



# THE INSTITUTE OF Company Secretaries of India

## भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

ICSI/Trg(Exemption)/2022

08/03/2022

### On the spot training exemption Drive

Dear Student,

All students who have completed their final/professional examination of the ICSI, but could not undergo practical training due to their job constraints and were therefore unable to become the Member of the Institute, can apply for exemption from practical training on the basis of their work experience provided that the applicant is eligible for granting exemption from training as per the requirement of the Company Secretaries Regulations, 1982, as amended. For details student can visit Institute's website at <https://www.icsi.edu/student/practical-training/>

The Institute in its constant endeavour to provide best of services to its stakeholders, is organizing **on spot training exemption drive** on **Monday 14<sup>th</sup> March, 2022**, in order to ease the exemption process

Student can visit ICSI Noida office

Time: 9.30 am to 12:30 pm  
Date : Monday, 14<sup>th</sup> March, 2022  
Venue: ICSI, C-36, Sec 62, Noida

Student can connect through the link

Time: 01.30 pm to 04:30 pm  
Date : Monday, 14<sup>th</sup> March, 2022  
Venue: Virtual connect:  
<https://tinyurl.com/5n6ek2ps>  
Meeting number: 2511 694 1905  
Password: 1234

The ICSI sincerely hopes that exemption provisions will indeed simplify the training & certification process and will help in reaching out to aspiring Company Secretaries to be the Member of the Institute. All such eligible candidates deserves to get training exemption can visit the ICSI office or connect through virtual mode on the above schedule to get benefit of the on spot exemption to get further enrollment in e-MSOP or CLDP to obtain their membership. Please refer the Annexure A for document detail.

For further clarification if any, you may contact Ms. Priyanka Singh, Assistant Director, Training & Placement, ICSI on 0120-4082154 or email your query at [priyanka.singh@icsi.edu](mailto:priyanka.singh@icsi.edu)

(A.K Srivastava)

Joint Secretary (Training & Student Services) ICSI

*Encl: Annexure A*



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**Documents required to be submitted by students for claiming exemption from  
undergoing 21 Month Long term Training and 1 month EDP under New Regulation  
Only after passing all modules of Final / Professional Programme a student is eligible to  
apply for exemption  
from training. The Applicant need to apply for exemption through online portal  
<https://stimulate.icsi.edu> using  
SMASH credential**

**Updated on TRG/04/03/2022**

Eligibility Criteria	Document Requirement
<p><b>a)</b> Three year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Four years' experience as assistant in Secretarial Department in any company having a paid-up share capital not less than rupees Fifty Lacs or gross fixed assets of not less than rupees Two crore or Turnover not less than Rupees Ten Crore including any state/central Government, public sector undertaking, autonomous or statutory body, financial institution or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience.</p> <p><b>b)</b> Three years' experience as Secretarial Officer or Executive or any post equivalent; or Four years' experience as an Assistant or any other post equivalent or higher thereto under a Company Secretary in whole time practice having at least Five years of experience as member in practice</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p> <p>ii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iii. Copy of Annual report of the organization for any two financial year between the service period served in the organization or Audited Balance sheet of the organization for any two financial year between the service period served in the organization or Balance sheet of the organization for any two financial year of the service period served in the organization downloaded from MCA site duly certified by the ROC.</p> <p><b>(Balance sheet is not applicable in case of Practicing Company Secretary and PCS firm)</b></p> <p><b>(Should be submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a> in Original and duly self-attested) (Should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</b></p>
<p><b>c)</b> Five years' post qualification work experience of continuous practice on a whole-time basis as a Chartered Accountant or Cost Accountant having carried out statutory/cost/Internal audit or providing management</p>	<p>i. Online payment of Fees of Rs.20,000/-.</p> <p>ii. A Copy of Certificate of Practice (having five years' experience of continuous practice ) as Chartered Accountant / Cost Accountant / Practicing Lawyer)</p>

consultancy services to a Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;

- iii. Experience certificate / Affirmation letter (along with copy of annual report) issued from at **least two client companies** who have engaged the applicant as carried out statutory/cost/Internal audit or providing management consultancy services to a Company having paid-up share capital not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank.
- iv. Copy of audit report of the two years in support of audits conducted in such companies or organizations, duly signed by the applicant confirming that he/she has conducted audit of such companies or organizations.

