

Form '103'

[See Regulation 46(2) and 57(4)]

Statement of Particulars to be submitted for Registration as an
Articled Assistant

Particulars of Articled Assistant

PART A

Registration as an Articled Assistant when a student

has registered in Intermediate course/ Direct Entry Scheme and eligible for articleship

1. Name in Full (in Capital Letters) (As per Institute's Record / 10+2 / Graduate Certificate)

(First Name)

KRISHNAKUMAR

(Middle Name)

O

(Surname)

M

Maiden Name (in case of married female student)

2. Gender MALE

3. Residential Address

(i) Permanent Address

MADATHICHIRA HOUSE

POOCHACKAL P O

CHERTHALA

City ALAPPUZHA

State KERALA

Country IND

Pin 688526

Phone No. with STD Code

Mobile No. 8848093391

(ii) Address for Correspondence

MADATHICHIRA HOUSE

POOCHACKAL P O

CHERTHALA

City ALAPPUZHA State Code KERALA

Country India

Pin 688526 Phone No. with STD Code /

Aadhar No. Pan No.

Email ID krishnakumararun7@gmail.com

Mobile No.

4. Please indicate whether you need study material in 'Hindi' or 'English'

5. Date of Birth 01/Jul/1999 (DD-MM-YY)

6. (a) Nationality INDIAN

(In case of foreign nationals intending to pursue studies in India, an attested copy of student Visa or study permit, as the case maybe from the appropriate authorities for the duration of the Chartered Accountancy Course must be enclosed)

6. (b) Whether Physically Challenged (if yes, proof for nature of deformity to be enclosed)

7. Father's /Mother's/ Husband's Name and Address
(Name)

OMNANKUTTAN.P

(Address)

MADATHICHIRA HOUSE

POOCHAKKAL PO

CHERTHALA

City ALAPPUZHA State Code KERALA

Country INDIA

Phone No. with STD Code 0477 / 8848093391 Mobile No. 8848093391

Email krishnakumararun7@gmail.com

8. Educational Qualification (Starting from 10th Examination)

Examination	Board / University	Year	Result		
			Marks Obtained	Max Marks	Result Status
X	KERALA BOARD OF PUBLIC EXAMINATIONS	2015	740	1000	PASSED
XII	KERALA BOARD OF HIGHER SECONDARY EDUCATION	2017	1004	1200	PASSED
Graduation Details	KERALA UNIVERSITY	2020	2371	3900	PASSED

9. Particulars regarding Joining and Passing the Foundation CPT / PE-I / Foundation (Old) / Intermediate / IPCE / Group I / Group II or Both Group of IPCE / PCE / PE II Group I / Group II or Both Group Intermediate (old) or Accounting Technician examination of the Institute ,wherever applicable (year, month and roll number)

10. Particulars of partially completed articles service, if any, viz.

a).Name, Membership No, and Address of the previous employer(s)

(Name)

CYRIAC JOHN

Membership No. 228488

Address :

2ND FLOOR

BHAVANI TRADE CENTRE

HIGH SCHOOL JN.

City KERALA State Code KL

Country INDIA

Phone No. with STD Code - / 2816969

b) Whether served as articulated assistant or audit assistant -

c) Registration No SRO0752194

d) Date of Commencement of articles/audit training 04/Nov/2020 (Date)

e) Date of Termination 20/Oct/2021

i) Total period served:

0 years, 11 months, 16 days

11. Date of commencement of service under the present employer

03/Jan/2022

12. Date on which the deed of articles has been executed (within 30 days of the date of commencement)

04/Nov/2020

13. Period for which the deed of articles has been entered into

2 Years 0 Months 14 Days

from

03/Jan/2022

to

16/Jan/2024

14. Number of the form in which deed of articles has been executed

102

15. Whether the agreement has been executed

Yes

(a) in the printed form, without any modifications

Yes

(b) in duplicate and one copy kept by either party

Yes

16. (a) Whether the articulated assistant is actively engaged in any other business or occupation ?

