

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. ²[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

² 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

of trainee.

10. Alternate/Special Arrangement for trainees: A trainer, with the consent of the trainee, may depute the later for training for a period not exceeding six months to a member/ organization / other entity 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 Branch office/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 operations and 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>

S. No.	Types of Entities	Documents required to submit								
2	Company:									
A	<table border="1"> <tr> <td data-bbox="277 283 358 354">1</td> <td data-bbox="358 283 753 354">NIFTY 50 companies</td> </tr> <tr> <td data-bbox="277 354 358 426">2</td> <td data-bbox="358 354 753 426">Top 500 listed companies</td> </tr> <tr> <td data-bbox="277 426 358 497">3</td> <td data-bbox="358 426 753 497">Other listed companies</td> </tr> <tr> <td data-bbox="277 497 358 569">4</td> <td data-bbox="358 497 753 569">Unlisted companies/SME listed</td> </tr> </table>	1	NIFTY 50 companies	2	Top 500 listed companies	3	Other listed companies	4	Unlisted companies/SME listed	<p>Duly signed request letter.</p> <p>Name of the company Secretary in whole time basis.</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 Stimulate portal)</p>
1	NIFTY 50 companies									
2	Top 500 listed companies									
3	Other listed companies									
4	Unlisted companies/SME listed									
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>								

S. No.	Types of Entities	Documents required to submit
		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
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 through Stimulate Portal. The trainees shall be required to submit the project report in the format as prescribed by the Institute from time to time. 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 e.g. 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

- a) 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.
- b) Any dispute between the trainee and trainer shall be settled as per the Dispute Resolution mechanism as prescribed in these guidelines.
- c) 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 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 criterions:
 - 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.