

Principal's Membership No.

Trainee's Registration No.

Period: From

To

Category of Work Experience	(Time spent in weeks)		
	First Year	Second Year	Third Year
A. Financial & Management Accounting	<input type="text"/>	<input type="text"/>	<input type="text"/>
B. Auditing (including internal Audit)	<input type="text"/>	<input type="text"/>	<input type="text"/>
C. Taxation	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. Management Services	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Information Technology	<input type="text"/>	<input type="text"/>	<input type="text"/>
F. Other areas, if any, please specify	<input type="text"/>	<input type="text"/>	<input type="text"/>
G. Secondment, exchange, if any	<input type="text"/>	<input type="text"/>	<input type="text"/>

General Comments / Remarks :

I/We hereby certify that the aforesaid information is based on Training Records maintained in the office.



(Within the Frame only)

Signature

Principal/Member-in-charge(Training)

Membership No.

Place :

Date :

Note : General comments may include information on levels of progression.

B. Summary of Professional (and Other) Training Programmes Attended by Students (SOPTAS) (separate paper may be attached)

Sr. No	Particulars	No. of Hrs
I.		<input type="text"/> <input type="text"/> <input type="text"/>
II.		<input type="text"/> <input type="text"/> <input type="text"/>
III.		<input type="text"/> <input type="text"/> <input type="text"/>

C. General Comments / Remarks, if any _____

D. We hereby certify that the aforesaid information is based on Training records

(Within the Frame only)

Signature
Student / Trainee

(Within the Frame only)

Signature
MIT

(Within the Frame only)

Signature
Principal

Place:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Notes:

1. Any other area of work experience / theoretical training , not falling under the captions given, be specified.
2. The number of days/weeks may be indicated on the basis of basic records such as daily time sheets, diaries etc, and in the absence of any such records, it should be based on the best estimate. The number of days/weeks related to each category may be equated based on the standard number of working hours / days per day/ week.
3. Separate record should be preferably maintained in regard to the work experience during secondment / exchange and should be counter-signed by such other member under whom the trainee has had the work experience.
4. In the Remarks column, of Summary of Professional (and Other) Training Programmes Attended by Students (SOPTAS), state the name of the organizer and other details considered relevant.
5. This form should be signed by the Principal in all circumstances.