**(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)**

**d)** Five years' post qualification work experience of continuous **practice as an Advocate in a High Court** , represented one case before the high court and having rendered services as Counsel/Advisor to a Company having paid-up share capital of not less than rupees Fifty lakhs or any organisation

- i. Online payment of Fees of Rs.20,000/-.
- ii. Document for enrolment as an Advocate and in support of his continuous practice of five years' as an Advocate in a High Court / Certificate issued by Bar Council of India.

<p>having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>iii. Experience certificate / Affirmation letter issued from at <b>least two client companies</b>, the applicant has represented one case before the high court and having rendered services as Counsel/Advisor to a Company having paid-up share capital of not less than rupees Fifty lakhs or any organisation having gross fixed assets of not less than rupees two crore or Turnover not less than Rupees Ten Crore including any public sector undertaking, autonomous or statutory body, financial institute or bank</p> <p>iv. Copy of audit report of the two years of companies or organizations,</p> <p><b>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</b></p>
<p><b>e)</b> Four years' post qualification (Management, MBA or any other equivalent qualification) experience as an executive or Five years' post qualification experience as an executive or six years' experience as an assistant in the administration, accounts, finance, personnel or legal department or in any other area in any company or body corporate having a paid-up share capital not less than rupees fifty lakhs or any organization having fixed assets of not less than</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p> <p>ii. Copy of certificate Management, MBA or any other equivalent qualification/ CA membership certificate/Cost Accountant Membership/ any Post Graduation qualification/ Graduation with any other professional degree/certificate/ diploma or Post-Graduation degree/diploma in Management, law, commerce and economics</p>

<p>rupees two crore or Turnover not less than Rupees Ten Crore Central/State Government, any Public Sector Undertaking, autonomous or statutory body, financial institution, banking or insurance company which in the opinion of the Council provides scope for acquiring sufficient professional experience;</p>	<p>iii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iv. Copy of Annual report of the organization for any two financial year between the service period served in the organization or Audited Balance sheet of the organization for any two financial year between the service period served in the organization or Balance sheet of the organization for any two financial year of the service period served in the organization downloaded from MCA site duly certified by the ROC.</p> <p><b>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</b></p>
<p><b>f)</b> Five year's of experience as an Executive/Officer/any other post higher thereto in the Secretarial Department or Six years' experience as assistant in Secretarial Department in any LLP having a total capital contribution not less than rupees Fifty</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p> <p>ii. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the</p>

<p>Lacs or annual turnover of Rupees twenty five crore or more during the two financial year of the service period.</p>	<p>experience. The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.</p> <p>iii. Copy of Annual report of the organization for any two financial year between the service period served in the organization or Audited Balance sheet of the organization for any two financial year between the service period served in the organization or Balance sheet of the organization for any two financial year of the service period served in the organization downloaded from MCA site duly certified by the ROC.</p> <p><b>(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5 MB)</b></p>
<p><b>g)</b>Five year post qualification experience as a regular faculty/Teacher in any university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University, having taught at least one subject in the discipline of Law, Management or Finance &amp; Accountancy, Corporate Governance or any other criteria as recommended by the Council.</p>	<p>i. Fee Rs. 20,000/- towards application fees submitted online through <a href="https://stimulate.icsi.edu">https://stimulate.icsi.edu</a></p> <p>ii. Copy of any proof that university or college affiliated to any university recognized by UGC/AICTE/Affiliated with recognized University</p> <p>iii. Copy of any Post Graduation qualification</p>

iv. Experience certificate having designation, duration of service, pay scale, detail of work profile to assess the experience (Mentioning that taught at least one subject in the discipline of Law, Management or Finance & Accountancy, Corporate Governance). The experience certificate should be signed by either the HR head or by the Authorized signatory of the company/firm as the case may be. The name and designation of the Authorized signatory need to be mentioned in the experience certificate.

**(Documents should be uploaded in Original and duly self-attested in PDF, JPEG, JPG, PNG format, Maximum size of the document can be 3.5MB)**