

Process of submitting online request for registering Companies & other entities for imparting training to CS Students

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

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

The screenshot displays the ICSI website's 'Company Registration' page. The browser address bar shows the URL: <https://www.icsi.in/student/Companies/CompanyRegistration.aspx>. The page header features 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'. Navigation links include 'Home', 'icsi.edu', 'Students', 'Members', 'Companies', and 'My Cart'. A search bar and a 'LOGIN' button are also present. The breadcrumb trail indicates the current location: 'YOU ARE HERE: Companies > Company Registration'. The main content area is titled 'Choose the Registration Type' and contains a dropdown menu with the following 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 legend indicates that a red vertical bar next to a field name indicates required fields. The footer shows the system tray with the date 2/24/2015 and time 16:09.

2. Enter the Company / Other Entities Name and choose the respective Type from the dropdown. In case of Private Company the user need to choose “Private Limited Company” from the dropdown:

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/Companies/CompanyRegistration.aspx>. The page title is "Company Registration". The navigation menu includes "Home", "icsi.edu", "Students", "Members", "Companies", and "My Cart". The breadcrumb trail shows "YOU ARE HERE : Companies > Company Registration".

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: [Text Field]

Company/PCS/Other Entities Type: [Dropdown Menu]

Industry Type: [Text Field]

Details about your company:

Listed Company: [Text Field]

Number Of Employees: [Text Field]

Paid Up Share Capital (Rs in lac): [Text Field]

Only Pdf Format is allowed to upload BalanceSheet.

Upload Latest Balance Sheet / Partnership Deed / Application Format: [Text Field]

Scanned copy of following documents are required to be uploaded (in single file):

1. For registration of Companies : Request letter on letter head of the company for registration of company for imparting training to CS students duly signed by authorised signatory with rubber stamp + duly authenticated copy of one appropriate page of latest audited balance sheet on which paid up share capital of company is mentioned.
2. For registration of Law Firm / Consultancy firm : Request letter on letter head of the firm for registration of firm for imparting training to CS students duly signed by authorised signatory with rubber stamp + duly authenticated copy of partnership deed of the firm.
3. For registration of PCS : Duly filled application form (click here to download) duly signed by PCS with rubber stamp.

The dropdown menu for "Company/PCS/Other Entities Type" is open, showing the following 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), Ministry of Corporate Affairs & its offices (ROC, RD, OL etc.). A red arrow points to the "Private Limited Company" option.

3 Enter the Company Name and choose the respective Type from the dropdown.

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/Companies/CompanyRegistration.aspx>. The page title is "Company Registration". The browser's address bar and menu bar are visible.

The main content area is a registration form. At the top, it says "Choose the Registration Type" with a dropdown menu set to "Registration of Company/PCS for Imparting Training". Below this, a red text instruction states: "The below form will be used for Registration of Company/PCS for Imparting Training to CS Students."

The form fields include:

- Company/PCS/Other Entities Name: [Redacted]
- Company/PCS/Other Entities Type: Private Limited Company
- Industry Type: A dropdown menu is highlighted with a red box and a red arrow points to it. The menu is open, showing a list of industry types such as Agriculture & Irrigation, Aluminum, Aquaculture, Automobiles, Aviation, Banks - Private Sector, Banks - Public Sector, BPO/KPO, Breweries & Distilleries, Cables/Casting, Cement /Ceramic/Granite, Chemicals & Fertilizers, Coal Mining/Minerals, Compressors, Computers, Construction/Real Estate, Consumer Goods, Couriers, Domestic Appliances, Education & Training, Electric Equipment/Electricals, Electronics, Engineering, Finance, Glass & Glass Products, Hospitals & Medical Services, Hotels & Hospitality, Information Technology, and Infrastructure.
- Details about your company: [Redacted]
- Listed Company: [Redacted]
- Number Of Employees: [Redacted]
- Paid Up Share Capital (Rs in lac): [Redacted]
- Only Pdf Format is allowed to upload BalanceSheet: [Redacted]
- Upload Latest Balance Sheet / Partnership Deed / Application Format: [Redacted]
- Scanned copy of following documents are required to be uploaded: [Redacted]
- 1. For registration of Companies : Request letter on letterhead of the company with rubber stamp + duly authenticated copy of the balance sheet on which paid up share capital of company is mentioned.
- 2. For registration of Law Firm / Consultancy firm : Request letter on letterhead of the firm with rubber stamp + duly authenticated copy of the registration of firm for imparting training to CS students duly signed by the firm.
- 3. For registration of PCS : Duly filled application form on the company's letterhead with rubber stamp.
- Turn Over: [Redacted]
- Address Line 1: [Redacted]
- Address Line 2: [Redacted]
- Address Line 3: [Redacted]
- City: Select Any
- State/Province: Select Any
- Country: INDIA
- Email: [Redacted]
- Telephone Number: [Redacted]
- Website: [Redacted]
- Contact Person: [Redacted]
- Contact Person Email: [Redacted]
- Contact Person Telephone Number: [Redacted]
- Contact Person Mobile Number: [Redacted]
- Membership No of Company Secretary(if any Company Secretary is employed in Organisation): [Redacted]

A red arrow points to the "Membership No. of Company Secretary" field, with a text box next to it that says "Enter Membership No. here".

The Windows taskbar at the bottom shows the system tray with the time 16:15 and date 2/24/2015. Open applications include "Company Registr...", "Online facility for ...", and "Untitled - Paint".

4. After filling the form please click on Update:

The screenshot shows a web browser window with the URL <https://www.icsi.in/student/Companies/CompanyRegistration.aspx>. The page contains a registration form with the following fields:

- 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)
- Name of Company Secretary
- Email Id of Company Secretary
- Telephone No of Company Secretary
- Mobile No of Company Secretary
- CIN Number
- Training Type Provided

Below the form, there is a CAPTCHA image showing the code '13017'. Below the CAPTCHA is a 'Get Audio Code' button and a text input field with the label 'Type the code from the image'. At the bottom of the form, there are two buttons: 'Update' and 'Cancel'. A red arrow points to the 'Update' button.

At the bottom of the browser window, there is a footer with the text: "Best viewed on screen resolution 1024x768 pixels. Website best viewed in IE8, IE9, Mozilla 15.0.1 and above, Chrome 21.0, Safari 4.0.3. Copyright 2014 © ICSI. All Rights Reserved." The taskbar at the bottom shows several open applications, including 'Company Registr...', 'Online facility for ...', and 'Untitled - Paint'. The system clock shows the time as 16:22 on 2/24/2015.

5. 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.

6. The request will further be approved by ICSI User. Once approved, the username and password will be sent to respective User through SMS/Email.