No

(b) Whether the articulated assistant is active partner or a sleeping partner in a business concern or a Director in family business Company

(c) If yes, whether the permission of Council has been obtained (quote letter No. and date)

engaged (also submit Form 112 duly filed in)

(Date)

17. (a) Whether the articulated assistant has taken up any other course of study academic or professional

No

-

(b) if so, give full particulars of the course, timings of the classes held, working hours of the employer

(Name of the Course)

-

-

from to Hrs (Classes timings of the course)

from to Hrs (Working hours of the employer)

(c) Whether the permission of Council has been obtained (quote letter No. and date)

(Date)

(d) If permission for other course is now sought, give full particulars of the course, timings of the classes held, working hours of the employer etc. (also apply in Form 112 duly filled in for necessary permission)

(Name of the Course)

from to Hrs (Classes timings of the course)

from to Hrs (Classes timings of the course)

(For computation of exact amount of fee payable please refer to the attached schedule of fees.)

Details of Remittance

DD / Pay Order No. Dated for Rs.

(Name of the Bank)

drawn on

I declare that the particulars given above are true and correct to the best of my knowledge and belief and I undertake to intimate to the Council and the employer within sixty days of any change that may occur in the information furnished above during the period of my training for the purpose of the Chartered Accountants Regulation 1988.

I undertake to abide by all the Rules of the Board of Studies, as may be in force from time to time during the period I am undergoing tuition. I further agree not to pass, on sell or gift away any study paper or any other material provided to me by the Board.

Please Affix
Recent
Colored
Photograph

(Within the frame only)

Signature of the Articled
Assistant

I declare that the particulars given above are true and correct to the best of my knowledge and belief. The information furnished against items 13 and 14 is based on the statement of the articled assistant.

(Within the frame only)

(Within the frame only)

Stamp and Seal of the Employer

Counter Signature of the Employer

Place

Date

**PARTICULARS OF THE EMPLOYER OF THE
ARTICLED ASSISTANT**

PART - B

1. Name

VENUGOPAL S

2. Membership No.

206455

3. Address

second floor

kooran's

OLD RAILWAY STATION ROAD

City

KERALA

State Code

KERALA

Country

INDIA

Pin

682018

Phone No. with STD Code

/ 0

4. Date from which the member is continuously holding the Certificate of Practice

(a) 01/Aug/1997

(b) No. of completed years of Practice 24 years years

5. Name of the Firm and Member's Status therein (i.e. Proprietor / Partner / Paid Assistant)

S VENUGOPAL & CO

Partner

6. Details of Association(Proprietor / Partner / Paid Assistant), if any, with other firms of Chartered Accountants

7. Sub-Regulation of Regulation 43 under which the member is eligible to train the articled assistant

8. Whether the member is engaged in any other business or occupation at present. If so, please give details

from

to

(DD-MM-YY)

9. Whether the member is engaged in any other business or occupation at any time during the qualifying years of his practice on the strength of which he claims to train the articled assistant. If so, please give details

from	to (DD-MM-YY)

10.Name(s) of the articled assistant(s), if any, with registration Nos. already undergoing training with the member

1. Name	BINIYA BIJU
	SRO0696329 (Registration No.)
2. Name	LAYA K SOMAN
	SRO0753592 (Registration No.)
3. Name	TINCY BABU
	SRO0753210 (Registration No.)
4. Name	KAVYA SABU
	SRO0755705 (Registration No.)
5. Name	NAYANA RAJU
	SRO0762444 (Registration No.)
6. Name	KRISHNAKUMAR O M
	SRO0752194 (Registration No.)
7. Name	
	(Registration No.)
8. Name	
	(Registration No.)
9. Name	
	(Registration No.)
10. Name	
	(Registration No.)

11 Name of the additional articled assistant, if any, with registration number, already undergoing training with the member

Name

I declare that the particulars given in Part B above are true and correct to the best of my knowledge and belief and I undertake to intimate the Council within sixty days of any change that may occur in the information furnished in Part B during the period of training to the articled assistant.

I further declare that

- I have fully satisfied myself that the articled assistant is eligible to receive training as such under Chartered Accountants Regulation, 1988 and that he has passed the
- (1) Professional Education Examination (PE-II) / Group I of IPCC or Both Groups of IPCC or Accounting Technician Course / CPT / PE-I / Foundation / Entrance Examination.
 - (2) The deed of articles has been executed in duplicate in Form 102.
 - (3) I have fully satisfied myself that the deed has been executed correctly in all respects.
 - (4) One copy of the deed of articles has been retained by me and the other has been given to the articled assistant.
 - (5) I shall be paying stipend to the articled assistant not below the rates prescribed under the Regulations.

- I have necessary vacancy to train the afore mentioned articled assistant and that
- (6) relevant papers for registration have been filled in accordance with the provisions of Regulations 46.



