

# APPLICATION FORM FOR PRACTISING COMPANY SECRETARIES SEEKING REGISTRATION TO IMPART TRAINING

The Secretary/Chief Executive  
The Institute of Company Secretaries of India  
'ICSI House' 22, Institutional Area  
Lodi Road, New Delhi-110003

Dear Sir,

I/We request you to register me/us for imparting Training to the candidate sponsored by the Institute, in accordance with the Company Secretaries Regulations, 1982 and the Guidelines for Training by Practising Company Secretaries, 1985 as amended.

I/We hereby declare that I/we am/are in whole-time practice as a Company Secretary/firm of Company Secretaries in practice subsequently I/we give below my/our necessary particulars for your consideration:

Name (In Block Letters) \_\_\_\_\_

Membership Number \_\_\_\_\_

Certificate of Practice No. and Date of issue \_\_\_\_\_

Date, month and year from which in whole-time practice \_\_\_\_\_

Office Address (in Block Letters) \_\_\_\_\_

Appropriate office area (in measurement) \_\_\_\_\_

If office is shared, please indicate details there of \_\_\_\_\_

Telephone No. \_\_\_\_\_

E-mail, if any \_\_\_\_\_

Address for correspondence (in Block Letters) \_\_\_\_\_

Broadly areas of Practice/Operations \_\_\_\_\_

(i) No. of years in practice \_\_\_\_\_

(ii) Working Hours \_\_\_\_\_

(iii) Average annual gross income from practice \_\_\_\_\_

No. of employees, other than the partner, if any,  
and their position \_\_\_\_\_

No. of trainees to be engaged at a time \_\_\_\_\_

Amount of monthly stipend payable \_\_\_\_\_

Particulars of other business/occupation engaged  
in, if any \_\_\_\_\_

(i) Nature of business/occupation \_\_\_\_\_

(ii) Working Hours \_\_\_\_\_

I /we undertake to pay stipend as fixed by the Institute from time to time to a candidate while engaging him as an apprentice,

Yours faithfully,

Signature

Date : \_\_\_\_\_