

**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

(Statutory body under an Act of Parliament)

CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi- 110003

FORM T4
(In Triplicate)**INTIMATION FOR ENGAGEMENT OF CMA STUDENTS AS TRAINEES**

1.	Name of the Company/Organization with address	
	Telephone No. (with STD code)	
	Mobile No.	
	E-mail id	
	Contact Person with Designation:	
2.	Date of Registration/Incorporation of the organization	
3.	Nature of Business and Status of Organization like proprietorship. Partnership Firm. Pvt./Public Ltd. etc	
4.	Turnover in the previous Year (Rs. in Crore) Please attach a copy of Audited Balance Sheet	
5.	Particulars of Student registered as Trainee:	
	Name in full (in Capital Letters):	
	Fathers Name (in Capital Letters):	
	Student's Registration No. with date	
	Residential Address	
	Telephone No.	

	Mobile. No.			
	E-mail ID			
	The period for which the Cost of Management Trainee has been engaged.	From: _____(date) To: _____(date)		
6.	In case Cost & Management Trainees already working with your Company, Details of other Trainees engaged			
	Name of the Trainee(s)	Reg.No.	Date of Joining as trainee	Date of leaving/ completion of training
		(i)		
		(ii)		
		(iii)		
		(iv)		
		(v)		
7.	Areas in which Trainee is being engaged			
8.	Amount of Stipend fixed for the Trainee			
9.	Any other Information, which the Company/Organization may like to provide			

The Trainee is engaged as per the Standard guidelines issued by the Institute on Practical Training.

Signature of the Student
Registration. No.
Date:

Authorized Signatory with name &
Designation and Seal

Note: One copy of Intimation to be retained by the employer, one with the student and one copy be sent to The Director (T&P), The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi- 110003