(Within the frame only)

Stamp and Seal of the Employer



(Within the frame only)

Signature of the Employer

Place

Date

Stipend Details

A person registered as an Articled Assistant is entitled to receive a minimum monthly stipend as per the rates specified under the Chartered Accountants Regulations, from time to time. The current minimum rates of monthly stipend payable, depending on the situations of the normal place of services of the articled assistant, are as follows

		Stipend payable per month (Effective w.e.f. 23.01.2015)		
	Classification of the normal place of service of the articled assistant	During the first year of training	During the second year of training	During the remaining period training
(1)	Cities / towns with a population of 20 lakhs and above	Rs. 2000/-	Rs. 2500/-	Rs. 3000/-
(2)	Cities / towns with a population of 4 lakhs	Rs. 1500/-	Rs. 2000/-	Rs. 2500/-

	and above but less than 20 lakhs			
(3)	Cities / towns having a population of less than 4 lakhs	Rs. 1000/-	Rs. 1500/-	Rs. 2000/-

Study sets issued / collected

If Yes,

In person from regional / branch office

Date with office seal

Office Seal

By Post

Applied in the Region

Signature of Dealing Assistant

Signature of Officer In-Charge

ACKNOWLEDGEMENT

(To be filled in by the Applicant)

We acknowledge with thanks receipt of

R s. o r \$

by way of Demand Draft No.

drawn on

Signature

(Within the frame only)

For the Institute of Chartered Accountants of India

Price Rs. 50/- Only

2017 No.

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

GENERAL INSTRUCTIONS REGARDING REGISTRATION OF ARTICLED ASSISTANTS :

(A) FIRST REGISTRATION

(1) Entry Qualification:

(1) Direct entry to Chartered Accountancy Course in Intermediate Course-

The Following categories of students shall be exempted from passing the Foundation Examination and seek registration in articled training subsequent to registration to intermediate:-

Graduates and Post Graduates having secured in aggregate a minimum of 55% of total marks or its equivalent Grade in the examination from any recognized university(including open university) by studying any three papers of 100 marks each out of Accounting, Auditing, Mercantile Laws, Corporate Laws, Economics, Management(including Financial Management), Taxation(including Direct Tax Laws), Costing, Business Administration or Management Accounting etc.(Refer Prospectus)

Admission to Practical Training(Articled Training)

2. Commerce Graduates or Post Graduates or Non-Commerce Graduates or Post-Graduates with specified percentage of marks after registering in Intermediate Course shall be eligible for admission for three years articled Training on Completion Of :-

- a) Integrated Course for information technology and soft skills ICITSS(IT)
- b) ICITSS(OC)

3. Students who have passed Intermediate level of examination of the Institute of Cost Accounts Of India or the institute of company secretaries of India Shall be eligible for the admission for three years articled training on

- a) Passing of either Group or Both Groups of intermediate (IPC) Examination/Intermediate or Accounting technical level of examination
- b) Completion of ICITSS(IT)
- c) ICITSS(OC)

OR

(2) The Candidates who have

(a) Passed Either of the groups of IPCE/Intermediate examination under IPCC/Intermediate scheme of education conducted by institute and successfully completed orientation programme and information technology training(ITT) programme integrated course of Information Technology and soft skills as may be prescribed from time to time by council of institute or;

(b) Passed one of the groups in professional education (examination 11) conducted by institute and successfully completed compulsory computer training(CCT)/information technology training(ITT) programme as may be prescribed from time to time by the council of institute and converted from PE-11/IPCC to intermediate.

(c) Registered in intermediate(IPC) course under direct entry scheme and eligible for Articleship.

(2) Period of Articles

The deed Period for fresh articles is 3 years from the date of commencement of articleship for registered students under IPCC/Intermediate course. Thereafter re-registration needs to be done for the balance period of training in case of termination.

(3) Documents to be executed

- (a) Deed of articles in Form 102

Statement of particulars for registration in form 103 triplicate, one copy to be sent to the Institute, one copy each to be retained by the chartered accountant and articled assistant

Deed of articles in (Form 102)

(i) The deed of article should be executed within 30 days of the date of commencement of nonjudicial stamp paper or special adhesive stamps of the requisite value should be affixed

- (ii) The deed of the article should be executed for full period of 3 years and 3 and half years as the case may be. a deed showing a lesser period will not be registered
- (iii) The deed of the article should be executed in the printed form in duplicate and signed both by the articled assistant/Guardian of the articled assistant and the chartered accountant concerned
- (iv) The original deed of the article should be retained by the chartered accountant and duplicate copy thereof should be given to the articled assistant
- (v) The deed of the articles is not required to be sent to the office of the institute for registration

Form of particulars for registration(Form 103)

- (i) Statement of particulars for registration(Form 103) should be filled clearly, completely and unambiguously
- (ii) The form should be signed both by the articled assistant/ guardian as the case may be and the chartered accountant concerned at appropriate places.

