

Process of submitting online request for registering Practising Company Secretaries (PCS)for imparting training to CS Students

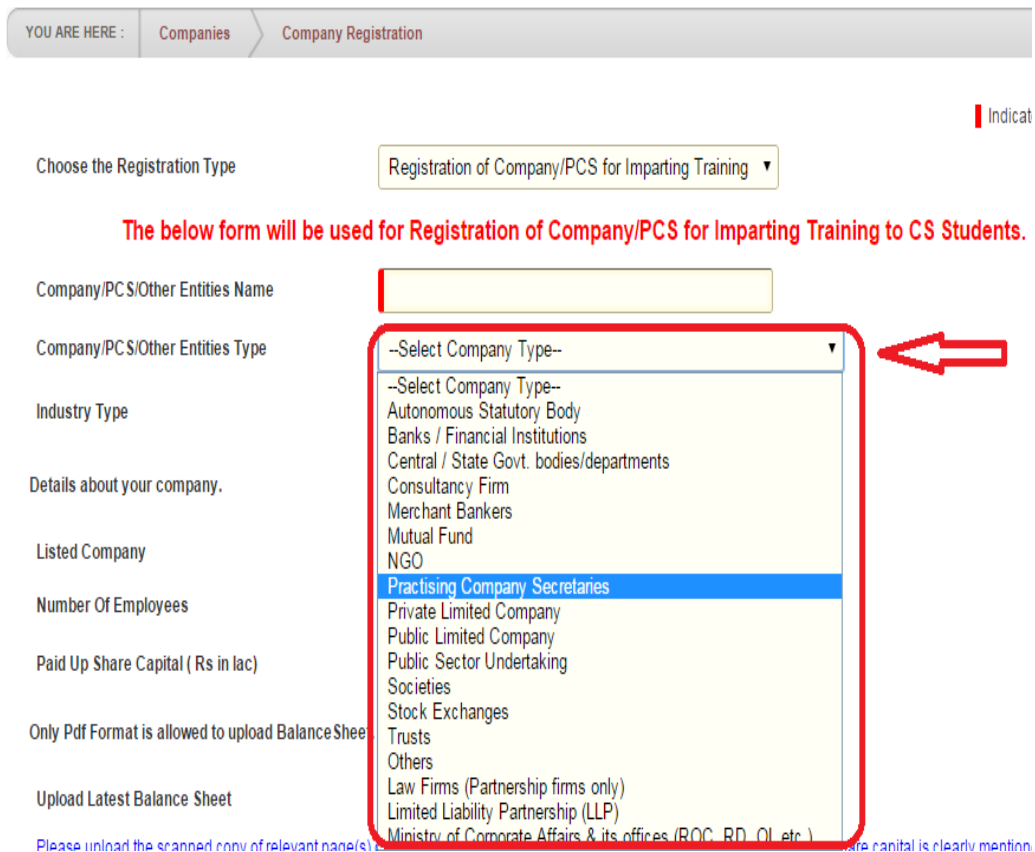
Companies / PCS can now register themselves through Online Services of ICSI by following below steps:

1. Choose the Registration Type : **Registration of Company/PCS for Imparting Training**



The screenshot shows the ICSI website interface. The browser address bar displays 'https://www.icsi.in/student/Companies/CompanyRegistration.aspx'. The page header includes the ICSI logo and the text 'THE INSTITUTE OF Company Secretaries of India IN PURSUIT OF PROFESSIONAL EXCELLENCE Statutory body under an Act of Parliament'. A navigation menu contains 'Home', 'icsi.edu', 'Students', 'Members', 'Companies', and 'My Cart'. Below the menu, a breadcrumb trail reads 'YOU ARE HERE : Companies > Company Registration'. The main content area features a label 'Choose the Registration Type' followed by a dropdown menu. The dropdown menu is open, showing options: '--Select Registration Type--', '--Select Registration Type-- For Placement Registration', and 'Registration of Company/PCS for Imparting Training'. A red arrow points to the selected option. A red vertical bar on the right indicates a required field.

2. Enter the Company/PCS/Other Entities Name and choose the respective Type from the dropdown. In case of **PCS** the user need to choose **"Practising Company Secretaries"** from the dropdown:



The screenshot shows the ICSI website interface. The breadcrumb trail reads 'YOU ARE HERE : Companies > Company Registration'. The main content area features a label 'Choose the Registration Type' followed by a dropdown menu. The dropdown menu is open, showing options: '--Select Company Type--', '--Select Company Type-- Autonomous Statutory Body', 'Banks / Financial Institutions', 'Central / State Govt. bodies/departments', 'Consultancy Firm', 'Merchant Bankers', 'Mutual Fund', 'NGO', 'Practising Company Secretaries', 'Private Limited Company', 'Public Limited Company', 'Public Sector Undertaking', 'Societies', 'Stock Exchanges', 'Trusts', 'Others', 'Law Firms (Partnership firms only)', 'Limited Liability Partnership (LLP)', and 'Ministry of Corporate Affairs & its offices (BOC, RD, OL, etc.)'. A red arrow points to the selected option. A red vertical bar on the right indicates a required field.

The below form will be used for Registration of Company/PCS for Imparting Training to CS Students.

Company/PCS/Other Entities Name

Company/PCS/Other Entities Type

Industry Type

Details about your company.

Listed Company

Number Of Employees

Paid Up Share Capital (Rs in lac)

Only Pdf Format is allowed to upload Balance Sheet

Upload Latest Balance Sheet

Please upload the scanned copy of relevant name(s) of the company/PCS/Other Entities. The share capital is clearly mention

- In case of PCS registration the following fields will be auto filled on the basis of Membership number of Company Secretaries filled in the form:

s://www.icsi.in/student/Companies/CompanyRegistration.aspx

Choose the Registration Type Registration of Company/PCS for Imparting Training

The below form will be used for Registration of Company/PCS for Imparting Training to CS Students.

Company/PCS/Other Entities Name

Company/PCS/Other Entities Type Practising Company Secretaries

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Country

Email

Telephone Number

Website

Contact Person

Contact Person Email

Contact Person Telephone Number

Contact Person Mobile Number

Membership No of Company Secretary(if any Company Secretary is employed in Organisation) Enter Memebership No. here

Name of Company Secretary

Email Id of Company Secretary

Telephone No of Company Secretary


Mobile No of Company Secretary

Name of Head HR

Training Type Provided Please note that your Company / Entity / PCS is being registered with institute for imparting training to CS students for 36 months / 24 months / 12 months as the case may be.

- After filling the form please click on Update:

Training Type Provided Please note that your Company / Entity / PCS is being registered with institute for imparting training to CS students for 36 months / 24 months / 12 months as the case may be.



Get Audio Code

Type the code from the image

- Once the User clicks on **Update** Button, the Registration Request will be submitted and intimation will be sent through SMS and E-mail provided by the User in the Registration Request form.
- The request will further be approved by ICSI User. Once approved, the username and password will be sent to respective User through SMS/Email.