Secretaries of India ICSI House, C-36, Sector 62
Noida-201301.

Sir/Madam,

I, Mr./Ms. _____ (name in block letters) vide Student Registration Number _____ hereby applying for registration of balance training.

I do hereby solemnly declare as under:

- a) that my previous training was with _____ (name of organization/PCS) from _____ to _____.
- b) that I have fulfilled all the formalities as per the training regulations prescribed by the Institute.
- c) that I have taken transfer as an exceptional case(s) as specified in the training guidelines prescribed by the Institute.
- d) that I have taken transfer from M/s _____ (please mention the name of the previous trainer) on the ground _____ (please mention the reason for taking transfer which should be covered under the grounds as specified in the transfer guidelines of the Institute).

Thanking you

Yours faithfully

(Signature of the trainee)

Name of the trainee with registration number:

Mobile Number :

Email id :

CERTIFICATE OF ALTERNATE/SPECIAL ARRANGEMENT OF TRAINING/DEPUTATION OF TRAINING

I _____ of _____ (herein after referred as First Trainer) do hereby certify that Mr./ Ms. _____ is serving as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ month and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

By mutual consent and with effect from _____ Mr./ Ms. _____ (trainee) is deputed to undergo training with _____ (herein after referred as Second Trainer) bearing ACS/FCS no. _____ for a period of _____ months (not exceeding 6 months as per Institute's guidelines) from _____ to _____.

Place :

Date :

Signature & Stamp

Signature & Stamp

First trainer

Second trainer

Name

Name

ACS/FCS No.

ACS/FCS No

CP No

CP No

I _____ have agreed for deputation of my training under CS _____ (second trainer) with effect from _____ at my own free will and endorse the contents of this certificate :

Place :

Signature of Trainee

Date :

Regn. No. ____

APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES (PCS) SEEKING REGISTRATION TO IMPART TRAINING

To
The Director/HOD Training Directorate of Training
The Institute of Company Secretaries of India C-36, Sector 62
Noida-201301

Sir,
I request you to register me for Imparting Training to the trainees sponsored by the Institute, in accordance with the Company Secretaries Regulations & as per guidelines prescribed by the Institute. I hereby declare that, I am in whole-time practice as a Company Secretary and subsequently I give below my necessary particulars for your consideration:

Name (In Block Letters)

Membership Number

Certificate of Practice No. and Date of issue

Date, month and year from which in whole-time practice

Office Address (in Block Letters)

Appropriate office area (in measurement)

If office is shared, please indicate details there of

Telephone No. & E-mail id, if any

Address for correspondence (in Block Letters)

Broadly areas of Practice/Operations

i. No. of years in practice

ii. Working Hours

iii. Average annual gross income from practice

No. of employees, other than the partner, if any, and their position

No. of trainees to be engaged at a time

Amount of monthly stipend payable

Particulars of other business/occupation engaged in, if any

i. Nature of business/occupation

ii. Working Hours

If earlier was in employment (as a CS) & started practice thereafter

i. Years of experience (as a CS) in employment post membership

ii. Name of previous organization

I undertake to pay stipend as fixed by the Institute from time to time to the trainee engaged under me.
Yours faithfully,

Signature & Stamp

Date:

Place:

SELF DECLARATION

(To be submitted by the PCS/Company at the time of registration for imparting training)

I Mr./Ms. _____, Son/ Daughter/ Wife of Shri _____ Resident of _____) do hereby declare that the information given above and in the enclosed documents and true to the best of my knowledge and belief, and nothing has been concealed therein. I am well aware of the fact that, if the Information given by me is proved false/not true, I will be liable for action as per the regulations & guidelines of the Institute. Also, if any benefits availed by me shall be summarily withdrawn.

Signature & Stamp

Name of Member:

Date

ACS/FCS No

Place

COP Number & issue date

(not required in case of a company)

Format of the Project Report

Contents:

List of Tables

List of Figures

Nominal definitions

I. INTRODUCTION.

- A. Broad introduction to thesis topic and method. Page or two.
- B. Statement of the Problem and Justification of study
- C. Need for the research. Who will be benefited? Discuss applied and scientific contributions.
- D. Aims and Objective of the study
- E. Review of Literature

Chapter II: METHODOLOGY

Selection of Variables

Data sources

Sampling

Statistical Tools

Scope of the study

Chapter - III : Organization of the Study and description

Chapter - IV: Analysis and interpretation about the topics

Chapter V. FINDINGS.

- A. Brief overview.
- B. Results of application of method;
- C. Descriptive analysis.
- D. Validity/reliability analysis.

Chapter VI. CONCLUSION.

- A. Summary of entire thesis in a few pages.
- B. Conclusions.
- C. Implications. Speculate about broadest possible consequences, both theoretical and practical.
Labels speculation clearly.
- D. Limitations. Theory, method.
- E. Suggestions for future research.

- APPENDICES.
- Questionnaire
- BIBLIOGRAPHY.

Certificate of Training Completion
(To be issued on the letter head of Company/PCS)

I, _____ Company Secretary (or Practicing Company Secretary) of _____
_____ Do hereby certify that Mr./Ms. _____ Student Registration No. _____ has
completed the prescribed training as sponsored by the Institute of Company Secretaries of India, Vide
their letter No. _____ dated _____ under our organization for a Period of
_____ months _____ days from _____ to _____ and his/her Progress was Satisfactory.

I, further certify that during the above-mentioned period he/she was given leave for _____ days

Place

Date

Company Secretary (or Practicing Company Secretary):-

Signature & Stamp

Name

Designation

(Company Secretary/HR Head/Director)

ACS/FCS No

Certificate of Training of Discontinuance/Termination of Training
(To be issued on the letter head of Company/PCS)

I _____ of _____ do hereby certify that Mr./Ms. _____ served as a Company Secretaryship trainee under me in accordance with the Company Secretaries Regulations (as amended from time to time) for a period of _____ months and _____ days from _____ to _____ on whole time basis and his progress was satisfactory and that to the best of my knowledge, he bears a good moral character.

The training is terminated by mutual consent with effect from _____. I further certify that during the above-mentioned period the trainee was given leave for _____ days.

The training was registered with the Institute of Company Secretaries of India vide Registration No. _____ dated _____.

Place:

Date:

Signature & Stamp

Name

ACS/FCS No

CP No

I have agreed for termination of my training under CS _____ with effect from _____ at my own free will and endorse the contents of his certificate :

Place

Date

Signature of the Trainee

Regn. No _____