Before entering into the articleship, the candidate must ensure that the chartered Not accountant under whom the student wishes to receive training as an articled e: assistant is eligible to train and student is having a vacancy to accommodate him / her as an articled assistant

(4) Permission for other course

Prior permission of the council to pursue any course of study either through correspondence, private or Regular (Be it a graduation or post graduation) should be obtained by submitting form 112 dully filled in and signed by the student, his employer and the principal of the college at the time of the joining the articles or during the period of articles if intending to join or joined subsequently

Before recommending and forwarding application of the article assistant the principal must ensure that:

- (a) The working Hours of the articled assistant shall be 35 hours in a week excluding the lunch break
- (b) The office hours of the principal for providing articled training to the articled assistant shall not be generally start before 9:00AM or and after 7:00 PM
- (c) The normal working hours for the articled assistant shall not start after 11:00AM and end before 5:00 PM
- (d) The working hours for the articled assistant should not exceed 35 hours in a week excluding the lunch break and normally an articled assistant be required to work during the normal working hours fixed for articled assistants.
In case of exigencies of work with principal, an articled assistant may be required to work beyond his/her normal working hours. however under such circumstances, the aggregate number of working hours shall not exceed 45 hours per week. The requirement to work beyond 35 hours in a week should not be a practice but only in exceptional circumstances. further where the articled assistant is required to work beyond normal working hours an aggregate of such hours exceeds 35 hours per week, he or she shall be entitled to compensatory leave calculated with reference to number of completed working hours, over and above 35 hours per week
- (e) The facility of allowing flexible office hours stands withdrawn
During the working hours, the articled assistant is not permitted to attend college/other institutions for pursuing any course including graduation. Accordingly the college timings of such course should not be such(after taking into account the time to commute) which clashes with the normal working hours of the article training.
- (f) The facility of allowing flexible office hours stands withdrawn
- (g) During the working hours, the articled assistant is not permitted to attend college/other institutions for pursuing any course including graduation. Accordingly the college timings of such course should not be such(after taking into account the time to commute) which clashes with the normal working hours of the article training.

(h) The working hours do not clash with the graduation or any other course, if any pursued by articled assistant, each articled assistant registered on or after 1st April, 2008 shall now be required to obtain specific permission from the ICAI for pursuing graduation or other course as permitted under the chartered accountants regulations by submitting form no. 112 within one month from the date of joining the college or course to the ICAI

(i) The certificate in form no. 112 indicating college timings etc. shall be counter-signed by the concerned principal of the college with the seal and stamp of college and also indicating the telephone numbers and full address of the college

(j) Leave in connection with the permitted course for the days of the relevant examination may ordinarily be granted by the principal. Any other leave for such course may be granted at the discretion of the principle.

Not e: In case a student does not comply with the above requirements or violates any of the above guidelines, his / her articleship period shall not be recognized.

(5) Application for registration to information technology training/ integrated course of information technology and soft skills.

Candidates registering for practical training for 3 years after passing foundation/CPC/PE-1/Foundation (old) are required to register for compulsory ITT course ICITSS. They are required to do advanced ICITSS (Advance Information technology and management communication skills) as well during the period of practical training before appearing in the final examination.

(6) Permission to engage in other occupation.

An Articled Assistant may be allowed merely to be a sleeping partner in business concern or director in family business company subject to certain conditions, details whereof can be furnished on request. On the receipt of application in prescribed form 112 permission to engage other occupation shall be considered if the applicant is engaged as:-

(i) **Sleeping partner in business concern**

The main requirement is that there must be clear recital in the partnership deed of the family business concern that he/she is a sleeping partner and this constitute 'prima facie' evidence unless there is evidence to the contrary.

