



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

Time gap allowed to students for registering their training in records of the Institute

The Council of Institute has revised the guidelines for registering student's training in records of the Institute. Now students can submit their documents to Institute within 60 (sixty) days from the date of commencement of their training for registering their training in the records of the Institute. Earlier only 15 days' time was allowed for the same.

For the above, student is required to send scanned copy of the following documents to Institute by e-mail at training@icsi.edu :

- i) ST-10 Form (duly filled & signed by the student). ST-10 Form is available at Institute's website.
- ii) Appointment letter issued by the company (if student is undergoing training in a company or body corporate) or copy of agreement signed between trainee & trainer on non-judicial stamp paper duly notarized as per format prescribed by the Institute (if student is undergoing training under a Practising Company Secretary). Format of agreement is available at Institute's website.

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

Training / 17.09.15
