

Attention students !!

ONLY SOFT COPY OF DOCUMENTS ARE TO BE ACCEPTED BY TRAINING SECTION OF ICSI

Students are required to submit various documents at Training Section of the Institute of Company Secretaries of India (ICSI) at various stages of their training (viz. applications for issuing of sponsorship letter for undergoing various types of training, Quarterly Reports, Project Reports, NOC, Training Completion Certificate etc). Further, companies and PCS are also sending their application for registration for imparting training to CS students along with all enclosures, copy of annual report etc.

In view of the above, all students are hereby informed that w.e.f. 1st January 2015, only soft copy (i.e. scanned copy of original documents) shall be accepted at Training section of the ICSI. It may be sent at training@icsi.edu mentioning necessary details of the case for reference in the text of the e-mail.

All the soft copies submitted by the students or by the trainer should be duly signed, certified as true copy. The affidavits and other documents in original be supplied by the students/ trainers as deemed necessary by the Training head or the Chief Executive/ Secretary of the Institute.

All concerned students / stakeholders are advised to take a note of it.

Training /21.01.2015

**For any further clarification, please send e-mail at training@icsi.edu
or call to institute's helpline no. 011-33132333
(Monday - Friday: from 7 AM to 11 PM & Saturday: 9:00 AM to 9:00 PM)**