(ii) **Director in the family company**

The main requirement is that the articled assistant should be Director in the family business which is in existence before joining the C.A. Course and he/she should not take any active part apart from attending the meetings of the Board of Directors

No te: The ICAI has decided to impose several consequences by delaying grant of membership for substantial period corresponding to quantum of overlapping period between office timing of the principal and attendance at classes at the college in of violation of regulation 65.

(7) Student Identity Card

The attached card duly filled in with latest passport size photograph of student and signed by the employer and the student at the appropriate places only should be sent along with form 103. The identity card will be stamped by institute and returned to the student in a plastic cover along with registration letter. The identity card shall be compulsory to all the students and will be valid for three years as the case may be from the date of registration. In case of transfer/extension of articled service, the card shall be required to be re-issued for the balance/extended period.

(8) Address of the concerned regional office of ICAI

The papers for registration should be sent so as to reach within 30 days from the date of commencement of training at following Places

- ('If the employer is practicing in western India Region to the joint secretary, at ICAI Tower', C-40 G Block, Bandra-Kurla Complex, Bandra(E) 400051.
- (If the employer is practicing in Southern India Region) to the joint director at 'ICAI Bhawan', 122, Mahatma Gandhi Road, Post Box No.3314, Nungambakkam, Chennai-600034)
- (If the employer is practicing in Eastern India Region) to the joint secretary at 'ICAI Bhawan', 7, Anandi Lal Poddar Sarani, Russel Street Kolkata-700071)
- (If the employer is practicing in Central India Region) to the deputy secretary at 'ICAI Bhawan', 16177-B, Civil Lines Kanpur-208001, UP)
- (If the employer is practicing in Northern India Region) to the deputy secretary at 'ICAI Bhawan', 7, Plot no.52, 53, 54, 55 Institutional Area Vishwas Nagar, Shahdara, Near Karkardooma Court, Delhi 1100321 'ICAI Bhawan' Indraprastha Marg, New Delhi - 110002)

(9) Papers/Payment to be sent for Registration

- (a) Form 103 duly filled in and signed
- (b) Copies duly attested by concerned member under whom the articles are to be registered
 - i) Marksheet of Foundation/CPT/PE-1/Foundation(old)/10+2 Examination/Intermediate either group/Both Group
 - ii) Date of Birth Certificates(as per S.S.C)
 - iii) Compulsory Computer Training Certificate(CCT) issued by the C.A. Institute only in case of PE-11 Students
 - iv) ITT and Orientation Course Certificate issued by ICAI / Integrated Course of Information Technology and Soft skills.
- (c) In case of foreign nationals an attested copy of student visa or study permit, as the case may be from appropriate authorities for the duration of chartered accountancy course must be enclosed.
- (d) Registration and tuition fees as per details given in form '103' by bankers cheque/Demand Draft drawn on any banking the name of 'secretary' 'Institute of Chartered Accountants of India' and payable at Mumbai, Chennai, Kolkata, Kanpur and New Delhi as the case may be.
- (e) Attested Copy of Graduation/Post Graduation marksheet or Intermediate examination pass statement of the Institute of Cost Accounts of India/Institute of company Secretary of India attested by the CA/Gazetted officer/College Principal.
- (f) Form 112 in complete if pursuing/to be admitted in other course or having other engagement during articleship.

(B) SUBSEQUENT REGISTRATION : RE-REGISTRATION OF ARTICLES

Transfer / Termination of Articleship [Regulation 56(1)]

The transfer/Termination of Articleship in terms of regulation 56(1) of the chartered Accountants Regulations, 1988 shall be permissible on grounds as stated below:-

I. Transfer/Termination of Articles permitted without any restriction during first year of articles.

II. .During the rest of the articleship period on satisfying any one or more of the conditions as stated below:-

- (1.) Medical grounds requiring discontinuance of articles for a minimum period of three months: on production of medical certificate by a government hospital)
- (2.) Transfer of parent(s) to another city
- (3.) Misconduct involving moral turpitude

(4.) Other justifiable reasons/circumstances:-

- Grounds already permissible in the chartered accounts regulation, 1988 (on)
- (i) submission of requisite proof of the act warranting the transfer/Termination of Articleship
 - a) Industrial Training (Regulation 51)
 - b) Secondment of articles (Regulation 54)
 - c) Conversion of PCC to IPCC (for termination of articles only. Re-Registration articles to be allowed only after passing Group-I of IPCC)
 - d) Death of Principal [regulation 56(1)c]
 - e) Ceasing of Practice by the Principal [Regulation 57(1)a]
 - f) Removal of the name of the principal from the register of member due to any reason [Regulation 57(1)b]
 - (ii) Marriage basis (Only if there is reallocation to another city involving distance of 50 kms)
 - (iii) Irregular payment or non-payment of stipend with reference to regulation 67
 - (iv) Articled assistant desired to serve balance period of training outside India,
 - (v) Shifting by the principal to another city involving distance more than 50 kms

