

(To be issued on letter head of Company/PCS)

**ANNEXURE-IV**

**Completion Certificate of 15 months/ 12 months/ 24 months/ 36 months Training**

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 from \_\_\_\_\_ to \_\_\_\_\_ and his/her progress was satisfactory.

I, further certify that during the above mentioned period he/she was not given any leave/given leave for \_\_\_\_\_ days.

Place :

Date :

**Company Secretary** (or Practicing Company Secretary)

Signature & Stamp:-

Name:-

Designation:-

(Company Secretary/HR Head/ Director)

ACS/FCS No.:-