The articled assistant is required to get the consent of the institute before getting form 109 signed by the principal in their own interest

The request on any one or more of the aforesaid grounds, of the articled assistant on a plain paper along with their commendation/consent of the principal for transfer/Termination of Articleship accompanied by evidence/proof (self attested by the articled assistant) to the satisfaction of the institute be made, request for the transfer not accompanied by the consent of principal shall not be accepted

In case of dispute between the principal and the articled assistant, the matter be settled amicably among the articled assistant and the principal concerned and the Institute shall not interfere in such cases

While registering the article service under another chartered accountant in practice for the balance period of training the formalities would broadly be the same as set out in paragraph 2 and 3 above except for the following

- (a) No registration fees is necessary for re-registration of articles
The particulars in form 103 for registration under the new employer should be accompanied by a service certificate from the previous employer for the training already served, in form '109' or form '120' as the case may be along with Report of practical Training undergone in the format prescribed on the reverse of form 1-09 or form 120 as the case may be
- (c) The Identity card issued under the previous employer
The Period of training in the deed of articles with the new employer must be the
- (d) full balance period of training required to be undergone under the Chartered Accountants Regulations.

(C) SUPPLEMENTARY ARTICLES

An articled assistant who has already completed three years /three and a half years of articles service and has taken leave in excess of the period covered under Regulation 59 is required to serve for a period equivalent to the excess leave taken in order that his training may be completed. For this purpose, a supplementary deed of articles in form no. 107 should be executed in triplicate with the same employer in continuation of the previous training on non-judicial stamp paper or 'special adhesive stamp' of the requisite value should be affixed on the form. The supplementary deed in duplicate along with form 108 or form 119 as the case

may be for the period already served should be sent so as to reach the office of the Institute within 60 days of the expiry of the normal term of articles.

In case there is a break in the continuity of training and/or there is a change in the employer and/or there is delay in submission of the papers beyond 60 days, as referred to in the previous paragraph, an agreement in form no. 107 would not be valid. In such a case a fresh agreement in Form 102 should be entered into and the particulars in form 103 along with Form No. 108 or Form 119 as the case may be for the period already served should be sent to the office of the Institute for registration within 30 days of the commencement of training.

A member may be granted an additional vacancy to engage an articled assistant whose normal term of training is over and he (the articled assistant) is found to have taken excess leave which is to be made up by an additional period of articles. It is the duty of the employer in such a case to ensure that the articled assistant completes the period of training under him including the period of excess. The benefit of an additional vacancy in such a case is given only where it could not have been reasonably anticipated that the articled assistant would have to serve an extra period on account of the excess leave taken. Such additional vacancy may be given to the previous employer or to any other chartered accountant entitled to train articled assistant(s).

(D) OTHERS

In case Form No. 103 is not submitted to the Institute's Office within 30 days from the date of commencement of training, the procedure laid down by the council for condonation of delay in submission of forms will apply.

Period of Delay	Corresponding Fees to be Paid
30 days beyond specified period	RS.500/-
31-180 days beyond specified period	RS.1000/-
181-365 days beyond specified period	RS.2000/-
Beyond 365 days	RS.10000/-

1. If the delay is 31 days to 180 days specified period, relevant documents are required to be submitted.
2. Following documents may be required in case of delay;
 - a.) Attendance record of the Articled Assistant.
 - b.) Original deed of articles in Form 102, executed on non-judicial stamp paper issued within 30 days of the date of commencement.
 - c.) Certified copy of the work diary of the Articled Assistant.
 - d.) Stipend details with evidence in the form of Bank Pass Book/Statement.

Advance IT and Management Communication Skills

The Students registered under the existing scheme and appearing in the final examination in the existing scheme shall undergo the course before applying for membership of the institute.

The Students registered under the revised scheme shall be undergoing the course during the last years of practical training but compulsory before appearing for the final examination.

OR

Students can undergo 4 weeks Residential Course/One month Non-Residential

programme on professional skills development in lieu of management and communication skills course by paying the required fees .